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TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 5-00

**TO** : ALL STATE WORKFORCE LIAISONS  
ALL STATE EMPLOYMENT SECURITY AGENCIES  
ALL STATE WORKER ADJUSTMENT LIAISONS  
ALL ONE-STOP CAREER CENTER SYSTEM LEADS



**FROM** : LENITA JACOBS-SIMMONS  
Deputy Assistant Secretary

**SUBJECT** : Guidance on Integrating Services Under the Trade Act Programs--the Trade Adjustment Assistance (TAA) Program and the North American Free Trade Agreement-Transitional Adjustment Assistance (NAFTA-TAA) Program (Including the Secondary Worker program)--with the Workforce Investment Act (WIA)

1. Purpose. To transmit guidance promoting the seamless integration and coordination of services provided under the Trade Act programs -- TAA program and the NAFTA-TAA program (including the Secondary Worker program) -- with the provisions of WIA of 1998.

2. References. Trade Act of 1974 (Pub. L. 93-618), as amended; 20 CFR Part 617; Trade Act of 1974 Section 239; WIA (Pub. L. 105-220); WIA Section 321; Statement of Administrative Action; Training and Employment Information Notice (TEIN) 1-00; 20 CFR Parts 661 and 662; Planning Guidance and Instructions for Submission of the Strategic Five-Year Plan for Title I of WIA and the Wagner-Peyser (W-P) Act, 64 Fed. Reg. 9402 (1999); WIA: Final Unified Planning Guidance (Developed by the Departments of Labor, Education, Health and Human Services, Agriculture, and Housing and Urban Development), 65 Fed. Reg. 2462 (2000); and 5 CFR 900.603.

3. Background. TEIN 1-00 stated that a Trade Act Taskforce had been established to review, analyze and make recommendations for improving services provided to trade-affected workers under the Trade Act programs. This communication transmits the vision of the Taskforce regarding the integration of services provided under the Trade Act programs into the One-Stop service delivery system.

<b>RESCISSIONS</b>	<b>EXPIRATION DATE</b> Continuing
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4. Integration of the Trade Act Programs with the Workforce Investment Act. As a required partner in the One-Stop service delivery system under WIA, the Trade Act programs are required to be accessible through One-Stop centers. Section 321 of WIA amends Section 239 of the Trade Act of 1974 by adding a new subsection (g) which indicates that “in order to promote the coordination of workforce investment activities in each State with activities carried out under this chapter, any agreement entered into under this section shall provide that the State shall submit to the Secretary, in such form as the Secretary may require, the description and information described in paragraphs (8) [procedures to assure coordination of and avoid duplication of workforce investment activities and One-Stop partner program activities] and (14) [strategy for assisting local areas in development and implementation of fully operational one-stop delivery systems] of section 112(b) of the Workforce Investment Act of 1998.” The challenge, thus, is to coordinate the delivery of the Trade Act programs’ benefits and services with other WIA programs and partners to improve services and enhance outcomes for all customers.

Attachment A contains an initial discussion of this vision of integration. Attachment A also discusses the forthcoming additional guidance that will be provided on this issue (which will be more comprehensive and detailed) as well as the methodology that will be used to develop and disseminate these future guidance pieces.

Attachment B is a matrix that delineates which funding sources may be used to provide various Trade Act programs’ benefits and services. The matrix is provided to help State and local officials begin thinking about how these services can be integrated with similar services in their One-Stop centers.

Attachment C demonstrates how the Quality Rapid Response Principles may be adapted for the Trade Act programs.

5. Action. State and local officials are urged to consider this information while designing and developing their workforce investment systems and to encourage the seamless integration and coordination of the Trade Act programs and their services in the One-Stop delivery system created by WIA.

6. Inquiries. Questions should be directed to the appropriate ETA Regional Office.

7. Attachments.

A. Integration of the Trade Act Programs with the Workforce Investment Act.

B. Funding Source Matrix for the Trade Act Programs’ Benefits and Services Activities

C. Quality Rapid Response Principles Adapted for the Trade Act Programs