

TEXAS WORKFORCE COMMISSION LETTER

ID/No: WD 19-06

Date: February 23, 2006

Keyword: TAA

To: Local Workforce Development Board Executive Directors
Commission Executive Staff
Integrated Service Area Managers

From: *LML*
Luis M. Macias, Director, Workforce Development Division

Subject: **Trade Adjustment Assistance Live Meeting Training**

PURPOSE:

To provide Local Workforce Development Boards (Boards) with guidance on Trade Adjustment Assistance (TAA) training available through Live Meeting.

REFERENCE:

Integration of Trade Services for Dislocated Workers: A Comprehensive Guide,
<http://www.twc.state.tx.us/boards/guides/tradeguide.pdf>

FLEXIBILITY RATINGS:

No Local Flexibility (NLF): This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. Federal and state laws, rules, policies, and required procedures with a “No Local Flexibility” rating are indicated by the acronym, **NLF**, in the margin to the right of the applicable paragraph. Additionally, all information with a “No Local Flexibility” rating is indicated by “must” or “shall.”

Failure to comply with the federal and state laws, rules, policies, and required procedures with a “No Local Flexibility” rating may result in corrective action, up to and including sanction and penalty.

Local Flexibility (LF): This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All guidance or recommended practices with a “Local Flexibility” rating are indicated by the acronym, **LF**, located in the margin to the right of the applicable paragraph. Additionally, guidance or recommended practices with a “Local Flexibility” rating are indicated by “may” or “recommend.”

Boards are not subject to corrective action for failure to comply with guidance or recommended practices with a “Local Flexibility” rating.

BACKGROUND:

Although basic TAA training has been provided to the local workforce development areas, refresher training is often necessary as a result of staff

turnover. To allow for immediate initial and refresher training, TAA basic training is available through Live Meeting on the Texas Workforce Commission's Intranet at <http://intra.twc.state.tx.us/intranet/train/html/webcasts.html>.

PROCEDURES:

Boards must ensure that appropriate staff is informed of the link to the Live Meeting TAA basic training. **NLF**

Boards must ensure that at least one staff member in each Texas Workforce Center completes the Live Meeting TAA basic training and is knowledgeable of the TAA delivery requirements discussed in the training. **NLF**

Boards must ensure that staff members enter their Texas Workforce Center name or Board office in the *Company Name* field when they sign on to the Live Meeting training. This will document who in each office has received the training. **NLF**

ACTIONS REQUIRED:

Boards must ensure that appropriate staff is apprised of and complies with the requirements in this WD Letter.

INQUIRIES:

Direct inquiries regarding this WD Letter to the assigned contract manager for your local workforce development area.

Rescissions: None	Expiration: Continuing
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