

**TEXAS WORKFORCE COMMISSION**  
**Workforce Development Letter**

<b>ID/No:</b>	WD 10-21, Change 2
<b>Date:</b>	September 3, 2024
<b>Keywords:</b>	TAA; WorkInTexas.com
<b>Effective:</b>	October 2, 2024

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



**From:** Mary York, Director, Workforce Development Division

**Subject:** **Trade Adjustment Assistance Expenditure Reporting in WorkInTexas.com—Update**

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**PURPOSE:**

The purpose of this WD Letter is to provide Local Workforce Development Boards (Boards) with guidance on processing accrued financial data and documenting expenditures and withdrawals for the Trade Adjustment Assistance (TAA) program in [WorkInTexas.com](https://www.workintexas.com).

This updated letter provides clarification about documenting the total estimated cost of training in WorkInTexas.com.

**RESCISSIONS:**

WD Letter 10-21, Change 1

**BACKGROUND:**

The US Department of Labor Employment and Training Administration requires reporting on the actual cost of training per participant funded by TAA. Training costs are the most substantial expenditures of TAA program funds. This reporting affects the projections of program costs used to develop funding estimates.

The Trade Adjustment Assistance Data Integrity (TAADI) process is a required component of quarterly reporting. The TAADI process consists of 16 measures grouped into four categories that allow for an analysis of a variety of participant characteristics and program delivery factors as they are tied to employment outcomes. To comply with TAADI requirements, processing accrued financial data and documenting expenditures and withdrawals for TAA program participants are necessary.

## **PROCEDURES:**

**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.”

**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.”

**NLF:** Boards must ensure the estimated total cost of training (including any supplemental assistance) is documented in a TAA participant’s Individual Employment Plan (IEP).

**NLF:** Boards must ensure staff accurately records TAA training expenditures in the WorkInTexas.com **TAA/TRA Program Benefits Payment** ribbon for the month a service was performed or goods were received consistent with accrued expenditure reporting, regardless of whether the bill has been paid. Examples of training expenditures include the following:

- Tuition
- Books
- Tools
- Fees
- Certification tests and licenses
- Transportation while in training for travel outside of the local area (supplemental assistance)
- Subsistence while participant is in training

**NLF:** Boards must ensure staff selects the appropriate funding source for the transaction. If multiple petition numbers appear, staff must select the petition number funding the corresponding training costs.

**NLF:** Boards must ensure staff selects the appropriate benefit type for each training expenditure entry.

**NLF:** Boards must ensure staff enters training expenditures in WorkInTexas.com the month the transaction occurred, according to the Texas Workforce Commission’s workforce automated systems data entry deadline guidance.

**NLF:** Boards must ensure their workforce service providers develop local procedures and comply with the requirements of this WD Letter.

## **INQUIRIES:**

Send inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.texas.gov](mailto:wfpolicy.clarifications@twc.texas.gov).

## **ATTACHMENTS:**

Attachment 1: Revisions to WD Letter 10-21, Change 1, Shown in Track Changes

**REFERENCES:**

Training and Employment Guidance Letter ([TEGL No. 01-19, Change 1](#)), issued August 18, 2022, and titled “Trade Adjustment Assistance Data Integrity (TAADI)”  
[TEGL No. 14-18](#), issued March 25, 2019, and titled “Aligning Performance Accountability Reporting, Definitions, and Policies Across Workforce Employment and Training Programs Administered by the U.S. Department of Labor (DOL)”  
[TEGL No. 28-10](#), issued May 27, 2011, and titled “Federal Financial Management and Reporting Definitions”