

GREEN RIVER AREA REGIONAL PLAN: INTEGRATED TRADE SERVICES



Green River Area Regional Plan: Integrated Trade Services

Original plan dated September 2010

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Green River Area Regional Plan: Integrated Trade Services

The Trade Program for the Green River Area designed this Regional Plan as a combined effort between Local Workforce Investment Act (LWIA) and Office of Employment and Training (OET) for staff who provides Trade Adjustment Assistance services to dislocated and trade affected workers in our region. This guide is not intended to substitute for the Trade Field/ State Guidance Letters, but to facilitate the transition and the initial process for these workers to receive services. This plan was developed as a reference to be used simultaneously with the Trade Resource Guide, Case Management Guide and Actions Plans which explain in detail every service and expectation for meeting federal and state law requirements for each applicable Trade Adjustment Assistance Act (Trade) Laws. It will also provide instructions and procedures for providing services and detail best practices.

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Service Type / Description	Procedure to Follow	Additional Notes
RAPID RESPONSE (RR)		
RR is a free Service offered to employers. It can be used as a proactive approach to avoid layoff and/or to assist dislocated workers (DW) during transition.	<ol style="list-style-type: none"> 1. Local Area Rapid Response Team (LARRT) Lead is responsible for arranging the initial Rapid Response (RR) employer meeting. 2. Coordinate services with all Kentucky Career Center (KCC) partners and community agencies. 3. LARRT is responsible for entering RR data for Employers. 4. OET is responsible for entering RR data for registered customers and create new customer's account from registration sheets with appropriate date of service. 5. For unregistered customers, Regional Trade Facilitator (TF) will create new customer's account from Trade application (TAA-855) and add the RR data with the appropriate date of service. 	<p>RR can be triggered by a WARN notice, a public announcement or a trade petition.</p> <p>LARRT Lead should obtain a list of adversely affected workers. This list may serve in lieu of TAA/TRA-855A</p> <p>FORMS:</p> <p>RR-50 Employer List</p> <p>Manual Reference: Page 9, 10</p>
TRADE PETITION		
In order to receive Trade benefits, the company must be certified by U.S Department of Labor (DOL). An application must be filed and DOL will do an investigation to verify eligibility requirements.	<ol style="list-style-type: none"> 1. Employer Trade petition may be filed by several different individuals/groups – including a KCC Partner. 2. OET or LWIA staff may assist the employer and/or employees in completing a petition if they choose to submit one. 3. TF will review DOL website on a monthly basis to determine if there is any Trade petition activity in the Green River Area. TF will ensure all pertinent staff receives information about new petitions. 	<p>Information about pending approved or denied petitions can be found on www.doleta.gov/tradeact</p>

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Service Type / Description	Procedure to Follow	Additional Notes
OUTREACH / ORIENTATION		
Outreach activities shall be provided to potential trade-eligible customers. They can include RR, training orientation, resume classes, job clubs and others. The most common initial outreach is the Trade Orientation in which information will be provided about Trade benefits and Training benefits to adversely affected employees from a trade certified company or employees that received notice of a layoff.	<ol style="list-style-type: none"> 1. OET and/or LWIA is responsible for providing activities or referrals to the customer for outreach services, and entering information of services received in EKOS. 2. The initial outreach activity will be the notification for Trade services Orientation to all impacted workers from the dislocation event provided by TF. 3. The Trade Orientation session is a joint effort of OET and LWIA and includes the completion of all required eligibility paperwork and provides information about available dislocated worker services and potential TAA services. 4. The Trade Orientation meeting will be held no later than three weeks after certification notification and all activity must be updated within five calendar days from Orientation date in EKOS. 5. The TAA Workers Handbook should be distributed to affected workers during the TAA Orientation. 6. OET will assist the customers completing TAA/TRA-855 and will document Orientation activities in each customer's record. (five calendar days) 7. OET/LWIA will refer to WIA training Orientation. 8. If the affected worker does not attend TAA Orientation, OET will make a second attempt to contact. (Second notice-within 30 days; third notice-certified letter within 60 days. 	<p>Trade Orientation will be setup with rapid response services if the customer hasn't received RR services.</p> <p>If Trade Certification includes a specific group of employees or the initial list was incomplete; it is LWIA's responsibility to ensure OET staff receives the most up-to-date and accurate list.</p> <p>In the event the employer does not provide an employee list, TAA/TRA-855A should be completed and mailed to the employer by OET.</p> <p>If the employee list includes 20+ customers outside of the Green River area, the TF will invite the other regions affected to the Trade Orientation.</p> <p>All forms need to be completed in Black or Blue ink.</p> <p>Because individual eligibility for Trade is determined by merit staff from the liable state, in the case Kentucky is not the liable state; the TF will notify the liable state within 48 hours from the application.</p> <p>FORMS:</p> <p>TAA/TRA-855 TAA/TRA-855A TAA Worker Handbook Letter of Potential Eligibility for Trade Adjustment Assistance</p> <p>Manual Reference: Page 15</p>

