



DCEO TRADE UPDATES

March 12, 2019



Sheila Sloan - Trade Program Quality Assurance

TOPICS

- Correspondence
- Forms
 - IEP
 - Bi-Weekly Attendance
 - Travel Assistance
 - General
- 6/7 Conditions of Training
- Uploading Documents
- Case Notes
- Benchmarks
- Ceased Participation
- IWDS
- Customer Communication
- RTAA
- TAPR
- Exiting Customers
- Trade Policy
- Paperwork
- Trade Contacts (DCEO and IDES)

CORRESPONDENCE

- Case Managers/Career Planners
 - Currently 56
- Trade Merit Staff for review/approvals/questions
 - 2 Full-Time
 - 1 Part-Time (when other 2 are not available)
- Currently, over 1,100 Trade Customers being served Statewide
- Plus pending certifications and potential future certifications

CORRESPONDENCE (cont.)

- Emails
 - Send all emails regarding Trade customers to BOTH Susan Boggs and Sheila Sloan
 - Always include a clear subject line that includes the LWIA, the purpose of email and customer name
 - Do not combine information in emails for multiple customers. Each email should be for one customer only.
- Requests for Approvals
 - Find the last State Merit Staff Approval email received for the customer
 - Select Forward and add the recipients (You MUST send the email to BOTH Susan Boggs and Sheila Sloan)
 - Do not include attachments that contain PII (Personally Identifiable Information)
 - Upload related documents in IWDS on the List All Documents screen
 - Add the new request to the top of the last State Merit Staff Approval email (in the proper format)
 - Verify training service end dates in IWDS match training service end dates in your email
 - Use proper format (samples included in folder)

CORRESPONDENCE (cont.)

- Return Emails from Susan Boggs or Sheila Sloan
 - Keep entire email chain intact
 - If there are no attachments, click on “Reply All”, ensuring that all parties receive the email (Especially BOTH Susan Boggs and Sheila Sloan)
 - If there are attachments, you will need to select “Forward” and then enter the recipient’s email addresses (including BOTH Susan Boggs and Sheila Sloan). Again, do not send attachments that contain PII

FORMS - IEP

- Individual Employment Plan
 - Form #014 (IEP) Required Items

<input type="checkbox"/> Registration with IDES Labor Exchange System	Date Provided: <input type="text"/>
<input type="checkbox"/> Registration with Illinois workNet	Date Provided: <input type="text"/>
<input type="checkbox"/> Comprehensive & Specialized Assessment (See Items #33 - #40 for details)	Date Offered: <input type="text"/> Date Provided: <input type="text"/>
<input type="checkbox"/> Development of Individual Employment Plan (Commerce/TRADE Form # 014)	Date Offered: <input type="text"/> Date Provided: <input type="text"/>
<input type="checkbox"/> Availability and Suitability of Training	Date Offered: <input type="text"/> Date Provided: <input type="text"/>
<input type="checkbox"/> Financial Aid Assistance	Date Offered: <input type="text"/> Date Provided: <input type="text"/>
<input type="checkbox"/> Pre-Vocational Skills Workshops	Date Offered: <input type="text"/> Date Provided: <input type="text"/>
<input type="checkbox"/> Career Counseling	Date Offered: <input type="text"/> Date Provided: <input type="text"/>
<input type="checkbox"/> Employment Statistics Information	Date Offered: <input type="text"/> Date Provided: <input type="text"/>
<input type="checkbox"/> Availability of Supportive Services (See Item #34 for details)	Date Offered: <input type="text"/> Date Provided: <input type="text"/>

FORMS – IEP (cont.)

- Make sure all applicable boxes are completed on Form #014 (IEP)
- Common issues found during monitoring:
 - Line 34 – Barriers to Employment not completed

34. Barriers to Employment / Supportive Services Needed for Employment (Barriers to Employment are anything that can impede the customer's chances at obtaining suitable employment. Barriers can include legal, health, physical limitations, transportation, day care, housing assistance, dependent care, needs-related payments, educational, etc):		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe: <input type="checkbox"/>		

FORMS - IEP (cont.)

