

Process: Documenting – TAA Transportation and Subsistence in the Service(s) Plan in SKIES

TAA Transportation allowance is for a participant attending training outside of their commute area.

TAA Subsistence allowance is for a participant who must maintain two separate households when attending approved training outside of commute area.

Overview

Important fact about this process:

It is possible for a participant to receive one or both of these services while in training

Process Steps:

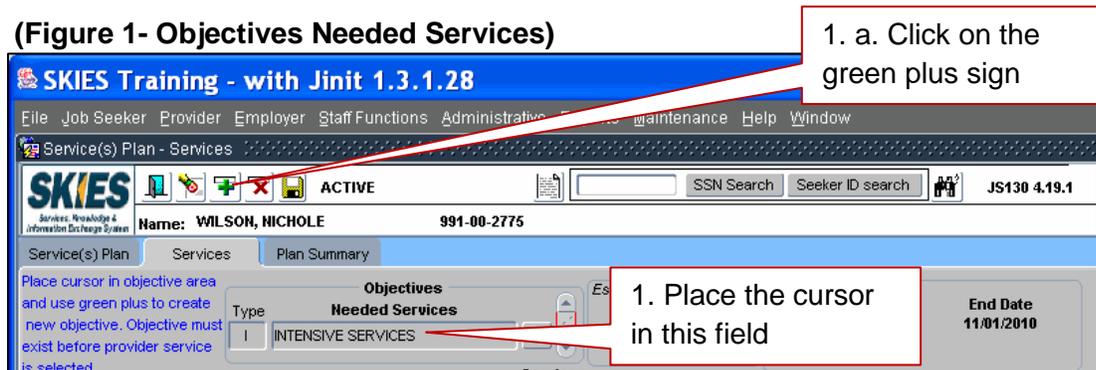
1. Start at the Service(s) Plan > Services tab
2. Select >Training>TAA Subsistence or TAA Transportation as the needed Service in the Services Plan
3. Select >Provider Service > Enter Provider name (training facility) located on the CT3.
4. Update Planned Start and End Dates and Actual Start Date
5. Select >Program Affiliation
6. Enter Provider name
7. Save

Detailed Steps

Detailed Steps for this Process:

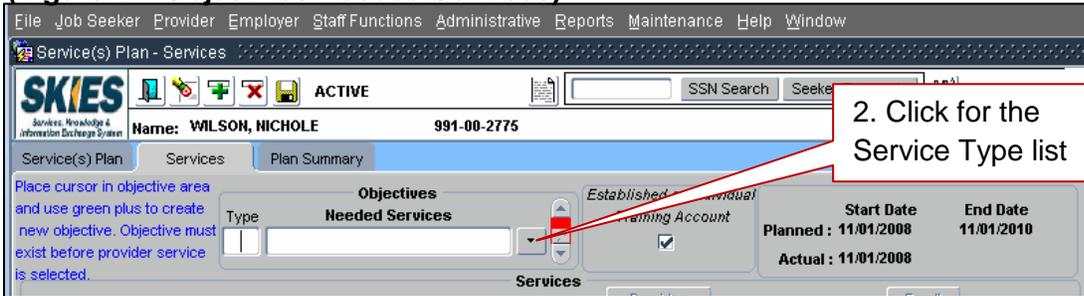
1. If the Objectives Needed Services field is not blank, place the cursor in the Objectives Needed Services field. See Figure 1.
 - a. Click on the “green plus sign”.

(Figure 1- Objectives Needed Services)



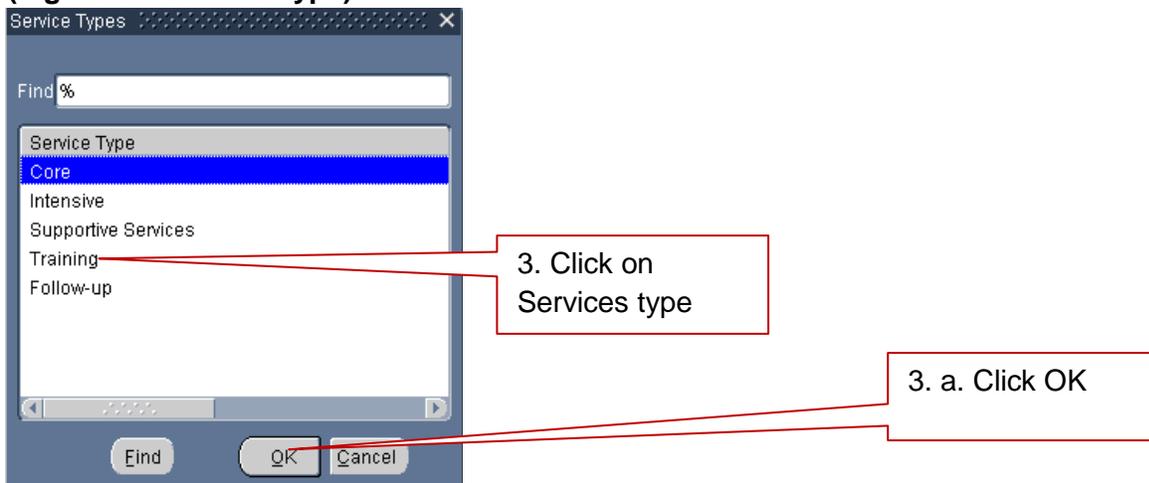
2. A blank field displays. Click on the “drop down arrow” under the Objectives Needed Services. See Figure 2.

