



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT AND WORKFORCE DEVELOPMENT
EMPLOYMENT AND TRAINING SECTION

DON SUNDQUIST
GOVERNOR

ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY, 4TH FLOOR
NASHVILLE, TN 37243-0658
(615) 741-1031

MICHAEL E. MAGILL
COMMISSIONER

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Workforce Investment Act Memorandum Number E&T 00-04

1. **Topic:** Services to Dislocated Workers
2. **Subject:** TAA and NAFTA-TAA Coordination
3. **Purpose:** To describe the process for coordinating Title I Dislocated Worker Services with the TAA and NAFTA-TAA programs in your area, if funds for that program should become depleted. To encourage local areas to improve the coordination of TAA and NAFTA-TAA programs with Dislocated Worker programs, in an effort to create a seamless service delivery system.
4. **Background:** The TAA and NAFTA-TAA programs are listed as mandatory partners in WIA. The Department of Labor and Workforce Development operates these programs statewide. Funding for TAA and NAFTA-TAA for each year begins in October, the federal fiscal year. Therefore, if a substantial number of dislocated workers are eligible for TAA or NAFTA-TAA, the funds for this program may become depleted during the fiscal year. WIA funds are to be used after TAA and NAFTA-TAA. According to the final regulations for WIA, it is recommended that TAA and NAFTA-TAA certified workers who qualify as dislocated workers should also be enrolled under Title I of WIA. By doing this, those TAA and NAFTA-TAA workers in need of services not provided by TAA and NAFTA-TAA would be able to receive any of these services.
5. **Instructions:** If the state has obligated all available TAA and NAFTA-TAA funds, additional funds may be requested from the federal government. During periods where TAA and NAFTA-TAA funding is not available, the WIA funds should be used to fulfill the commitments that have been made to dislocated workers in your area by TAA and NAFTA-TAA. The requirements that we utilize other funding resources first, such as the Pell Grant, obviously apply.

If this situation occurs in your area, please collaborate with the local staff from the Department of Labor and Workforce Development, Employment Security Division to coordinate these services, so that participant services will not be interrupted. The state will inform your office, immediately, if TAA and NAFTA-TAA funds become available. The participants could then be moved to TAA and NAFTA-TAA.

In order to assure that WIA requirements for these participants have been met, the TAA and NAFTA-TAA staff should provide verification that the participant has completed "core" and "intensive" services under that program. TAA and NAFTA-TAA are also "work first" programs. If any WIA partner provides a core or intensive service through their specific program, these activities will count towards WIA service requirements.

In an effort to streamline services to our customers under WIA, we are revising the TAA and NAFTA-TAA policies. Since that program is an "entitlement", participant training needs must be met after TAA and NAFTA "core" and "intensive" services have been provided. We have attached the current TAA and NAFTA-TAA policies and will keep you informed of future changes to these policies.

6. Contact: For questions regarding this policy, please contact Susan Cowden Director, Employment and Training Section, at 1-800-255-5827.
7. Effective Date: July, 1, 2000
8. Expiration Date: Indefinite



Susan Cowden, Director
Employment and Training Section

SKC/RT

8900-8999 COORDINATION

8900 TAA Petition Filed

When a TAA Petition is filed by adversely affected employees--union--company, USDOL notifies TDOL&WD that Petition has been filed.

- A. UI Technical Services notifies appropriate TDOL&WD staff.
- B. UI Technical Services notifies appropriate LWIA Administrative Entity

8910 Notification of TDOL&WD/LWIA

When TDOL&WD is notified by USDOL of Petition approval (or denial), UI Technical Services:

- A. Notifies appropriate TDOL&WD staff and affected LWIA Administrative Entity. (If approved, see B, C, and D).
- B. Identifies potential eligibles, obtains claim benefit history records and notification mailers, and forwards material to the office that will take the claims.
- C. Prepares news release and public notice through Information Office, after appropriate information obtained from local office (date, time, and location of claimstaking).
- D. The TAA Training Coordinator provides technical training to local office staff in regard to applications for TAA training approval.

8920 Funding Verification

The TAA Training Coordinator stays abreast of any lack of availability of TAA training funds.

