



Trade Adjustment Assistance Roundtable Tour Fall 2019

Introductions

TAA Staff

- Sarah Saito, TAA Supervisor
- Olajide Williams, TAA Specialist Senior
- Tamika Brewer, TAA Specialist Senior
- Thomas Sommer, TAA Performance Specialist
- Crystal Nickles, TAA Outreach and Support Specialist
- Jackie Umlauf, TAA Specialist (follow-up)
- Claudette Parchment-Roehrich, TAA Specialist
- Mohamed Farah, TAA Specialist
- Jennifer Anderson, TAA Specialist
- Laurie Larson, TAA Specialist
- Ann Malz, TAA Specialist
- Meg Odanga, TAA Specialist
- Marla Beaty, Senior Rapid Response Project Manager & TAA Liaison

Morning Agenda

- 9:00am Welcome and TAA Informational Session; Job Search
- 10:00am TRA, Waivers, and RTAA
{Break}
- 10:45am Relocation; DOL Monitoring Report; TAA Outreach
- 11:15am Counselor Portal; Resources for DW Counselors; Training plan flow; Six Criteria for Training
- 12:00pm Lunch

Afternoon Agenda

- 12:45pm Assessments, Labor Market Information
- 1:15pm Group Activity – Training Applications, TAA processes
 {break}
- 2:15pm TAA Data and Performance
- 2:45pm Final Q and A
- 3:00pm Adjourn



Trade Adjustment Assistance Program Overview

TAA Reauthorization Act of 2015

What is TAA?

(pg. 1 of Handbook)

- Trade Adjustment Assistance (TAA) helps people who have lost their jobs due to foreign trade.
 - Job moved outside of the U.S.
 - Foreign competition

What Are the TAA Benefits?

(pg. 4)

- Training
 - Credentialed Training
 - On the Job Training (OJT)
 - Apprenticeship
- Income Support
 - Unemployment / TRA Benefits
- Job Search Allowance

What Are the TAA Benefits? (cont.)

- Relocation Allowance
- Wage Subsidy for Re-Employed Workers Aged 50+ (RTAA)
- Health Coverage Tax Credit (HCTC)

TAA Eligibility Letter



May 10, 2017

Dear [REDACTED],

Honeywell International in Plymouth, MN has been certified for benefits through the Trade Act Program (TAA). Even if you are employed now, TAA benefits may still be available to you.

Trade Adjustment Assistance Certification

Petition Number	Certification Date	Impact Date	Expiration Date
92765A	05/09/2017	03/27/2016	05/09/2019

TAA Benefits

Training	Up to 130 weeks of full-time or part-time training in a variety of formats.
Trade Readjustment Allowances (TRA)	Up to 130 weeks of wage subsidies for workers enrolled in full-time training within 26 weeks of their trade-related layoff or certification, whichever is later.
Reemployment Trade Adjustment Assistance (RTAA)	A wage subsidy for up to 2 years available to workers age 50 or over who are reemployed at annual wages of \$50,000 or less.
Job Search Allowance	Reimbursement for job search costs outside the worker's local area.
Relocation Allowance	Reimbursement for relocation costs for a job outside the worker's local area.
Health Care Tax Credit (HCTC)	72.5% of qualified health insurance premiums for individuals and their families.

FIRST: Your first step in accessing TAA benefits is to enroll in the Dislocated Worker Program and be assigned an employment counselor. Additional services through the Dislocated Worker Program include: skill assessments; career counseling; supportive services; and more. For Dislocated Worker Program services, please connect with the Bloomington Workforce Center by calling 952/703-7730 or connect with a Workforce Center near you: <https://mn.gov/deed/job-seekers/workforce-centers/workforce-center-locations/>.

NEXT: Visit our webpage at www.mn.gov/deed/applytaa to view applications and to read the handbooks. Please read this information carefully. Your Dislocated Worker Program employment counselor will assist you in preparing your TAA applications and must review and sign off on all applications before you submit them.

IMPORTANT: Each TAA benefit has its own timeline. To maximize your benefits please enroll in the Dislocated Worker Program as soon as possible.

QUESTIONS? Please contact the TAA Unit at deed.taa@state.mn.us or 651/259-7543. More information about this federal program can be found at www.doleta.gov/tradeact

TAA Eligibility Letter

(pgs. 1-2)

- The TAA eligibility letter is proof of qualification for TAA benefits and contains key information
 - Certification Date
 - The date when the U.S. Dept. of Labor “certifies” that a group of laid off workers were trade impacted and are eligible for TAA benefits
 - Impact Date and Expiration Date
 - Workers laid off from the trade impacted company between these dates are eligible for TAA benefits through the assigned petition

Coordinated Programs



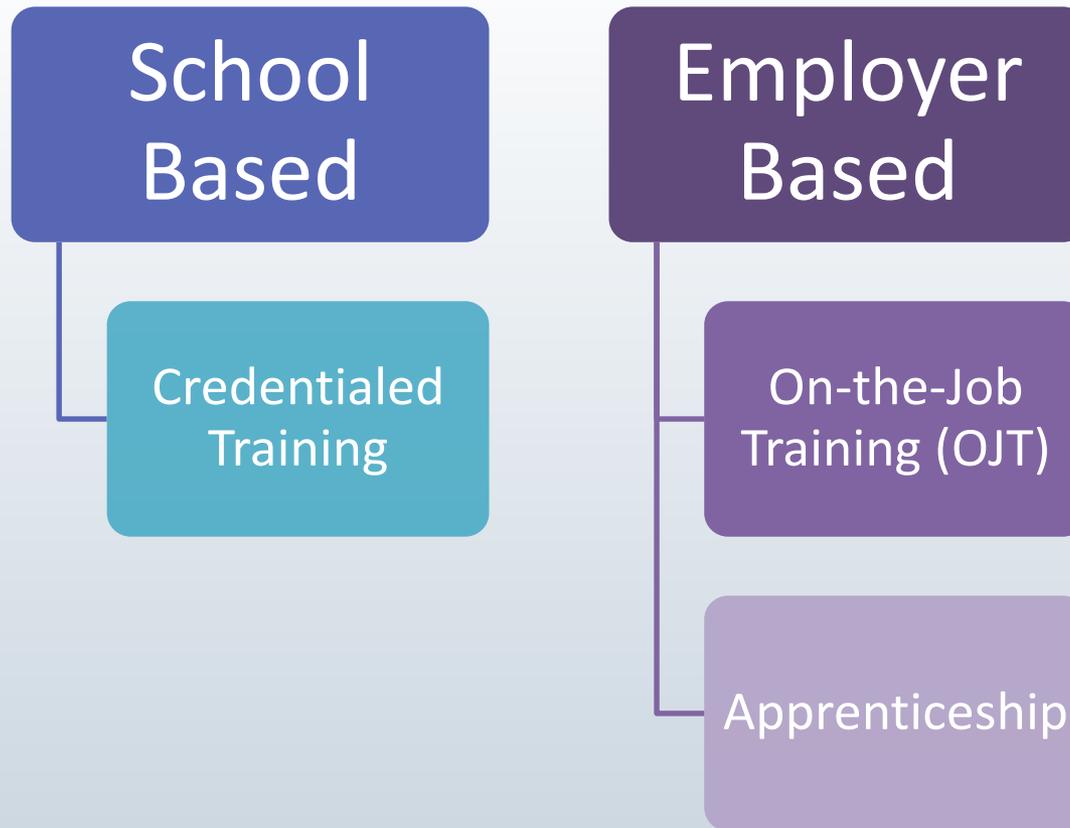
Suitable Employment

(pg. 1)

