

**TEXAS WORKFORCE COMMISSION LETTER**

<b>ID/No:</b>	WD 39-09, Change 1
<b>Date:</b>	May 18, 2010
<b>Keyword:</b>	Recovery Act; TWIST; WIA
<b>Effective:</b>	Immediately

**To:** Local Workforce Development Board Executive Directors  
Commission Executive Offices  
Integrated Service Area Managers



**From:** Laurence M. Jones, Director, Workforce Development Division

**Subject: Submitting Prospective Information on ARRA- and WIA-Funded Direct Contracts with Institutions of Higher Education and Other Eligible Training Providers**

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**PURPOSE:**

To provide Local Workforce Development Boards (Boards) with requirements for submitting prospective information on training services funded by the American Recovery and Reinvestment Act (ARRA) of 2009 **or Workforce Investment Act (WIA) adult and dislocated worker funds** and secured through a direct contract with an institution of higher education or other eligible training provider.

**This update provides information on the use of WIA adult and dislocated worker formula funds for direct contracts.**

**CHANGES TO WD LETTER 39-09:**

New information in this WD Letter is indicated by:

- **Bold** typeface, which indicates new or clarifying language.

**BACKGROUND:**

WD Letter 25-09, Change 1, issued April 12, 2010, and entitled “Contracting with Institutions of Higher Education and Other Eligible Training Providers—*Update*” provides Boards with information and guidance on:

- **contracting with institutions of higher education and other eligible training providers under ARRA—specifically, class-sized WIA training funded by a direct ARRA-funded contract with a training provider; and**
- **using ARRA or WIA adult and dislocated worker funds to contract with institutions of higher education and other eligible training providers to facilitate the training of multiple individuals in high-demand occupations.**

This WD Letter informs Boards of information to be submitted prospectively on such contracts.

The submission process is not intended to interfere with the Boards' contracting process; rather, it is necessary for Texas Workforce Commission (Commission) program planning and coordination, as well as for information system support of Board customer services.

**PROCEDURES:**

Boards must be aware that the information they provide on **ARRA- or WIA adult or dislocated worker**-funded training programs will be used for one or more of the following purposes:

NLF

- To populate The Workforce Information System of Texas (TWIST) fields that Board staff uses to log the enrollment of customers in any direct contract **ARRA- or WIA adult or dislocated worker**-funded training program;
- To inform appropriate staff of **ARRA- and WIA adult or dislocated worker**-funded training activities necessary for program planning and coordination; and
- To report to the Commission and to the U.S. Department of Labor on training services supported by **ARRA and WIA adult or dislocated worker** funds.

**Required Prospective Information on Contracts and Training Programs**

Upon finalization of a contract and prior to enrolling customers in the training program, Boards must:

NLF

- complete information on the contract and training program using Attachment 1 to this WD Letter; and
- submit it to [directtrainingcontracts@twc.state.tx.us](mailto:directtrainingcontracts@twc.state.tx.us).

Boards that currently have contracts in place must submit this information as soon as possible. The name of the direct-contract **ARRA- or WIA adult or dislocated worker**-funded training program will not be available in TWIST until the information has been submitted.

NLF

**Boards must complete and submit the Attachment 1 form for each unique training program and training location funded by a direct contract.**

NLF

**For a contract that funds multiple training programs and/or multiple training locations, Boards may submit multiple forms or a spreadsheet version of one form, with a line for each unique training program and training location.**

LF

**All items must be completed for each unique training program, including:**

NLF

- accurate, descriptive training program name;
- Classification of Instructional Programs (CIP) code; and
- Standard Occupational Classification (SOC) code.

## **TWIST**

In TWIST, the program name will be available in the *Select Provider* list on the *Service Information* screen. The program name will appear with the prefix **ARRA-** or **WIA-** to assist in distinguishing it from other training programs.

Once this information appears in TWIST, Boards must ensure that the appropriate training program for customers is entered into TWIST.

**NLE**

## **INQUIRIES:**

Direct inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.state.tx.us](mailto:wfpolicy.clarifications@twc.state.tx.us).

For technical assistance with submission of data in Attachment 1, or the display of program information in TWIST, contact:

- [directtrainingcontracts@twc.state.tx.us](mailto:directtrainingcontracts@twc.state.tx.us)
- (866) 256-6333 [Toll-free]
- (512) 936-0669 [Local/Austin]

## **ATTACHMENT:**

Attachment 1: **Required Information on ARRA- and WIA-Funded Direct Contracts with Institutions of Higher Education and Other Eligible Training Providers**

## **RESCISSIONS:**

WD Letter 39-09

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## **REFERENCE:**

American Recovery and Reinvestment Act of 2009 (P.L. 111-5)

**U.S. House of Representatives Consolidated Appropriations Act of 2010 (P.L. 111-117)**

U.S. Department of Labor Employment and Training Administration, Training and Employment Guidance Letter 14-08, issued March 18, 2009, and entitled "Guidance for Implementation of the Workforce Investment Act and Wagner-Peyser Act Funding in the American Recovery and Reinvestment Act of 2009 and State Planning Requirements for Program Year 2009"

U.S. Department of Labor Employment and Training Administration, Training and Employment Guidance Letter 14-08, Change 1, issued April 15, 2009, and entitled "Guidance for Implementation of the Workforce Investment Act and Wagner-Peyser Act Funding in the American Recovery and Reinvestment Act of 2009 and State Planning Requirements for Program Year 2009, Change 1"

**U.S. Department of Labor Employment and Training Administration, Training and Employment Guidance Letter 12-09, issued January 29, 2010, and entitled "Joint Guidance for States Seeking to Implement Subsidized Work-Based Training Programs for Unemployed Workers"**

**Texas Workforce Commission Financial Manual for Grants and Contracts**

WD Letter 33-07, issued June 6, 2007, and entitled "Training Services Information in The Workforce Information System of Texas"

WD Letter 13-09, issued May 14, 2009, and entitled "Workforce Investment Act: American Recovery and Reinvestment Act of 2009 Implementation Guide"

**WD Letter 13-09, Change 1, issued October 23, 2009, and entitled “American Recovery and Reinvestment Act of 2009: Waivers for Youth Served Outside the Summer Months”**

**WD Letter 13-09, Change 2, issued November 9, 2009, and entitled “Workforce Investment Act of 2009: American Recovery and Reinvestment Act of 2009 Implementation Guide—*Correction*”**

**WD Letter 25-09, Change 1, issued April 12, 2010, and entitled “Contracting with Institutions of Higher Education and Other Eligible Training Providers—Update”**

**FLEXIBILITY RATINGS:**

**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” or “shall.”

**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.”