

**Workforce Development Division  
Workforce Program Policy  
Technical Assistance Bulletin 289, Change 4**

**Keyword:**     **WorkInTexas.com, WIOA**

**Subject:**     **WIOA Youth Program Elements—Update**

**Date:**        **March 18, 2024**

---

This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with an updated Workforce Innovation and Opportunity Act (WIOA) Youth Program Elements Matrix (Attachment 1), which includes the following change to the provision of program element services to in-school and out-of-school youth:

- Clarification relating to the implementation of WorkInTexas.com as the Texas Workforce Commission’s (TWC) workforce case management system.

WIOA regulations at §681.320 state that for a youth to be enrolled as a participant in the WIOA youth program, the following must occur:

- An eligibility determination
- The provision of an objective assessment
- The development of an individual service strategy
- Participation in any of the 14 WIOA youth program elements

However, WorkInTexas.com requires the following sequencing before additional services can be entered:

1. Determine the youth’s eligibility for the WIOA youth program.
2. Enter the comprehensive objective assessment service (WorkInTexas.com service code 412) and the individual service strategy (WorkInTexas.com service code 413).
3. Enter the program element service, which will not be accepted by WorkInTexas.com unless services codes 412 and 413 have already been entered.

WIOA regulations at §681.460 state that Boards must make each of the following 14 program elements available to youth participants:

1. Tutoring, study skills training, instruction, and dropout prevention
2. Alternative secondary school services or dropout recovery services
3. Paid and unpaid work experience
4. Occupational skills training
5. Education offered concurrently with workforce preparation and training for a specific occupation
6. Leadership development opportunities
7. Support services

8. Adult mentoring
9. Follow-up services
10. Comprehensive guidance and counseling
11. Financial literacy education
12. Entrepreneurial skills training
13. Services that provide labor market information
14. Postsecondary preparation and transition activities

Additionally, Boards must ensure that Workforce Solutions Office staff provide youth participants written information about the full offering of services that may help them transition into the workforce as outlined under Youth Program Elements in the TWC Workforce Innovation and Opportunity Act Guidelines for Adults, Dislocated Workers, and Youth.

Boards have discretion to determine the specific program services that will be provided to youth participants, based on each participant's objective assessment and individual service strategy.

The WIOA Youth Program Elements Matrix (Matrix) was developed to provide Boards with a crosswalk that connects each program element to equivalent service values in WorkInTexas.com. This crosswalk was created from guidance provided by the US Department of Labor Employment and Training Administration (DOLETA):

- Training and Employment Guidance Letter (TEGL) No. 21-16, issued March 2, 2017, and titled, "Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance"
- Attachment 7–Table B of TEGL No. 10-16, Change 1, issued August 23, 2017, and titled, "Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV Core Programs;" and
- TEGL 09-22, issued March 2, 2023, and titled, "Workforce Innovation and Opportunity Act Title I Youth Formula Program Guidance."

The Matrix includes WorkInTexas.com service definitions that have been updated to align with DOL's guidance on the provision of youth program element services. Some youth program elements may be satisfied by one WorkInTexas.com service, while other program elements may offer several WorkInTexas.com services from which to choose. The Matrix provides Workforce Solutions Office staff with a desk reference that can be used to select the WorkInTexas.com services that offer the most applicable benefit and are tailored to the needs of the WIOA youth participant.

## References

[Participant Individual Record Layout \(PIRL\), ETA-9172, et seq](#)

The Workforce Innovation and Opportunity Act (WIOA) Regulations at 20 CFR Part 681  
Training and Employment Guidance Letter No. 09-22, issued March 2, 2023, and titled

"Guidance and planning information to states, local workforce areas, and other recipients of Workforce Innovation and Opportunity Act (WIOA) Title I youth formula funds on the activities associated with the implementation of WIOA"

Training and Employment Guidance Letter No. 21-16, issued March 2, 2017, and titled “Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance”

Training and Employment Guidance Letter No. 10-16, Change 1, issued August 23, 2017, and titled “Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV Core Programs”

[WIOA Guidelines for Adults, Dislocated Workers, and Youth](#)

**Attachments**

Attachment 1: WIOA Youth Program Elements and WorkInTexas.com

Attachment 2: Revisions to TA Bulletin 289, Change 3, Shown in Track Changes

Please distribute this information to appropriate staff. Send inquiries regarding this TA Bulletin to [wfpolicy.clarifications@twc.texas.gov](mailto:wfpolicy.clarifications@twc.texas.gov).