WD 27-19, Change 8 and WIOA Title I and Wagner-Peyser Documentation Log – 48-Hour Review Comment Responses

This document provides responses to questions received during the 48-hour review period for the WIOA Title I and Wagner-Peyser Documentation Log. The responses are accurate as of the date of publication. If Boards are unclear or unsure whether a response remains valid, they should direct inquiries regarding these comment responses to **wfpolicy.clarifications@twc.texas.gov.**

Contents

Work Authorization

Q: With reference to the documentation required for WP authorization to work in the U.S. section, we are unsure why we need to validate public assistance benefits as this does not appear to have anything to do with whether or not the individual is eligible to work in the U.S.? We understand the Veteran Status as it is needed for priority of service; however, do not understand why public assistance benefits need to be validated for WP customers.

A: Validation of public assistance benefits is not tied to determining whether an individual is authorized to work in the United States. The WIOA Title I and Wagner-Peyser Documentation Log includes both eligibility requirements and data validation requirements.

For Wagner-Peyser, verification of public assistance applies only when a customer reports receipt of public assistance benefits. In those cases, documentation is required to meet federal data element validation standards (TEGL 23-19, issued June 18, 2020, and titled "Guidance for Validating Required Performance Data Submitted by Grant Recipients of U.S. Department of Labor (DOL) Workforce Programs). If a customer does

not report receipt of public assistance, there is no requirement to collect or validate this documentation.

Q: It is our understanding that the only eligibility criteria for Wagner-Peyser services is work authorization eligibility. The addition of Wagner-Peyser to the Telephone Verification/Document Inspection form is confusing. Can work authorization be determined via phone call? If not, then it is not clear when this form would be used for determining WP eligibility because if staff is inspecting work authorization documents, then they could record that without filling out the form.

A: The version of the WIOA Title I and Wagner-Peyser Documentation Log released for 48-hour review on Friday, September 5, 2025, did not include the Wagner-Peyser Documentation Log. A corrected version, containing the missing Wagner-Peyser Documentation Log, was issued on Tuesday, September 9, 2025, with the 48-hour review period extended.

In the corrected version, the Wagner-Peyser Documentation Log includes other data validation elements that must be verified if a customer reports them, such as public assistance or eligible veteran status. The Telephone Verification/Document Inspection Form may be used to record verification of these items when documentation cannot be copied or retained.

Q: This update requires all individuals with a temporary work authorization status to have their work authorization reverified by staff no less often than quarterly. If a customer is a WP participant but is not co-enrolled in another program, is there a way to track those with temporary work authorization status? If not, then how will Boards ensure the requirement for quarterly reverification is met? Is this a manual process? Also, the letter does not specify, but it appears the only way to document the reverification is in case notes. Is this correct?

A: The WorkInTexas.com vendor is developing Alerts to facilitate staff identification of individuals with temporary work authorization status.

Additional guidance will be provided to Boards as these functions are implemented. Boards may use of the following report available in WorkInTexas.com to track applicable individuals:
Detailed reports > Case Management > Case Status > Case Load > Expiring Work Authorization Report

TWC recommends that Boards develop processes to ensure that WP participant records with temporary status (noncitizens) are reviewed at least quarterly.
Staff with appropriate privileges may update active program applications with current work authorization status.
TWC does not recommend the use of Case Notes to update status, as these will not impact program eligibility records.

Q: Is this stating we have to gather acceptable documentation for every WP enrollment to prove authorization to work? (Based on the criteria that prove authorization to work on the Documentation log).

A: That is correct.

Q: To clarify the Wagner-Peyser elements that are subject to data validation - is it just the authorization to work, or are there other WP fields subject to data validation?

A: Data validation (including work authorization eligibility) elements are included on the updated documentation log

Q: Items that are migrated via another agency's automated system into WorkInTexas.com are not required to be validated. Why doesn't this include UI elements? If a participant is labeled a "claimant" or RESEA based on crossmatched data from UI, do we still need to validate authorization to work? My assumption is that if this verification is required for WP services, then it will also be required for UI?