- A. The TAA Training Coordinator ensures that local offices are notified of any lack of availability of training funds. Otherwise, staff should proceed with applications for TAA Training approval utilizing TAA funding.
- B. If there is a temporary delay in receipt of TAA funds, staff should continue to take applications for TAA funded training for processing as soon as funds are received.

- C. In the event that there is no assurance of funding for training under the TAA Program, the local office should coordinate with the LWIA Administrative entity regarding the potential for WIA funded training.

8930 Filing Date Coordinated

- A. The Local Office Contacts the LWIA Administrative Entity to obtain the designated Title I contact person and telephone number.
- B. Establishes date, time, and location of TRA claimstaking and informs TDOL&WD/CO.
- C. Provides Title I contact person with date, time and location of TRA claimstaking and provides space at the location for Title I representative, if requested.
- D. Orders forms. (See Appendix 8900-i)

8940 TDOL&WD Local Office Claimstaking

- A. Claim form, MA-855, and Request for Employment Information, MA-855A, are completed by ES interviewer.
- B. If claimant has exhausted UI benefits, claimant will be requested to complete a TRA Training Assessment Guide, LB-0722. Based on the information and a mini assessment by the interviewer, claimant will be:
 - 1. Required to enter a training program, or
 - 2. Granted a waiver to the training requirement and put on a work-search.
- C. If claimant has not exhausted UI and is interested in training or lacks skills to re-enter the labor force, the Training Assessment Guide will be completed so that the training application process may begin.
- D. If claimant has already enrolled in training prior to petition certification, staff will identify the funding source.
 - 1. If the claimant has paid any of the training costs, staff will advise the claimant to apply for TAA approval in a

timely manner at the next semester/other payment interval.

- ↳ 2. If the training is funded under Title I, the local staff will contact the LWIA Administrative Entity to ascertain whether they wish to continue to fund the training or to coordinate a transition to TAA funding. In either case, an MA-858 will be processed for approval along with appropriate documents. (See Sections 8617-8618)
3. If the training is funded under any source other than Title I, an MA858 will be processed for approval along with appropriate documents. (See Sections 8717-8618)

8950 Claimant Required to Enter Training

If claimant is required to enter training program:

- A. TDOL&WD/LO informs claimant of the training requirement.
- B. If the claimant has exhausted UI, staff issues a waiver under Not Feasible, under Other until the claimant is within 30 days of the approved training beginning date.
- C. Interviewer completes MA-858, only when a training facility and training program are identified and the application process has begun, and files claimant's folder in the tickler file. (See Section 8390)

8960 Assessment of Applicant

- A. The local office will schedule claimant for interview and assess the training needs and determine whether claimant will be required to participate in training.
- B. If the local office cannot enroll TAA claimant in training, reasons must be entered in the claimant's file.

8970 Claimant Enrolled in TAA Training

The local office forwards MA-858 with appropriate documents. (See Section 8617-8618)

- A. If enrollment date is over 30 days, issues waiver indicating claimant applied for training.

NOTE: Federal Claims Unit ensures that computer is coded "E", enters training date, assumes continued certification and payment responsibility after TAA claimant enters approved training. If training is not immediately available, but scheduled to begin within 30 days, local office will provide claimant with TRA payorders annotated "E" with enrollment date. Work search will not be required during this 30-day interval.

8980 Claimant Not Enrolled in Training

- A. Local office staff will attempt to secure appropriate training for the claimant.
- B. After a training program is selected an MA-858 will be completed and forwarded to the Employment Service TAA Coordinator along with other required documents (See Sections 8600 - 8690).

8990 Claimant Completes Training

- ||> A. When the training ending date has been reached, the local office staff will contact the training facility to secure the Training Facility Follow-up Notice, LB-0785, as provided at the beginning of the training. The local office will ascertain whether the claimant successfully completed the training and secure any known placement information. The LB-0785 information will then be provided to the TAA Coordinator. (See Section 8695)
- B. Upon receipt of information that claimant has completed training, local office staff will code the computer "C" and will forward that information to the TAA Coordinator.

- ||> C. If claimant reports to the local office after completing training and has basic entitlement remaining, he/she will be provided payorders and work-search cards and the TRA benefit history will be coded "C". A TRA reopening claim will be required and the local office must update the claimant's job application and provide reemployment service referrals. (See Section 8300)