

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 01-22, Change 1
Date:	May 6, 2022
Keyword:	Child Care; TWIST; WIOA
Effective:	Immediately

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



From: Courtney Arbour, Director, Workforce Development Division

Subject: **Short-Term Training for Parents Enrolled in Initial Job Search Child Care**
—Update

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with guidance relating to the provision of short-term training for parents enrolled in Initial Job Search Child Care, specifically in the following areas:

- Eligibility for short-term training
- Funding
- Service provision
- Data entry and performance

This WD Letter provides a revised definition of “short-term training.”

RESCISSIONS:

WD Letter 01-22

BACKGROUND:

On June 15, 2021, the Texas Workforce Commission’s (TWC) three-member Commission (Commission) approved a temporary waiver of TWC Chapter 809 Child Care Services rule §809.41(a)(3)(B), as allowed under federal Child Care and Development Block Grant law and regulations, to provide additional flexibility to help support families. This waiver will allow up to three months of child care, with zero parent share of cost for those parents searching for work.

To further support families, on June 30, 2021, the Commission earmarked \$2 million in Workforce Innovation and Opportunity Act (WIOA) funds to provide WIOA short-term training services to parents receiving Child Care Services (CCS) subsidies, specifically parents in an initial three-month job search period. This initiative will help customers

who are enrolled in Initial Job Search Child Care become employed before this period of child care services ends.

On September 21, 2021, as part of a comprehensive statewide strategy to end the middle skills gap in Texas, the Commission approved distribution amounts for each local workforce development area for this short-term training initiative.

On May 3, 2022, the Commission extended the grant period to end on May 31, 2023, and expanded the initiative’s definition of “short-term training” to include any training that is less than three months in duration.

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.”

Eligibility for Short-Term Training

NLF: Boards must ensure that, before enrollment in services funded with the Board’s short-term training distribution, individuals have been:

- determined eligible for and are currently enrolled in Initial Job Search Child Care in accordance with WD Letter 13-21, Change 1, issued on January 21, 2022, and titled “Initial Job Search Child Care—*Update*”; and
- enrolled in WIOA and meet WIOA and training service eligibility requirements, as set forth in the WIOA Guidelines for Adults, Dislocated Workers, and Youth pages 17 and 10 respectively. To meet the basic WIOA eligibility requirements, individuals must:
 - be 18 years of age or older;
 - be citizens or noncitizens authorized to work in the United States; and
 - meet Military Selective Service registration requirements (males only).

NLF: Boards must be aware that, when enrolling individuals in WIOA for the purpose of this initiative, Boards are not required to give priority to individuals who are recipients of public assistance or who are basic skills deficient or other low-income individuals. However, priority of service for veterans and foster youth still applies.

NLF: Boards must be aware that Initial Job Search Child Care eligibility and WIOA eligibility determinations may be conducted concurrently.

Funding

NLF: Boards must be aware that at least 90 percent of funds expended from the short-term training distribution must be used for direct training costs.

NLF: Boards must be aware that no more than 10 percent of funds expended from the short-term training distribution shall be used for administrative costs.

NLF: Boards must ensure that none of the short-term training distribution is used for support services.

Service Provision

NLF: Boards must ensure that these training programs are short-term (less than three months in duration) and geared toward helping participants enter employment before the end of the Initial Job Search Child Care period. The exception to the short-term duration requirement is work-based learning, specifically on-the-job training (OJT) and Registered Apprenticeship Programs. Although these models are longer in duration, they provide concurrent training and employment to participants, therefore allowing participants to meet employment requirements before the end of the Initial Job Search Child Care period, as defined in WD Letter 13-21, Change 1.

NLF: Boards must ensure that providers for short-term training funded using this distribution are selected from the Eligible Training Provider List and that the training is funded through an Individual Training Account (ITA) according to local ITA policies. OJT, which is funded through a training contract and provided by an employer, is not required to be funded through an ITA.

Data Entry and Performance

NLF: Boards must ensure that Workforce Solutions Office staff members use The Workforce Information System of Texas (TWIST) sub-fund code 82–Short-term Training–CCS Parents (found under the WIOA Adult, Dislocated Worker, and Youth statewide fund codes) to document short-term training services funded with this distribution. Staff must use only the following service codes under this sub-fund:

- (1) Occupational/Vocational Training
- (3) On-the-Job Training
- (6) Registered Apprenticeship Training

NLF: Boards must be aware that because this initiative is funded with WIOA statewide funds, participants receiving services through this initiative will not be included in the WIOA performance measures. If participants are provided additional services through WIOA formula funded services, they will be included in performance measures.

INQUIRIES:

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

ATTACHMENTS:

Attachment 1: Revisions to WD 01-22 Shown in Track Changes

REFERENCES:

Workforce Innovation and Opportunity Act Guidelines for Adults, Dislocated Workers, and Youth

Board Grant Workforce Commission Initiatives Statement of Work—Project
Requirements
WD Letter 13-21, Change 1, issued on January 21, 2022, and titled “Initial Job Search
Child Care—*Update*”