

August 31, 2018

## **WORKFORCE DEVELOPMENT FIELD INFORMATION MEMO NO: 18-04**

**TOPIC:** Monitoring Training Attendance for Trade Adjustment Assistance Program Participants

1. **Purpose:** To provide the policy under the Trade Adjustment Assistance Program for monitoring attendance of participants in approved training. In addition the updated training attendance form is attached.
2. **Background:** Trade Adjustment Assistance/Trade Readjustment Allowance (TAA/TRA) is a federally funded employment and training program that provides benefits to individuals displaced from their jobs due to impacts of foreign trade. The goal of the Trade Act program is to help trade-affected workers return to suitable employment as quickly as possible. To facilitate this goal, TAA certified workers may participate in approved training programs and receive income support payments through Trade Readjustment Allowances (TRA). Furthermore, for those individuals participating in approved training, a transportation allowance and subsistence allowance is also available if they must travel beyond their commuting area to attend requirements of the training, such as class sessions or internships.

For an overview of the three Trade Act programs operating at this time, go to <http://www.doleta.gov/tradeact/pdf/side-by-side.pdf>

3. **Substance:** The purpose of TAA training is to ensure participants obtain the skills necessary to gain suitable employment. TAA participants attending approved training are required to maintain satisfactory participation and adequate attendance toward the completion of their training program. Student attendance and progress will be evaluated throughout the duration of the training. Monitoring attendance strengthens case management efforts and provides early intervention by allowing time for the modification of training plans for participants needing assistance to successfully complete their training goals.

Federal regulation requires states to monitor the progress of **all** workers in approved training programs and ensure they are participating in their training program. Previously, training attendance was only captured for participants submitting transportation or subsistence allowance.

Beginning September 1, 2018, attendance forms will be mailed out from the State Trade Office to all trade participants in approved training. The attached form, TAA Training Attendance Form, will be used to track attendance on all students and allows participants to submit requests for reimbursement of approved transportation/subsistence expenses.

Forms will be mailed twice a year, in June and January, for the next six months (July – December and January – June). The mailing includes:

1. 6 Training Attendance Forms (each form captures 1 month)
2. Sample completed form for reference
3. Announcement of new process

Completed forms are due in the State Trade Office monthly by the 15<sup>th</sup> of the following month. Absences will be reviewed by a TAA Program Coordinator and IowaWORKS Case Managers; TRA staff will be notified as needed.

Failure to submit completed forms will be monitored by the State Trade Office and follow up letters will be sent to the participant and the IowaWORKS Case Manager and TRA staff will be included in the communication to facilitate case management of TAA participants.

4. **Action:** The policy contained in this field memo should be shared with all WIOA and Iowa Workforce Development personnel working with the participants receiving benefits/services from the Trade Adjustment Assistance program.
5. **Effective Date:** The new policy outlining attendance monitoring requirement is effective 9/1/2018.
6. **Contact:** If there are any questions related to the information in this issuance, contact Michelle McNertney at 515-242-0408 or [michelle.mcnertney@iwd.iowa.gov](mailto:michelle.mcnertney@iwd.iowa.gov).

**Cathy Ross, Division Administrator  
Workforce Services  
Iowa Workforce Development**