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Service Type / Description	Procedure to Follow	Additional Notes
Comp Assessment/IEP		
Initial assessment of the customers may include a review of existing skills, work experience, education and credentials.	<ol style="list-style-type: none"> 1. Within 30 days from Trade application date; OET (TRA coordinators) will schedule customers for a test assessment and Individual Employment Plan (IEP) interview. 2. OET is responsible for entering initial assessment data in EKOS. If the customer was previously determined eligible for Dislocated Worker services, then the LWIA will have already entered the initial assessment data in EKOS. If so, then OET will update the information, as needed. 3. Individual Employment Plan will be developed by the OET Case manager (CM). 4. COMP ASSESSMENT screen should be completed by CM when developing/updating the IEP. 5. The initial copy of the IEP must be provided to the customer and a subsequent copy as information/data is modified throughout the customer's search for employment; CM should document in case notes the initial copy of the IEP has been given to the customer. 6. IEP's will be kept in the customer's case file. The IEP must include: Cover Sheet, Information Sheet, Self-Assessment, and Phase I and II. 7. Labor Market Information (LMI) written report will be printed, given to customer and attached to file when developing IEP. 8. Attach copies of UI-465a, job list or screen print of four or five star job matches from Focus Career to customer's file. 9. Attach salary report per customer interests to file, give customer a copy and note in EKOS. http://www.bls.gov/bls/blswage.htm 10. Based on the results of the assessment, OET and/or LWIA will provide or make referrals to additional services which the customer may be eligible. Each agency will be responsible for entering these referrals in EKOS/FOCUS. 	<p>A combination of Career Scope with customer self-evaluation, personal interview, resume and any other additional testing (ex. TABE, NCRC or WorkKeys) will be used.</p> <p>Make sure all documents are in the file and the assessment is done prior to documenting the training referral in EKOS and customer's file.</p> <p>If comprehensive assessment results show that the customer has marketable skills, the IEP will aid in the job search for suitable employment. Being able to identify marketable/transferable skills from previous employment is a huge advantage in preparing a resume, completing an employment application and conducting an effective interview.</p> <p>If the comprehensive assessment results show the customer does not have the marketable skills necessary to attain suitable employment, CM will refer customer to LWIA for TAA services.</p> <p>FORMS: Cover Sheet & Information Sheet Self- Assessment IEP Phase I & II UI-465a LMI Report Salary Report Resume Job List or Four/Five Star Match</p> <p>Manual Reference: Pages 26-33</p>

