Workforce Solutions Service Matrix Desk Aid

**Workforce Solutions Service Matrix**

**Features of the matrix include:**

1. A column labeled “Changes?”  This column was added so that users can quickly identify what changes have been made to the matrix.  Rows with a Y indicate a change has occurred since the matrix was last issued.

All changes in the matrix have been identified using red font and the old/deleted information is displayed in a gray font with a strikethrough.

2)   The matrix includes a column labeled "Active?" This column exists because there are numerous services codes in WorkInTexas.com and TWIST that were used at one time which are no longer in use.  Therefore, when doing research or looking at older records, users might see the records and need to understand what they mean and how they impact reporting or other matters.

1. Qualifying Services (which either create a Period of Participation or prevent Exit) are highlighted in Yellow.  If you want to sort to put qualifying services together, you should sort based on the column called "Prevents Exit?"  Anything with a Y in this column is qualifying (or is under the condition(s) listed in the Notes).
2. The column "Degree/Diploma/Certificate?" indicates if the service puts the customer into the Educational Achievement/WIA Youth Attainment of Degree or Certificate measures.  The answers are "Y", "N" or "Y if marked" which means that it puts the customer in the measures if  a ‘Yes’ is selected for the training service in that particular instance to show that the  training outcome is intended to result in a recognized Degree/Diploma or Certificate   that is countable under these measures.
3. There is a column called "Line # to Restore Original Sort"   This column exists for just that purpose - to make it easier to restore the default sorting if you've sorted it a different way.
* Workforce Solutions Service Matrix (included at the bottom of this Desk Aid) can also be found at this link:

 <http://www.wrksolutions.com/Documents/Staff/isandmis/System-Services-matrix.xlsx>

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| **WORKFORCE SOLUTIONS SYSTEM SERVICES MATRIX** |
| **Effective: 07/01/2015** |  |  | **Qualifying?** |  |  |  |
| **Change?** | **Active?** | **Service Category** | **TWIST ServiceCode** | **WIT Code** | **Service Name** | **Service Description** | **NOTES** | **Programs (All unless stated otherwise)** | **Creates POP?** | **Prevents Exit?** | **Max Service Record Duration** | **Degree/Credential/Certificate?** | Line # to Restore Original Sort |
| Y | Y | Training Services - Occupational Skills | 1 | --- | Occupational/Vocational Training | Training conducted in an institutional setting that provides specific technical skills and knowledge required for a specific job or group of jobs and results in the attainment of a certificate. | NOTE 1: A determination of whether or not the service will result in a degree/diploma or certificate must be recorded on the Service Information screen 'Degree/Diploma or Certificate?' field.NOTE 2: **Choices -** Unpaid Vocational Educational Training.NOTE 3: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | Choices, NCP Choices, SNAP E&T, TAA, WIA/WIOA and OneStop but only with Sub-Fund code | Y | Y | End of Calendar Month | Y if marked | 1 |
| Y | Y | Education | 2 | --- | Basic Educational Skills/ABE | Training designed to enhance the employability of the job seeker by upgrading basic skills. **WIA Adult and Dislocated Workers** - Adult Education and literacy services provided in combination with other training activities. **WIA Youth** - Training services designed to enhance the employability of the individual by upgrading basic skills. **Choices** – Basic Education Skills training that does not occur in an employment setting. (For work-based education, see Activity Code 87.) | Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | Choices, NCP Choices, SNAP E&T, TAA, WIA/WIOA and OneStop but only with Sub-Fund code | Y | Y | End of Calendar Month | N | 2 |
| Y | Y | Training Services - Occupational Skills | 3 | --- | On-the-Job Training | Employee training at the place of work while he or she is doing the actual job. May be supported by formal classroom training. | **NOTE 1:**  A determination of whether or not the service will result in a degree/diploma or certificate must be recorded on the Service Information screen 'Degree/Diploma or Certificate?' field.NOTE 2: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | Choices, NCP Choices, TAA, WIA/WIOA & OneStop but only with Sub-Fund code | Y | Y | End of Calendar Month | Y if Marked | 3 |
| Y | Y | Case Management | 4 | --- | TWC Programs Supported by WIA | To allow individuals enrolled in Commission supported programs to receive services, including support services, through WIA when funding is available. | **NOTE 1:** At present, only TAA participants are eligible to utilize this service when co-enrolled in WIA.NOTE 2: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | WIA/WIOA | N | N | End of Calendar Month | N | 4 |
| Y | Y | Training Services - Occupational Skills | 6 | --- | Apprenticeship Training | A registered training program where the employer offers the worker a combination of employment, related instruction, and on-the job training.   | NOTE 1: Employer pays all wagesNOTE 2: Curriculum must be clearly definedNOTE 3: State Registered Apprenticeship Office contact information: http://www.twc.state.tx.us/svcs/apprentice.htmlNOTE 4: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | TAA and WIA/WIOA | Y | Y | End of Calendar Month | Y | 5 |
| Y | Y | Training Services - Occupational Skills | 7 | --- | Internships | Participant receives supervised practical training in a job setting. | NOTE 1: Cannot lead to a recognized degree or credential under the Educational Achievement and Attainment of Degree or Certificate measures for customers exiting on or after 10/1/05 (those from before 10/1/05 have already been reported).NOTE 2: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | WIA/WIOA & OneStop but only with Sub-Fund code | Y | Y | End of Calendar Month | N | 6 |
| Y | Y | Assessment & Planning | 8 | COA | Comprehensive Objective Assessment | Comprehensive and specialized assessment of the skill level and service~~s~~ needs of job seekers.  | Tests and test results must be entered on the Testing tab  | Employment Services, NCP Choices,WIA/WIOA& OneStop but only with Sub-Fund code | Y | Y | 1 | N | 7 |
| Y | Y | Case Management | 11 | --- | Planned Gap in Service | “Planned Gap” is used to hold a customer POP open during a period when the customer is not receiving services IF, ONLY IF, there is a plan in place for the customer to return at a specific point in the future to receive specific services. This is most commonly used when there is a delay before the customer can begin specific services such as training. It is also used when a health/medical condition, need to provide care for family member with health/medical condition, or a temporary move from the area temporarily prevents the individual from participating in services.**Because a customer exits after not receiving services for 90 days, there is no need to record a Planned Gap if the actual gap in services is less 90 days.****TAA** – A planned gap in services may be used to reflect breaks in training of more than 30 school days between training modules/semesters caused by the availability of, or acceptance into scheduled course work. Customers in planned gap will not be eligible for TRA.**NCP Choices** – Is used when a Request to remove is submitted to the OAG and remains open until the OAG approves the requests or the NCP participant begins participating again. Status of request must be reevaluated monthly  | NOTE 1: Detailed documentation of reason for and the service(s) they will receive upon return must be documented in TWIST Counselor Notes - This code will be closely monitored for signs of inappropriate use. NOTE 2: A Planned Gap is NOT a Qualifying Service, however, it DOES prevent exit while open (which makes it similar to a qualifying service). A customer in a Planned Gap for a period of time and is not receiving any other qualifying service during the same period is not counted as a customer served during that period (i.e. if in a planned gap for March and not receiving other qualifying services during March, would not be counted in March Customer Served counts). NOTE 3: **SPECIAL EXIT RULE:** when the last Planned Gap record closes without the job seeker beginning another qualifying service within 31 days AND there is a gap of 90 days between qualifying services, the job seeker is considered to have exited retroactively on the closure date of the last qualifying service (which should be prior to the Planned Gap record).NOTE 4: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | NCP Choices, TAA and WIA/WIOA | N | Y | End of Calendar Month | N | 8 |
