TO: Workforce Florida, Inc. and Regional Workforce Boards (RWBs)
FROM: J. Wyatt Pope, Director of Workforce Program Support
SUBJECT: Fiscal Year (FY) 2008 State Base Allocations and the Process for Requesting Additional Trade Adjustment Assistance (TAA) Program Reserve Funds

PURPOSE:
To issue a copy of the Employment and Training Administration’s (ETA) Training and Employment Guidance Letter (TEGL) on Fiscal Year (FY) 2008 State Base Allocations and the Process for Requesting Additional Trade Adjustment Assistance (TAA) Program Reserve Funds.

BACKGROUND:
The ETA’s revised funding allocation process allows for TAA funds to be distributed based on a formula-based methodology. The funding formula facilitates the fair and equitable distribution of available resources for training.

ACTION REQUIRED:
It is the agency’s goal to facilitate and encourage Regional Workforce Boards (RWBs) to track services provided to TAA participants in the State information system by identifying TAA as the partner program. Additionally, RWBs should serve those eligible trade-affected individuals by conducting a proper assessment to determine the appropriateness of services i.e., job search, waiver of training requirement, remedial, occupational skills training, etc. As mentioned in the attached link, states are encouraged to serve the greatest number of people with the resources available in the current fiscal year. The more training services provided to TAA eligible individuals will result in adequate future funding to support program needs.
Please read the TEGL 8-07 in the link below for additional information and guidance on receiving funding based on participation and accrued expenditures identified in the required federal reports.

**LINK:**