

WORKFORCE DEVELOPMENT DIVISION
Workforce Policy and Service Delivery Branch
Technical Assistance Bulletin 263

Keyword: Trade Adjustment Assistance; TWIST

Subject: The Workforce Information System of Texas Trade Adjustment Assistance Desk Aid

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This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with The Workforce Information System of Texas (TWIST) Trade Adjustment Assistance (TAA) Desk Aid (Attachment 1), which provides instructions on entering TAA data into TWIST, specifically:

- How to Access TAA Eligibility Information
- How to Access TAA Petition Information
- TAA Waivers and Denials
- TAA Service Tracking
- TAA Intake Common and Program Detail
- TAA TWIST *Counselor Notes*
- TAA *Program Detail* Definitions

Additionally, the TWIST TAA Desk Aid provides instructions for:

- accessing *Group Actions (TAA Petition)* information; and
- entering the following into TWIST:
 - TAA *Program Detail* and *Intake Common* information;
 - TAA services and sub funds;
 - proper fund sources; and
 - comprehensive *Counselor Notes*.

The accurate and comprehensive entry of TAA data into TWIST ensures that TAA services are correctly reflected for reporting purposes and for use in supporting the provision of Trade Readjustment Allowances.

Direct inquiries regarding this TA Bulletin to TAA@twc.state.tx.us.