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M E M O R A N D U M

**DATE:** August 9, 2006

**TO:** Regional Workforce Boards

**FROM:** Lois A. Scott, Program Manager, One-Stop and Program Support 

**SUBJECT:** Proposed Procedures for Mandatory Data Entry of Trade Adjustment Assistance Participants in the One Stop Management Information System (OSMIS)

Please be advised that the Agency for Workforce Innovation has developed procedures and instructions for mandatory data entry of Trade Adjustment Assistance (TAA) participants in the One Stop Management Information System (OSMIS). A consultation paper is attached along with the procedures allowing Regional Workforce Boards to review and provide comments.

The procedural process will require case managers to enter data in OSMIS, maintain fiscal integrity, promote performance accountability, successful data validation and monitoring of participant records. Since the TAA program has been totally decentralized to the RWBs and this customer group qualifies for workforce services through our partner programs (i.e. Wagner-Peyser and the Workforce Investment Act), it is imperative that we align the process to focus on integration of service under the new common measures performance.

Upon receiving all comments and issuing the final guidance for these procedures, the agency will eliminate the use of the TAA stand-alone system for tracking and reporting participant information to the United States Department of Labor (USDOL). Additionally, regions will no longer be required to send documents to the state for data entry into the stand-alone system. However, regions are required to continue hard copy submission of the training packet for all Florida claimants for TRA eligibility determination to: **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.** Therefore, OSMIS will be the state management information system used for tracking and reporting TAA participant data.

If you have any questions, please feel free to 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).

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