

Northwest Workforce Council

POLICY AND PROCEDURE DIRECTIVE

DATE ISSUED: **October 1, 2005**

SUBJECT: **Guidelines and Process for Co-enrollment of TAA and WIA IB Dislocated Workers**

REFERENCE#: **WIA 01-29**

To insure that WIA IB resources are available when needed to support Trade Act participants in the completion of their employment plans, respective program staff need to coordinate and identify such needs during the initiation phase of an employment plan.

1. WIA IB Program staff will participate with TA Program staff in the approval TA plans for which subsequent WIA IB resources will be used. Approval will be based on the following guidelines:

- a. The employment plan must target an occupation that meets the WIA IB Dislocated Workers Earning Goals (using earning calculator).
- b. Any gap in UI, TRA and TB support must be identified in advance in order to be eligible for Need Based payments.
- c. WIA/TA staff must develop a follow-up plan and provide retention services as needed.
- d. Priority of WIA IB resource will be for occupation within the NWDC's identified key industry sectors: Health and Allied Services; Marine Manufacturing and Technology; Construction; Wood Product and Process Manufacturing including refineries, Energy Generation and Food Processing.
- e. Provide WIA IB DW staff copies of Forms CT3 and 858.

2. For any other TA participant with an emergent need for assistance, there must be a description of the unforeseen circumstances leading to the need and the target occupation wage must also be within 10% of the WIA IB Dislocated Workers Earnings Goal.