A: Cross-match data may be used where identified on the data validation list for that element.
For work authorization, the following items are acceptable to document employment eligibility (List C) under the List B-C process:

- Screenprint of UI screen Current Claim Status
- UI award letter
- Expedited Eligibility through TAA
- Expedited Eligibility through RESEA

Staff must ensure that appropriate identification documents are collected to verify List B requirement.
TWC's UI Division utilizes the SAVE system to verify work authorization for claimants. As a result, verified UI claimants are screened by TWC for US work authorization. Boards must ensure that identity and claimant status are verified by local staff and documented appropriately.

Q: Is there a flag, report or indicator in WorkInTexas.com that will flag a record as being in need of quarterly verification if the participant has temporary work authorization status.

A: The WorkInTexas.com vendor is developing Alerts to facilitate staff identification of individuals with temporary work authorization status.
Additional guidance will be provided to Boards as these functions are implemented.
Boards may use of the following report available in WorkInTexas.com to track applicable individuals:
Detailed reports > Case Management > Case Status > Case Load > Expiring Work Authorization Report

Q: What should staff do when a customer is unable to provide valid, unexpired identification at their initial RESEA appointment? The recent changes to WorkInTexas.com policy requirements were implemented without prior notice, making it difficult to inform customers of these documentation requirements in advance.

A: Valid identity documentation is not a new requirement for the RESEA participation. The RESEA outreach letter provides a statement that valid, unexpired identity documentation will be required at initial appointment. Employment eligibility may be confirmed through RESEA referral, UI claim status confirmation, or other acceptable documents.

Q: When completing the WP Application, if SNAP or other public assistance is requested for data validation, do these also need to be uploaded or maintained? In addition to the Authorization to Work documents?

A: Yes. Data validation requires document collection and storage in the appropriate participant case file.

WD 27-19, Change 8, identifies that, "Boards must ensure that Workforce Solutions Office staff includes validation on source documents in participant case files, or in another document management system, in alignment with state and local guidance."

Q: Do we turn customers away from the offices who don't have those documents on hand? For customers to receive Wagner Peyser services (Wagner Peyser services include resume assistance, job search, etc…), Customer is required to submit documentation for citizenship to complete Wagner Peyser. Per TEGL-10-23 Change 2" (If an individual does not meet participant eligibility requirements, the grantee will

not deliver services and does not need to verify work authorization for that individual.)

A: If applicants do not have access to required documents, they may not be enrolled and provided with participatory services under the Wagner-Peyser program.

Q: The WD Letter 27-19 Change 8 states this is a requirement to be uploaded to WorkInTexas.com However, the TEGL -10-13 Change 2 states (Individuals can choose from the acceptable types of documents which documentation they will show to establish their work authorization. This does not require individuals or grantees to complete an I-9 form; these requirements refer to the documents described in the I-9 that can demonstrate work authorization)

A: Updated WD 27-19, Change 8, requires staff to verify documentation in WorkInTexas.com. This is accomplished through staff selection of allowable document types under each status verify component for "source documents in participant case files, or in another document management system, in alignment with state and local guidance… Boards may set local policies to use WorkInTexas.com as the case file or document management system for programs in their local workforce development areas."

Q: Which Authorization to Work form does Workforce Solutions Office staff utilize? Due to changes being effective immediately and new documentation log is currently in draft form.

A: Acceptable documents are identified in the **Citizenship/Work Authorization** Status verify selection options.

Q: Where would you upload the Authorization to Work Form and The Universal Documentation Log in WIT? WIT has a separate section for the List A, B, C but not a separate space for these 2 documents.

A: TWC does not require Boards to upload copies of the **WIOA Title I and Wagner-Peyser Eligibility Documentation Log** to WorkInTexas.com. This includes Forms that are included in the Documentation Log, such as the Authorization to Work Form. WorkInTexas.com requires appropriate staff verification of document collection. The Documentation Log and Authorization to Work Forms do not meet the requirement of acceptable documentation; they identify allowable documents.
Staff may upload documents to the Documents tab of an individual's record. Individuals may also upload documents to WorkInTexas.com.

