

DIRECTIVE
WORKFORCE SERVICES

Number: WSD14-5

Date: November 20, 2014
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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIA AND TAA CO-ENROLLMENT POLICY AND PROCEDURES

EXECUTIVE SUMMARY:

Purpose:

This directive provides guidance on the implementation of the Workforce Investment Act (WIA) and Trade Adjustment Assistance (TAA) Co-enrollment policy and procedures.

Scope:

The information in this directive applies to the Workforce Services Branch and all WIA grantees.

Effective Date:

This directive is effective upon release.

REFERENCES:

- Training and Employment Guidance Letter [TEGL 11-02](#), Operating Instructions for Implementing the Amendments to the Trade Act of 1974 Enacted by the Trade Act of 2002
- [TEGL 22-08](#), Operating Instructions for Implementing the Amendments to the Trade Act of 1974 Enacted by the Trade and Globalization Adjustment Assistance Act of 2009
- Workforce Services Directive WSD [WSD14-1](#), WIA Training Expenditure Requirements
- Training & Employment Notice [TEN31-11](#), The Rapid Response Framework
- [TEN32-11](#), Rapid Response Self-Assessment Tool

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

STATE-IMPOSED REQUIREMENTS:

This directive contains Federal and some State-imposed requirements.

FILING INSTRUCTIONS:

This directive finalizes Draft Directive WSDD-108, issued for comment on October 7, 2014. The Workforce Services Division received three comments during the draft comment period. These comments requested clarification and did not result in any changes to the directive. Retain this directive until further notice.

BACKGROUND:

The TAA program is a federal program that assists U.S. workers who have lost or may lose their jobs as a result of foreign trade. This program provides adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed.

The Federal Regulations of the TAA program require coordinating the administration of the TAA program with the WIA program to ensure trade-affected workers obtain all the benefits and services they are eligible to receive. This federal mandate can be met through WIA/TAA co-enrollment. The state and federal goal for WIA/TAA co-enrollment is 100 percent statewide compliance.

Co-enrollment in both the WIA and TAA programs helps to develop a consistent delivery of services to TAA eligible workers through America's Job Center of CaliforniaSM (AJCC) system. A key element for a seamless delivery of TAA services is to ensure that all organizations and staff within a Local Workforce Investment Area (LWIA) are aware of the "who, what, where and when" components of WIA/TAA co-enrollment. The development of a service delivery structure that requires each LWIA to implement a co-enrollment policy ensures understanding by all partners and helps maintain consistency in the delivery of services to TAA workers throughout the state.

Note: Co-enrollment means enrollment in more than one program at a time to allow for coordination of training and services. Co-enrollment across funding streams helps leverage limited resources, eliminate duplication of services and helps meet the needs and expectations of all customers. For the purposes of this directive, "co-enrollment" means the simultaneous enrollment in the WIA Dislocated Worker program and the TAA program.

The following policy and procedures for WIA/TAA co-enrollment have been developed to help promote WIA/TAA program coordination and help ensure consistency in the administration of the TAA program.

POLICY AND PROCEDURES:

WIA/TAA Co-enrollment Policy

Co-enrollment necessitates a high level of communication and coordination among WIA and TAA partners.

Because of this, managers within LWIAs and Employment Development Department managers and/or supervisors responsible for overseeing the TAA program will be responsible for negotiating WIA/TAA co-enrollment guidelines within their LWIA. Co-enrollment guidance should include areas of responsibility relating to assessments for TAA workers, TAA case management, service planning, training services, client data entry, supportive services, post-training placement assistance, and follow-up services.

Note: Careful consideration must be given to the regulations of both the WIA and TAA programs when procedures and areas of responsibilities are developed.

Once WIA/TAA co-enrollment guidance has been established and agreed to within a LWIA, areas of responsibility are to be documented in a Memorandum of Operation (MOO). A MOO “sample” template is provided as an attachment to this directive.

If a LWIA and local TAA program have successfully implemented WIA and TAA co-enrollment procedures, they can continue to follow their current procedures. However, roles and responsibilities currently implemented must also be documented in a MOO.

Tools to Implement the WIA/TAA Co-enrollment Policy

Several tools have been revised and/or developed to help implement the WIA/TAA co-enrollment policy. The tools attached to this directive are sample tools. If a LWIA and local TAA program have already developed or choose to develop their own co-enrollment MOO template, related tools and/or PowerPoint presentations, they can use their own materials. It is up to each LWIA and local TAA program to decide what tools will be used and the format of their co-enrollment material.

