

Ron DeSantis
GOVERNOR



Dane Eagle
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: October 16, 2020
TO: Local Workforce Development Board Executive Directors
FROM: Steven Gustafson, Workforce Administrator, Bureau of One-Stop and Program Support
SUBJECT: Trade Adjustment Assistance Training Approval Reporting

Steve Gustafson

The purpose of this memorandum is to provide clarification of the requirements for reporting approved training for the Trade Adjustment Assistance (TAA) program. In accordance with [Administrative Policy 107: Training Services](#), approval of training for TAA is the responsibility of the Local Workforce Development Board (LWDB) and the LWDB's Local TAA Coordinator. To ensure that the approval of TAA training is properly recorded in Employ Florida, LWDBs must adhere to the following procedure:

- All training applications must be recorded in the participant's Employ Florida TAA program application under the sub-application: Training Application. The six criteria for the approval of training must be certified within the sub-application and a case note must be entered supporting how the six criteria has been satisfied. This application must be certified as approved prior to entering any training service activities in the TAA program application. More information on completing the training application in Employ Florida is available in the [Virtual One-Stop \(VOS\) User Guide for Staff](#).
- Once the training application has been certified as approved, staff must record the appropriate Employ Florida training service activity in the participant's TAA program application under the sub-application Activities/Enrollments/Services. The training activity must have an Occupational Training (O*NET) Code assigned to the service activity under the service provider tab. More information on reporting the training activity is available in the [Virtual One-Stop VOS User Guide for Staff](#).

Failure to follow this procedure, or the sequence outlined above will result in reporting errors which may impact the state's performance and administration of the TAA program.

If you have any questions, please contact Steven Gustafson at (850) 245-7485 or via email at TAA@deo.myflorida.com.

cc: Casey Penn
Keantha B. Moore
Charles Williams

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
850.245.7105 | www.FloridaJobs.org
www.twitter.com/FLDEO | www.facebook.com/FLDEO

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.