Q: Does this include all participants or those with temporary authorization?

A: WD Letter 27-19, Change 8 states, "Boards must ensure that, at least once each quarter, Workforce Solutions Office staff reverifies the continuing U.S. work authorization of all participants with temporary work authorization status."
Boards may use of the following report available in WorkInTexas.com to track applicable individuals:
Detailed reports > Case Management > Case Status > Case Load > Expiring Work Authorization Report

Q: On page 32, Authorization to Work Form: The title reflects 'WIOA' citizenship/eligible noncitizen status without any in-track changes to include 'Wagner-Peyser'; also, in the instructions paragraph under the title.

A: WIOA has been removed from the title of the Authorization to Work Form and the subtitles have been updated to reflect the inclusion of Wagner-Peyser program.

Q: Are Boards required to ensure that workforce solutions office staff verify U.S. work authorization for all WP participants? Is this effective now?

A: Yes. Beginning September 5, 2025, all new WP participation applications completed by staff must include verification of current U.S. work authorization. Staff may be able to complete the WP application without verification, but any such record will be determined ineligible for WP services by the WorkInTexas.com application.

Q: Are Boards required to maintain copies of documents used to verify U.S. work authorization?

A: Yes. Boards must ensure that Workforce Solutions Office staff includes validation on source documents in participant case files, or in another document management system, in alignment with state and local guidance. This includes the requirement to validate U.S. work authorization for WP participants.

RESEA

Q: How should staff complete the required verification process for RESEA participants when contact with these individuals is conducted only by phone? Recent guidance appears to indicate verification is required, but staff are unsure how to fulfill this requirement without in-person interaction.

A: Remote data validation is acceptable, under limited circumstances, when allowable under Board policy.

WorkInTexas.com functions allow individuals to upload applicable documentation directly in the My Documents section of their Individual Registration. TWC RESEA staff are reviewing and updating procedures regarding ES Support for RESEA.

Q: Can we use the Driver license and the RESEA participation letter? RESEA participants may not have the UI Award letter or have access to the UI Benefits site to access.

A: Yes. The RESEA Letter may be used to document employment eligibility (List C) for work authorization. Staff should collect the document and select the Expedited Eligibility for RESEA selection in the List C verification.
Valid identity documents must be provided. These may include valid government-issued photo IDs if unexpired, such as a Texas Driver's License.

Q: Does the RESEA Outreach Letter provide notice to affected claimants that they must attend their Initial RESEA appointment with valid identification? May Boards use a valid ID and the RESEA participation letter to confirm U.S. work authorization?

A: Yes. While the RESEA Outreach Letter requests claimants attend their appointment with a valid ID, TWC recognizes that individuals are unlikely to attend with a Social Security card, birth certificate, or Passport. While these documents may all be used for the employment eligibility component of the I-9 style U.S. work authorization options available in WorkInTexas.com, TWC notes that staff working with claimants identified for RESEA services will have the following documents available for such verification:

- Screenprint of UI screen Current Claim Status
- UI award letter
- Expedited Eligibility through RESEA (Outreach Letter)

Q: If an RESEA customer only has an expired Driver's License, will Boards be able to enroll them in WP/RESEA programs and provide appropriate services? If not, this may result in an increase in RESEA - No Shows.

A: If an individual does not have valid government-issued identification they may not be provided services through the WP or RESEA programs. Prior to the update requiring U.S. work authorization for WP participants, the RESEA program provided guidance to Boards that individuals without valid identification should be reported to UI for potential work issues.

Documentation Log

Q: The intent may be to address documentation requirements for projects funded with 7b or other special WP-funded initiatives, but if that is the case then it would be helpful if there was a specific reference/language included.

A: Thank you for reviewing and providing feedback on WD 27-19, Change 1 and the WIOA Title I and Wagner-Peyser Documentation Log. Please find your questions and the corresponding responses below.