| Y | Y | Job Search Services | 12 | JSP | Job Search Assistance | TWS staff provided a job seeker with information and/or assistance in their search for employment. **Choices and SNAP E&T**- individual or group activities designed to help the participant secure immediate employment.**WIA Adult /Dislocated Worker only –** Job search assistance provided in which there is significant TWS staff involvement with a job seeker in terms of resources and/or time. | NOTE 1: Previously this didn't count if it was done through self-service but 17-05 changed it to a qualifying service in all circumstancesNOTE 2: Only the initial status on WIT services is considered a qualifying service. | Choices, Employment Services, NCP Choices, SNAP E&T, Rapid Response, WIA/WIOA and OneStop but only with Sub-Fund code | Y | Y | 1 | N | 9 |
| N | Y | Job Search Services | 13 | --- | ~~Supervised Job Search~~Case Managed Job Search | Individual or group activities designed to help the participant secure immediate employment. This should be the primary job search activity used to track participation where the activity will last longer than one day. | The name change will be available in the next TWIST releaseNOTE: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely |  Choices, NCP Choices and SNAP E&T | Y | Y | End of Calendar Month |  N | 10 |
| Y | Y | Case Management | 14 | --- | Concurrent Participation | Use when a job seeker is being served by a TWS program and at the same time participating in a service (not Training) provided by another entity such as Department of Assistive and Rehabilitative Services (DARS) etc. Documentation of the service being received, time period and entity providing the service must be entered in TWIST. | NOTE 1: Like Code 11, this code has significant potential to be used inappropriately to prevent participants from exiting and will be monitored closely.NOTE 2: This code is designed to prevent exit until the other entity finishes providing services and then the workforce system can provide additional services. To be counted as a participant another qualifying service must be provided.NOTE 3: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | Choices, SNAP E&T, & WIA/WIOA | N | Y | End of Calendar Month | N | 11 |
| N | Y | Job Search Services | 15 | --- | Group Workshops/Activities | TWS staff provide workshops/activities in a group setting. Workshops/activities would include items such as Crisis Counseling  |  | Rapid Response and Rapid Response-Additional Asst. | N | N | 1 |   | 12 |
| N | Y | Informational Services | 16 | --- | TAA Orientation | TWS staff provide a job seeker with a copy of the Trade Adjustment Assistance (TAA) handbook (TAA-50), information relating to rights, responsibilities, and benefits under the TAA program, and related assistance available through the Workforce Center. |   | Rapid Response, Rapid Response-Additional Asst. and TAA | Y | Y | 1 | N | 13 |
| N | Y | Miscellaneous Services | 17 | --- | Stress Management Group Activity | Provision of information relating to stress management.For individuals participating in Rapid Response activities, this includes group workshops/group activities that provide information related to managing stress associated with job loss. | Per 17-05/LBB Defs, support services are not counted as "services" (except for trade readjustment allowances and other needs-related payments funded through TAA or NEGs) | Rapid Response and Rapid Response-Additional Asst. | N | N | 1 |   | 14 |
| Y | Y | Case Management | 21 | RCM | Case Management | Used to track ongoing monitoring and delivery of services as identified in a participant's comprehensive employment plan.  Services may include one or any combination of counseling, job development, referral to supportive services, referral to a job, referral to training, etc.  | NOTE 1: **THIS LINE APPLICABLE FROM 4/1/06**NOTE 2: Only the initial status on WIT services is considered a qualifying service.NOTE 3: This service is not a substitute for recording the individual services provided. |  Employment Services, NCP Choices, TAA & WIA/WIOA | N | N | 1 | N | 15 |
| N | Y | Job Search Services | 22 | --- | Computer Workstation Usage | Use of computers in a TWS Center Resource Room  | Service is available only under the OneStop fund code. | OneStop | Y | Y | 1 | N | 16 |
| Y | Y | Job Search Services | 24 | ICS | Counseling | TWS staff provided one-time or ongoing assistance to help job seekers gain self-awareness, and a clear understanding of their own knowledge, skills, abilities, and options thus increasing their ability to make suitable occupational or job adjustment choices.**Rapid Response** - Utilized for short-term individual crisis intervention **only**. Use should be minimal. Crisis intervention is applicable in severe cases of employee disturbance where there is concern for the individual's safety or the safety of others. The individual should be referred to an outside resource as soon as possible. |  Only the initial status on WIT services is considered a qualifying service. | Employment Services, NCP Choices, Rapid Response, WIA/WIOA , OneStop | Y | Y | 1 | N | 17 |
| N | Y | Informational Services | 26 | --- | Information and Referral (External) | Information on or referral to external resources |   | OneStop | N | N | 1 |   | 18 |
| N | Y | Assessment & Planning | 27 | --- | LD Diagnostic Assessment | Special Learning Disabilities Assessments | Valid only of fund codes 89 and 91 | Choices , NCP Choices | N | N | 1 |   | 19 |
| N | Y | Administrative | 28 | HTU | Self-Service Logon (ALEX) | Automatically posted when a job seeker logs on to WorkInTexas.com for the first time each new month. | Per 17-05/LBB Defs, registration/determination of entitlement are not counted as "services"  | Employment Services | N | N | 1 |   | 20 |
| Y | Y | Job Search Services | 29 | LMI | Labor Market Information | TWS staff provided information to a job seeker regarding occupational staffing and hiring trends, working conditions, salary, local employment history, etc. | Only the initial status on WIT services is considered a qualifying service. | Employment Services, NCP Choices, Rapid Response,OneStop, WIOA | Y | Y | 1 | N | 21 |
| N | Y | Informational Services | 30 | ORI | Workforce Services Orientation | Job seeker participated in an individual or group orientation to learn about; the purpose of the workforce center; the services and programs offered including program eligibility requirements and alternatives to public assistance; and the overall resources available. | **CHOICES** - Workforce Orientation for Applicants (WOA) services that include information on alternatives to public assistance. | Employment Services, NCP Choices, OneStop, Rapid Response, Rapid Response Additional Asst., SNAP E&T, TANF Applicant | Y | Y | 1 | N | 22 |
| N | Y | Employment Experience | 32 | -- | Unsubsidized Self-Employment | An income-producing enterprise that is intended to lead an individual on a clear pathway to self-sufficiency by lessening the family's reliance on public benefits. | NOTE: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | Choices, NCP Choices | Y | Y | End of Calendar Month | N | 23 |
| N | Y | Job Search Services | 34 | RPA | Resume/Application/Interview Preparation | TWS staff provided a job seeker with assistance or instruction in creating or updating resumes or applications, or preparing for interviews. | Only the initial status on WIT services is considered a qualifying service. | Employment Services, Rapid Response,OneStop | Y | Y | 1 | N | 24 |
| N | Y | Informational Services | 37 | --- | UI Claims | Provision of assistance and information on how to file a claim for Unemployment Insurance. | General provision of information is not a Primary Service | NCP Choices, OneStop and Rapid Response  | N | N | 1 |   | 25 |
| Y | Y | Pre-Employment Activities | 38 | IJR | Job Readiness / Employment Skills | An activity to improve individual's work readiness skills including; personal presentation, application completion, resume writing, interview tips, networking, and job retention. **For Choices:** This may include Life Skills | NOTE 1: Only the initial status on WIT services is considered a qualifying service.NOTE 2: Service will soft close 20 days after the end of the calendar month in which Planned End Date falls if staff does not close the service timely | Choices, Employment Services, NCP Choices, TAA, WIA/WIOA, & OneStop but only with Sub-Fund code | Y | Y | 7 | N | 26 |
| N | Y | Employment Experience | 39 | --- | Unsubsidized Employment/Employment Entry | **Choices -** Full or part-time employment for a Choices customer even if they already have the job.**SNAP E&T -** Must receive other services before Service Code 39 can be used to take credit for full or part-time employment. No other programs can use this Service code. | NOTE: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | Choices , NCP Choices & SNAP E&T | Y | Y | End of Calendar Month | N | 27 |
| N | Y | Employment Experience | 40 | --- | Community Service | Community services (nonprofit organizations).  | NOTE: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | Choices, NCP Choices & OneStop | Y | Y | End of Calendar Month | N | 28 |
| Y | Y | Education | 41 | --- | Financial Literacy Education | Teaching/Supporting Youth in gaining knowledge, skills and confidence to make informed financial decisions and gain and sustain financial health and stability. |   | WIOA Youth | Y | Y | End of Calendar Month | N | 29 |
| N | Y | Employment Experience | 42 | --- | Subsidized Employment | Full or part-time employment in either the private or public sector that is subsidized in full or in part with wages of at least federal or state minimum wage, whichever is higher. | NOTE: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | Choices, NCP Choices | Y | Y | End of Calendar Month | N | 30 |
