

MEMORANDUM

DATE: April 25, 2022

TO: Local Workforce Development Board Executive Directors

FROM: Keantha B. Moore, Deputy Chief, Bureau of One-Stop and Program Support *Keantha B. Moore*

SUBJECT: Local Trade Adjustment Assistance Program Outreach and Allowable Expenditures: Change 1

This memorandum provides guidance to Local Workforce Development Boards (LWDBs) regarding allowable expenditures in support of local Trade Adjustment Assistance (TAA) program outreach and administration. This memorandum supersedes the previous guidance issued January 28, 2022, under Department of Economic Opportunity Memorandum: Local Trade Adjustment Assistance Program Outreach and Allowable Expenditures.

The TAA program provides resources to help trade-affected workers obtain new skills and find suitable employment. Workers covered under an U.S. Department of Labor certified Trade Act petition may be eligible to receive TAA program benefits. Local employers and work sites must be identified as trade-affected and petitions must be filed to serve trade-affected workers. Local announcements of certifications, informational sessions, and sustained community outreach events, and outreach to underserved communities are required. Local certification announcements may be posted on social media pages, in newspapers, sent via mass text message, sent via mass e-mail, or via other platforms available to the LWDB.

Allowable expenditures in support of local TAA program administration may include:

- Translation services to serve foreign language speaking employers and adversely affected workers.
- Internet enabled devices (including laptops, cell phones, and tablets), headsets, business or contact cards, professionally printed flyers and brochures, professional software for program participants in or entering training or searching for employment, and other mobile business and presenting equipment such as projectors. The expenditure must directly facilitate the participant's computer literacy, internet access, training competition and/or job placement.
- A mobile career center station or vehicle equipped with WiFi to support informational sessions at the working site.
- Per diem and mileage for travel to the affected work site.
- Travel for TAA program conferences and workshops in Florida.

If you have any program expenditure questions, please contact Christina Omran, State Trade and Rapid Response Program Coordinator, by e-mail at TAA@DEO.MyFlorida.com prior to approving the costs.

KBM/co

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