(Figure 2 – Objectives Needed Services)



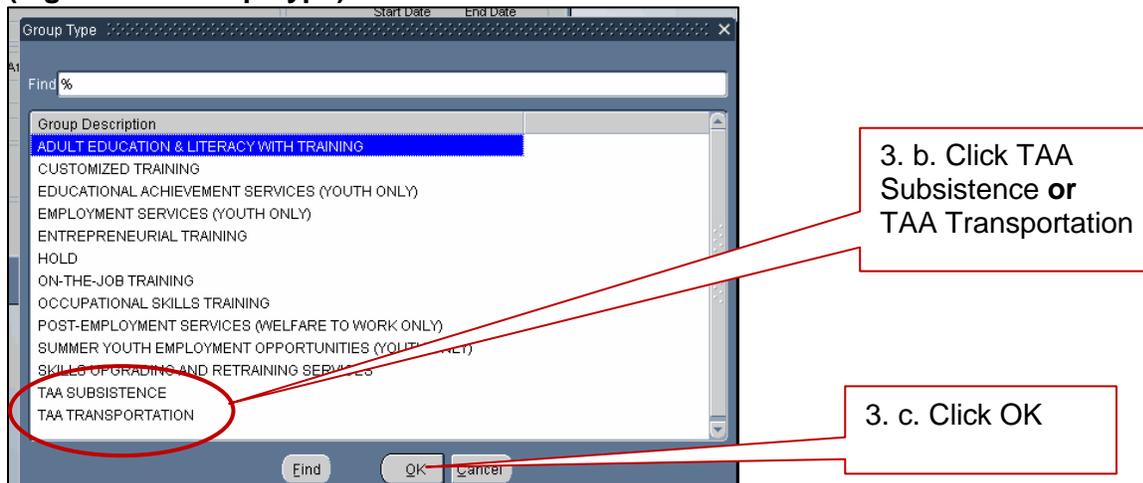
3. The Service Types list displays. Click the Services Type “Training”. See Figure 3.
 - a. Click “OK”.

(Figure 3 – Service Type)



- b. The Group Type displays. Click either “TAA Transportation” or “TAA Subsistence” from the Group Type. See Figure 3a.
 - c. Click “OK”.

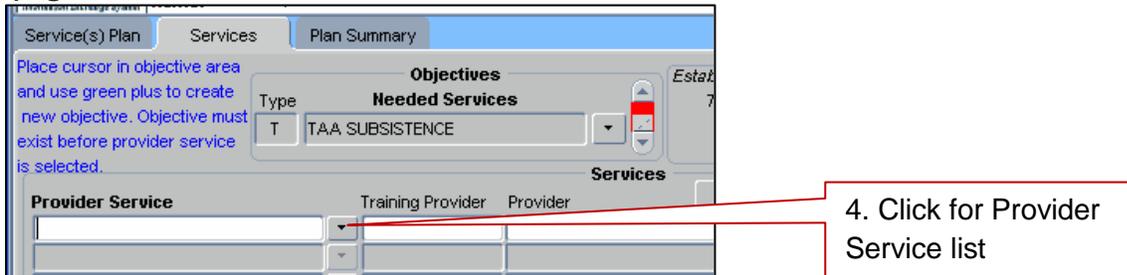
(Figure 3a - Group Type)



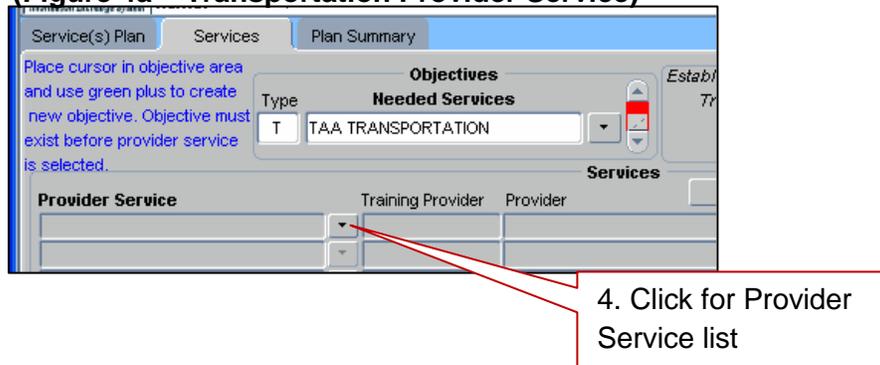
Choosing TAA Subsistence or TAA transportation determines what populates in the Objectives Needed Services Field.