| N | Y | Employment Experience | 43 | --- | Subsidized Employment - Other Funds | Full- or part-time employment in either the private sector or public sector that is subsidized in full or in part with wages of at least federal or state minimum wage, whichever is higher. | Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | NEG and OneStop but only with Sub-Fund code | Y | Y | End of Calendar Month | N | 31 |
| Y | Y | Education | 44 | --- | English as a Second Language | Training services activities designed to enhance the English speaking ability of nonnative speakers. | NOTE 1: **Choices**–Use this code to track ESL that is not tied to employment. (For work-based ESL, see Activity Code 87).NOTE 2: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | Choices, NCP Choices,SNAP E&T, TAA, WIA/WIOA and OneStop but only with Sub-Fund code | Y | Y | End of Calendar Month | N | 32 |
| Y | Y | Life Skills | 45 | --- | Mentoring | Forming relationships with adults to develop a relationship in which the adult can help with the youth's personal development, relationship formation, academic and career assistance as such job coaching, role models, workplace and peer mentors, advising and consultations.  | NOTE 1: Documentation in Counselor Notes in TWIST must support this service.NOTE 2: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | Choices, NCP Choices, WIA/WIOA Youth and OneStop but only with Sub-Fund code | Y | Y | End of Calendar Month | N | 33 |
| N | Y | Follow-up Services | 46 | PEF | Post-Employment Service | After a job seeker has started work, TWS staff communicated or followed-up by telephone, email, or in-person regarding anything related to employment, job retention, work issue resolution, etc.  | Per 17-05/LBB Defs, follow-up services are not counted as "services" | Employment Services | N | N | 1 |   | 34 |
| Y | Y | Employment Experience | 47 | --- | Unpaid Public Work Experience | Unpaid work experience, time-limited training in the public sectors. | NOTE: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | Choices, NCP Choices, SNAP E&T and WIA/WIOA | Y | Y | End of Calendar Month | N | 35 |
| Y | Y | Employment Experience | 48 | --- | Unpaid Non Profit Work Experience | Unpaid work experience, time-limited training in the nonprofit sector. | NOTE: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | Choices, NCP Choices, SNAP E&T and WIA/WIOA | Y | Y | End of Calendar Month | N | 36 |
| Y | Y | Employment Experience | 49 | --- | Unpaid For Profit Work Experience | Unpaid work experience, time-limited training in the for-profit sector. | NOTE: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | Choices, NCP Choices,SNAP E&T and WIA/WIOA | Y | Y | End of Calendar Month | N | 37 |
| Y | Y | Employment Experience | 50 | --- | Subsidized Work Experience | Paid work experience, time-limited training in the private, for-profit, nonprofit, or public sectors. | NOTE: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | SNAP E&T and WIA/WIOA | Y | Y | End of Calendar Month | N | 38 |
| Y | Y | Job Search Services | 51 | JDS | Job Development | TWS staff contacted an employer and secured a referral to that employer on behalf of a specific job seeker who possesses skills sought by the employer, and for whom there is no suitable job posted in WorkInTexas.com. For purposes of Job Development, a referral is an interview between the job seeker and the employer, or the agreement of the employer to accept the job seeker's resume and/or application.  | Only the initial status on WIT services is considered a qualifying service. | Employment Services, NCP Choices, WIA/WIOA Adult & Dislocated Worker and OneStop but only with Sub-Fund code | Y | Y | 1 | N | 39 |
| N | Y | Education | 53 | --- | High School - Choices | For teen heads of households and adults without high school diploma or GED, who are attending high school.  | NOTE 1: This activity is always intended to lead to a recognized degree/diploma/certificateNOTE 2: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | Choices | Y | Y | End of Calendar Month | Y | 40 |
| Y | Y | Education | 54 |   | GED | For job seekers, without a high school degree or GED, who are attending GED classes as a training service conducted in an institutional setting designed to enable an individual to pass a GED exam. | NOTE 1: This activity is always intended to lead to a recognized degree/diploma/certificateNOTE 2: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | Choices, NCP Choices, SNAP E&T, TAA, WIA/WIOA and OneStop but only with Sub-Fund code | Y | Y | End of Calendar Month | Y | 41 |
| Y | Y | Training Services - Occupational Skills | 58 | --- | Entrepreneurial Training | Training that assists job seekers to achieve their goals for economic self-sufficiency by providing information on starting and running their own business. | NOTE: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | Choices, NCP Choices, WIA/WIOA and OneStop but only with Sub-Fund code | Y | Y | End of Calendar Month | N | 42 |
| N | Y | Employment Experience | 59 | --- | Workfare | Work programs in which food stamp recipients perform public service work in a public service capacity as a condition of eligibility to receive their household's normal food stamp entitlement. | NOTE: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | SNAP E&T | Y | Y | End of Calendar Month | N | 43 |
| N | Y | Assessment & Planning | 62 | IAS | Initial Assessment | Initial evaluation of skill levels, aptitudes, abilities, and need for support services.  |   | Employment Services, NCP Choices and OneStop | N | N | 1 | N | 44 |
| N | Y | Case Management | 63 | TPI | Training Provider Info (ETP Performance Info) | TWS staff provided information to a job seeker regarding training institutions or courses in which the job seeker may have an interest or be qualified for; may include providing the job seeker with information from the Statewide Eligible Training Provider List. | NOTE 1: ONLY IF PROVIDED BY STAFFNOTE 2: Only the initial status on WIT services is considered a qualifying service. | Employment Services, OneStop | N | N | 1 | N | 45 |
| N | Y | Informational Services | 64 | --- | Onestop Performance Information | Provision of information on the One Stop Systems performance. | General provision of information is not a Primary Service | OneStop | N | N | 1 |   | 46 |
| N | Y | Informational Services | 65 | SSI | Support Services Information | Provision of information relating to the availability of supportive services.  | General provision of information is not a Primary Service | OneStop, Employment Services | N | N | 1 |   | 47 |
| N | Y | Informational Services | 66 | --- | Non-WIA Financial Asst Info | Provision of information on the availability of financial aid for training in the TWS area**.**  | General provision of information is not a Primary Service | OneStop | N | N | 1 |   | 48 |
| Y | Y | Follow-up Services | 67 | --- | Follow-Up Services | Provision of Follow-up services to job seekers who have received their last WIA Service and no other WIA services are necessary. WIA Youth require Follow-up for a minimum of 12 months.  | NOTE 1: Per 17-05/LBB Defs, follow-up services are not counted as "services"NOTE 2:  Previously used in programs other than WIA to record an CM exclusion. Exclusions are now recorded in the Exclusions Tab under Customer Information > Performance Data > Exclusions Tab |  WIA/WIOA | N | N |   |   | 49 |
| Y | Y | Assessment & Planning | 68 | EDP | Employability Development Plan | TWS staff helped a job seeker develop a written strategy by outlining necessary steps and timetables to achieve employment. Use this code to track the development of an Individual Employment Plan (IEP) or Individual Service Strategy (ISS) with the job seeker.  | NOTE 1:- EDP–Emp Srvcs,  - IEP–WIA Adult/DW,  - ISS–WIA Youth.NOTE 2: Only the initial status on WIT services is considered a qualifying service. | Choices, Employment Services, NCP Choices, SNAP E&T, TAA and WIA/WIOA | Y | Y | 1 | N | 50 |
| Y | Y | Assessment & Planning | 69 | --- | Group Counseling | Use this code to track meeting with job seekers involving training, employment plans and career goals. |   | NCP Choices, Rapid Response, WIA/WIOA Adult and Dislocated Worker | Y | Y | 1 | N | 51 |
| Y | Y | Education | 72 | --- | Tutoring/Study Skills/Instruction | The communication of knowledge, ideas, and facts to help youth complete their secondary education. This includes dropout prevention strategies. | NOTE: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely |  WIA/WIOA Youth and OneStop but only with Sub-Fund code | Y | Y | End of Calendar Month | N | 52 |
| Y | Y | Education | 73 | --- | Alternative Secondary School | The enrollment in nontraditional schools to complete high school or a GED. | NOTE 1: A qualifying service must be provided in addition to this service to make the person a participant.NOTE 2: This activity is always intended to lead to a recognized degree/diplomaNOTE 3: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely**THIS LINE APPLICABLE FROM 07/01/2009** |  WIA/WIOA Youth and OneStop but only with Sub-Fund code | N | N | End of Calendar Month | Y | 53 |
