

WORKFORCE DEVELOPMENT DIVISION
Workforce Policy and Service Delivery Branch
Technical Assistance Bulletin 222

Keywords: ES; TWIST; WorkInTexas.com

Subject: Texas Back-to-Work Initiative

Date: April 23, 2010

This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards with information on tracking Texas Back-to-Work Initiative (TBTW) participants in The Workforce Information System of Texas (TWIST) and WorkInTexas.com.

TBTW TWIST Fund Code

TWIST fund code *184–Texas Back to Work* is available to track TBTW customers participating in subsidized employment.

TWIST Web report 222 is available to track participants served with this fund code.

TBTW TWIST Service Codes

WD Letter 13-10, issued March 16, 2010, and entitled “Texas-Back-to-Work Initiative—Subsidized Employment” sets forth the following:

- Effective February 2, 2010, the following service codes are inactive. Data must be entered retroactively for any participants engaged in the following activities on or before February 2, 2010:
 - *1–Occupational/Vocational Training*
 - *47–Unpaid Public Work Experience*
 - *48–Unpaid Non-profit Work Experience*
 - *49–Unpaid For-profit Work Experience*
 - *213–Employer Retention Bonus*
- Effective February 3, 2010, TWIST service code *42–Subsidized Employment* must be used for any participants engaged in TBTW activities.

TBTW TWIST Data Entry Instructions

Track fund code *184–Texas Back to Work* and service code *42–Subsidized Employment* on the participant’s *TWIST Program Detail*. If a TBTW participant does not have a *TWIST Program Detail*, add a *Program Detail* and service. Complete all fields on the *Program Detail*.

Under *TWIST Service Tracking*, the following must be completed:

- All mandatory fields on the *Service Information* tab, upon entry and completion of the wage subsidy period

- The following questions on the *Optional Questions* tab:
 - *Was this participant hired by or through a staffing company? Y/N*
 - *Any child living in the home 24 years of age or younger? Y/N*

Note: Although the above questions are included on the *Optional Questions* tab, they are not optional. The collection of this information is required.

Mandatory fields on the *Service Information* tab:

- At entry:
 - *Start Date*
 - *Planned End Date*
 - *Planned Hours*
 - *Planned Training \$*
 - *ONET*
 - *Training Work Site*
 - *Hourly Wage*
- At completion:
 - *Actual End Date*
 - *Actual Hours*
 - *Completion Reason*

It is the Board's responsibility to ensure that appropriate supporting documentation is maintained in the participant's file.

WorkInTexas.com

The new *Subsidized Employment (TBTW)* service in WorkInTexas.com is available to track employers that receive services through the TBTW Initiative.

- Add the new service when an employer has entered into an agreement to hire a TBTW participant.
- If an employer hires multiple participants, enter a unique service for each participant hired.

The *Subsidized Employment (TBTW)* service is located within the *Additional Services* service category.

- Complete the following required fields:
 - *Service Category*
 - *Service*
 - *Service Date*
 - *Staff*
- Complete the *Job Title* and *Job Seeker ID* fields

Please distribute this information to appropriate staff. Direct inquiries regarding this TA Bulletin to wfpolicy.clarifications@twc.state.tx.us.