



Trade Program Funding Procedures

December 16, 2020

AGENDA

- Welcome
- New Trade Regulation Highlights
- Funding Procedures
- Reporting
- Q & A



PART I: New Trade Regulations Highlights

- Effective September 21, 2020
- Similar to the existing 2015 provisions
 - Significant changes to:
 - IEP requirements
 - Assessment requirements
 - Waiver requirements
 - Supplemental Assistance (Transportation/Subsistence)
 - Out-of-Area Job Search and Out-of-Area Relocation Assistance
 - Merit Staffing requirement



Individual Employment Plan (IEP) Requirements

- Form #014 Individual Employment Plan (IEP) – Section 618.350
- Paragraph (g) states:
 - The State must make the trade-affected worker aware of the advantages of receiving an IEP. However, a worker may refuse to complete an IEP. Since portions of the IEP are necessary to determine eligibility for job search allowances under subpart D of this part and training under subpart F of this part, a worker's refusal to provide necessary information, either as part of the IEP or outside of the IEP process, may result in a denial of those benefits and services.
- Must be completed with significant career planner and participant involvement

IEP Requirements (cont.)

- Initial Assessment - Section 618.335
- Comprehensive and Specialized Assessments – Section 618.345
- Knowledge, skills, and abilities of staff performing assessments – Section 618.355
- Added participant agreement to IEP form
- Added Sections on IEP form for General Participant Responsibilities, Waiver Responsibilities, and Training Responsibilities – Must be signed by participant

Waiver of Training Requirement



Waiver – Section 618.735

- Cannot issue a waiver unless a training plan has been developed on the IEP
- Waivers will not be approved for those who are still researching a training program.

Supplemental Assistance

- Supplemental Assistance – Section 618.640
 - Effective September 21, 2020, Trade can only pay for mileage outside the commuting area
 - Commuting area currently set at 10 miles.
 - Trade can pay transportation costs at the Federal Mileage Rate for any travel of 20.1 miles or greater.
 - Any transportation of 10 miles (one-way)/20 miles (round trip) or below must be paid by another partner program. If the local area does not provide transportation payments under Dislocated Worker or another partner program, the participant can only be paid by Trade for travel of 20.1 miles (round-trip) or greater distance.

Supplemental Assistance (cont.)

- Public transportation calculation is also affected by this.
- Transportation/Subsistence payments are due promptly after the completion of a week of training, but at a minimum on a monthly basis.
- Participants approved for Travel/Subsistence in Training prior to September 21, 2020, continue to be paid for entire round-trip distance from residence to training institution and return.
- Participants enrolled in Travel/Subsistence in Training on or after September 21, 2020, will be paid by the Trade program for a round-trip distance of mileage of 20.1 or greater for the round-trip distance from residence to training institution and return.

Out-of-Area Job Search/Relocation

- Out-of-Area Job Search – Sections 618.400 – 618.435
 - Additional Job search activities added
- Out-of-Area Relocation – Sections 618.440 – 618.460
 - Advance payment within 10 days of departure
- Working on updating forms and instructions
- Contact Sheila Sloan or Susan Boggs for further assistance if you have a participant who is requesting Out-of-Area Job Search or Out-of-Area Relocation assistance.

State Merit Staffing Provision

- 618.890 Staffing Flexibility
- New regulations allow the provision of case management services by non-state merit staff
- State Merit Staff are still required to make final determination of eligibility for TAA program benefits.
- Requirement for submission of approvals has not changed
- Submit requests as soon as possible to allow time for review/approval
 - Staff out of the office
 - Corrections
 - Deadlines

PART II: Funding Policy

- Trade Policy Letter 20-TAA-01 outlines the funding procedures for the administration of the Trade Program
- The Trade Program grants will be based on the number and reemployment needs of the Trade Program participants.
- The funding for case management services will no longer be awarded on an automatic basis by the Illinois Department of Commerce and Economic Opportunity.



