



## Workforce Innovation and Opportunity Act (WIOA) Policies and Procedures

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### Trade Adjustment Act (TAA) & WIOA Dislocated Worker Co-Enrollment Policy & Procedures

**EFFECTIVE DATE: 1-29-21**

**POLICY NUMBER: P-1014**

**Supersedes: N/A**

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#### **PURPOSE**

The purpose of this policy is to communicate the procedures for co-enrolling recipients of Trade Adjustment Assistance (TAA) program services into the WIOA Dislocated Worker program, unless the TAA recipient is not eligible for the WIOA Dislocated Worker program or declines the co-enrollment opportunity, as required in ESD Policy 5617-“*Co-enrollment of Trade Adjustment Assistance (TAA) participants into the Workforce Innovation and Opportunity Act (WIOA) Title 1-B Dislocated Worker program if they are eligible, unless they decline*”, released November 25, 2020.

#### **BACKGROUND**

The U.S. Department of Labor (DOL) published the updated and consolidated TAA Final Rule on August 21, 2020. Per 20 CFR 618.325, co-enrollment of TAA recipients into the WIOA Title I-B Dislocated Worker program is required, subject to eligibility, unless the recipient declines.

Though there is no equivalent WIOA Final Rule or WIOA-operating guidance, DOL commented on page 51913 of the TAA Final Rule that States, under their Governor-Secretary Agreements, are required to implement the Final Rule. The Agreements bind state governments to the terms and conditions of the Agreement and implementation of the TAA program, including the co-enrollment requirement, and the ability to enforce the co-enrollment requirement at the state and local levels.

#### **POLICY**

TAA participants, including Adversely Affected Incumbent Workers, must be co-enrolled in the WIOA Dislocated Worker program if they are determined eligible, unless the participant declines. The following co-enrollment procedures must be followed.

##### **A. Referrals**

WorkForce Central’s WIOA Dislocated Worker service provider must accept referrals of recipients of TAA program services from the TAA program in our Workforce Development Area. The process for accepting these referrals is as follows:

1. TAA staff will send referrals to the WIOA Dislocated Worker service provider through the Common Referral System (CRS).
2. Within 48 hours, the WIOA Dislocated Worker service provider will contact the TAA program recipient to schedule a WIOA Dislocated Worker eligibility assessment and enrollment meeting.
3. If a TAA-qualified individual has not yet been enrolled into the TAA program and has been referred to the WIOA Dislocated Worker Program, the WIOA Dislocated Worker service provider will utilize local area Dislocated Worker eligibility documents and assessments to process participant enrollment into the WIOA Dislocated Worker program.
4. Upon completion of the WIOA Dislocated Worker eligibility assessment and enrollment determination, the WIOA Dislocated Worker service provider will notify TAA program staff of

the recipient's Dislocated Worker enrollment status using the Common Referral System (CRS) within 48 hours of enrollment.

5. The WIOA Dislocated Worker service provider must make available to TAA program staff any and all documents used to support eligibility and enrollment into the WIOA Dislocated Worker program.

### **Trade Impacted Worker Self-Referral to the WIOA Dislocated Worker Program**

A traded impacted worker receiving TAA services may contact the WIOA Dislocated Worker service provider for services on their own and is not required to wait for the TAA program to make the referral on their behalf. The WIOA Dislocated Worker service provider will notify TAA program staff of the individual's WIOA Dislocated Worker program enrollment status using the Common Referral System (CRS) within 48 hours of enrollment to ensure duplication of services do not occur.

### **B. TAA Assessment**

Individuals receiving TAA program services who want to be co-enrolled into the WIOA Dislocated Worker program must be assessed and enrolled in a timely manner. The TAA program conducts three assessments (initial, comprehensive, and specialized) at the time of the individual's enrollment into the TAA program. These assessments meet the assessment criteria for the WIOA Dislocated Worker program.

If the individual has been enrolled into the TAA program, TAA staff must make available to the WIOA Dislocated Worker service provider all three assessments (initial, comprehensive, and specialized) to streamline eligibility and enrollment processes.

### **C. Co-Enrollment**

Timeframe for co-enrollment after referral between the TAA and WIOA Dislocated Worker programs will be within 14 business days, provided that all necessary backup documentation to support eligibility has been obtained. The Dislocated Worker program service provider will notify the TAA program if the individual has declined WIOA Dislocated Worker services or has been determined ineligible for WIOA Dislocated Worker program enrollment.

### **REFERENCES**

- 20 CFR 618.325
- Trade Adjustment Assistance Final Rule, Federal Register, Volume 85, No. 163, August 21, 2020, page 51987
- TEGL 04-20
- ESD WIOA Policy #5617

### **APPROVED**

*Katie Condit*

[Katie Condit \(Jan 29, 2021 14:37 PST\)](#) Jan 29, 2021

WFC CEO

Date

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