

Washington State Trade Adjustment Assistance Policy

Policy Number: 3070 (2002)

Policy Title: Assessment under 2002 Amendments

Effective Date: December 19, 2018

1. Purpose:

To provide TAA service providers with assessment standards to support early intervention and reemployment services.

2. Background:

The Trade Adjustment Assistance for Workers Program (TAA program) was first established in the Trade Act of 1974 as a tool to retrain trade impacted workers and help them find suitable employment.

The Trade Adjustment Assistance Reform Act of 2002 (Public Law 107-210) reauthorized and expanded the scope of the TAA program. It also repealed the North American Free Trade Agreement Transitional Adjustment Assistance (NAFTA-TAA) program, which had been added to the TAA program in 1993 to provide benefits to workers who lost their jobs because of trade with Mexico and Canada after NAFTA. The NAFTA-TAA program was no longer necessary because the 2002 amendments extended the same favorable TAA coverage to workers who lost their jobs because of shifts in production to other countries with which the United States had trade agreements, treaties or where there was also a likelihood of increased imports because of shifts in production to Mexico and Canada.

The 2002 amendments expanded coverage to adversely impacted secondary workers, whose layoffs could be attributed to trade impacts demonstrated by TAA certifications of workers for companies considered upstream suppliers or downstream producers to the certified primary firm. The 2002 Program applies to workers covered under petition numbers TA-W 50,000 – 69,999.

3. Policy:

a. **Initial Assessment**

TAA service providers will provide each participant with an initial assessment to determine the appropriate level of service and the best path to suitable employment. Initial assessments should determine if the participant is job ready or is in need of training to gain new work skills for reemployment. When it is determined that a

participant has marketable employment skills, they should be referred to the appropriate services available through the WorkSource system.

b. Comprehensive Assessment

A comprehensive assessment is the foundation and justification for all participants receiving reemployment services offered through the Trade Act program and serves as a guide in the development of the participant's individual employment plan. A major reason for conducting comprehensive assessments is to demonstrate that participants have a realistic and obtainable employment goal, and to determine whether training is an option to achieve that goal.

Comprehensive assessments are detailed examinations of the participant's qualifications, skills and capabilities and should explore any relevant facets that may impact negatively upon the successful completion of the proposed employment plan and ultimately their ability to find appropriate employment. Comprehensive assessments should include a combination of or all of the following:

- educational background;
- employment history;
- information about basic literacy (math, reading, and writing);
- occupational skill levels;
- transferable skills;
- English language proficiency;
- interests;
- aptitudes;
- family and financial situation;
- attitudes toward work;
- motivation; and
- supportive service needs.

c. Approach:

The service providers should use a multifaceted approach to the assessment process by using the following assessment tools and techniques:

- Structured Interviews
- Behavioral Observations
- Interest Inventories
- Career Guidance Instruments
- Aptitude/Skill Tests
- Basic Skills Tests

d. Specialized Career Assessment:

If training is determined to be an option to achieving the employment goals, a specialized career assessment is needed. See [TAA Policy 3065](#) – Approval of Trade Adjustment Assistance (TAA) Training under 2002 Amendments.

e. Documentation Requirements

All assessments will be documented in the state case management system. Case notes that document and track information about the participant's program services and activities will also be annotated in the state case management system. Case note documentation will begin with the initial assessment and end at the time of program exit. Information about participant health issues and sensitive personal and confidential information will not be documented in the state case management system.

f. Recommended Assessment Tools

A comprehensive assessment must use the approved state assessment tool when assessing basic skills levels and deficiencies, and to develop an appropriate employment plan that identifies the occupational goal and justification for needed training.

Exception: If a co-enrollment partner has already performed a comprehensive assessment, the case manager can use the results from that assessment. If any elements of that assessment are missing that would have been assessed in the state's assessment tool, the case manager must administer the missing elements.

4. Definitions

Suitable employment - Suitable employment (work of an equal or higher skill level than the participant's past adversely affected employment and wages not less than 80 percent of the participant's average weekly wage at the time of the qualifying separation) is available at the time for the participant, either in the commuting area or outside the commuting area in which the participant desires to relocate.

5. References:

- [Public Law 107-210](#), Trade Adjustment Assistance Reform Act 2002
- [Training and Employment Guidance Letter \(TEGL\) 11-02](#), Operating Instructions for Implementing the Amendments to the Trade Act of 1974 Enacted by the Trade Act of 2002; [Change 1](#); [Change 2](#); [Change 3](#)

6. Supersedes:

None.

7. Website:

[Workforce Professionals Center](#)

8. Action:

Employment Security Department Regional Directors and WorkSource Administrators must distribute this policy broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

Direct Inquiries To:

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