

**Martinsville, Danville VEC and West Piedmont LWIA XVII Trade
Adjustment Act (VEC) and WIOA (Virginia Career Works Center)
Dislocated Worker Co-enrollment Procedures**

Purpose: To establish procedures for ensuring the Trade Act and dislocated worker programs are well coordinated and delivered within the workforce investment system in a manner that is seamless to clients and responsive to their needs.

Reference: **VWN Directive 07-10**

Procedures:

1. When there is a layoff of 25 or more with Trade Act certified petition, state rapid response procedures are followed (<http://www.vwn.virginia.gov/rapidresponse.cfm>) (For less than 25 employees the flow will start with number 2 below). Employer and employee briefings are scheduled and planned. At the Employee Briefing or Rapid Response Mass Meeting, which is to provide core services and next steps, representatives from the VEC, WIOA, Virginia Career Works Center and other mandated and optional partners provide program information. Examples:
 - a. VEC – Job services and unemployment filing, documentation requirements and TAA services and training
 - b. WIOA – WIOA-available intensive services, supportive services and training
 - c. Other WIOA partners – the number of partners will vary by employers' requests.
 - d. *NOTE: WIOA will create a sign-up sheet for employees interested in training and intensive services*
2. Trade affected employees must file Trade Eligibility Claim forms. Times and dates of the Trade Act claims taking sessions will be set by VEC. Notice will be mailed to address's provided by the employer layoff list (May be prior to, or following layoff date).
 - a. Register for Unemployment Insurance by telephone, online or staff assisted, if not already done so.
 - b. Register for job services to begin job search.
 - c. Host Trade Act claim taking session. Complete paperwork to establish Trade eligibility; process paperwork and send to Richmond; await receipt of entitlement determination.
 - d. Schedule one-on-one meeting (within 8 weeks of layoff date) for reemployment options.
3. Client reports to WIOA to:
 - a. Participate in an orientation but not required
 - b. Determined eligibility and enrollment
 - c. Fill out an application
 - d. Receive initial assessment
 - e. *NOTE to WIOA and VEC staff:*
 - i. *Any referrals are sent to VEC.*
 - ii. *Clients on WIOA sign-up sheets desiring intensive services and/or training will be contacted by a WIOA Case Manager.*

WEST PIEDMONT REGION

- iii. *Based on circumstances, WIOA may conduct a mass enrollment/assessment sessions and/or one-on-one enrollment/assessment by appointment.*
 - iv. *Following enrollment, assessment and determination of training preference and justification, WIOA Case Manager will provide documentation to the VEC's Trade Representative.*
 - v. *It is preferable customers be enrolled into WIOA, assessed and training needs determined by WIOA before client meets one-on-one with VEC's Trade Representative. This may not always be possible due to the time required by WIOA to enroll clients.*

- 4. Upon calling the VEC for an appointment, the client reports to the VEC to:
 - a. Conduct initial one on one interview with VEC Trade Case Manager
 - b. Complete Partner Referral/Consent Form (which is a consent to exchange information)
 - d. Trade will utilize assessments and training justification documentation from WIOA and determine appropriate training for client if training is determined to be needed.
 - e. Staff will give two (2) training cost estimate sheets to customer to be completed by selected training provider.
 - f. Customer will then report back to the VEC to complete TAA enrollment.
 - g. Training is approved or disapproved by the Local Office VEC Manager.
 - h. If training is approved a copy of the 8-58 Training Request and copy of Training Cost Estimate Sheet will be given to WIOA within 10 business days from the date it is completed.
 - i. Sign all three co-enrollment agreements. Return the original to WIOA along with copy of waiver or entitlement determination.
 - j. If client is issued a waiver due to, health, WIOA does not need to do an assessment. VEC will manage these clients. .
 - k. If client desires training or intensive services and client has not met with WIOA Case Manager, make a referral to WIOA dislocated program. In this case, await assessment results from WIOA Case Manager.

