



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

DIVISION OF WORKFORCE DEVELOPMENT

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Workforce Investment Act Memorandum Number WD 07-36

- Topic:** Enhanced Services to Dislocated Workers
- Subject:** Trade Adjustment Assistance (TAA) and Workforce Investment Act (WIA) Coordination and Consistency
- Purpose:** Enhanced co-ordination between WIA Title I Dislocated Worker and Rapid Response Services for improved integration of programs and services to better serve the need of eligible participants. Combined utilization of available resources from all stakeholders can dramatically increase the effectiveness and outcomes of these initiatives.
- Background:** TAA is designated as a mandatory partner under Title I of the Workforce Investment Act of 1998. The Tennessee Department of Labor and Workforce Development (TDLWD) has oversight over both programs, managing and distributing available federal funds that support these programs and services. WIA regulations stipulate TAA funding be utilized in support of training for dislocated workers covered under an existing United States Department of Labor (USDOL) certified trade petition. In the event available TAA funding for the state becomes depleted, WIA Dislocated Worker funding, as well as Rapid Response reserve funding may be allocated to train trade certified dislocated workers in need of this service. According to policy 00-04, August 25, 2000, all dislocated workers who are enrolled in TAA should be co-enrolled in WIA.
- Instructions:** WIA Title I recognizes rapid re-entry into suitable and sustainable employment as the primary goal and objective of all workforce development endeavors. Should it be verified and determined that the participant, after "core" and "intensive" services have been offered, is still unable to obtain work due to needed skills upgrades, suitable training is to be provided. Memorandum Number 00-12, Change 1 outlines how this process is to be implemented.
- Assesments:** TAA regulatory requirements stipulate their program participants must first be assessed before training may be approved. Test of Adult Basic Education (TABE), a widely recognized and accepted assessment battery, has been identified as the assessment of choice for TAA certified eligible program participants.

These may be administered by the department's Adult Education (AE) staff, or by WIA staff with the proper credentials to administer the test.

Supportive Services: Allowable activities under Rapid Response include additional supportive services to dislocated workers that would significantly contribute to the success and completion of training if provided.

Travel and transportation allowances to eligible TAA and dislocated worker training participants should be offered, either by per diem or mileage based. To achieve continuity of service, it is encouraged that allowances be consistent among Local Workforce Investment Areas (LWIA). When TAA participants cross LWIA boundaries, the method of payment should be consistent.

Training Support: As sizable and catastrophic dislocations can quickly overburden existing support infrastructure, it is necessary to pool available resources from all stakeholders to ensure positive program outcomes and increased customer satisfaction. When available venues of training are filled and/or waiting lists occur, the affected LWIA will conduct a needs assessment, identify eligible service providers, and verify the quantity and eligibility of training services needed. A proposal should be sent to the Workforce Development Division and to Job Services Program Support in the Employment Security Division, which administers TAA, as rapidly as possible to avoid interruption or delay in entering approved training. Participation and collaboration with local community colleges, vocational/technical schools, economic and community development organizations, local civic and governmental agencies, community and faith based organizations, and all state and federal agencies should be considered as resources and partners in assuring needed training services are made available to all affected dislocated workers. The Dislocated Worker Unit and Workforce Development Division will assist in ensuring that availability of training is provided and obstacles to this objective addressed so that desirable program and participant needs and outcomes can occur. A condensed approach to the above would be as follows:

Guide to Implementing a New Training Class

- Rapid Response conducts a needs survey to assess the needs and interest levels of participants
- WIA then analyzes the results and determines the classes needed as well as the training provider
- Provider or local area then submits training proposal to TAA Unit for approval Provider can agree to accept individual payments for enrollees from TAA, or

- TAA can fully fund the training or TAA & WIA may jointly fund the cost of the training class, or
- WIA, Rapid Response, or National Emergency Grant funds may be used to cover cost of class
- ES staff takes individual training applications; AE or WIA staff, with the proper credentials, will then TABE Test TAA participants using the TABE Locator and the appropriate level survey
- Training applications are reviewed and a determination made by TAA Unit; students are then notified and this information is provided to the LWIA
- Training outcomes are continually tracked, monitored and recorded

Contact: For questions regarding this policy, please contact Susan Cowden, Administrator, Division of Workforce Development, at 1-800-255-5872.

Effective Date: December 10, 2007

Expiration Date: Indefinite



Susan Cowden, Administrator
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