The changes to the Documentation Log are not specific to 7b or other special WP-funded initiatives. The changes reflect the requirement outlined in TEGL 10-23, Change 2, that all Wagner-Peyser participants be screened for U.S. work authorization prior to participation in the program as well as inclusion of Wagner-Peyser program applicant data verification elements. This change is referenced on page 2 of the Documentation Log under the "General Instructions" section.

Q: It appears that in some aspects this document is transitioning from a WIOA eligibility desk aid to a document that will list all of the elements requiring verification for Title I and Title III programs. That sounds more like the Data Element Validation spreadsheet attached to TEGL 23-19c2. However, there are places, including the Overview and Instructions, still exclusively referencing eligibility documentation requirements (as opposed to the broader application to all data elements).

A: Correct. The WIOA Title I and Wagner-Peyser Documentation Log has been updated to serve a dual purpose. It now includes documentation requirements related to program eligibility as well as the broader verification requirements needed for data element validation. While portions of the document such as the Overview and Instructions continue to reference eligibility documentation specifically, the updated log also provides a comprehensive listing of acceptable source documentation for all required data elements across Title I and Title III programs.

Q: The words or references to "Wagner-Peyser" are added in certain locations, but there is not a log added for WP data elements—it still only has Title I eligibility elements in the log sections.

A: The version of the WIOA Title I and Wagner-Peyser Documentation Log released for 48-hour review on Friday, September 5, 2025, did not include the Wagner-Peyser Documentation Log. A corrected version, containing the missing Wagner-Peyser Documentation Log, was issued on Tuesday, September 9, 2025, with the 48-hour review period extended.

Q: Self-attestation was removed as an acceptable documentation source for Veteran Status, but according to the DOL Data Element Validation spreadsheet in TEGL 23-19c2 Att. 2, self-attestation is an allowable documentation source unless it is used as a priority of service basis in which financial resources (beyond staff time) are being committed for the individual. Will staff now be required to verify every instance of veteran status for participants by document inspection or cross-match with a veteran database?

A: The version of the WIOA Title I and Wagner-Peyser Documentation Log released for 48-hour review on Friday, September 5, 2025, did not include the Wagner-Peyser Documentation Log. A corrected version, containing the missing Wagner-Peyser Documentation Log, was issued on Tuesday, September 9, 2025, with the 48-hour review period extended.

In the corrected version of the Documentation Log, it is noted that self-attestation, until priority of service and financial resources are applied is acceptable to verify "Eligible Veteran Status".

Q: Is the documentation log expected to be uploaded in WIT with back up documents for ES customers only?

A: No. WorkInTexas.com is the primary repository for WIOA Title I and Wagner-Peyser eligibility and data validation determination data. TWC does not require the Documentation Log to be uploaded into WorkInTexas.com. Instead, acceptable source documentation must be maintained at the Board level, with WorkInTexas.com used to record the eligibility determination.

Q: Will a copy need to be added to the CHOICES and SNAP files or download in WorkInTexas.com?

A: TWC does not require the Documentation Log to be uploaded into WorkInTexas.com. Instead, acceptable source documentation must be maintained at the Board level, with WorkInTexas.com used to record the eligibility determination.

Q: Is the documentation log expected to be signed by a manager/supervisor on the day of Wagner Peyser application?

A: The WIOA Title I and Wagner-Peyser Documentation Log does not require a manager or supervisor signature on the day of Wagner-Peyser application. The log is a tool to document eligibility and data validation elements, and Boards may adopt or adapt it for

local use. Signatures may be used as part of local procedures, but they are not a requirement.

Q: Is the documentation log expected to be uploaded in WorkInTexas.com with back up documents for ES, CHOICES, SNAP and NCP or do we create files with back up documents?

A: Wagner-Peyser Employment Services (WP/ES) is a distinct program. Eligibility is determined on a program-by-program basis.
TWC provides the Documentation Log as a tool for use "when data entry into WorkInTexas.com is delayed." TWC does not require Boards to include the log in case files. The log is a guide for the documentation that is required to be stored in case files for WIOA or WP program participants.

