



**WORKFORCE SNOHOMISH MEMORANDUM: WIA TITLE 1-B PROGRAM MANAGEMENT POLICIES AND PROCEDURES**

To: All WIA Title 1-B Dislocated Worker Program Subrecipients

Subject: Trade Adjustment Act and Dislocated Worker Co-Enrollment

Effective Date: May 12, 2014

In the case of laid-off Boeing employees who co-enroll in Trade Adjustment Act (TAA) and Workforce Investment Act (WIA) Title 1-B Dislocated Worker programs, including Rapid Response Additional Assistance and National Emergency Grant programs, on or after July 25, 2013, the current co-enrollment packet will be used in place of the traditional WIA enrollment packet.

Separate participant files will be maintained by WIA and TAA staff and, in the case of an audit of either program, both files will be provided to the auditors.

WIA intensive service participant contact requirements remain unchanged regardless of whether or not the participant is enrolled in a training program. Training-specific services will be the sole responsibility of TAA staff. Job search-related services will be primarily facilitated by WIA staff. Some form of mutual, monthly job search or career development assistance will be required to be performed by WIA staff throughout the participant's training program, regardless of the program duration. In an effort to provide participants with seamless services, it is vital for staff from both TAA and WIA to practice cooperative and effective communication techniques.

A policy that will standardize this practice for all TAA/WIA co-enrollees is in development.

Thank you,

A handwritten signature in blue ink, appearing to read "Amy Persell", is written over the printed name.

Amy Persell  
Director of Service Delivery  
Workforce Snohomish