Policy Guide Chapter 11, Section 1

The screenshot shows a web browser window displaying the Illinois WorkNet WIOA Policy page. The URL in the address bar is <https://apps.illinoisworknet.com/WIOAPolicy/Policy/Index/320#>. The page features a header with the WIOA WORKS logo and a search bar. A left sidebar contains a vertical menu labeled "Policy Chapters and Sections". The main content area is titled "General" and includes the following information:

- Chapter: 11 Section: 1
- Effective Date: 7/28/2009
- Expiration Date: Continuing
- Published Date: 12/8/2020 2:12:17 PM
- Status: Current
- Version: 3 | Versions
- Tags: TAA

Below this information, there are two paragraphs of text. The first paragraph states: "Illinois' policy on the Trade Adjustment Assistance program is contained in numerous policy letters, notices, and the operating procedures manual. These documents are being revised into a comprehensive ePolicy Chapter covering all of the Trade Programs, as amended. Until that process is completed, please refer to the appropriate documents listed in the Attachments and Notices tabs." The second paragraph states: "ALL of the forms and instructions necessary to provide customers of the TAA, TGAAA, TAAEA, and TAARA Trade Programs with information on the benefits and services available to them respective to the petition for which they are certified can be accessed through the URL link available in the References tab." The third paragraph states: "Additional information on Trade Related Reporting & Services can also be found through the link available in the References tab."

On the right side of the page, there are several expandable sections:

- Technical Assistance Resources (0) +
- Policy/References (9) +
- Attachments (8) -
 - 09-PL-52 - TAA Administration
 - 09-PL-52 - TAA Operating Instructions Manual
 - 12-TAA-01_Trade_Travel_Assistance
 - 13-TAA-02_Allowable_Trade_Training_Expenses
 - 20-TAA-01 - Trade Adjustment Assistance Program Funding Procedures
 - 20-TAA-01 Attachment A - FY21 Uniform Grant Application for TAA Grants Accessible Enabled
 - 20-TAA-01 Attachment B - FY21 TAA 661 Uniform Budget Template
 - 20-TAA-01 Attachment C - FY21 TAA 661 Uniform Budget Modification Template
- Forms & Instructions (0) +
- Notices (3) +
- Contacts (1) +

<https://apps.illinoisworknet.com/WIOAPolicy/Policy/Index/320#>

Funding Application Requirements

- Uniform Grant Application
- Uniform Budget Template
 - Instructions, Section A, ICI, Certification
 - Budget Line Items: Direct Administration, Training, Case Management, Narrative Summary
 - Program Specific Information
 - Section D – Form 020 Overview
 - Form 020 Overview Attachment
 - Form 023 Participant Detail
 - Form 024 Case Management Detail
 - Agency Approval

Allowable Costs

- **Direct Administrative Cost:** Costs defined in 20 CFR Parts 617 and 618 and in TEGL 13-18, Attachment 3. Direct Administration is limited to 5% of the total grant.
- **Training:** Benefits and reemployment services to assist eligible participants to prepare for and obtain suitable employment. Those services may include:
 - job retraining and related expenses including tuition, supplies, training related consumables;
 - travel and/or subsistence assistance;
 - OJTs; apprenticeships; customized training
 - job search; and/or relocation allowances for eligible participants.

Allowable Costs – Case Management

Case Management: Costs associated with providing case management services to eligible participants as defined by the Trade Program including:

- *Salaries:* Compensation for services of employees rendered during the period of performance under the award, including but not necessarily limited to wages and salaries as defined in 2 CFR 200.430.
- *Fringe Benefits:* Allowances and services provided by employer to their employees in addition to regular salaries and wages as outlined in 2 CFR 200.431 for individual personnel providing services to Trade Program participants.
- *Other Case Management:* Other costs associated with the provision of case management services including the Trade Program's share of the One Stop Infrastructure and Shared Costs as defined by the Workforce Innovation and Opportunity Act.
- *Indirect:* Includes the allowable costs defined in 2 CFR 200.414 as applicable.



