

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 10-21
Date:	June 7, 2021
Keyword:	TAA, TWIST, WIOA
Effective:	Immediately

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



From: Courtney Arbour, Director, Workforce Development Division

Subject: **Trade Adjustment Assistance Expenditure Reporting in The Workforce Information System of Texas**

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with guidance on processing accrued financial data and documenting expenditures and withdrawals to Trade Adjustment Assistance (TAA) program participants' individual training accounts (ITAs) in the Texas Workforce Information System of Texas (TWIST).

BACKGROUND:

The US Department of Labor (DOL) Employment and Training Administration (ETA) requires reporting on the actual cost of training per participant funded by TAA. Training costs are the most substantial and important expenditure of TAA program funds. This reporting affects the projections of program costs used to develop funding estimates.

The Trade Adjustment Assistance Data Integrity (TAADI) process is a required component of quarterly reporting. The TAADI process consists of 16 measures grouped in four categories that allow for an analysis of a variety of participant characteristics and program delivery factors as they are tied to employment outcomes. To comply with TAADI requirements, processing accrued financial data and documenting expenditures and withdrawals to TAA program participants' ITAs are necessary.

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.”

NLF: Boards must ensure that staff enters the training program deposit amount in the TWIST ITA/Financial Assistance tab when the training is approved or amended. The deposit amount is an estimate of the total cost of training, including supplemental assistance, in the TAA participant’s Individual Employment Plan (IEP).

NLF: Boards must ensure that staff accurately records TAA training expenditures in the TWIST ITA/Financial Assistance tab for the month the service was performed or the goods received, consistent with accrued expenditure reporting, regardless of whether the bill has been paid. Examples of training expenditures include the following:

- Tuition
- Books
- Tools
- Fees
- Certification tests and licenses
- Supplemental assistance for transportation outside of the local area
- Subsistence allowances

NLF: Boards must ensure that staff selects the appropriate funding source for the transaction. If multiple petition numbers appear, staff must select the petition funding the corresponding training costs.

NLF: Boards must ensure that staff selects a transaction and expense type for each training expenditure entry, as reflected in the TAA participant’s IEP.

NLF: Boards must ensure training expenditures are entered in TWIST the month the transaction occurred according to the Texas Workforce Commission’s workforce automated systems data entry deadline guidance.

NLF: Boards must ensure the workforce service provider develops local procedures and complies with the requirements of this WD Letter.

INQUIRIES:

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

REFERENCES:

- TEGL 01-19, “Trade Adjustment Assistance Data Integrity (TAADI),” published July 1, 2019
- TEGL14-18, “Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL),” published March 25, 2019

TEGL 28-10, "Federal Financial Management and Reporting Definitions," published
May 27, 2011