- 5. Additional WIOA and VEC staff responsibilities and/or steps to follow:
 - a. WIOA Case Manager initial one-on-one contact following Rapid Response Meeting (may be prior to, or following layoff date)
 - i. Contact clients who signed up for intensive services or training. Make an appointment for enrollment and assessment.
 - ii. Group enrollment and assessment – Have an initial interview (explain WIOA program requirements, assessments and training relationship between Trade, WIOA and the client), document core services, create client folder, determine eligibility, enroll, assess.

WEST PIEDMONT REGION

- b. WIOA Case Manager also will...
 - i. Meet one-on-one with client to discuss intensive service, training and needs.
 - ii. Enroll client into VOS.
 - iii. Sign three Co-enrollment Agreements, along with VEC's Trade Representative and client so that each party has a copy. VEC will provide a copy of the waiver and /or 8-58 to WIOA. If a waiver is issued and then revoked VEC will provide a copy explained in detail why it was revoked to WIOA for their records.
 - iv. Establish IEP and other file requirements (when IEP is updated send to VEC's trade representative as well).
 - v. Determine appropriate reemployment options based upon client choice, career scope assessment, labor market analysis and other relevant variables.
 - vi. Complete Training Justification section in the IEP.
 - vii. Refer client to VEC's Trade Representative to discuss training options if training is justified.
 - viii. Forward assessments and IEP LMI and Co-enrollment Agreement to VEC's Trade Representative.
 - ix. Based upon eligibility for Trade and other considerations, client may be enrolled in WIOA's dislocated worker program for training.
 - x. *NOTE to WIOA staff: For purposes of eligibility, there must be a core service entered into the VOS system prior to dislocated worker program involvement. The sign-up sheet from the Rapid Response Meeting plus the layoff letter provided by the company can serve as proof that a core service was provided to the client. If WIOA funds are used for any training activity, the WIOA training provider list will be used. If Trade uses a training provider not on the WIOA state or local training provider list, WIOA Case Manager will ensure the client is made aware that WIOA funds cannot be used to pay for tuition and/or books should the need arise.*

- 6. Co-enrollment and case management:
 - a. WIOA Dislocated Worker Program
 - i. Maintain IEP, case logs, training and/or fiscal documentation as required under WIOA local policies.
 - ii. Have client sign co-enrollment agreement signed by all three parties. One copy is retained for file.
 - iii. Maintain client contact and provide case management as needed and in accordance with WIOA local policies.
 - iv. Maintain on-going contact with VEC Trade Representative on customer status via VOS case notes.

WEST PIEDMONT REGION

- b. Trade Adjustment Assistance Program
- i. Create and maintain client folder and segregate key activity into sections within the folder – Eligibility documentation; checklist and matching documentation (Part I – Initial Claims Taking Section; Part II – One-on-one Interview; Part III – Training Enrollment Forms, if training takes place.
 - ii. Maintain miscellaneous documentation – Customer signs co-enrollment agreement signed by all three parties. One copy is retained for file.
 - iii. Provide current documentation, with regular updates to WIOA Case Manager for client file folder, on-going throughout training activity – Curriculum; class schedules for each semester-one copy before the Add/Drop date and one after, grades each semester and at completion showing grade average or other indication of success; credential upon completion. Case notes in VOS will be updated as well.
 - iv. Case notes will be entered by WIOA staff for clients that are receiving Supportive Services from WIOA. Trade staff will print off case notes for file. Trade staff will enter notes for those on waivers. ALL case notes will include detailed information on progress of training, job search, and other information.
7. Case Closure
- a. VEC Trade Representative will notify WIOA Case Manager if client ceases or completes training activity and/or enters employment.
 - b. WIOA Case Manager will exit the client when appropriate and notify VEC Trade Representative.
 - c. *NOTE: In the VOS, soft exits will require that all service activity is entered by both WIOA Case Manager and VEC Trade Representative.*
8. Follow up
- a. WIOA Case Manager provides follow up for one year or based on the individual need of the customer following case closure by WIOA dislocated worker program.