

Rick Scott
GOVERNOR



Jesse Panuccio
EXECUTIVE DIRECTOR

M E M O R A N D U M

DATE: September 23, 2014
TO: Regional Workforce Board Executive Directors
FROM: Lois A. Scott, Chief, Bureau of Career Source and Program Support
SUBJECT: Trade Adjustment Assistance Training Approval Activity Code

The purpose of the memorandum is to provide guidance to career center staff working directly with trade-affected workers regarding the use of TAA – Approved Training Activity “(TA1)” code in Employ Florida Marketplace (EFM). This activity serves as a placeholder prior to training participation and will document approval, based on local regional workforce board policy, for staff to establish an Individual Training Account (ITA) and issue training vouchers for the TAA customer. The begin date for the TAA – Approved Training Activity “(TA1)” code must agree with the approval date recorded on the 2100A form. The end date for the activity code should be the date immediately prior to the scheduled date the participant will begin the approved training.

The Code of Federal Regulations 617.11 (a)(2)(vii), provides that a worker shall be considered to be “enrolled in training” when the worker's application for training is approved by the State agency and the training institution has furnished written notice to the State agency that the worker has been accepted in the approved training program which is to begin within 30 calendar days of the date of such approval. This “Training Approval Activity Code” will always be recorded in the state management information system prior to training participation. Once the training start date has been verified, the approved training activity must be recorded in order to capture training participation.

To ensure that we are capturing training enrollment and training participation separately, it is important that these instructions be followed. This will allow for more successful monitoring, data validation and accurate reporting of participant records. If you have any questions regarding these instructions, please contact Mershal Noble at (850) 921-3317 or via email at Mershal.Noble@deo.myflorida.com.

LAS/omn

cc: Tom Clendenning
Anita Richardson
Local TAA Coordinators

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
866.FLA.2345 | 850.245.7105 | 850.921.3223 Fax
www.floridajobs.org | www.twitter.com/FLDEO | www.facebook.com/FLDEO

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.