



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT AND WORKFORCE DEVELOPMENT

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October 31, 2006

Workforce Investment Act Memorandum Number E&T 00-12, Change 1

Topic: One-Stop Services to Dislocated Workers

Subject: Coordination of WIA Enrollment of TAA Assessment Referrals

Purpose: To notify staff regarding the upcoming activation of the TAA module in eCMATS, and describe the process to be used by WIA when enrolling and co-enrolling TAA referrals into WIA in eCMATS.

References: Workforce Investment Act (WIA) Memorandum Number E&T 00-04 Services to Dislocated Workers; WIA Memorandum Number E&T 00-12 Services to Dislocated Workers; Training and Employment Guidance Letter (TEGL) No. 5-00 Guidance on Integrating Services Under the Trade Act Programs - TAA, NAFTA-TAA, and WIA; TEGL No. 21-00 Guidance on Integrating Services Under the Trade Act Programs - TAA, NAFTA-TAA, and WIA; TEGL No. 13-05 Serving Participants Under The TAA and NAFTA-TAA Programs; TEGL No. 2-03, Change 1 Alternative Trade Adjustment Assistance for Older Workers Questions and Answers.

Background: Some of the major objectives of the Workforce Investment Act and the one-stop delivery system are to increase customer choice, leverage resources, and provide a seamless delivery system which ensures that trade-affected workers have the same comprehensive services as all WIA-eligible dislocated workers. This means that Trade-affected individuals need to receive comprehensive, coordinated services, to include co-enrollment into WIA training services. The benefits of co-enrollment include the elimination of duplicate services, as well as more training, support service, and placement options. In addition, TAA/WIA co-enrollments can lead to better access to partner services which in turn lead to improved training and employment retention. This improved access to partner services, through detailed assessment and co-enrollment into WIA, will also permit the sharing of positive performance outcomes.

Instructions: On November 1, 2006, the new TAA module will be activated in eCMATS. TAA staff will enter Application Details, Case Tracking, Petition Details, and the TAA Tracking Details where most of the TAA work is done in eCMATS. Tracking Details will provide linked access to several TAA indicators in eCMATS such as the Request for Training Approval and Allowance, Assessment Referral, the Training Plan form, Waiver, Follow-up, the TAA Allowances, TRA Benefits, and TAA Closure. What follows below is a description of the main process used to co-enroll Trade-affected individuals into the WIA Dislocated Worker program.

WIA staff mostly will be affected by the TAA Assessment Referral, and the TAA Training Plan forms, and each is available in eCMATS.

The flow of the Referral process is crucial to providing timely services, and to expedite this process, TAA representatives will be referring TAA-eligible individuals to LWIA staff for assessments, and if appropriate and needed, for training services made available to eligible Dislocated Workers generally. The method of TAA referral will be to complete the top-most segment of the TAA Assessment Referral page in eCMATS, then submit the referral page to WIA staff through eCMATS, by selecting the appropriate WIA staff option in eCMATS. WIA staff will be notified of the referral through an eCMATS tickler.

When TAA staff submit a TAA Assessment Referral, an eCMATS tickler will be created and delivered to WIA staff. Upon receiving the notices, WIA staff must then complete the WIA application for all TAA referrals. After eligibility has been certified, WIA staff should enroll the individual into the Dislocated Worker program group, at which time WIA activity details need to be entered as well. To assist with the enrollment and activity details process, we have added a new dislocated worker Service Type, and a new dislocated worker Activity into eCMATS. The new Service Type is 'Initial Assessment,' and the new Activity is 'Skills and Needs Assessment.' This is the first Service Type and the first Activity which should be applied to all TAA Referrals.

The method of WIA enrollment into the Dislocated Worker program will be to enter and certify the participant application, eligibility, program group, and participant activity details, as well as the Detail Intake area for concurrent enrollment into TAA. Following these entries, WIA staff can navigate to the Case Tracking details page of the participant record, or if accessing the Case from the Search page, WIA staff can access the TAA Assessment Referral directly at the Participant Details page. In Case Tracking, WIA staff should select the TAA Assessment Referral link where the referral page will be displayed. At this time, WIA staff will complete the 'Title 1 Staff' segment (middle-to-lower segment) of the form. If training is recommended by WIA staff, the 'training type' and 'funding source' fields need to be completed, as well as all other fields under the Current Enrollment section of the page. If training is not recommended by WIA staff, then a clear and full explanation needs to be provided in the space provided at the bottom of the page. When training is recommended, or when training is not recommended, WIA staff should then certify and date the TAA Assessment Referral form in eCMATS. When the page is completed, WIA staff should submit the form through eCMATS, and an email message and tickler will be delivered to the TAA representative. It should be noted that the process of entering authorizations will not change for this process.

In addition to the TAA Referral notifications, WIA staff also will have access to the participant's TAA Training Plan form in eCMATS. When Title 1 training is recommended and approved by WIA staff, the TAA Training Assistance Plan page also needs to be completed and submitted through eCMATS. When TAA training is recommended and approved by TAA staff, TAA staff will complete and submit the Training Plan through eCMATS.

The flow of this TAA/WIA referral/training process will take the following path:

- Job Service/TAA Staff Complete Training Assessment Guide

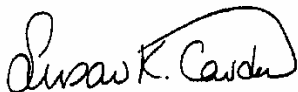
- If Job Service/TAA Staff Identify Participant Interest in Training, the Participant is referred to WIA Title 1 through eCMATS
- WIA Receives the Training Referral Assessment through eCMATS
- WIA Conducts an Assessment
- WIA Completes Application, Eligibility, Program Group, Service Type, Activity, and Detail Intake. Then Completes the Referral Assessment Form and Submits Through eCMATS
- If WIA Recommends Training, WIA Staff Complete the Training Plan and Enroll Participant into Training Activity in eCMATS
- If WIA Does Not Recommend Training, WIA Refers Back to Job Service/TAA With Explanation, and Job Service/TAA Forwards to Central Office (if training is not recommended, and the referral successfully submitted back to Job Service/TAA, the participant record will not be counted in WIA performance outcomes)
- Job Service/TAA Staff Compile Guides, Outlines, Cost Sheet, and Forward to Central Office
- Central Office Reviews for Determination
- Central Office Notifies Job Service/TAA Staff of Determination
- Job Service/TAA Notifies WIA of Determination
- Job Service/TAA Staff (Special Programs Unit) Complete Contract and Email Contract to Provider for review and signature
- Provider Executes Contract and Returns to Central Office TAA Unit
- Job Service/TAA Staff Maintain TAA-only Participant Folders
- WIA Training Will Be Entered Into eCMATS By WIA Staff
- WIA Tracking Within eCMATS Just Like All Dislocated Worker. Includes Activity Tracking (core, intensive, training), Closure, and Follow-Up

WIA Title 1 participants in the Dislocated Worker program depend upon our timely and effective delivery of services, and it is important to note the importance of emphasis upon accurate data and source document collection, as well as the importance of an effective service mix which eliminates duplication of needed services. This guidance is intended to assist with the referral and assessment process, and ensure that outcomes are shared by all.

Contact: For questions regarding the WIA Title 1 program, please contact Dan Holton, Program Manager, Division of Employment and Workforce Development, 615-741-5326.

Effective Date: November 1, 2006

Expiration Date: Indefinite



Susan K. Cowden, Administrator
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