

TRIDENT

Trident Workforce Investment Board Workforce Investment Act

TAA PARTICIPANT FILE MANAGEMENT

TO: Trident Workforce Investment Area Contractors and Staff

ISSUANCE DATE: October 21, 2011

EFFECTIVE DATE: October 21, 2011

SUPERSEDES: TAA Instruction Letter 08-03


SUBJECT: TAA Participant File Management; Employment and Training State Instruction Letter 11-07

PURPOSE: To provide guidance in adhering to instruction letter 11-07 regarding the revision to State policy concerning file management and record retention of Trade Adjustment Assistance (TAA) Program participant hard copy case files.

POLICY: To carry out the intent of the state issued instruction letter 11-07. TAA participants may have more than one period of participation per petition and, therefore, would have more than one TAA application ID number (APPID). Each APPID will have a different participation Date and Exit Date.

PROCEDURES:

All TAA Case Managers are to implement the policy as outlined in the attached instruction letter No. 11-07.



Ronald Mitchum, Executive Director
BCDCOG

May15, 2012
Date

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Nikki R. Haley
Governor

Abraham J. Turner
Executive Director

EMPLOYMENT AND TRAINING STATE INSTRUCTION NUMBER: 11-07

TO: TAA Case Managers
SUBJECT: TAA Participant File Management
ISSUANCE DATE: October 21, 2011
EFFECTIVE DATE: October 21, 2011

PURPOSE: To revise the State policy concerning file management and record retention of Trade Adjustment Assistance (TAA) Program participant hard copy case files.

POLICY: TAA participants may have more than one period of participation per petition and, therefore, would have more than one TAA Application ID Number (APPID). Each APPID will have a different Participation Date and Exit Date.

One file per participant per APPID should be maintained. Both the TAA APPID and State ID are to be documented on the file label. Additional information may be included, if deemed necessary; however, Social Security Numbers are not to be used for identification purposes.

It is recommended that only one file containing both TAA and WIA information be maintained for WIA co-enrolled participants.

Required source documents for all TAA Participants:

All required forms and printouts should be complete, properly filled out, dated, and signed by both the participant and TAA Case Manager, unless noted otherwise. Applications and determinations must be maintained whether approved or denied.

- TAA Eligibility Determination
- Amended TAA Eligibility Determination
- Benefit Rights and Obligations Form (BRO)
- Proof of Selective Service registration when www.sss.gov is not used
- Copy of Participant's Driver's License (or other State-issued ID)
- Copy of Disability Documentation
- Citizenship/Alien Status Verification
- Veteran or Eligible Spouse Documentation