

**COMPILED RESPONSES TO  
ADMINISTRATIVE POLICY:  
TAA EMPLOYMENT AND CASE MANAGEMENT SERVICES**

	Issue(s)	Submitted by (Name/LWDB)	DEO Response
1.	IV. B. The policy references DEO Memorandum: New Trade Adjustment Assistance (TAA) Process and Employ Florida Codes dated 6/1/17. This memo makes reference to the “first face-to-face meeting”. On page two of the policy under IV. B. TAA Eligibility Review it refers to a “one-on-one meeting”. If this is the same meeting we’d like the policy to conform with the DEO memo.	<b>Ronald Moffett LWDB 22</b>	The policy has been updated to refer to the initial meeting as being in-person.
2.	IV. B. On the top of page three the policy states that the local TAA coordinator verifies “eligibility”. However, the Trades affected worker’s eligibility has already been determined. The only thing the local TAA coordinator does is verify that the worker’s name is on the list.		Individual eligibility is determined at the local level at the time of initial intake. It is the responsibility of the Local TAA Coordinator to verify the worker is eligible for TAA services and benefits, as indicated in the policy.
3.	IV. B. The last paragraph of IV. B. also on page three indicates that if the worker’s name is not on the list then the local coordinator should reach out to the employer to determine the worker’s eligibility. Once the employer determines the worker’s eligibility the local TAA coordinator “notifies the State Trade Program Coordinator”. It is our position that the local coordinator should pass the worker’s name to the State Coordinator for eligibility determination.		It is the responsibility of the Local TAA Coordinator to verify the worker is eligible for TAA services and benefits, as indicated in the policy.
4.	IV. B. The last sentence of this paragraph states that if the worker is ineligible that the local TAA must provide Wagner Peyser services. We’d like the option to assign WP staff to allow for some flexibility.		The policy has been updated to allow flexibility in the provision of Wagner-Peyser services.
5.	IV. C. For clarity on page three, under IV. C. please add the date (4/17/2019) to the DEO memo reference.		The policy is consistent in that dates are not included alongside federal and state policies, guidance letters or DEO Memoranda.
6.	IV. D. 1. On page 5 the policy references “the participant’s hard-copy case file”. We’d like to add the provision for an electronic case file as we store		The policy has been updated to include this provision.

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	our files in an electronic document management system.		
7.	IV. D. 5. B. On page 7 under 5. B. Establishing Goals and Objectives the policy references “intermediate” goals. Currently we established short and long term goals. We are not sure what is to be gained by further sub-dividing and adding an “intermediate” goal?		The policy includes intermediate goals to afford greater flexibility to the Local TAA Coordinator in establishing the employment plan.
8.	IV. D. 5. C. On page 8 under c. Reviewing the IEP the policy states the IEP should be reviewed on a “regular basis”. We’d like the meaning of this clarified.		The policy has been updated to state the IEP must be reviewed every 60 days.
9.	IV. D. 9. Similarly, on page 9 under 9. The policy uses “consistent communication”. We’d like the meaning of this clarified.		The inclusion of the 60-day minimum for IEP review resolves this issue.
10.	V. 3. On page 9 the definition of the Local TAA Coordinator should be updated to reflect that they do not conduct an eligibility determination.		It is the responsibility of the Local TAA Coordinator to verify the worker is eligible for TAA services and benefits, as indicated in the policy.
11.	IV. A. TAA Informational Session-The policy states that the LWDB where the trade-affected employer is located will coordinate with the employer to offer the informational session(s) to the trade-affected workers.  Is the LWDB where the trade-affected employer is located responsible then for coordinating/providing services to the trade-affected workers no matter where those workers reside? For example, if the employer is located in LWDB 19, and the trade-affected workers reside in LWDBs 17, 18 and 19, would LWDB 19 be responsible for delivering services to all the trade-affected workers of that employer?	<b>Donna Doubleday LWDB 19</b>	Trade-affected workers may choose to receive services from the LWDB of their choice, regardless of geographical location with regards to residence. The LWDB may recommend a closer location for the worker’s convenience but may not refuse to provide services if the worker declines to use another LWDB. The policy has been updated.

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12.	IV. B. TAA Eligibility Review - The policy requires Local TAA Coordinators to contact the trade-affected employer to determine a worker's eligibility if that worker's name is not on the affected workers list. If the company has closed and there is no available contact, is there another method for determining an individual's eligibility?		The policy has been updated to indicate the State Trade Program Office will work with the Local TAA Coordinator to determine participant eligibility if the employer is no longer able to be contacted.
13.	IV. C. Initial TAA Program Participation - The Local TAA Coordinator will notify the State Trade Program Office that the trade-affected worker's information is ready for review on Employ Florida. How will the Local TAA Coordinator be notified that the State Trade Program Office has reviewed the request and issued a determination?		DEO does not provide notification to the LWDBs of claimant determinations. Local TAA Coordinators have access to the Florida CONNECT system to review benefit determinations for TAA participants, however, this is not required. The claimant will receive a notice of determination.
14.	IV. C. Reviewing the IEP - The policy states that when new objectives are added, the IEP should be reviewed and signed and accompanied by service code T05. Should a new T05 code be added each time the IEP is updated?		LWDBs are not required to add a new T05 code each time the IEP is updated, however it is recommended to document the staff hours required for the provision of this service.
15.	IV. C. Initial TAA Program Participation: TR1 reference should be noted that this code is generated by DEO/EF once the local TAA Coordinator initiates the TR0.	<b>Jody Toner/LWDB 15</b>	The TR1 service code was for state-level use with regards to liable/agent state scenarios. This use of this service code has been discontinued.
16.	IV. D. Employment and Case management service: A bullet point should be noted regarding the establishment of training benchmarks as indicated by the DEO TAA Tool 19/20 under section regarding Approved Training tool #24 & #25.		Training benchmark requirements will be included in a separate policy for TAA Training Services.

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17.	General Question - Will the DEO EF Service code guide be updated to reflect the documentation requirements of the new TAA Service Codes? (Ex: T01, T02, T03...)		Yes. The DEO Employ Florida Service Code Guide is currently being updated. The new TAA service codes included in this policy will be included in the updated version of the guide.
18.	General Question - For the new TAA activity codes noted as required within the Policy draft and recapped below, when does DEO project the addition of these new codes to the TAA module within EF? Will this occur as part of the implementation of the policy?	<b>Rene Davisson, LWDB 14</b>	Yes. The TAA service codes will be input into Employ Florida as part of the implementation of this policy.
19.	General Question - Will there be a Webinar or “in person” training to provide hands-on-training and opportunity for Q&As for the implementation of this revised policy?		Yes. Statewide training for TAA is currently being scheduled. This policy will be discussed during that training.
20.	IV. A. Structural changes suggested to the paragraph.	<b>Will Miles, LWDB 02</b>	DEO appreciates this input but will retain the original format of the policy to ensure the communication of requirements remains unchanged.
21.	IV. A. Structural changes suggested to the paragraph.		DEO appreciates this input but will retain the original format of the policy to ensure the communication of requirements remains unchanged.