

5250POL TAA - WIOA Title I Co-Enrollment

Effective Date: February 2021

Last Modified: January 2022

To ensure Olympic Workforce Development Council (OWDC) compliance with 20 CFR 618.325 that requires co-enrollment of all Trade Adjustment Assistance (TAA) participants into the Workforce Innovation and Opportunity Act (WIOA) Title I-B Dislocated Worker (DW) program, subject to eligibility, unless they decline.

- 1. TAA participants must be co-enrolled in the WIOA Title I-B DW program if they are determined eligible, unless the participant declines.**
- 2. OWDC subrecipients will accept TAA participants referrals.**
 - a. Subrecipient staff have 30 days, after the date of the referral, to determine DW eligibility and enroll.
 - b. If found eligible or declines, staff will notify TAA of the co-enrollment status.
 - c. Subrecipient will follow their standard intake and enrollment process in assessment of co-enrollment.
- 3. TAA services will be considered the first dollar resource for allowable training and individualized program services.**
 - a. TAA program does not provide support services. When needed TAA staff will refer participants to WIOA staff for supportive services.
 - b. In the event of funding limits for a specific service, programs may co-fund a service if it is determined appropriate, allowable, and will result in a strong likelihood the participant will obtain suitable employment.
- 4. To best serve the participant, staff will work with TAA staff to ensure the participant is receiving training and support services best suited for their situation.**
 - a. TAA services entered do not extend DW participation. To mitigate DW program system exit, staff are required to review TAA services dates and enter a Career and Vocational Counseling service into statewide Management Information System (MIS).
 - b. Case notes must include TAA services reviewed and any action WIOA staff have taken to assist customers employment/training goals.
- 5. TAA and WIOA program staff will share the documentation of progress, credentials, and measurable skill gains.** Per local policy *1600POL Records and Documentation Retention* the state MIS system stores all participant documentation.

REFERENCES

Co-enrollment of Trade Adjustment Assistance participants into the WIOA Title I-B Dislocated Worker program, [Workforce Innovation and Opportunity Act 5617 \(Rev3\)](#)

Guidance on Integrating Services for Trade-Affected Workers under the TAA Program with the WIOA Title I DW Program, 2020 Training and Employment Guidance Letter, [TEGL 04-20](#).

Integrated service strategies and Workforce Innovation and Opportunity Act co-enrollment, Trade Adjustment Assistance Final Rule, Code of Federal Regulations, Title 20, Chapter V, Part 618, [20 CFR §618.325](#)

To define referral procedure between Olympic Workforce Development WIOA Title I-B staff and Trade Adjustment Assistance (TAA) Staff.

TRIGGER: During TAA enrollment an assessment will be carried out to determine the client’s potential need for WIOA service

TARGET: Proper case notes and documentation of acceptance or declination of WIOA Title I-B and TAA co-enrollment.

TAA WIOA Referral Procedure for TAA Staff

- TAA Case Manager* 1. Engage client in discussion of process and suggest WIOA co-enrollment.
2. Based on the discussion, the desires of the client, their residence location: client will be referred to the WIOA program.

Either

Jefferson and Clallam County residences will be referred to Clallam WorkSource, as there is only one WIOA provider

Kitsap County residences will be made aware of the two WIOA providers, Kitsap WorkSource that covers northern and central Kitsap, and Kitsap Community Resources that covers southern Kitsap.

Client will be offered referrals to their preferred office.

- TAA Case Manager* 3. Notify WIOA supervisor of client preferred office.
4. Case notes co-enrollment discussion, client office preference, and the notification to WIOA supervisor.

Client IF client pursues WIOA Services

- TAA Case Manager* 5. Continue client assessment of services and resources available.

- TAA Case Manager* 6. Notify and work together to ensure client is receiving all necessary and appropriate services and encourage the client to seek help as needed.
WIOA Case Manager

TAA Enrollment procedure for WIOA Case Managers

- WIOA Case Manager* 1. Determine if client may be eligible for Trade Act Assistance through:
a. Check the TAA Entitlement Determination. TAA benefits do not expire until used, so if they have not been enrolled in TAA, it is possible that they may still have benefits.
b. Discuss the client’s work history in order to determine if they lost their job as a result of foreign competition.
NOTE: Pay particular attention if they were employed by regular TAA partners such as Boeing. Also, check their resume and work history should they have any background with these employers, as the client may have been laid off as part of a qualifying event.

If you suspect they may qualify, but they do not have anything listed in MIS, refer client to fill out a Request for Determination. These are available from TAA case manager or TAA supervisor.

- c. Continue to work with client as normal while they work their way through the above process. WIOA services can be valuable as a means of bridging gaps until TAA begins, and can sometimes prove a more reasonable option, especially in situations where a shorter-term training provided by WIOA would allow the client to return to work more quickly in suitable employment; while maintaining TAA eligibility should a more substantive change be required in the future.

IF APPLICANT IS ALREADY ENROLLED IN TAA

- WIOA Case Manager*
1. Follow standard protocol for enrollment into WIOA (collect documents and application from client).
 2. Follow standard process to determine client’s program eligibility.
 3. Discuss WIOA with client, and the client’s needs and WIOA resources available to assist with meeting client needs.
 4. Determine if client would like to opt-in to co-enrollment.

IF yes:

Enroll in WIOA Program based on eligibility determination.

IF no:

If client declines, case note their decision.

5. Notify TAA Case Manager and TAA Supervisor of declination.
6. Email client to their address of record reiterating their decision, making it clear that they are welcome to reapply if circumstances change. Copy client’s TAA case manager.

- WIOA Case Manager*
7. Once the client is co-enrolled, continue to case note services provided and work with TAA Case Manager as appropriate to ensure that the client is receiving all necessary and appropriate services.