- Line 79 – Training Goal/Credential

Training Information

Training Goal/Credential	79. List/Describe Customer's Training Goal(s) and what Industry Recognized Credential(s) will be obtained: <div style="background-color: #cccccc; width: 100px; height: 20px; margin-top: 5px;"></div>
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- Line 145 – Financial Information UI/TRA/Financial Ability to complete training

Financial Information

Financial	143.	Is the Completed ITA Form(s) Attached to this Training Plan for all trainings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	144.	Will the customer have sufficient UI/TRA benefits to cover the complete training period?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	145.	If UI/TRA is not available, has the customer provided documentation demonstrating they have the financial ability to complete the agreed upon training plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No

FORMS - IEP (cont.)

- Line 148 – Approval/Denial of customer’s re-employment plan not marked

STAFF USE ONLY	
AFFIDAVIT I certify that the preceding information is correct to the best of my knowledge and that there is no intent to commit fraud. I hereby acknowledge that the information contained in this form that I am attesting to is complete and accurate and that the documentation described in the form is contained in the customer’s file.	
148. <input type="checkbox"/> Approved <input type="checkbox"/> Denied	The customer’s re-employment plan has been approved. The customer’s re-employment plan has been denied. If denied, explain why: <input type="text"/>

FORMS – IEP (cont.)

- Revisions – Must complete Pre-approved Changes to Plan Section

Pre-Approved Changes to Plan

Plan Change 1	152. Date of Change: <input type="text"/> / <input type="text"/> / <input type="text"/>	153. Date Change to Take Affect: <input type="text"/> / <input type="text"/> / <input type="text"/>
	154. Describe Reason for Change: <input type="text"/>	
	155. List Documentation to Support Change to Plan: <input type="text"/>	
	156. With the Change, will the Customer Complete Training within the allowable 130 weeks utilizing Trade funding : <input type="checkbox"/> Yes <input type="checkbox"/> No If No, explain: <input type="text"/>	
	Notice of Certification: I certify that the preceding information is correct to the best of my knowledge and that there is no intent to commit fraud.	
	157. Customer Signature: <input type="text"/>	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>
	AFFIDAVIT I certify that the preceding information is correct to the best of my knowledge and that there is no intent to commit fraud. I hereby acknowledge that the information contained in this form that I am attesting to is complete and accurate and that the documentation described in the form is contained in the customer's file.	
	158. Career Planner Signature: <input type="text"/>	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>
	159. LWIA Director Signature: <input type="text"/>	Date: <input type="text"/> / <input type="text"/> / <input type="text"/>

FORMS – Bi-Weekly Attendance

- Form #006a Bi-Weekly Verification of Trade Training Attendance
 - Due to case manager two business days after the end of the two-week training period
 - Case Manager must review to ensure
 - Form is complete
 - If customer missed any scheduled courses
 - Instructor has indicated in the questions in Box 13 customer is/is not progressing
 - Online class attendance verification included

FORMS – Bi-Weekly Attendance (cont.)

- Attendance Case Notes (sample notes on handout)
 - Received Accurate Attendance with No Absences
 - Failed to provide verification of attendance
 - Requires entry of a Ceased Participation
 - When missing sheets/revised Bi-Weekly Attendance Sheets are received
 - Update Ceased Participation Status
 - Failed to attend all training class(es) and/or other training activity scheduled by the Training Institution
 - Requires entry of a Ceased Participation
 - Instructor cancels class/classes
 - Requires entry of a Ceased Participation
- Ceased Participations not required for campus wide closures for Holidays, Scheduled Breaks on the Institution Calendar, and Weather/Other Issues but must be noted on the attendance sheets

FORMS - Bi-Weekly Attendance (cont.)

