

August 31, 2018

WORKFORCE DEVELOPMENT FIELD INFORMATION MEMO NO: 18-05

TOPIC: Offering Employment and Case Management Services to Trade Adjustment Assistance Program Participants

1. **Purpose:** To provide the policy under the Trade Adjustment Assistance Program for offering employment and case management services. In addition the updated Worker Information Meeting form is attached.
2. **Background:** Trade Adjustment Assistance/Trade Readjustment Allowance (TAA/TRA) is a federally funded employment and training program that provides benefits to individuals displaced from their jobs due to impacts of foreign trade. The goal of the Trade Act programs is to help trade-affected workers return to suitable employment as quickly as possible. To facilitate this goal, states are required by federal regulation to offer and make available to these participants eight employment and case management services which include: (1) Comprehensive Assessments; (2) Individual Employment Plans; (3) Counseling; (4) Information on Financial Aid Services; (5) Information on available training; (6) Pre-Vocational Training; (7) Supportive services; and (8) Labor Market Information. States must offer trade certified workers employment and case management services and document the offering.

For an overview of the three Trade Act programs operating at this time, go to <http://www.doleta.gov/tradeact/pdf/side-by-side.pdf>

3. **Substance:** The purpose of employment and case management services are to provide workers the necessary information and support to achieve sustainable reemployment. Therefore, these services must be made available to workers initially and over the course of their participation in the TAA program, and in an integrated manner that suits their individual needs at a particular time. The provision of services should not cease once enrollment occurs or after the initial intake with the worker is completed.

Trade certified workers attending a Trade Worker Information Meeting (WIM) will be informed of the eight employment and case management services (as detailed below) and additional benefits available through the TAA program. Attendees, along with the State Trade Coordinator, will sign the newly revised WIM form.

Trade certified workers not attending the WIM, but visiting their local American Jobs Center (AJC) are required to complete this form with their Case Manager. Both parties will sign this form and forward to the State Trade Office with the TAA application.

The reemployment and case management services are:

- (1) Comprehensive and specialized assessment of skill levels and service needs, including through—
 - (A) diagnostic testing and use of other assessment tools; and*
 - (B) in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.**
- (2) Development of an individual employment plan to identify employment goals and objectives, and appropriate training to achieve those goals and objectives.*
- (3) Information on training available in local and regional areas, information on individual counseling to determine which training is suitable training, and information on how to apply for such training.*
- (4) Information on how to apply for financial aid, including referring workers to educational opportunity centers described in Section 402F of the Higher Education Act of 1965 (20 U.S.C. 1070a–16), where applicable, and notifying workers that the workers may request financial aid administrators at institutions of higher education (as defined in Section 102 of such Act (20 U.S.C. 1002)) to use the administrators' discretion under Section 479A of such Act (20 U.S.C. 1087tt) to use current year income data, rather than preceding year income data, for determining the amount of need of the workers for Federal financial assistance under title IV of such Act (20 U.S.C. 1070 et seq.).*
- (5) Short-term prevocational services, including development of learning skills, communications skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare individuals for employment or training.*
- (6) Individual career counseling, including job search and placement counseling, during the period in which the individual is receiving a trade adjustment allowance or training under this chapter, and after receiving such training for purposes of job placement.*
- (7) Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including—
 - (A) job vacancy listings in such labor market areas;*
 - (B) information on jobs skills necessary to obtain jobs identified in job vacancy listings described in subparagraph (A);*
 - (C) information relating to local occupations that are in demand and earnings potential of such occupations; and*
 - (D) skills requirements for local occupations described in subparagraph (C).**
- (8) Information relating to the availability of supportive services, including services relating to child care, transportation, dependent care, housing assistance, and need-related payments that are necessary to enable an individual to participate in training.*

4. **Action:** The policy contained in this field memo should be shared with all WIOA and Iowa Workforce Development personnel working with the participants receiving employment and case management benefits and services from the Trade Adjustment Assistance program.
5. **Effective Date:** This field memo is effective from the date of this memo.
6. **Contact:** If there are any questions related to the information in this issuance, contact Michelle McNertney at 515-242-0408 or michelle.mcnertney@iwd.iowa.gov.

**Cathy Ross, Division Administrator
Workforce Services
Iowa Workforce Development**