

FY'24 Apprenticeship Training Program Timeline

DATE	ACTIVITY
March 2023	Texas Workforce Commission (TWC) receives Fiscal Year 2024 (FY'24) Apprenticeship Training Program (ATP) funding recommendations from Texas Workforce Investment Council (TWIC).
April 25, 2023	Commission approves: <ul style="list-style-type: none"> • FY'24 preliminary funding formulas as recommended by TWIC; • Planning estimates contingent on total available funds, as approved by the Commission's adoption of the FY'24 Operating Budget.
May 19, 2023	TWC publishes notice of funding availability for FY'24 ATP and instructions for submitting requests for funding, as posted on TWC's website.
June 30, 2023	Deadline by which: <ul style="list-style-type: none"> • all planning estimates, assurances, and supplemental forms are DUE to TWC. <u>June 30, 2023, no later than NOON Central Standard Time is the last date and time to submit a planning estimate form to be eligible for FY'24 ATP funding.</u> • all new apprenticeship training programs applying for TWC funds in FY'24 must be registered with the Department of Labor (DOL) – Office of Apprenticeship. <i>Programs not registered by June 30, 2023, will not be included in the preliminary contact-hour rate calculations.</i> • all continuing apprenticeship training programs revising hours of related instruction must have amended program standards approved by the DOL - Office of Apprenticeship. <i>Revised hours not approved by June 30, 2023, will be reflected in the preliminary contact-hour rate calculations.</i>
July 14, 2023	TWC releases preliminary statewide contact-hour rate to be used in the preparation of FY'24 ATP Application.
July 24, 2023	Apprenticeship applications and required supporting documents DUE for FY'24. E-mail notice DUE to TWC, confirming submission of application to the Local Workforce Development Board , in the workforce area(s) where apprentices will be employed and receiving training.
Beginning on August 18, 2023	All ATP contracts for FY'24 will be emailed via DocuSign for Grantee e-signature.
August 28, 2023	All ATP Grantees must have approved and signed Grant Award Agreement via DocuSign.
Late August, 2023	Commission approves final apprenticeship program amount as part of the FY'24 Operating Budget.
September 1, 2023	Effective date of all ATP contracts for FY'24. Earliest date Related Instruction may begin.
September 30, 2023	Latest date Related Instruction must begin. Failure to commence Related Instruction within thirty (30) days of the grant effective date may result in cancellation of the Grant Award Agreement.

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Beginning on September 1, 2023	<p>Authorized Grantee administrators or designees of:</p> <ul style="list-style-type: none"> • continuing programs must perform at least one class visit during one of the 1st four class meetings to verify apprentice eligibility and document attendance. • new programs must perform at least one class visit during the 2nd and 3rd class meetings or the 4th class meeting to verify apprentice eligibility and document attendance. <p><i>All apprentices must be registered with DOL – Office of Apprenticeship to be eligible for Chapter 133 funding. Apprentices without a DOL registration number will not be included in the final contact-hour rate calculations.</i></p>
September 15, 2023	<p>Schedule of Classes are DUE to TWC.</p> <p><i>Class schedules must include names of instructors, location of where training is taking place, along with the days and times of when each class meets.</i></p>
20th day of each month	<p>Expenditure Reporting is DUE to TWC. (for the prior month)</p> <p><i>Expenditures for the prior month must be reported before payment transactions are requested. Payment history must not exceed the expenditure amounts reported.</i></p>
No later than October 13, 2023	<p>For New Programs, reporting deadline by which all registered apprentices must be entered into TWC's Apprenticeship Information Management System (AIMS).</p> <p><i>Apprentices not entered in AIMS by October 13, 2023, will not be included in the final contact-hour rate calculations for final funding.</i></p>
No later than November 10, 2023	<p>For Continuing Programs, deadline by which all registered apprentices must be entered into TWC's AIMS system.</p> <p><i>Apprentices not entered in AIMS by November 10, 2023, will not be included in the final contact-hour rate calculations for final funding.</i></p>
December 15, 2023	<p>TWC notifies Grantees of the FY'24 final statewide contact-hour rate, the basis for the contract amendment reflecting revised funding levels for FY'24.</p>
February 2, 2024	<p>TWC will send revised budget documents to Grantees with completion instructions. <u><i>Review of revised budget documents must be confirmed no later than February 7, 2024.</i></u></p>
Beginning on March 1, 2024	<p>All ATP contract amendments for FY'24 will be emailed via DocuSign for Grantee e-signature.</p>
March 22, 2024	<p>All ATP Grantees must have approved and signed contract amendments via DocuSign.</p>
No later than August 30, 2024	<p>Deadline by which the Completion Reason and Last Class Date of each apprentice must be entered in TWC's AIMS system.</p>

FY'24 Apprenticeship Mid-Year Timeline for Continuing Programs

DATE	ACTIVITY
June 30, 2023	Apprenticeship Mid-Year FY'24 submission period for mid-year planning estimates is DUE to TWC.
Beginning on January 1, 2024	<p>Earliest date mid-year classes may begin.</p> <p>Continuing programs with mid-year hours must perform at least one class visit during one of the 1st four class meetings to verify apprentice eligibility and document attendance.</p> <p><i>All apprentices must be registered with DOL – Office of Apprenticeship to be eligible for Chapter 133 funding. Apprentices without a DOL registration number will not be included in the final mid-year calculations.</i></p>
January 12, 2024	<p>Schedule of Classes are DUE to TWC.</p> <p><i>Class schedules must include names of instructors, location of where training is taking place, along with the days and times of when each class meets.</i></p>
20th day of each month	<p>Expenditure Reporting is DUE to TWC. (for the prior month)</p> <p><i>Expenditures for the prior month must be reported before payment transactions are requested. Payment history must not exceed the expenditure amounts reported.</i></p>
No later than February 16, 2024	<p>Deadline by which all mid-year registered apprentices must be entered into TWC's AIMS system.</p> <p><i>Apprentices not entered in AIMS by February 16, 2024, will not be included in the mid-year calculations for final funding.</i></p>
February 23, 2024	TWC notifies Grantees of the FY'24 final mid-year distributions, the basis for the contract amendment reflecting revised mid-year levels for FY'24.
March 1, 2024	Copy of instructor's attendance roster for mid-year apprentices is DUE to TWC.
March 8, 2024	TWC will send revised budget documents to mid-year Grantees with completion instructions. <u><i>Review of revised budget documents must be confirmed no later than March 20, 2024.</i></u>
March 29, 2024	All mid-year ATP Grantees must have approved and signed contract amendments via DocuSign.
No later than August 30, 2024	Deadline by which the Completion Reason and Last Class Date of each apprentice must be entered in TWC's AIMS system.