




Memorandum of Record # 385

DATE: September 24, 2009

MEMORANDUM TO: Workforce Solutions Contractors

FROM: Francisco Moncivais
Deputy Executive Director-Program Operations 

SUBJECT: Changes to Reporting Training Activities in The Workforce Information System of Texas

The Texas Workforce Commission (TWC) has released Workforce Development (WD) Letter 38 -09, which provides guidance on new requirements for documenting training services, specifically;

- Occupational Information Network (O*NET) and Classification of Instructional Programs(CIP) codes;
- 99900 series O*NET and CIP codes and
- Service Code 179-Training-Non TWC

Contractors must be aware that on October 22, 2009, new edit will be implemented in TWIST that will require customers currently in training or enrolled in training on or after October 1, 2009, to have valid O*NET and CIP code for the training service.

Workforce Solution-Alamo (WSA) adopts this WD letter as local policy. WSA contractors must ensure that all appropriate staff review and are in compliance with this policy effective immediately.

All comments and inquiries pertaining to this policy should be directed to:

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TEXAS WORKFORCE COMMISSION LETTER

ID/No:	WD 38-09
Date:	September 16, 2009
Keyword:	TWIST; All Programs
Effective:	Immediately

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



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

Subject: **Changes to Reporting Training Activities in The Workforce Information System of Texas**

PURPOSE:

To provide Local Workforce Development Boards (Boards) with information and guidance on new requirements for documenting training services, specifically:

- Occupational Informational Network (O*NET) and Classification of Instructional Programs (CIP) codes;
- 99900 series O*NET and CIP codes; and
- *Service Code 179 – Training – Non-TWC.*

BACKGROUND:

In analyzing training data related to training services, the Texas Workforce Commission (Commission) has found that information related to O*NET and CIP codes is often either omitted or incorrectly applied by Boards. The Commission uses this information to fulfill reporting requirements for the U.S. Department of Labor (DOL), U.S. Department of Health and Human Services, U.S. Department of Agriculture, and the Legislative Budget Board.

Because this information plays a significant role in performance reporting analysis and the monitoring and management of training services, changes will be made to The Workforce Information System of Texas (TWIST).

PROCEDURES:

Boards must be aware that on October 22, 2009, new edits will be implemented in TWIST that will require customers currently in training or enrolled in training on or after October 1, 2009, to have valid O*NET and CIP codes for the training service. These edits will compare the O*NET and CIP codes entered in TWIST to the official national list to confirm the codes are valid. If an O*NET or CIP code is not valid, the record/update cannot be saved.

NLF

O*NET Codes

Boards must ensure that Texas Workforce Center staff enters valid O*NET codes for the following training services:

NLF

- 1—Occupational/Vocational Training
- 3—On-the-Job Training
- 7—Internships
- 58—Entrepreneurial Training
- 78—Customized Training
- 83—Private Sector Training (Skills Upgrade/Re-Training)

CIP Codes

Boards must ensure that Texas Workforce Center staff enters valid CIP codes for the following training services:

NLF

- 1—Occupational/Vocational Training
- 58—Entrepreneurial Training

Boards must be aware that the following training services do not require CIP codes because these services generally do not occur in a classroom setting:

NLF

- 3—On-the-Job Training
- 7—Internships
- 78—Customized Training
- 83—Private Sector Training (Skills Upgrade/Re-Training)

99900 Series O*NET or CIP Codes

Boards must ensure that the following 99900 series O*NET or CIP codes are no longer used with the training services listed above:

NLF

99900 Series O*NET Codes:

- 99977—ESL/GED
- 99978—GED/ABE
- 99979—SUPPORTIVE SERVICES (HOLDING)
- 99980—SUPPORTIVE SERVICES
- 99982—RELOCATION ASSISTANCE
- 99983—BASIC READJUSTMENT ASSISTANCE
- 99984—ASSESSMENT
- 99985—JOB/CAREER COUNSELING & DEVEL
- 99986—JOB CLUB
- 99988—PRE-EMPLOYMENT/WORK MATURITY
- 99989—JOB SEARCH ASSISTANCE
- 99990—PRE-EMPLOYMENT SKILLS TRAINING
- 99991—ACADEMIC EDUCATION
- 99992—ARMED FORCES
- 99993—ADULT BASIC EDUCATION
- 99994—ESL
- 99995—GENERAL EDUC. DIPLOMA (GED)

- 99996—ORIENT. TO THE WORLD OF WORK
- 99997—JOB SPECIFIC SKILLS
- 99998—BASIC EDUCATION SKILLS
- 99999—OTHER

99900 Series CIP Codes:

- 99999—OTHER

Service Code 179 – Training – Non-TWC

Boards must be aware that TWIST *Service Code 179 – Training – Non-TWC* has been reclassified from a training service to an intensive service. Non-Commission-funded training cannot be reported as training for DOL performance reports.

NLF

Boards may continue to report the outcome of *Service Code 179 – Training – Non-TWC* in performance outcomes because it can impact the Educational Achievement and WIA Youth Attainment of Degree or Certificate contracted performance measures.

LF

It is recommended that Boards enter valid O*NET and CIP codes for *Service Code 179 – Training – Non-TWC*, so the Commission can conduct analysis similar to that for training services.

LF

INQUIRIES:

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

RESCISSIONS:

TA Bulletin 117

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.”