

Chapter 2 – Funding

MWAs should evaluate dual-enrollment of TAA adversely affected workers into the WIOA program to provide the most comprehensive array of services available to the adversely affected worker and to allow for the coordination and leveraging of funding, as appropriate.

TAA funds shall be used as the first option to support approvable costs for adversely affected workers eligible for and receiving services under TAA, who are co-enrolled in another dislocated worker program.

TAA funds allocated to the MWAs include Program Funding, Case Management Funding, and Administration Funding.

Other Funding Sources

If an active TAA participant will receive training funds from a source other than TAA, the MWA should consider whether or not the training meets the Six Training Approval Criteria, and if so, it qualifies as a one-time, TAA-approved, training benefit. Adversely affected workers should be advised of the MWAs decision prior to the start date of the training program.

Section 2-1: Program Funding Allocations Applicable to each TAA Law

TAA Program Funds can be used to fund the following TAA services (and all allowable benefits that accompany the services):

- Classroom Training.
- EBT.
 - OJT.
 - Customized Training.
 - Registered Apprenticeship Training.
- Job Search Allowances.
- Relocation Allowances.

Examples of allowable benefits that accompany these services include, but are not limited to:

- Travel and subsistence cost.
- Books.
- Course and assessment fees.
- Supplies, tools, equipment, technology devices, etc., deemed “highly encouraged,” “imperative,” or otherwise without the purchase of necessary materials would hinder the success of the participant.*
- Education and school supplies.
 - Purchase of supplies including folders, paper, index cards, pens, pencils, backpacks, etc.**
 - Graduation cap and gown.
- Other items/services deemed necessary by the training institution for successful completion of the program.

*The purchase of necessary materials need not be “required,” however, the justification for purchase must be documented from the training provider.

**It is suggested that the MWAs determine a standard amount to include in the cost of each training plan for purchases of education and office supplies. A receipt for reimbursement of such supplies is required.

Section 2-2: Administrative Funding Applicable to each TAA Law

Local Administrative Funding is limited to five percent of the total program (training, Job Search Allowances, and Relocation Allowances) expenditures that may be used to support the local administration of the TAA program.

It is prohibited to take Administrative Funds from the expenditure of Case Management funds.

TAA administrative funds can be used for the following:

- Salaries and benefits for staff responsible for:
 - Providing program services.
 - Providing program oversight.
 - Monitoring and reviewing program operations.
 - Providing outreach and education to employers and eligible workers.
 - Collecting, validating, and reporting required information.
- Program related supplies, equipment, travel, postage, utilities, rental, and maintenance of office space.
- Re-engagement activities of TAA workers.
- One-Stop infrastructure costs (as part of the MWA’s current cost allocation plan).
- Integration of the TAA program into the One-Stop (local coordination).
- Business Services activities that contribute to the employment of TAA customers.

Section 2-3: Case Management Funding for TGAAA of 2009/TAAEA of 2011/TAARA of 2015

Please Note: Case Management funds may not be used to support Reemployment Services for adversely affected workers certified under TAA of 2002. WIOA and/or Wagner-Peyser funds must be utilized to support Reemployment Services for adversely affected workers under TAA of 2002.

As outlined in Chapter 4: Registration and Intake Requirements, the MWAs are required to provide Case Management Services to adversely affected workers certified under the TGAAA of 2009, TAAEA of 2011, and TAARA of 2015, and to designate funds for that purpose.

The following eight Case Management activities must be offered, and the offer must be documented, to the adversely affected worker:

- Comprehensive Assessments.
- ISS(s).
- Training Information.
- Financial Aid Information.
- Employability Skills.
- Career Counseling.
- LMI.
- Supportive Service Information.

The MWAs are encouraged to utilize, to the fullest extent possible, Case Management funding to provide adversely affected workers the support, information, and services necessary to assist in achieving sustainable reemployment.

