

## WorkForce West Virginia Guidance Notice No. 8-14

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

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

**DATE ISSUED:** August 15, 2014

**SUBJECT:** Eligible State Training Provider List for TAA Participants

**EFFECTIVE DATE:** August 15, 2014

**I. REFERENCE(S):**

- 20 CFR 617.11(A)(2)(Vii) D
- Section 236(A) (5) of 2002 Act
- TEGL 22-08 Section D.5.3
- Workforce Innovation and Opportunity Act (WIOA) Public Law Sec. 122

**II. PURPOSE:** To provide additional guidance that will be included in the State TAA Operational Guidelines and to establish a process for placing training course(s) and/or program(s) on the WV Eligible State Training Provider List for **“TAA ONLY”**.

**III. BACKGROUND:** The State TAA Unit will coordinate with the Eligible State Training Provider List staff in placing TAA training programs on the approved Eligible State Training Provider List to ensure eligible TAA participants are permitted to attend training without local Workforce Development Board approval. Section D.5.3 of TEGL 22-08 reads “WIOA-approved training is an approvable TAA training option. However, the Amendment of Section 236(a)(5) of the 2002 Act expressly provides that training options available under the TAA program are not limited to training programs available under Title I of WIOA.” In order to coordinate the seamless delivery of TAA training services, benefits and costs, all training providers are encouraged to meet the same overall standards for all Eligible State Training Providers. The six (6) TAA criteria for training will be used to assist with training programs being placed on the Eligible State Training Provider List for **“TAA ONLY”** if Workforce Development Boards do not approve training courses on the local level.

**IV. ACTION:** The State TAA Unit will require all local case managers to use the following procedure in requesting specific TAA training course(s) or program(s) being placed on the Eligible State Training Provider List.

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1. If a training program is not listed on the Eligible State Training Provider List, contact the designated school representative to the public [www.workforcewv.org](http://www.workforcewv.org) website to enroll and/or enter the training information into the system.
2. Once the training program information has been entered into the system, the local case manager must contact the Workforce Development Board (WDB) to request approval. This request must be in the form of an e-mail and a copy sent to the State TAA Manager as well to ensure the required procedure is being followed.
3. If the Regional Workforce Development Board (WDB) or any other Workforce Development Board (WDB) does not approve the specific training program(s) or course(s), please e-mail a request for “**TAA ONLY**” approval to the State TAA Manager.
4. The State TAA Manager will contact the State representative for Eligible Training Provider List approval and make the request.
5. Once the program(s) or course(s) have been approved the local case manager will be notified.

**\*IMPORTANT!**

**REMEMBER A TRAINING CONTRACT CANNOT BE ISSUED UNLESS THE PROGRAM OR COURSE IS APPROVED!**

**V. IMPLEMENTATION:** Effective August 15, 2014

**VI. INQUIRIES:** Please direct any questions to Martha Craig-Hinchman or Maureen Persons at (304)558-8414.