



Policy

SECTION: TAA	POLICY# 019-C0039	PAGE: 1 of 5
TITLE: Trade Adjustment Assistance Funding		EFFECTIVE DATE: 11.21.19
REPLACES: N/A		DATED: N/A

DISTRIBUTION: CAREERSOURCE TAMPA BAY STAFF

PURPOSE: To provide a policy that clearly outlines the requirements for the TAA funding.

BACKGROUND: The amended Trade Act of 1974 established the TAA program to assist individuals who have become laid off or whose jobs have been threatened as a result of foreign trade or competition (trade-affected workers) to return to suitable employment with more marketable skills. The TAA program provides reemployment services and allowances to participants deemed eligible by the DOL ([TAA Eligibility Guidelines](#)). The Local TAA Coordinator will make a sound effort to assist the eligible participant to complete the approved training plan, successfully. This policy provides the expectations and standards required for approved TAA funding expenditures.

POLICY: At the beginning of each PY, DEO will automatically carry over the remaining allocation from the previous PY. If the local workforce development board (LWDB) does not have any funds to be carried over and a TAA petition is certified in their service area, then the LWDB may request an initial allocation by emailing the request to the DEO Bureau of Financial Management after the TAA informational session with the trade-affected workers has been held. The submitted request for funds may consider the following:

1. The number of trade-affected workers;
2. Estimated participant levels; and
3. The projected cost of training.

LWDBs are expected to use funds within the period that is defined within the Notice of Grant Award/Fund Availability and must ensure that these funds are not used to offset any funds the LWDB receives under WP, WIOA, or any other program. LWDBs may request additional TAA program funds by emailing the request to the DEO Bureau of Financial Management if the LWDB has expended the initial allocation of funds for the PY.

The LWDB must ensure that allocated TAA funds are used as a first option to provide allowable expenses to eligible participants that fall into the four cost categories, which are: program, case

management, job search and relocation, and administrative funds. In addition, CSTB is required to approve training for a TAA participant if the following six program criteria's are met:

1. There is no suitable employment available for the worker;
2. The worker would benefit from appropriate training;
3. There is a reasonable expectation of employment following completion of such training;
4. Training is reasonably available to the worker from either governmental agencies or private sources;
5. The worker is assessed and qualified to undertake and complete such training; and
6. The training is suitable for the worker (based upon the worker's capabilities, background and experience) and available at a reasonable cost.

The Local TAA Coordinator is required to fully document each of the six criteria (20CFR 617.22(a)) as the basis for approving or denial of TAA-funded training.

Program Funds

Training is paid by CSTB to a training vendor utilizing an Individual Training Account (ITA). TAA doesn't restrict approved training options to the CSTB Approved Training Provider List. TAA funded training providers are not required to be added to the WIOA Eligible Training Provider List (ETPL). While CSTB may encourage the use of the local ETPL, restricting TAA training options to only the local ETPL is not authorized per federal guidance. TEGL 05-15 states in 236 (a)(5)(H) of the 2015 Act that training options under the TAA Program are not limited to training programs available under Title I of WIOA. Unlike our regular WIOA Program, under TAA there is no federal or state limit on the amount of program funding that can be expended on training for a trade-affected worker. TAA training services include: classroom training, registered apprenticeship, on-the-job training, and customized training. Allowable support services include, but are not limited to the following: books, required supplies, course fees, registration fees, travel and subsistence costs for training outside the local commuting area, and other items or services deemed required by the training institution for successful completion of training.

Administrative Funds

Administrative funding is capped to 10% of the state's total allocated funding and is used primarily to support state-level administration of the TAA program.

Employ Florida Reporting

CSTB is required to report training expenditures for TAA participants in Employ Florida when they are accrued, regardless of when billing, payments, or disbursements take place. Training expenditures are considered to be accrued when the participant can no longer drop the course and is financially liable for the cost of the course to the training provider.

CSTB is required to report TAA-approved training costs in Employ Florida (EF) under the participant's TRA Payments subsection of the TAA application. TAA Coordinator is required to indicate appropriate training benchmarks from an IEP and document accordingly in EF.

Case Management Funds

A requirement of at least 5% of the state's program allocation must be spent on providing case management and employment services to TAA participants, excluding the participants covered under TAARA of 2002. WIOA and WP funds are required to be utilized to support employment services for TAA participants that are covered under TAARA of 2002.

LWADBS are required under Section 235 of the Trade Act of 1974 P.L. 93-618 to offer the following 8 employment services to trade-affected workers, and the offer must be documented:

1. Comprehensive Assessments;
2. Individual Employment Plans;
3. Training Information;
4. Financial Aid Information;
5. Employability Skills;
6. Career Counseling;
7. Labor Market Information; and
8. Supportive Service Information.