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Service Type / Description	Procedure to Follow	Additional Notes
LMI		
Provide information to help the customers understand our area's economy and make informed labor market choices in their quest for suitable employment.	<ol style="list-style-type: none"> OET is responsible for providing the LMI data to the customer when developing initial IEP. LMI written report will be printed, given to customer and attached to the file when developing IEP. LMI data may be provided from an array of sources including, but not limited to, the following: <ul style="list-style-type: none"> * http://www.workforcekentucky.ky.gov/ * Local and National Job Order Listings / Matches 	
Case Management		
OET CASE MANAGEMENT SERVICE		
	<ol style="list-style-type: none"> All Trade customers must be offered Case Management services to assist in their reemployment efforts. OET will provide Case Management service to all Trade customers. OET must first provide Employment Case Management services with documentation prior to referral to WIA for training. If the customer was recently transferred or recently started case management, OET will provide intensive job search assistance, reevaluate and update the customer's resume to reflect new training and/or experience. All customers will receive case management service until employment has been found or customer waives the need for services. All case management must be documented in detail at least every 30 days. 	<p>Staff will assist the customer in researching local labor market information and demand occupation. If barriers or needs are identified, customers will be provided the appropriate services and activities and/or referred to partner agencies. If at any time it is determined that there are no jobs available that match the customer's skills, they should be referred to LWIA to follow the training focus and it should be determined if training is appropriate. OET will supply LWIA with any assessments/interest inventories and analysis completed up to that point.</p> <p>Manual Reference: Pages 22-25</p>

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WIA CASE MANAGEMENT	<ol style="list-style-type: none"> 1. When customers start TAA approved training, case management will be transferred to LWIA for services. 2. LWIA career counselors are responsible to gather referral from OET before CM services are provided. 3. LWIA will follow internal case management procedure for Trade customers under TAA training. 4. During the last semester of training, LWIA career counselor will make a referral for OET office and send an e-mail to the TF to ensure job search services are being provided. This will happen no later than 10 weeks before training finishes. 5. All case management must be documented in detail at least every 30 days. 6. LWIA to verify that required and additional benchmarks are met monthly. 7. LWIA to verify whether criteria for training are met at the end of each semester/qtr. and document results. 8. LWIA to record training focus results in EKOS. LWIA to record whether the plan resulted in educational attainment as well as employment. 9. LWIA to document short-term and long-term goal results. 	<p>FORMS:</p> <p>TRA-858C</p> <p>IEP: Phase I & II Training Focus Cover Sheet Information Sheet Self- Assessment</p> <p>Manual Reference: Pages 22-25</p>
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Service Type / Description	Procedure to Follow	Additional Notes
Job Search/Relocation		
<p>If an adversely affected worker is seeking employment outside of the local commuting area, (defined as 30 miles one way from the customer's residence) they may be eligible to receive Job Search Allowances. This is a reimbursement for a percentage of the total cost of travel, meals, and lodging.</p>	<ol style="list-style-type: none"> 1. An initial request from a Trade customer may be presented to either OET or LWIA as follows: <p style="margin-left: 40px;">Not in Training - OET will complete the necessary form and submit it to the TF for review and pre-approval. TF will submit forms to LWIA staff for review/approval prior to any activity occurring.</p> <p style="margin-left: 40px;">Enrolled in Training (or completed training) – LWIA will refer to OET.</p> 2. Once pre-approval and eligibility is determined by TF, an electronic/mail notification will be sent to LWIA. 3. LWIA will instruct the customer to complete eligibility forms and application for processing. 4. LWIA will notify TF/Regional OET Manager via e-mail to process final approval and allow LWIA staff to notify customer. 5. Receipts for reimbursement must be presented to the originating LWIA staff as described within the TAA Handbook. 6. LWIA is responsible for entering service in EKOS and attaching related funding. 7. Eligible receipts must be forwarded to the designated LWIA staff for reimbursement to the customer and follow internal payment procedure. 	<p>FORMS: Application for Job search Allowance</p> <p>Application for Relocation Allowance</p> <p>Manual Reference: Pages 62, 66 & 142</p>

