

**TEXAS WORKFORCE COMMISSION**  
**Workforce Development Letter**

<b>ID/No:</b>	WD 27-19, Change 5
<b>Date:</b>	October 12, 2023
<b>Keyword:</b>	ES; TAA; TWIST; Veterans; WIOA; WorkInTexas.com
<b>Effective:</b>	Immediately

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



**From:** Courtney Arbour, Director, Workforce Development Division

**Subject:** **State Data Validation Requirements—Update**

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**PURPOSE:**

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with updated information and guidance on the state data validation requirements for the Wagner-Peyser (WP), Workforce Innovation and Opportunity Act (WIOA), and Trade Adjustment Assistance (TAA) programs.

This updated letter provides a revised list of Homeless Veterans' Reintegration Program (HVRP) grantees.

**RESCISSIONS:**

WD Letter 27-19, Change 4

**BACKGROUND:**

US Department of Labor Employment and Training Administration (DOLETA) Training and Employment Guidance Letter (TEGL) 07-18, issued December 19, 2018, and titled "Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)," provides guidance that states must use in developing procedures to ensure that the data submitted is valid and reliable. States may customize these data validation requirements to fit local needs.

The guidance identifies 24 common data elements that states must validate.

Furthermore, states have the flexibility to:

- continue supporting documentation for program-specific data elements not included in the guidance;
- collect additional source documentation on more data elements; and
- require additional source documentation in their procedures.

TEGL 23-19, issued June 18, 2020, and titled "Guidance for Validating Required Performance Data Submitted by Grant Recipients of US Department of Labor (DOL)

Workforce Programs,” further enhances data element validation by adding key data elements.

With this guidance, the Texas Workforce Commission (TWC) incorporated all data elements for which documentation is required. To ensure that data validation requirements fit Texas’ needs and may be successfully implemented by Boards, TWC is issuing guidance that:

- provides definitions and state documentation requirements for each data validation element; and
- indicates when Boards have local flexibility to apply local standards.

## **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 ensure that Workforce Solutions Office staff follows the data validation requirements set forth in [TWC’s Data Element Review](#).

**LF:** Boards may establish policies that exceed the requirements set forth in the Data Element Review.<sup>1</sup>

**NLF:** Boards that adopt data validation policies that exceed state requirements must be aware that compliance will be reviewed for these locally set data validation requirements.

**NLF:** Boards must ensure that record retention time frames are based on the Primary Indicators of Performance exit date and not on the date that the participant stops receiving WP, WIOA, or TAA services. For WIOA Youth, Boards must ensure that record retention time frames are based on the Youth follow-up end date.

### **Crossmatch Data Elements**

**NLF:** Boards must be aware of the following:

- Data elements that are migrated via crossmatch from another state agency’s automated system into The Workforce Information System of Texas (TWIST) cannot be validated due to the absence of source documentation.
- Boards are not required to validate crossmatch data populated into TWIST from the following agencies:
  - Texas Health and Human Services Commission
  - Texas Department of Criminal Justice

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<sup>1</sup> As required by TWC Chapter 802 Integrity of the Texas Workforce System rule §802.1(f) and as detailed in WD Letter 10-07, issued February 2, 2007, and titled “Adoption of Local Workforce Development Board Policies in Open Meetings,” Board members must take such actions in an open meeting.

### **Data Elements from WorkInTexas.com**

**NLF:** Boards must be aware that only WorkInTexas.com job seeker data migrates automatically into TWIST, but self-service-entered data may not have been validated by Workforce Solutions Office staff.

**NLF:** Boards must ensure that Workforce Solutions Office staff validates the following data elements:

- Date of birth for all participants who receive WIOA-funded individualized career services, training, and follow-up services, including participants served under National Dislocated Worker Grants and TAA.
- Employment status at program entry for all participants who receive WIOA-funded services and who confirm that they are employed at program entry. The participant's employment status and supporting documentation must confirm that the participant was employed on the date that they enrolled in WIOA-funded services.

