

## Attachment A

### Procedures for Processing National Dislocated Worker Grant (NDWG) Pre- Application for Potential Participants

The purpose of this procedure is to provide instructions on how to establish a Training Opportunities Program/Section 30 Pre-Application/placeholder for individuals from companies being including in a National Dislocated Worker Grant (NDWG).

*Submission of the NDWG Pre-application does not guarantee qualification for either Section 30/RED benefits or NWDG funded training.*

- A. The Local Area Workforce Board and/or Career Center Director must submit via email the following to DCS Central Programs Manager and DUA Special Programs Manager for approval:
  - a. Name of Company
  - b. Federal Employer Identification Number (FEIN)
  - c. Short summary of company dislocation numbers and verification that the company is a part of an NDWG Application (Name/Type of NDWG)
  
- B. DCS and DUA will make a determination and notify the career center if the NDWG pre-application process can be utilized.
  1. The NDWG Pre-Application/Placeholder form must be completed, signed, and filed with DUA prior to the end of the **fifteenth week of unemployment** and in concert with a case manager (or other staff, as appropriate) at a One-Stop Career Center.
  2. Individual must be *indefinitely* separated from employer (no recall date).
  3. Separation must be due to *permanent reduction in operation* or separation from a *declining operation*.
  4. Labor Market Information must identify that the intended training is for a *high-demand occupation*.
  5. Training must commence prior to the participants **Benefit Year End (BYE)** date.
  6. The TOP/Section 30 final official application must be filed with DUA at least 2 weeks prior to the start date of training following the normal UI protocol for submitting TOP applications.