| Y | Y | Employment Experience | 74 | --- | Summer Employment-Work Experience | Employment or work experience opportunities for youth within designated timeframes, directly linked to academic and/or occupational learning. | NOTE1: WIA Youth with a Summer Employment-work experience start date equal to or greater than 5/1/10, the start date, planned end date and actual end date must be between 5/1 and 9/30 of the year of the service start date.NOTE 2: Service will soft close 20 days after the end of the calendar month in which the service began |  WIA/WIOA Youth and OneStop but only with Sub-Fund code | Y | Y | End of Calendar Month | N | 54 |
| Y | Y | Life Skills | 75 | --- | Leadership Development | Encourage positive social behaviors. Services may include community service and peer-centered services encouraging responsibility and other positive social behaviors outside of school. | NOTE: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely |  WIA/WIOA Youth ONLY | Y | Y | End of Calendar Month | N | 55 |
| Y | Y | Training Services - Occupational Skills | 78 | --- | Customized Training | Training designed to meet the specific requirements of an employer or employers' group, conducted with a commitment by the employer to employ an individual on successful completion of the training and for which the employer pays not less than 50 percent of the cost of the training. | **NOTE 1:**  A determination of whether or not the service will result in a degree/diploma or certificate must be recorded on the Service Information screen 'Degree/Diploma or Certificate?' field.NOTE 2: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | TAA, WIA/WIOA Adult, Dislocated Worker and OneStop but only with Sub-Fund code | Y | Y | End of Calendar Month | Y if marked | 56 |
| Y | Y | Education | 82 |   | Short-term Educational Services | Short-term educational services to prepare the individual for unsubsidized employment and increase employability, e.g. Literacy, Adult Basic Education, development of learning skills, etc. "Short Term" is defined by Board policy but should, with limited exceptions, be six-months or less. | NOTE: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely |  WIA/WIOA | Y | Y | End of Calendar Month | N | 57 |
| Y | Y | Training Services - Occupational Skills | 83 | --- | Private Sector Training - Upgrade/Retrain | Training provided/operated by the employer for current employees that provides instruction on new technologies and production or service procedures. Training provided to individual to upgrade skills necessary to for retraining or upgrading skills | **NOTE 1:**  A determination of whether or not the service will result in a degree/diploma or certificate must be recorded on the Service Information screen 'Degree/Diploma or Certificate?' field.NOTE 2: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely |  WIA/WIOA (excluding WIA Youth) | Y | Y | End of Calendar Month | Y if marked | 58 |
| Y | Y | Work Readiness | 84 | --- | Short-term Work Readiness Services | Short-term services designed to prepare the individual for unsubsidized employment and increase employability, e.g. interviewing skills, job retention skills, personal maintenance skills, professional conduct, etc. Can include introductory computer skills. "Short Term" is defined by Board policy but should, with limited exceptions, be six-months or less. | NOTE 1: will not count as TRNGNOTE 2: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | Choices, NCP Choices and WIA/WIOA | Y | Y | End of Calendar Month | N | 59 |
| N | Y | Assessment & Planning | 86 | --- | Second Parent Assessment | Open the case of a noncontributing mandatory adult in a two-parent household. | **NOTE 1:** Not Primary Service**NOTE 2:** No participation hours will be entered under this service. | Choices | N | N | 1 |   | 60 |
| N | Y | Education | 87 | --- | Work-based Literacy | Work-based (tied to employment) literacy component (ABE, ESL, Workforce Adult Literacy) | NOTE: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | Choices and NCP Choices | Y | Y | End of Calendar Month | N | 61 |
| N | Y | Case Management | 91 | --- | Determine Good Cause | Must be entered for each month that a job seeker has been granted good cause, **AND** they are not engaged in any other service during that month. | **NOTE 1:** Do not enter participation hours, as this is a TWS staff activity only**NOTE 2:** Maximum duration of record is the end of the month that the good cause was entered for.**NOTE 3:** Can be entered at any time during the Good Cause month but the End Date is the Last Day of that same month.NOTE 4: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | Choices, NCP Choices and SNAP E&T | N | Y | End of Calendar Month | N | 62 |
| N | Y | Education | 92 | --- | Middle School | For teen heads of households and adults without high school diploma or GED, who are attending middle school. | **NOTE 1:**  This activity is not intended to lead to a recognized degree/credentialNOTE 2: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | Choices | Y | Y | End of Calendar Month | N | 63 |
| Y | Y | Education | 93 | --- | High School | Tracking High School attendance.  | **NOTE 1:** A qualifying service must be provided in addition to this service to make the person a participant.**NOTE 2:** This activity is always intended to lead to a recognized degree/diplomaNOTE 3: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely |  WIA/WIOA and OneStop but only with Sub-Fund code | N | N | End of Calendar Month | Y | 64 |
| N | Y | Case Management | 95 | ASC | Assigned Case Manager | TWS staff assigned themselves to provide one-on-one assistance to a job seeker. |   | Employment Services | N | N | 1 |  | 65 |
| N | Y | Informational Services | 97 | VGS | Career Guidance Services | TWS staff provided a job seeker with information, materials, suggestions, and/or advice regarding a vocational or career direction for employment purposes and/or training opportunities. | Only the initial status on WIT services is considered a qualifying service. | Employment Services | Y | Y | 1 | N | 66 |
| N | Y | Assessment & Planning | 98 | PCO | RRES Orientation | Job seeker received an RRES Orientation notice and attended as scheduled. |  | Employment Services | Y | Y | 1 | N | 67 |
| N | Y | Case Management | 99 | --- | Local Tracking | Tracking participants during the 3 post exit quarters |  **Effective date = 01/21/15**The max number of days for this service prior to this date is still end of calendar month.Service will soft close 20 days after the end of the calendar month in which the Planned End Date falls if staff does not close the service timely | OneStop | N | N | 90 | N | 68 |
| Y | Y | Follow-up Services | 100 | --- | Follow-up-Job Search Assistance | Providing assistance during follow-up in employment seeking or job seeking skills subsequent to their last WIA service when no other WIA services are necessary.  | **NOTE 1:** Per 17-05/LBB Defs, follow-up services are not counted as "services"**NOTE 2:** Follow-up services should be provided after to the last WIA service, when no other WIA services are planned.**NOTE 3:** Follow-up service 67 must be entered prior to other follow-up services. |  WIA/WIOA | N | N | 1 |   | 69 |
| Y | Y | Follow-up Services | 101 | --- | Follow-up-Ind. Counsel/Career Planning | Provision of guidance in the development of vocational and occupational goals and the means to achieve them and in the assessment of needs and abilities. | **NOTE 1:** Per 17-05/LBB Defs, follow-up services are not counted as "services"**NOTE 2:** Follow-up services should be provided after to the last WIA service, when no other WIA services are planned.**NOTE 3:** Follow-up service 67 must be entered prior to other follow-up services. |  WIA/WIOA | N | N | 1 |   | 70 |
| Y | Y | Follow-up Services | 102 | --- | Follow-up-Job clubs | To be used to record the attendance at a Job Club ( A TWC staff facilitated group meeting for job seekers to gather and share job leads and discuss their job seeking experiences) meeting during follow-up. | **NOTE 1:** Per 17-05/LBB Defs, follow-up services are not counted as "services"**NOTE 2:** Follow-up services should be provided after to the last WIA service, when no other WIA services are planned.**NOTE 3:** Follow-up service 67 must be entered prior to other follow-up services. |  WIA/WIOA | N | N | 1 |   | 71 |
| Y | Y | Follow-up Services | 103 | --- | Follow-up-Group counseling | To be used to record the attendance of a TWS staff facilitated group meeting during follow-up in which group discussions are conducted to address employment plans and decisions, e.g., vocational uncertainty and career planning. | **NOTE 1:** Per 17-05/LBB Defs, follow-up services are not counted as "services"**NOTE 2:** Follow-up services should be provided after to the last WIA service, when no other WIA services are planned.**NOTE 3:** Follow-up service 67 must be entered prior to other follow-up services. |  WIA/WIOA | N | N | 1 |   | 72 |
| Y | Y | Follow-up Services | 104 | --- | Follow-up-Outreach/Intake/Orientation | Provision of information during follow-up about new or existing services available in the TWS Centers.  | **NOTE 1:** Per 17-05/LBB Defs, follow-up services are not counted as "services"**NOTE 2:** Follow-up services should be provided after to the last WIA service, when no other WIA services are planned.**NOTE 3:** Follow-up service 67 must be entered prior to other follow-up services. |  WIA/WIOA | N | N | 1 |   | 73 |