**NLF:** Boards must be aware of the following:

- The Eligible Veteran Status data element, when migrated into TWIST from WorkInTexas.com, has already met state data validation requirements for only the WP and Jobs for Veterans State Grant programs.
- WorkInTexas.com requires individuals to self-identify as veterans and provide military service details during registration. Qualified spouses also self-identify during registration.
- Information entered by individuals in WorkInTexas.com is authenticated through unique access via username and password, which is considered the same as an electronic signature and meets the definition of "self-attestation."

### **Homeless Veterans' Reintegration Program**

**NLF:** DOL requires the capture of the grant numbers for homeless veterans referred by the grantees listed below. During the referral by the grantee, Boards must ensure that Workforce Solutions Office staff enters the appropriate grantee number based on Program Year 2023 (July 1, 2023–June 30, 2024) HVRP grant numbers, as follows:

- Grant number 00016  
Adaptive Construction Solutions  
6509 West Little York Road  
Houston, Texas 77040  
(832) 619-1175
- Grant number 00017 (Texas except Houston Metropolitan Statistical Area (MSA))  
Adaptive Construction Solutions  
6509 West Little York Road  
Houston, Texas 77040  
(832) 619-1175
- Grant number 00022  
Castle Cares Community Ministries (The Warriors Refuge)  
212 North 14th Street

West Columbia, Texas 77486  
(979) 345-1607

- Grant number 00024  
U&I Spread the Light  
8800 Ambassador Row  
Dallas, Texas 75247-462  
(214) 637-2911
- Grant number 00039  
The Houston Launch Pad  
2616 South Loop West, Suite 504  
Houston, Texas 77054  
(713) 637-4174
- Grant number 00051  
Unity Partners  
4001 East 29th Street, Suite 114  
Bryan, Texas 77802  
(979) 595-2900
- Grant number 00069  
American GI Forum—Austin  
2700 South I-35 Frontage Road, Suite 100  
Austin, Texas 78704  
(512) 363-5978
- Grant number 00070  
American GI Forum—DFW  
8700 North Stemmons Freeway  
Dallas, Texas 75247  
(214) 379-7377
- Grant number 36530  
United States Veterans Initiative  
7227 Fannin Street, Suite 200  
Houston, Texas 77030  
(713) 229-8122
- Grant number 36563 (Lubbock and Amarillo)  
Star Care Lubbock  
3804 I-27 Frontage Road  
Lubbock, Texas 79412  
(806) 470-9317
- Grant number 38366  
Volunteers of America—Texas  
2401 Scott Avenue  
Fort Worth, Texas 76103  
(817) 369-8857
- Grant number 38375  
American GI Forum—San Antonio  
611 North Flores Street, Suite 200  
San Antonio, Texas 78205

(210) 354-4892

- Grant number 38385 (Houston MSA)  
SER Jobs for Progress  
1710 Telephone Road  
Houston, Texas 77023  
(713) 773-6000 x107

HVRP DOL grant information may be found at [HVRP Information](#).

**INQUIRIES:**

Send inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.texas.gov](mailto:wfpolicy.clarifications@twc.texas.gov).

**ATTACHMENTS:**

Attachment 1: WIOA Data Element Review

Attachment 2: Revisions to WD Letter 27-19, Change 4, Shown in Track Changes

**REFERENCES:**

US Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter 23-19, Change 2, issued May 12, 2023, and titled “Guidance for Validating Required Performance Data Submitted by Grant Recipients of US Department of Labor (DOL) Workforce Programs”

US Department of Labor, Employment and Training Administration, Training and Employment Guidance Letter 07-18, issued December 19, 2018, and titled “Guidance for Validating Jointly Required Performance Data Submitted under the Workforce Innovation and Opportunity Act (WIOA)”

WD Letter 10-07, issued February 2, 2007, and titled “Adoption of Local Workforce Development Board Policies in Open Meetings”