

## Commonly Used Funding Sources<sup>1</sup> for the American Job Centers<sup>2</sup> (AJC) in the Provision of Trade Adjustment Assistance (TAA) Benefits and Services Activities to Trade-Affected Workers

CATEGORY	Benefits and Services Activities	Comments	TAA Program <sup>3</sup> <i>Note: Generally, except for the provision of training, these activities must be performed by Merit Staff<sup>4</sup></i>	Unemployment Insurance (UI) <sup>5</sup> <i>Note: Activities performed by Merit Staff</i>	Wagner-Peyser (W-P) <i>Note: Activities performed by Merit Staff</i>	WIA Title I including Rapid Response Dislocated Worker Funds
Benefits and Services Activities and Services Activities	Notification of Certification	Individual letter to trade-affected workers	x	x		x
	Outreach	Legal notice/public notice, including newspaper notice	x	x	x	x
	Initial Intake	Initial visit and/or registration with the AJC	x		x	x
	Individual Eligibility Determination for TAA Benefits and Services	Decision on individual eligibility for TAA program	x			
	Determination of Eligibility for Unemployment Insurance (UI) and/or Trade Readjustment Assistance (TRA)	Decision on eligibility for monetary benefits e.g., UI and/or TRA		x		
	Determination of Eligibility for Alternative Trade Adjustment Assistance/Reemployment Trade Adjustment Assistance	Decision on eligibility for monetary benefits e.g., ATAA or RTAA		x		
	UI, TRA, ATAA and RTAA Benefit	Payment of benefits		x		

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	Submission of Health Coverage Tax Credit (HCTC) record to the Internal Revenue Service (IRS)			x		

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CORE EMPLOYMENT & CASE MANAGEMENT SERVICES	Assessment	All activities to determine need	x		x	x
	Career Counseling		x		x	x
	Job Development and/or Placement		x		x	x
	Employment Registration	Registration for labor exchange	x		x	x
	Staff-Assisted Job Search	Job search workshop, job finding clubs	x		x	x
	Information on Available Training and the Application Process		x		x	x
	Information on How to Apply for Financial Aid		x		x	x
	Employment Statistics Information		x		x	x

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INTENSIVE EMPLOYMENT & CASE MANAGEMENT SERVICES	Testing	Any test deemed acceptable by partners of the AJC, i.e., any suitable aptitude, interest, or academic test	x		x	x
	Reemployment Plan Development	Any individual service strategy adopted by the AJC	x		x	x
	Job Search Allowance Application	Taking the application for a job search allowance	x		x	x
	Job Search Allowance Determination	The actual approval or denial of the job search allowance application	x			
	Job Search Allowances <sup>6</sup>	Payment of benefit	x			
	Relocation Allowance Application	Taking the application for a relocation allowance	x		x	x

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INTENSIVE EMPLOYMENT & CASE MANAGEMENT SERVICES	Relocation Allowance Determination	The actual approval or denial of the relocation allowance application	x			
	Relocation Allowance <sup>6</sup>	Payment of benefit	x			
	Recommending and Reviewing of Training Waiver Actions		x			
	Issuing, Approving, Continuing and Revoking Training Waivers		x			

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TRAINING BENEFITS & SERVICES	Development of Training Plans and/or Contracts (dependent on the point of entry)(see approval and denial of a training program below)	Including application for transportation and subsistence	x		x	x
	Training Plan (including Training program and related Transportation and Subsistence)		x			x
	Approval or Denial of a Training Program		x			
	Transportation and/ or Subsistence while in Training Program		x			x
	Training Program Benefit <sup>4</sup>	Payment of benefit	x			x
OTHER BENEFITS & SERVICES	Appellate activity associated with any TAA benefit or service denial		x	x		
	Books, Tools, Supplies, Testing, Licensing, Mandatory College Fees including Health Insurance Coverage <sup>7</sup>		x			

<sup>1</sup> CSAs have the option to determine which funding source they will use, consistent with the terms of applicable Memoranda of Understanding (MOU) that have been developed in local areas, to conduct such activities and within the guidelines of the respective funding streams and this Attachment. Where a funding source column is not checked, that funding source may not be used for the function in that row. Additionally, some of these funding sources may not be available in all states or local areas. The MOU may provide that TAA Program funds may be used to reimburse Wagner-Peyser staff costs when that staff performs TAA program functions. In states/local areas where WIA Title I programs are

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provided by state merit staff, all services that Wagner-Peyser staff perform for the TAA program may also be performed by WIA Title I staff and TAA Program funds may be used to reimburse the WIA Title I programs.

<sup>2</sup>American Job Center network is a unifying name and brand that identifies virtual and in-person publicly-funded workforce development services as part of a single network. In order to increase jobseeker and employer awareness of workforce development resources available across the country, the Department of Labor Employment and Training Administration (ETA) strongly encourages states and local workforce investment areas to begin using the name American Job Center network for their One-Stop system. ETA is taking initial steps now to establish a well-known unified brand, the American Job Center brand, to make it easier for workers and businesses to find and use One-Stop Career Centers.

<sup>3</sup> TAA Program provides training, job search allowances, relocation allowances, employment and case management services, reemployment/alternative training adjustment assistance and the state administration cost of providing these benefits and services to trade-affected workers. TAA Program funds are provided to states from the Federal Unemployment Benefits and Allowances (FUBA) account through the Trade Adjustment Assistance Program Annual Cooperative Financial Agreement with each state. Payment of UI/TRA/RTAA is also a part of the FUBA account; however, these funds are not allocated to states, but provided as requested by states as-needed.

<sup>4</sup> Provision of training does not require merit staff; however the approval of training must be provided by merit staff. Refer to 20 CFR 618.890(c). The merit system standards, established by Office of Personnel Management regulation at 5 CFR 900.603, are:(a) Recruiting, selecting, and advancing employees on the basis of their relative ability, knowledge, and skills, including open consideration of qualified applicants for initial appointment.(b) Providing equitable and adequate compensation.(c) Training employees, as needed, to assure high quality performance.(d) Retaining employees on the basis of the adequacy of their performance, correcting inadequate performance, and separating employees whose inadequate performance cannot be corrected.(e) Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, religious creed, age or handicap and with proper regard for their privacy and constitutional rights as citizens. This “fair treatment” principle includes compliance with the Federal equal employment opportunity and nondiscrimination laws.(f) Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or a nomination for office. There is a partial exemption from the use of merit staff for three states which have received an exemption from the Employment Service merit staffing requirements under the Wagner-Peyser Act. Those three states are Colorado, Massachusetts, and Michigan. The merit staffing requirement also does not prevent a state from outsourcing functions that are not inherently governmental, as defined by the Office of Management and Budget Circular number A-76. Non-inherently governmental functions are, generally, those that do not involve the exercise of discretion in program administration, such as janitorial and information technology services.

<sup>5</sup> Funds needed to administer UI/TRA/RTAA (administration funds), also known as the base and contingency funds, provided to the states from the State Unemployment Insurance and Employment Security Operations (SUIESO) account, are provided through the Unemployment Insurance Program Annual Funding Agreement with each state.

<sup>6</sup>This service may be funded by partner programs when TAA program funds are not available.

<sup>7</sup>Regulatory guidance for determining “reasonable cost” is found at 20 CFR Part 617.22(6). See 617.22(a)(iii)(A) “academic fees”.