

## TEXAS WORKFORCE COMMISSION LETTER

<b>ID/No:</b>	WD 33-07
<b>Date:</b>	June 6, 2007
<b>Keyword:</b>	Choices; FSE&T; Project RIO; TAA; TWIST; WIA
<b>Effective:</b>	Immediately

**To:** Local Workforce Development Board Executive Directors  
Local Workforce Development Board ETP Contacts  
Commission Executive Staff  
Integrated Service Area Managers



**From:** Laurence M. Jones, Director, Workforce Development Division

**Subject:** **Training Services Information in The Workforce Information System of Texas**

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### **PURPOSE:**

To provide Local Workforce Development Boards (Boards) with updated procedures for linking training services to a specific Workforce Investment Act (WIA) certified training provider/program/location in The Workforce Information System of Texas (TWIST) for:

- WIA and Trade Adjustment Assistance (TAA) customers;
- Project Reintegration of Offenders (Project RIO) customers; and
- Choices and Food Stamp Employment and Training (FSE&T) customers who participate in any training services, whether or not WIA-related.

### **BACKGROUND:**

The Texas Workforce Commission (Commission) uses training service information to generate required federal performance reports and to provide labor market and career information. Tracking training services and their outcomes is particularly important with WIA customers because training service information identifies the attainment of a recognized degree or certificate related to the achievement of educational or occupational skills.

### **PROCEDURES:**

Boards must ensure that WIA adult, dislocated worker, or TAA training selected under the *Select Provider* button in the *Service Detail* window in TWIST contains the correct:

- WIA-certified training provider/program/location;
- Federal Interagency Committee on Education (FICE) code; and/or

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- Career Schools and Colleges number and Classification of Instructional Programs (CIP) code.

Boards must ensure that training provided to WIA and TAA customers is recorded in TWIST as indicated in Chapter 7, pages 167–186, of the Guide to Using The Workforce Information System of Texas (TWIST Manual) located under the help menu in TWIST or at [ftp://ftp01.twc.state.tx.us/priv/TWIST/TWIST\\_Administrator\\_Files/Users\\_Guide/](ftp://ftp01.twc.state.tx.us/priv/TWIST/TWIST_Administrator_Files/Users_Guide/).

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Note: Boards that have adopted the waiver detailed in WD Letter 09-03, which allows WIA older youth and out-of-school youth to use the Eligible Training Provider System (ETPS) and Individual Training Accounts (ITAs), also may use the WIA-certified training provider/program/location selection for these customers.

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Choices, FSE&T, and Project RIO training services do not require a certified training provider/program/location. Boards may, however, adopt local policies and procedures requiring the use of ETPS and ITAs in the provision of services to individuals participating in FSE&T and Temporary Assistance for Needy Families/Choices-funded training.\*

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\*As required by Commission rule §801.51(f) and as detailed in WD Letter 10-07, Board members must take such actions in an open meeting.

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Boards must ensure that one of the following four training *Completion Reasons* is entered into TWIST to explain customers' status:

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- *19-Program Continuing*: Enter when customers will continue training.
- *20-Complete – Successful*: Enter when all components of a training activity at a specific training provider/program/location have been completed successfully.
- *21-Complete – Not Successful*: Enter when all components of the training service at a specific training provider/program/location have been completed, but not successfully (e.g., customer failed or is not eligible to receive a certificate or degree).
- *22-Dropped Out*: Enter when customers drop out of school, fail to return to school to complete a program, or in other related situations.

Boards must ensure that when a training service ends, the *Actual End Date* and the *Completion Reason* are correctly entered into TWIST because WIA training services with a completion reason of *20-Complete – Successful* or *21-Complete – Not Successful* are used to generate WIA ETPS Performance Reports.

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Boards also must ensure that WIA adult, dislocated worker, and TAA customers who attend WIA- and TAA-funded training are issued ITAs—and that the ITAs are created to obligate training costs and training services purchased from providers listed on the Statewide List of Certified Training Providers.

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Boards may record the use and amount of ITAs in TWIST.

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Note: Boards must be aware that the use of ITAs also applies to WIA older youth (19–21) and out-of-school youth in local workforce development areas that have adopted the waiver referenced in WD Letter 09-03.

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Boards must be aware that multiple ITAs are required in some situations that involve a lengthy training service period (two years, for example). Also, Boards must ensure that training services covering two program years are not funded from a single program year as this would result in funds being artificially encumbered.

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Boards must ensure that appropriate staff adheres to the data entry instructions in Chapter 7, pages 182–183, of the TWIST Manual located under the help menu in TWIST or at [ftp://ftp01.twc.state.tx.us/priv/TWIST/TWIST\\_Administrator\\_Files/Users\\_Guide/](ftp://ftp01.twc.state.tx.us/priv/TWIST/TWIST_Administrator_Files/Users_Guide/).

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#### **INQUIRIES:**

Direct inquiries regarding this WD Letter to the assigned contract manager for your local workforce development area.

#### **RESCISSIONS:**

WD Letter 33-03, Change 1

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#### **REFERENCE:**

Workforce Investment Act, §122 and §185(a)(3)  
Workforce Investment Act; Final Rule, Part 663, Subpart E, §663.535  
Workforce Investment Act; Final Rule, Part 666, Subpart A, §666.100  
Texas Workforce Commission Choices Rules: 40 TAC §811.21(d)  
Texas Workforce Commission Food Stamp Employment and Training Rules: 40 TAC §813.11  
Texas Workforce Commission Local Workforce Development Boards Rules: 40 TAC §801.51(f)  
Guide to Using The Workforce Information System of Texas, Chapter 7, pages 167–186  
WD Letter 09-03, issued March 10, 2003, and entitled “Workforce Investment Act: Waiver Approval Allowing Older Youth and Out-of-School Youth to Use the Eligible Training Provider List and Individual Training Accounts”  
WD Letter 02-03, Change 5, issued October 25, 2005, and entitled “Workforce Investment Act Eligible Training Providers: Initial Eligibility Application Process and Performance Reporting Requirements”  
WD Letter 10-07, issued February 2, 2007, and entitled “Adoption of Local Workforce Development Board Policies in Open Meetings”

#### **FLEXIBILITY RATINGS:**

**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.”