If additional requirements are included for other programs, TWC will work to implement those changes on the appropriate program application(s).

Q: Instructions on page 2 indicate that self-attestation can be used but it not a on page 4 as documentation can we use self-attestation?

A: Self-attestation may only be used for those elements under which it is included as an acceptable document.
Doc Log (p.2):
"Self-attestation may be used when other acceptable documentation for the eligibility criteria is not available or when attainment of other documents may delay or prevent eligibility determination for an individual. Self-attestation is allowable only for the criteria for which it is included as an acceptable document."

Q: Can TWC notify HHSC Offices of requirement for valid documentation? If HHSC notifies applicant of these requirements, they may be more likely to arrive at local Workforce Development Offices with all required documents for WP enrollment. (IDs and SSN or birth certificates)

A: Thank you for this recommendation. TWC will consider appropriate next steps.

Q: D**o we turn customers away who cannot verify SNAP eligibility with acceptable documentation source?**

A: If an individual identifies they are a public assistance recipient, and the applicable program is included in WorkInTexas.com verification requirements, staff must verify status with acceptable documents as a function of the program enrollment.

If an individual does not have acceptable documents on their person, staff may provide assistance to retrieve acceptable documentation. For example, staff may let the applicant login to their account to provide proof of assistance in SNAP or TANF programs.

If acceptable documentation is not available, program enrollment cannot be completed.

Q: We understand we are to continue working with Choices and SNAP mandated customers even if we cannot update the WP due to lack of documentation. If the WP is not updated, will the case be out of compliance?

A: TWC is working to amend current guidance requiring WP coenrollment where it is not indicated by federal guidance or regulations.

If coenrollment is anticipated, or required by local Board policy, appropriate unexpired documentation will be required.

TWC recommends Boards consider developing policies that ensure SNAP E&T and TANF applicants will not be turned away if they do not have those documents required for WP enrollment available at initial appointments or WOAs.

Q: If a customer's green card has been revoked or expires after we have been providing WP services, how are we to document that in WorkInTexas.com? It is our understanding that we can stop providing services; however, will not that customer still remain active in WorkInTexas.com and be able to match to open job postings?

A: TWC has amended the WD Letter to indicate Board's responsibility to ensure that staff update program applications with accurate U.S. work authorization information during review of temporary status, or at any other time that such information is made available, as applicable. Additionally, staff must document contact and any subsequent actions taken with regard to a participant's U.S. work authorization in detailed Case Notes, as required by WD Letter 06-13, Change 2 (et seq.).

TWC is working to obtain clarification from DOLETA on appropriate actions for participants enrolled with temporary authorization who subsequently lose authorization during participation. TWC anticipates that additional updates to WorkInTexas.com program applications Closure or Soft Exit (also known as Common Exit) reasons will be required following response and further guidance from DOLETA.

Boards must ensure that staff members discontinue participatory services to individuals who are no longer eligible for WP program participation. Individuals may register in WorkInTexas.com and search for jobs without staff assistance. At this time, TWC does not require staff to ensure that individuals with WorkInTexas.com registrations without WP program participation (also known as Registered Individual (RI) Only applications) have U.S. work authorization. TWC understands that individuals with closed/exited program applications, may continue to be able to search for and apply to jobs using WorkInTexas.com self-service functions.

Q: In several instances, customers have made the effort to renew their DL or ID cards and bring in their temporary document issued while the official document is received in the mail. Identifying on the doc log that temporary documents (with future expiration dates and/or recently issued dates) can be used would be helpful.

A: All documentation provided to establish authorization to work in the U.S should be valid at the time of submission. If a document has expired or could be considered expired, at the of submission, it should not be used for verification purposes.

Selective Service

Q: Is Selective service a requirement for all ES customers including SNAP (it was not a requirement before)?

