



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

To: The Workforce System
From: Dennis Wimer, Associate Chief Operating Officer, and Workforce Operations *DW*
Date: March 15, 2017
Subject: TECHNICAL GUIDANCE
DWU 2017-02 TAA Request for Waiver of Training Requirement Form and
Procedural Updates Technical Guidance

Purpose

The purpose of a waiver is to protect the TAA participant's eligibility for TRA income support. Any participant that meets one of the waiver reasons should be issued a waiver prior to the appropriate deadline (26/26 weeks for 2009/2011/2015 law benefit). The DWU has implemented form and process changes to meet USDOL requirements.

Calculating the 26/26 Week Deadline

TAA participants are required to be enrolled in training or be on a waiver by the 26/26-week deadline from certification or separation, whichever is later. When calculating the 26/26-week deadline, the deadline date must always be a Saturday. *Example: If a worker was separated from TAA-certified employment on January 10, 2017 the 26-week calculation would fall on Tuesday, July 11, 2017. However, the worker deadline is extended to include the entire 26th week; therefore, the deadline would be Saturday, July 15, 2017.*

Case Management Calculation Tool

The DWU has developed a Case Management Calculation Tool to assist case managers in calculating 26/26 week deadlines as well as estimating submission deadlines for TRA Initialization paperwork. The Case Management Calculation Tool, along with a step-by-step guide, is located on the Field Operations Resource portal, TAA Program, TAA Documents and Forms section at: <https://webapps.dwd.in.gov/fieldOps/>.

Request for Waiver of Training Requirement Form

The TAA Request for Waiver of TAA Training Requirement form has been updated to include recent USDOL guidance. All waivers are required to be signed and approved by DWD merit staff; this includes all initial waivers, waiver extensions, change of waiver reason, revocation, and requests for Good Cause. Due to the staff changes throughout the state, the DWU is the only DWD merit staff permitted to make these determinations. Therefore, due to guidance received from USDOL, case managers must complete the waiver request and submit to DWU for determination.

The DWU has updated the Request for Waiver of Training Requirement form to reflect the above mentioned procedural changes and have provided a step-by-step guide to complete the form available on the Field Operations Resource portal, TAA Program, TAA Documents and Forms section at: <https://webapps.dwd.in.gov/fieldOps/>.

TRA Basic (TRA-B) Eligibility

TRA Basic (TRA-B) eligibility requires that a participant is either (a) on an approved waiver (b) enrolled in full-time TAA approved training, or (c) successfully completed full-time TAA approved training. TRA-B pays up to 52 weeks (minus any Regular UI compensation). Case Managers are required to submit a TRA-B Initialization form to the TRA Unit once a participant has exhausted all Regular UI compensation and has been issued an approved waiver. TRA Initialization forms must be submitted to the TRA Unit at TAATRA@dwd.in.gov. TRA Initialization forms are available on the Field Operations Resource portal, TAA Program, TAA Documents and Forms section at: <https://webapps.dwd.in.gov/fieldOps/>.

Waiver Revocations

Per recent USDOL guidance, TAA Waivers must receive an official revocation by DWD merit staff. This includes all waivers that are being revoked for the reason of beginning TAA-approved training. When a TAA participant begins training, the case manager must verify that the participant attended the first day of training and submit the waiver revocation request to the DWU for formal revocation.

Submission Requirements

Initial waivers, waiver extension requests, change of waiver reason, revocation, and requests for consideration of Good Cause must be submitted to the DWU for determination. Case managers are required to upload the waiver to the case management system. Once the DWU has made the formal determination, the DWU will upload the completed signed document into the case management system along with providing the case manager written approval via email. Case managers should follow the naming convention provided in the Activity Document and Case Note Guide provided by the DWU with the ICC guides in October 2016. The Activity Document and Case Note Guide can also be located on the Field Operations Resource portal, TAA Program, TAA Documents and Forms section at: <https://webapps.dwd.in.gov/fieldOps/>.

Document Retention

The Request for Waiver of Training Requirement form will be uploaded by the DWU to the case management section as to retain a complete waiver document record for each participant. A TAA Scanned Document Guide is also available on the Field Operations Resource portal, TAA Program, TAA Documents and Forms section at: <https://webapps.dwd.in.gov/fieldOps/>.

Any questions regarding this technical guidance should be directed to the Dislocated Worker Unit through the DWD Trade Act – Training Plans email box (TAATrainingPlans@dwd.in.gov).