- Common issues found during monitoring
 - Line 8 “Training Week 1 Begin Date and Training Week 2 Ending Date” not completed correctly. Most errors are because it is not a full two-week period.
 - Training Week 1 Begin Date should be a Sunday
 - Training Week 2 Ending Date should be a Saturday

8. Training Week 1 Begin Date: ■/■/■	Training Week 2 Ending Date: ■/■/■
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FORMS – Bi-Weekly Attendance (cont.)

- Box 9 “Total Hours Not in Attendance for All Courses” is not completed

9. Total Hours Not in Attendance for All Courses: <input type="text"/>
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- Box 12 “List Dates of Attendance Week 1 and Week 2” not completed correctly. Most issues are because dates are not used or they are incorrect.

12. List Dates of Attendance Week 1 and Week 2 – Leave Blank for Absence							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FORMS – Bi-Weekly Attendance (cont.)

- Box 16 “List Total Hours Not in Attendance for Course” is not completed

16. List Total Hours Not in Attendance for Course:

- Case Manager failed to enter Ceased Participations for classes missed.
- Online verification documents are not sufficient. Must verify:
 - Customer Name
 - Class Number and Name
 - Two-Week Period

FORMS – Travel Assistance

- Form #005 Eligibility for Determination of Trade Travel Assistance
 - In Box 17 - “Distance of Customer’s Training Commute”, use the shortest distance mileage indicated on Google Maps to one decimal place.
 - Do not round the mileage.

17. Distance of Customer's Training Commute: <input type="text"/> miles

FORMS – Travel Assistance (cont.)

- **Transportation Payment Calculation**

- For amounts in Box 19(a) and 19(b) use the mileage to one decimal place. Do Not Round
- Round Box 21 to the nearest cent. If 3rd digit past decimal is 4 or less, round down. If the 3rd digit past the decimal is 5 or greater, round up.
- Box 23 is the lesser of Box 21 or Box 22. However, if there are no entries in Box 20 (a) – (d), then Box 23 should equal Box 21. If there are entries in box 20 (a) – (d), then it would be the lesser of Box 21 or Box 22.

Transportation Payment Calculation

18. Is the customer's training commute is 10 miles or more one way? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, continue. If No, the Customer is not eligible for Travel Assistance. Skip to Item #27.			
19. Calculate Mileage Reimbursement Rate to/from Training Institution:		20. Calculate Round Trip Cost of Other modes of transportation (if applicable)	
(a) Commute Distance from Item #17 above:	[] miles	(a) Air:	\$ []
(b) Round-Trip Distance: (#19a X 2):	[] miles	(b) Train:	\$ []
(c) Federal mileage rate from www.gsa.gov :	\$ [] / mile	(c) Public/Mass Transit:	\$ []
		(d) Other mode of transportation: []	\$ []
21. Calculate mileage reimbursement (#19b X #19c):	\$ []	22. Cost of other modes of transportation (lesser of #20a thru #20d):	\$ []
23. Calculated Daily Round-Trip Cost (lesser of #21 or #22):			\$ []

FORMS – Travel Assistance (cont.)

- Subsistence Payment Calculation

- Use rates from www.GSA.gov for Training Institution location
- Box 24(a) should be the sum of the per diem rate (lodging) amount and the Meals & Incidentals rate.
- Box 24(b) is 50% of Box 24(a)
- Compare Box 24(b) to Box 23 and customer is paid lesser amount per day. Enter in Box 25

Subsistence Payment Calculation

24. Calculate Subsistence Rate	
(a) Maximum General Services Administration Domestic per diem rate (lodging, meals and incidentals) www.gsa.gov :	\$ <input type="text"/>
(b) 50% of maximum per diem rate (#24a divided by 2):	\$ <input type="text"/>
25. Trade Travel Assistance (the lesser of #23 or #24b):	\$ <input type="text"/>
26. Total Trade Travel Assistance (#25 multiplied by #16 then that total multiplied by #15):	\$ <input type="text"/>

FORMS – Travel Assistance (cont.)

