

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 15-23
Date:	September 29, 2023
Keyword:	Child Care; ES; Performance; SNAP E&T; TAA; TANF/Choices; TWIST; WIOA; WorkInTexas.com
Effective:	October 1, 2023

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



From: Courtney Arbour, Director, Workforce Development Division

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

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.

RESCISSIONS:

WD Letter 15-22

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 is used to generate reports and information that the Texas Workforce Commission (TWC) and Boards use to:

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

TWIST and WorkInTexas.com Data

NLF: Effective October 1, 2023, Boards must enter data into TWIST and WorkInTexas.com by the first Friday that is at least three working days after the month in which:

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

NLF: Boards must be aware that data entry deadlines already account for weeks that include holidays.

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

Child Care Data

NLF: Boards must enter waiting list information into the [Child Care Waiting List Report](#) form, available on the intranet, by the 10th day of the month following the month being reported. (The intranet is not available to the public.)

NLF: Boards must also enter direct care data into TWIST by the 20th day of the month following the month in which services were provided.

NLF: Additionally, Boards must be aware that child care deadlines are not extended if the deadline falls on a weekend or a holiday. Data that is not entered by the deadline into the appropriate data system will not be used for performance reporting for that month.

The calendar on the following page sets out the specific data entry deadline dates.

Monthly Data Entry Deadline Calendar

Data From	TWIST & WorkInTexas.com	Child Care Waiting List	Child Care Direct Care
Sept. 2023	10/06/23	10/10/23	10/20/23
Oct. 2023	11/03/23	11/10/23	11/20/23
Nov. 2023	12/08/23	12/10/23	12/20/23
Dec. 2023	01/05/24	01/10/24	01/20/24
Jan. 2024	02/09/24	02/10/24	02/20/24
Feb. 2024	03/08/24	03/10/24	03/20/24
Mar. 2024	04/05/24	04/10/24	04/20/24
Apr. 2024	05/03/24	05/10/24	05/20/24
May 2024	06/07/24	06/10/24	06/20/24
June 2024	07/05/24	07/10/24	07/20/24
July 2024	08/09/24	08/10/24	08/20/24
Aug. 2024	09/06/24	09/10/24	09/20/24
Sept. 2024	10/04/24	10/10/24	10/20/24

NLF: Boards must report financial data used in performance measures—such as Average Cost per Customer Served and Child Care Administration and Operating Expenditure Rate—in a timely manner, per the Finance department’s guidance.

End-of-Year Reporting

NLF: Boards must be aware that data not entered by the year-end reporting deadlines into the appropriate system may not be used in BCY’24 year-end reporting, even if the data is later updated within the quarter + 20 period.

Note: Not all measures listed below are formally contracted to Boards for BCY’24.

NLF: Boards must ensure timely data entry; however, the data cannot be updated outside of the data integrity process. Requests made too close to the data entry deadlines may not be processed timely enough for consideration in the year-end reporting.

BCY’24 Year-End Data Entry Deadlines

Cohorts	Measure Examples	Deadline
Siloed WIOA Adult, Dislocated Worker, and Youth Measures	<ul style="list-style-type: none"> • Employed Quarter 2 Post-Exit • Employed Quarter 4 Post-Exit • Credential Rate • Measurable Skills Gain • Median Earnings Quarter 2 Post-Exit 	08/09/24 ¹

Cohorts	Measure Examples	Deadline
Integrated WIOA Measures and Other Wage/Quarter-Based Measures (including, but not limited to)	<ul style="list-style-type: none"> • Claimant Reemployment • Employed/Enrolled Quarter 2 Post-Exit • Employed/Enrolled Quarters 2–4 Post-Exit • Credential Rate • Median Earnings Quarter 2 Post-Exit 	10/04/24
Remaining Non–Child Care Measures (including, but not limited to)	<ul style="list-style-type: none"> • Participants Served (which is also the denominator for Average Cost per Participant Served) • Job Openings Filled, Job Postings Filled, and Employer Success Rates • Choices Participation and Choices Engagement Rates • Claimant Reemployment within 10 Weeks • Market Share and Employer Workforce Assistance 	10/04/24
Child Care Waiting List	<ul style="list-style-type: none"> • Average Number of Children on Waiting List for Low-Income Child Care 	10/10/24
Child Care Direct Care	<ul style="list-style-type: none"> • Average Children Served per Day • Average Cost per Day • Administration and Operating Expenditure Rate 	10/20/24

¹Year-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.

ATTACHMENTS:

None

REFERENCES:

US Department of Agriculture Food and Nutrition Service Rules and Regulations, 7 CFR §273.7(c)(17)

US Department of Health and Human Services, 45 CFR §98.71 and §§265.9–
265.10

US Department of Labor, 38 USC §4102(A)(f) and 20 CFR §666.300
General Appropriations Act, 85th Texas Legislature, Regular Session (2017),
Article VII, Texas Workforce Commission, Rider 15

WD Letter 06-07, Change 3, issued June 1, 2009, and titled “The Workforce
Information System of Texas: New Data Integrity Process—Update”

WD Letter 15-22, issued August 10, 2022, and titled “Workforce Automated
Systems Data Entry Deadlines for Board Contract Year 2023”