- The State of Minnesota defines “Suitable Employment” as:
 - *Full-time and Permanent*
 - At least 32 clock hours per week and permanent
 - *Salary Parameter*
 - Pays at least 80% of one’s wages at the trade affected job
 - *Work Hours*
 - Approximately the same work hours as the trade affected job
 - *Working Conditions*
 - Approximately the same working conditions as the trade affected job
 - *Use of Skills*
 - Utilizes the same or similar skills as the trade affected job

TAA Benefits: Training

(pgs. 4-6)



Credentialed Training

Training through an institution, approved by Minnesota TAA, that results in an industry-recognized credential, such as:

- License
- Certificate
- Diploma
- Associate's Degree
- Bachelor's Degree
- Master's Degree

Credentialed Training School Selection

- TAA approves training at a reasonable cost
 - Public schools need to be considered first:
 - Minnesota State Colleges & Universities
 - See Minnesota's policy [Choice of Training Institutions](#) for information on attending a private school

Credentialed Training Funding

- Training is funded 100% by TAA
 - Tuition, fees, and required textbooks
 - Parking passes
 - Required items and tools
 - Computer hardware and required software
 - Mileage reimbursement if traveling 15 or more miles one way from home to training

Credentialed Training Funding

- \$16,000 per year (soft cap)
- Up to 130 training weeks
 - Training weeks are not calendar weeks; training weeks are only counted when the individual is actually attending classes
 - Actual training weeks vary for each institution
 - Credential must be earned within 130 training weeks

Credentialed Training

- TAA funded training may be:
 - Part-time or Full-time
 - Short-term or Long-term
- Training may occur:
 - In a classroom
 - Online
 - Combination of both

Credentialed Training and Financial Aid

- Individuals receiving TAA funded training are encouraged to apply for Financial Aid
 - Grants and Scholarships are for your own use

Performance Requirements

Failure to comply will jeopardize TAA / TRA benefits

- Contact the Dislocated Worker Counselor every 30 days or as instructed
- Submit the following:
 - Official class schedule before beginning of each term
 - Training Progress Report
 - Completed every 60 days, regardless of scheduled breaks, through the end of training
 - Grades at the end of each term
 - Copy of credential after end of training

Trade Readjustment Allowance

(pgs. 6-7)

- Trade Readjustment Allowance (TRA)
 - TRA begins after Unemployment Insurance (UI) benefits exhaust
 - Temporary financial benefit – if in full-time TAA-approved training

TRA Eligibility

- Must have worked for the trade-affected employer at least 26 of the 52 weeks prior to layoff
- TAA Training Application (or Waiver of Training) must be approved within 26 weeks of the layoff date **or** the petition certification date, whichever is later

Credentialed Training and Waivers

(pg. 8)

A Waiver of Training preserves TRA eligibility temporarily, while you complete your TAA Training Application with your DW Counselor

TRA Timeline

(pg. 7)



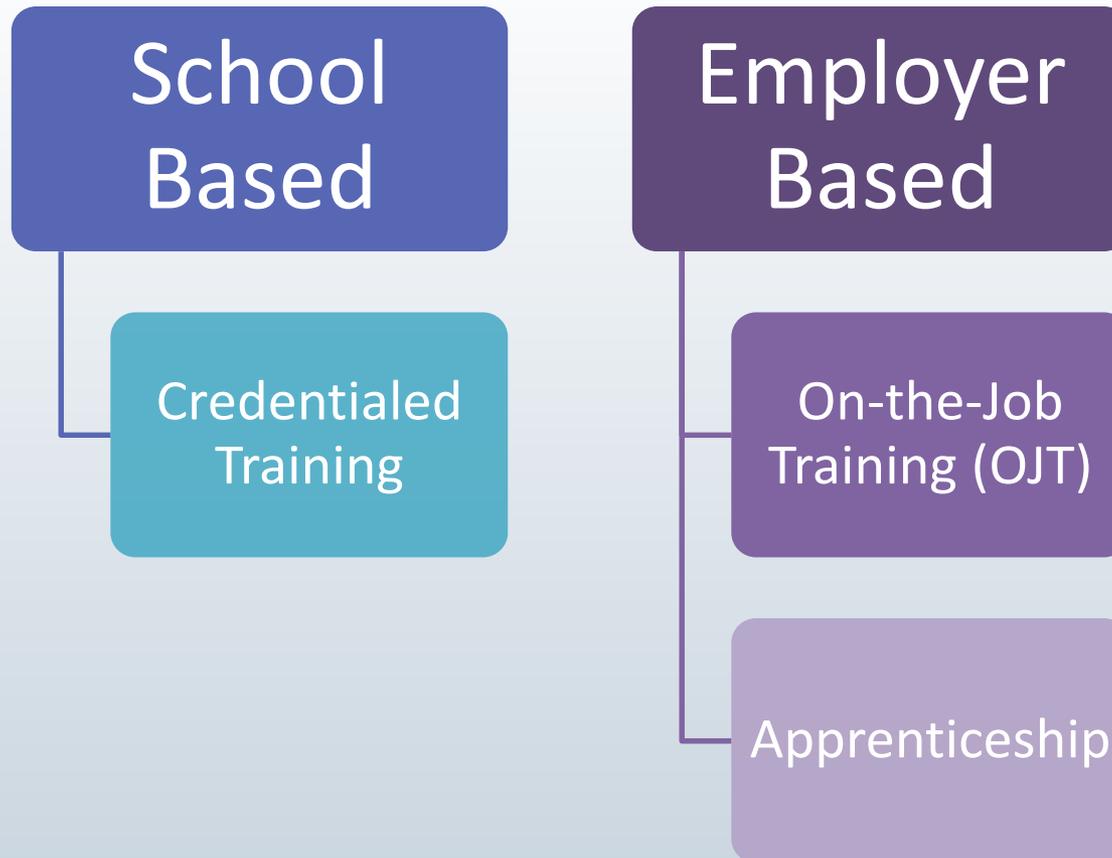
Key points:

TRA may not last until graduation

TRA ends the last day you are in instructor-led class

TAA Benefits: Employer Based Training

(pgs. 5-6)



On-the-Job Training

- “OJT”
 - Learn skills and earn a wage at the same time
 - Job must meet the definition of suitable employment
 - TAA and Employer enter into a contract that outlines the required training

