

**Workforce Development Division  
Workforce Program Policy  
Technical Assistance Bulletin 289, Change 6**

**Keywords:** WorkInTexas.com, WIOA

**Subject:** WIOA Youth Program Elements—Update

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This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with an updated Workforce Innovation and Opportunity Act (WIOA) Youth Program Elements Matrix (Attachment 1), which includes a change to the provision of program services to in-school and out-of-school youth. This change includes the implementation of the following youth-specific enrollment services in WorkInTexas.com:

- 401—Initial Comprehensive Objective Assessment—Youth-Funded
- 402—Initial Individual Service Strategy (ISS)—Youth-Funded

**Revisions**

TA Bulletin 289, Change 5

**Background**

WIOA regulations under Title 20 Code of Federal Regulation (CFR) §681.320 state that for a youth to be enrolled as a participant in the WIOA youth program, the following must occur:

- An eligibility determination
- The provision of an objective assessment
- The development of an individual service strategy
- Participation in any of the 14 WIOA youth program elements

WorkInTexas.com requires the following sequencing before additional services can be entered:

1. Determine the youth's eligibility for the WIOA youth program.
2. Enter the initial comprehensive objective assessment service (WorkInTexas.com service code 401) and the initial individual service strategy (WorkInTexas.com service code 402).
3. Enter the program element service, which will not be accepted by WorkInTexas.com unless services codes 401 and 402 have already been entered.

As initial activities required for Youth enrollment, service codes 401 and 402 are not participatory services. However, 420—Comprehensive Objective Assessment—Youth-Funded and 421—Individual Service Strategy (ISS)—Youth-Funded, are both available following the

provision of at least one youth program element, as appropriate. Currently, service 420 and 421 are participatory services.

WIOA regulations 20 CFR §681.460 identify the 14 program elements available to youth programs:

- Tutoring, study skills training, instruction, and dropout-prevention strategies
- Alternative secondary school services or dropout-recovery services
- Paid and unpaid work experience
- Occupational skills training
- Education offered concurrently with workforce preparation and training for a specific occupation
- Leadership development opportunities
- Support services
- Adult mentoring
- Follow-up services
- Comprehensive guidance and counseling
- Financial literacy education
- Entrepreneurial skills training
- Services that provide labor market information
- Postsecondary preparation and transition activities

Boards must ensure that Workforce Solutions Office staff provides youth participants written information about the full offering of local services that may help them transition into the workforce as outlined under Youth Program Elements in the TWC WIOA Guidelines for Adults, Dislocated Workers, and Youth.

Boards have discretion to determine the specific program services that will be provided to youth participants, based on each participant's objective assessment and ISS.

The WIOA Youth Program Elements Matrix (Matrix) was developed to provide Boards with a crosswalk that connects each program element to equivalent service values in WorkInTexas.com. This crosswalk was created from the following guidance provided by the U.S. Department of Labor Employment and Training Administration:

- Training and Employment Guidance Letter (TEGL) No. 21-16, issued March 2, 2017, and titled "Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance"
- Attachment 7–Table B of TEGL No. 10-16, Change 3, issued September 15, 2022, and titled "Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Core Programs"
- TEGL 09-22, issued March 2, 2023, and titled "Workforce Innovation and Opportunity Act Title I Youth Formula Program Guidance"

The Matrix includes WorkInTexas.com service definitions that have been updated to align with DOL’s guidance on the provision of youth program element services. Although some youth program elements may be satisfied by one WorkInTexas.com service, other program elements may offer several WorkInTexas.com services from which to choose. The Matrix provides Workforce Solutions Office staff with a desk reference that can be used to select the WorkInTexas.com services that offer the most applicable benefit and are tailored to the needs of the WIOA youth participant.

Please distribute this information to appropriate staff. Send inquiries regarding this TA Bulletin to [wpolicy.clarifications@twc.texas.gov](mailto:wpolicy.clarifications@twc.texas.gov).

### **Attachments**

Attachment 1: WIOA Youth Program Elements in WorkInTexas.com

Attachment 2: Revisions to TA Bulletin 289, Change 5, Shown in Track Changes

### **References**

[Participant Individual Record Layout \(PIRL\), ETA-9172, et seq](#)

The Workforce Innovation and Opportunity Act (WIOA) Regulations at 20 CFR Part 681

Training and Employment Guidance Letter No. 10-16, Change 3, issued September 15, 2022,

and titled “Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Core Programs”

Training and Employment Guidance Letter No. 21-16, issued March 2, 2017, and titled “Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance”

[WIOA Guidelines for Adults, Dislocated Workers, and Youth](#)