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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
LANSING

ROGER CURTIS
DIRECTOR

OFFICIAL
Michigan Talent Investment Agency
Policy Issuance (PI): 17-03

Date: January 23, 2017

To: Michigan Works! Agency (MWA) Directors

From: Wanda M. Stokes, Director
Michigan Talent Investment Agency

Subject: Trade Adjustment Assistance (TAA) Program Plan Instructions and Merit Staffing Certification for Fiscal Year (FY) 2017

Programs Affected: Trade Act of 1974, as amended
Trade Act of 2002
Trade and Globalization Adjustment Assistance Act (TGAAA) of 2009
Trade Adjustment Assistance Extension Act (TAAEA) of 2011
Trade Adjustment Assistance Reauthorization Act (TAARA) of 2015

Rescissions: None

References: The Trade Act of 1974, Public Law (PL) 93-618, as amended
The Trade Act of 2002, PL 107-210
TGAAA of 2009, PL 111-520
TAAEA of 2011, PL 112-40
TAARA of 2015, PL 114-27
United States (U.S.) Department of Labor Training and Employment Guidance Letters, No. 11-02 (and subsequent changes), 22-08 (and subsequent changes), 10-11 (and subsequent changes), 07-13 and 05-15
PI: 15-23, issued September 29, 2015
PI: 15-12, issued July 17, 2015
PI: 11-23, issued March 12, 2012
PI: 10-21, issued January 26, 2011
PI: 09-21, issued November 23, 2009
PI: 07-18 Change 2, issued December 22, 2008

Background: TAA is a federal program that assists U.S. workers who have lost their jobs as a result of foreign trade. The program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed.

Policy: The purpose of this policy issuance is to provide guidance to the local areas regarding the development and submission of a local TAA plan in compliance with the requirements of TAA regulations and directives.

Plan Narrative

The delivery of the TAA program by the MWA is represented in the Plan Narrative. The TAA Plan Narrative, Attachment A, describes the services and/or activities to be provided to adversely affected workers during FY 2017.

Merit Staffing

All service provider staff funded by TAA must be merit-staffed employees of eligible local governments that follow a merit system of personnel administration in accordance with 5 Code of Federal Regulations 900.603. To prove verification of merit-staffed employees, Attachment B provides Certification Regarding Merit-Based Staffing for TAA Service Providers. Please refer to PI: 10-21 for TAA Merit Staffing requirements.

MWA Direct Delivery of TAA Services

A local MWA may submit, through the TAA Plan Narrative, a request to deliver TAA services if the MWA determines there are value and cost-savings of providing direct delivery of these services. If the MWA requests to convert to self-delivery during the fiscal year, a change to the TAA Plan must be submitted to the TAA State Coordinator.

The narrative must contain the TAA staffing plan, including the number of program manager(s) and case manager(s), and a description of the value and cost savings of providing direct delivery of TAA services.

MWA Direct Delivery of TAA Services Approval

Action: Approval to deliver TAA services under this policy will be granted for the period of October 1, 2016 through September 30, 2017.

Local areas are required to submit a Plan Narrative and Merit-Based Staffing Certification within 30 calendar days from the issue date of this policy issuance by email to TAA@michigan.gov.

Local areas are also required to submit one signed Approval Request form, with original signatures from the Chief Elected Official(s), Workforce Development Board Chair, or their designee(s) in accordance with PI 14-14

and PI 14-14, Change 1. Approval Request forms must be submitted within 30 calendar days from the issue date of this policy issuance to:

Ms. Pam Vance
Talent Investment Agency
Office of Talent Policy and Planning
TAA Section
Victor Office Center
201 North Washington Square, 5th Floor
Lansing, MI 48913

Inquiries: Questions regarding this policy issuance should be directed to your TAA State Coordinator at 517-373-6234. The information contained in this policy issuance will be made available in an alternative format (large type, audio tape, etc.) upon request to this office.

**Expiration
Date:** September 30, 2017

WMS:JB:pv
Attachments

**Trade Adjustment Assistance (TAA)
Plan Approval/Modification Request
Instructions**

Identifying Information

1. Michigan Works! Agency (MWA): Enter the name and number of the MWA.
2. Program Title: Enter the appropriate program title. "TAA Program" has been pre-printed.
3. Policy Issuance (PI) Number: Enter the appropriate PI number. "17-03" has been pre-printed.
4. Plan Period: Identify the plan's time period covered. "10/01/16 through 09/30/17" has been pre-printed.