- Needs to be reviewed each semester or as changes occur
- Changes Section
 - Residence location change
 - Training Institution change
 - Revised GSA Mileage reimbursement rate (usually January 1 each year)
 - GSA rate change (usually October 1 each year)
 - Switch from travel to subsistence
- Form revision forthcoming to allow for multiple location travel and indicator for online classes

FORMS - General

- Link to forms in e-Policy on Illinois workNet

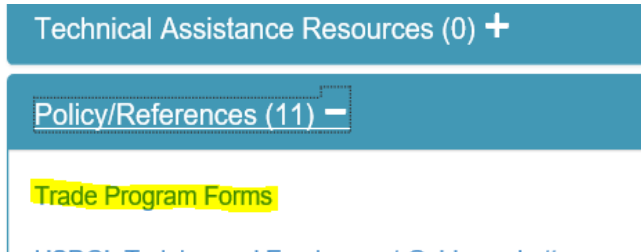
General

Chapter: 11 **Section:** 1

Effective Date: 7/28/2009

Expiration Date: Continuing

Published Date: 7/24/2017 12:40:12 PM



- <https://www.illinoisworknet.com/partners/LayoffRecovery/Pages/TradeProgramForms.aspx>
- Always double check the workNet site for the most recent forms
- RTAA Instructions were revised at the request of IDES March 2019. Form did not change except for the date.

6/7 CONDITIONS OF TRAINING

- 1. There is no suitable employment for the customer
 - “Suitable employment” means, with respect to a worker, work of a substantially equal or higher skill level than the worker’s past adversely affected employment, and wages for such work at not less than 80% of the worker’s average weekly wage. This is documented with LMI data.
 - For Merit Staff Approval, based on your IEP development and assessment of the customer:
 - What is the Trade impacted company name?
 - What is the Petition Number?
 - What is the Customer’s Name?
 - What was the customer’s former job title(s)?
 - How long was customer employed at the Trade impacted company?
 - What is the customer’s layoff date and rate of pay?
 - What is the LMI (O*NET) for this Trade impacted occupation?
 - What prior training/degrees/certifications has the customer had? Does he/she have transferrable skills from previous training?
 - What job search has the customer done? Has the customer found employment?
 - If customer is unable to find self-sufficient employment, identify the reasons for not meeting self-sufficiency.

6/7 CONDITIONS OF TRAINING (cont.)

- 2. The customer would benefit from appropriate training
 - This means that there is a direct relationship between the needs of the worker for training and what would be provided by the training program and that the worker has the capabilities to undertake, make satisfactory progress in, and complete the training.
 - For Merit Staff Approval, based on the testing and assessment of the customer, prior education, job skills and test scores:
 - What training programs has customer performed market research for?
 - What training institution is the customer interested in attending?
 - What is the LMI (O*NET) for the training program occupation?
 - What is the name of the training program certification/degree?
 - What is the expected growth in this occupational area?

6/7 CONDITIONS OF TRAINING (cont.)

- 3. There is a reasonable expectation of employment
 - Based upon LMI in Growth Areas and can include actual local job postings
 - For Merit Staff Approval
 - What is the name of the training program?
 - What is the percentage of increase in employment for the training occupational area?
 - Did the customer identify at least 3 potential employers that may have job openings after successful completion of the training?
 - What is the average hourly wage for the training occupation?

6/7 CONDITIONS OF TRAINING (cont.)

- 4. The training is available
 - In determining whether or not training is reasonably available, first consideration shall be given to training opportunities available within the worker's normal commuting area. Training at facilities outside the worker's normal commuting area should be approved only if such training is not available in the area or the training to be provided outside the normal commuting area will involve less charged to TAA funds. **You must demonstrate how this comparison was conducted for multiple training institutions.**
 - For Merit Staff Approval
 - What is the commuting distance (one-way and round trip) to the training institution?
 - What is the name of the training institution?
 - What is the cost estimated for the training program (tuition, books and fees) (transportation) (Total)?
 - If the total cost is over the state soft cap of \$20,000, explain why and provide cost comparisons for two other training institutions.
 - It is possible to approve training outside the commuting area if doing so is justified.