- At the Provider Service field, click on the “drop down arrow”.
See Figure 4 for Subsistence or Figure 4a for Transportation

(Figure 4 – Subsistence Provider Services)

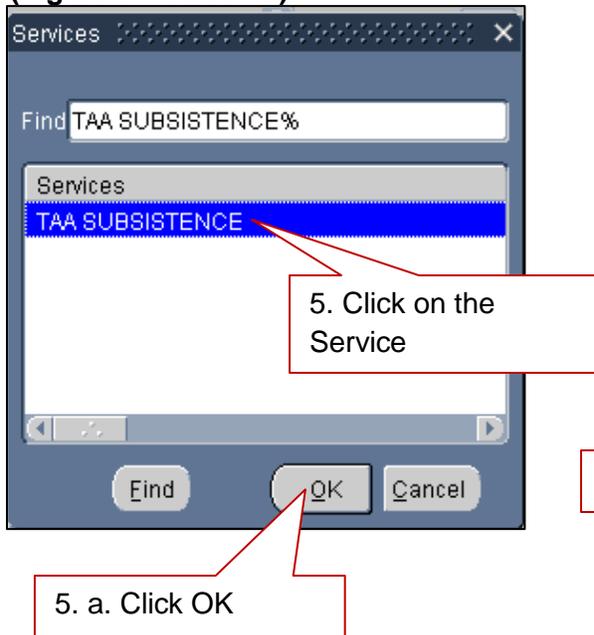


(Figure 4a – Transportation Provider Service)

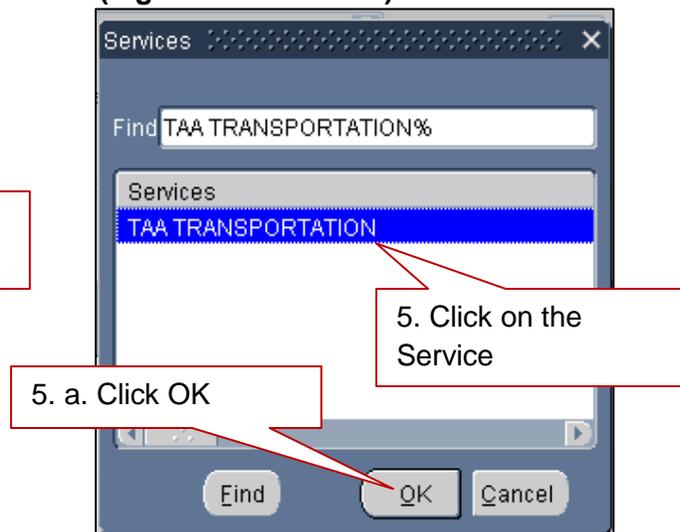


- The drop down list of Services display. Click on the appropriate “Service”. See Figure 5 for Subsistence or Figure 5 a for Transportation
 - Click “OK”.

(Figure 5 - Services)



(Figure 5a - Services)



6. Complete the service information. The following instructions are the same for TAA Transportation or TAA Subsistence. See Figure 6.
 - a. Enter “Training Provider” name.
 - b. Change the “Planned Start and End Dates”. The information for the Planned Start and Panned End dates is located on the Request for Transportation/Subsistence Allowance form, in the ‘Approval’ section. Enter an “Actual Start Date” same as “Planned Start Date”. **Do not enter the “Actual End Date.”**
 - c. Click on the “drop down arrow” and then click “Trade Assistance Act” to attach Program Affiliation “Trade Assistance Act”.

(Figure 6- Service Information)

The screenshot shows a web form for 'Service Information'. It includes sections for 'Provider Service', 'Staff Assigned', 'Program Affiliation', and 'Agreed Upon Progress'. A table for dates is highlighted with a red box, showing 'Planned' dates of 11/01/2008 and 11/01/2010, and 'Actual' dates below. A callout box points to a dropdown arrow in the 'Program Affiliation' section.

6. c. Click drop down arrow to select program Affiliation

6. a. Enter Provider Name

6. b. Change Planned and Actual Dates

7. Click on the “Save” Icon, at the top of the screen. See Figure 7.

(Figure 7 – Save Icon)

The screenshot shows the top of the SKIES Training software interface. The title bar reads 'SKIES Training - with Jinit 1.3.1.28'. Below the menu bar, there is a toolbar with several icons, including a save icon (a floppy disk). The interface also displays user information: 'Name: WILSON, NICHOLE' and '991-00-2775'.

7. Click to save