



Trade Adjustment Assistance
WorkSource Standards & Integration Division

Washington envisions a nationally recognized fully integrated One-Stop system with enhanced customer access to program services, improved long-term employment outcomes for job seekers and consistent, high quality services to business customers. In order to achieve this vision, the WorkSource Standards & Integration Division sets a common direction and standards for Washington's WorkSource system through the development of WorkSource system policies, information memoranda, and technical assistance.

Policy Number: 3050 Revision 1
To: Washington WorkSource System
Date of Publication: January 24, 2013
Subject: Entrepreneur Training Under TAA

1. Purpose:

To provide guidance for using Trade Adjustment Assistance (TAA) program funds to support participant entrepreneur training.

2. Background:

The TAA program assists workers who have become unemployed as a result of increased imports from, or shifts in production to, foreign countries. The goal of the TAA program is to help trade-affected workers return to suitable employment as quickly as possible. TAA participants that require retraining in order to obtain suitable employment may receive occupational skills training if determined eligible.

3. Policy:

TAA service providers will work with participants in assessing customer needs and developing individual training plans that are conducive to and support the occupational goals of each TAA participant to include entrepreneurship. The approval of an entrepreneur training program is conditioned upon:

- A participant being determined eligible to receive TAA services and allowances to include meeting the six criteria for training ([Approval of Training Under TAA](#)).
- A training program that is listed on the Eligible Training Providers List (ETPL) or for which the participant has received an approved exception.
- The participant completes a comprehensive assessment and develops an appropriate training plan justifying the need for training that will lead to self-sufficiency.

- Training that is within the authorized allowable length of time for training, which is up to 104 weeks or 130 weeks when including remedial training to gain the skills needed to become employed and self-sufficient.
- The entire training plan being approved in writing before the participant begins training. The Training Approval Checklist form must be completed and included in the participant's case file.
- An entrepreneurial training program that supports the participant's employment goal in a demand occupation or business sector as defined by demand occupations within the Workforce Development Area's Demand/Decline Occupations list.

Restrictions

- TAA funds will not be used to capitalize a participant's business or occupation in any manner.
- The total cost allowable for entrepreneur training shall not exceed the state's established training cost limit ([Approval of Training Under TAA](#)).
- The purchase of tools and, or equipment to complete the entrepreneur training is restricted to items that are required and itemized on training course(s) syllabuses as provided by the training service provider. The costs must be obligated in advance of the training and be a part of the participant's training contract.

Veteran's Priority of Services

The Trade Adjustment Assistance program will comply with the Jobs for Veterans Act, enacted into Public law 107-288 on November 2, 2002. Covered persons (veterans and eligible spouses) determined eligible for the TAA program shall receive priority over non-covered persons for the receipt of appropriate services provided under the TAA program. For more information, please refer to [WorkSource System Policy 1009 Rev 1](#).

4. Definitions:

Self-Sufficiency – as defined locally within WIA policy by each Workforce Development Council

5. References:

- Trade Act of 2002 (P.L. 93-618), as amended; 20CFR Chapter V Part 617;
- Trade Act of 2002 (P.L. 107-210) Title I & Title II
- [WorkSource Policy 1009 Rev 1, Priority of Service for Veterans and Eligible Spouses](#)

6. Supersedes:

This policy supercedes TAA Policy 3050 – Entrepreneur Training.

7. Website:

<http://www.wa.gov/esd/1stop/policies/taa.htm>

8. Action:

WDCs and their contractors, as well as Employment Security Area Directors, should distribute this policy broadly throughout the system to ensure that WorkSource system staff are familiar with the content and requirements.

Direct Inquiries To:

Bob Hughes
State Trade Act Program Coordinator
WorkSource Standards & Integration Division
Employment Security Department
PO Box 9046
Olympia, WA 98507
(360) 725-9518

Approved:

X 

Amy Smith, Deputy Assistant Commissioner