REGIONAL PLAN
INTEGRATED TRADE SERVICES

Cumberlands Workforce Development Area

CDO – Career Development Office Staff

LWDA – Local Workforce Development Area Staff

TAA – Trade Adjustment Assistance

KCC – Kentucky Career Center

RR – Rapid Response

KEE SUITE – Kentucky Engagement Enterprise System

KIBES – Kentucky Integrated Business Engagement System

BSTRR – Business Services Team Rapid Response

TRA – Trade Readjustment Assistance   IEP – Ind Employment Plan
ATAA – Alternative Trade Adjustment Assistance
RTAA - Re-employment Trade Adjustment Assistance

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. CDO or LWDA staff may assist the employer and/or employees in completing a petition if they choose to submit one;
3. RR assistance to employer regarding the TAA program is determined during RR 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 KIBES
4. All communications related to RR activities should be copied to the BSTRR Coordinator.

OUTREACH

1. CDO Trade Facilitator initiates notification to employer regarding certification of petition and requests information regarding affected workers within applicable dates of petition
2. CD0 Trade Facilitator initiates contact with the development and distribution of the *Letter of Potential Services* to all impacted workers; copy placed in CDO Customer File
3. CDO Trade Staff will enter information about the outreach services provided in each client's KEE Suite Workforce case;

ORIENTATION

1. The TAA Orientation session is a joint effort of CDO and LWDA and includes the completion of all required eligibility paperwork;
2. CDO 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 CDO 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 CDO Customer File;
6. Client completes TAA-9 Customer Information Sheet to be placed in CDO Customer File;
7. Customer is given Career Scope Assessment if possible; referral given for KY Adult Education/Skills U to schedule TABE Math and Reading Assessment;
8. Customer receives TAA – 9 Self-Assessment to be completed prior to Initial Assessment appointment.

ELIGIBILITY DETERMINATION

1. CDO 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 CDO Trade Staff and LWDA are required to offer case management services to all employees determined eligible for Trade. Customer can refuse case management services but still receive assistance.
3. In each individual's KEE Suite Workforce Case a staff assisted activity and case note will be added following Orientation services;
4. 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
    - Referral to Citizen Connect Registration
    - Job Search Assistance
    - Unemployment Insurance Benefit Information
    - Welcome Orientation-KCC Services
    - Workshops, Job Clubs, Opportunities
    - Resume and Interview Assistance
    - Labor Market Information (LMI)

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 complete TAA-9 Self-Assessment received at Orientation and obtain TABE or Wonderlic results
2. CDO Trade Staff assists or reviews customer's profile in Focus Career;
3. CDO Trade Staff complete 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. CDO Trade Staff updates Phase I Initial Assessment data in individual's KEE Suite Workforce Case;
5. Phase I Initial Assessment Review and documentation packet will follow customer to any Partner Agency that also provide services;
6. Based on results of Phase I Initial Assessment, CDO Trade Staff should continue to Phase II Job Search Track or refer to LWDA for Phase II Training Track
7. When the customer requests are for Job Relocation and/or Job Search Allowance, CDO Trade Staff should refer to LWDA for assistance.

PHASE II JOB SEARCH FOCUS

1. CDO Trade Staff will conduct the Phase II Job Search focus with the customer;
2. CDO 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. CDO 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. CDO Trade Staff will enter Phase II Job Search data in individual's KEE Suite Workforce Case ;

PHASE II TRAINING TRACK FOCUS

***Per Central Office-Frankfort, CDO shall submit a recommendation & supportive documentation to Central Office Trade Committee for Review prior to referral to LWDA**

1. LWDA receives documents from CDO Trade Staff that include the TAA-9 Information Sheet, Self-Assessment, Phase I Initial Assessment Review and all assessments and documentation of the clients TRA eligibility.
2. LWDA conducts a training needs assessment on the client; reviewing documents from Phase I packet; requested training program information and review of local labor market information for high demand occupations and training providers available to provide services.
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 LWDA must indicate reason on TAA-858 and update notes in KEE Suite Workforce Case;
5. LWDA will notify CDO Trade Facilitator a state merit employee by submitting ORIGINAL Trade IEP and documentation for approval and signature on Phase II Training Focus ; and submit a recommendation for TAA training review. Central Office Trade Peer Review Team reviews each individual's request and submits a recommendation of approval or denial for FINAL DETERMINATION.
6. LWDA will update individual's KEE Suite Workforce Case with required training information;

FINAL APPROVAL/DENIAL

1. Once training notification is received from Central Office, local designated CDO Trade Facilitator, a state merit employee, will review and enter final approval/denial in individual's KEE Suite Workforce Case;
2. If training is approved, LWDA notify client of training approval to the client.
3. Client signs Phase II Training Plan; and
4. Client will be issued a minimum of two required training benchmarks;
5. If training is denied, 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. CDO Trade Staff will complete Waiver (paper version) with customer
3. CDO 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. CDO 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. CDO Trade Staff will update individual's KEE Suite Workforce Case.

OUT-OF-AREA JOB SEARCH ASSISTANCE

***Per Central Office-Frankfort, CDO shall submit a recommendation & supportive documentation to Central Office Trade Committee for Review prior to referral to LWDA staff.**

****Pending guidance for approval process in KEE Suite System**

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 to submit to Peer Review Committee and pre-approval prior to any activity occurring;
   - Enrolled in Training (or completed training) – LWDA will complete the necessary form for review to submit to Peer Review Committee for pre-approval prior to any activity occurring;
3. Once pre-approval is determined, LWDA will notify CDO Trade Facilitator a state merit employee, for approval via e-mail and submitting TAA/TRA 861 to process request, 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. Comments will be updated in individual's KEE Suite Workforce Case ;
6. Eligible receipts must be forwarded to the designated LWDA staff for reimbursement to the client.

RELOCATION ASSISTANCE

***Per Central Office-Frankfort, CDO shall submit a recommendation & supportive documentation to Central Office Trade Committee for Review prior to referral to LWDA staff.**

****Pending guidance for approval process in KEE Suite System**

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 to submit to Peer Review Committee and pre-approval prior to any activity occurring;

   Enrolled in Training (or completed training) – LWDA will complete the necessary form for review to submit to Peer Review Committee and pre-approval prior to any activity occurring;
3. Once pre-approval is determined, LWDA will notify CDO 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. Comments will be updated in individual's KEE Suite Workforce Case
6. Eligible receipts must be forwarded to the designated LWDA staff for reimbursement to the client.

ATAA/RTAA

1. CDO 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. CDO Trade Staff will update individual's KEE Suite Workforce Case ;
3. LWDA shall refer to CDO Trade Staff any TAA clients seeking ATAA or RTAA benefits.
4. CDO Trade Staff continues to offer case management to ATAA/RTAA eligible clients.

SUBSISTENCE or TRANSPORTATION

****Pending guidance for approval process in KEE Suite System**

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. Approved payments will be processed per the LWDA's identified internal payment process.

CASE MANAGEMENT/COMPLETION/FOLLOW-UP
1. CDO Trade Staff continues to offer case management 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 CDO and LWDA continues with follow-up services. LWDA notifies CDO Trade Facilitator updating 858B form of completion. Follow-up for employment outcomes data is provided by LWDA. Both LWDA and CDO Trade Staff provide post-training assistance to clients during follow-up; 4. LWDA staff is responsible for data for services provided. CDO Trade Facilitator or designated staff, a state merit employee, is responsible for outcome data. 5. At the conclusion of any services, client files will be centrally located at the office of the Lake Cumberland ADD.

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