On-the-Job Training Funding

- TAA pays employer up to 50% of the hourly wage during the OJT:
 - Must be available at a reasonable cost
 - Up to 104 weeks
- Mileage reimbursement if traveling 15 or more miles one way to the employer

Apprenticeship

- Apprenticeship:
 - Combines classroom instruction with employment
 - Hundreds of MN companies employ nearly 6,500 Apprentices
 - Multiple industries and occupations including:
 - Manufacturing
 - Construction
 - Utilities
 - Service Industries

Apprenticeship Funding

- TAA can pay for:
 - Registration, tools, uniforms, and equipment
 - Mileage reimbursement if traveling over 15 miles one way to the employer.
 - RTAA benefit (if age 50 or over)
- <http://www.dli.mn.gov/appr.asp>

Job Search Allowance

(pgs. 8-9)

- Job Search Allowance:
 - Prospective job must be “Suitable Employment”
 - Must provide proof of interview
 - Must be over 15 miles from home
 - Reimburses 90% of allowable costs
 - Travel
 - Lodging
 - Meals
 - Maximum \$1,250
 - Approved application required before travel

Relocation Allowance

(pgs. 9-10)

- Relocation Allowance:
 - New job must be “Suitable Employment”
 - New job must be over 15 miles from existing home
 - Initial lump sum of \$1,250 per household
 - Reimburses 90% of allowable costs
 - Moving expenses
 - Travel
 - Lodging
 - Meals
 - Approved application required before relocation

Reemployment Trade Adjustment Assistance (pgs. 10-11)

- RTAA:
 - For workers age 50 or older
 - Requirements:
 - Annual salary \$50,000 or less, *and less* than the salary of the trade affected job
 - At least 32 hours per week, *or*
 - At least 20 hours per week if enrolled in TAA-approved training
 - 50% of the difference between previous wage and the new wage, up to 2 years / \$10,000*

RTAA Example

\$20.00 (previous hourly wage)

- 15.00 (new hourly wage)

5.00

÷ 2

\$ 2.50 (RTAA hourly benefit)

Health Coverage Tax Credit

(pg. 11)

- HCTC:
 - Tax credit that pays 72.5% of qualified health insurance premiums for eligible individuals and their families
 - May be available to those who use COBRA, some open market plans, and/or some spouse's insurance plans where the individual pays at least 75% of the premium.
 - The individual must contact the IRS to determine if health plan is eligible

Health Coverage Tax Credit

- HCTC:
 - May not be available for those who use Affordable Care Act, MNSure, or Government sponsored health insurance
 - Must be eligible for TRA (either with Waiver or enrolled in TAA Training) **AND** receive TRA payment once per month, **OR** a UI payment in lieu of a TRA payment, **OR**
 - Receive RTAA at least once per month

Health Coverage Tax Credit

Go to the IRS website for information:

<https://www.irs.gov/credits-deductions/individuals/hctc>

Next Steps

- Set up an appointment and meet with your Dislocated Worker Counselor
 - Develop an Employment Plan
 - Send completed TAA Benefit Applications to TAA office
 - Maintain regular contact with your Dislocated Worker counselor at least every 30 days

Contact us!

- Minnesota TAA Program
 - Email: DEED.TAA@state.mn.us
 - Applications: www.mn.gov/deed/taa
 - Phone: 651-259-7543, 1-888-234-1330
 - Fax: 651-296-0288
- Minnesota TRA Unit
 - Email: DEED.TRA@state.mn.us
 - Phone: (ask for a TRA Specialist)
651-296-3644, 1-877-898-9090
- TAA in other states:
www.doleta.gov/tradeact

Job Search Allowance

DW Counselor/Customer Checklist for Job Search Allowance¹

Job Search

- _____ Encourage customers not interested in training or in final semester of training
- _____ Customer registers in [SWIFT](#)
- _____ Counselor and customer fill out Part One, sign, and date [Job Search Allowance Application](#)
- _____ Submit Part One of Job Search Allowance Application to TAA (deed.taa@state.mn.us)
- _____ Obtain pre-approval from TAA Specialist before interviewing and incurring costs

Scheduled Interview

- _____ Complete and submit Part Two of [Job Search Allowance Application](#) prior to interview
- _____ Job interview is substantiated and meets [Suitable Employment Criteria](#)
- _____ Interview is 15 miles or more from customer's home

After Interview

- _____ Submit documentation of expenses and interviews to TAA within 30 days of interview

TRA, Waivers, and RTAA

- Defining TRA, TAA Training Waivers, and RTAA
- TRA will discuss the importance of timelines when submitting TRA, Waivers and, RTAA applications
- TRA
 - May not last through graduation
 - Ends when customer completes TAA-funded, full-time, instructor-led training
- Waivers
 - Can be submitted without a training application
 - Include IEP/ISS (employment plan)
- Q & A

BREAK

- Please take a 10 minute break
- The session will resume at 10:45am

Relocation Allowance

DW Counselor/Customer Checklist for Relocation Allowance¹

Before Relocation

- _____ Counselor and customer fill out, sign, and date [Relocation Allowance Application](#)
- _____ New job is 15 miles or more from customer's home
- _____ Obtain verification of employment (letter, email, etc.)
- _____ Customer registers in [SWIFT](#)
- _____ Submit [Relocation Allowance Application](#) to TAA (deed.taa@state.mn.us)
- _____ Obtain pre-approval from TAA Specialist before incurring costs

After Relocation

- _____ Submit receipts and records of total cost of moving to TAA Specialist to receive reimbursement

Department of Labor (DOL) Monitoring Report / TAA Outreach

- Highlights from the DOL onsite visit in August 2019
- TAA Outreach for 2019-2020
 1. Increase Information Session Attendance from 25% to 40% by utilizing postcards, email blasts, and reminder phone calls after the certified letter is mailed
 2. Translation of TAA materials into Hmong, Somali, and Spanish
 3. TAA website, social media, and technology enhancements
 4. Host 10 roundtable events throughout Minnesota
 5. 6,000 mailings (August 2019)

Counselor Portal – a resource for YOU!

- <https://mn.gov/deed/programs-services/dislocated-worker/counselors/>
- News and Events - Partner Express newsletter
- Resources – materials from today's training
- Policy and Guidance
- Key Contacts – TAA, DW, ACP, and DW Service Providers
- Forms - applications

Resources for DW: Counselor Portal

For Counselors and Service Providers

Our Dislocated Worker, Trade Adjustment Assistance and Workforce Investment Act Adult programs rely on counselors and staff located across the state at WorkForce Centers and contracted independent organizations.

Here, we provide information to help counselors and service providers administer the programs and better serve clients.



[News and Events](#)

The latest activities, current projects, and several newsletters.

[Resources](#)

Presentations, glossaries and frequently asked questions.

[Policy and Guidance](#)

Requirements and guidance materials.

