WS 24-03, Change 1
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WIOA, SNAP E&T, Choices, Training, Eligible Veterans
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To: All Contractors

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Subject: Integrated Guidelines for Program Data Validation and Documentation

Purpose
This issuance emphasizes the significance of precisely documenting services and participant interactions, as well as effectively managing individuals enrolled in Wagner-Peyser and JVSG programs. It also covers data entry and validation criteria for Wagner-Peyser (WP), Workforce Innovation and Opportunity Act (WIOA), and Trade Adjustment Assistance (TAA) programs, as well as the Common Exit Policy. Furthermore, it provides guidance on the responsibilities of WorkInTexas.com liaisons and staff to ensure appropriate service for eligible veterans and spouses.

Rescissions
This policy replaces WS 24-03 Integrated Guidelines for Program Data Validation and Documentation released April 15, 2024.

Background
Accurate data entry plays a crucial role in responsible public administration and upholding the integrity of the Texas workforce system. This document highlights the importance of precise documentation and validation particularly for all workforce programs. It emphasizes the need for timely data entry, adherence to validation criteria, and the collection of appropriate documentation from participants. By following these guidelines, Workforce Solutions aims to maintain the integrity of program data, streamline processes, and provide personalized service delivery to participants.

Policy
Workforce Solutions staff must directly engage with individuals to evaluate and properly enroll participants in programs aligning with their career objectives. Staff must enter data accurately and timely (no later than one business day) into WorkInTexas.com. Staff must collect appropriate documentation from the customer to validate common data elements, services

provided and performance outcomes. This ensures federal and state reports have complete, correct, and consistent data.

Action

1. Workforce Solutions staff aware of the information in this issuance and understand how to assist participants with gathering the appropriate documentation to satisfy validation requirements.

2. Ensure office managers, supervisors, and staff follow the requirements for participant engagement, recording services appropriately and common exit.

References

- Technical Assistance Bulletin 153, Change 1 Ensuring the Quality of Veteran Job Seekers' Application in WorkInTexas.com
- Technical Assistance Bulletin 198, Data Integrity Reports and Requests
- WD Letter 01-20, Change 3 Managing Reportable Individuals and Participants in the Wagner-Peyser and Jobs for Veterans State Grant Programs in WorkInTexas.com
- WD Letter 06-13, Change 2 Documenting Services and Participant Contact in WorkInTexas.com
- WD Letter 17-12, Change 1 Capturing Training-Related Employment Data in WorkInTexas.com
- WD Letter 27-19, Change 6 State Data Validation Requirements-Update
- WD Letter 27-20, Change 1 Common Exit Policy
- WD Letter 31-07, Change 1 Workforce Innovation and Opportunity Act: Ineligible Participants
- WD Letter 38-09, Change 1 Reporting Occupations Connected to Training Activities in WorkInTexas.com
- SRWFCMS-06 WorkInTexas.com Program Service Sequences

Attachments

- Integrated Guidelines for Program Data Validation and Documentation
- WIOA Data Element Review
- Desk Aid: Completing Participant Wagner-Peyser Applications in WorkInTexas.com

Questions

Staff should first ask questions of their managers or supervisors. Direct questions for Board staff to Workforcepolicy@wrksolutions.net.