



**MEMORANDUM**

**DATE:** February 13, 2020  
**TO:** Local Workforce Development Board Executive Directors  
**FROM:** Shila A. Salem, Chief, Bureau of One-Stop and Program Support  
**SUBJECT:** Trade Adjustment Assistance Waiver of Training Requirement Reporting

A handwritten signature in black ink that reads 'Shila A. Salem' is written over the 'FROM' line of the memorandum.

The purpose of this memorandum is to provide notification to Local Workforce Development Boards regarding changes in how Local Trade Adjustment Assistance (TAA) Coordinators report the waiver of training requirement (training waiver) for TAA participants. For the participant to remain eligible for Trade Readjustment Allowance (TRA) benefits, the Local TAA Coordinator must assist the TAA participant to enroll in and start full-time TAA-approved training prior to the training enrollment deadline. TAA participants are required to enroll in training prior to the participant's deadline date unless a training waiver has been granted. These changes are intended to ensure the proper administration of Trade Readjustment Allowance (TRA) benefits for TAA participants by the State Trade Program Office.

To support these changes, the following modifications in reporting training waivers are effective immediately:

1. Local TAA Coordinators must ensure the TAA participant has an Individual Employment Plan (IEP) reported in Employ Florida before approving a training waiver.
2. Form DEO 566: TAA Request for Waiver of Training Requirement is no longer required. Alternatively, Local TAA Coordinators must create, review and revoke training waivers in the Waiver Entry subsection of the TAA participant's Employ Florida TAA program application.
3. The service codes in the table below have been eliminated and are no longer required.

Service Code	Service Code Description
243	Waiver - Individual or Family Care
244	Waiver - Enrollment Unavailable
245	Waiver - Training Not Available

4. Local TAA Coordinators must review the training waiver at least once every 30 days until the waiver expires or is revoked due to enrollment into training or non-compliance. The review must be documented in the TAA participant's Employ Florida TAA program application.

If you have any questions, please contact Steven Gustafson at (850) 245-7477 or via email at [TAA@deo.myflorida.com](mailto:TAA@deo.myflorida.com).

SAS/skg

cc: Keantha B. Moore

Casey Penn

Anita Richardson

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