

WORKFORCE DEVELOPMENT DIVISION
Workforce Policy and Service Delivery Branch
Technical Assistance Bulletin 224, Change 1

Keywords: ES; Recovery Act; TWIST

Subject: American Recovery and Reinvestment Act of 2009/Temporary Assistance for Needy Families Subsidized Summer Youth Employment Program—*Update*

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This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with information on tracking American Recovery and Reinvestment Act (ARRA) of 2009/Temporary Assistance for Needy Families (TANF) Subsidized Summer Youth Employment Program (SSYEP) participants in The Workforce Information System of Texas (TWIST).

This update provides TWIST data entry instructions for:

- support services; and
- youth who are participating in SSYEP activities and are coenrolled in:
 - Workforce Investment Act (WIA) youth services; or
 - TANF.

CHANGES TO TA BULLETIN 224:

New information in this TA Bulletin is indicated by:

- A ~~strikethrough~~ of the original language, which indicates that language has been deleted; and
- **Bold** typeface, which indicates new or clarifying language.

SSYEP TWIST Fund Code

TWIST fund code *187-ARRA/TANF Summer Employment* is available to track SSYEP participants who receive subsidized summer employment.

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

SSYEP TWIST Service Code

Service code *42-Subsidized Employment* is the only allowable service for use with TWIST fund code *187-ARRA/TANF Summer Employment*.

ES Program Detail

- Track fund code *187-ARRA/TANF Summer Employment* and service code *42-Subsidized Employment* on the participant's Employment Service (ES) *Program Detail* in TWIST.
- If a SSYEP participant does not have an ES *Program Detail*, add an ES *Program Detail* and service.
- Complete all fields on the *Program Detail*.

TWIST Data Entry Instructions

Prior to a TWIST service being charged to fund code *187-ARRA/TANF Summer Employment*, certain eligibility qualifications are required on the *Intake Common* screen in TWIST.

- At a minimum, the following fields on the *Characteristics* tab must be completed:
 - *Name*
 - *Birth Date*
 - *Citizenship*

- On the *Optional Questions* tab, enter “Yes” next to the eligibility option that was used to determine the SSYEP participant’s low-income status. The allowable options are as follows:
 - *Household receiving TANF*
 - *Household receiving Supplemental Nutrition Assistance Program benefits*
 - *Youth receiving Children’s Health Insurance Program (CHIP) benefits*
 - *Youth receiving Medicaid*
 - *Household receives subsidized child care through the Child Care Development Block Grant*
 - *Household is eligible for or receiving subsidized public housing assistance*
 - *Household is participating in WIC*
 - *Youth receiving free or reduced school lunch*
 - *Youth are eligible for or are enrolled in WIA Youth Services*
 - *Youth whose family income is 200% of or below the U.S. Health and Human Services’ Poverty Guidelines or the Department of Labor’s Lower Living Standard Income Levels.*

If one of the above options is not selected, TWIST service code 42 with fund code 187 cannot be saved in TWIST *Service Tracking*.

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

Mandatory fields on the *Service Information* tab:

- At entry:
 - *Start Date*
 - *Planned End Date*
 - *Planned Hours*
 - *Planned Training \$*
 - *ONET*
 - *Subsidized*
 - *Public - Private*
 - *Training Work Site*
 - *Hourly Wage*
 - *Subsidy (hrly)*

- At completion:
 - *Actual End Date*
 - *Training Cost*
 - *Actual Hours*
 - *Completion Reason*

TWIST Data Entry Instructions for Youth Coenrolled in SSYEP and WIA

Upon determination of WIA youth eligibility, enter the following:

- Service code *68–Employability Development Plan (EDP/ISS)* as the first WIA qualifying service code entered in TWIST;
- A notation in TWIST *Counselor Notes* that the service strategy is to support the youth participating in SSYEP, because the purpose of the EDP/ISS is to support youth participating in SSYEP; and
- Service code *14–Concurrent Participation* as the second service code, allowing the *WIA Program Detail* to remain open during participation in SSYEP.

All other WIA services are allowable for these participants.

For SSYEP participants coenrolled in WIA, enter the following:

- A *Work Readiness Goal* in the *Youth Goals* tab on the *Service Tracking* screen;
- The *Attainment Date*, upon attainment of this goal; and
- Employment information in the *Employment Outcomes* tab on the *Performance Data* screen, if the participant moves to unsubsidized employment at the completion of this program.

Identify foster youth coenrolled in SSYEP and WIA as *1–Foster Child* in TWIST.

For support services for SSYEP participants coenrolled in TANF, the following applies:

- If TANF-funded work-related support services are provided to SSYEP participants—per WD Letter 16-10, Change 2—documentation, including a description of the service provided and the cost of the service, must be entered in TWIST *Counselor Notes*.
- Support services cannot be entered in the *Support Service* tab in *Service Tracking*, as service code *42–Subsidized Employment* is the only allowable service for fund code *187–ARRA/TANF Summer Employment*,

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

RESCISSIONS:

TA Bulletin 224