TEXAS WORKFORCE COMMISSION
Workforce Development Letter

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Date:	November 2, 2026
Keywords:	ES; NCP Choices; SNAP E&T; TAA; TANF/Choices; Veterans; 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: **Common Exit Policy—Update**

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with guidance on the Texas Workforce Commission's (TWC) common exit policy and related processes.

This updated letter provides clarification on the implementation of a statewide common exit policy consistent with U.S. Department of Labor (DOL) guidance and program operations.

RESCISSIONS:

WD Letter 27-20, Change 1

BACKGROUND:

On December 19, 2016, DOL published Training and Employment Guidance Letter (TEGL) 10-16, titled "Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs." It was subsequently updated as TEGL 10-16, Change 2, on September 15, 2022, and TEGL 10-16, Change 3, on June 11, 2024. This TEGL, developed jointly with the U.S. Department of Education (ED), provides states with guidance on performance accountability for core programs under the Workforce Innovation and Opportunity Act (WIOA).

Per TEGL 10-16, Change 3, states are encouraged to implement a common exit policy for DOL–administered programs only. For states implementing common exit, a participant enrolled in multiple DOL–administered programs is exited only when all criteria are met for every program included in the common exit policy.

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."

NLF: Boards must inform local Workforce Solutions Office staff that TWC has implemented a common exit process in WorkInTexas.com as described further in this guidance.

NLF: Boards must ensure local Workforce Solutions Office staff is informed that the following programs are included in TWC's common exit process:

- WIOA core programs, as follows:
  - WIOA Adult
  - WIOA Dislocated Worker
  - WIOA Youth
  - Wagner-Peyser Employment Service
- Other DOL–administered programs, as follows:
  - National Dislocated Worker Grant
  - Veterans Employment Services
  - Trade Adjustment Assistance (TAA)

NLF: Boards must ensure local Workforce Solutions Office staff is informed that the following programs **are not** included in TWC's common exit process:

- Noncustodial Parent Choices program (NCP Choices)
- Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T)
- Temporary Assistance for Needy Families Employment and Training (Choices)

NLF: Boards must ensure local Workforce Solutions Office staff is informed that common exit applies to all programs included in TWC's common exit process in which a participant is coenrolled. Enrollment in applicable programs does not need to occur on the same date for common exit to apply.

NLF: Boards must ensure local Workforce Solutions Office staff is informed that participation, including common exit, is not restricted to a single local workforce development area.

NLF: Boards must ensure local Workforce Solutions Office staff is informed that participatory services are services that require an individual to be a participant and that extend a POP. Participatory services include:

- training services;
- individualized career services;
- staff-assisted basic career services; and

- youth program elements.

NLF: Boards must ensure that local Workforce Solutions Office staff members enter "Closure Date" and "Closure Reason" and close a "Program Application" for the program or programs in WorkInTexas.com when no further services are planned for a participant.

NLF: Boards must ensure local Workforce Solutions Office staff is informed that staff closure of the "Program Application" does not impact common exit of participants. The "Program Application" closure information is used to show that a participant has completed an individual program, but actual exit is based on the last participatory service provided to a participant.

NLF: Boards must ensure local Workforce Solutions Office staff is informed that exit will automatically be applied for the programs included in TWC's common exit process to participants in WorkInTexas.com following 90 consecutive days without a participatory service.

NLF: Boards must ensure local Workforce Solutions Office staff is informed that common exit will occur when:

- no participatory services from any programs included in the common exit process are received within 90 days; and
- no other services are keyed in WorkInTexas.com with "Projected Begin Dates" that prevent exit.

NLF: Boards must ensure that local Workforce Solutions Office staff members do not enter services with a "Projected Begin Date" unless the participant is scheduled to return for specific services on a specific date.

INQUIRIES:

Send inquiries regarding this WD Letter to wfpolicy.clarifications@twc.texas.gov.

ATTACHMENTS:

Attachment 1: Revisions to WD Letter 27-20, Change 1 Shown in Track Changes

REFERENCES:

TEGL 14-18, "Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL)," published March 25, 2019

TEGL 19-16, Attachment 2, "Participation Level Services Chart WIOA Title I Adult, Title I Dislocated Worker, and Title III Employment Service Programs," published March 1, 2017

TEGL 10-16, Change 3, "Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Core Programs," published June 11, 2024

TEGL 10-16, Change 3, Attachment 1, "Definitions of Terms Related to the Performance Accountability System"