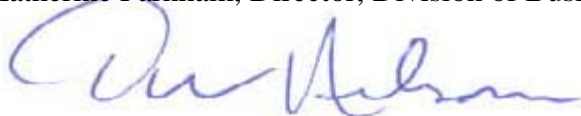


State of Alaska Department of Labor and Workforce Development

Divisions: Business Partnerships Employment Security	Policy No.: 495.00
Subject: Concurrent Enrollment	Pages: 3
Reference: WIA Sections WIA 101(38), 134(a)(1)(A), and 173; 20 CFR, Subpart D, Preamble, 665.300-340; Training and Employment Guidance Letter (TEGL) Nos. 7-99, 5-00, 11-02, 20-02, and 16-03.	Effective Date: 4/7/04
	Revised:
<p>Approved:  Katherine Farnham, Director, Division of Business Partnerships 3/26/2004 Date</p> <p>Approved:  Tom Nelson, Director, Employment Security Division 4/7/2004 Date</p>	

1. Parties Affected

- a) Grant recipients of the Division of Business Partnerships (DBP)
 - i) Workforce Investment Act (WIA) subgrantees
 - (1) Dislocated Worker Programs
 - (2) National Emergency Grant Recipients
 - (3) Rapid Response, additional assistance
- b) Trade Adjustment Assistance (TAA)
- c) North American Free Trade Agreement (NAFTA) - Transitional Adjustment Assistance (TAA)

2. Purpose

This policy encourages cooperative partnerships for the co-enrollment of applicants between TAA, NAFTA-TAA and WIA. It establishes minimum requirements for referral, benefits administration, and placement. Grant recipients should use this policy (and related policies) to develop procedures for determining and verifying eligibility of co-enrolled participants, enhancing communication, and maximizing resources.

3. Definitions

- a) *TAA - Trade Adjustment Assistance* provides funding for training, job search allowance, relocation allowances, Trade Readjustment Allowances (TRA), Alternative Trade Adjustment Assistance (ATAA), and a health care tax credit (HCTC) for workers adversely affected by imports from or a shift in production to another country.
- b) *NAFTA -TAA - North American Free Trade Agreement- Transitional Adjustment Assistance* provides funding for training, job search allowance, relocation allowances, and

trade readjustment allowances (TRA) for workers adversely affected by imports from or a shift in production to Canada and/or Mexico. NAFTA-TAA was repealed November 4, 2002 but its participants may continue to receive NAFTA-TAA services for as long as their eligibility lasts.

- c) *TRA - Trade Readjustment Allowances* provides additional weekly benefits, much like unemployment insurance, to trade affected workers if they worked at least 26 weeks in the 52 week period prior to their separation from adversely affected employment.
- d) *ATAA – Alternative Trade Adjustment Assistance* is a wage subsidy program for workers over the age of 50 who may choose to receive 50% of the difference between their wage at separation from adversely affected employment and their new employment, in lieu of the training, job search and TRA benefits.
- e) *HCTC – Health Care Tax Credit* is a credit of 65% of the trade worker’s health insurance premium. Tax credits may be advanced each month or claimed at the end of the year on the workers income taxes.
- f) *Co-enrollment* is the concurrent or dual-enrollment of WIA participants with TAA or NAFTA-TAA programs allowing for coordination of funds for training and services. Co-enrollment results in a participant's enrollment for WIA and TAA services simultaneously.
- g) *WIA Core Services* are information and self-directed job search activities. If the services are self-directed there is universal access for adults, age 18 or older; if staff-assisted, WIA eligibility requirements apply.
- h) *ETPL - Eligible Training Provider List* is the approved statewide WIA training provider list. It is located online at: <http://www.jobs.state.ak.us/jt/providers.htm>.

4. **Policy**

- a) This policy is to ensure that grantees of the Division of Business Partnerships:
 - i) Coordinate eligibility determinations/verifications with TAA, and NAFTA-TAA programs; and
 - ii) Coordinate the provision of services and support services for co-enrolled applicants, including: assessment and employability plans, identification of services and resources, training plans, enrollment in training, job placement assistance, and follow-up employment services.
- b) Rapid response and dislocated worker programs must provide registerable staff-assisted core, intensive, and supportive services for individuals who filed a TAA petition or had a petition filed on their behalf [TEGL 7-99 and WIA Regulations 665.300-665.340].

5. **Responsibility**

- a) ***Referral Process.*** Grant recipients must:
 - i) Identify potential eligibility for TAA/NAFTA-TAA;
 - ii) Determine status of petition;
 - iii) File a TAA application;
 - iv) Determine TAA eligibility and notify the applicant; and
 - v) Provide One-Stop services, including orientation, screening, assessment, and intake.
- b) ***Coordinating Resources.*** Grant recipients must:
 - i) Determine available resources between programs;

- ii) Determine and coordinate the services the participant needs;
 - iii) Provide receipt and review of participant assessment by partner agencies;
 - iv) Confirm the agreement for services and develop a written plan;
 - v) Complete the training agreement; and
 - vi) Ensure that TAA is the first source of funds for any TAA allowable activity.
- c) **Placement and Follow-up.** Grant recipients must:
- i) Track and monitor participant activity;
 - ii) Verify completion of training;
 - iii) Provide job placement assistance;
 - iv) Determine need for job search allowances;
 - v) Follow-up on placement with partners and inform of results;
 - vi) Identify participant need for relocation assistance; and
 - vii) Report participant activity in the MIS.
- d) **Eligibility for Co-enrollment.** In order to be considered for co-enrollment:
- i) The participant must be eligible for both programs; and
 - ii) The employment plan must be feasible for both parties.
- e) **National Emergency Grant.** Participants under the NEG are automatically eligible as dislocated workers. NEG grant recipients must coordinate referral of NEG participants through TAA for potential co-enrollment.
- f) **Information sharing and confidentiality.** Grant recipients must develop procedures for information sharing that maintains the co-enrollment process, including data within the WIA Management Information System (MIS) case record.
- g) **Funding Limitations.** Grant recipients may withdraw support from an eligible applicant due to funding limitations or suitability for WIA services, provided appropriate referral to other resources has been made.
- h) **Documentation.** Grant recipients must include sufficient documentation in the participant case file to support eligibility determinations and services provided.
- i) **Training Providers.** If grant recipients use WIA funding for training services, the training program must comply with the WIA Training Provider Eligibility Policy.
- j) **Communication.** Partner agencies must communicate with regard to applicant:
- i) Eligibility;
 - ii) Training/support plans;
 - (1) A mutual agreement should be made in the best interest of the participant.
 - iii) Progress in the programs;
 - iii) Follow-up and placement.
 - (1) Grantees must notify One-Stops when referring participants for secondary services; this will facilitate co-enrollment and MIS data entry.