A: Wagner-Peyser Employment Services (WP/ES) is a separate program from SNAP E&T. Eligibility is determined on a program-by-program basis.

Q: Selective service was removed in this second Draft yet it's in the instructions (page 2) – do we obtain the Selective service Number?

A: Selective Service has not changed between drafts. It remains a required universal eligibility criterion for WIOA Title I participants, as shown in the WIOA Title I and Wagner-Peyser Documentation Log. The Selective Service registration number, or other acceptable proof of registration or exemption, must continue to be obtained and documented for applicable individuals. It is not a requirement for Wagner-Peyser eligibility.

Q: Selective service was not a requirement for SNAP participants; will it now be a requirement to be registered?

A: This guidance does not alter program operations beyond those specified for Wagner-Peyser participants

Q: For Selective Service, for males who are not registered and need the status information letter? Do we advise the unemployed customers to return to office once received (Status Information Letter can take from 2-3 weeks from contact with Selective Service)

A: The guidance updates do not include Selective Service requirements for Wagner-Peyser program participants.

SNAP/Choices/NCP

Q: What about NCP, is it not a requirement for this program?

A: This guidance does not alter program operations beyond those specified for Wagner-Peyser participants.

Q: Non-custodial parents and General Population who do not receive TANF, SSI, SSD, SNPA or other public assistance, can they still be registered?

A: These changes do not apply to NCP program participants. Wagner-Peyser Employment Services (WP/ES) is a distinct program. Eligibility is determined on a program-by-program basis.

If additional requirements are included for other programs, TWC will work to implement those changes on the appropriate program application(s).

Q: Can HHSC State office be asked to notify TANF and SNAP customers they will need to provide proof of citizenship when they attend appointments at their nearest Workforce Solutions office?

A: If coenrollment is anticipated, then unexpired documentation will be required. TWC recommends Boards consider developing policies that ensure SNAP E&T and TANF applicants will not be turned away if they do not have those documents required for WP enrollment available at initial appointments or WOAs.

Q: On page 4, Wagner-Peyser Documentation: For the acceptable documents listed as "TANF Eligibility Verification" and "SNAP Eligibility Verification", is this verification to be obtained from the HHSC portal? Or is the HHSC portal an option as well as customer's postal letter or screenshot of their benefit summary from their yourtexasbenefits.com portal?

A: Federal guidance does not specify where TANF or SNAP eligibility documentation must originate. As this is also in line with eligibility criteria for WIOA Title I,

documentation used for verification for that program can be used for data validation in Wagner-Peyser.

Universal/Resource Room

Q: For universal customers that are not within a program that come into the Workforce Solutions Office to use the resource room do we still need to verify, and do they need to provide documents to register in WorkInTexas.com?

A: Data validation requirements do not apply to self-service WorkInTexas.com registrations.

Staff must verify work authorization prior to participation in WIOA Title I and WP programs. This requirement is not likely to apply to an individual who comes into a local workforce solutions office to use the resource room for self-service activities only.

Individuals who self-identify as non-citizens without work authorization during registration will be prevented from completing their WorkInTexas.com registration by system settings.

Other Questions

Q: Question with reference to the WP application. We had previously been told we could not close the WP application - we were to wait until it soft closed. Will this guidance change in the future for WP-only cases that are found to have their work registration status revoked or it has expired?

A: At this time, TWC does not have additional direction to provide related to program closures or hard exits under these circumstances in WorkInTexas.com

Q: Please note that checking on the work registration status for WP-only registrants each quarter will create a large workload for staff. We would appreciate any suggestions you have to reduce this burden.

A: The quarterly review process is only applicable to WP participants with temporary US work authorization.
The WorkInTexas.com vendor is developing Alerts to facilitate staff identification of individuals with temporary work authorization status. Additional guidance will be provided to Boards as these functions are implemented.
Boards may use of the following report available in WorkInTexas.com to track applicable individuals:

Detailed reports > Case Management > Case Status > Case Load > Expiring Work Authorization Report

Q: Wagner-Peyser was added to the Telephone Verification of Public Announcement, but it is not clear why this Category 4 DW eligibility criteria would be applicable to Wagner-Peyser eligibility.