6/7 CONDITIONS OF TRAINING (cont.)

- 5. The customer is qualified to undertake and complete training
 - This emphasizes the worker's personal qualifications to undertake and complete approved training. Evaluation of the worker's personal qualifications must include educational background, work experience and financial resources, as adequate to undertake and complete the specific training program being considered.
 - Evaluation of the customer's financial ability shall include an analysis of the worker's remaining weeks of UI and TRA payments in relation to the duration of the training program. If the worker's UI and TRA payments will be exhausted before the end of the training program, it shall be ascertained whether personal or family resources will be available to the worker to complete the training. It must be noted on the worker's record that financial resources were discussed with the worker before the training was approved.

6/7 CONDITIONS OF TRAINING (cont.)

- When adequate financial resources will not be available to the worker to complete a training program which exceeds the duration of UI and TRA payments, the training shall not be approved and consideration shall be given to other training opportunities available to the worker.
- For Merit Staff Approval, you are addressing the ability of the customer to participate in and complete the training.
 - What scores did the customer receive on TABE tests?
 - What interest/ability areas were identified as highest for the customer?
 - Does the customer have adequate transportation to and from the training institution?
 - How many weeks is the training period for the program selected by the customer?
 - Does the customer have enough UI/TRA to sustain himself/herself during this training program?
 - If customer will not receive UI/TRA, you must address what her/his financial resources will be to cover living expenses for the duration of training.

6/7 CONDITIONS OF TRAINING (cont.)

- 6. The training is available at a reasonable cost
 - Available at a reasonable cost means that training may not be approved at one provider when, all costs being considered, training substantially similar in quality, content and results can be obtained from another provider at a lower total cost within a similar time frame.
 - It also means that training may not be approved when the costs of the training are unreasonably high in comparison with the average costs of training other workers in similar occupations at other providers.
 - This criterion also requires taking into consideration the funding of training costs from sources other than TAA funds, and the least cost to TAA funding of providing suitable training opportunities to the worker.
 - For Merit Staff Approval
 - What is the commuting distance (one-way and round trip) to the training institution?
 - How many training weeks will it take for the customer to complete the program?
 - What is the name of training institution selected by the customer?
 - What is the total cost estimated for the training program (tuition, books fees, and transportation)?
 - Is the program within/over the state soft cap of \$20,000?
 - If the total cost is over the state soft cap of \$20,000, explain why and provide cost comparisons for two other training institutions.
 - It is possible to approve training that is over the \$20,000 soft cap if doing so is justified.

6/7 CONDITIONS OF TRAINING (cont.)

- What industry-recognized credential will be earned by the customer after training completion?
- Handout in folder with Sample 7 Conditions

UPLOADING DOCUMENTS

- Documents must be uploaded for review
- Do not attach documents to emails
- Review scanned documents prior to upload
 - Upside down
 - Sideways
- Under the List All Documents section on IWDS, we will be adding names of all the documents for Case Managers to select for uploads

UPLOADING DOCUMENTS (cont.)

- New IEP and Training Approval Request
 - Form #014 Trade Individual Employment Plan (IEP)
 - Form #005 Eligibility Determination for Trade Travel Assistance along with Google Maps Printout (even if not eligible for Travel Assistance)
 - Form #006 Verification of Trade Training Enrollment
 - Form #006d Trade Training Program Tracking Form or Form #006e Trade Training Program Course Tracking Form (whichever one is applicable)
 - Form #007 Individual Training Account (ITA) Projection
 - Form #017 Trade Training Approval Affidavit

UPLOADING DOCUMENTS (cont.)

- New IEP and Waiver Approval Request
 - Form #014 Trade Individual Employment Plan (IEP)
 - Form #003 TAARA Illinois Waiver from Training
 - Form #016 Illinois Trade Waiver Approval Affidavit

- New RTAA Service
 - Form #014 Trade Individual Employment Plan (IEP)
 - Form #011 RTAA Application (approved by IDES)

UPLOADING DOCUMENTS (cont.)

