

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.
 - 3) 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).
 - 4) 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.
 - 5) 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>

WORKFORCE SOLUTIONS SYSTEM SERVICES MATRIX

Effective: 07/01/2015

Change?	Active?	Service Category	TWIST Service Code	WIT Code	Service Name	Service Description	NOTES	Programs (All unless stated otherwise)	Qualifying ?		Max Service Record Duration	Degree/Certificate?	Line # to Restore Original Sort
									Creates POP?	Prevents Exit?			
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 wages NOTE 2: Curriculum must be clearly defined NOTE 3: State Registered Apprenticeship Office contact information: http://www.twc.state.tx.us/svcs/apprentice.html 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	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 services 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	<p>“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.</p> <p>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.</p> <p>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.</p> <p>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</p>	<p>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.</p> <p>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).</p> <p>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).</p> <p>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</p>	NCP Choices, TAA and WIA/WIOA	N	Y	End of Calendar Month	N	8
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Y	Y	Job Search Services	12	JSP	Job Search Assistance	<p>TWS staff provided a job seeker with information and/or assistance in their search for employment.</p> <p>Choices and SNAP E&T- individual or group activities designed to help the participant secure immediate employment.</p> <p>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.</p>	<p>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 circumstances</p> <p>NOTE 2: Only the initial status on WIT services is considered a qualifying service.</p>	<p>Choices, Employment Services, NCP Choices, SNAP E&T, Rapid Response, WIA/WIOA and OneStop but only with Sub-Fund code</p>	Y	Y	1	N	9
N	Y	Job Search Services	13	---	<p>Supervised Job Search</p> <p>Case Managed Job Search</p>	<p>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.</p>	<p>The name change will be available in the next TWIST release</p> <p>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</p>	<p>Choices, NCP Choices and SNAP E&T</p>	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, WIAWIOA , & 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/certificate 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	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/certificate 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	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	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

						entitlement.								
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 STAFF NOTE 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	WIAWIOA	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 Srvc, - 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/diploma 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 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.	NOTE 1: 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 TRNG 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 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/credential 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	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/diploma 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	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	<p>Effective date = 01/21/15</p> <p>The max number of days for this service prior to this date is still end of calendar month.</p> <p>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</p>	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.	<p>NOTE 1: Per 17-05/LBB Defs, follow-up services are not counted as "services"</p> <p>NOTE 2: Follow-up services should be provided after to the last WIA service, when no other WIA services are planned.</p> <p>NOTE 3: Follow-up service 67 must be entered prior to other follow-up services.</p>	WIAWIOA	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.	<p>NOTE 1: Per 17-05/LBB Defs, follow-up services are not counted as "services"</p> <p>NOTE 2: Follow-up services should be provided after to the last WIA service, when no other WIA services are planned.</p> <p>NOTE 3: Follow-up service 67 must be entered prior to other follow-up services.</p>	WIAWIOA	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 be entered 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	WIAWIOA	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 necessary 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/NEG 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	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		14 2
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		14 3
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		14 4
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		14 5
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		14 6
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		14 7

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