



## TAA and WIOA Dislocated Worker Co-Enrollment Procedure

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**Procedure  
Number:**

2200a

**Effective Date:** May 18, 2023

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### Referral Process

1. Trade Act staff will determine eligibility of their TAA participant for basic DW and, if eligible, enroll them.
  - a. If the TAA participant declines the referral to WIOA DW, then there should be no WIOA Title I DW enrollment – basic or individualized.
2. Trade Act staff will refer participants to WIOA Title I DW staff for individualized services unless the participant declines the referral.
  - a. Trade Act staff will complete a referral form with the participant to ensure that their TAA status is adequately identified by DW staff on intake.
  - b. Trade Act staff will document in case notes either a declination of enrollment in WIOA DW or the agreement from participants to be referred, separately from TAA enrollment case notes.
3. A DW staff member is expected to reach out to the participant within one business week to initiate the enrollment process and explain program information.
4. A Title I case manager will complete enrollment of the participant into WIOA Title I DW within twenty business days of a completed eligibility determination. They must complete an Individual Participation Plan (IPP) with the participant to identify barriers and determine prospective service needs as the service that triggers participation.
  - a. If, at the time of connection, the TAA participant is no longer interested in WIOA Title I DW enrollment, Title I staff will case note the declination in the MIS system. They will inform the TAA participant that they may, if eligible, enroll at any time during their TAA Program participation.
5. Should the participant decline to complete the IPP, enrollment will be delayed until a customer is ready to proceed with the IPP and Title I staff will enter a case

note into the shared MIS system that the TAA participant declined services at the time of eligibility determination. This should not be construed as an ongoing declination of services. The participant may be enrolled once they are ready to engage in WIOA DW services.

- a. It is expected that once a WIOA DW eligibility determination has been completed, the TAA participant retains their eligibility status for WIOA DW through the duration of TAA program participation unless the TAA participant obtains permanent employment at 80% of their job of dislocation.
6. Services are dependent upon availability of funds.

**C. DEFINITIONS:**

N/A

**References:**

- [20 CFR 618.325](#), Integrated service strategies and Workforce Innovation and Opportunity Act co-enrollment, Trade Adjustment Assistance Final Rule, Federal Register, Volume 85, No. 163, August 21, 2020, page 51987.
- [Training and Employment Guidance Letter \(TEGL\) 04-20](#), Guidance on Integrating Services for Trade-Affected Workers under the TAA Program with the WIOA Title I DW Program, October 29, 2020
- [Procedure 2020a- WFS Adult/Dislocated Worker Basic Eligibility And Registration](#)
- [WIN 5617, Rev 3](#), Co-enrollment of Trade Adjustment Assistance participants into the WIOA Title I-B Dislocated Worker program, April 27, 2022

**Supersedes:**

N/A

**Attachments:**

N/A