| Y | Y | Follow-up Services | 105 | --- | Follow-up-Job Referrals/Contacts | Providing referral(s) during follow-up for potential employment. | **NOTE 1:** Per 17-05/LBB Defs, follow-up services are not counted as "services"**NOTE 2:** Follow-up services should be provided after to the last WIA service, when no other WIA services are planned.**NOTE 3:** Follow-up service 67 must be entered prior to other follow-up services. |  WIA/WIOA | N | N | 1 |   | 74 |
| Y | Y | Follow-up Services | 106 | --- | Follow-up-Counseling | Providing assistance during follow-up with employment plans and decisions, e.g., vocational uncertainty and career planning. | **NOTE 1:** Per 17-05/LBB Defs, follow-up services are not counted as "services"**NOTE 2:** Follow-up services should be provided after to the last WIA service, when no other WIA services are planned.**NOTE 3:** Follow-up service 67 must be entered prior to other follow-up services. |  WIA/WIOA | N | N | 1 |   | 75 |
| Y | Y | Follow-up Services | 107 | --- | Follow-up-Labor Market Information | Providing continuing information during follow-on job-market changes, employment staffing patterns, hiring patterns, working conditions, salary, local employment history and trends, etc. | **NOTE 1:** Per 17-05/LBB Defs, follow-up services are not counted as "services"**NOTE 2:** Follow-up services should be provided after to the last WIA service, when no other WIA services are planned.**NOTE 3:** Follow-up service 67 must be entered prior to other follow-up services. |  WIA/WIOA | N | N | 1 |   | 76 |
| Y | Y | Follow-up Services | 108 | --- | Follow-up-Support Services | Providing assistance during follow-up such as transportation, child care, dependent care, housing etc. to ensure employment goals are met and sustained. | **NOTE 1:** Per 17-05/LBB Defs, follow-up services are not counted as "services"**NOTE 2:** Follow-up services should be provided after to the last WIA service, when no other WIA services are planned.**NOTE 3:** Follow-up service 67 must be entered prior to other follow-up services. |  WIA/WIOA | N | N | 1 |   | 77 |
| Y | Y | Follow-up Services | 109 | --- | Follow-up-Local Area information | Providing continuing information on a Board's performance in providing assistance to job seekers.  | **NOTE 1:** Per 17-05/LBB Defs, follow-up services are not counted as "services"**NOTE 2:** Follow-up services should be provided after to the last WIA service, when no other WIA services are planned.**NOTE 3:** Follow-up service 67 must be entered prior to other follow-up services. |  WIA/WIOA | N | N | 1 |   | 78 |
| Y | Y | Follow-up Services | 110 | --- | Follow-up-Provider Information | Providing information during follow-up on the performance of certified training providers. | **NOTE 1:** Per 17-05/LBB Defs, follow-up services are not counted as "services"**NOTE 2:** Follow-up services should be provided after to the last WIA service, when no other WIA services are planned.**NOTE 3:** Follow-up service 67 must be entered prior to other follow-up services. |  WIA/WIOA | N | N | 1 |   | 79 |
| Y | Y | Follow-up Services | 111 | --- | Follow-up-Non-WIA Financial Asst. Info | Providing information during follow-up about non-WIA resources to assist in career planning. | **NOTE 1:** Per 17-05/LBB Defs, follow-up services are not counted as "services"**NOTE 2:** Follow-up services should be provided after to the last WIA service, when no other WIA services are planned.**NOTE 3:** Follow-up service 67 must be entered prior to other follow-up services. |  WIA/WIOA | N | N | 1 |   | 80 |
| Y | Y | Follow-up Services | 112 | --- | Follow-up-UI Claims | Providing information and assistance during follow-up on how to file a claim for Unemployment Insurance. | **NOTE 1:** Per 17-05/LBB Defs, follow-up services are not counted as "services"**NOTE 2:** Follow-up services should be provided after to the last WIA service, when no other WIA services are planned.**NOTE 3:** Follow-up service 67 must be entered prior to other follow-up services. |  WIA/WIOA | N | N | 1 |   | 81 |
| Y | Y | Follow-up Services | 113 | --- | Follow-up-Resource Room | Used to record the utilization of TWS resource room during follow-up. | **NOTE 1:** Per 17-05/LBB Defs, follow-up services are not counted as "services"**NOTE 2:** Follow-up services should be provided after to the last WIA service, when no other WIA services are planned.**NOTE 3:** Follow-up service 67 must be entered prior to other follow-up services. |  WIA/WIOA | N | N | 1 |   | 82 |
| Y | Y | Follow-up Services | 114 | --- | Follow-up-Leadership development | Participating in community service, service-learning, or peer-centered activities that encourage responsibility and other positive social behavior. | **NOTE 1:** Per 17-05/LBB Defs, follow-up services are not counted as "services"**NOTE 2:** Follow-up services should be provided after to the last WIA service, when no other WIA services are planned.**NOTE 3:** Follow-up service 67 must be entered prior to other follow-up services. |  WIA/WIOA (Youth only) | N | N | 1 |   | 83 |
| Y | Y | Follow-up Services | 115 | --- | Follow-up-Employer contact | Contact with a youth's employer during follow-up for purposes of determining if additional services are needed to assist with the youth's continued employment and to address work-related problems. | **NOTE 1:** Per 17-05/LBB Defs, follow-up services are not counted as "services"**NOTE 2:** Follow-up services should be provided after to the last WIA service, when no other WIA services are planned.**NOTE 3:** Follow-up service 67 must be entered prior to other follow-up services. |  WIA/WIOA (Youth only) | N | N | 1 |   | 84 |
| Y | Y | Follow-up Services | 116 | --- | Follow-up-Mentoring | Forming relationships with adults during follow-up to develop a relationship in which the adult can help with the youth's personal development, relationship formation, and academic and career assistance. | **NOTE 1:** Per 17-05/LBB Defs, follow-up services are not counted as "services"**NOTE 2:** Follow-up services should be provided after to the last WIA service, when no other WIA services are planned.**NOTE 3:** Follow-up service 67 must be entered prior to other follow-up services. |  WIA/WIOA (Youth only) | N | N | 1 |   | 85 |
| Y | Y | Follow-up Services | 117 | --- | Follow-up-Progress tracking | Tracking the progress of youth's who received training and are employed during follow-up. | **NOTE 1:** Per 17-05/LBB Defs, follow-up services are not counted as "services"**NOTE 2:** Follow-up services should be provided after to the last WIA service, when no other WIA services are planned.**NOTE 3:** Follow-up service 67 must be entered prior to other follow-up services. |  WIA/WIOA (Youth only) | N | N | 1 |   | 86 |
| N | Y | Contacts | 122 | UJC | Job Seeker USJobs Contact | Job seeker, or TWS staff on behalf of a job seeker, ran a match on an individual job seeker account and indicated interest in a US.jobs job posting or browsed the pool of available job postings, then selected, viewed, and indicated interest in a US.jobs job posting. |   | Employment Services | Y | Y | 1 | N | 87 |
| N | Y | Miscellaneous Services | 129 | VRP | Veterans Retraining Assistance Program (VRAP) | When a 'planned gap in service of 90 days or more not to exceed 12 months' occurs due to a Veteran receiving approval by the Department of Veterans Affairs to participate in the Veterans Retraining Assistance Program (VRAP), thereby preventing the individual from participating in services at this time.  Training dates should only represent the start and end dates of the training being funded by the VRAP program.   This service should not beentered if the veteran has applied but not yet been approved for the program.  | Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely |   | N | Y | End of Calendar Month |   | 88 |
| N | Y | Informational Services | 130 | OOR | Other Orientation | Orientation provided by TWS staff to job seekers; this orientation does not fall into any other category.  |  | Employment Services | Y | Y | 1 | N | 89 |
| N | Y | Contacts | 133 | EBC | Job Seeker Browse Contact | Employer, or TWS staff on behalf of an employer, browsed the pool of available job seekers, then selected and attached a job seeker to a particular job posting. | WIT Status "V" is not counted. Only the initial status (other than a "V") is considered a qualifying service. | Employment Services | Y | Y | 1 | N | 90 |
| N | Y | Contacts | 134 | EMC | Job Posting Match Contact | Employer, or TWS staff on behalf of an employer, ran a match on a specific job posting and indicated interest in a particular job seeker. | WIT Status "V" is not counted. Only the initial status (other than a "V") is considered a qualifying service. | Employment Services | Y | Y | 1 | N | 91 |
