

Date of Issue:
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Reference:

CONSULTATION PAPER

One Stop Management Information System (OSMIS) Mandatory Data Entry Procedures for Workforce Investment Act (WIA) Dual Enrollment of Trade Adjustment Assistance (TAA) Participants

OF INTEREST TO:

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

SUBJECT:

One Stop Management Information System (OSMIS) Mandatory Data Entry Procedures for Workforce Investment Act (WIA) Dual Enrollment of Trade Adjustment Assistance (TAA) Participants

PURPOSE:

To provide guidance and instructions for mandatory data entry for eligible Trade Adjustment Assistance (TAA) participants who are receiving services under the Trade Act, Wagner-Peyser and Workforce Investment Act (WIA) Programs. These instructions promote integration and coordination of services among workforce programs.

BACKGROUND AND UNDERLYING FEDERAL POLICY:

The Trade Act of 2002 provides training, income support, health coverage tax credit, job search allowances, relocation allowances and reemployment services to dislocated workers who have lost their jobs as a result of increased imports or shifts in production out of the United States. Additionally, the Trade Act requires that rapid response, core and intensive services are provided to trade-affected workers under the WIA program.

A majority of trade-affected workers meet the Dislocated Worker definition under WIA. 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 for which the customer may qualify. 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 for which they qualify allows the individual to be co-enrolled simultaneously. It is recommended that the participation of co-enrolled individuals in other workforce programs run concurrent when a petition has been certified. However, there are instances where other workforce program services are provided to customers prior to the approval of a petition.

PROCEDURES:

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 Allowance](#)

Please note that the above procedures are ***mandatory*** in order to eliminate the use of the TAA stand-alone system, ensure information is captured accurately for monitoring and data validation purposes and ensure the integrity of the overall process of the One Stop Management Information System (OSMIS) for workforce services programs.

The data entry instructions included in the above attachments allow for all TAA participants to be tracked in OSMIS. Therefore, RWBs are no longer required to send a hard copy of the participant's training packet to the TAA Program Unit. However, you are required to continue your 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.**