A: Wagner-Peyser will be removed from the Telephone Verification of Public Announcement form.

Q: Customers already have to be enrolled as WP participants prior to receiving staff-assisted services, per WD 01-20c3, so we're not sure to what extent the changes in this letter represent new requirements.

A: The guidance reflects changes made to the WorkInTexas.com system regarding requirements in the WP application.

Q: What if the customer refuses to provide documents?

A: If a customer does not have, or refuses to provide, required documents for work authorization for Wagner-Peyser program eligibility, Boards cannot provide services and must ensure that customer is not enrolled in the applicable program(s).

The WP application includes several data validation elements (those including verify options, other than Citizenship/Work Authorization Status) that do not impact an individual's program eligibility. TWC encourages Boards to consider local policies to ensure that staff provide all available assistance to WP applicants to ensure acceptable documentation is collected for these data validation elements at program entry or during participation. If an individual is identified as a recipient of public assistance under one or more of these data validation elements, staff must verify their status with acceptable documentation.

Q: What about customers who call over the phone for resets, job referrals or will these customers be grandfathered in?

A: Effective September 5, 2025, all WP program applications must be completed in accordance with system requirements and TWC guidance.

If participatory services are to be provided, staff must enroll individuals in appropriate program(s), which may include WP. Staff referral to job orders are a WP participatory service. A password reset, is an administrative function, not a participatory program service.

Active WP participation records, opened prior to September 5, 2025, do not require reconsideration using new guidance and federal requirements. If requirements change, additional guidance will be provided to Boards.

Q: Is this requirement for all new or registrants who are not active?

A: The requirement is effective September 5, 2025 for all new WP program participant applications

Q: What is the consequence if a WP service is provided without the verification, or will WIT be updated to not allow service provision until the verification is entered?

A: TEGL 10-23, Change 2, requires that all WP participants be screened for US work authorization prior to participation in the program. Those individuals who are not authorized to work in the US are not eligible for WP program participation.
If staff identify Work Authorization as No, or do not include appropriate verification on the WP application, the individual will be identified as ineligible for WP services.

Q: What is the separation between participant-level services and basic services if this becomes policy?

A: The Service Matrix identifies service groups by Basic and Individualized Career Services, Training, and Support services. Participant-level services are determined by participatory service designation, also included in the Service Matrix.

Q: If a participant only utilized WP, how would the staff be responsible for closing the detail?

A: Generally, closure of programs has not been altered through this guidance.

NLF: Boards must ensure that Workforce Solutions Office staff immediately discontinues the provision of services and closes affected program applications for any individual who loses U.S. work authorization following program enrollment.

Q: Can customers provide expired state identification as proof of their citizenship?

A: Identification cannot be expired. State-issued identification (such as TxDL) may only be used to confirm one portion of the required documentation to assess work authorization.

Q: Are customers now required to visit the center in person with their work authorization documents in order to complete Wagner-Peyser registration?

A: Updates to TWC guidance relating to TEGL 10-23, Change 2, do not impact the ability of local Workforce Solutions Office staff to accept program applications or related documents in-person or through acceptable remote methods.

Texas Administrative Code, §801.23(1) defines access for programs, including through direct linkages, which may include phone or web-based communication.

The WorkInTexas.com system allows individuals to upload documents, including those acceptable to program data validation requirements, into their job seeker account. This function does not require an individual to be a program participant.

If a Local Board policy allows remote application and enrollment to programs, such as WIOA participation, staff may also be able to enroll individuals in the Wagner-Peyser program through remote access.

Q: Are Boards required to upload these documents in WorkInTexas.com. Does use of WorkInTexas.com for document storage violate privacy laws?

A: TWC does not require document storage in WorkInTexas.com at this time. As stated above, Boards may adopt policies to allow use of WorkInTexas.com for document storage, and as a local case file management system.