

Q and A regarding WIA/TAA Co-enrollment

Is the client signature required on the WIA application for the co-enrollment or can we use the TAA application signature?

You do not need to have the client signature on the WIA application for the co-enrollment trade customers. The original TAA application information may be used as a starting point for the WIA application. Once the WIA application is complete for the co-enrolled client, the LWIA should print and staple the information from the WIA application to the original TAA application, along with the e-mail that was sent on 2-10-11 from Lisa Jones from Policy with the subject of "TAA Reversion and Merit Staff Implementation."

Do I use the guided application for co-enrollment in WIA?

Always complete the guided application for Dislocated Worker – Core Plant Closure or Substantial Layoff and Dislocated Worker Intensive Services and all the required screens will be asked. Also, for all WIA-TAA co-enrolled clients make sure that on the dislocation job, the case managers are choosing either plant closure or substantial layoff for the layoff reason. This allows the case manager to certify their client as a dislocated worker under plant closure or substantial layoff and requires significantly less eligibility documentation versus what is required for unlikely to return to previous industry or occupation. For the intensive service, each co-enrolled client must be enrolled in the WIA service of Case Management.

How do I co-enroll new clients after 2/14/2011?

For new co-enrolled clients after 2-14-2011, the Standard Application Form 002 does have all of the information required for both a WIA and a TAA Application. Currently, a case manager should complete a WIA-TAA guided application in IWDS. After the applications are built in IWDS, the case manager must ensure all the information that has been put in IWDS, matches the information on the signed Standard Application Form 002. If all information is accurate, the WIA and TAA Applications in IWDS can be certified and the Standard Application Form 002 will be retained and serve as the signed application for both WIA and TAA on clients that are co-enrolled.

How do I co-enroll a TAA client who is not compliant with selective service?

There is not a rule on every client who did not register as it is based on the circumstances why a person was not compliant with selective service. As an example, if a person came into the United States after their 26th birthday a case manager may select "Not Applicable" for the selective service compliant question. Or, if a person served in the armed forces and did not register a case manager may select "Not Applicable" for the selective service compliant question. In both of these instances, the case manager would be responsible for capturing the appropriate documentation (documentation of when the client came in the U.S. or a D.D. 214 showing service in the Armed Forces) and then putting a case note explaining these circumstances of why the client did not register. (As an example, "the client did not enter the U.S. until age 27 or the client joined the Armed Forces out of High School and did not realize he still needed to register for selective service".)

Now, if a person truly did not register for selective service and did not meet one of the two cases mentioned above, they must follow the steps outlined in DCEO Policy 00-12, Change 2, (Eligibility Policy Manual) Appendix "H. Basically, the client must go on the selective service website www.sss.gov and attempt to register, if they are under the age of 26 they can still register. If the client is over the age of

How do I co-enroll a TAA client who is not compliant with selective service? (Continued)

26 they will be told they cannot register. They must then obtain a non-compliance status letter from selective service. The client must then write a letter explaining that they did not willfully and knowingly not register for selective service. Each LWIA will be responsible for making the determination. If the LWIA determines the client did not willfully and knowingly fail to register, the case manager will change the selective service question from “No” to “Not Applicable” and they could be determined eligible for WIA. All documentation would need to be in the file to include the non-compliance letter from the selective service, the client’s written statement and the LWIA’s determination.

How do I co-enroll a TAA client who chose RTAA and went back to work?

A client could still possibly be qualified for WIA Dislocated Worker services. This determination is made by looking at a few things; first, each LWIA makes a determination of self sufficiency for a dislocated worker from their LWIA. Typically, an LWIA has a goal to have a dislocated worker client earn a percentage of their pre-layoff wages; I have heard anything from 70% to 90% of pre-layoff wages being the goal. So, as an example, if a client has taken a job at 50% of their pre-layoff wages and the client is currently looking for other employment, he or she may still be certified as a dislocated worker and receive services. Again, this would be based on the current job being below the self sufficiency level determined by the LWIA and based on the client is still looking for other employment. This job that has been accepted at lower pay would be called intervening employment.

Information on intervening employment is addressed in WIA Policy 00-12, Change 2, (Eligibility Policy Manual), Appendix “C”, Question and Answer #12.

Now, for those clients whose new job exceeds the LWIA’s self-sufficiency criteria or for those who are not looking for other employment, they should not be certified as a dislocated worker.

Who will provide case management to TAA customers who are not WIA eligible?

Illinois is waiting for clarification on this issue.

Should we co-enroll agent-liable participants when we are not the liable state and will not be providing services?

Yes.

Can 1E funds be used to pay for agent-liable participants?

Yes.

Should we co-enroll the agent-liable participants who are working their way through final appeals?

Yes.

