

## WorkForce West Virginia Guidance Notice No. 08-12

**TO:** Workforce Development Boards, Local TAA Case Managers, and State TAA Unit

**FROM:** Martha Craig-Hinchman  
Assistant Director  
Employment Service Division

**DATE ISSUED:** August 23, 2012

**SUBJECT:** Modified Training Plan to Extend TAA Training Contract Beyond the Initial End Date

**EFFECTIVE DATE:** August 27, 2012

**I. REFERENCE(S):**

- CFR 617.22
- TEGL 22-08 Section D.5
- TEGL 10-11 Section C.3.1

**II. PURPOSE:** To provide additional program guidance that will be included in the State TAA Operational Guidelines and clarify the modification/extension of a TAA training contract.

**III. BACKGROUND:** State TAA Unit will clarify the procedures to follow when requesting a modification/extension to a TAA training plan that requires additional costs or weeks of training. Section 617.22 reads: "An individual's approved training may be amended by the State Agency to add a course designed to satisfy unforeseen needs of the individual, such as remedial education or occupational skills training.: The TAA training program extension cannot exceed the weeks of training as outlined in the TAA regulations.

**IV. ACTION:** The State TAA Unit will require all requests for training contract extensions be submitted 45 days before the anticipated start date of the extension. All training extension date requests **must** include justification for additional training; curriculum outline with completed classes, remaining classes necessary to finish training plan, training benchmarks if completion TRA is applicable, record of progress reports, and grades. If an individual has not maintained satisfactory progress, 2.0 or equivalent for any quarter, semester, session, or term an Improvement Plan must be in place and approved by the State TAA Manager. Case notes in the MACC must reflect any on-going concerns or issues relating to an individual's inability to complete training as scheduled. Training contract extensions must be approved by the State TAA Manager. Only one (1) training extension will be allowed per training plan and will not be approved if process is not followed. Once an extension request is submitted a response will be generated within 10-15 business days.

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Please direct any questions regarding this guidance notice to the State TAA Unit.