

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

<b>ID/No:</b>	WD 04-22
<b>Date:</b>	March 7, 2022
<b>Keyword:</b>	ES; WorkInTexas.com
<b>Effective:</b>	30 days from issuance

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



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

**Subject:** Job Development Code in WorkInTexas.com

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**PURPOSE:**

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with information on data entry requirements for Job Development services in the WorkInTexas.com (WIT) system.

**RESCISSIONS:**

None

**BACKGROUND:**

Boards provide Job Development services when they contact an employer and secure a referral to that employer on behalf of a specific job seeker who possesses skills sought by the employer, and for whom there is no suitable job posted from that employer in WIT.

Previously, Boards only recorded this service in WIT as a job seeker service. However, because Job Development is both a job seeker and an employer service, the Job Development service should be entered as a service to both the job seeker and the employer. Once entered, the job development employer service will count toward the Employer Workforce Assistance performance measure.

The Employment Service (ES) [Guide](#) provides detailed information on the delivery of Job Development services.

**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 at the time the Job Development service is provided, staff enters the Job Development service code (JD) in the WIT system twice, once for the employer and once for the job seeker.

**INQUIRIES:**

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

**REFERENCES:**