

P.O. Box 995  
1550 Gadsden Street  
Columbia, SC 29202  
dew.sc.gov



Nikki R. Haley  
Governor

Cheryl M. Stanton  
Executive Director

---

## STATE INSTRUCTION NUMBER 15-01

**To:** WED Regional Managers  
TAA Workforce Specialists  
Local Area Administrators

**Subject:** Revised TAA Training Approval Process

**Issuance Date:** July 1, 2015

**Effective Date:** July 6, 2015

**Purpose:** This State policy revises the Trade Adjustment Assistance (TAA) occupational skills training approval process.

**Background:** The TAA Program offers Trade participants occupational training to upgrade skills or acquire new occupational skills with the expectation of employment following completion of training. Recent decreases in federal funding demand that training decisions are both appropriate for TAA customers, as well as wise fiscal investments of limited resources.

**Policy:** To ensure compliance with TAA regulations and to ensure the efficient use of TAA funding, all training will now be approved at the state level. TAA Workforce Specialists will use the attached *TAA Training Justification and Recommendation Form* to submit information regarding proposed training. Required information must be submitted to the appropriate TAA Regional Trade Coordinator for approval.

**Action:** TAA Workforce Specialists are responsible for the implementation of this Trade Adjustment Assistance policy in conjunction with Trade Regional Coordinators.

**Inquiries:** Questions may be directed to Kelli Grant at 803-737-3254 or [kgrant@dew.sc.gov](mailto:kgrant@dew.sc.gov).

Patricia Sherlock, Director  
Policies and Procedures

Attachment

## TAA Training Justification and Recommendation Form

To ensure compliance with TAA regulations and efficient use of TAA funding, submit the following documents to your TAA Regional Coordinator for approval prior to issuing a training determination.

- \_\_\_\_\_ 1. Training Justification and Recommendation Form - Completed
- \_\_\_\_\_ 2. Training Information Packet – Completed
- \_\_\_\_\_ 3. Online Training Requirements Form, if applicable.
- \_\_\_\_\_ 4. Printout of Labor Market Information
- \_\_\_\_\_ 5. Participant Resume or job and education history
- \_\_\_\_\_ 6. Copy of training curriculum

### Section 1 – Training Information

If this is a private training provider, please explain why this provider was chosen over a technical college/ public university.

---

Is the participant currently enrolled in a training program that is:

- sponsored by the TAA-affected employer?      Yes       No
- paid for out-of-pocket?                              Yes       No

If either is answered yes, is this the same training program TAA is being asked to sponsor?      Yes       No

Total Training Costs to be covered by TAA  
(including tuition, books, tools, uniforms,  
equipment, immunizations, etc.)

---

Total Transportation Costs to  
be covered by TAA

---

Is this program currently on the Eligible Training Provider List (ETPL)?

Yes       No

### Section 2 – Partner Services

If the participant is currently in training funded by a partner, provide partner and training program information.

---

**Section 3 – Training Criteria**

1. **Suitable employment is not available to the worker.** Suitable employment is defined as a job in the participant’s commuting area or area to which he/she plans to relocate, for which he/she needs a similar or higher skill level, and in which he/she earns at least 80% of the wages of the Trade-impacted employment.  

---
2. **The worker would benefit from this training.** The training matches the participant’s need for occupational and/or remedial training. This means that there is a direct relationship between the needs of the participant for skills training or remedial education and what would be provided by the training program under consideration for the participant, and that the participant has the mental and physical capabilities to undertake, make satisfactory progress, and complete the training. The participant must also be job ready and marketable upon satisfactory completion of training.  

---
3. **There is reasonable expectation of employment following completion of this training.** The best possible labor market projections must be included in designing a training program for the participant.  

---
4. **Training is reasonably available to the worker.** Training is readily accessible, physically and financially. Training does not require waiting periods or include extended training breaks.  

---
5. **The worker is qualified to undertake and complete the training.** Training must match the participant’s personal qualifications (WorkKeys, TABE, etc.), educational background, and work experience. Participants must have the financial resources to sustain themselves throughout the training, and must be able to complete the training within the program time limitations.  

---
6. **Training is available at a reasonable cost.** Training must be available at a reasonable cost when compared to other providers and/or similar training programs. All costs must be considered: tuition, fees, books, tools, transportation, required extracurricular activities (clubs, field trips, etc.), license fees etc.  

---

TAA Coordinator:

Date:

- Approved       Denied       Needs further research       Recommendation       Final

**Action (to be) taken and/or additional comments:**  

---