



**Charlie Crist**  
Governor  
**Monesia T. Brown**  
Director

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## MEMORANDUM

DATE: July 26, 2007

TO: Regional Workforce Board Executive Directors

FROM: J. Wyatt Pope, Director of Workforce Program Support

SUBJECT: Trade Adjustment Assistance Participant Tracking in Employ Florida Marketplace

The Agency for Workforce Innovation is aware of issues concerning the tracking of participant information in the Employ Florida Marketplace (EFM). Please be aware that effective January 12, 2007, all Trade Adjustment Assistance (TAA) participants were required to be entered and tracked into EFM. Case managers must ensure that all TAA participant case records migrated from the One-Stop Management Information System (OSMIS) into EFM. If for any reason your case records did not migrate over, this information must be reported appropriately through an Online Project Communication (OPC). You should eliminate the use of tracking TAA participants in OSMIS and ensure data matches the information previously recorded and tracked in OSMIS.

In order to ensure that TAA participant information is accurately reported to the United States Department of Labor (USDOL), it is imperative that each individual who is covered under a TAA petition and has been approved for training display TAA as the partner program under the training activity. Also, we would like to reiterate that all TAA participants who qualify for training are required to be enrolled in the Wagner-Peyser (WP), Workforce Investment Act (WIA) and TAA programs. These are required partner programs since TAA does not provide for core, intensive and case management activities.

We are requesting that all case managers check their individual case records in EFM to ensure that TAA is identified as a partner program for TAA participants. This is the only way to identify participants and report them accurately. Please continue to send copies of the training paperwork to the Agency for Workforce Innovation – Trade Readjustment Allowances (TRA) Special Claims Unit. Also, it is necessary for the Request for Deobligation forms to be submitted to both the TRA Special Claims Unit and State TAA Coordinator once the individual has successfully completed or quit training. A Deobligation form prevents an individual from receiving overpayment of TRA benefits. It is not necessary for case managers to submit a deobligation form when there is an approved break in training between semesters, terms, identified holidays, etc; however, the TRA Special Payment Unit should be notified via e-mail when a scheduled break has occurred.

### Agency for Workforce Innovation

The Caldwell Building, Suite 100 • 107 East Madison Street • Tallahassee • Florida 32399-4122  
Phone 850-245-7130 • Fax 850-921-3226 • (TTY/TDD 1-800-955-8771 – Voice 1-800-955-8770)

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The agency would like to encourage Regional Workforce Boards to utilize training dollars for eligible trade-affected workers who qualify for training. As we continue to experience the many funding cuts from all workforce service programs, we would like to prevent USDOL from deobligating funds from the TAA program due to lack of use. If you do not have available TAA funds to serve trade-affected workers who qualify for training, please refer to the memorandum dated March 31, 2005 subject: Request for Supplemental Trade Adjustment Assistance (TAA) Funds.

Please note that Carol Booth and Van Richardson are no longer working with the TAA program, and any information that was previously submitted to them should now be submitted to the State TAA Coordinator, Mershal Noble. If you wish to fax any TAA related information to Mershal Noble, please fax to (850) 921-3826.

Should you have any questions regarding the information contained in this memorandum, please contact Mershal Noble at (850) 921-3317 or via e-mail at [mershal.noble@awi.state.fl.us](mailto:mershal.noble@awi.state.fl.us).

JWP/omn

cc: Barbara Griffin  
Richard Meik  
TAA Coordinators