

1 **TEXAS WORKFORCE COMMISSION**
2 **Adult Education and Literacy Letter**

ID/No:	AEL 02-18, Change 1
Date:	August 13, 2020
Keyword:	AEL
Effective:	Immediately

3 **To:** Adult Education and Literacy Grant Recipients
4 Adult Education and Literacy Special Project Grantees
5 Local Workforce Development Board Executive Directors
6 Commission Executive Offices
7 Integrated Service Area Managers

8 

9 **From:** Courtney Arbour, Director, Workforce Development Division

10 **Subject:** **Procedures and Required Documentation for Access to the Texas Educating**
11 **Adults Management System (TEAMS)—Update**

12
13 **PURPOSE:**

14 The purpose of this AEL Letter is to provide Adult Education and Literacy (AEL)
15 grantees¹ with updated information and guidance on the new form P-41c, Information
16 Resources Usage Agreement, and on additional requirements for the yearly renewal and
17 notification procedures for removal of access.

18 **RESCISSIONS:**

19 AEL 02-18

20 **BACKGROUND:**

21 Form P-41c, Information Resources Usage Agreement, must be submitted by any
22 individual accessing TWC information resources or any state-owned or state-controlled
23 information resources while making use of TWC-owned or -operated networks or
24 connections. Form P-41c now allows for submission via DocuSign.

25 The form, as well as director's or designee's approval, and proof of completion of
26 required Family Education Rights and Privacy Act (FERPA) and TWC Information
27 Security Training—CyberSecurity Awareness courses, must be submitted to TWC before
28 access to the Texas Educating Adults Management System (TEAMS) will be granted.
29 The director or designee may provide approval via email.

¹ For the purposes of this AEL Letter, AEL grantees are entities that receive AEL funds through the Texas Workforce Commission (TWC).

1 To adhere to TWC data security requirements and to ensure the strongest level of
2 protection for personally identifiable information (PII) as well as adherence to Texas
3 Administrative Code, Title 1, Part 10, Chapter 202 Information Security Standards, AEL
4 grantees must regularly review staff member access to TEAMS. Access should be limited
5 to what is both necessary and reasonable for an individual to perform his or her job, and
6 AEL grantees should use the utmost discretion when determining an individual’s need for
7 access.

8 **PROCEDURES:**

9 **No Local Flexibility (NLF):** This rating indicates that AEL entities must comply with
10 the federal and state laws, rules, policies, and required procedures set forth in this AEL
11 Letter and have no local flexibility in determining whether and/or how to comply. All
12 information with an NLF rating is indicated by “must” or “shall.”
13

14 **Local Flexibility (LF):** This rating indicates that AEL entities have local flexibility in
15 determining whether and/or how to implement guidance or recommended practices set
16 forth in this AEL Letter. All information with an LF rating is indicated by “may” or
17 “recommend.”

18 **NLF:** AEL grantees must ensure that any individual working under their programs, including
19 subrecipients’ staff members who have access to TEAMS, complete both form P-41c,
20 Information Resources Usage Agreement, and the TWC Information Security Training—
21 CyberSecurity Awareness annually, or, at a minimum, every 365 days. Grantees must
22 ensure all staff required to complete form P-41c and training annually do so no later than
23 30 days after the 365-day expiration date has passed. The forms and training certificates
24 must be kept on file and retained in accordance with TWC’s retention requirements.

25 **NLF:** All grantees must ensure that any individual working for the AEL program, including
26 subrecipients’ staff members who have access to TEAMS, complete a onetime
27 submission of the FERPA certificate. The certificate must be kept on file and retained in
28 accordance with TWC’s retention requirements.

29 **NLF:** AEL grantees must notify TWC via teams.technicalassistance@twc.texas.gov within 24
30 hours of the separation of an employee who has TEAMS access so that access can be
31 removed.

32 **NLF:** AEL grantees must be aware that individuals who do not access TEAMS for 90 days will
33 have their access revoked and must complete the prerequisite requirements to regain
34 access to the system.

35 **NLF:** Each quarter, AEL grantees must review and approve staff members who have access to
36 TEAMS and are assigned access to their grantee ID in TEAMS. Access is provided for
37 both current data and historical data, and the grantees must provide feedback to TWC
38 about individuals whose access should be removed or modified.
39

40 **LF:** AEL grantees may require staff members who have access to TEAMS to renew their
41 FERPA training annually.
42

1 **INQUIRIES:**

2 Send inquiries regarding this AEL Letter to teams.technicalassistance@twc.texas.gov.

3 **ATTACHMENTS:**

4 Attachment 1: Revisions to AEL Letter 02-18 Shown in Track Changes

5 **REFERENCES:**

6 Adult Education and Literacy web page TEAMS Access link: [AEL—Administrative](#)
7 [Tools and Forms](#)

8 Instructions for accessing TEAMS:

9 <https://www.twc.texas.gov/sites/default/files/wf/docs/instructions-accessing-teams->
10 [twc.pdf](#)

11 TWC Form P-41c, Information Resources Usage Agreement

12 TWC Training:

- 13 • [Family Educational Rights and Privacy Act \(FERPA\) Training](#)
14 • [TWC Information Security Training—CyberSecurity Awareness](#)