TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	14-25, Change 2
Date:	November 3, 2026
Keyword:	ES; NCP Choices; Performance; SNAP E&T; TAA; TANF/Choices; WIOA; WorkInTexas.com
Effective:	Immediately

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

From: Mary York, Director, Workforce Development Division

Subject: **WorkInTexas.com Data Entry Deadlines for Board Contract Year 2027—Update**

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with information and guidance on Board Contract Year (BCY) 2027 data entry deadlines for WorkInTexas.com.

WD Letter 14-25, Change 2, updates monthly and year-end data-entry deadlines. Additionally, this update amends the listed performance measures in alignment with BCY 2027 Board-contracted measures.

RESCISSIONS:

WD Letter 14-25, 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 WorkInTexas.com. These data help generate reports and information that Texas Workforce Commission (TWC) and Boards use to:

- manage, monitor, and assess Board performance;
- fulfill the reporting requirements of the U.S. Department of Labor, U.S. Department of Health and Human Services, U.S. 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 Monthly Data Entry

NLF: Boards must ensure that appropriate staff enters data into 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 inform appropriate staff that data entry deadlines are adjusted for holidays.

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

Monthly Data Entry Deadline Calendar

Data From	WorkInTexas.com
October 2026	11/6/26
November 2026	12/4/26
December 2026	1/8/27
January 2027	2/5/27
February 2027	3/5/27
March 2027	4/9/27
April 2027	5/7/27
May 2027	6/4/27
June 2027	7/9/27
July 2027	8/6/27
August 2027	9/3/27
September 2027	10/8/27

End-of-Year Reporting

NLF: Boards must inform appropriate staff 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 + 28-day period.

NLF: Boards must ensure that data is entered timely to be included in TWC's year-end reporting.

BCY 2027 Year-End Data Entry Deadlines

Cohorts	Measure Examples	Deadline
Siloed Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth Measures	• Employed Quarter 2 Post-Exit • Employed Quarter 4 Post-Exit • Employed/Enrolled Quarter 2 Post-Exit • Employed/Enrolled Quarter 4 Post-Exit • Credential Rate • Measurable Skill Gains • Median Earnings Quarter 2 Post-Exit	9/3/2027*
Supplemental Nutrition Assistance Program (SNAP) Employment and Training Measures	• Measurable Skill Gains	7/9/2027*
Noncustodial Parent (NCP) Choices Measures	• NCP Choices Employed Quarter 2 Post-Exit • NCP Choices Employed/Enrolled Quarters 2–4 Post-Exit	9/3/2027
Additional Program and Reemployment and Employer Engagement Measures	• Claimant Reemployment within 10 Weeks • Employers Receiving Texas Talent Assistance • Successful Texas Talent Assistance Rate • Active Job Seeker New Employment Connection Rate • Maintaining Employment Connection Rate • Choices Full Engagement Rate	10/8/2027

*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.

ATTACHMENTS:

Attachment 1: Revisions to WD Letter 14-25, Change 1, Shown in Track Changes

REFERENCES:

WD Letter 03-25, issued June 23, 2025, and titled "Texas Child Care Connection: Timely Data Entry and Data Entry Deadlines"