| N | Y | Contacts | 135 | ABC | Job Browse Contact | Job seeker, or TWS staff on behalf of a job seeker, browsed the pool of available job postings, then selected, viewed, and indicated interest in a specific job posting. | **NOTE 1:** WIT Status "V" is not counted. Only the initial status (other than a "V") is considered a qualifying service.**NOTE 2:** Staff must discuss the job posting with the job seeker (by phone or in person) to ascertain whether the job seeker is a good fit and truly interested.  Once this is established, a Contact may be made on the job seeker's behalf. | Employment Services | Y | Y | 1 | N | 92 |
| N | Y | Contacts | 136 | AMC | Job Seeker Match Contact | Job seeker, or TWS staff on behalf of a job seeker, ran a match on an individual job seeker account and indicated interest in a specific job posting.  | **NOTE 1:** WIT Status "V" is not counted. Only the initial status (other than a "V") is considered a qualifying service.**NOTE 2:** Staff must discuss the job posting with the job seeker (by phone or in person) to ascertain whether the job seeker is a good fit and truly interested.  Once this is established, a Contact may be made on the job seeker's behalf. | Employment Services | Y | Y | 1 | N | 93 |
| N | Y | Contacts | 137 | OAC | Other Activity Contact | TWS staff referred a job seeker to a specific job posting using the mass entry function. | WIT Status "V" is not counted. Only the initial status (other than a "V") is considered a qualifying service. | Employment Services | Y | Y | 1 | N | 94 |
| N | Y | Pre-Employment Activities | 138 | BAS | Bonding Assistance | TWS staff provided information about where and how to obtain bonding when it is desired or required to qualify for employment. | Only the initial status on WIT services is considered a qualifying service. | Employment Services, NCP Choices, NEG & WIA Statewide Initiative Funding (SIF) | Y | Y | 1 | N | 95 |
| N | Y | Pre-Employment Activities | 139 | TCE | WOTC Eligibility | Work Opportunity Tax Credit (WOTC) is a determination process that culminates in the issuance of a tax credit voucher for an employer who has agreed to provide employment to a job seeker who falls within a defined group of hard-to-employ applicants. | Only the initial status on WIT services is considered a qualifying service. | Employment Services, NCP Choices, NEG & WIA Statewide Initiative Funding (SIF) | Y | Y | 1 | N | 96 |
| N | Y | Job Search Services | 140 | CAI | Match Alert Sent | Automatically posted when TWS staff send a job seeker an email or letter informing them of a possible job opportunity. | Providing information on availability of services is not a Primary Service | Employment Services | N | N | 1 |   | 97 |
| N | Y | Informational Services | 141 | RES | Referral to Educational Services | Referring an individual to educational services designed to assist an individual in gaining employment | Only the initial status on WIT services is considered a qualifying service. | Employment Services | Y | Y | 1 | N | 98 |
| N | Y | Assessment & Planning | 142 | WPE | RRES Exemption | Job seeker received a notice to attend Rapid Reemployment Orientation (RRES) but was found to have circumstances that removed the attendance requirement. |   | Employment Services | N | N | 1 |   | 99 |
| N | Y | Miscellaneous Services | 143 | MSS | Miscellaneous Service | Provision of a service to a job seeker that does not fall into any other category.  | **NOTE 1:** Not a primary service**NOTE 2:** "Miscellaneous Service" is to be utilized only with those services that will not fit with another code. "Miscellaneous Service" is to be used as a last resort only. | Employment Services | N | N | 1 |   | 100 |
| N | Y | Informational Services | 144 | WIA | WIA Training | TWS staff referred a job seeker to employment and/or training funded by WIA Title I. | **NOTE 1:** These have to be tracked for Federal Reporting**NOTE 2:** Only the initial status on WIT services is considered a qualifying service. | Employment Services | Y | Y | 1 | N | 101 |
| N | Y | Informational Services | 145 | --- | Referred to Job Corps | Referral to Job Corps - a residential education and job training program for at-risk youth, ages 16 through 24.  | Not a primary service | Employment Services | N | N | 1 |   | 102 |
| N | Y | Informational Services | 146 | OFT | Other Federal Training | TWS staff referred a job seeker to employment and/or training funded with federal dollars other than WIA Title I funding. | **NOTE 1:** These have to be tracked for Federal Reporting**NOTE 2:** Only the initial status on WIT services is considered a qualifying service. | Employment Services | Y | Y | 1 | N | 103 |
| N | Y | Informational Services | 147 | OST | Other State or Local Training | TWS staff referred a job seeker to employment and/or training funded with state or local dollars other than WIA Title I funding. | **NOTE 1:** These have to be tracked for Federal Reporting**NOTE 2:** Only the initial status on WIT services is considered a qualifying service. | Employment Services | Y | Y | 1 | N | 104 |
| N | Y | Job Search Services | 151 | JFN | Job Fair Notice | Job Fair Notice sent to participant via email or letter. | **NOTE 1:** This service was inactivated in WorkInTexas.com effective 06/18/09**NOTE 2:** Providing information on availability of services is not a Primary Service | Rapid Response and Rapid Response Additional Assistance | N | N | 1 |   | 105 |
| N | Y | Administrative | 152 | APU | Update Request Sent | Automatically posted when Texas Workforce Solutions (TWS) staff send a job seeker an email or letter requesting the job seeker contact the workforce center to provide staff with additional information.  | Providing information on availability of services is not a Primary Service | Employment Services | N | N |   |   | 106 |
| N | Y | Registration | 154 | RCS | Registration-Complete | Job seeker, or TWS staff on behalf of the job seeker, completed all WorkInTexas.com registration steps successfully. | Per 17-05/LBB Defs, registration/determination of entitlement are not counted as "services" | Employment Services | N | N |   |   | 107 |
| N | Y | Registration | 155 | RIS | Registration-Incomplete | Job seeker, or TWS staff on behalf of the job seeker, did not complete all WorkInTexas.com registration steps successfully. | Per 17-05/LBB Defs, registration/determination of entitlement are not counted as "services" | Employment Services | N | N |   |   | 108 |
| N | Y | Registration | 156 | INA | Inactivation | Automatically posted when a job seeker's WorkInTexas.com account becomes inactive for any reason. | Per 17-05/LBB Defs, registration/determination of entitlement are not counted as "services" | Employment Services | N | N |   |   | 109 |
| N | Y | Registration | 157 | ACT | Reactivation | Automatically posted when a job seeker’s WorkInTexas.com application changes from inactive to active for any reason.  | Per 17-05/LBB Defs, registration/determination of entitlement are not counted as "services" | Employment Services | N | N |   |   | 110 |
| N | Y | Administrative | 158 | WFC | Workforce Office Change | Automatically posted when the workforce center assigned to a job seeker’s application changes for any reason. | Per 17-05/LBB Defs, registration/determination of entitlement are not counted as "services" | Employment Services | N | N |   |   | 111 |
| N | Y | Administrative | 159 | SSN | SSN Change | Automatically posted when a job seeker’s social security number (SSN) is changed for any reason. | Per 17-05/LBB Defs, registration/determination of entitlement are not counted as "services" | Employment Services | N | N |   |   | 112 |
| N | Y | Administrative | 160 | AMS | Job Seeker Merge | Automatically posted when duplicate job seeker accounts are combined into one. | Per 17-05/LBB Defs, registration/determination of entitlement are not counted as "services" | Employment Services | N | N |   |   | 113 |
| N | Y | Administrative | 161 | WES | Welfare/TANF | Service was automatically posted as a result of information received from TWIST and the TWIST icon (tornado on yellow background) was simultaneously added to the job seeker's WorkInTexas.com account. Icon indicates a job seeker is receiving services and cash benefits, including Refugee and SSI benefits. |   | Employment Services | N | N |   |   | 114 |
| N | Y | Administrative | 162 | FSE | Food Stamp | Automatically added the TWIST icon (tornado on yellow background) to a job seeker's WorkInTexas.com account based on information received from TWIST. Icon indicates the job seeker is receiving Food Stamp program benefits. | Per 17-05/LBB Defs, registration/determination of entitlement are not counted as "services" | Employment Services | N | N |   |   | 115 |
| N | Y | Administrative | 163 | WIE | WIA | Automatically added the TWIST icon (tornado on yellow background) to a job seeker's WorkInTexas.com account based on information received from TWIST. Icon indicates a Title I Adult job seeker has met the eligibility requirement for WIA services.  |   | Employment Services | N | N |   |   | 116 |
| N | Y | Administrative | 164 | CLE | Claimant | Service automatically posted as a result of information received from UI and the UI icon (dollar sign on green background) was simultaneously added to the job seeker's WorkInTexas.com account. Icon indicates a job seeker has filed an Initial or Additional Claim, including State, Extended, or Other UI Claim type.  | Per 17-05/LBB Defs, registration/determination of entitlement are not counted as "services" | Employment Services | N | N |   |   | 117 |
