

TEXAS WORKFORCE COMMISSION
Workforce Development Letter

ID/No:	WD 20-21, Change 1
Date:	June 26, 2023
Keyword:	AEL; TANF/Choices; ES; SNAP E&T; TAA; 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: **Digital Skills Building—Update**

PURPOSE:

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with guidance and information on providing digital skills building services relating to programs administered by the Texas Workforce Commission (TWC).

This updated WD Letter provides guidance on the collection and use of Unemployment Insurance (UI) claimant data to outreach individuals for digital skills training or retraining.

RESCISSIONS:

WD Letter 20-21

BACKGROUND:

With the rapid growth in online and virtual services, workers and job seekers need to build the cognitive and technical skills necessary for effective use of the internet, smartphones, and other digital resources to find, evaluate, create, transmit, and communicate information. The General Appropriations Act (Senate Bill 1, Article VII, Texas Workforce Commission, Rider 46, 87th Legislature, Regular Session (2021)) requires TWC to “ensure that digital skill building is an explicitly permitted use of existing workforce development grant programs” and “utilize federal funds to provide digital skill building, device access, and digital support for workers in workforce development programs.”

Within this context, TWC defines “digital skills building” as staff support, workshops, and, when appropriate, training services that enable job seekers to use the internet, smartphones, and other digital resources to gain employment and to function productively in today’s technology-heavy workplace. “Device access” and “digital support” are defined as the availability of technology, such as computers, laptops, tablets, and internet

access, that allows customers to engage in workforce development activities based on the program's allowable expenditures and applicable cost principles. The law does not constitute a new blanket authorization to purchase tablets or other devices for customers' own permanent use; any such purchases continue to be subject to review for allowability on a case-by-case basis.

Rider 47 of the same bill requires TWC to:

- collect and report UI claim counts by type (internet, phone, or other) disaggregated by age, education, race/ethnicity, sex, and the occupation of individuals requesting benefits by region;
- use the data to outreach individuals for digital skills training or retraining; and
- report the data publicly on the TWC website.

Boards currently administer several workforce services that address digital skills building and access to technology.

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.”

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 be aware that providing digital skill building, device access, and digital support for job seekers and workers in workforce development programs is explicitly permitted by state law. Such activities must be consistent with and conform to applicable program requirements and cost principles governing such programs, including, but not limited to, the following:

- Adult Education and Literacy
- Temporary Assistance for Needy Families/Choices
- Employment Service
- Supplemental Nutrition and Assistance Program Employment and Training
- Trade Adjustment Assistance
- Workforce Innovation and Opportunity Act (WIOA)

NLF: Boards must be aware that based on the program's allowable expenditures and requirements, Boards may offer the following activities and resources, among others, to improve a worker's digital skills capacity:

- Access to workshops and courses focusing on basic computer skills, electronic communication, online job search resources, and submitting online applications

- Short-term vocational training leading to a credential (for example, CompTIA A+)
- Resource rooms in Workforce Solutions Offices equipped with computers, printers, and internet connectivity

NLF: Boards must be aware that TWC will:

- publicly report the UI claim counts data required by Rider 47 on TWC's [Rider 47 UI Targeted Skill Building Overview](#) web page;
- outreach, by email and text, UI claimants who may benefit from digital skills training and who meet the following criteria:
 - New claimant
 - Texas address
 - Filed by phone, by mail, or in person
 - Age 45 and older
 - Education level is one of the following:
 - Some College No Degree
 - HS Graduate or GED
 - No or Some School; and
- direct these UI claimants to TWC's [Skills Enhancement Initiative Career Tools web page](#) for information on accessing no-cost resources to help build digital skills, including how to locate the nearest Workforce Solutions Office.

LF: Boards may outreach additional UI claimants who may benefit from digital skills training or retraining using the Rider 47 Targeted Skill Building Tool, available through the [TWC Tableau Report List](#). Attachment 1, Navigating the Rider 47 Targeted Skill Building Tool, includes instructions for navigating this tool and provides examples of best practices.

INQUIRIES:

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

ATTACHMENTS:

Attachment 1: Navigating the Rider 47 Targeted Skill Building Tool

Attachment 2: Revisions to WD Letter 20-21 Shown in Track Changes

REFERENCES:

Senate Bill 1, General Appropriations Act, 87th Texas Legislature, Regular Session (2021)