
WORKFORCE WEST VIRGINIA POLICY NO. 3-22

TO: State TAA Office, TAA Case Managers, Workforce Development Boards, WIOA Career Planners/Advisors, TAA Case Managers, WorkForce WV One Stop Staff.

FROM: WORKFORCE WV, Employment Services Division
Trade Adjustment Assistance Program

DATE 3-1-2022

SUBJECT: WIOA/TAA Co-Enrollment

I. REFERENCE(S):

Final TAA Rules 2020 CFR 618.325(a)(1).

Training and Employment Guidance Letter No.4-20. Guidance on Integrating Services for Trade Affected Workers under the Trade Adjustment Assistance Program (TAA Program) with the Workforce Innovation and Opportunity Act (WIOA) Title 1 Dislocated Worker (DW) Program.

Training and Employment Notice No.13-20. Advancing a One Workforce Vision and Strategy.

Training and Employment Guidance Letter No. 1-19. Trade Adjustment Assistance Data Integrity (TAADI).

Training and Employment Guidance Letter No.16-16. One-Stop Operations for the American Job Center Network.

II. PURPOSE:

This policy provides guidance on mandated co-enrollment for trade-affected workers who are eligible for the WorkForce Innovation Opportunity Act (WIOA) Dislocated Worker (DW) program. Most trade-affected workers separated from employment meet the definition of dislocated worker under the WIOA Program section 3(15). Co-enrollment of Trade Adjustment Assistance (TAA) participants in the WIOA Dislocated Worker program (DW) maximizes the use of partner resources, improves the availability and consistency of services being offered, and increases the opportunity for positive outcomes upon completion of the program(s). Refer to attached **TAA FAQ's Fact Sheets** on co-enrollment

and the importance of why co-enrollment works for the benefit of dislocated workers and overall performance measures for both programs. Co-enrollment of workers into the WIOA DW/TAA Program allows the timely and seamless delivery of comprehensive services for trade-affected workers and eliminates the duplication of services for TAA participants. Statewide co-enrollment performance outcomes are captured by the quarterly Trade Adjustment Assistance Data Integrity (TAADI) as part of TAA reporting to the US Department of Labor.

III. BACKGROUND:

The Trade Act of 1974 established the Trade Adjustment Assistance Program (TAA) to assist individuals who lose their jobs and became unemployed due to increased imports, a decline in production /sales, and the outsourcing of jobs to another country. To establish eligibility for the Trade program a petition is filed by two or more workers, the employer, a union representative, or a TAA state representative and filed with the US Department of Labor (USDOL). If the petition meets the required criteria, it is certified and workers from the trade affected employer can access benefits and services under the TAA program. The TAA Final Rule 2020 CFR 618.325 mandates trade affected workers co-enroll in the WIOA DW program. Co-enrollment reinforces the development of partnerships as part of a One Stop WorkForce System responsive to the needs of dislocated workers.

IV. ACTION:

The action steps listed below will assist both WIOA DW and TAA staff working together in a unified effort to serve dislocated workers promptly and efficiently with the goal of transitioning workers into sustainable employment.

Initial Steps for co-enrollment:

- WIOA DW Services should be made available at the time of dislocation from employment or notification of a pending dislocation since a TAA certification may be under review for certification through the US Department of Labor (USDOL). Dislocated workers will benefit from WIOA DW staff initiating contact and providing basic career and informational services to assist in job search activities and services which will lead to timely reentry into the labor market. WIOA services include, but are not limited to, career guidance, community resource information, resume writing, partner referrals, and labor market research.
- If a TAA petition is certified at the time of a dislocation, WIOA career planners/advisors and TAA case managers will work collaboratively to provide information on

employment and case management services to dislocated workers through a joint Rapid Response Informational Meeting (RRIM) and a TAA Benefit Rights Informational Meeting (BRIM).

