

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 14-25
Date:	November 24, 2025
Keywords:	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 2026**

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with information and guidance on Board Contract Year (BCY) 2026 data entry deadlines for WorkInTexas.com. The Reemployment Services and Eligibility Assessment measures and applicable dates are not included in this guidance.

RESCISSIONS:

WD Letter 15-23, Change 4

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. The data helps generate reports and information that 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 Data

NLF: Boards and Employment Service (ES) supervisory staff must ensure 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 and ES supervisory staff must inform appropriate staff that the data entry deadlines are adjusted for holidays.

Note: If the data entry deadline for a given month is before the date in 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 2025	11/7/25
November 2025	12/5/25
December 2025	1/9/26
January 2026	2/6/26
February 2026	3/6/26
March 2026	4/3/26
April 2026	5/8/26
May 2026	6/5/26
June 2026	7/3/26
July 2026	8/7/26
August 2026	9/4/26
September 2026	10/9/26

End-of-Year Reporting

NLF: Boards and ES supervisory staff 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 period.

NLF: Boards and ES supervisory staff must ensure that data is entered timely to be included in TWC’s year-end reporting.

BCY 2026 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	8/7/26*
Integrated WIOA Measures and Other Wage/Quarter-Based Measures	• Employed/Enrolled Quarter 2 Post-Exit • Employed/Enrolled Quarters 2–4 Post-Exit • Credential Rate	10/9/26
Remaining 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	10/9/26

*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:

None.

REFERENCES:

[45 Code of Federal Regulations \(CFR\) §265.9 and §265.10, Data Collection and Reporting Requirements](#)

[7 CFR §273.7\(c\)\(17\), Work Provisions](#)

[20 CFR §677.205, Local Performance Accountability for Workforce Innovation and Opportunity Act Title I Programs](#)

[BCY 2025 LWDA Contracted Performance Measure Definitions, issued April 11, 2025](#)

WD Letter 07-24, issued July 17, 2024, and titled “Child Care Case Management System Data Entry Deadlines for the Remainder of Board Contract Year 2024”

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