| N | Y | Administrative | 165 | WPR | RRES | Service automatically posted when an orientation letter for Rapid Reemployment Services [RRES] was generated and an RRES icon (dollar sign on red background) was simultaneously added to the job seeker's WorkInTexas.com account. |   | Employment Services | N | N |   |   | 118 |
| N | Y | Administrative | 166 | MIE | MSFW | Migrant Seasonal Farm Worker [MSFW] status was determined from answers to questions provided by a job seeker, or TWS staff on behalf of a job seeker, during registration in WorkInTexas.com. MSFW icon (blue sky over a green field) was simultaneously added to the job seeker's WorkInTexas.com account and includes Migrant Food Processing Workers, Migrant Farm Workers, or Seasonal Farm Workers. | Per 17-05/LBB Defs, registration/determination of entitlement are not counted as "services" | Employment Services | N | N |   |   | 119 |
| N | Y | Administrative | 167 | DWE | Dislocated Worker | Automatically added the TWIST icon ( tornado on yellow background) to the job seeker's WorkInTexas.com account when information was received from TWIST. Icon indicates a job seeker is receiving dislocated worker services. | Per 17-05/LBB Defs, registration/determination of entitlement are not counted as "services" | Employment Services | N | N |   |   | 120 |
| N | Y | Administrative | 168 | RIO | RIO | Automatically added the RIO icon (capitalized acronym "RIO") to the job seeker's WorkInTexas.com account based on information received from TWIST. Icon indicates a job seeker was released into the Reintegration of Offenders (RIO) program, or a Texas Youth Commission offender was released on probation, or the icon can also include Work Against Recidivism (WAR), State Jail, or Employment Services for Probationers (ESP). All job seekers determined to be eligible for the RIO program may receive a variety of services, including guidance and counseling, case management, transportation assistance, or general assistance in securing employment. |   | Employment Services | N | N |   |   | 121 |
| N | Y | Assessment & Planning | 177 | OAS | ONET Assessment | TWS staff assisted or referred a job seeker to O\*NET assessment tools such as OSCAR, the O\*NET website, etc. | Only the initial status on WIT services is considered a qualifying service. | Employment Services | Y | Y | 1 | N | 122 |
| Y | Y | Case Management | 179 | --- | Training - NonTWC | Tracking and reporting of training and training outcomes provided by other entities/agencies for TWS job seekers, but support services are being paid for out of TWS program funds while in training. A qualifying service must be provided in addition to this service to make the person a participant. | **NOTE 1:**  A determination of whether or not the service will result in a degree/diploma or certificate must be recorded on the Service Information screen 'Degree/Diploma or Certificate?' field.NOTE 2: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely |  WIA/WIOA | N | Y | End of Calendar Month | Y if marked | 123 |
| N | Y | Contacts | 182 | RFC | Referred to a FCJL Job  | Automatically posts when a referral is made to a federal contractor by TWS staff, job seeker, or employer.  | WIT Status "V" is not counted. Only the initial status (other than a "V") is considered a qualifying service. | Employment Services | Y\* | Y\* | 1 | N | 124 |
| N | Y | Contacts | 183 | RFD | Referred to Federal Job | Automatically posts when a referral is made to a federal employer by TWS staff, job seeker, or employer.  | WIT Status "V" is not counted. Only the initial status (other than a "V") is considered a qualifying service. | Employment Services | Y\* | Y\* | 1 | N | 125 |
| N | Y | Contacts | 184 | RIC | Referred to Interstate Clearance Job  | Automatically posts when a referral is made to an out-of-state agricultural employer/job by TWS staff, job seeker, or employer. | WIT Status "V" is not counted. Only the initial status (other than a "V") is considered a qualifying service. | Employment Services | Y\* | Y\* | 1 | N | 126 |
| N | Y | Administrative | 185 | TSA | Transitioning Service Personnel (TSP) - Add | Automatically posted when a job seeker is identified as soon-to-be released or soon-to-be retired from active U.S. military service. |   | Employment Services | N | N |   |   | 127 |
| N | Y | Administrative | 186 | TSR | Transitioning Service Personnel (TSP) - Remove | Automatically posted when a job seeker has separated from active U.S. military service. |   | Employment Services | N | N |   |   | 128 |
| N | Y | Administrative | 187 | VET | Veteran (Add/Change/Remove) | This service is automatically posted when a job seeker, or staff on behalf of a job seeker, declare, update, or remove Veteran eligibility status in WorkInTexas.com.  Based on this indicator, the Veteran icon (American flag) is automatically added to or removed from the job seeker's WorkInTexas.com account.  [Veterans displaying the American flag icon have met the “eligible veteran” and “qualified spouse” criteria and are eligible to receive LVER/DVOP services]. |   | Employment Services | N | N |   |   | 129 |
| N | Y | Registration | 189 | RUI | Registration - UI Auto | Automatically posted when a job seeker's WorkInTexas.com registration is automatically created from the information provided during the UI Benefits Initial Claim filing process.  UI Auto Registrations are only created if the claimant fails to register in WorkInTexas.com within seven calendar days of filing an Initial Claim. | Effective 02/27/09 | Employment Services | N | N |   |   | 130 |
| N | Y | Training Services - Occupational Skills | 190 | --- | Prerequisite Training | Coursework required by a training provider prior to acceptance into a specific training program.   | NOTE 1:  Must be part of the required training program on the Reemployment Plan.NOTE 2: Service will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely | TAA | Y | Y | End of Calendar Month | N | 131 |
| N | Y | Job Search Services | 191 | SLM | Self-Service Labor Market Information | Automatically recorded when the job seeker reviews information regarding occupational staffing and hiring trends, working conditions, salary, local employment history, etc. | **Available 10/28/2010**Service only available in WorkInTexas | Employment Services | Y | Y | 1 | N | 132 |
| N | Y | Job Search Services | 192 | SCG | Self-Service Career Guidance | Automatically recorded when the job seeker reviews information regarding vocational or career direction for employment purposes and/or training opportunities. | **Available 10/28/2010**Service only available in WorkInTexas | Employment Services | Y | Y | 1 | N | 133 |
| N | Y | Assessment & Planning | 195 | ROR | REA Orientation | Job seeker received an REA Orientation notice and attended as scheduled. | Available 4/12/12 - Specifically added for EUC-REA program | Employment Services | Y | Y | 1 | N | 134 |
| N | Y | Assessment & Planning | 199 | JAS | Job Search Assessment | Assessment of an individual based on their skill level, aptitudes, and individual abilities as well as the quality and completeness of their WorkInTexas.com application/resume and its ability to match them to appropriate jobs.  | Available 4/12/12 - Specifically added for EUC-REA program | Employment Services | Y | Y | 1 | N | 135 |
| Y | Y | Support Services | 201 | --- | Health Care | Includes, but is not limited to preventive and clinical medical treatment,voluntary family planning services, nutritional services and appropriate psychiatric, psychological and prosthetic services to the extent any such treatment(s) or service(s) are neccessary to enable the attainment or retention of employment | Per 17-05/LBB Defs, support services are not counted as "services" (except for trade readjustment allowances and other needs-related payments funded through TAA or NEGs) | NCP Choices, WIA/WIOA and OneStop but only with Sub-Fund code | N | N | 1 |   | 136 |
| Y | Y | Support Services | 202 | --- | Family/Child Care | Assistance in obtaining Family/Child Care necessary to allow a participant to successfully complete program goals. | NOTE 1: Per 17-05/LBB Defs, support services are not counted as "services" (except for trade readjustment allowances and other needs-related payments funded through TAA or NEGs)NOTE 2: Service will soft close 20 days after the end of the calendar month in which Planned End Date falls if staff does not close the service timely | Choices, NCP Choices, SNAP E&T, WIA/WIOA and OneStop but only with Sub-Fund code | N | N | 90 |   | 137 |
| Y | Y | Support Services | 203 | --- | Transportation | Assistance with transportation necessary to allow a participant to successfully complete program goals. | Per 17-05/LBB Defs, support services are not counted as "services" (except for trade readjustment allowances and other needs-related payments funded through TAA or NEGs) | Choices, NCP Choices, SNAP E&T, WIA/WIOA and OneStop but only with Sub-Fund code |   | N | 1 |   | 138 |
| Y | Y | Support Services | 204 | --- | Housing/Rental Assistance | Housing/Rental Assistance necessary to allow a participant to successfully complete program goals. | Per 17-05/LBB Defs, support services are not counted as "services" (except for trade readjustment allowances and other needs-related payments funded through TAA or NEGs) | Choices, NCP Choices, SNAP E&T, WIA/WIOA and OneStop but only with Sub-Fund code | N | N | 1 |   | 139 |
