

**COMPILED RESPONSES TO
ADMINISTRATIVE POLICY:
TAA TRAINING SERVICES**

	Issue(s)	Submitted by (Name/LWDB)	DEO Response
1.	When is the training application required?	Margaret O’Boyle LWDB 12	Once all training program selection documentation is submitted by the TAA participant, the Local TAA Coordinator must create a training application before enrolling the TAA participant in any TAA-funded training, as indicated in the policy.
2.	Is the application required before enrolling in training or before TAA funded services are added?		TAA-funded services, such as employment and case management services, may be provided prior to the creation of a training application. However, no TAA-funded training services may be approved before the Local TAA Coordinator creates the training application in Employ Florida, as indicated in the policy.
3.	Is this entered simultaneous?		The TAA participant may be enrolled into training on the same day as the approval of the training application.
4.	Is the WIOA co-enrollment required at the beginning of TAA services?		The WIOA co-enrollment requirement is not discussed in this policy.
5.	General Question - Why is WIOA co-enrollment required?		The WIOA co-enrollment requirement is not discussed in this policy.
6.	IV.S - If the Claimant is not co-enrolled, is MSG in TAA still required?		The policy has been updated to state: “All participants in TAA-approved training require Measurable Skills Gains to be documented in Employ Florida.”
7.	IV.A - What constitutes a comprehensive assessment? a. Would this be Universal Initial assessment b. My next move assessment c. Work Keys assessment d. Objective assessment in employflorida.com		The comprehensive assessment must meet the requirements outlined in Administrative Policy 108 - TAA Employment and Case Management Services .
8.	IV.O - Are OJT 104 weeks in addition to the TAA week or do they run concurrently? I am wondering if TRA is available and if the 104 weeks are additional training weeks. Example: Completed a training, now will enter a OJT or some type of internship?		Trade Readjustment Allowances may not be available for OJT participants due to earned income. If the participant is placed in an internship (non-paid) as part of an approved training program, TRA may be available but this would not be considered an OJT. The policy has been updated to state: “TAA participants may be approved for a training plan which consists of both classroom-based training and OJT, however, the duration of the total training

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			plan must adhere to Section IV.L of this policy with the OJT portion of the training not exceeding 104 weeks.”
9.	General Question - Specific to EF document upload, Region 14 has procured our own document management system that has always met all monitoring requirements. Would it be possible to continue utilizing our document management system rather than uploading documents into EF?	Rene Davidson LWDB 14	DEO appreciates some LWDBs have procured stand-alone document management systems in lieu of utilizing the document management system available in Employ Florida. However, to ensure state-level staff have access to the documents and information required to process TAA participant income-support benefits through a secure and accessible means, and to conduct data validation required by the Trade Adjustment Assistance Data Integrity (TAADI) report, the requirement to store all TAA-related source documents in the Employ Florida document management system has been deemed a necessity.
10.	General Question - The new Employ Florida TAA specific “T” codes are now available for use; however, the typical EF service codes are also available. Should staff enter the standard EF service codes along with the TAA specific “T” services codes, or are TAA service codes sufficient?		LWDB staff should continue to use the standard service codes in Employ Florida and not the codes outlined in Administrative Policy 108 - TAA Employment and Case Management Services until this policy has been approved by the State Workforce Development Board. Once approved, TAA staff will only be required to enter the new TAA service codes.
11.	IV.D - This paragraph begins with, “Once both forms are completed”; Please, what are these 2 forms being referenced?	Donna Doubleday LWDB 19	The policy has been updated to provide clarification and now states: “Once all training program selection documentation is submitted by the TAA participant...”
12.	IV.F - Is supporting documentation (from a physician) required if a training waiver is recommended for health reasons?		No. The policy has been updated to provide clarification and now states: “Note: Supporting medical documentation is not required; information about TAA participant health issues, if any, and sensitive/personal and confidential information must not be documented in Employ Florida nor stored in the participant’s electronic or hard-copy case file.”

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13.	<p>IV. G - The guidance suggests that a revocation should not occur without several documented attempts to contact the participant.</p> <p>a. Please define “several.”</p> <p>b. Is there a time frame that is considered ample time given to a participant to respond to an attempt to contact for waiver review?</p>		<p>The policy has been updated to provide clarification and now states: “...a minimum of six attempts to contact the participant over a three-week period...” and “</p>
	<p>IV.H - Medical problems- Is supporting documentation (from a physician) required if a training waiver deadline extension is recommended for medical reasons?</p>		<p>No. The policy has been updated to provide clarification. now states: “Note: Supporting medical documentation is not required; information about TAA participant health issues, if any, and sensitive/personal and confidential information must not be documented in Employ Florida nor stored in the participant’s electronic or hard-copy case file.”</p>