

Florida Department of Economic Opportunity

Trade Adjustment Assistance

Co-Enrollment Job Aid



In accordance with [Training and Employment Guidance Letter \(TEGL\) 04-20](#), co-enrollment of Trade Adjustment Assistance (TAA) participants in Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker (DW) is required unless the affected worker is not eligible or declines. The services provided shall be based on the customer’s needs. This job aid gives general guidance on what services are a possibility according to each program. WIOA DW available services may vary by region, funding, and local board policy.

This document is not all inclusive of the services and benefits within the TAA and WIOA DW programs. To ensure program compliance for DW and TAA, it is necessary for Local TAA Coordinator and Dislocated Worker staff to communicate and verify which program will pay for any benefits and support services prior to approving and providing the benefits and services.

SERVICE	DISLOCATED WORKER	TRADE ADJUSTMENT ASSISTANCE
Job- Readiness Workshops	✓	Referrals to Workshops. Not allowable under TAA.
Supportive Services	✓ Provided when necessary to enable individuals to participate in career service or training activities and unable to obtain through other programs providing services. LWDBs must provide linkages to community services and community centers for support.	Referrals to support services and community support centers. Not allowable under TAA.
Assistance with transportation	✓	During approved training TAA can in some circumstances assist with mileage reimbursement – based on eligibility and only miles outside normal commuting area.
Childcare and/or Dependent Care Assistance	✓	Not allowable under TAA.
Housing Assistance	✓	On a case-by-case basis, TAA may assist with temporary subsistence for food/lodging reimbursement if the worker’s training is outside their labor market area and the worker is sustaining a permanent residence in their labor market area.

Needs-Related Payments	✓	Not allowable under TAA.
Educational Testing Assistance	✓	On a case-by-case basis, if all students in a training program are required to take educational testing, then TAA may cover it.
Disability Accommodations	✓	Referral to appropriate provider for assessment and support. Not allowable under TAA.
Health Care Referrals	✓	On a case-by-case basis, if all students in a training program are required to have an immunization or test to complete the training or obtain the certification, then TAA may cover a health-related need.
Assistance with uniforms or work attire and work-related tools	✓	During TAA-funded On-The-Job training or Apprenticeship training, TAA will cover uniforms, shoes, protective eye gear if there is a requirement for all workers in the training program.
Assistance with personal protective equipment and supplies for training including such items as eyeglasses and protective eye gear	✓	During TAA-funded classroom training, TAA will cover tools, supplies, clothing, and protective eye gear if there is a requirement for all students in the program.
Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes	✓	✓ TAA will cover the cost of all required tuition, books, fees, and other required items of all students in the program.
Payments and fees for employment and training-related applications, tests, and certifications.	✓	✓ Required occupational tests and license fees are supported by TAA if they are included in the Individual Employment Plan and approved in advance.
Follow Up Services	✓	Not allowable under TAA.
Evaluation: Comprehensive and Skill(s) Assessments	✓	The Local TAA Coordinator conducts an Initial Assessment and develops the Individual Employment Plan. The Local TAA Coordinator will conduct a Comprehensive Assessment that includes Interest and Skills Assessment, college placement testing (if needed), a review of potential barriers, and a review of the participant's financial budget.

Job Search Allowance	✓ Service is best provided by TAA.	If a worker is unable to find suitable employment in their labor market, then TAA offers Job Search Allowance to assist with travel to interviews and other work search costs. Deadlines and other requirements apply.
Job Placement Assistance	✓	✓ TAA requires the position must be suitable employment.
Career Counseling	✓	✓
Reemployment Assistance (Initial Claim Information)	✓	✓
Program Referrals	✓	✓
Financial Aid Assistance	✓	✓
Resume Writing Services, Interview Skills Coaching	✓	Referrals to workshops and job readiness coaching.
Individual Employment Plan	✓	✓
Prevocational Training	✓	✓ TAA provides <u>short-term</u> prevocational services. Both programs may provide communication and interviewing skills, punctuality and time management skills, study skills, professional conduct training, and other basic literacy skills (such as computer literacy and administrative task literacy).
Transitional Jobs: Internships, On-The-Job Training, and Other Work Experience	✓	During approved TAA-funded training, TAA may support Internships or other work experience if it is a requirement of the program's completion and/or certification. Transitional jobs are not suitable employment. On-The-Job Training must lead to suitable employment.
Financial Literacy Training or Workshops	✓	Not allowable under TAA. TAA coordinators will review the participant's budget and gain an

		understanding of the participants financial circumstances and obstacles.
Relocation Allowance	✓ Service is best provided by TAA.	✓ If a worker is unable to find suitable employment in their labor market and offered suitable employment outside of the labor market, TAA will assist with relocation costs.
English Language Acquisition (ELA)	✓	TAA may support ELA as a part of the approved Individual Employment Plan based on individual eligibility and the allowable weeks of training. In the TAA program, ELA is remedial training. It is not occupational training and it does not lead to a credential.
Training	✓ Service is best provided by TAA.	✓ TAA training includes On-The-Job training (leading to suitable employment), Occupational or Classroom training, Apprenticeships, and more. The six criteria for approval of training must be met and documented in Employ Florida before a training may be approved. All training activities must be documented in the participants Individual Employment Plan.