[Key Contacts](#)

Staff contacts, service providers, and CareerForce locations.

[Forms](#)

The forms and materials needed to administer the programs.

Counselor Portal News and Events

News and Events

for Dislocated Worker Program Counselors and Service Providers

Get the latest news bulletins, event updates, program developments, and professional insights for Dislocated Worker Program counselors and service providers.

Partner Express Newsletter

MinnesoTAA Newsletter

Success Stories

Partner Express Newsletter

Partner Express is a monthly resource for DWP service providers. Select the links below to view, download or print current and past issues.

2019

- [August](#)
- [July](#)
- [June](#)
- [May](#)
- [April](#)
- [March](#)
- [February](#)
- [January](#)

2018

Counselor Portal Resources

Resources

for Dislocated Worker program counselors and service providers

WIOA Certification Process

Presentations

TAA Glossary

FAQs

Presentations

Trade Adjustment Assistance Roundtable Tour Fall 2018

- [General PowerPoint Roundtable 2018](#)
- [SRRT Process Overview PowerPoint](#)
- [April 2018 Info Session PowerPoint](#)
- [TAA Roundtable Training Performance PowerPoint](#)
- [Resources To Develop a TAA Training Plan](#)

Counselor Portal Policy and Guidance

POLICY AND GUIDANCE

Search for a policy

Or, browse the list of policies

Click on '+' to see all topics and policies

Mouse over or for Screen Reader users tab onto the Policy title link to read the description.

- [-] **Employment and Training Programs**
 - [+] Administration and Operations
 - [+] Adult (WIOA)
 - [+] CareerForce
 - [+] Dislocated Worker (WIOA & State)
 - [+] Displaced Homemaker
 - [+] Foreign Labor Certification
 - [+] Migrant and Seasonal Farmworker
 - [+] Multi-Program Administration Requirements
 - [+] Rapid Response
 - [+] Senior Community Service Employment
 - [-] Trade Adjustment Assistance
 - Appeals Process - TAA
 - Apprenticeship Training
 - Appropriate Use of Waivers
 - Approval of Classroom Training
 - Choice of Training Institutions
 - Closeout Policy
 - Computers and High Technology Tools
 - Definition of Suitability of Employment
 - Entrepreneurial Activities - 14
 - Follow-up Requirements
 - GED/ESL Training Plans
 - One Time Poor Performance (Training, OJT, Apprenticeships)
 - Registration of Resume on MinnesotaWorks.net
 - Sources of Labor Market Information (LMI)
 - Tools and Supplies
 - Use of Labor Market Information in Approving TAA Supported Programs
 - Use of Scholarships/Institutional Grants - 13

Counselor Portal Forms

Forms

Here we offer these frequently requested forms and tools. Select the link to download, print or save to your computer.

TRADE ADJUSTMENT/READJUSTMENT ASSISTANCE FORMS	
Apprenticeship Agreement	Word
On-the-Job Training Contract	Contact Program Staff
On-the-Job Training Cover Letter	PDF
RTAA Application	PDF
TAA Computer and High Technology Tools Request	PDF
TAA Counselor Handbook	PDF
TAA Customer Handbook 2015 Law (Petitions 85,000+)	PDF
TAA Job Search Allowance Application	PDF
TAA Mileage Reimbursement Application	Contact Program Staff
TAA Relocation Allowance Application	PDF
TAA Training Application	PDF
TAA Training Modification Application	Word
TAA Training Progress Report	PDF
TAA Training Waiver of Training Form and Instructions	PDF
TRA Eligibility during Summer Breaks	PDF
TRA Handbook (Petitions 81,000+)	PDF

Counselor Portal Key Contacts

Key Contacts

Here is contact information for staff who administer the Dislocated Worker Program (DWP) and the Trade Adjustment Assistance (TAA) program, a directory of DWP service providers and [CareerForce locations](#).

[State Contacts](#)

Find the staff who administer the Dislocated Worker and the Trade Adjustment Assistance programs.

[DWP Service Providers](#)

Find a DWP service provider near you.

[CareerForce](#)

Get expert job-search and career-planning advice. Sign-up for workshops. Join networking groups and job clubs.

TAA Resources

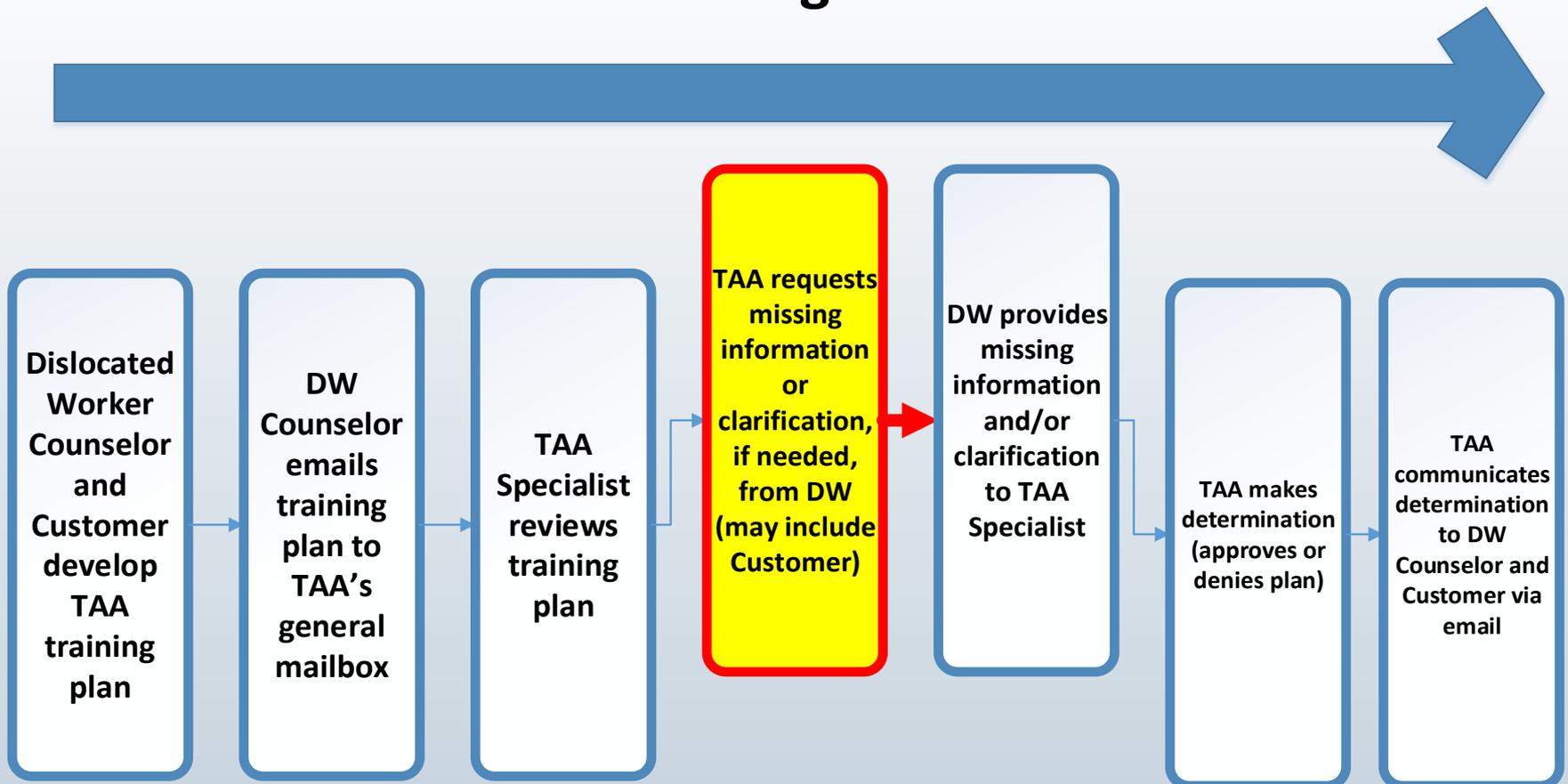
- Resources:
 - 1) Resource list for developing training applications
 - 2) Handbooks and spiral-bound desk aids
 - 3) Case Management model

