

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

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Date:	May 2, 2019
Keyword:	WIOA
Effective:	June 2, 2019

To: Local Workforce Development Board Executive Directors
Commission Executive Offices
Integrated Service Area Managers

Courtney Arbour

From: Courtney Arbour, Director, Workforce Development Division

Subject: Funding Training Programs Outside of Local Workforce Development Areas through Individual Training Accounts

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with information and guidance on using Individual Training Accounts (ITAs) for training programs located outside of their local workforce development areas (workforce areas), including training providers and programs located outside of Texas.

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) establishes allowances for individuals to select training providers and programs located outside of their workforce areas, including training providers and programs located outside of the state. The Texas Workforce Commission (TWC) maintains the statewide Eligible Training Provider List (ETPL), which lists the providers that are eligible to receive funding through ITAs.

PROCEDURES:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”

Training Programs Outside of the Workforce Area but within Texas

LF: Boards may use ITAs to fund training programs located outside of their workforce areas but within Texas.

NLF: Boards that choose to use ITAs for training programs outside of their workforce areas must establish a local policy that includes the following requirements:

- The training program must be included on the statewide ETPL in Texas.
- The training program must be aligned with local target occupations or target occupations in an area to which the participant is willing to commute or relocate.
- The ITA is used in accordance with other existing TWC guidance.

Training Providers or Programs Outside of Texas

NLF: Boards must be aware that effective July 1, 2019, TWC will no longer include out-of-state training providers or programs on the statewide ETPL. Programs removed from the ETPL will no longer have access to ITAs except where local policies have been established.

LF: While out-of-state providers will no longer be on the statewide ETPL, Boards may use ITAs for training programs located outside of Texas, if a local policy has been established.

NLF: Boards must ensure that a local policy to fund training programs outside of Texas includes the following requirements:

- The training program must be listed on the statewide ETPL in the state where the provider is located.
- Workforce Solutions Office staff documents out-of-state ETPL listings in participant case files prior to requesting or approving the use of an ITA.
- The training program must be aligned with local target occupations or target occupations in an area to which the participant is willing to commute or relocate.
- The ITA is used in accordance with other existing guidance.

INQUIRIES:

Send inquiries regarding this WD Letter to wfpolicy.clarifications@twc.state.tx.us.

REFERENCE:

Workforce Innovation and Opportunity Act Regulations at 20 CFR Part 680 Subpart D—
Eligible Training Providers