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Service Type / Description	Procedure to Follow	Additional Notes
Waiver		
<p>A training waiver is like a permission slip from the State that says the customer does not have to participate in a TAA approved training program in order to receive Basic TRA benefits.</p>	<ol style="list-style-type: none"> 1. In the event the Trade customer has not secured employment or been enrolled into an approved training program, OET should issue a waiver within the sixth week if reasons are pertinent. 2. OET will attach Waiver in Service module of EKOS and insert related dates. 3. OET will continue to review Waiver eligibility every 20 days until such time as the customer becomes employed, training enrollment notification is received from LWIA or the issuance reasoning is no longer valid. At such times, the waiver shall be revoked. 	<p>The waiver will be reviewed on every case management meeting and it is customer's responsibility to report to the office at least every 30 days.</p> <p>FORMS: Waiver 2009 Waiver 2011 Waiver 2014</p> <p>Manual Reference: Page 87</p>
ATAA/RTAA		
<p>Customers who are eligible to receive these benefits can receive 50% of the difference between the customer's previous wages and their new wages. The type and amount of benefits the customer is eligible to receive will depend upon the set of amendments their petition falls under.</p>	<ol style="list-style-type: none"> 1. OET will assist customers with issues related to ATAA/RTAA benefits and submit information as required by the agency's identified service delivery process. 2. OET will enter service and related information in EKOS, as required. 3. LWIA shall refer to OET any TAA customers that are eligible to receive ATAA or RTAA benefits. 	<p>This application will be processed at OET by OET CM. The original signatures are needed to process the application, copies are unacceptable.</p> <p>FORMS: ATAA/RTAA 300 ATAA/RTAA 400 ATAA/RTAA 400A ATAA/RTAA 301 Proof of Birth Last check stub</p> <p>Manual Reference: Pages 70-74</p>

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Service Type / Description	Procedure to Follow	Additional Notes
Training request		
<p>Customers are eligible to receive TAA training after they are considered in need per their assessment and it is documented in their IEP.</p>	<ol style="list-style-type: none"> 1. LWIA will verify the TAA-858 is completed. 2. For verification of eligibility LWIA will complete forms WIA-20. 3. Training request applications without an actual OET referral for training will not be processed and the customer will be referred back to OET for Employment Case Management. 4. Training applications that process without an OET referral will not be approved or denied until correct steps have been completed. 5. OET CM will be responsible for providing supporting documentation indicating there is not suitable work in the area available for the customer. CM should either sign the IEP, or document in comments that customer meets this criteria. If this criteria is not met, then OET will not provide a training referral and the customer's IEP will not include training (needs to be supported with documentation). 6. LWIA shall verify all other five criteria required for training are met; if any of the criteria are not met, then the LWIA must indicate reason on TAA-858 and in comments (needs to be supported with documentation). 7. Completed form shall be forwarded to the customer's file and a copy provided to the customer. 8. LWIA proceeds to conduct a training assessment on the customer. 9. LWIA will confirm expiration date for TRA with OET staff / TF. 10. LWIA will verify customer has the means to support themselves after TRA expires. If TRA expiration is before projected training completion date proof of supportive income will be in the file. 	<p>Proof of income could be verified by letter or customer statement indicating additional income either, parents, spouse or willingness to take over temporary or part-time employment after TRA expiration date. This "proof" must be on file before the training approval is requested and must be noted in EKOS with customer's signature.</p> <p>FORMS:</p> <p>TAA-858 WIA-20 IEP GRADD Application</p> <p>Manual Reference: Pages 41-51</p>

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Training Approval

Procedure for approving the TAA training from the customer request/application. Gives an overall look into the WIA pre approval, six criteria review and final approval by merit staff.

1. LWIA staff will issue a determination (approval or denial).
2. LWIA staff will enter determination in EKOS – Training Custom Tab.
3. Determination will be issued to OET via electronic Form TAA-858B.
4. Once training notification is received from LWIA, TF will review and enter final approval/denial in Training Custom Tab.
5. TF will enter comments reflecting final approval or denial.
6. TF will notify designated LWIA staff and TRA Unit via e-mail of approval/denial.
7. If training is approved, LWIA will issue notification of training approval to the customer.
8. If training is denied, TF forwards information to State Trade Coordinator.
9. State Trade Coordinator will issue notification of training denial to the customer, OET and LWIA.