Next section agenda

- TAA Training Plan Flow
- TAA Six Criteria to Approve a Training Plan
- Lunch
- Assessments
- Labor Market Information (LMI)

From Development to Determination

TAA Training Plan Flow



Six Criteria to Approve a Training Application

1. There is no suitable employment available to the customer

- Look at LMI – is there growth or is it showing little or no growth in a particular occupation? Request additional research from the regional [LMI Analyst](#), if needed.

2. The customer will benefit from appropriate training

- Show assessments indicating interests and values. Consider previous experience, outdated credential, hobbies, etc.

3. There is reasonable expectation of employment following training

- LMI shows demand and growth; Request additional research from the regional [LMI Analyst](#), if needed

Six Criteria to Approve a Training Application

4. Training is reasonably available to the customer

- List of schools in region with available programming

5. The customer is qualified to undertake and complete training

- Refer to assessment and provide examples of prior experience

6. Training is suitable for the worker and available at a reasonable cost

- List of schools in region with available programming – preferably public or nonprofit institutions.

Lunch and Networking

- TAA has provided lunch free of charge to you
Lunch will be from 12:00pm-12:45pm
- The presentation will resume promptly at
12:45pm

Assessments

- TAA requires a standardized assessment with TAA training applications
- TAA can pay for assessments
- Include the assessment with the training application
- All assessments should point toward the customer's employment goal
- TAA offers the COPS, CAPS, COPES free of charge to customers: send your customer's email address to the general TAA mailbox

CCC Assessment - COPS

COPSystem

Name: Sarah

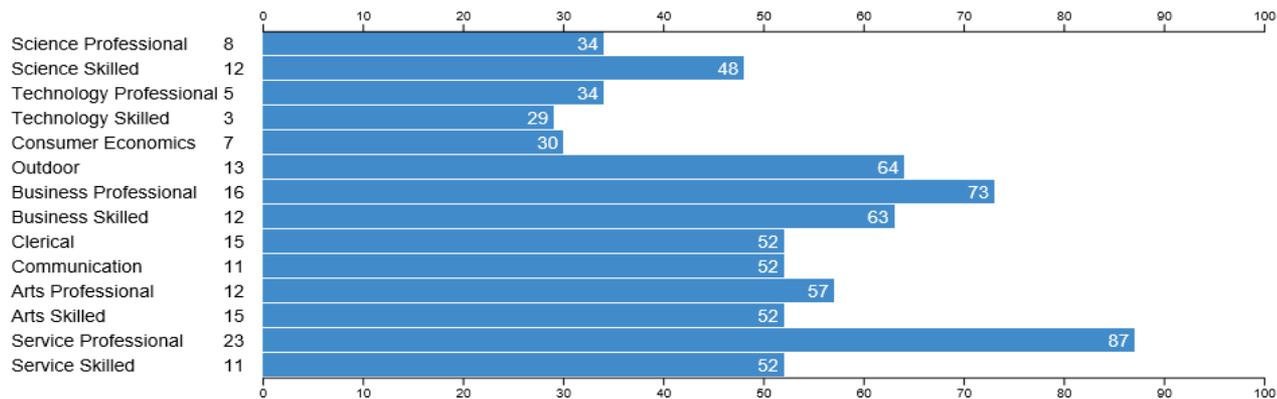
Date Completed: 10/4/2019



Interests (COPS)

Your interest profile is plotted below. A percentile number is printed inside the bars. Each number shows your approximate position on each scale as compared to other people at your educational level who have taken the COPS. If your score is near 50, about half (50%) of others fall below you. The higher your score the greater your interest is compared to others. [Read More »](#)

COPS Interest Inventory



Your Highest Career Groups on the COPS are:

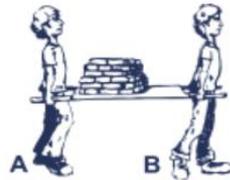
Outdoor; Business Professional; Service Professional;

CCC Assessment - CAPS

The Eight CAPS Tests

1MR Mechanical Reasoning measures how well a person can understand mechanical principles and devices and the laws of physics. This ability is important especially in courses in industrial arts and occupations in Technology, as well as Skilled level jobs in Science.

Example:

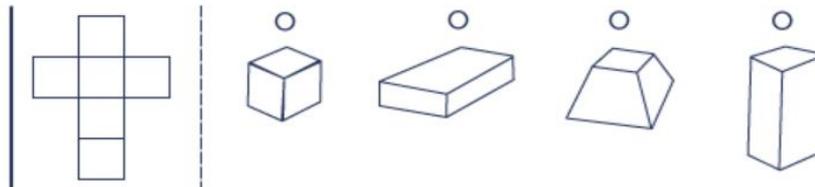


Which person is carrying the heavier load?

- A
- B
- No difference

2SR Spatial Relations measures how well a person can visualize or think in three dimensions and can mentally picture the position of objects from a diagram or drawing. The ability is important in courses in arts and industrial arts, and jobs in Science, Technology and Arts.

