

# REGIONAL PLAN

## INTEGRATED TRADE SERVICES

### Cumberlands Workforce Development Area

**OET** – Office of Employment & Training Staff

**LWDA** – Local Workforce Development Area Staff

**TAA** – Trade Adjustment Assistance

**KCC** – Kentucky Career Center

**EKOS** – Employ Kentucky Operating System

**BSTRR** – Business Services Team Rapid Response

## Regional Plan for TAA Services

### TRADE PETITION

1. Employer Trade petition may be filed by several different individuals/groups – including Kentucky Career Center staff ;
2. **OET** or **LWDA** staff may assist the employer and/or employees in completing a petition if they choose to submit one;
3. Rapid Response assistance to employer regarding the **TAA** program is determined during Rapid Response Employer Initial Contact.
4. Employer can review Trade Program policies on the **KCC** website and the Department of Labor website.

### RAPID RESPONSE

1. **BSTRR** Coordinator is responsible for arranging initial RR employer meeting;
2. Follow local area RR plan in coordinating services with all **KCC** partners and other local agencies, including the **TAA** program if a certification for Trade has been submitted or certified.
3. **BSTRR** Coordinator is responsible for entering RR data in **EKOS**;
4. All communications related to RR activities should be copied to the **BSTRR** Coordinator.

## OUTREACH

1. OET Trade Facilitator initiates notification to employer regarding certification of petition and requests information regarding affected workers within applicable dates of petition
2. OET Trade Facilitator initiates contact with the development and distribution of the *Letter of Potential Services* to all impacted workers; copy placed in OET Customer File
3. OET Trade Staff will enter information about the outreach services provided in each client's EKOS file;

## ORIENTATION

1. The TAA Orientation session is a joint effort of OET and LWDA and includes the completion of all required eligibility paperwork;
2. OET Trade Facilitator shall coordinate with employer, LWDA and KCC partners to schedule a TAA Orientation to present information, answer general questions and accept individual applications for potential Trade services and benefits
3. Staff from KCC must coordinate with the LWDA or OET Trade Facilitator to provide a professional presentation of information;
4. Individuals providing information at the TAA Orientation session must be knowledgeable of the services being reviewed;
5. The TAA Worker Handbook will be distributed to affected workers during the TAA Orientation. Acknowledgement sheet of Handbook will be signed by affected worker and placed in OET Customer File;
6. Client completes TAA-9 Customer Information Sheet to be placed in OET Customer File;
7. Customer is given Career Scope Assessment; referral given for Ky Adult

Education to schedule TABE Math and Reading Assessment prior to Initial Assessment appointment;

8. Customer receives TAA – 9 Self-Assessment to be completed prior to Initial Assessment appointment.

### **ELIGIBILITY DETERMINATION**

1. **OET** will assist the client in the completion of the following forms:

- TAA-855
- TAA – 9 Customer Information Sheet

### **EMPLOYMENT CASE MANAGEMENT**

1. All Trade clients must be offered case management services to assist in their reemployment efforts;

2. Based on 2015 Trade Law for Trade clients **OET** Trade Staff and **LWDA** are required to offer case management services to all employees determined eligible for Trade.

3. **OET** Trade Staff and **LWDA** will enter a Case Management activities in **EKOS** on all Trade clients and provide case management to each client;

4. If Case Management service is already entered for DW services by **LWDA**, Trade Career Manager will continue providing services with no new service added. **OET** Trade Staff would enter new service in **EKOS**

5. Employment Case Management begins with Initial Assessment services and may include, but are not limited to:

- Individual Employment Plan (IEP) – TAA-9 development;
- Focus Career Registration on **KCC** website
- Job Search Assistance
- Unemployment Insurance Benefit Information

- Workshops, Job Clubs
- Resume and Interview Assistance
- Labor Market Information

