

- Mandatory
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TECHNICAL ASSISTANCE

Date: August 27, 2018

Contact: TAATrainingPlans@dwd.in.gov

Department/Document Number: Department of Workforce Development, Dislocated Worker Unit/TA 18.04

Topic: DWD Guidance- Utilizing the Six Criteria of Training Justification, State Form #56564 (7-18) for TAA Training Justifications

Purpose: The purpose of this communication is to provide guidance on the new Six Criteria of Training Justification form and the corresponding Indiana Career connect (ICC) data entry.

Content

Background

Historically, case managers were required to develop the TAA-training justification (6 criteria) utilizing a Word document. Additionally, when submitting the training plan to the Dislocated Worker Unit for approval, the case manager would copy/past the justification into case note for activity #147, *Training Plan Development*. The DWU has developed a new form that replaces the Word document and has updated the ICC case note template for activity #147.

TAA Training 6-Criteria Justification Form

The Dislocated Worker Unit (DWU) now requires case managers to utilize the *Six Criteria of Training Justification* form when submitting training plans to the DWU for approval.

The form is located under the *Training Benefit* tab, the recorded training webinar is located under the new *Webinar* tab, and this technical assurance will be located under the *Technical Assistance* tab of the Field Operations Resource Center which can be accessed through the following link: <https://www.indianacareerready.com/>

ICC Data Entry

The case note template for activity #147, Training Plan Development, now contains the following text:

Case manager met with customer today to develop a TAA Training Plan. Customer is requesting approval for the following training:

Program Name: [Enter Degree Type and Program/Course of Study Name]

School/Training Provider: [Enter Name of Training Provider]

Start Date: [Enter Start Date of Training]

End Date: [Enter End Date of Training]

Total Training Cost: [Enter Total Training Cost]

Justification of the Six Criteria has been uploaded in the Documents section with training plan submission.

TAA Training plan submitted to the DWU for approval.

Effective Date: Immediately

Please direct all questions and clarification to the TAATrainingPlans@dwd.in.gov inbox.