



Quick Reference Sheet for Trackers #17 – October 30, 2008

Subject: Recruiting Ex-Offenders

Background

Texas Department of Criminal Justice (TDCJ) uploads records of ex-offenders to TWIST daily. Workforce Solutions staff with access rights can view the data in the TDCJ Query tab in TWIST.

Note: Staff with access to TWIST must complete, sign and submit a TYC Confidentiality Agreement form before accessing Texas Youth Commission data. See Issuance 08-02: Information Security Standards and Guidelines.

Workforce Solutions staff will use TWIST Scheduler to recruit ex-offenders. Current customers tracked with **RIO fund 123** are excluded from the recruitment pool.

Each month contractors will recruit 100% of recently released ex-offenders and unemployed parolees using the recruitment letter attached to this reference note. You can also find the letter on the website <http://wrksolutions.com> as an information resource for staff, attached to the Basic Service Standard and Guidelines.

Using TWIST Scheduler

Use TWIST Scheduler to recruit recent releasees and unemployed parolees.

1. In the Customer Selection tab select **12-RIO** as the customer group.
 2. Send the recruitment letter to 100% of customers tagged as TDCJ Recent Releasees and TDCJ Unemployed Parolees.
- **TDCJ Recent Releasees** - searches for TDCJ releasees who have been released within the past 60 days. TWIST excludes TDCJ releasees who have been recruited through this category in TWIST within the past 60 days. This category includes:
 - **Supervised Releasees** - individuals who were paroled and will be supervised by TDCJ-Parole Division, and
 - **Dischargees** - individuals who have served all their time and will not be under supervision of TDCJ-Parole Division. Dischargees are commonly called “flat-timers”. Offices will not receive referrals from TDCJ Parole Division for these customers because these customers are not parolees.
 - **TDCJ Unemployed Parolees** - includes ex-offenders who were unemployed at the time of parole. This group excludes offenders who have recruited through this category in TWIST within the past 90 days.

The most recent TDCJ releasees will always be listed first and will appear first in the preview lists.

TYC Youth

TWIST Scheduler does not currently have a function for recruiting youth offenders who were formerly confined to the Texas Youth Commission. We will provide instructions for recruiting youth offenders at a later date.

Attachment

- Recruitment Letter – Ex-offenders