

Mass Workforce Issuance

Workforce Issuance No. 12-49

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 Operations Managers

cc: WIA State Partners

From: George Moriarty, Director
Department of Career Services

Date: September 11, 2012

Subject: **TAA Case Management Funds: Local Area Allocations #2**

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of the **second** allocation of Trade Program “Employment and Case Management Funds” provided for local use under the Trade Adjustment Assistance Act of 2011. These allocations supplement allocations for WIA Title I Adult and Dislocated Worker and Wagner-Peyser Employment Service (ES) activities.

Background: An allocation of an additional \$118,301.84 in Trade Programs “Employment and Case Management” funds have been designated by the Commonwealth for utilization between October 1, 2011 and September 30, 2013. The award was made in conjunction with the reauthorization of the Trade Program through the Trade Adjustment Assistance Act of 2011. Local funding allocations are found in the **Local Area TAA Case Management Allocations Chart** (Attachment A).

The allocation methodology 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: 07/1/11 to 8/31/12

B. New Trade Act Participants

- weighted 35%
- The number of customers approved for TAA benefits per area
- Data Source: MOSES
- Time period: 07/1/11 to 6/30/12

C. Active Participants

- weighted 50%
- Customers had to have received services during the most recent 90 days
- Customers were active during the time period: 07/1/11 to 6/30/12
- Source: Quarterly Career Center Performance Reports

Future increases in allocation will be reviewed and considered based on State funding received.

Policy: 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 promote 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.

Local areas are expected to expend these funds quickly and effectively and they 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 funds will be made available through the standard contracting process. Required fiscal reporting will consist of a **quarterly** Fiscal Status Report (FSR) (Attachment B) to be submitted to Lisa Caissie at lcaissie@detma.org by the 15th of the month following the end of the quarter. **Please submit an FSR even if your expenditures are \$0.**

Action

Required: Please assure that all appropriate staff persons are knowledgeable of the content of this Policy Issuance and that they carry out related TAA activity in a compliant manner.

Effective: Immediately.

Inquiries: Please direct all inquiries to Beth Goguen at bgoguen@detma.org. Also, indicate Issuance number and description.

References: Trade Adjustment Assistance Extension Act of 2011
TEGL 10-11, Operating Instructions for Implementing the Trade Adjustment Assistance Extension Act of 2011 (TAAEA)
Massworkforce Issuance #12-29, “TAA Case Management Funds: Local Area Allocations,” issued on June 8, 2012 @
<http://www.massworkforce.org/Issuances/PolicyIssuance2012.htm>

Attachments: Attachment A – Updated Local TAA Case Management Allocations (cumulative)
Attachment B - TAA Case Management and Reemployment Funds Fiscal Status Report