Policy Letter #25

TO: **All Mid-Carolina Service Providers**

FROM: **Samantha Wullenwaber, Director**

SUBJECT: **TAA/WIOA Co-enrollment Policy**

PURPOSE

The purpose of this policy is to introduce strategies that strengthen participant outcomes for individuals served through the Trade Adjustment Assistance (TAA) program and the Workforce Innovation and Opportunity Act (WIOA) Title I Dislocated Worker program. This policy promotes increased access to multiple services through simultaneous program participation, also known as co-enrollment, to support the long-term employment success of participants in accordance with 20 CFR 618.600.

BACKGROUND

The WIOA Title I Dislocated Worker program serves as a critical partner to the TAA program in identifying and serving workers who have been impacted by foreign trade. Co-enrollment of individuals covered under TAA-certified petitions into the WIOA Dislocated Worker program enables workforce system partners to provide timely and coordinated services that support successful employment outcomes.

Through co-enrollment, participants may receive individualized career services, training assistance, and supportive services that enhance the effectiveness of both programs. The U.S. Department of Labor encourages co-enrollment between TAA and WIOA programs as outlined in Training and Employment Guidance Letter (TEGL) 4-20, which highlights the importance of coordinated service delivery for trade-impacted workers.

ACTION

Co-Enrollment Requirement

In accordance with 20 CFR 618.605, the TAA program is a mandatory partner within NCWorks Career Centers. All individuals participating in TAA programs must also be enrolled in the WIOA Title I Dislocated Worker program.

Local Workforce Development Areas may determine which WIOA services will be provided to individuals who are co-enrolled in TAA and WIOA programs based on participant needs and available program resources.

Documentation Requirements

TAA program forms should continue to be utilized as the primary source of documentation to reduce duplication of effort between programs.

In addition, the following documentation must be maintained and uploaded into the appropriate case management system:

- The Dislocated Worker assessment, as required under 20 CFR 618.345, or

- An Individual Employment Plan (IEP) that documents assessment results, employment goals, and occupational or training objectives.

Whenever possible, local WIOA staff and NCWorks TAA staff should collaborate and share common documentation and forms related to service delivery. This includes forms used for:

- Participant attendance tracking
- Travel reimbursement requests
- Other supportive service documentation

This coordinated approach supports efficient program administration and improves service delivery for participants.

Funding Coordination
Based on available funding, TAA program funds should be used as the primary source of funding for training costs for eligible participants.

When appropriate, WIOA Title I Dislocated Worker funds may be used to supplement services, including supportive services or additional training-related assistance, in accordance with 20 CFR 618.804(h)(4).

Local program staff must ensure that funding coordination between TAA and WIOA programs is documented and consistent with federal program requirements.

REFERENCES

OG 03-2021, Change 1: Trade Adjust Assistance (TAA) Co-Enrollment with Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Programs

ATTACHMENTS

None

CREATION DATE

April 2023

REVISION DATES

May 2024
December 2024
March 2026