

TEXAS WORKFORCE COMMISSION LETTER

ID/No: WD 136-99, Chg. 2

Date: August 24, 2000

Key Word: WIA

To: Local Workforce Development Board Executive Directors
LWDA Coordinators
Agency Executive Staff
Agency Local Offices

From: Barbara Cigainero, Director of Workforce Development

Subject: Sequence of Services under the Workforce Investment Act: Addition of Assisted Core Services

PURPOSE:

To provide information and guidance to Local Workforce Development Boards (Boards) on changes to the Sequence of Services under the Workforce Investment Act (WIA).

REFERENCE:

WD Letter 136-99, Change 1, issued February 3, 2000, and entitled "Sequence of Services and Definition of Short-Term Prevocational as an Intensive Service Under the Workforce Investment Act"
U.S. Department of Labor, Training and Employment Guidance Letter 7-99 issued March 3, 2000

BACKGROUND:

The Sequence of Services, distributed to Boards in WD Letter 139-99, Change 1, did not include Assisted Core services. U.S. Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 7-99 added Assisted Core services to the service levels that need to be provided to WIA-eligible individuals. DOL TEGL 7-99 may be accessed at the following web site:
<http://www.ttrc.doleta.gov/directories/attach/TEGL7-99.pdf>

CHANGES TO WD LETTER 136-99, CHANGE 1

The changes to WD Letter 136-99, Change 1 and its three attachments are indicated by **bold-underline**.

PROCEDURES:

The following procedures should be observed in the provision of WIA services:

1. Boards must incorporate the attached updated Sequence of Services information and modify their policies and procedures **to be effective October 1, 2000.**
 - WIA **Title 1** eligibility is determined prior to or on the WIA registration date. WIA Title 1 eligibility is valid for a maximum of 45 days.
 - WIA registration occurs after a customer is determined WIA **Title 1** eligible and immediately prior to a client receiving the first **Assisted Core** service. [WIA registration occurs (is automatically recorded) within the Workforce Information System of Texas (TWIST) when the first **Assisted Core** service is entered in TWIST.]
 - Boards should make every effort to obtain minimal pre-WIA registration data from clients who are obtaining Core services. This information should include: date, name, Social Security Number, address, phone number, and the recording of services received. Boards are strongly encouraged to register recipients of Core services in TWIST, using the One-Stop Intake screen. The collection of this data will allow the State and Boards to track the Core services being provided.
 - WIA funds must be used to provide Core, **Assisted Core, Intensive, and Training services through the One-Stop Service Delivery Network.**
2. For Intensive services, Boards must define short-term as it relates to “short-term prevocational services.” Based upon the latest guidance from the DOL regional office, short-term should be limited to six months or less, unless special circumstances require a longer time frame, which needs to be determined on a case-by-case basis. Short-term prevocational services (not tied to a specific occupation) include course-like services, such as Literacy and Adult Basic Education, Workplace Literacy, Introductory Computer classes, as well as development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills and professional conduct to prepare individuals for unsubsidized employment or training. Also, any activity provided in Texas Workforce Center Computer Labs can be an Intensive service as long as the customer is referred to that service and the activity can be completed within the time period established by the LWDB as “short-term.”
3. Boards must develop, approve and implement policies and procedures to incorporate the Sequence of Services information into their service delivery strategy. **Boards must submit a Plan Amendment adding Assisted Core services if it included information in its Integrated Plan (Program Year 2000, Fiscal Year 2001) on Core, Intensive, and**

Training service levels in response to question 31 or other areas of the Plan. No later than September 30, 2000, Integrated Plan Amendments must be sent to:

*Texas Workforce Commission
Program Planning, Policy Development and Resource Support
Department
Attn: Billie O'Dowdy
101 East 15th Street, Room 440-T
Austin, Tx. 78778-0001*

ACTIONS REQUIRED:

1. Boards must develop, approve and implement policies and procedures to incorporate the Sequence of Services information into their service delivery strategy. **By September 30, 2000, those Boards that submitted information in the Integrated Plan (Program Year 2000, Fiscal Year 2001) on Core, Intensive, and Training service levels must submit Plan Amendments adding Assisted Core Services.**
2. Boards must distribute the attachments to this WD Letter to their service providers.

INQUIRIES:

Direct inquiries Roger A. Smith via e-mail at roger.smith@twc.state.tx.us or at (512) 936-3568.

ATTACHMENTS:

- Attachment 1: Sequence of Services Flow Chart
- Attachment 2: Sequence of Services List: Guiding Principles
- Attachment 3: Sequence of Services List for Core, **Assisted Core**, Intensive and Training

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| Rescissions: None | Expiration: Continuing |
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