

Date of Issue: November 09,2006
Office of Issue: AWI FG 06-057
Reference: Trade Act

FINAL GUIDANCE
Dual Enrollment for Trade Adjustment Assistance Participants in the One-Stop Management Information System (OSMIS)

OF INTEREST TO

Workforce Florida, Inc. (WFI) and Regional Workforce Boards (RWBs)

SUBJECT

Mandatory Dual Enrollment for Trade Adjustment Assistance Participants in the One-Stop Management Information System (OSMIS)

PURPOSE

To provide guidance on the **mandatory** dual enrollment process for tracking Trade Adjustment Assistance participants in OSMIS.

BACKGROUND AND UNDERLYING POLICY

The Trade Act of 2002 places significant emphasis on trade-affected workers receiving rapid response, core and intensive services under the Workforce Investment Act (WIA). This reauthorization expands eligibility to more worker groups, increases exiting benefits, focuses on program reporting and requires coordination among partner programs that can provide services and benefits not offered under the Trade Adjustment Assistance (TAA) program to eligible trade-affected workers.

We encourage One-Stop representatives (TAA Coordinators) to determine the customer’s eligibility under the TAA Program before making eligibility determination for other workforce programs. Eligibility requirements under the TAA program include the following:

- The individual must have been employed with the trade-affected employer through their identified official termination date;
- The period of employment with the trade-affected company must be within the impact and expiration dates identified in the certified petition;

- The reason for separation from the trade-affected employer must be due to permanent lay-off;
- The individual must receive a comprehensive assessment under the WIA program; and
- The individual must meet the six criteria identified under the TAA program for training approval.

An upfront assessment of the customer's eligibility for programs allows the individual to be co-enrolled simultaneously. When a petition has been certified, it is recommended that individuals be co-enrolled in other workforce programs and receive services concurrently. However, there are instances where other workforce program services are provided to customers prior to the approval of a petition.

PROCEDURES

The instructions are included in the following documents:

1. [OSMIS Data Entry Procedures for WIA/TAA Dual Enrollment of Participants](#)
2. [OSMIS Data Entry Procedures for Job Search and Relocation Allowances](#)

Please note that the above procedures are **mandatory**. Tracking participant information in a common system will ensure accuracy of reporting data to the United States Department of Labor (USDOL) for data validation and monitoring purposes. The data entry instructions included in the above attachments allow all TAA participants to be tracked in OSMIS. Therefore, Regional Workforce Boards (RWBs) are no longer required to send a hard copy of the participant's training packet or Deobligation Form to the TAA Program Unit. However, these documents are still required to be submitted to the Agency for Workforce Innovation – Special Claims – TRA Unit – P.O. Box 5350 – Tallahassee, Florida 32314-5350 or you may fax the information to (850) 921-3427.

RWBs must provide these procedures to service provider staff and ensure these instructions are implemented accurately and timely in OSMIS.