Outlined below are the allowable activities that are considered to be case management and qualify as allowable uses of case management funds:

1. Promotion of the TAA program to potentially trade-affected employers;
2. Conducting Rapid Response TAA information sessions;
3. Entering data into Employ Florida, including entering service codes and case notes;
4. Establishing and updating training benchmarks;
5. Developing and tracking training plans (including verifying satisfactory participation);
6. Monitoring TAA participant files;
7. Developing and tracking IEPs to include removing employment barriers;
8. Costs associated with training TAA and LWDB staff on the TAA program, including activities and services available to TAA participants;
9. Maintaining and enhancing tools and equipment (including electronic equipment) that would improve case management services;
10. Program-related supplies, equipment, travel, postage, utilities, rental, and maintenance of office space for the Local TAA Coordinator;
11. Indirect costs associated with the program; and
12. Any other staff costs related to case management.

Some case management services may be appropriately provided under WIOA or WP as basic or individualized career services. The case management cost category supports direct charges for Local TAA Coordinator salary and benefits.

Local TAA Coordinators

The TAA program operates in accordance with warranted principles under the WP Act, which is outlined in TEGS No. 01-10. DEO is required to use TAA funds to hire merit-staff employees to provide case management and employment services to trade-affected workers, and apply to these staff member(s) the standards in accordance with 5 CFR Part 900, subpart F. LWDBs are required to designate at least one merit-staff employee under their functional supervision to operate as the Local TAA Coordinator to ensure case management and employment services

are provided. The Local TAA Coordinator is funded primarily by WP funds. CSTB has established a designed DEO TAA Coordinator for our region. The TAA Coordinator is managed by DEO Jobs & Benefits Supervisor.

Job Search and Relocation Allowances

LWADB may receive funding to provide job search and relocation allowances to TAA participants who have no reasonable expectation of securing suitable employment within the state defined commuting area (see DEO memorandum, [State Definition of Trade Adjustment Assistance Commuting Area](#)).

Job search allowance is to be used to subsidize transportation and subsistence (lodging and meals) costs related to job search activities. The amount payable for job search allowance is 90% of the total costs of transportation and 90% of the total costs for subsistence. Transportation costs are determined under U.S. General Services Administration's (GSA) privately-owned vehicle mileage reimbursement rates. Subsistence cost payments are determined by the federal per diem rate as defined by GSA. Reimbursement must not exceed \$1,250 for any worker.

Relocation allowance is to be used to subsidize the moving costs of TAA participants who have secured permanent employment outside of the state-defined commuting area. The amount payable for relocation allowance is 90% of the reasonable and required expenses of moving the participant, their family, and their household items. Participants may be eligible for a lump sum that is equivalent to 3 times their weekly wage, but with a maximum cap of \$1,250.

Under TAARA of 2002, TAAEA of 2011 and TAARA of 2015, participants can receive an allowance equal to ninety (90) percent of each of their job search and relocation expenses, up to a maximum of \$1,250 for each benefit. Under TGAAA of 2009, participants may receive up to \$1,500 for each benefit.

LWDBs shall request job search and relocation funds on an as-need basis, and may request funds by emailing the request to DEO's Bureau of Financial Management at Caroline.Womack@deo.myflorida.com

References

- Trade Adjustment Assistance Act of 1974, as amended - <https://www.doleta.gov/tradeact/law/>
- Trade Adjustment Assistance Reform Act (TAARA) of 2002
- Trade and Globalization Adjustment Assistance Act (TGAAA) of 2009
- Enacted by the TGAAA of 2009
- Trade Adjustment Assistance Extension Act (TAAEA) of 2011
- Trade Adjustment Assistance Reauthorization Act (TAARA) of 2015
- Trade Adjustment Assistance for Workers and the TAA Reauthorization Act of 2015
- The Amendments to the Trade Act of 1974 Enacted by the Trade Adjustment Assistance Reauthorization Act (TAARA) of 2015
- 20 Code of Federal Regulations (CFR) Part 617- <https://www.law.cornell.edu/cfr/text/20/part-617>

- 41 Code of Federal Regulations (CFR) Chapters 300-304 Federal Travel Regulation (FTR) - <https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr>
- Training and Employment Guidance Letter (TEGL) 05-15 Operating Instructions for Implementing - https://wdr.doleta.gov/directives/attach/TEGL/TEGL_05-15.pdf
- TEGL 15-12 Delivery of Benefits and Services to Trade Adjustment Assistance (TAA) Program- https://wdr.doleta.gov/directives/attach/TEGL/TEGL_15_12.pdf
- TEGL 16-16 One Stop Operations Guidance for the American Job Center Network Delivery System – https://wdr.doleta.gov/directives/attach/TEGL/TEGL_16-16_Acc.pdf
- TEGL 22-08 Operating Instructions for Implementing the Amendments to the Trade Act of 1974- <https://wdr.doleta.gov/directives/attach/tegl/TEGL22-08.pdf>

INQUIRIES: Any questions about this policy should be directed to the Chief Operating Officer, DEO Jobs & Benefits Supervisor and their designee.