- All eligible TAA participants must be enrolled in the WIOA DW Program prior to enrollment into the Trade Adjustment Assistance Program. Refer to the attached **WIOA/TAA Process Flow** to reinforce the importance of identifying and promptly serving dislocated workers.
- If an individual chooses not to enroll in the WIOA DW program or is deemed ineligible (not registered with selective service if applicable) a justification for not accessing WIOA benefits must be documented. Since Co-enrollment is mandated, available WIOA benefits and services should be promoted and offered when a dislocation is announced to assist workers with career counseling, job search services and other informational services.
- If WIOA DW eligibility and registration has not occurred, TAA staff will refer eligible TAA participants to WIOA career planners/advisors to begin the process and discuss available WIOA services.
- On-going communication between WIOA career planners/advisors and TAA case managers will ensure the co-enrollment process is being followed and WIOA DW registration has occurred.
- After TAA eligibility and registration is completed, the TAA case manager will be the primary point of contact for TAA participants and enter all required TAA services into the Mid-Atlantic Career Consortium (MACC) system.
- TAA case managers will complete an **Employment and Case Management Checklist** on all TAA participants and adhere to the sequence of TAA services provided in the case management manual and enter assigned services into the Mid-Atlantic Career Consortium (MACC) system.
- If an intake assessment is completed by the WIOA DW staff but does not contain the necessary TAA requirements, TAA case managers will complete a comprehensive assessment on all TAA participants and document a specific case note. Refer to the attached **Criteria for an Effective Case Note with the Case Management Assessment Service** for additional guidance. A comprehensive assessment should include, but is not limited to, previous educational/work history, transferrable skills, aptitudes/abilities and include the **Six Criteria for Training** prior to setting up an employment/training plan.
- Co-enrollment of workers into the WIOA DW/TAA Programs allows the timely and seamless delivery of comprehensive services for trade-affected workers.
- If an employment/training plan is developed by WIOA DW staff prior to participants registering into the TAA program, TAA case managers can review the plan and incorporate the required components for the TAA program if the initial plan does not provide a comprehensive assessment and clearly defined goals. Refer to the

attached **Criteria for Completing an Effective Development Plan** for additional assistance.

- Coordinated strategies, and cross training on what a comprehensive assessment and an employment/training plan should include will assist in providing an accurate plan inclusive for all case managers.
- All TAA required documents/ forms will be imaged into the system to an electronic participant file and maintained by the TAA case manager.
- WIOA career planners /advisors will have access to all available TAA services and documents/forms while the participant is enrolled in the program and can review these services/documents throughout the duration of the program.

Training Costs and Program Process

- Once a TAA petition is certified, the TAA program will incur costs associated with the participant's employment/training plan. However, in some instances there may be a need for WIOA DW funding to be used for supportive services, or other costs that cannot be covered under TAA funding.
- WIOA DW and TAA case managers will work collectively to address the needs of the participant and provide the necessary resources.
- If training is a viable option at the time of TAA registration, the TAA case manager will complete a TAA training contract and enter the information including all costs into the MACC system. All schedules, grades, attendance/progress reports and academic calendars are imaged into the participant's electronic file(s).
- Training modifications will be completed using the same TAA training contract process.
- If WIOA DW training was provided prior to a TAA petition being certified, the TAA program will not reimburse those training costs, but will pick up the remainder costs for the next quarter, session, semester, or module.
- WIOA DW and TAA services entered in the system must include a corresponding detailed case note to track progress and meet specific benchmarks.
- TAA case managers will monitor services and progress on all TAA participants.
- TAA case managers will complete all Measurable Skill Gains Outcomes while TAA participants are enrolled in a classroom or work- based training program.
- TAA case managers will enter degrees, credentials, licenses, or certificates into the MACC system when a training program is completed and update educational and skills information as required.

Common Exit and Follow up

- If no services are being provided for TAA participants through the WIOA DW and TAA programs within a ninety (90) day period, all services should be completed, and a **common exit** will occur.

- The Individual Employment/Training plan will also be completed since there are no reportable services being conducted.
- WIOA DW career planners/advisors will conduct follow-up activities after exit and TAA case managers will assist in job search activities.
- TAA case managers will provide employment information when a participant has secured employment. The employment information will be entered into the system to include, employer name, start date, job duties, rate of pay, and shared with WIOA DW staff.

NOTE: Communication and data sharing between both WIOA DW and TAA staff will be critical once individuals are co-enrolled to maintain uniformity in the delivery of benefits and services.

V. IMPLEMENTATION: Immediately

VI. INQUIRIES: Please contact Maureen.M.Persons@wv.gov or Gary.N.Blankenship@wv.gov at 1-877-967-5498 if additional information is needed.

ATTACHMENTS:

Co-Enrollment Fact Sheet #1 and #2

WIOA/TAA Process Flow

Employment and Case Management Checklist

Criteria for Writing an Effective Case Note

Criteria for Completing an Effective Development Plan

Six Criteria for Training