

Rick Scott
GOVERNOR



Cissy Proctor
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: December 6, 2018
TO: Local Workforce Development Board (LWDB) Executive Directors
FROM: Shila A. Salem, Chief, Bureau of One-Stop and Program Support *Shila A. Salem*
SUBJECT: Trade Adjustment Assistance Individual Employment Plan Reporting

The Trade Adjustment Assistance (TAA) program has 16 performance measures, grouped into four major categories, that are reviewed through a quarterly report card referred to as the Trade Adjustment Assistance Data Integrity (TAADI). The TAADI is designed to produce high quality data that is essential to evaluating the program's effectiveness and monitoring service delivery to ensure that participants are served effectively. One of the major categories of the TAADI includes Individual Employment Plan (IEP) reporting.

Following an assessment of the participant's reemployment needs, all TAA participants who receive TAA-funded training must receive an IEP that describes the needed benefits and services that are tailored to the participant's employment goal(s). Additionally, the documented IEP must support that the participant's training plan aligns with the participant's assessment results, demand occupations in the local area and his/her overarching employment goal(s). Note: It is allowable for the IEP to be completed under a partner program application in Employ Florida, such as Wagner-Peyser or Workforce Innovation and Opportunity Act, as long as the IEP was completed prior to the date the participant entered into training.

To ensure this performance measure is met on the TAADI, local TAA Coordinators must ensure the:

- Participant's IEP is completed and recorded in Employ Florida **prior to** the participant entering into TAA-funded training.
- IEP is being reported by entering the Employ Florida service code 205, Develop Service Strategies (EDP/IEP/ISS), in the Participant's Activity History/Service Plan prior to the start date of training.
- Service code 205 is accompanied by documentation which meets the requirements set forth in the [Employ Florida Service Code Guide](#), either in case note format or using the Plan feature in Employ Florida.

Effective immediately, the DEO Trade Program Unit will begin reviewing Trade Readjustment Assistance applications to ensure alignment with the requirements outlined in this memorandum. LWDBs are encouraged to provide a mechanism for a LWDB management review of the IEP prior to approving any TAA-funded training.

If you have any questions or need additional information, please contact Steven Gustafson at (850) 245-7477 or via email at Steven.Gustafson@deo.myflorida.com.

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cc: Keantha B. Moore Casey Penn Katie Crofoot Anita Richardson

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