



## **Workforce Services Memorandum – Trade Adjustment Assistance Co-Enrollment**

**Effective Date:** September 1, 2020

**Duration:** December 31, 2022

### **Purpose:**

To provide guidance to program administrators and service providers regarding co-enrollment requirements and the mandate for co-enrollment of eligible Trade Adjustment Assistance (TAA) participants in the Title I Dislocated Worker (DW) program.

### **Scope:**

Office of the Governor, Tennessee Department of Labor and Workforce Development (TDLWD); Division of Workforce Services (WFS); Tennessee Department of Economic and Community Development (ECD); Tennessee Department of Education (TDOE); Tennessee Department of Human Services (DHS); State Workforce Development Board (SWDB); Title I – Adult, Dislocated Worker, and Youth Programs, Title II – Adult Education and Family Literacy Act Program (AE); Title III – Wagner-Peyser Act Program (WP); Title IV – Vocational Rehabilitation Program (VR); Regional Planning Council (RPC); Local Workforce Development Boards (LWDB); Local Workforce Development Areas (LWDA); American Job Center (AJC); One-Stop Operator (OSO); Workforce System Sub-Recipients (Sub-Recipients); Workforce System Partners (Partners)

## **I. Co-Enrollment Mandate**

Most trade-affected workers meet the eligibility criteria of a dislocated worker defined at WIOA section 3(15). To ensure that there is an availability of a comprehensive array of services for trade affected workers, who are eligible for Title I DW, all TAA participants must be co-enrolled with Title I DW. In certain circumstances, such as a general announcement of a closure, partially separated workers and adversely affected incumbent workers may meet the eligibility criteria as a dislocated worker under WIOA and must also be co-enrolled. Co-enrollment must be made available to trade-affected workers who are eligible for other one-stop partner programs to ensure that all necessary and appropriate services, including supportive services, are available to the worker.

TAA does not have a selective service compliance requirement; therefore, TAA participants who do not meet the Selective Service registration requirement will be exempt from the DW co-enrollment requirement.

## **II. Early Intervention**

While the TAA Program has specific criteria that must be met if trade-affected workers are to take full advantage of the benefits and services of the program, these criteria do not prevent provision of immediate assistance from the WIOA DW or other programs to individuals, or potential trade-affected workers, who are members of a group of workers who are the subject of a petition filed for TAA, but are pending a petition determination. One of the features of an integrated system is a comprehensive approach to addressing the needs of trade-affected or potential trade-affected workers immediately from when they receive notice of a layoff through successful reemployment. Trade-affected and potential trade-affected workers can receive

the services they need upon notice of a layoff, before or at the point a TAA petition is filed for the group of workers, and while a petition is under investigation

### **III. Co-Enrollment Referral**

Eligibility for TAA may not be known at the time rapid response services are being offered. Any dislocated worker who can benefit from, or who has requested, DW program services should be enrolled in DW while TAA petition determination is being reviewed. If a customer is found to be TAA eligible and has not been enrolled in DW program services, TAA staff will make a referral for co-enrollment to the appropriate Title I service provider for co-enrollment into DW and any other appropriate workforce program service.

### **IV. Application of Funds**

TAA co-enrollment requirement does not require use of DW funds. The primary purpose of co-enrollment with DW is to promote access to DW program services, including: career decision making and career guidance services, individualized occupational exploration, how to conduct labor market research and find local information, exploration of training options, training readiness, participation in dislocated professionals support groups, workshops offered by the DW program and even employment retention and career ladder guidance for RTAA participants that won't result in direct participant cost obligations.

There may be instances where a need for direct supportive services that cannot be funded by the TAA program are required. In these situations, funding for eligible supportive service such as travel/transportation, childcare, etc. would be covered through DW funds as part of co-enrollment.

### **V. Individual Employment Plans**

At the time of co-enrollment if an IEP has already been developed it is not necessary to duplicate the plan. The original plan should be updated to include additional services provided by the co-enrolling agency, signed by all parties and uploaded in the documents file for the original program.

#### **References:**

20 CFR 618.325; TEGL 19-16; TEGL 4-20

#### **Contact:**

For any questions related to this policy, please contact the Program Integrity Unit at [Workforce.Board@tn.gov](mailto:Workforce.Board@tn.gov).



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