

# North Central Washington Workforce Development Area

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## LOCAL DIRECTIVE

Directive #: 20-177 (Rev 3)	Date: <u>September 15, 2021</u>
	Updated: <u>April 27, 2022</u>

TO: SkillsSource Staff and Service Providers  
FROM: Dave Petersen, Executive Director  
SUBJECT: TAA & WIOA Dislocated Worker Co-Enrollment  
SUPERCEDES: Local Directive #20-177 Rev 2

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### Summary of changes in this update:

1. Clarified that individuals already enrolled in WIOA Title I DW do not require a referral from TAA
  2. Updated references throughout
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The U.S. Department of Labor (DOL) published the updated and consolidated TAA Final Rule on August 21, 2020. [20 CFR 618.325](#) requires co-enrollment of all Trade Adjustment Assistance (TAA) program participants into the WIOA Title I-B Dislocated Worker (DW) program, subject to eligibility, unless they decline.

Though there is no equivalent Workforce Innovation and Opportunity Act (WIOA) Final Rule or WIOA operating guidance, DOL commented on page 51913 of the TAA Final Rule that States, under their Governor-Secretary Agreements, are required to implement the Final Rule. The Agreements bind state governments to the terms and conditions of the Agreement and implementation of the TAA program, including the co-enrollment requirement, and the ability to enforce the co-enrollment requirement at the state and local levels.

[WorkSource System Policy 5617 \(revision 2\)](#) further directs local boards to develop policies for co-enrolling TAA participants into the WIOA Title I-B DW program that address the following:

1. The requirement that WIOA Title I-B DW program accept referrals of TAA participants from the TAA program in their Workforce Development Area and have a process for doing so.
  - a. For TAA participants being served under the TAARA of 2015, co-enrollment would include Adversely Affected Incumbent Workers (AAIW). However, AAIW do not qualify under TAA Reversion 2021. (See WS Policy 5617 Rev1 for definition of AAIW).
  - b. A referral is not required if the individual is already enrolled in WIOA Title I-B DW program prior to becoming a TAA participant.

2. The requirement that TAA participants who are eligible for the WIOA Title I-B DW program and want to be co-enrolled are assessed and enrolled in a timely manner (e.g., maximum number of days within which enrollment must occur after referrals). Note: The TAA program conducts three assessments (initial, comprehensive, specialized) at the time of enrollment that may meet WIOA Title I-B DW program requirements.
3. The requirement that the WIOA Title I-B DW program inform the TAA program of the enrollment or declination of TAA participants into the former and have a process for doing so.

**PROCEDURES**

1. TAA counselor, upon determination that a TAA enrolled participant is not currently enrolled in WIOA Title I DW, provides a direct referral of the TAA enrolled participant to the WIOA Title I DW program via email to Title I DW Manager (or designee) including: Customer Name, Phone, Email, and Employer Name/Title if available.
2. TAA Counselor case notes the referral and date in ETO.
3. The DW Manager or designee will contact TAA Counselor regarding the contact with the customer. If a customer either opts out of DW enrollment or is ineligible for enrollment, an email will be sent to the TAA supervisor and TAA counselor notifying them. The TAA Counselor will enter a case note in the ETO system.
4. If a customer does not accept a referral to the Title I DW program from the TAA Counselor, the TAA Counselor will case note the customer opting out of Title I DW services.
5. Eligible individuals who do not opt out of Title I DW enrollment will be co-enrolled into Title I DW within ten (10) business days of determination of eligibility. When a TAA customer is co-enrolled in Title I DW, Title I staff will inform TAA Counselors of the enrollment via email or phone call. TAA assessments and other intake information will be uploaded to ETO by the TAA staff to assist in completing Title I DW enrollment.
6. If customers are enrolled in Title I DW program prior to TAA, DW Counselors will provide assessments, IEP, and other pertinent enrollment forms to TAA Counselors upon the business of dislocation being TAA certified.

**ASSESSMENTS**

A TAA comprehensive assessment and specialized assessment expand on the initial assessment and are the foundation and justification for all participants receiving benefits and services offered through TAA. They serve as a guide in the development of the participant’s individual employment plan and the six criteria for approval of training.

WIN 3070 states that if a co-enrollment partner has already performed assessments, the TAA case manager must use the results from those assessments. If any elements of the TAA assessments are missing the TAA case manager must administer the missing elements. Title I DW Counselors will provide assessments, IEP, and other pertinent enrollment forms to the TAA Counselor. The TAA Counselor may administer the WOWI assessment to complete the participants IEP and the six criteria for training approval if needed.

**Comprehensive Assessment**

Comprehensive assessments performed by each program are accomplished using the following:

Comprehensive Assessment	TAA	Title I DW
Educational background	Initial needs assessment, interview	Interview, application, IEP
Employment history	Initial needs assessment, interview	Interview, application, IEP

Information about basic literacy (math, reading, and writing)	WOWI, Initial needs assessment, interview	CASAS
Occupational skill levels	WOWI, interview	Interview, IEP, Demand/Decline
Transferable skills	WOWI, interview	Top 10 Skills
English language proficiency	Initial needs assessment, interview, WOWI	Application, Interview, CASAS
Interests	WOWI, interview	Career Scope, IEP, WOIS, Priority Matrix
Aptitudes	WOWI, interview	Career Scope, True Colors
Family and financial situation	Comprehensive assessment, interview	Interview, application, IEP
Interest in relocation	Comprehensive assessment, interview	Interview
Supportive service needs	Initial assessment, interview	Interview, IEP

## REQUIRED SERVICES

Case managers must inform participants of required services, provide requested services that are appropriate, and document in the case management system all services that are offered, any that were not offered, and why those services were not offered. The required services are:

1. Comprehensive and specialized assessments
2. Development of an individual employment plan (IEP)
3. Information on how to apply for financial aid
4. Short-term prevocational services (Learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, professional conduct, etc.)
5. Individual and group career counseling.
6. Provision of employment statistics and other labor market information
7. Information about supportive services available by partner programs

## References

[20 CFR 618.325](#)

[TEGL 4-20](#)

[WorkSource Policy 5617 \(Rev 2\)](#)