Example:

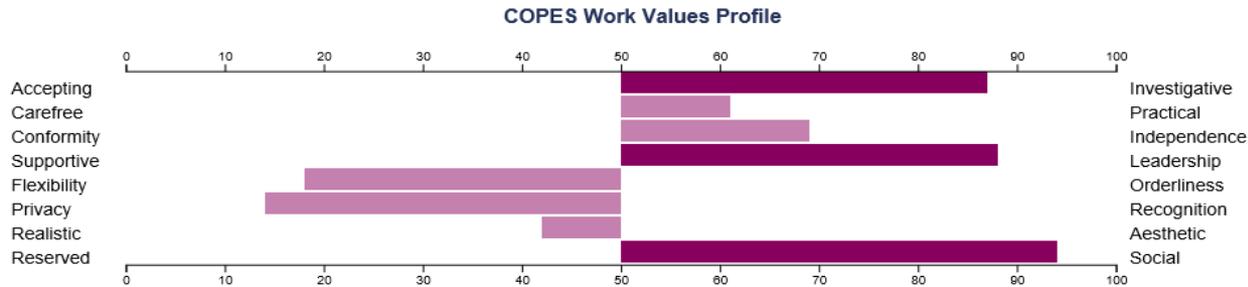


3VR Verbal Reasoning measures how you can reason with words and your facility for understanding and using concepts expressed in

CCC Assessment - COPES

Work Values (COPES)

Your scores are represented by a bar that shows your work values as compared to others who have taken the COPES. Scores to the left of the center show a preference for values listed on the left of your profile. Scores to the right of the center show a preference for values listed on the right of your profile. The closer a score is to either end of the profile, the more important that work value probably is to you. Your three most important scores are marked with a darker bar. If your score on one of the scales falls at or close to the center, you are moderately concerned with that work value. Select the 'Read More' button for a description of these values. [Read More »](#)



Needs Assessment Summary

You indicated that you are enrolled in an occupational training course.

You indicated that you are interested in an occupational training course.

You have indicated that you need additional help in the following areas:

Academics

- reading skills
- language skills
- math skills
- study skills
- decision-making skills
- interpersonal skills

Job Skills

- how to find job information
- how to find a job
- how to apply for a job
- how to interview for a job
- how to keep a job
- obtaining entry level job skills
- upgrading of existing job skills

Planning Skills

- career planning skills
- educational planning skills
- how to find college information
- applying to a college or university
- applying for financial assistance
- finding military services information

Labor Market Information (LMI)

- Accurate labor market information for TAA training applications is vital to TAA staff approving applications
- All LMI should be regional and from the following State of Minnesota link:
- <https://apps.deed.state.mn.us/lmi/cpt/search>

Labor Market Information (LMI)

LMI Quick Facts

1. LMI should identify the “best” occupation title available matching the customer’s previous job
2. New job LMI needs to directly align with the customer’s employment goal
3. TAA cannot accept LMI for “All others”
4. Only submit 4 pages of LMI (2 pages for the previous job and 2 pages for the new job)

Labor Market Information (LMI)

← → ↻ State of Minnesota [US] | apps.deed.state.mn.us/lmi/cpt/search



[Labor Market Information](#) [Data Home](#) [Career and Education Explorer Home](#) [Training Provider or Admin Login](#)

Career and Education Explorer

Explore Career

[Start Over - Explore Careers](#) [Start Over - Explore Education](#) [Find a CareerForce Location](#)

Step 1: Choose a job or occupation

Enter a job or occupation title

Or choose what general kind of job

Step 2: Choose a region

Region type

Labor Market Information (LMI)

← → ↻ 🔒 State of Minnesota [US] | apps.deed.state.mn.us/lmi/cpt/Search

Career and Education Explorer

Explore Career

[Start Over - Explore Careers](#)

[Start Over - Explore Education](#)

[Find a CareerForce Location](#)

Step 1: Choose a job or occupation

Enter a job or occupation title

Which is closest to what you're looking for? Choose one.

Step 2: Choose a region

Region type

Enter county to find your region

Or choose from list

(includes these counties: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington)

Labor Market Information (LMI)

State of Minnesota [US] | apps.deed.state.mn.us/lmi/cpt/Demand



[Labor Market Information](#) [Data Home](#) [Career and Education Explorer Home](#) [Training Provider or Admin Login](#)

Career and Education Explorer

Explore Careers - Demand

[Start Over - Explore Careers](#) [Start Over - Explore Education](#) [Find a CareerForce Location](#)

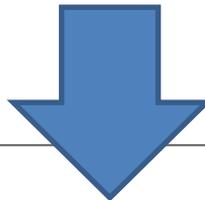
[Overview](#) [Wages](#) [Demand](#) [Education](#) [On the Job](#) [Apply for Jobs](#) [Print All](#)

You have selected

Accountants and Auditors -- 13-2011
EDR 11 - 7 County Twin Cities (includes these counties: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington)

Current demand

EDR 11 - 7 County Twin Cities	★★★★★ High
Minnesota	★★★★★ High



Projected openings

Region	Projected Employment - 2020	1-Year Openings	10-Year Growth	10-Year Openings
EDR 11 - 7 County Twin Cities	N/A	N/A	7.7%	22,883
Minnesota	0.7%	2,689	9.4%	30,295

* 10-year Regional Projections for the period ending 2026
* 10-year Statewide Projections for the period ending 2026

Labor Market Information (LMI)

← → ↻ State of Minnesota [US] | apps.deed.state.mn.us/lmi/cpt/Wages

mn EMPLOYMENT AND ECONOMIC DEVELOPMENT

[Labor Market Information](#) [Data Home](#) [Career and Education Explorer Home](#) [Training Provider or Admin Login](#)

Career and Education Explorer

Explore Careers - Wages

[Start Over - Explore Careers](#) [Start Over - Explore Education](#) [Find a CareerForce Location](#)

[Overview](#) [Wages](#) [Demand](#) [Education](#) [On the Job](#) [Apply for Jobs](#) [Print All](#)

You have selected

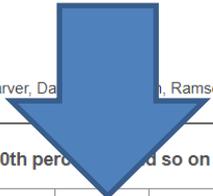
Accountants and Auditors -- 13-2011
EDR 11 - 7 County Twin Cities (includes these counties: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington)

Hourly wages - 10 percent of jobs pay less than the 10th percentile and so on

Region	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
EDR 11 - 7 County Twin Cities	\$23.56/hr	\$27.75/hr	\$33.47/hr	\$41.27/hr	\$53.23/hr
Minnesota	\$22.34/hr	\$26.95/hr	\$32.46/hr	\$40.09/hr	\$51.08/hr
U S	\$21.40/hr	\$26.99/hr	\$34.55/hr	\$45.54/hr	\$60.20/hr

Typical wage offer for job openings

Region	Median Wage Offer
EDR 11 - 7 County Twin Cities	\$32.33/hr
Minnesota	\$31.34/hr



Group Activity

- It's your turn to work with a training application!
- We'll break into two groups (experienced vs less experienced/beginner)
- The experienced group will review an application for errors
- The beginner group will complete an application together

TAA Processes

- Application & Waiver Submission Process
 - Send Waivers and ALL applications to deed.taa@state.mn.us
- Training Progress Reports
 - Due every 60 calendar days regardless of breaks in training
 - New version released in March 2018: top and bottom portion must be completed
- Computers and Tools
 - Computer requests must include technology specifications from the school; TAA will submit specs to vendor for quotes
 - Tool requests must include specifications from the school; TAA will submit specs to vendor for quotes

BREAK

- Please take a 10 minute break
- The session will resume at 2:15pm

TAA Performance

Thomas Sommer, TAA Performance and Financial Specialist, will present information highlighting TAA results.

