

SC WORKS

PEE DEE

PEE DEE LWIA INSTRUCTION NUMBER: 11-008

TO: Pee Dee LWIA Dislocated Worker Grantee

SUBJECT: Reversion of Trade Amendments for TAA Participants Served Under Petitions Certified on or After February 15, 2011 (Petitions 80,000 +)

ISSUANCE DATE: November 3, 2011

EFFECTIVE DATE: Immediately

EXPIRATION DATE: Indefinite

Purpose

The purpose of this instruction is to provide guidance as it relates to co-enrollment of Trade-affected dislocated workers certified under petitions filed on or after February 15, 2011 (petition numbers 80,000 +)

Background

Under the Trade Act of 1974, 2002 Amendments, funds were not available for employment and case management services. Trade participants were co-enrolled in WIA to provide those services, including assessment. The Trade and Globalization Adjustment Assistance Act of 2009 enacted February 17, 2009 amended the Trade Act of 1974 to expand programs for Trade-affected workers and designated funds for providing employment and case management services. Therefore, under those Amendments, co-enrollment in WIA was not required for Trade participants in need of comprehensive assessment and case management. Under the 2009 Amendments, only Trade participants in need of classroom training were referred to WIA for assistance with selecting suitable training and case management.

Policy

The Trade and Globalization Adjustment Assistance Act expired February 15, 2011. All Trade petitions filed on and after this date (petition numbers 80,000 +) will revert to the Trade Act of 1974 under the 2002 Amendments. In order to help states determine whether the 2009 Amendments or the 2002 Amendments govern benefits and services for Trade participants, the Department of Labor has designated petition number series. Workers covered under the 2002

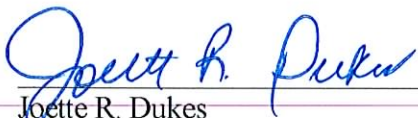
Amendments before the 2009 Amendments went into effect are identified by petition numbers ranging from 50,000 to 69,999. Trade participants covered by the 2009 Amendments are identified by petition numbers ranging from 70,000 to 79,999. Petitions received on and after February 15, 2011 will be covered under the 2002 Amendments with petition numbers ranging from 80,000 and greater.

Funds designated for expenditure on employment and case management services may only be expended to provide those services for Trade participants covered by the 2009 Amendments. Workers covered by the 2002 Amendments are not entitled to TAA-funded employment and case management services, including assessment. Those services must be provided through partner programs such as WIA.

Locally this means that Trade participants affected by petitions < 70,000 or 80,000 + who are in need of employment and/or training services will need to be co-enrolled in WIA for assessment and case management. The attached chart outlines staff roles and responsibilities as it relates to Trade-affected dislocated workers covered under the 2002 Amendments.

Inquiries

Questions pertaining to this instruction should be directed to Judy Gaymon at 669-3138 or j-gaymon@sc.rr.com.



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SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE

