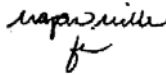


TEXAS WORKFORCE COMMISSION LETTER

ID/No:	WD 41-08
Date:	October 3, 2008
Keyword:	Child Care; ES; FSE&T; Performance; Project RIO; TANF/Choices; TWIST; WIA; WorkInTexas.com
Effective:	November 1, 2008

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



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

Subject: **Workforce Automated Systems' Data Entry Deadlines for Board Contract Year 2009**

PURPOSE:

To provide Local Workforce Development Boards (Boards) with information and guidance on Board Contract Year 2009 (BCY'09) data entry deadlines for:

- The Workforce Information System of Texas (TWIST);
- WorkInTexas.com; and
- child care automated systems.

BACKGROUND:

To meet required reporting and performance measures, service and outcome data for Texas workforce system customers must be timely and accurately entered into TWIST, WorkInTexas.com, and the child care automated systems. The data are used to generate reports and information that the Texas Workforce Commission and Boards use to:

- manage, monitor, and assess Board performance;
- fulfill reporting requirements of the U.S. Department of Labor, U.S. Department of Health and Human Services, U.S. Department of Agriculture, and the Legislative Budget Board; and
- report data for the Texas Veterans Commission.

PROCEDURES:

Boards must ensure that data are entered on a daily or other regular basis throughout the month.

NLF

To ensure that the most up-to-date information is available for reporting, Boards must ensure the deadlines for entering data, activities, services, and outcomes in the TWIST, WorkInTexas.com, and child care automated systems are met as set forth in this WD Letter.

NLF

Boards must ensure that all participant data, activities, services, and outcomes are entered into the appropriate automated system by 6:00 p.m. (Central Standard Time) as follows:

NLF

TWIST and WorkInTexas.com Data

Effective November 1, 2008, except as noted in the calendar below, Boards must enter data into TWIST and WorkInTexas.com by the first Friday that is at least four working days following the month in which:

NLF

- services are provided; or
- the customer enters or completes activities.

Boards must be aware that:

NLF

- data not entered into TWIST or WorkInTexas.com by August 7, 2009, will not be used in year-end Workforce Investment Act reporting; and
- data not entered into TWIST or WorkInTexas.com by October 9, 2009, will not be used in year-end performance reporting for BCY'09.

Child Care Data

Boards must enter data into the child care automated systems by the 24th day of the month following the month in which services were provided.

NLF

Boards must be aware that:

NLF

- data not entered into the child care automated systems by October 24, 2009, will not be used in year-end performance reporting for BCY'09; and
- child care deadlines are not extended when the fixed data entry deadline of the 24th day of the month falls on a weekend or holiday.

TWIST, WorkInTexas.com, and Child Care Automated Systems

The following calendar sets out the specific data entry deadline dates for the three systems. Boards must be aware that:

NLF

- TWIST and WorkInTexas.com data entry deadlines account for weeks that include holidays; and
- data that are not timely entered into the appropriate automated system will not be used for performance reporting for that month.

Data Entry Deadline Calendar

Data from Month	TWIST and WorkInTexas.com	Child Care
	First Friday four working days into month	24th (fixed)
Oct 2008	11/07/08	11/24/08
Nov 2008	12/05/08	12/24/08
Dec 2008	01/09/09	01/24/09
Jan 2009	02/06/09	02/24/09
Feb 2009	03/06/09	03/24/09
Mar 2009	04/10/09	04/24/09
Apr 2009	05/08/09	05/24/09
May 2009	06/05/09	06/24/09
June 2009	07/10/09	07/24/09
July 2009	08/07/09	08/24/09
Aug 2009	09/04/09	09/24/09
Sept 2009	10/9/09	10/24/09

INQUIRIES:

Direct inquiries regarding this WD Letter to wfpolicy.clarifications@twc.state.tx.us.

RESCISSIONS:

WD Letter 61-07 (as of October 31, 2008)

REFERENCE:

United States Department of Agriculture, Food and Nutrition Service Rules and Regulations, 7 C.F.R. §273.7(i)
 United States Department of Health and Human Services, 45 C.F.R. §98.71 and §265.9–§265.10
 United States Department of Labor, 38 U.S.C. §4102(A)(f) and 20 C.F.R. §666.300
 General Appropriations Act, as passed by the 78th Texas Legislature, Regular Session, Article VII, Riders 17 and 18; Article IX §7.01(3)

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.”