What's in this session?

- **Live Contact Definition**
- **Data entry timelines at Grant End**
- **Closing TAA Activities**
- **Credential Attained Timeliness**
- **Exit/ Performance Info**
- **Employed, Pending Exit**
- **Mirroring TAA Activities**
- **TAADI Measures**
- **Common WF1 Errors**

THE HELP BUTTON IN THE TOP PANEL



If you are ever unsure of what type of information needs to be entered on any page and any field of WF1

- Click on “Help”
- Every page in WF1 has a “Help” feature that explains and defines everything within the current WF1 screen you are in

Definition of LIVE CONTACT

One-to-one contact between the provider's staff and the customer

- In-person conversation
- Telephone conversation (or voicemail from customer)
- Electronic message including email, text message (SMS), instant message (IM), or message sent via social media (e.g. Facebook, Twitter, etc.)
- Postal mail update from customer

Mass emails and/or mass mailings are not case specific and will not fulfill the monthly contact requirement

Credential Attained Data Entry Timeliness

Credentials must be entered into WF1 no later than

15 business days after receiving a copy of the credential or within 365 days from the customer's exit date

Whichever is earlier

Activity Data Entry Timeliness at Grant End

If a customer will continue receiving a service that is financially supported by an expiring grant, DO NOT EXIT THEM.

Since the customer is continuing services...

- Close the activity with the same end date as the expiring grant's end date
- Open a new activity with the new grant's start date as its start date

**The only time a customer is exited out of the program
is after 90 days of no service**

CLOSING TAA ACTIVITIES

(REMINDER: TAA Specialists do NOT have the ability to capture credentials in WF1)

▼ Hide Dislocated Worker Seq 1 - Enrolled

Enrollment Date: 06/10/2016 Exit Date:

Activity: Subtype	Funding Stream	Start Date/End Date	Staff: Agency	Action
Classroom Trng	State Formula	06/13/2016 Open	Amy Carlson Anoka Cty JTC	Edit Delete Copy
Indv Plan Dvpmt	State Formula	06/10/2016 Open	Amy Carlson Anoka Cty JTC	Edit Delete Copy
Career Counseling	State Formula	06/10/2016 Open	Amy Carlson Anoka Cty JTC	Edit Delete Copy
Occ Skills Trng	TAA	06/10/2016 Open	Amy Carlson TAA Admin	
Staff Assist JS In	State Formula	06/10/2016 06/13/2016	Amy Carlson Anoka Cty JTC	Edit Delete Copy Reopen

Add DW Activity

Email the appropriate TAA Specialist who is assigned to the case requesting they enter the “TAA Actual End Date” in the customer’s training activity

- * Provide the TAA Specialist with the last day your customer attended training
- * Inform the TAA Specialist on any employment related information or if the customer will continue in the Dislocated Worker program as a job seeker

Program Exit Data Entry Timeliness

All customers must be exited from the program after 90 days has lapsed since last date of service

All customer exits must be entered into WF1 no later than 100 days after the last date of service

The exit date in WF1 is retroactive back to the last date of service

What does Exited with Exclusion Mean?

If the customer is exited with any of these exit reasons that customer will not be counted in performance outcomes

DOL Definition of Authorized Exclusion Based on TEGL 10-16 Attachment 2	WF1 Exit Reason
Exits while receiving services due to incarceration in correctional facility or becomes resident of institution providing 24 hour support such as hospital or treatment center	Institutionalized
Exits after being called up to active duty for at least 90 days as member of National Guard or other reserve military unit.	Reservist Called to Active Duty
Customer is deceased	Death
Exits due to medical treatment expected to last longer than 90 days which would preclude employment or continued participation.	Medical Treatment

What WF1 Exit Reasons will be counted in Performance Measures

DEED will check wage detail/Supplemental Wage Information and other performance indicator data for customers exiting with these final Exit Reasons	Programs Using
Called Back	Dislocated Worker
Cannot Locate	Dislocated Worker and Adult
Entered Armed Forces	Dislocated Worker and Adult
Entered Registered Apprentice Training	Dislocated Worker and Adult
Entered Unsubsidized Employment	Dislocated Worker and Adult
Family Care Problems	Dislocated Worker and Adult
Found Ineligible	Dislocated Worker and Adult
Moved from Area	Dislocated Worker and Adult
Program/Type Transfer	Dislocated Worker and Adult
Refused to Continue	Dislocated Worker and Adult
Remained Employed	Dislocated Worker and Adult
Retirement	Dislocated Worker and Adult
Started Business/Self-Employed	Dislocated Worker and Adult

Why customers with “positive” WF1 exit reasons might not be positive in official performance

- * A pseudo Social Security Number was used on the case*
- * Wages were not found in wage detail reports*
- * Supplemental wage information was not entered into WF1’s Follow-Up tab*
- * DOL considers the original exit reason and/or the secondary exit reason exclusionary*

REMINDERS

- Workforce One is not a Performance tracking system it is a Case Management Tracking System
- Workforce One is simply the starting point to performance indicators related to employment
- Every case exited out of Workforce One with a Positive or Negative exit reason will be verified through Wage Detail
 - ❖ *If wages are found the case is a positive exit*
 - ❖ *If wages are not found the case is a negative exit*

Why numerators and denominators might be different in Official Performance than expected

Customers who access multiple providers

If a customer accessed services from a provider then after exiting they reenrolled with a new provider within 90 days

*Performance counts
go back to the original provider*

Why numerators and denominators might be different than expected (Continued)

Customer who only access WIOA funds

If all activities on the customer's case are associated with WIOA Dislocated Worker funding

That customer will not be included in State Dislocated Worker measures

At least one activity on the case needs to be supported by State Dislocated Worker funding

Why numerators and denominators might be different than expected (Continued)

Customer's who access both WIOA and State funds

If there are activities on the customer's case associated with both WIOA Dislocated Worker and State Dislocated Worker funding

That customer will be reported in both State and WIOA performance measures

Employed, Pending Exit

- Created for counselors to use when their customers tell them they are no longer in need of services.

Employed, Pending Exit

- The “Employed, Pending Exit” activity is the activity that holds the case open for the 90 day waiting period determines when a program exit must occur.
- WIOA Regulation 677.150 states that a customer must be exited from the program 90 days after the last date of service and the exit date is retroactive back to that last date of service.

Employed, Pending Exit

- When the “Employed, Pending Exit” activity is opened it means the customer is no longer accessing services.
- This means, all other activities on the case should be closed with the same date used as the start date of the “Employed, Pending Exit” activity.

Employed, Pending Exit

- If there are other activities open then the case should not have an “Employed, Pending Exit” activity open too.
- The “Employed, Pending Exit” activity should only be opened after the customer is no longer receiving services.

