

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

<b>ID/No:</b>	WD 15-22
<b>Date:</b>	August 10, 2022
<b>Keywords:</b>	Child Care; ES; Performance; SNAP E&T; TAA; TANF/Choices; TWIST; WIOA; WorkInTexas.com
<b>Effective:</b>	October 1, 2022

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



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

**Subject:** **Workforce Automated Systems Data Entry Deadlines for Board Contract Year 2023**

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**PURPOSE:**

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with information and guidance on Board Contract Year 2023 (BCY'23) data entry deadlines for:

- The Workforce Information System of Texas (TWIST); and
- WorkInTexas.com.

**RESCISSIONS:**

WD Letter 14-21, Change 1 (as of October 1, 2022)

**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 TWIST and WorkInTexas.com. The data is used to generate reports and information that the Texas Workforce Commission (TWC) and Boards use to:

- manage, monitor, and assess Board performance;
- fulfill reporting requirements of the US Department of Labor, US Department of Health and Human Services, US Department of Agriculture, and the 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” or “shall.”

**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 data is entered on a daily or other regular basis throughout the month. To ensure that the most up-to-date information is available for reporting, Boards must ensure that the deadlines set forth in this WD Letter are met for entering data, activities, services, and outcomes into TWIST and WorkInTexas.com, as applicable.

**NLF:** Boards must ensure that all participant data, activities, services, and outcomes are entered into the appropriate automated system by 6:00 p.m. (Central Standard Time) as outlined in the following paragraphs.

#### **TWIST and WorkInTexas.com Data**

**NLF:** Effective October 1, 2021, Boards must enter data into TWIST and WorkInTexas.com by the first Friday that is at least three working days after the month in which:

- services are provided; or
- the customer enters or completes activities.

**NLF:** Boards must be aware that data entry deadlines have already accounted for weeks with holidays in them.

Note: If the TWIST and WorkInTexas.com data entry deadline for a given month is before the date that the Texas Health and Human Services Commission forwards the Temporary Assistance for Needy Families (TANF) warrant file to TWC, data entered after the data entry deadline—but before TWIST processes the TANF warrant file—will be included in Choices Participation performance reported in the monthly performance report.

#### **Child Care Data**

**NLF:** Boards must enter waiting list information into the [Child Care Waiting List Report](#) form, available on the intranet, by the 10th day of the month following the month being reported. (The intranet is not available to the public.)

**NLF:** Boards must enter direct care data into TWIST by the 20th day of the month following the month in which services were provided.

**NLF:** Boards must be aware that child care deadlines are not extended if the deadline falls on a weekend or a holiday. Data that is not entered in a timely manner into the appropriate data system will not be used for performance reporting for that month.

The following calendar sets out the specific data entry deadline dates.

**Monthly Data Entry Deadline Calendar**

<b>Data From</b>	<b>TWIST &amp; WorkInTexas.com</b>	<b>Child Care Waiting List</b>	<b>Child Care Direct Care</b>
Sept. 2022	10/07/22	10/10/22	10/20/22
Oct. 2022	11/04/22	11/10/22	11/20/22
Nov. 2022	12/09/22	12/10/22	12/20/22
Dec. 2022	01/06/23	01/10/23	01/20/23
Jan. 2023	02/03/23	02/10/23	02/20/23
Feb. 2023	03/03/23	03/10/23	03/20/23
Mar. 2023	04/07/23	04/10/23	04/20/23
Apr. 2023	05/05/23	05/10/23	05/20/23
May 2023	06/09/23	06/10/23	06/20/23
June 2023	07/07/23	07/10/23	07/20/23
July 2023	08/04/23	08/10/23	08/20/23
Aug. 2023	09/08/23	09/10/23	09/20/23
Sept. 2023	10/06/23	10/10/23	10/20/23

**NLF:** Boards must report financial data used in performance measures—such as Average Cost Per Customer Served and Child Care Administration and Operating Expenditure Rate—in a timely manner, per the Finance Department’s guidance.

**End-of-Year Reporting**

**NLF:** Boards must be aware that data not entered in a timely manner into the appropriate system, according to year-end reporting deadlines, may not be used in BCY’23 year-end reporting, even if the data is later updated within the quarter + 20 period.

Note: Not all measures listed below are formally contracted to Boards for BCY’23.

**NLF:** Boards must ensure timely data entry; however, if data cannot be updated outside of the data integrity process, then the closer such requests are made to the data entry deadlines, the more likely the requests will not be processed in time to be considered for year-end reporting.

**BCY’23 Year-End Data Entry Deadlines**

<b>Cohorts</b>	<b>Measure Examples</b>	<b>Deadline</b>
Siloed WIOA Adult, Dislocated Worker, and Youth Measures	Employed Quarter 2 Post Exit	08/04/23 <sup>1</sup>
	Employed Quarter 4 Post Exit	
	Credential Rate	
	Measurable Skills Gain	
	Median Earnings Quarter 2 Post Exit	

<sup>1</sup>Year-end reporting for these measures is tied to the federal reporting schedule.

**BCY'23 Year-End Data Entry Deadlines—continued**

<b>Cohorts</b>	<b>Measure Examples</b>	<b>Deadline</b>
Integrated WIOA Measures and Other Wage/Quarter-based Measures (including, but not limited to)	Claimant Reemployment	08/04/23
	Employed/Enrolled Quarter 2 Post Exit	
	Employed/Enrolled Quarter 2–4 Post Exit	
	Credential Rate	
	Median Earnings Quarter 2 Post Exit	
Remaining Non–Child Care Measures (including, but not limited to)	Participants Served (which is also the denominator for Average Cost Per Participant Served)	10/06/23
	Job Openings Filled, Job Postings Filled, and Employer Success Rates	
	Choices Participation and Choices Engagement Rates	
	Claimant Reemployment within 10 Weeks	
	Market Share and Employer Workforce Assistance	
Child Care Waiting List	Average Number of Children on Waiting List for Low-Income Child Care	10/10/23
Child Care Direct Care	Average Children Served Per Day	10/20/23
	Average Cost Per Day	
	Administration and Operating Expenditure Rate	

**INQUIRIES:**

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

**REFERENCES:**

- US Department of Agriculture Food and Nutrition Service Rules and Regulations, 7 CFR §273.7(c)(17)
- US Department of Health and Human Services, 45 CFR §98.71 and §§265.9–265.10
- US Department of Labor, 38 USC §4102(A)(f) and 20 CFR §666.300
- General Appropriations Act, 85th Texas Legislature, Regular Session (2017), Article VII, Texas Workforce Commission, Rider 15
- WD Letter 06-07, Change 3, issued June 1, 2009, and titled “The Workforce Information System of Texas: New Data Integrity Process—*Update*”
- WD Letter 14-21, Change 1, issued October 25, 2021, and titled “Workforce Automated Systems Data Entry Deadlines for Board Contract Year 2022—*Update*”