LWIA will be focusing the training approvals into the following sectors:

- Transportation, Distribution and Logistics
- Healthcare/Social Assistance
- Energy
- Advanced Manufacturing
- Finance and Insurance
- Professional, Scientific and Technical

FORMS:

TAA-858
TAA-858B
TAA-859

Manual Reference: Pages 47-51

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Subsistence/Transportation

Provide reimbursement payment for subsistence or transportation for customers that receive training 30 or more miles away from their residence.

1. Trade customers in training may be eligible for subsistence or transportation payments while enrolled in an eligible training program.
2. LWIA determines eligibility for payments based on requirements determined by state guidance. (See FGL#10)
3. LWIA will add cost to training. If cost was not added to the original training plan, an amendment request for training needs to be submitted to TF for approval.
4. LWIA will attach service to related funding stream in EKOS.
5. Approved payments will be processed per the LWIA's identified internal payment process.

For subsistence use

www.gsa.gov

Manual Reference: Pages 58-61

Trade Readjustment Assistance (TRA)

Eligible customers may receive weekly TRA allowances following exhaustion of their Unemployment Insurance (UI) benefits. TRA benefits are paid only if the customer is enrolled in full-time TAA-approved training program or is performing an extended work search.

1. OET will assist customers with issues related to TRA benefits and document information as required by the agency's identified service delivery process.
2. OET will enter related information in EKOS, as required.
3. LWIA shall refer to OET any TAA customers seeking TRA benefits.

FORMS:

TAA-855
TAA-858A
WDC-405A
TAA-855D
TAA-858C
TRA-1
TRA POC

Manual Reference:

Pages 79-119 (Section C)

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Outcomes/Trade Adjustment Participant Report (TAPR)

The most important goal for the Trade program is for the customer to receive services that lead them into suitable, long term employment. Verifying outcomes for Entered Employment Rate and Employment Retention Rate for the following 6 quarters after exit will ensure information in EKOS system is accurate and information has been documented properly.

1. TF will pull information from database, create and distribute monthly report to the LWIA & OET managers for Entered Employment Rate (EER) and Employment Retention Rate (ERR).
2. The EER and ERR will be calculated for the six previous quarters from the date the report is pulled.
3. If EER is below 65% and/or the ERR is below 90% each customer counting negatively will be reviewed and matched with the CICS system by the TF to ensure all earnings/employment is reflected in the report.
4. If employment and earnings are not in the system, the information will be added manually as supplemental information in the EKOS outcomes tab and a copy of the customers KYNET system will be added to the customer file at the OET office.
5. When outcomes are out of state, cannot be confirmed or shows customer is not working, or earnings are not reported in-state or out of state, TF will review notes to ensure no new information is in the system.
6. TF will generate a list and e-mail to the case manager to gather information from customer directly. LWIA will verify information for customers that received TAA training benefits and OET will only verify for customers under employment case management.

Verification of EER and ERR must be documented properly. Prints from KYNET program 48 are acceptable, but any other verification must come directly from employer or customer. A note in EKOS will suffice data validation as long as information is noted accurately and complete including name of contact, date of contact employment dates and salary. Check stubs and customer statement is also acceptable.