| Y | N | Support Services | 205 | --- | Counseling | Provision of or referral to Counseling Services necessary to allow a participant to successfully complete program goals. | Per 17-05/LBB Defs, support services are not counted as "services" (except for trade readjustment allowances and other needs-related payments funded through TAA or NEGs) | Choices, NCP Choices, WIA/WIOA and OneStop but only with Sub-Fund code | N | N | 1 |   | 140 |
| Y | Y | Support Services | 206 | --- | Needs-Related Payments | Needs-related payments provide financial assistance to participants (Adult, DW, and Youth) for the purpose of enabling the individual to participate in training. Includes NRPs made to individuals who have exhausted UI or TRA payments or did not qualify for UI payments where the individual is in training. | Only if funded by WIA/TAA/NEGService will soft close 20 days after the end of the calendar month in which the service began if staff does not close the service timely |  WIA/WIOA and OneStop but only with Sub-Fund code | N | Y\* | End of Calendar Month | N | 141 |
| Y | Y | Support Services | 207 | --- | Other | Those support services which do not fit with in any other category. If an appropriate category is available it must be used. "Other" is used as a last resort only. | Per 17-05/LBB Defs, support services are not counted as "services" (except for trade readjustment allowances and other needs-related payments funded through TAA or NEGs) | Choices, NCP Choices,SNAP E&T, WIA/WIOA and OneStop but only with Sub-Fund code | N | N | 1 |   | 142 |
| N | Y | Support Services | 208 | --- | Substance Abuse Treatment | Referral to Substance Abuse Treatment as needed to allow a participant to successfully complete program goals | **NOTE:** Per 17-05/LBB Defs, support services are not counted as "services" (except for trade readjustment allowances and other needs-related payments funded through TAA or NEGs) | Choices, NCP Choices, NEG and WIA Statewide Initiative Funding (SIF), and OneStop but only with Sub-Fund code | N | N | 1 |   | 143 |
| N | Y | Support Services | 209 | --- | IDA (Individual Development Account) | IDAs provide certain low-income individuals who chose to participate with an opportunity to accumulate assets and to facilitate and mobilize savings | Per 17-05/LBB Defs, support services are not counted as "services" (except for trade readjustment allowances and other needs-related payments funded through TAA or NEGs) | Choices, NCP Choices, NEG, WIA Statewide Initiative Funding (SIF), and OneStop but only with Sub-Fund code | N | N | 1 |   | 144 |
| N | Y | Support Services | 210 | --- | Wheels to Work | Wheels To Work provides low cost automobiles to eligible participants  | Per 17-05/LBB Defs, support services are not counted as "services" (except for trade readjustment allowances and other needs-related payments funded through TAA or NEGs) | Choices, NEG, WIA Statewide Initiative Funding (SIF) and OneStop but only with Sub-Fund code | N | N | 1 |   | 145 |
| N | Y | Support Services | 211 | --- | GED Test Payment | Provision of financial assistance to help a participant pay for GED testing. | Per 17-05/LBB Defs, support services are not counted as "services" (except for trade readjustment allowances and other needs-related payments funded through TAA or NEGs) | Choices, NCP Choices, SNAP E&T, NEG, WIA Statewide Initiative Funding (SIF), and OneStop but only with Sub-Fund code | N | N | 1 |   | 146 |
| N | Y | Support Services | 212 | --- | Work Related Expense | Provision of financial assistance to assist participants to pay for necessary, work related items. Can include clothing and tools needed for employment. | Per 17-05/LBB Defs, support services are not counted as "services" (except for trade readjustment allowances and other needs-related payments funded through TAA or NEGs) | Choices, NCP Choices, SNAP E&T, NEG, WIA Statewide Initiative Funding (SIF), and OneStop but only with Sub-Fund code | N | N | 1 |   | 147 |
| N | Y | Support Services | 218 | --- | Financial Planning Assistance | Provision of information on financial/debt management. For individuals participating in Rapid Response activities, this includes workshops/group activities that provide information on coping with financial matters before, during and after a job loss. | Per 17-05/LBB Defs, support services are not counted as "services" (except for trade readjustment allowances and other needs-related payments funded through TAA or NEGs) | Choices, NCP Choices, NEG, Rapid Response, Rapid Response Additional Assistance and WIA Statewide Initiative Funding (SIF) | N | N | 1 |   | 148 |
| Y | Y | Support Services | 219 | --- | Incentives | Incentive payments are funds paid to participants based on actions such as attendance, successful performance, or completion of a program activity to encourage the participant to continue in the program. | **NOTE 1:**  This line applicable from 08/01/08 **NOTE 2:** Per 17-05/LBB Defs, support services are not counted as "services" (except for trade readjustment allowances and other needs-related payments funded through TAA or NEGs) | Choices, NCP Choices, and WIA/WIOA | N | N | 1 |   | 149 |
| N | Y | Support Services | 220 | --- | Job Search Allowance | TAA Job Search Allowance. A support Service, but it counts as a Common Measure service.  |   | TAA | Y | Y | 1 | N | 150 |
| N | Y | Support Services | 221 | --- | Relocation Allowance | Funds provided to a TAA participant for relocation expenses. A support service, but it counts as a Common Measure Service  |   | TAA  | Y | Y | 1 | N | 151 |
| N | Y | Support Services | --- | --- | TAA Waivers | A determination issued by TAA when an assessment establishes a valid reason that enrollment in training is not currently feasible. |   | TAA | Y | Y | NA | N | 152 |
| N | Y | Support Services | --- | --- | TRA Payments | TRA Benefits paid through the Unemployment Insurance program |   | TAA | Y | Y | 1 | N | 153 |
| N | Y | Administrative | --- | REA | REA | Service automatically posted after receiving a weekly EUC-REA eligible claimant list from UI, at which time an REA icon (white letters on black background) was simultaneously added to the job seeker's WorkInTexas.com account. | Available 4/12/12 - Specifically added for EUC-REA program | Employment Services | N | N | 1 | N | 154 |
| N | Y | Assessment & Planning | --- | REX | REA Exemption | Job seeker received a notice an REA orientation notice but was found to have circumstances that removed the attendance requirement. | Available 4/12/12 - Specifically added for EUC-REA program | Employment Services | N | N | 1 | N | 155 |
| N | Y | Administrative | --- | UCX | Unemployment Compensation for Ex-service members | Service is automatically posted as a result of information received from TWC’s Unemployment Insurance Division. The UCX icon (dollar sign on orange background) is added to the job seeker's WorkInTexas.com account and indicates they have filed an Initial or Additional Claim for Unemployment Compensation for Ex-service members (Army only). | Per 17-05/LBB Defs, registration/determination of entitlement are not counted as "services"**Available 03/21/13** | Employment Services | N | N | 1 | N | 156 |
| N | Y | Job Search Services | --- | WSI | Work Search Activities – Issue | Indication that a review of a UI claimant's ability, availability, and active pursuit of suitable work, to include evaluation of their their work search log to verify correct number of weekly contacts and completeness in documentation, was completed and one or more issues were identified.  | Available 4/12/12 - Specifically added for EUC-REA program | Employment Services | N | N | 1 | N | 157 |
| N | Y | Job Search Services | --- | WSV | Work Search Activities – Verified | Indication that a review of a UI claimant's ability, availability, and active pursuit of suitable work, to include evaluation of their their work search log to verify correct number of weekly contacts and completeness in documentation, was completed and no issues were identified.  | Available 4/12/12 - Specifically added for EUC-REA program | Employment Services | N | N | 1 | N | 158 |
| N | Y | Job Search Services  | --- | WTW | Went to Work | A record indicating the job seeker found work independently, without assistance from staff, Contact(s), or Job Development(s).  | **Available 10/28/2010** | Employment Services | N | N | 1 | N | 159 |
| N | Y | Training Services - Occupational Skills | LOTS | --- | Skills/Self Grant | Training provided through a Skills Development or Self-Sufficiency Grant |   |   | Y | Y |   | Y if marked | 160 |
| N | Y | Employment Experience | SCSEP | --- | SCSEP Subsidized Employment | Subsidized Employment through the SCSEP Program |   |   | Y | Y |   | N | 161 |
| N | Y | Informational Services | --- | TAP | Transition Assistance Program (TAP) Workshop | Automatically posted when a "Transitioning Service Personnel" (TSP) or Veteran job seeker, or TWS staff on behalf of a job seeker, answer Yes or No to the question, "Have you attended a Transition Assistance Program (TAP) workshop?" and provide a completion date for the TAP workshop.   | **Available 07/18/13** | Employment Services | N | N | 1 | N | 162 |