



MEMORANDUM

DATE: March 4, 2019
TO: Local Workforce Development Board Executive Directors
FROM: Shila A. Salem, Chief, Bureau of One-Stop and Program Support
SUBJECT: Trade Adjustment Assistance Employ Florida Changes

The purpose of this memorandum is to provide notification to Local Workforce Development Boards regarding changes to the Employ Florida Trade Adjustment Assistance (TAA) application. The TAA program has specific program and reporting requirements outlined within 20 Code of Federal Regulations (CFR) Part 617 and the Trade Adjustment Assistance Data Integrity (TAADI) report. These include the requirement that the Individual Employment Plan (IEP) be completed prior to the first date of training and for specific employment services to be provided to all TAA participants. The IEP and all employment services provided must be recorded in Employ Florida.

To ensure these requirements are met, the following Employ Florida modifications will go into effect on March 1, 2019:

1. The Employ Florida system will require a service code 205 (Individual Employment Plan) to be recorded prior to the first date of training, or training waiver, as a prerequisite for reporting training waivers and TAA training approvals in the TAA application. This change is in accordance with Department of Economic Opportunity (DEO) memorandum: [Trade Adjustment Assistance Individual Employment Plan Reporting](#), dated December 6, 2018. To support this requirement, Local TAA Coordinators will be unable to enter the following service codes in Employ Florida until the day after the prerequisite service code 205 has been recorded:

Service Code	Service Code Description
243	Waiver - Individual or Family Care
244	Waiver - Enrollment Unavailable
245	Waiver – Training Unavailable
333	TAA Approved Customized Training
334	TAA Approved Occupational Skills Training
335	TAA Approved Remedial Training
336	TAA Approved ESOL Required Only
337	TAA Prerequisite Training

338	TAA Apprenticeship Training
341	TAA Occupational Skills Training Non-ITA

2. Local TAA Coordinators must provide specific employment and case management services to TAA participants as outlined in 20 CFR Part 617. Effective March 1, 2019, Local TAA Coordinators must record the required services under the participant's Employ Florida TAA application instead of the Wagner-Peyser application. To support this change, the following service codes for the required employment and case management services have been made accessible under the Employ Florida TAA application:

Service Code	Service Code Description
102	Initial Assessment
107	Provision of Labor Market Research
200	Individual Counseling
204	Interest and Aptitude Testing
205	Develop Service Strategies (IEP/ISS/EDP)
215	Pre-Vocational Adult
226	Reading or Math Testing
170	Referral to Supportive Service - Family Care
171	Referral to Supportive Service - Medical
173	Referral to Supportive Service - Temporary Shelter
174	Referral to Supportive Service - Other (Non-Federal/State)
177	Referral to Supportive Service - Federal/State

If you have any questions, please contact Steven Gustafson at (850) 245-7477 or via email at Steven.Gustafson@deo.myflorida.com.

SAS/skg

cc: Keantha B. Moore
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