



Employment Security Department

WASHINGTON STATE

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: #3085
Effective Date: March 29, 2011
Date of Publication: March 29, 2011

Subject: Trade Adjustment Assistance (TAA) Education Expense Cap

To: Employment and Career Development Division, TAA Unit
Unemployment Insurance Division, Special Programs Unit
TAA Service Providers

1. Purpose:

This policy establishes state education expense caps and the review process for training plans that exceed the state caps.

2. Background:

The Department of Labor allows Cooperating State Agencies (CSA) to establish training caps as a part of the reasonable cost criteria for training approval. [See Approval of Training #3065] The CSA may determine a maximum reasonable cost for training, as long as there is a mechanism for exceeding the caps.

The TAA approved training plan should result in the most reasonable and cost effective way of returning the worker to sustainable employment. Training caps must be sufficient to cover the reasonable cost of suitable training for high growth, demand, and green occupations in all localities throughout the state.

3. Policy:

TAA service providers must ensure that the education expense portion of the participant's TAA training plan does not exceed the following:

- 1) Two-year training institutions - \$22,000
- 2) Four-year training institutions - \$25,000

Exceptions to the Education Expense Cap

TAA participants requesting training that exceeds the state education expense cap must submit a written request for exception to cost. The participant must submit his/her request to the ECDD TAA Program Coordinator for review prior to the start of training. The ECDD TAA Program Coordinator will review each exception request to determine the following:

1. reasonableness of the request;
2. availability of comparable training at a cost within the defined caps; and
3. appropriateness of the request within the parameters of the TAA program.

The ECDD TAA Program Coordinator shall document his/her decision in the participants file and shall provide written notice of the decision to the participant within fifteen (15) days of the initial request.

Denials

Participants may use the appeal process in the Complaints & Appeal Process policy #3075 if the request for exception is denied.

4. Standards:

All training plans that exceed the state education expense cap must be supported by a written request for exception to cost and documentation of the ECDD TAA Program Coordinator's determination in the participant's file.

5. Definitions:

Education Expense – tuition, books, fees, tools

6. References:

- 20 CFR 617.22 (a) (6)

7. Supersedes:

This policy replaces the Approval of Training policy #3000 under the 2002 regulations and the Training Cost Limitations policy # 3060 under 2009 guidance.

8. Website:

<http://www.wa.gov/esd/policies/taa2009.htm>

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Approved:

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