

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

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Date:	June 26, 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 2025—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) 2025 data entry deadlines for WorkInTexas.com.

This updated letter provides clarification relating to updates to Board-contracted measures identified in the data entry deadlines table, including Reemployment Services and Eligibility Assessment (RESEA) measures.

RESCISSIONS:

WD Letter 15-23, Change 3

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 (DOL), U.S. Department of Health and Human Services (HHS), U.S. Department of Agriculture (USDA), 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 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 account 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 (HHSC) 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
November 2024	12/6/24
December 2024	1/10/25
January 2025	2/7/25
February 2025	3/7/25
March 2025	4/4/25
April 2025	5/9/25
May 2025	6/6/25
June 2025	7/4/25
July 2025	8/8/25
August 2025	9/5/25
September 2025	10/3/25

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.

Note: Not all of the measures listed below are formally contracted to Boards for BCY 2025.

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

BCY 2025 Year-End Data Entry Deadlines

Cohorts	Measure Examples	Deadline
Siloed Workforce Innovation and Opportunity Act (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 Skill Gains • Median Earnings Quarter 2 Post-Exit 	8/8/25 [*]
Integrated WIOA Measures and Other Wage/Quarter-Based Measures	<ul style="list-style-type: none"> • Employed/Enrolled Quarter 2 Post-Exit • Employed/Enrolled Quarters 2–4 Post-Exit • Credential Rate 	10/3/25
Remaining Measures	<ul style="list-style-type: none"> • Claimant Reemployment within 10 Weeks • Texas Talent Assistance Rate • Successful Texas Talent Assistance Rate • Active Job Seeker New Employment Connection Rate • Maintaining Employment Connection • RESEA Assessment Outreach & Scheduling Rate • RESEA Initial Appointment Rate • RESEA Failure to Report Rate • Choices Full Engagement Rate 	10/3/25

* 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 15-23, Change 3, Shown in Track Changes

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”](#)