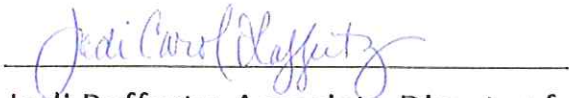
Manual Reference:
Pages 132-139 (Section E)

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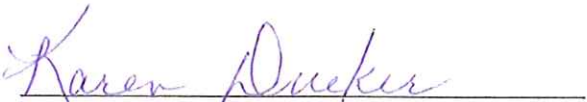
High Technology Tools		
<p>Federal law requires that Trade Adjustment Assistance (TAA) pay for the full cost of any required training-related tools. The U.S. Department of Labor (DOL) includes computers and similar hardware in the definition of "tools".</p>	<ol style="list-style-type: none"> 1. Trade customers in training may be eligible for expenses covering high technology tools, while enrolled in an eligible training program. 2. LWIA determines eligibility; eligibility is based on requirements determined by state guidance (See FGL). 3. LWIA will add cost to training. If cost was not added to the original training plan, an amendment request for training needs is to be submitted to TF for approval. 4. LWIA will attach service to related funding stream in EKOS. 5. TF will review the customer's justification and submit a letter from the training institution and the Initial Approval to the central office for additional review. 6. If approved, the computer/equipment will be bought a state level and shipped to OET for the customer to pick up. 	<p>High Technology Tools refers to any computer hardware, tablet, and/or similar technology. It also includes any software necessary to make the hardware functional and meaningful; cost above \$600.00 that was not included in the original training plan cost.</p> <p>See Guidance Letter dated 3-27-2015:</p> <p>The purchase of Computer and Other Related Materials under the TAA Program Change 1</p> <p>Local Area will not develop a new procedure for this expense. All high technology purchases as defined have to go through the state purchase office.</p>

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The Green River Workforce Investment Board, The Green River Area Development District and the Office of Employment and Training do, hereby, agree to the terms of the Green River Area Regional Plan: Integrated Trade Services. We are committed to integrating and coordinating Trade services in the Green River Region.



Jodi Rafferty, Associate Director for Workforce Development
Green River Area Development District



Karen Dueker, Regional Manager
Office of Employment and Training

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Glossary of Terms and Definitions

ATAA	Alternative Trade Adjustment Assistance provides an alternative assistance program for older workers certified eligible to apply for TAA. The assistance is in the form of wage subsidy for those reemployed before the last day of the 26 th week after the date of the worker's separation from adversely-affected employment. ATAA is intended to bridge a gap between their wage at separation and their new wage. ATAA is effective for petitions filed on or after August 6, 2003. The request must be made at the time the petition is filed. Not all petitions will be eligible.
Board	Local Workforce Investment Board
WIA CC	Career Counselors- LWIA Staff in charge of customer's case management service while customer is receiving TAA services thru WIA.
Case Management and Employment Services	<p>Necessary information and support provided to customers to achieve sustainable reemployment. Case management services will be provided in an integrated manner that suites their individual needs. Services include:</p> <ol style="list-style-type: none"> 1) Assessment of skill levels and service needs 2) Development of individual employment plan 3) Information about training available 4) Information on how to apply for financial aid and referral 5) Short-term prevocational services 6) Individual career counseling 7) Labor Market Information 8) Information about availability and need for supportive services <p>These services will be made available to customers over the course of their participation in the Trade program. Case management and Reemployment is an array of activities/services and is not a stand-alone service.</p>
Core Services	<p>Services available to the universal population include, but are not limited to:</p> <ul style="list-style-type: none"> • Determinations of eligibility for WIA assistance; • Outreach and intake; • Orientation to Kentucky Workforce Investment Act Services; • Initial assessment of skills levels; • Support service needs; • Job search and placement; • Information on local, regional, and national labor markets; and • Information on the 80 percent wage replacement goal as it pertains to the demand occupations in the local area.
Commuting Area	Commuting area is defined as 30 miles one way from place of residence, calculated by electronic MapQuest mapping at www.mapquest.com .
Dislocated Worker	A worker who was permanently separated from employment or received a notice of termination or layoff from employment, or is employed at a facility where the employer made a general announcement of closure.