## PHASE I IEP COMPREHENSIVE ASSESSMENT

1. Initial assessment of the client is completed at an individual appointment with the client. The client is instructed to completed TAA-9 Self-Assessment received at Orientation and obtain TABE results from assessment with Ky Adult Education
2. **OET** Trade Staff assists or reviews customer's profile in Focus Career;
3. **OET** Trade Staff completed and signs Phase I Initial Assessment Review with specific information related to the clients work history, job skills, work characteristics, training needs, financial budget, and data from TAA-9 documents; obtains customers signature.
4. **OET** Trade Staff is responsible for entering Phase I Initial Assessment data in **EKOS**;
5. If client was previously determined eligible for Dislocated Worker services, then **LWDA** will have entered DW data in **EKOS**. **OET** Trade Staff will update information as needed.
6. Phase I Initial Assessment Review and documentation packet will follow customer to any Partner Agency that also provide services;
7. Based on results of Phase I Initial Assessment, **OET** Trade Staff should continue to Phase II Job Search Track or refer to **LWDA** for Phase II Training Track
8. When the customer requests are for Job Relocation and/or Job Search Allowance, **OET** Trade Staff should refer to **LWDA** for assistance.

## PHASE II JOB SEARCH FOCUS

1. **OET** Trade Staff will conduct the Phase II Job Search focus with the customer;
2. **OET** Trade Staff will review all documentation provided in Phase I Initial Assessment and information in Focus Career profile;
3. Additional review of all packet information including assessments, work history, wage scale, skills, education, financial status, UI benefit allowances and benefits will be completed and discussed with customer.
4. **OET** Trade Staff completes and signs Phase II Job Search Focus; obtains customers signature.
5. Case Management activities are scheduled timely with client as required by Trade Law
6. **OET** Trade Staff is responsible for entering Phase II Job Search data in **EKOS** ;

## PHASE II TRAINING TRACK FOCUS

1. **LWDA** receives documents from **OET** Trade Staff that include the Information Sheet, Self-Assessment, Phase I Initial Assessment Review and all assessments and documentation of the clients TRA eligibility.
2. **LWDA** conducts a training assessment on the client; reviewing documents from Phase I packet, training provider and program information and review of local LMI and training providers
3. **LWDA** shall verify all six criteria required for training are met; complete and sign Phase II Training Focus, TAA 858, TAA 858B and attaches all documentation of customers training request
4. If any of the criteria are not met, then the LWIA must indicate reason on TAA-858 and in **EKOS** comments;

5. **LWDA** will notify **OET Trade Facilitator** a state merit employee by submitting ORIGINAL Trade IEP and documentation for approval and signature on Phase II Training Focus ; and
6. **LWDA** will complete the **EKOS** Training Custom Tab with required training information;

### **FINAL APPROVAL/DENIAL**

1. Once training notification is received from **LWDA**, designated **OET Trade Facilitator**, a state merit employee, will review and enter final approval/denial in EKOS Training Custom Tab;
2. **OET Trade Facilitator** or Designated **OET** Trade staff, a state merit employee, will enter comment in **EKOS** reflecting final approval or denial;
3. If cost of training requests exceeds 200% of the LWDA Reasonable Cost of Training , the request and documentation is forwarded to State Trade Coordinator
4. If training is approved, **LWDA** will issue notification of training approval to the client ; and
5. Client will return to sign Phase II Training Plan
6. Client will be issued a minimum of two required training benchmarks
7. If training is denied, **OET Trade Facilitator** or **OET** Trade staff, a state merit employee, forwards information to State Trade Coordinator;
8. State Trade Coordinator will issue notification of training denial to the client.

## WAIVER

1. In the event the Trade client has not secured employment or been enrolled into an approved training program, a waiver is not applicable unless the reasons for a waiver issuance is met. This must occur within the timeframe of current Trade law;
2. **OET** Trade Staff will attach Waiver in Service module of **EKOS** and insert related dates;
3. **OET** Trade Staff will review assessment and initial eligibility and will continue to review Waiver eligibility until such time as the client becomes employed, training enrollment notification is received from **LWDA** or the issuance reasoning is no longer valid. At such times, the waiver shall be revoked.