- IEP Revisions
 - Form #014 Trade Individual Employment Plan (IEP) Pre-Approved Changes to Plan section completed with signatures
 - Other documents applicable to the change being made

CASE NOTES

- What should be case noted?
 - **EVERYTHING**
- Case Notes should tell the story about what is happening with the customer throughout the enrollment in services.
- Be detailed. Do not include personal medical or confidential information.

BENCHMARKS

- Purpose – Required by the Trade Regs for Completion TRA
 - Up to 13 weeks of Completion TRA may be payable to assist the customer in completing a full-time training program that leads to a degree or Industry-Recognized Credential provided all the 60 Day Benchmarks are met.
- To receive the Completion TRA, DOL requires two evaluation criteria to be met every 60 Days:
 - **Satisfactory Academic Standing** (based upon passing grades each term, enrolling in the required classes when offered, and in the time frame allotted)
 - **On Track to Complete Training within the Agreed upon Timeframe** (based upon the Merit Staff approved Planned Training End Date)

BENCHMARKS (cont.)

- A Benchmark must be entered at the end of each semester that includes the grades earned.
- When a new Benchmark is entered, it resets the 60 Day period
- Report to run
 - Reporting – TAA Monitoring – 60 Day Training Review
 - Enter your LWIA and # of Days (we suggest 55)
 - Shows how many days since last review
 - If 60 or more, then you know a review needs to be entered

CEASED PARTICIPATION

- Timely Entry
- ALJ Determinations
- Continue to enter
 - Instructor cancelled class(es)
 - Customer does not attend all scheduled class(es) or training activities
- TRA Overpayments
- IDES adjudicating Ceased Participations
 - New process a result of a USDOL monitoring

TRAINING BREAKS

- Payable Training Interruptions
- Vacation Breaks
- Still required to be entered as necessary
- No change in process for these types of breaks

IWDS

- IEP Status
 - Dated comment (date first) for new IEP and revisions
 - Update IEP Amount Approved as applicable
 - Only include TAA Costs (Tuition, Fees, Book, Supplies, Travel, Relocation, Job Search)
- Double check service begin and end dates entered on IWDS and in emails and case notes
- Double check to ensure everything is entered in IWDS prior to requesting Merit Staff Approval

CUSTOMER COMMUNICATION

- Adding/Dropping Classes
- Full-Time Status Required to receive UI/TRA Benefits
- Remind customers

RTAA

- End date must be the later of last payment or exhaustion date
- Provided by IDES via email

TAPR

- Quarterly costs uploaded to IWDS
- Only TAA Costs should be included (Tuition, Fees, Book, Supplies, Travel, Relocation, Job Search)
- No costs paid by other sources such as WIOA

TAPR (cont.)

- Double check total for final revision
- Amount of Final IEP Amount Approved on IEP Status should match the total of costs listed in the View TAA Costs on IWDS

Exit

- [Exit Summary](#)
- [View Wages](#)
- [View TAA Costs](#)

Year/Qtr	CostType	Quarterly Accrued Amount
2018 3	Training	\$7232.18
2018 2	Training	\$1766.74
2018 1	Training	\$8285.67
2017 4	Training	\$6089.09
2017 3	Training	\$5861.46
2017 2	Training	\$7506.94
2017 1	Training	\$2355.07
2016 3	Training	\$6748.05
2016 2	Training	\$2604.30

EXITING OF CUSTOMERS

- Make sure TRA payments have ended
- Confirm with IDES
- Questions about exits

Paula Barry

Performance Management

DCEO

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217-524-5500

TRADE POLICY

- Updating 09-PL-52 Policy
- One Chapter draft ready (Chapter 11 Case Management)
- Anticipating new Trade Regulations
- New regulations will affect Illinois policies and procedures

PAPERWORK

- Other States
- Illinois structured differently
- Workgroup to review forms
- Revisions will need to conform to regulations and policy
- In process of determining which forms require hard signatures from customers.



TRADE CONTACTS - DCEO

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QUESTIONS?