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DOL	United States Department of Labor
EER	Entered Employment Rate
EKOS	Employ Kentucky Operating System
ERR	Employment Retention Rate
FGL	Field Guidance Letters. A state guidance letter/policy to be use by the State of Kentucky in the administration of Trade services.
IEP	Individual Employment Plan. An intensive service in which staff works with the customer to identify an occupation in demand that meets the 80 percent wage replacement goal, then develops a plan to address the occupational goal, the appropriate achievement objectives, and the combination of services needed for the customer to obtain his or her long-term occupational goals. The IEP names the specific occupation to be obtained as well as the specific activities to be performed for the training plan, if appropriate, that assists the customer in obtaining suitable employment.
Intensive Services	Services that may include diagnostic testing or other tools to assess support service needs and that must provide tools to assess skill levels. Other intensive services include individual case management, IEP development, and short-term prevocational skills. Staff provides these services when a customer needs intensive services to obtain employment, or to obtain and retain employment that leads to self-sufficiency, or as necessary prior to referral to dual-language vocational skills training.
Job Search Assistance	Financial assistance that may be available when a TAA eligible customer cannot secure suitable employment within a local commuting area. This allowance covers expenses incurred while seeking employment outside the normal commuting area. Job search allowances reimburse a percentage of the total costs of allowable travel and subsistence, or a percentage of the federal per-diem rate for the area where they are job searching, whichever is less.
LMI	Kentucky Labor Market Information website is available to assist employers, job seekers, students, economic developers, planners, and researchers understand Kentucky's economy and make informed labor market decisions. www.WorkforceKentucky.ky.gov
LWIA	Local Workforce Investment Act establishes programs to prepare youth, adults and dislocated workers for entry into the labor force and to give job training to those who face serious barriers to employment and who are in need of such training to obtain employment.
NCRC	National Career Readiness Certificate
OET	Office of Employment and Training
Rapid Response	WIA Law Sec. 101.38 defines Rapid Response as activities provided in case of a permanent closure or mass layoff at a plant, facility, or enterprise, or a natural or other disaster, which results in mass job dislocation, in order to assist dislocated workers in obtaining reemployment as soon as possible, with services including:

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	<ul style="list-style-type: none"> • Establishment of onsite contact with employers and employee representatives • Provide information and access to available employment and training activities • Establish plan and implement a strategy for assessing the employment and training needs of dislocated workers and obtaining services to meet such needs • Emergency assistance adapted to the particular closure, layoff or disaster • Assistance to local community in developing a coordinated response and obtaining access to State economic development assistance.
Relocation Allowance	Financial assistance that may be available if an eligible TAA customer cannot reasonably secure suitable employment in the commuting area in which they reside, and obtains employment (or receives a bona fide offer) outside the commuting area. The customer must be totally separated from employment at the time relocation commences.
RTAA	Reemployment Trade Adjustment Assistance is an employment program for older workers certified eligible to apply for TAA. The assistance is in the form of a wage subsidy for those re-employed to bridge a gap between their separation wage and their new wage. RTAA is effective for all petitions filed between May 18, 2009 and January 1, 2012.
Suitable Employment	With respect to a Trade-certified worker, work of a substantially equal or higher skill level than the worker's past employment, with wages of not less than 80 percent of the worker's average weekly wage. The availability of suitable employment is used to determine whether or not the customer is eligible for trade-funded training.
Support Services	Community services such as transportation, child care, dependent care, and housing that are necessary to enable a customer to participate in activities.
TF	Trade Facilitator – OET Staff assigned to overlook Integrated Trade Services.
TAA	Trade Adjustment Assistance is an array of services to help an adversely affected worker rapidly return to suitable employment.
TAPR	Trade Adjustment Participant Report
TEGL	Training and Employment Guidance Letter. A DOL guidance letter distributed to states.
TRA	Trade Readjustment Allowances. Weekly TRA may be payable to eligible claimants when they exhaust unemployment benefits.
Trade Affected Worker	A worker who is a member of a certified worker group and has been separated or threatened with separation.
Training Services	Training services may include occupational skills training, remedial education, pre-requisite training, apprenticeship programs, or employer-based training such as One-The-Job Training (OJT) and customized training.
Waiver	A determination that training is not currently feasible for a TAA customer.