TRADE ADJUSTMENT ASSISTANCE PROGRAM

Outline of Staff Roles Regarding TAA Dislocated Workers

<u>Group Intake Sessions</u>				
Rapid Response Team	TRA Coordinator & TPU	Local UI Staff	TAA	WIA
Obtain a list of all affected workers covered by the certified petition and forward to UI, TRA, TAA, & WIA. Assist Regional TAA Coordinators with scheduling best possible date and time for group intake. Conduct Rapid Response orientation during group intake sessions. Prepare and bring all necessary materials and equipment (brochures, laptop, projector, etc.).	Send out TRA Data Sheets and TRA Deadline Charts to all local offices affected by a petition certification. Send out TAA Notification Letters and Group Intake Session flyers to all workers affected by a petition certification. Take phone claims for TRA Eligibility Determination (ETA-855 and ETA-855A).	Participate in group intake sessions when appropriate to 1. conduct group UI orientation, and 2. take initial UI claims. Prepare and bring all necessary materials (brochures, forms, pens, etc.). NOTE: Filing for UI must not be delayed, i.e., workers must not be encouraged to wait until the group intake to file!	Participate in group intake sessions with sufficient TAA Case Managers to 1. complete TAA Eligibility Determinations (paper), 2. complete TAA Applications in SC Works Online Services (SCWOS), 3. complete the Benefit Rights and Obligations (BRO) forms, 4. conduct Initial Assessments, 5. complete Individual Employment Plans (IEP), where applicable, 6. issue applicable Waivers, 7. complete Bona Fide Training Applications (if applicable), 8. possibly make referrals to providers or WIA for assessment testing, and 9. schedule individual TAA case management appointments. Prepare and bring all necessary materials and equipment (brochures, forms, pens, laptops, printers, Mifis, etc.).	WIA participation in Group Intake Sessions is not necessary for 70s petitions. Participate in group intake sessions with sufficient WIA staff to 1. complete WIA Applications/ Certifications in SCWOS, 2. possibly schedule assessment testing (only for clients covered under 2002 TAA Amendments), and 3. schedule individual appointments for WIA case management for all clients who are deemed to be in need of training. Prepare and bring all necessary materials and equipment (brochures, forms, pens, laptops, printers, Internet access, etc.).

TAA Dislocated Workers on Waivers

TAA	WIA
- TAA Eligibility Determination (paper) - SCWOS TAA Application - Benefit Rights and Obligations (BRO) - Bona Fide Training Application, if applicable - Initial Assessment - Individual Employment Plan (IEP), if applicable - Referrals (assessment testing, WIA (for assessment testing), workshops, community resources, etc.) - Record review - Recording of assessment scores in SCWOS - Waiver Issuance - Ongoing waiver reviews - Case Notes: All assignments, appointments, etc. that are a part of the waiver conditions must be documented in a case note and signed and dated by the participant and Case Manager for appeal purposes. - Ongoing assessments of participants' needs to facilitate/expedite reemployment - Collaboration with UI, WP, WIA, and other partner staff - Warning and revocation letters, if applicable - Case Closure (if never referred to training) - Notify WIA staff of Case Closure if participant is co-enrolled	<i>For those participants covered under the 2002 TAA Amendments who are in need of assessment testing:</i> - <i>WIA Co-enrollment</i> - Assessment testing - Follow-up

TAA Dislocated Workers in GED Training

TAA	WIA
- TAA Eligibility Determination (paper) - SCWOS TAA Application - Benefit Rights and Obligations (BRO) - Bona Fide Training Application, if applicable - Initial Assessment - Individual Employment Plan (IEP) – <i>NOTE: The long-term goal is always reemployment. An occupational training goal must be a part of every IEP for participants seeking a GED/HS Diploma.</i> - Referrals (assessment testing, WIA (for assessment testing), workshops, community resources, etc.) - Record review - Recording of assessment scores in SCWOS - Obtain Training Budget to complete Training Application and Activity Codes - Transportation Application(s) - Training Application (issuance and possible revisions) - Training Activity Code (issuance and possible revisions) - Waiver revocation, if applicable - Voucher issuance - Training Attendance Form – <i>NOTE: Participants in training should be given a Training Attendance Form completed with their individual information (incl. approved classes) prior to the start or at the beginning of every new semester/term.</i> - Training Attendance Form Instructions (optional) - Monitoring of satisfactory progress (attendance and academic progress) - Monitoring of proper time sheet submission to TPU and TAA Acc. Payable - Collection of grades/progress reports - Case Notes - Collaboration with UI, WP, WIA and other partner staff regarding necessary services and participant hard file maintenance - Warning and training discontinuation letters, if applicable - Continuous monitoring of participants' academic development in order to determine appropriate time to refer to WIA for occupational training - Explanation of Training Information Package within a reasonable time frame prior to obtaining GED - Referral to WIA for occupational skills training - Case Closure (if never referred to occupational training) - Notify WIA staff of Case Closure if participant is co-enrolled	<i>For those participants covered under the 2002 TAA Amendments who are in need of assessment testing:</i> - <i>WIA Co-enrollment</i> - Assessment testing - Certification testing (GED) - Follow-up