Note: The WIA/TAA Technical Assistance Guide, [DE 8306](#), and the WIA/TAA Referral Form, [DE 8308](#) referred to in this directive are not sample tools. These forms are published EDD forms.

WIA/TAA Technical Assistance Guide (TAG), DE 8306:

The WIA/TAA TAG, [DE 8306](#) is a guide that can be utilized by both WIA and TAA staff. The TAG includes the purpose and policy of WIA/TAA co-enrollment; roles and responsibilities; and step by step WIA/TAA co-enrollment procedures. The TAG has been revised to include Rapid Response principles and procedures. The WIA/TAA TAG can be accessed through this Directive or the “Jobs and Training - Forms and Publications” page on the EDD website.

Note: Rapid Response sessions are the starting point of co-enrollment and a front line marketing tool for both the WIA and TAA programs. As outlined in [TEN31-11](#), Rapid Response coordinators within each LWIA are required to coordinate each session with all applicable partners and/or include all required Rapid Response material at each Rapid Response session.

MOO Sample Template:

The MOO sample template documents the WIA and TAA areas of responsibilities within each LWIA and can be used as a point of reference to develop a MOO document. The sample template allows additional partners to be added to the MOO, whenever necessary. Existing or locally developed MOO templates can be used in place of the sample template. The sample MOO template can be accessed through this directive.

Rapid Response PowerPoint Presentation:

The audience for this PowerPoint presentation is Rapid Response attendees. The Rapid Response PowerPoint includes information required to be presented at all Rapid Response sessions per [TEN32-11](#). This PowerPoint is generic in nature and can be customized to each LWIA. If desired, LWIAs can create customized slides representing their LWIA. It is recommended the customized slides be inserted after slide “eight”. The Rapid Response PowerPoint presentation can be accessed through this directive.

WIA/TAA Co-enrollment PowerPoint Presentation:

The audience for this PowerPoint presentation is WIA and TAA staff. The presentation highlights the benefits of WIA/TAA co-enrollment. The WIA/TAA co-enrollment PowerPoint presentation can be accessed through this directive.

WIA/TAA Referral Form, DE 8308:

The WIA/TAA Referral form is to be used to document roles and responsibilities for an individual TAA worker. If a LWIA and TAA program have developed their own referral form, they can continue to use the form; however, the form must include a TAA worker’s signature allowing the sharing of the worker’s documents between the two programs. The WIA/TAA Referral form, [DE 8308](#) can be accessed through this Directive or the “Jobs and Training - Forms and Publications” page on the EDD website.

Funding Support

The LWIAs are allowed to request funding assistance through National Emergency Grant (NEG) resources when servicing multiple TAA clients during mass layoffs. The LWIAs can refer to published Department of Labor NEG or Training Employment and Employment Guidance Letter ([TEGL](#)) guidelines to request funding support as needed.

WIA Training Expenditure Requirements

Beginning in Program Year (PY) 2012-2013, LWIAs are required to spend at least 25 percent of the combined total of their adult and dislocated worker WIA formula fund allocations on workforce training services (the percent raises to 30 percent in PY 2016-2017).

A portion of the minimum training expenditure requirement (an amount of up to 10 percent of the combined total of the adult and dislocated worker formula fund allocation) may be met by applying designated leveraged resources used for training services.

The LWIAs can use their co-enrolled TAA clients (leveraged resources as defined in [WSD14-1](#)) as part of their 10 percent credit. The LWIAs can use copies of TAA client's monthly monitoring reports as documentation that qualifies as "sufficient records that can be independently verified by the EDD" as required in [WSD14-1](#).

ACTION:

Bring this directive to the attention of the Local Workforce Investment Boards, local area administrators, and staff.

INQUIRIES:

If you have WIA related questions concerning this directive, please contact your [Regional Advisor](#) at 916-654-7799. If you have TAA related questions concerning this directive, please contact Debra Dedoshka at 916-654-7570.

/S/ JOSÉ LUIS MÁRQUEZ, Chief
Central Office Workforce Services Division

Attachments:

1. [WIA/TAA Memorandum of Operation Sample Template](#) (DOC)
2. [TAA Co-Enrollment Benefits](#) (PPTX)
3. [Rapid Response: Available Services and Resources](#) (PPTX)