

**TEXAS WORKFORCE COMMISSION**  
**Workforce Development Letter**

<b>ID/No:</b>	WD 15-23, Change 2
<b>Date:</b>	August 23, 2024
<b>Keywords:</b>	Child Care; ES; Performance; SNAP E&T; TAA; TANF/Choices; WIOA; WorkInTexas.com
<b>Effective:</b>	Immediately

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



**From:** Mary York, Director, Workforce Development Division

**Subject:** **Workforce Automated Systems Data Entry Deadlines for Board Contract Year 2024—Update**

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**PURPOSE:**

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with information and guidance on Board Contract Year 2024 (BCY'24) data entry deadlines for:

- The Workforce Information System of Texas (TWIST); and
- WorkInTexas.com.

This updated letter provides clarification relating to the implementation of WorkInTexas.com as the Texas Workforce Commission's (TWC) workforce case management system and amends the BCY'24 year-end data entry deadline for WIOA Siloed Measures.

**RESCISSIONS:**

WD Letter 15-23, Change 1

**BACKGROUND:**

To meet required reporting and performance measures, service and outcome data for Texas workforce system customers must be entered accurately and in a timely manner into TWIST and WorkInTexas.com. The data helps generate reports and information that TWC and Boards use to:

- manage, monitor, and assess Board performance;
- fulfill the reporting requirements of the US Department of Labor, US Department of Health and Human Services, US Department of Agriculture, and the Texas Legislative Budget Board; and

- report data to the Texas Veterans Commission.

**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.”

**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.”

**WorkInTexas.com Data**

**NLF:** Boards must enter data into WorkInTexas.com by the first Friday following the first three working days after the month in which:

- services were provided; or
- the customer entered or completed activities.

**NLF:** Effective April 15, 2024, Boards must ensure local staff are aware Noncustodial Parent Choices participant data will continue to be documented in TWIST.

**NLF:** Boards must be aware that the data entry deadlines account for holidays.

**Note:** If the data entry deadline for a given month is before the date in which the Texas Health and Human Services Commission forwards the Temporary Assistance for Needy Families (TANF) warrant file to TWC, any data entered after the data entry deadline—but before the TANF warrant file is processed—will be included in the Choices Participation monthly performance report.

**Child Care Data**

**NLF:** Boards must ensure that appropriate staff members follow guidance included in [WD Letter 07-24](#), issued July 17, 2024, and titled, “Child Care Case Management System Data Entry Deadlines for the Remainder of Board Contract Year 2024,” regarding child care services data entry guidelines.

### Monthly Data Entry Deadline Calendar

Data From	WorkInTexas.com
<b>September 2023</b>	10/06/23
<b>October 2023</b>	11/03/23
<b>November 2023</b>	12/08/23
<b>December 2023</b>	01/05/24
<b>January 2024</b>	02/09/24
<b>February 2024</b>	03/08/24
<b>March 2024</b>	04/05/24
<b>April 2024</b>	05/03/24
<b>May 2024</b>	06/07/24
<b>June 2024</b>	07/05/24
<b>July 2024</b>	08/09/24
<b>August 2024</b>	09/06/24
<b>September 2024</b>	10/04/24
<b>October 2024</b>	11/08/24
<b>November 2024</b>	12/06/24
<b>December 2024</b>	01/10/25
<b>January 2025</b>	02/07/25
<b>February 2025</b>	03/07/25
<b>March 2025</b>	04/04/25
<b>April 2025</b>	05/09/25
<b>May 2025</b>	06/06/25
<b>June 2025</b>	07/04/25
<b>July 2025</b>	08/08/25
<b>August 2025</b>	09/05/25
<b>September 2025</b>	10/10/25

**End-of-Year Reporting**

**NLE:** Boards must be aware that any data that is not entered by the applicable year-end reporting deadlines may not be used in BCY year-end reporting, even if the data is later updated within the quarter + 20 period.

