

Mass Workforce Issuance

Workforce Issuance No. 10-36

Policy Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Regional Managers

cc: WIA State Partners

From: Michael Taylor, Director
Department of Workforce Development

Date: April 27, 2010

Subject: **Local Allocations for TAA Employment and Case Management Funds**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of the Commonwealth's two-tiered process for the local allocation of Trade Programs "Employment and Case Management Funds" provided for local use through the Trade and Globalization Act of 2009 via the American Recovery and Reinvestment Act (ARRA) of 2009. The funds provided under the supplemental TAA allocation are not considered ARRA funds. These TAA allocations are for the purpose of supplementing allocations for WIA Title I Adult and Dislocated Worker and Wagner-Peyser Employment Service (ES) activities. The total amount must be used *and* expended between the period May 18, 2009 and December 15, 2010 (inclusive).

Background: The U.S. Department of Labor Employment and Training Administration (ETA) has allotted to the Commonwealth a total of \$700,000 for "Employment and Case Management" services for eligible TAA customers to be allocated locally. \$350,000 (50%) of the Commonwealth's total allotment was previously distributed as an initial allocation to local areas through the recent FY 2011 contract process that included the local amount as part of the contract budget.

A new, second round of TAA funding allocations for TAA "Employment and Case Management" services (again totaling \$350,000) is now being made available to local areas. Each area's local amount for this second round of

supplemental funding is found in the attached **Local Area Allocations Chart** (Attachment A). The Chart summarizes both the initial distribution as well as this new round of funding (Attachment A includes four distinct worksheets).

In order to assure that both the full allocation of supplemental TAA funds are expended by December 15, 2010, the Commonwealth strongly urges that each local area's allocation amount under the initial distribution be fully expended no later than June 30, 2010. Doing so will provide a nearly six month window in which to obligate and expend the second allocation.

Allocation Methodology

Tier One: The allocation methodology for the initial \$350,000 distribution was comprised of the following three components:

A. Petitions Filed

- weighted 15%
- The number of Trade Adjustment Assistance Petitions filed with USDOL, by area as a percent of share against all MA petitions filed.
- Data Source: MOSES
- Time period: 05/18/09 to 12/31/09

B. New Trade Act Participants

- weighted 35%
- The number of customers approved for TAA benefits per area
- Data Source: MOSES
- Time period: 05/18/09 to 12/31/09

C. Active Participants

- weighted 50%
- Customers had to have been serviced in the last 90 days,
- Data Source: MOSES
- Time Period: 07/01/07 to 12/31/09: source: Quarterly Career Center Performance Reports

Tier Two: The allocation methodology for this second distribution was comprised of the following will be comprised of the following three components:

D. Petitions Filed

- weighted 15%
- The number of Trade Adjustment Assistance Petitions filed with USDOL, by area as a percent of share against all MA petitions filed.
- Data Source: MOSES
- Time period: 05/18/09 to 03/31/10*

E. New Trade Act Participants

- weighted 35%
- The number of customers approved for TAA benefits per area
- Data Source: MOSES
- Time period: 05/18/09 to 3/31/10*

F. Active Participants

- weighted 50%
- Customers had to have been serviced in the last 90 days,
- Data Source: MOSES
- Time Period: 07/01/07 to 03/31/10:*

*Note. The three month period from 1/1/10 through 3/31/10 was incorporated into the second allocation methodology to assure that local fund distribution took into account the most currently available data.

Use of TAA “Employment and Case Management” Funds

In addition to covering staffing costs for career counselors, the “Employment and Case Management services” funding may also be used for: assessment tests; skills transferability analysis; peer counselors; development and provision of labor market information; maintenance and enhancement of electronic case management systems to allow for improved case management services; information on available training, including provider performance and cost information; and, any other staff costs related to case management. This list is not intended to be all inclusive.

As was the case with ARRA funding, local areas are expected to expend these funds *quickly and effectively* and are to be used in addition, and not as an offset to any funds the local workforce system receives under WIA or any other program.

The new tier of funding will be made available through a modification of each area’s annual contract with the Department of Workforce Development (DWD). Required expenditure reporting will consist of the following:

For the initial allocation:

- No later than **April 30, 2010**, each local area shall submit (by email) a report of the amount of funds expended to date to the DCS Trade Programs Manager: Bgoguen@detma.org .
- No later than **June 30, 2010**, each local area shall forward (by email) the final expenditure amount to the DCS Trade Programs Manager indicating that expenditures are complete.

For the subsequent allocation:

- No later than **August 30, 2010**, each local area shall submit (by email) a report of the amount of funds expended to date to the DCS Trade Programs Manager: Bgoguen@detma.org .
- No later than **October 29, 2010**, each local area shall forward (by email) an updated report of expenditures to the DCS Trade Programs Manager.

- No later than **December 15, 2010**, each local area shall forward (by email) a final expenditure report to the DCS Trade Programs Manager, showing that expenditures are complete.

Inquiries: Please direct all inquiries to Louise Meyer at lmeyer@detma.org or Holly Hill-Batista at hbatista@detma.org. Also, indicate Issuance number and description.

Attachments: Attachment A – Allocations