

TAA Policies

TAA Policy	Effective Date	Related Guidance	Description
One-Time Training	12/22/2008	PI 7-18 ch 2	All TAA participants are entitled to no more than one training program per certification – one training agreement must encompass the entire duration of the approved training
Case Management Services Offered	11/23/2009	PI 9-21	MWAs must develop a procedure to document that each Case Management Service was offered to workers (see updated “Case Management Services” policy effective 1/1/2017)
Provision of Case Management Services	11/23/2009	PI 9-21	Case Management Services must be entered into the OSMIS upon provision of such services – informing the worker or offering of Case Management Services does not constitute provision of these services
Waiver of UI Eligibility Requirement	5/27/2010	PI 6-31 ch 4	UI claimants attending training must have a waiver of the “available and seeking work” eligibility requirement submitted each semester – this includes TAA participants in approved training (see updated “Waiver of UI Eligibility” policy effective 11/18/15)
Merit Staffing	12/15/2010	PI 10-21	Eligibility determinations for job search, relocation, training approval/denial, waivers from training, and A/RTAA must be issued by merit staff
Equitable Tolling	2/13/2012	PI 11-18	Equitable Tolling shall be considered for all missed deadlines where participant was not at fault and acted in due diligence to preserve TAA eligibility
Debit Cards	10/1/2012	PI 7-30 ch 7	The use of debit/credit cards is no longer a requirement for payment of TAA tuition costs – while preferred, it is now an optional method of payment
E-PMIG	8/22/2013	PI 13-11	The E-PMIG is the TIA’s official guide for TAA within OSMIS – the Word format will no longer be updated
Training Cap	9/16/2013	PI 7-30 ch 8	Elimination of the state training cap of \$15,000 per year for TAA participants in approved training, training must meet the ‘reasonable cost’ TAA criteria
Commuting Area	10/1/2013	PI 13-15	Commuting area for a TAA participant utilizing Training, Job Search, or Relocation set at 15 miles one-way
A/RTAA	11/14/2014	Letter	ATAA and RTAA participants must be captured on OSMIS using the “A/RTAA” activity
Customers No Longer Receiving Services	11/18/2015	PI 05-41	Active participants who have not received TAA services within the last 90 days should be exited
Waiver of UI Eligibility and TAA Training	11/18/2015	2015 TAA State Training	TAA participants in training and receiving UI benefits (prior to TRA) do not need to continue submitting Forms BWT-311 and 311-S each semester, once regular UI has exhausted – if MWA or claimant is unsure of UI/TRA status, continue submitting
TAA Eligibility Table	9/2/2016	Letter	The TAA Eligibility Table has been added to the OSMIS and houses TAA certified worker information
Separation Lists	9/2/2016	Letter	TAA will obtain and upload worker separation lists to the OSMIS TAA Eligibility Table, and inform appropriate MWA
TAA Manual	12/29/2016	TAA Manual	Official TAA Manual covering TAA of 2002, TGAAA of 2009, TAAEA of 2011, and TAARA of 2015

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Benchmark Form	12/29/2016	TAA Manual	Form TAA-306 Benchmark Report must be used to document Benchmark Reviews for participants in training
Case Management Services Acknowledged	12/29/2016	TAA Manual	An acknowledgment of Case Management Services being offered must be signed and placed in worker file at intake
Completion TRA	12/29/2016	TAA Manual	TAA participants in training must submit Form UIA 6364: Request for Determination of Entitlement to Completion TRA, in order to receive Completion TRA – participants must have met training benchmarks as outlined in Chapter 9 of the TAA Manual
Individual Service Strategy	12/29/2016	TAA Manual	An Individual Service Strategy (ISS) is required for all laws prior to waiver issuance or enrollment in training
Job Search and Relocation Receipts	12/29/2016	TAA Manual	It is a requirement that receipts are collected and maintained in participant files for lodging and meal expenses - payment amount may not exceed the lower of actual costs or 50% per diem, for the locality of the job search or relocation
Labor Market Information	12/29/2016	TAA Manual	Local Labor Market Information must be used to show reasonable expectation of employment at conclusion of TAA training, whether in the commuting area or in an area where the participant desires to relocate using relocation assistance
Modifications	12/29/2016	TAA Manual	Formal training contract modifications are required for changes to the training plan, must include required documentation as described in Chapter 8 of the TAA Manual
New Forms	12/29/2016	TAA Manual	New TAA forms released and are included in Official TAA Manual – required forms will be notated at beginning of Forms section in TAA Manual
Protests and Appeals	12/29/2016	TAA Manual	MWAs must maintain and provide to participants a TAA Protest and Appeals policy. Lack of Timeliness must be addressed on separate determinations during the protest and appeal process, with consideration given for the application of Good Cause.
Training Costs	12/29/2016	TAA Manual	TAA can fund all costs associated with approved training programs - items other than tuition, fees, and books must have documentation supporting necessity for program completion
Training/Waiver from Training Deadline	12/29/2016	TAA Manual	Participant files must demonstrate that the worker was notified of the Training/Waiver from Training Requirement Deadline - an acknowledgement must be signed and placed in the file at intake
Travel Policy	12/29/2016	TAA Manual	Subsistence payable at 75% for first and last day of travel does not apply to TAA participants using supplemental assistance while in training – the TAA Program does not allow for subsistence and travel to be payable on the same day