**Note:** Not all of the measures listed below are formally contracted to Boards for BCY’24 and BCY’25.

**NLE:** Boards must ensure data is entered timely to be included in TWC’s year-end reporting.

**BCY'24 Year-End Data Entry Deadlines**

<b>Cohorts</b>	<b>Measure Examples</b>	<b>Deadline</b>
Siloed WIOA Adult, Dislocated Worker, and Youth Measures	<ul style="list-style-type: none"> <li>• Employed Quarter 2 Post-Exit</li> <li>• Employed Quarter 4 Post-Exit</li> <li>• Credential Rate</li> <li>• Measurable Skill Gains</li> <li>• Median Earnings Quarter 2 Post-Exit</li> </ul>	08/30/24 <sup>1</sup>
Integrated WIOA Measures and Other Wage/Quarter-Based Measures	<ul style="list-style-type: none"> <li>• Employed/Enrolled Quarter 2 Post-Exit</li> <li>• Employed/Enrolled Quarters 2–4 Post-Exit</li> <li>• Credential Rate</li> <li>• Median Earnings Quarter 2 Post-Exit</li> </ul>	10/04/24
Remaining Measures	<ul style="list-style-type: none"> <li>• Participants Served (which is also the denominator for Average Cost per Participant Served)</li> <li>• Job Openings Filled, Job Postings Filled, and Employer Success Rates</li> <li>• Choices Full Engagement Rate</li> <li>• Claimant Reemployment within 10 Weeks</li> <li>• Market Share and Employer Workforce</li> <li>• Texas Talent Assistance Rate</li> </ul>	10/04/24

<sup>1</sup> Year-end reporting for these measures is tied to the federal reporting schedule.

**BCY'25 Year-End Data Entry Deadlines**

<b>Cohorts</b>	<b>Measure Examples</b>	<b>Deadline</b>
Siloed WIOA Adult, Dislocated Worker, and Youth Measures	<ul style="list-style-type: none"> <li>• Employed Quarter 2 Post-Exit</li> <li>• Employed Quarter 4 Post-Exit</li> <li>• Credential Rate</li> <li>• Measurable Skill Gains</li> <li>• Median Earnings Quarter 2 Post-Exit</li> </ul>	08/08/25 <sup>2</sup>
Integrated WIOA Measures and Other Wage/Quarter-Based Measures	<ul style="list-style-type: none"> <li>• Employed/Enrolled Quarter 2 Post-Exit</li> <li>• Employed/Enrolled Quarters 2–4 Post-Exit</li> <li>• Credential Rate</li> <li>• Median Earnings Quarter 2 Post-Exit</li> </ul>	10/10/25
Remaining Measures	<ul style="list-style-type: none"> <li>• Claimant Reemployment within 10 Weeks</li> <li>• Texas Talent Assistance Rate</li> </ul>	10/10/25

Cohorts	Measure Examples	Deadline
	<ul style="list-style-type: none"> <li>• Successful Texas Talent Assistance Rate</li> <li>• Active Job Seeker New Employment Connection Rate</li> <li>• Maintaining Employment Connection</li> <li>• Choices Full Engagement Rate</li> </ul>	

<sup>2</sup>Year-end reporting for these measures is tied to the federal reporting schedule.

**INQUIRIES:**

Send inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.texas.gov](mailto:wfpolicy.clarifications@twc.texas.gov).

**ATTACHMENTS:**

Attachment 1: Revisions to WD Letter 15-23, Change 1, Shown in Track Changes

**REFERENCES:**

- US Department of Agriculture Food and Nutrition Service, 7 CFR §273.7(c)(17)
- US Department of Health and Human Services, 45 CFR §265.9 and §265.10
- US Department of Labor, §677.205
- WD Letter 07-24, issued July 17, 2024, and titled “Child Care Case Management System Data Entry Deadlines for the Remainder of Board Contract Year 2024”