

INFORMATION NOTICE

WORKFORCE SERVICES

Number: WSIN11-5

Date: August 2, 2011

Expiration Date: Permanent

69:52 :bb:14889

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: CTB PROGRAM CHANGES, CTB STREAMLINE REFRESHER TRAINING AND FORMS UPDATES

The purpose of this Information Notice is to notify staff in the One-Stop Career Centers and the Employment Development Department (EDD) Workforce Services Branch offices that changes have been made to the California Training Benefit (CTB) program eligibility resulting from the passage of Assembly Bill (AB) 2058. An online CTB Program Overview training will be made available in the near future for staff to become familiar with the changes to CTB eligibility. Effective immediately, the revised *CTB Program Fact Sheet* DE 8714U Rev. 11 (5-11) and the *Tips for Qualifying for the California Training Benefits Program*, DE 2332 Rev.1 (5-11), both in English and Spanish, should be issued to individuals interested in the CTB program. Offices are encouraged to order stock from the EDD warehouse or to print the form from the EDD Web site. Refer to the bottom of this notice for a link to the revised *CTB Program Fact Sheet* and *CTB Tips Sheet*. The *CTB and Training Extension Claims* pamphlet, DE 3550, has been discontinued and any remaining stock must be recycled.

The CTB Streamline process, developed for expediting CTB training approvals for claimants in Workforce Investment Act (WIA) and Trade Adjustment Assistance (TAA) authorized training, is not directly impacted by AB 2058. However, two of the handouts for claimants used in the streamline process have been revised; the *CTB Program Fact Sheet*, DE 8714U Rev. 11 (5-11) and the *Training Provider Letter*, DE 3100D Rev. 8 (6-11). Staff must continue to use the CTB Streamline process and submit the training information directly to the EDD Unemployment Insurance Branch to expedite the CTB approval process. They should immediately begin using the revised version of the *CTB Program Fact Sheet* as a required handout for claimants. The *Training Enrollment Verification* (TEV) form, DE 3422D Rev. 4 (6-11), and the *TAA Training Enrollment Verification* form, DE 3422TAA Rev. 1 (6-11), used in the WIA and TAA CTB Streamline process, have been revised to allow the forms to be used when submitting amendments to training that was already CTB approved. The revised forms will be provided as part of subsequent email notification about CTB Streamline refresher training, to be issued in the near future.

The notification will be sent to all Local Workforce Investment Area Administrators and to EDD Workforce Services Branch Field Division Chiefs, and will include a series of attachments; an updated PowerPoint presentation for the WIA CTB Streamline process containing an overview on changes to CTB eligibility as a result of AB 2058,

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and all the forms and procedures, including the revised *Training Provider Letter*. **The notification must be shared with staff.** Staff should review the PowerPoint presentation and immediately begin using the revised TEV and handouts, and follow the new staff procedures guide. The EDD Unemployment Insurance Branch will sponsor two WIA CTB Streamline refresher training sessions for all One-Stop partner staff via Webinar in early August 2011, to review the changes to the forms and to respond to any questions. It is anticipated the Webinars will be held from 10am to 11:30am on Thursday, August 11, 2011 and Wednesday, August 17, 2011. Attendance is optional.

A separate email notification will also be sent to the TAA Coordinators to disseminate to the TAA Specialists involved with the TAA CTB Streamline process. The email will have a series of attachments containing an updated PowerPoint presentation for the TAA CTB Streamline process, the required CTB streamline documents, as well as an invitation to attend the scheduled training Webinars. The TAA Specialists are required to begin using the new *TAA Training Enrollment Verification* form, DE 3422TAA Rev. 1 (6-11), on August 11, 2011. Prior versions of the *TAA Training Enrollment Verification* form will not be accepted on or after this date.

The CTB program allows eligible Unemployment Insurance claimants the opportunity to receive benefits while attending job training. Claimants approved for CTB participation are exempt from the usual availability and seek work requirements. Claimants are required to report training, including on-line training, to the EDD within the same week they begin attending.

For additional information regarding the benefits of the CTB program, please refer to the [CTB Program Fact Sheet](#) and the [Tips for Qualifying for the California Training Benefits Program](#) on the EDD Web site.

/S/ MICHAEL EVASHENK, Chief
Workforce Services Division