The following list of activities are also considered to be Case Management and are acceptable uses for allocation of Case Management funding:

- Staff time spent conducting TAA program monitoring/auditing of TGAAA of 2009, TAAEA of 2011, and TAARA of 2015 adversely affected workers.
- Staff time spent on data entry into the OSMIS, including entry of case notes, for TGAAA of 2009, TAAEA of 2011, and TAARA of 2015 adversely affected workers.
- Staff time spent on Training Benchmarks for TGAAA of 2009, TAAEA of 2011, and TAARA of 2015 adversely affected workers.
- Staff time spent on the development and tracking of training plans (including verification of satisfactory participation) for TGAAA of 2009, TAAEA of 2011, and TAARA of 2015 adversely affected workers.
- Staff time spent on the removal of employment barriers for TGAAA of 2009, TAAEA of 2011, and TAARA of 2015 adversely affected workers.
- Staff time spent on issuing, continuing, and extending Waivers from Training for TGAAA of 2009, TAAEA of 2011, and TAARA of 2015 adversely affected workers.
- Staff time spent on the development and tracking of training plans (including verifying satisfactory participation) for TGAAA of 2009, TAAEA of 2011, and TAARA of 2015 adversely affected workers.

- Costs associated with training of TAA and non-TAA staff on the TAA program, including activities and services available to TGAAA of 2009, TAAEA of 2011, and TAARA of 2015 adversely affected workers.
- Case Management tools and equipment (including electronic equipment) that would benefit staff serving TGAAA of 2009, TAAEA of 2011, and TAARA of 2015 adversely affected workers.
- Rent and utilities for the support of TAA staff.

The following list of Case Management activities have been proposed and are highly encouraged, but not limited to the TGAAA of 2009, TAAEA of 2011, and TAARA of 2015:

- TAA worker notification efforts.
 - Facebook advertisements.
 - Billboards.
 - Radio announcements.
- Upgrade of Information Technology (IT) equipment.
- Specialized assessments for individual participants.
- TAA marketing materials.
- TAA promotional or informational videos.
- Activities engaged in efforts to increase Employer-Based Training.
- Staff time spent:
 - Conducting TAA program monitoring/auditing.
 - Participant data-entry into the OSMIS (including entry of case notes).
 - Benchmarking.
 - The development and tracking of training plans.
 - The removal of employment barriers.
 - Issuing, continuing, extending, and revoking waivers from training.
 - Follow-up/outcomes.
- Skills transferability analysis.
- Peer counselors.
- Costs associated with training of TAA and non-TAA staff on the TAA program, including activities and services available to TAA participants.
- Case management tools and equipment (including electronic equipment).
- Re-engagement of TAA workers' efforts.
- Rent and utilities for the support of TAA staff.
- One-Stop infrastructure costs (as part of the MWA's current cost allocation plan).
- Business Service activities that contribute to the employment of TAA customers.

The MWAs should use Case Management funds before Administrative Funds, where appropriate.

Section 2-4: Reemployment Service Funds for TAA of 2002

As outlined in Chapter 4–Registration and Intake Requirements, Reemployment Services are provided to adversely affected workers eligible under the TAA of 2002 program. Funding to provide Reemployment Services can **only** be supported by WIOA and/or Wagner-Peyser funds.

Reemployment Services available to the adversely affected worker include:

- Employment Registration.
- Comprehensive and Individualized Assessment.
- ISS.
- Information on Training.
- Information on application for Financial Aid.
- Pre-vocational Services.
- Individual Career Guidance.
- Provision of LMI.
- Information on the Availability of Supportive Services.
- Job Club.
- Staff-Assisted Job Search.
- Individual Job Development.

Section 2-5: Funds Management in MARS as Applicable to each TAA Law

TAA Program Funding, Administrative Funding, and Case Management Funding will be allocated via policy issuance. The MWAs may request additional TAA funds for an FY, if the MARS awards are exceeded, by contacting Ms. Jimelle Blakley, TAA State Coordinator, by telephone at 517-930-4169 or via email at blakleyj1@michigan.gov.

Section 2-6: Reporting of Fiscal Expenditures as Applicable to each TAA Law

All TAA funding expenditures are based on an accrual expenditure basis and must be reported to the WDA on a quarterly basis. All quarterly financial expenditure reports are due no later than the 20th calendar day of January, April, July, and October.

Fiscal expenditure reports must be submitted to the [MARS](#).

In addition to the reporting of fiscal expenditures in the MARS, the MWA is required to enter all individual TAA Training, Job Search, and Relocation Allowance costs into the OSMIS. It is advised that the MARS and the OSMIS be entered concurrently to maintain accurate fiscal reporting.