Employed, Pending Exit

- If the customer returns for a service within the 90 day countdown, the countdown restarts
- The activity start date is changed to the new last date of service and the service received is noted in the appropriate area of WF1
- Support service tab, new activity with a start date and end date the service was provided, and/or case noted

Employed, Pending Exit

- A benefit of using the “Employed, Pending Exit” activity is communication requirements are no longer needed while the activity is open since no services are being provided during this time.
- However, there are communications you must have at the time your customer provides you this information.

Employed, Pending Exit

- Make sure to inform all customers exiting to employment they are eligible for Follow-up services for 12 months as of that day and case note that conversation.

Employed, Pending Exit

- Make sure to tell all compliant exiting customers:
 - that their case will remain open for the next 90 days just in case they should need another service during that timeframe
 - as of today all communication requirements are no longer required (30 day contacts)

Employed, Pending Exit

- On the 85th day after the start date of the “Employed, Pending Exit” activity a tickler will be sent to the case manager alerting them the case is approaching the 90th day of no service.
- On the 90th day, the activity should be closed and the case exited with the date the activity began. (See the Data Entry Timeliness Policy for the timeframe allowed to capture this information in WF1).
- For example: If the Employed Pending Exit activity’s start date is 04/02/2019 and no other services were provided through 07/01/2019...
 - On 07/01/2019, the individual is no longer considered a customer and must be exited from the program.
 - 04/02/2019, must be the Employed, Pending Exit activity’s end date.
 - 04/02/2019, must be the Program Exit Date.

Employed, Pending Exit

- Keep in mind, if there is only an “Employed, Pending Exit” activity on a case and that activity has a funding stream that expires during the 90 day waiting period, do not close and reopen the activity with a new funding stream.
- The activity will be closed retroactively back to its start date, which is while the old funding stream was still active.

Employed, Pending Exit

- If the customer returns for a service during the 90 days and that service falls on a date the original funding stream was no longer active, the original “Employed, Pending Exit” activity must be deleted and reentered with the new start date and funding source that supported the most recent service.
- The 90 day countdown restarts from the new last date of service date.

Mirroring TAA Activities

TAA Activity Name	Recommended Corresponding DW Activity
Occupational Skills Training	Classroom Training
OJT	OJT Public or Private
TAA Apprenticeship	Apprenticeship

Mirroring TAA Activities

- If there is not a corresponding DW training activity on the case, the DW performance report will not count the customer in the credential measure
- If there is a corresponding DW training activity on the case, the DW performance report will count the customer in the credential measure
- REMINDER: If the DW counselor is using a grant awarded by DEED to a CareerForce Center to financially support the DW side of this co-enrolled TAA customer, the funding source within the DW activity should be an active WIOA DW funding stream

TAADI Measures

TAADI- DOL Measures

- Identifies a series of measures that target both potentially inaccurate data as well as accurately reported data that reflect substandard program administration
- Measures may be dropped (as problem areas are resolved in all states)
- Measures may be added (as new problem areas are identified)

TAADI Measures

Rapid Response

- Statutorily required for all TAA petitioning worker groups, underreporting implies non-compliance and low coordination (possible duplication of services).
- At least 55% of records should have Rapid Response reported.

TAADI Measures

Petition Number

- Reporting incorrect petition numbers limits DOL's ability to correctly report under which program the TAA customer received services and may indicate that the customer was not part of the worker group eligible to receive services.

TAADI Measures

IEP

- Underreporting Date of IEP implies lack of case management and training assessments and correct allocation of training/service dollars.
- 100% of records that received training should report a Date of IEP that is prior to Date Entered Training #1.

TAA Measures

Co-Enrollment

- An analysis of state-submitted data shows that TAA customers who are co-enrolled consistently display superior results than those that are not co-enrolled. These result areas include significantly higher numbers in all of the following areas: (1) performance outcomes, (2) speed of training enrollment, and (3) overall training participation volume.

TAADI Measures

Training Case Management

- Not reporting case management for these customers may signify that the State is not accurately following on training benchmarks.
- At least 90% of records should have Date of Most Recent Case Management and Employment Service in the current quarter.

TAADI Measures

Training Completion

- Reporting training completion is a statutory TAA reporting requirement and a focus of TAA efforts to improve performance outcomes. Training completion below target may imply a lack of case management in establishing training plans designed to secure long term reemployment.
- At least 75% of those who start training should complete training or have received a post-secondary credential and be employed first quarter after exit.

TAADI Measures

Credential

- At least 70% of those who complete training should report a post-secondary credential.

TAADI Measures

Service in Quarter

- Customers should be exited if they did not receive a service in the current quarter or do not have any planned future services. Failure to exit TAA customers prevents the timely collection of performance outcomes and misrepresents TAA customer durations.
- At least 95% of records in the reporting group will have received a benefit or service in the current report quarter.

TAADI Measures

Occupational Skills Code (ONET)

- 100% reporting where there is a Date Entered Training (must be a valid 8 digit code as it is vetted against the O*NET codes values).

TAADI Measures

NAICS

- Statutorily required reporting element and subject of frequent data requests
- At least 90% of records that report Employment in 2nd Quarter after Exit should have a valid NAICS code reported.

COMMON WF1 DATA ERRORS

The only time a customer exits the program is when they haven't received a service in 90 days

REMINDER

DO NOT EXIT A CUSTOMER WHEN A GRANT EXPIRES UNLESS THEY ARE TRULY NO LONGER A CUSTOMER

- ❖ Close activities accessing the expired funding stream with the date that grant ended
- ❖ Open new activities and select the new funding stream within them. The activity start date is the date the new funding source began funding that activity

COMMON WF1 DATA ERRORS (Continued)

If a customer is simply waiting out the 90 day period of no service before their case exits the program

REMEMBER:

OPEN ACTIVITIES SHOW THE CUSTOMER IS CURRENTLY RECEIVING A SERVICE

If the customer is simply waiting the 90 day timeframe because they no longer are in need of services the only activity open on the case should be “Employed, Pending Exit”

COMMON WF1 DATA ERRORS (Continued)

Open WF1 Activities:

- ❖ *Are services the customer is currently receiving*
- ❖ *Show the funding source supporting the service*
- ❖ *The activity start date is the date the customer started receiving that service*

Closed WF1 Activities:

- ❖ *Are the services the customer is no longer receiving*
- ❖ *Show the funding source that was supporting the service*
- ❖ *The activity end date is the date the customer stopped receiving that service*

COMMON WF1 DATA ERRORS (Continued)

If a customer was scheduled to begin training but before any training costs were applied the customer decided not to attend training

DO NOT SIMPLY CLOSE THE TRAINING ACTIVITY, DELETE IT!

- ❖ If there is a training activity on record, reports will look for a captured credential
- ❖ If there is not a credential captured, it will result in a negative in the Credential Attainment Rate

Questions?



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Final Questions & Answers

- Final Questions & Answers
- Watch for a survey via email soon
- CEUs
- Submit mileage & parking requests to deed.taa@state.mn.us by 12/13/19
- Thanks for attending!