

# Mass Workforce Issuance

---

**Workforce Issuance No. 11-63**

Policy  Information

---

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

**cc:** WIA State Partners

**From:** George Moriarty, Director  
Department of Career Services

**Date:** September 26, 2011

**Subject:** **Co-Enrollment of TAA Customers into WIA Partner Programs**

---

**Purpose:** To provide guidance to Local Workforce Investment Boards (LWIBs), One-Stop Career Center Operators and local workforce investment partners with regard to co-enrollment of TAA eligible customers in Workforce Investment Act (WIA) partner programs in lieu of the sunset of the American Recovery and Reinvestment Act and the Trade and Globalization Adjustment Assistance Act.

**Background:** The American Recovery and Reinvestment Act (ARRA) and the Trade and Globalization Adjustment Assistance Act (TGAAA), part of the ARRA were signed into law in 2009. The Acts amended several elements of the TAA program. One of the changes resulting from the amendments was an increased focus on the provision of employment and case management services made available and provided to TAA eligible workers. The 2009 Acts specifically amended Section 235 of the Trade Adjustment Assistance Reform Act of 2002 to “*require*” that the following employment and case management services be “offered to all adversely affected workers and adversely affected incumbent workers.” Prior to enactment of the 2009 amendments, states and local workforce systems were only required under the law to “*make every reasonable effort*” to provide the services described below.

1. Comprehensive and specialized assessment of skill levels and service needs, including:
  - a. Diagnostic testing and use of other assessment tools
  - b. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
2. Development of an individual employment plan to identify employment goals and objectives, and appropriate training to achieve those goals and objectives.
3. Information on training available in local and regional areas, information on individual counseling to determine which training is suitable training, and information on how to apply for such training.
4. Information on how to apply for financial aid.
5. Short-term prevocational services including development of learning skills, communications skills, interviewing skills, punctuality, personal maintenance skills and professional conduct to prepare individuals for employment or training.
6. Individual career counseling, including job search and placement counseling, during the period in which the individual is receiving a trade adjustment allowance or training, and after receiving such training for purposes of job placement.
7. Provision of employment statistics information, including the provision of accurate information relating to local, regional and national labor market areas including:
  - a. Job vacancy listings in such labor market areas
  - b. Information on job skills necessary to obtain jobs identified in job vacancy listings.
  - c. Information relating to local occupations that are in demand and earnings potential of such occupations.
  - d. Skills requirements for local occupations.
8. Information relating to the availability of supportive services, including services relating to child care, transportation, dependent care, housing assistance, and need-related payments that are necessary to enable an individual to participate in training.

This statutory mandate was communicated to States and local workforce development system practitioners through publication of Training and Employment Guidance Letter (TEGL) No. 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 (5/15/2009).

To assure compliance with the amendments' requirements, TEGL No. 22-08 strongly encouraged the use of "co-enrollment" of TAA eligible customers in WIA partner programs (primarily WIA Title I or Wagner-Peyser) that provided employment and case management services through the local One-Stop Career Center System. With limited TAA funding, such "co-enrollment" allowed for maximum participation of eligible TAA workers in the broadest possible range of services necessary to ensuring their quick and full re-entry into the workplace.

With the sunset of the both ARRA and TGAAA on February 15, 2011, the provision of the above listed employment and case management services as a statutorily mandated requirement also officially expired. However in conjunction with the reversion back to the requirement of the Trade Adjustment Assistance

Reform Act of 2002 that workforce system practitioners “*make every reasonable effort*” to provide said services to TAA eligible customers, the Commonwealth strongly urges Local Workforce Investment Boards and One-Stop Career Center Operators to continue the practice of co-enrolling TAA eligible customers in any and all WIA partner programs, including employment and case management services, from which the TAA customer can benefit. In accordance with the practice of co-enrollment, staff should continue to:

- document in the MOSES database that these employment and case management services have been offered and/or provided to the TAA eligible customer; and
- document in the MOSES customer record that the TAA participant has received both notification and a full explanation of his/her TRA deadline.

**Action**

**Required:** Please ensure that all appropriate staff are aware of the content of this Issuance.

**Inquiries:** Please direct all questions to Courtney Shepard at [Cshepard@detma.org](mailto:Cshepard@detma.org) . Also, indicate Issuance number and description.

**References:** Trade Adjustment Assistance Act of 1974, as amended;  
Trade Reform Act of 2002;  
The Trade and Globalization Adjustment Assistance Act of 2009;  
TEGL No. 11-02, Operating Instructions for Implementing the Amendments to the Trade Act of 1974 Enacted by the Trade Act of 2002 (10/10/2002) and subsequent changes;  
TEGL No. 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 (5/15/2009) and subsequent changes.