



Bay Consortium Workforce Development Board

Policy Number: 18-03

Effective Date: November 7, 2018

Revised Date: August 5, 2020

Title: Trade Adjustment Act and WIOA Dislocated Worker Co-Enrollment Policy

PURPOSE

To establish procedures for the *Trade Act* and *Dislocated Worker programs* are well coordinated and delivered within the workforce system in a manner that is seamless to clients and responsive to their needs.

REFERENCE

Training Employment Guidance Letter 3-15

PROCEDURES

1. When there is a layoff of 25 or more with Trade Act certified petition, state rapid response procedures are followed (<http://www.vwn.virginia.gov/rapidresponse.cfm> (For less than 25 employees the flow will start with number 2 below). Employer and employee briefings are scheduled and planned. At the Employee Briefing or Rapid Response Mass Meeting, which is to provide basic services and next steps, representatives from the VEC, WIOA, Virginia Career Works Center and other mandated and optional partners provide program information. Examples:
 - a. VEC - Job services and unemployment filing, documentation requirements and TAA services and training
 - b. WIOA - WIOA-available intensive services, supportive services and training
 - c. Other WIOA partners - the number of partners will vary by employer(s) requests
 - d. NOTE: WIOA will create a sign-up sheet for employees interested in training, basic and intensive services.

2. Trade affected employees must file Trade Eligibility Claim forms. Times and dates of the Trade claims taking sessions will be set by VEC. Notice will be mailed to address provided by the employer layoff list (May be prior to, or following the layoff date).
 - a. Register for Unemployment Insurance by telephone, online or staff assisted, if not already done so.
 - b. Register for job services to begin job search.
 - c. Host Trade Act claim taking session. Complete paperwork to establish Trade eligibility; process paperwork and send to Richmond; await receipt of entitlement determination.
 - d. Schedule one-on-one meeting for reemployment options.
3. Client reports to WIOA Service Provider to:
 - a. Participate in program orientation, *(but not required)*
 - b. Complete program application
 - c. Determined eligibility
 - d. Complete enrollment process
 - e. Receive initial assessment

NOTE to WIOA Provider Staff and VEC staff:

- i. Customers identified via the WIOA Provider sign-up sheet will be contacted by a WIOA case manager to determine interest in training, career services.*
 - ii. Based on circumstances, WIOA Provider may conduct a mass enrollment/assessment session and/or one-on-one enrollment/assessment by appointment.*
 - iii. Following enrollment, assessment and determination of training preference and recommendation, WIOA case manager will provide documentation to the VEC's trade representative.*
4. Before Trade Act assistance is provided:
 - a. Customers required to be enrolled into WIOA, assessed and training needs determined before documentation is submitted to VEC's trade representative.

- b. Trade will utilize assessments and training recommendation documentation from WIOA and determine appropriate training for client if training is determined to be needed
 - c. Training is approved or disapproved by the VEC/Trade staff.
 - d. If the client is issued a waiver due to: enrollment not available, health, or training not available, WIOA Provider must do an assessment.
 - e. If client desires training or career services and client has not met with WIOA case manager, make a referral to WIOA for dislocated worker assistance. In this case, await assessment results from WIOA case manager.
5. Additional WIOA and VEC staff responsibilities and/or steps to follow:
- a. WIOA case manager will provide initial one-on-one contact to attendees following the Rapid Response session(s) (may be prior to, or following layoff date)
 - i. Contact clients who signed up for intensive services or training. Make an appointment for enrollment and assessment.
 - ii. Group enrollment and assessment - Have an initial interview (explain WIOA program requirements, assessments and training relationship between Trade, WIOA and the client), document basic services, create client folder, determine eligibility, enroll and assess.
 - iii. For Trade purposes, clients that are 50 years of age and/or older that DO NOT plan to participate in training, are not required to complete the assessment process.
 - b. WIOA case manager also will implement the following actions:
 - i. Meet one-on-one with client to discuss basic services, intensive services, training and supportive service needs.
 - ii. Enroll client into Virginia Workforce Connection system (VWC)
 - iii. Ensure that a printout of revoked waiver status case note is included in client case file.
 - iv. Work with client to develop an IEP in the VWC system and complete other required file enrollment

- v. Determine appropriate reemployment options based upon client choice, TABE assessment, Career Scope assessment, labor market analysis and other relevant variables.
 - vi. Complete Training Recommendation section in the IEP.
 - vii. Refer client to VEC's trade representative via email (insert email address) to discuss training options if training is justified and approved.
 - viii. Forward assessments, IEP, LMI and Co-enrollment Consent to VEC's Trade representative via email (insert email address)
 - ix. Based upon eligibility for Trade and other considerations, client may be enrolled in WIOA's dislocated worker program for training.
 - x. NOTE to WIOA staff: For purposes of eligibility, there must be a basic service entered into the VWC system prior to dislocated worker program involvement. The sign-up sheet from the Rapid Response Meeting plus the layoff letter provided by the company can serve as proof that a basic service was provided to the client. If WIOA funds are used for any training activity, the WIOA training provider list will be used. If Trade uses a training provider not on the WIOA state or local training provider list, WIOA case manager will ensure the client is made aware that WIOA funds cannot be used to pay for tuition and/or books should the need arise.
6. Co-enrollment and case management:
- a. WIOA Dislocated Worker Program
 - i. Maintain IEP, case notes, training and/or fiscal documentation as required under WIOA local policies.
 - ii. Have client sign co-enrollment agreement signed by all three parties. One copy is retained for file.
 - iii. Provide 30 day follow up to client to support positive outcome and case management as needed in accordance with WIOA local policies.
 - iv. Maintain on-going contact with VEC trade representative on customer status via VWC case notes.
7. Case Closure

- a. VEC trade representative will notify WIOA case manager if client ceases or completes training activity and/or enters employment. WIOA will reciprocate the same.
 - b. WIOA case manager will exit the client when appropriate and notify VEC trade representative.
 - c. NOTE: In the VWC, soft exits will require that all service activity is entered by both WIOA case manager and VEC trade representative.
8. Follow up
- a. WIOA case manager provides follow up for one year or based on the individual need of the customer following case closure by WIOA dislocated worker program.