

WORKFORCE SERVICES DIRECTIVE

Number: WSD14-15

Date: June 26, 2015

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIOA AND TAA CO-ENROLLMENT POLICY AND PROCEDURES

EXECUTIVE SUMMARY

Purpose

The Workforce Services Division is providing guidance regarding the *Workforce Innovation and Opportunity Act* (WIOA) and Trade Adjustment Assistance (TAA) co-enrollment policy and procedures.

Scope

The information in this directive applies to the Workforce Services Branch and all WIOA 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 and 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 state-imposed requirements.

FILING INSTRUCTIONS

This directive supersedes Workforce Services Directive WSD14-05, dated November 20, 2014. 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 WIOA program to ensure trade-affected workers obtain all the benefits and services they are eligible to receive. This federal mandate can be met through WIOA/TAA co-enrollment. The state and federal goal for WIOA/TAA co-enrollment is 100 percent statewide compliance.

Co-enrollment in both the WIOA 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 Development Area (local area) are aware of the "who, what, where and when" components of WIOA/TAA co-enrollment. The development of a service delivery structure that requires each local area 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 that, 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 WIOA Dislocated Worker program and the TAA program.

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

POLICY AND PROCEDURES

WIOA/TAA Co-Enrollment Policy

Co-enrollment necessitates a high level of communication and coordination among WIOA and TAA partners. Thus, managers within local areas and Employment Development Department managers and/or supervisors responsible for overseeing the TAA program will be responsible for negotiating WIOA/TAA co-enrollment guidelines within their local area. 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 that, careful consideration must be given to the regulations of both the WIOA and TAA programs when procedures and areas of responsibilities are developed.

Once WIOA/TAA co-enrollment guidance has been established and agreed to within a local area, 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 local area and local TAA program have successfully implemented WIOA 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 WIOA/TAA Co-Enrollment Policy

Several tools have been revised and/or developed to help implement the WIOA/TAA co-enrollment policy. The tools attached to this directive are sample tools. If a local area 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 local area and local TAA program to decide what tools will be used and the format of their co-enrollment material.

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

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

Note that, Rapid Response sessions are the starting point of co-enrollment and a front line marketing tool for both the WIOA and TAA programs. As outlined in [TEN31-11](#), *Rapid Response coordinators within each local area 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 WIOA and TAA areas of responsibilities within each local area 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 local area. If desired, local areas can create customized slides representing their local area. It is recommended the customized slides be inserted after slide “eight”. The Rapid Response PowerPoint presentation can be accessed through this directive.
- *WIOA/TAA Co-enrollment PowerPoint Presentation* - The audience for this PowerPoint presentation is WIOA and TAA staff. The presentation highlights the benefits of WIOA/TAA co-enrollment. The WIOA/TAA co-enrollment PowerPoint presentation can be accessed through this directive.
- *WIOA/TAA Referral Form, [DE 8308](#)* - The WIOA/TAA Referral form is to be used to document roles and responsibilities for an individual TAA worker. If a local area 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 WIOA/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 local areas are allowed to request funding assistance through National Dislocated Worker grant resources when servicing multiple TAA clients during mass layoffs. The local areas can refer to published Department of Labor National Dislocated Worker grant or Training and Employment Guidance Letter ([TEGL](#)) guidelines to request funding support as needed.

WIOA Training Expenditure Requirements

Beginning in Program Year (PY) 2012-13, local areas are required to spend at least 25 percent of the combined total of their adult and dislocated worker WIOA formula fund allocations on workforce training services (the percent raises to 30 percent in PY 2016-17). 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 local areas can use their co-enrolled TAA clients (leveraged resources, as defined in [WSD14-1](#)) as part of their 10 percent credit. The local areas 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 Development Boards, local area administrators, and staff.

INQUIRIES

If you have WIOA 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 are available on the internet:

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