

TEXAS WORKFORCE COMMISSION LETTER

ID/No: WD 34-04

Date: August 3, 2004

Key Words: Trade Services;
Dislocated Worker

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

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

Subject: Integration of Trade Services for Dislocated Workers: A Comprehensive Guide

PURPOSE:

To provide Local Workforce Development Boards (Boards) with information on *Integration of Trade Services for Dislocated Workers: A Comprehensive Guide*.

REFERENCE:

Trade Act of 1974, as amended by the Trade Adjustment Reform Act of 2002
Trade Adjustment Assistance for Workers under the Trade Act of 1974 (20 CFR Part 617)
Texas Workforce Commission Employment and Training Services for Dislocated Workers Eligible for Trade Benefits Rules: 40 TAC Chapter 849

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:

The Texas Workforce Commission developed *Integration of Trade Services for Dislocated Workers: A Comprehensive Guide* for all Texas Workforce Center, Board, and Texas Workforce Commission staff. The guide is part of a series of guides to be released, which includes Employment Service, Workforce Investment Act Eligibility, Choices, Project Reintegration of Offenders, and Food Stamp Employment and Training. It provides comprehensive, statewide policy and resources for operational guidance and oversight of services.

PROCEDURES:

Effective immediately, Boards must use *Integration of Trade Services for Dislocated Workers: A Comprehensive Guide*, which is available on the Texas Workforce Commission Web site at:

NLE

<http://www.twc.state.tx.us/boards/guides/tradeguide.pdf>. Updates to the guide will be released through WD Letters and Technical Assistance Bulletins. All updates will be available concurrently online.

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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