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# Trade Adjustment Act (TAA) 2013-14

# Management and Operational Process Review Tool

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| RWB: |  |  | DATE REVIEWED: |  |
| REVIEW COMPLETED BY: |  |  |  |  |
|  |  |  |  |  |

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|  | **LOCAL OPERATING PROCEDURES** |  | **YES** |  | **NO** |  | **COMMENTS** |
|  | 1. Does the Region have a Local Operating Procedure for providing services to trade-affected workers? If yes, please provide a copy. If no, please answer the following questions.
 |  | [ ]  |  | [ ]  |  |       |
| 2.  | 1. Briefly describe the coordination of services between Rapid Response and TAA when a dislocation is trade-related. Does the coordination of services include the process for trade-affected workers to receive rapid response assistance and the opportunity to participate in a TAA informational session?
 |  | [ ]  |  | [ ]  |  |       |
|  | 1. Is the incumbent TAA Coordinator an employee of the Department of Economic Opportunity? If “no”, who is the employee of record?
 |  | [ ]  |  | [ ]  |  |       |
|  | 1. Briefly describe the eligibility process for TAA services through the Career Center System.
 |  |  |  |  |  |       |
|  | 1. Briefly describe the process for providing case management services to TAA participants.
 |  |  |  |  |  |       |
|  | 1. Is there a financial “cap” on training services? If yes, what is the amount? What is the process if the “cap” does not cover the total training costs?
 |  | [ ]  |  | [ ]  |  |       |
|  | 1. Describe the process for co-enrolling TAA participants in Wagner Peyser and WIA when appropriate.
 |  |  |  |  |  |       |
|  | 1. Define the commuting area within the region and briefly describe how transportation assistance is provided when the training provider is located beyond the established commuting area.
 |  |  |  |  |  |       |
|  | 9. Define the commuting area within the region for Job Search and/or Relocation Allowances if different from #8 above.  |  |  |  |  |  |       |
|  | 10. Does the TAA Coordinator or other partner program staff  record Individual Training Account information in EFM?  |  | [ ]  |  | [ ]  |  |  |
|  | 11. What is the approval process for remedial and/or prerequisite training? Please describe.  |  |  |  |  |  |       |