## TRADE READJUSTMENT ASSISTANCE (TRA)

1. **OET** Trade Staff will assist clients with issues related to TRA benefits and document information as required by the agency's identified service delivery process;
2. **OET** Trade Staff will enter related information in **EKOS**, as required.



## OUT-OF-AREA JOB SEARCH ASSISTANCE

1. Trade clients may be eligible for out-of-area job search assistance;
2. An initial request from a Trade client may be presented to **LWDA** as follows:
  - Not in Training - **LWDA** staff will complete the necessary form for review and pre-approval prior to any activity occurring;
  - Enrolled in Training (or completed training) – **LWDA** will complete the necessary form for pre-approval prior to any activity occurring;
3. Once pre-approval is determined, **LWDA** will notify **OET Trade Facilitator** a state merit employee, for approval via e-mail and submitting TAA/TRA 861 to process final approval, **LWDA** staff to notify client.
4. Receipts for reimbursement must be presented to the originating staff (**LWDA**) as described within the TAA Operations Manual;
5. Originating staff is responsible for entering service in **EKOS** and attaching related funding;
6. Eligible receipts must be forwarded to the designated **LWDA** staff for reimbursement to the client.

## RELOCATION ASSISTANCE

1. Trade clients may be eligible for relocation assistance;
2. An initial request from a Trade client may be presented to **LWDA** as follows:

Not in Training - **LWDA** staff will complete the TAA/TRA 860 for review and pre-approval prior to any activity occurring;

Enrolled in Training (or completed training) – **LWDA** will complete the necessary form for review and pre-approval prior to any activity occurring;

3. Once pre-approval is determined, **LWDA** will notify **OET Trade Facilitator**, a state merit employee, for approval via e-mail and submitting TAA/TRA 860 to process final approval, **LWDA** staff to notify client.
4. Receipts for reimbursement must be presented to the originating staff (**LWDA**) as described within the TAA Operations Manual;
5. Originating staff is responsible for entering service in **EKOS** and attaching related funding;
6. Eligible receipts must be forwarded to the designated **LWDA** staff for reimbursement to the client.

### **ATAA/RTAA**

1. **OET** Trade Staff will assist clients with issues related to ATAA/RTAA benefits and submit information as required by the agency's identified service delivery process;
2. **OET** Trade Staff will enter related information in **EKOS**, as required;
3. **LWDA** shall refer to **OET** Trade Staff any TAA clients seeking ATAA or RTAA benefits.

## SUBSISTENCE or TRANSPORTATION

1. Trade clients in training may be eligible for subsistence or transportation payments while enrolled in an eligible training program;
2. Trade clients approved for Out of Area Job Search or Relocation Allowances may be eligible for transportation and/or relocation costs determined by individual request for services;
3. **LWDA** determines eligibility for payments based on requirements as listed in the TAA Operations Manual
4. Costs associated while customer is in approved training will be included in initial Training Plan request
5. Costs associated with request for Job Search or Relocation Allowances will be maximum allowance cost as determined for by current Trade Law
6. **LWDA** will attach service to related funding stream in **EKOS**;
7. Approved payments will be processed per the LWIA's identified internal payment process.

## CASE MANAGEMENT/COMPLETION/FOLLOW-UP

1. **OET** Trade Staff continues to offer case manage all TAA affected workers;
2. **LWDA** staff provide case management services to clients enrolled in approved training;
3. Upon completion of services, case management by both **OET** and **LWDA** continues with follow-up services. **LWDA** notifies **OET** Trade Facilitator updating 858B form of completion. Follow-up for employment outcomes data is provided by **LWDA**. Both **LWDA** and **OET** Trade Staff provide post-training assistance to clients during follow-up;
4. **LWDA** staff is responsible for EKOS data entry for services provided.

**OET** Trade Facilitator or designated staff, a state merit employee, is responsible for outcome data entry for **OET** services.

5. At the conclusion of any services, client files will be centrally located at the office of the Lake Cumberland ADD. Contact person will be Associate Director for Workforce Development, Darryl McGaha.

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