

WORKFORCE DEVELOPMENT DIVISION
Workforce Service Delivery
Technical Assistance Bulletin #117

Program: The Workforce Information System of Texas

Topic: New Training Service Code

Date: April 5, 2006

This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with information on changes to The Workforce Information System of Texas (TWIST).

A new service code, ***179-Training - Non-TWC***, will be made available on April 1, 2006, and will allow tracking and reporting of a Board-authorized (i.e., in compliance with state and federal regulations) non-TWC-funded training service.

Service code ***179-Training - Non-TWC*** will be used for participants who:

- are enrolled in a Board-authorized non-TWC-funded training service; and
- are unable to complete their training without support from TWC-funded services (e.g., child care, transportation, uniforms, books, tools).

To be considered a participant, a qualifying service must be provided. Although entering ***179-Training - Non-TWC*** into TWIST will not by itself make a person a participant (i.e. open a period of participation); it will prevent a common exit (i.e., the period of participation would remain open).

If the training is intended to result in a recognized degree or credential, the “Degree/Credential” check box is to be checked. This will put the customer in the Educational Achievement Denominator.

Attachment 1 to this TA Bulletin shows the required data entry fields shaded in black on the ***Service Information*** screen.

To document the use of service code ***179-Training - Non-TWC***, include the following information in the ***Counselor Notes***:

- Who is paying for training and why;
- Length of training;
- Type of training;
- Type of degree or credential the training is intended to result in (if applicable); and
- How a TWC-funded service is providing support.

If a participant currently has a training service open in TWIST that is not TWC-funded, the current service can be closed and service code ***179-Training - Non-TWC*** can be opened.

Effective April 1, 2006, ***Service Code 14 - Concurrent Participation*** will be used solely to document services (not including training) that are being provided to a participant by another source. The specific type of service being received can be documented in a participant’s ***Counselor Notes***.

Required Data Entry Fields

Texas Workforce Commission - TWIST : 999-99-9999 -- SAMPLE, SAMMIE

Service Information

Service Category: 4-Training Services - Occupational Skills Service: 179 - Training Non-TWC

Start Date: [Redacted] Special Category: [Redacted]

Planned End Date: [Redacted] Public - Private: [Redacted]

Planned Hours: [Redacted] Concurrent: [Redacted]

Planned Training \$: [Redacted].00 Training Work Site: [Redacted] - [Redacted]

ONET: [Redacted] - [Redacted] Hourly Wage: [Redacted].00 Subsidy (help): [Redacted].00

OP: [Redacted] - [Redacted] County: [Redacted] - [Redacted]

State: [Redacted] FICE: [Redacted] - [Redacted] City: [Redacted]

Subsidized: Degree/Credential:

Completion Information

Actual End Date: [Redacted] Completion Reason: [Redacted]

Training Cost: [Redacted].00

Actual Hours: [Redacted]

Comments: [Redacted]

Fund Detail				
Fund	Start	End	Sub Fund	Amount
[Redacted]				

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Counselor Note Example

Texas Workforce Commission - TWIST : 999-99-9999 -- SAMPLE, SAMMIE

Office 3: Note Date:
Office 4:
Office 5: Progress:
Staff:
Subject:

Description

Sammie has been approved for a scholarship through the Training academy for the remainder of her training and has begun attending classes at ABC Training Academy. Service code 179 was entered with start date of 03/15/06. Sammie is taking Instrumentation Technology courses. Sammie had to find other means to pay for training because ABC Training Academy is not one of our certified training providers.

Sammie will be provided with support for transportation and payment of books and tools. Sammie should complete her training on September 30th of this year. She should be able to make it through the six-month training period if she follows the budget we worked on. Sammie will provide a weekly attendance sheet so that her transportation support can be processed.

Sammie will be certified as an Instrumentation Technician at the successful completion of her training. This certification is the standard credential that is needed for industries hiring Instrumentation Technician.

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