

WorkForce West Virginia Guidance Notice No. 10-12

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

FROM: Martha Craig-Hinchman
Assistant Director
Employment Service Division

DATE ISSUED: October 24, 2012

SUBJECT: Full-Time/Part-Time Status for TAA Training Participants

EFFECTIVE DATE: October 24, 2012

I. REFERENCE(S):

- CFR 617.22
- TEGL 22-08 Section D.3; TEGL 22.08 Change 1
- TEGL 10-11 Change 1

II. PURPOSE: To provide additional guidance that will be included in the State TAA Operation Guidelines and clarify the definition of full-time or part-time status for TAA participants in TAA approved training.

III. BACKGROUND: The State TAA Unit will clarify the definition of full-time and part-time status of TAA participants receiving TAA/TRA benefits and services. Section 617/22(4) states "Individuals in TAA approved training shall attend training full-time, and when other training is combined with OJT, attendance at both shall not be less than full-time. The hours in a day and days in a week of attendance in training shall be full-time in accordance with established hours and days of the training provider. TEGL 22-08 Section D.3 refers to part-time training and allows approved part-time training, but a participant cannot receive Trade Readjustment Allowance (TRA) benefits. TEGL 10-11 Change 1 states that "full-time participation is determined by the training institution. There are situations in which the remaining course(s) to complete the final term may not meet the institution's usual definition of full-time. However, in these situations, states may consider the participation in training as full-time participation if the coursework is needed to complete the training program."

IV. ACTION: The State TAA Unit will require full-time status of all TAA participants while enrolled in approved TAA training. Full-time status will be defined by the individual training institution's school policy. This policy **must** be submitted with the initial training contract, and the TAA participant must be made aware of the full-time status policy in order to receive Trade Readjustment Allowances (TRA).

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1. If a TAA participant does not maintain full-time status, he/she will not be eligible to receive TRA benefits during training.
2. If a participant withdraws from a class and drops below full-time status, he/she will not be eligible to receive TRA benefits and may lose TAA funding for not following the approved TAA training contract.
3. Local TAA case managers must change the classroom training to part-time under the training service in the MACC system, and email TRA Deputy and State TAA Manager the effective date of the change in status.
4. Case notes must be entered into the MACC system to indicated the TAA participant is no longer a full-time student in training.
5. If a TAA participant pursues training where full-time status is unavailable, other training must be considered to receive TRA benefits, or “auxillary” training must be part of the initial training plan.
6. If summer school is offered, TAA participants must enroll in training during the summer sessions. This training must be part of the original contract, and will not be added at a later date without justification as to why it was not included in the initial contract.
7. If a TAA participant attends approved summer school classes, it is considered full-time training for that specific summer session(s).
8. If a TAA participant attends a Graduate Degree program, full-time status will be determined by the individual training institution.
9. Workshops will not be approved if a TAA participant has not maintained full-time status or failed to attend available summer classes.
10. TAA training contracts will not be extended if full-time status has not been maintained prior to the request for training extension.

V. IMPLEMENTATION: October 24, 2012

VI. INQUIRIES: Please contact Martha Craig-Hinchman or Maureen Persons at (304)558-8414 at the State TAA Unit.