Program Specific Information

- Grantees will use the “Program Specific Tabs” in the Uniform Budget Template to document the grant request
- The level of detail that is required to support the training funds request has not changed under the updated funding procedures.
- The State of Illinois has established a soft-cap of \$20,000 per participant for training (including supplies).
- Case Management requests that exceed an annual cost of more than \$2,400 per customer will be required to provide additional information to justify the reasonableness of the proposed cost
- GRS Grant Number 19-6610XX; IWDS Grant Number 20-6610XX

Grant Modifications

- The Trade Program grants may be modified at any time during the term of the grant based on the level of Trade Program activity and other applicable factors.
- Grantees may request a grant modification by submitting a grant modification request as outlined in the terms of the Grant Agreement which includes the attached Uniform Budget Modification Template
- DCEO reserves the right to review actual grant expenditures for all grants and modifications and may de-obligate the entire remaining portion of the unspent funds at any time.

PART III: Trade Act Participant Reporting (TAPR)

- Report of quarterly costs by participant and uploaded into IWDS
- Due Quarterly on the 25th day following the month after the end of the quarter (January 25th, April 25th, July 25th, and October 25th)
- GRS reported costs for the quarter **MUST** match costs uploaded into IWDS. There can be no discrepancies in the total costs.



Trade Reporting (cont.)

- IWDS
 - Effective 10/1/20 IL will use Trade money to fund Trade case management. This requires the entries in IWDS for Trade participants on the TAA application and the WIOA application.
- TAA:
 - Add a TAA Case Management Service effective 10/1/2020 for all active TAA participants.
 - Add Episodes to this service as appropriate.
- WIOA:
 - Continue to add Episodes to the existing 1DC/1EC Career Planning (Case Management) service that began prior to 9/30/20 for those active participants that are co-enrolled in TAA and was funded by 1EC/1DC.
 - Add new Career Planning (Case Management) for WIOA under the 1DC/1EC. Those services should begin on or after 10/1/20 and should reflect any services provided to the TAA co-enrolled customer funded by the WIOA formula grant. This entry should be made at least every 90 days.

Trade Reporting (cont.)

- GRS
 - Working on process for establishing new Trade grants
 - Trade is the first source of funds for Trade participant costs
 - Reporting of costs until Trade grant is obligated:
 - Trade costs may be reported on the WIOA Formula grant under Dislocated Worker and then transferred to the Trade grant when the Trade grant is obligated.
 - Trade costs may be reported in your accounting system as Trade grant costs.
 - Any refund of Trade funds prior to the current PY19 Trade funds, you must contact Crystal Bigelow directly for instructions on processing/returning the funds.
 - If you have any questions, contact Crystal Bigelow at crystal.Bigelow@Illinois.gov.



Trade Program - General

- Success Stories
 - Please enter success stories in Illinois workNet as soon as possible.
 - Requests can be made at any time for this information
- Participant Contact
 - Participant contact is required on a monthly basis (30 days). A case note must be entered regarding this contact.

Trade Program - General

- Certifications
 - Lori Graham has been working on filing more petitions
 - More certifications
 - Need to serve participants as soon as possible
- Videos
 - Rapid Response
 - BRO Reading
 - IDES TRA/RTAA

Websites/Resources

- Illinois workNet Trade Forms
 - <https://www.illinoisworknet.com/partners/LayoffRecovery/Pages/TradeProgramForms.aspx>
- US Department of Labor Trade Program Website
 - www.dol.gov/agencies/eta/tradeact
- Illinois Workforce Development System (IWDS)
 - <https://iwds.dceo.illinois.gov/iwds/staffhome.html>
- US General Services Administration (GSA)
 - <http://www.gsa.gov>

Websites/Resources

- 20 CFR 618
 - TAA Program Regulations
 - www.dol.gov/sites/dolgov/files/ETA/tradeact/pdfs/TAA_Final_Rule_1205_AB78.pdf
- Trade Act of 1974, as amended
 - Official US Code version of the Trade Act
 - uscode.house.gov/browse/prelim@title19/chapter12/subchapter2/part2&edition=prelim



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PART IV: Q & A

