



Overview of HSE Subsidy Voucher Program: A Checklist for AEL Grantees

Vouchers must be redeemed (test is taken!) by **August 31, 2022**.

1. Initial Vouchers to Grantees

- TWC approves initial # of vouchers
- Grantee requests type of vouchers (OP, CBT Regular, CBT Retake)
- AEL sends list of GED codes via HSE Tracker



2. Voucher Eligibility

- 21 yrs+
- Texas resident
- No HSD/HSE
- Gov't Photo ID
- Test-ready



3. Releasing Vouchers

- Eligible
- TEAMS ID in GED account
- Scheduled test in 30 days
- GED Voucher in TEAMS/HSE Tracker



4. Tracking Usage

- Biweekly, confirm tests taken (redeemed), no-shows (\$), cancelled
 - Use GED Manager
 - Update HSE tracker
 - Update TEAMS Support Services page
- Ensure TEAMS data accurate by DSO



5. Add'l Vouchers

- Accurate tracking
- 70% used
- Submit usage plan to TWC AEL

Priority of Vouchers

- AEL participants / Exiters
- Non-AEL participants

TEAMS Participant ID

- For non-AEL participants, create TEAMS ID

Email Questions to
TWC.TxCHSE@twc.Texas.gov