APPROVAL REQUEST

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Plan Title(s): TAA Program Local Plan for Fiscal Year 2017	
4. Policy Issuance Number: 17-03	5. Plan Period: October 1, 2016 – September 30, 2017

THE CHIEF ELECTED OFFICIAL(S) AND WORKFORCE DEVELOPMENT BOARD (WDB) HEREBY REQUEST APPROVAL OF THIS DOCUMENT

Authorized Chief Elected Official	Date
Authorized Chief Elected Official	Date
Authorized Chief Elected Official	Date
WDB Chairperson	Date

The Talent Investment Agency, in compliance with applicable federal and state laws, does not discriminate in employment or in the provision of services based on race, color, religion, sex, national origin, age, disability, height, weight, genetic information, marital status, arrest without conviction, political affiliation or belief, and for beneficiaries only, citizenship or participation in any federally assisted program or activity.

**Trade Adjustment Assistance (TAA)
Plan Narrative (Fiscal Year 2017)**

A. Michigan Works! Agency (MWA) Identification Information

1. Identify the MWA contact person (including email and phone number) for purposes of discussing the TAA plan contents.

B. Service Providers

1. List the legal name of each entity that is responsible for the delivery of TAA Services. Indicate if the MWA requests to self-deliver TAA services (see B.2)
2. If the MWA requests to self-deliver TAA Services, include the TAA staffing plan, with the number of program manager(s) and case manager(s), and a description of the value and cost savings of providing direct delivery of TAA services. If the MWA is not requesting to self-deliver TAA services, indicate N/A.
3. For each provider of TAA Services, list the type of entity. Choose from the following:
 - ✓ governmental agency of the State of Michigan,
 - ✓ a local unit of government,
 - ✓ special purpose unit of government,
 - ✓ school district,
 - ✓ intermediate school district,
 - ✓ public community college,
 - ✓ public university, other
4. For each provider of TAA Services, indicate whether they are a merit-based organization.

C. Design and Governance

1. How is the TAA program a part of the MWAs local strategic planning process?
2. How are services coordinated with Workforce Innovation and Opportunity Act?
3. How does the TAA program's training and other benefits factor into the MWA's plan to effectively meet the needs of employers in the local area?
4. How does the MWA ensure all TAA determinations are provided in writing and include access to the protest and appeal process?

D. TAA Services

1. What process is used for contacting all adversely affected workers upon certification (including the process used to ensure all certified workers are contacted for the duration of the certification)?

2. Explain the MWA's local TAA intake process, including Worker Benefit Orientations.
3. What process is used to guide the adversely affected worker in determining the best approach for returning to sustainable work, in view of the worker's current skills, knowledge and abilities, and those which the worker would need to obtain to be successful?
4. What Labor Market Information sources, including local, are utilized in assisting adversely affected workers (determining if the worker has suitable employment, determining if the worker has a reasonable expectation of becoming employed following the completion of training, etc.)?
5. Describe the development of Individual Service Strategies.
6. What is the MWA local policy for issuing, reviewing, extending, and revoking waivers from training?
7. For the Trade Adjustment Assistance Extension Act of 2011 and Trade Adjustment Assistance Reauthorization Act of 2015, what specific criteria are needed to allow the issuance of a Waiver from Training?
8. What strategies are utilized to encourage the use of Job Search and Relocation Allowance benefits?
9. How does the MWA approve and document the six TAA training criteria (for approval of TAA training)?
10. What opportunities are TAA-certified workers provided to enter Employer-Based Training?
11. How does the MWA ensure Benchmark requirements are met and appropriate steps are taken after Benchmark failures?
12. How and when are ATAA/RTAA participants notified of potential eligibility?

Merit-Based Staffing Certification

Certification Regarding Merit-Based Staffing for Trade Adjustment Assistance (TAA) Service Providers

All service provider staff funded with TAA must be merit-staffed employees of eligible local governments that follow a merit system of personnel administration in accordance with 5 Code of Federal Regulations 900.603.

The undersigned certifies that:

- (1) The Michigan Works Agency (MWA) meets merit staffing requirements or has competitively selected and contracted with one or more eligible merit-staffed local government entities to provide TAA services.
- (2) Staff providing services are merit-staffed local government employees that are employees of local units of government, special purpose units of government, school districts, intermediate school districts, public community colleges or public colleges and universities.
- (3) The MWA maintains on file a certification from each TAA service provider. The certification must detail the provider is an eligible local unit of government and follows an established merit system of personnel administration that is in compliance with 5 CFR 900.603. The certification is to be available for review by the Talent Investment Agency, the federal Office of Personnel Management, or their authorized agents.

MWA Official Certifying This Form

Name Title

MWA

Date