

## TEXAS WORKFORCE COMMISSION LETTER

**ID/No:** WD 18-01

**Date:** May 15, 2001

**Key Word:** TWIST

**To:** Local Workforce Development Board Executive Directors  
Agency Executive Staff  
LWDA Coordinators  
Agency Local Offices

**From:** Barbara Cigainero, Director of Workforce Development

**Subject:** The Workforce Information System of Texas: Activity Codes for Objective Assessment and Individual Service Strategy for Workforce Investment Act Youth

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### **PURPOSE:**

To provide guidance to Local Workforce Development Boards (Boards) on using activity code 08 for Objective Assessment and activity code 68 for Individual Service Strategy (ISS) in The Workforce Information System of Texas (TWIST) for Workforce Investment Act (WIA) youth.

### **REFERENCE:**

Workforce Investment Act, Section 129(c)(1)(A)  
Workforce Investment Act, Final Rules 664.405 (a)(1 and 2)

### **BACKGROUND:**

WIA requires that an Objective Assessment and an ISS be developed for all eligible youth participating in WIA.

As of April 30, 2001, either an Objective Assessment (activity code 08) **or** an ISS (activity code 68) must be the **first** activity recorded in TWIST for:

- current WIA youth participants, and
- new WIA youth participants

**PROCEDURES:**

As of April 30, 2001, all WIA youth participants recorded in TWIST must have either activity code 08 **or** activity code 68 recorded as the **first** activity before any other activity can be entered or modified in TWIST.

When activity code 08 or activity code 68 is added to a current WIA youth participant record, a start date equal to the first WIA activity already reported in TWIST is required.

After the initial entry of either an Objective Assessment (activity code 08) **or** an ISS (activity code 68), Boards must ensure that **both** an Objective Assessment and ISS are provided to all WIA youth participants, and that the appropriate code for each activity is recorded in TWIST.

**ACTIONS REQUIRED:**

Boards must ensure that the information in this WD Letter is distributed to all appropriate staff, and that:

- All current WIA youth participants added prior to April 30, 2001, have Objective Assessment (activity code 08), **or** ISS (activity code 68) as the **first** activity recorded in TWIST. When activity code 08 or activity code 68 is added to current WIA youth participants, a start date equal to the first WIA activity reported in TWIST is required.
- All new WIA youth participants added on or after April 30, 2001, have Objective Assessment (activity code 08), **or** ISS (activity code 68) as the **first** activity recorded in TWIST.
- Boards must ensure that an Objective Assessment (activity code 08) **and** an ISS (activity code 68) are reported in TWIST for all WIA youth participants.

**INQUIRIES:**

Direct inquires to Roger A. Smith at (512) 936-3568 or by e-mail at [rogera.smith@twc.state.tx.us](mailto:rogera.smith@twc.state.tx.us).

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| Rescissions: None | Expiration: Continuing |
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