

WORKFORCE INVESTMENT FIELD INSTRUCTION (WIFI) No. 08-12, Change 1

DATE: June 3, 2012

TO: Maryland Workforce Investment Act (WIA) Grant Recipients

SUBJECT: National Emergency Grant for RG Steel and Impacted Companies

REFERENCES: Trade Globalization Adjustment Assistance Act (TGAAA P.L. No 111-5)
TEGL 22-08 Operating Instructions, and 22-08 Change 1
Trade Adjustment Assistance Extension Act (TAAEA P.L. 112-40)
TEGL 10-11 Operating Instructions, and Change 1
Training and Employment Guidance Letter (TEGL) No. 16-03, and Changes 1-5
Workforce Investment Act (WIA), as amended
Trade Adjustment Assistance Reform Act of 2002 (Public Law 107-210), Sections 201, 202 and 203
WIA regulations at 20 CFR Part 671
Training and Employment Guidance Letter (TEGL) No. 14-00, Change 1, "Guidance on the Workforce Investment Act (WIA) Management Information and Reporting System," dated November 19, 2001
Training and Employment Guidance Letter (TEGL) No. 10-02, "Use of National Emergency Grant Funds Under the Workforce Investment Act, as amended, to Develop systems for Health Insurance Coverage Assistance for Trade-Impacted Workers," dated October 10, 2002
Training and Employment Guidance Letter (TEGL) No. 20-02, "Use of National Emergency Grant (NEG) Funds under the Workforce Investment Act (WIA), as amended, to Support Health Insurance Coverage Assistance for Trade-Impacted Workers," dated March 3, 2003
Training and Employment Notice (TEN) No. 8-02, "Implementation of Common Measures for Job Training and Employment Programs," dated March 2, 2003
Training and Employment Guidance Letter (TEGL) No. 17-05, "Common Measures Policy for the Employment and Training Administration's (ETA) Performance Accountability System and Related Performance Issues."

**BACKGROUND
INFORMATION:**

On May 23, 2012, the owner of RG Steel, located at Sparrows Point, Baltimore County filed a WARN notification with DLLR, laying off 1,975 employees with an effective date of June 4, 2012. As referenced in Trade Petition 74919 and subsequent Trade petitions, this action also impacted a number of other local firms that depended upon RG Steel for much of their business. In addition to the companies covered under that Trade Petition, the following companies are also eligible under the NEG due to closures and downsizing directly related to the RG Steel event:

- Kinder Morgan
- KT Grant, Inc.
- Maryland PIG Iron
- Onsite Innovations
- Phoenix Services
- Siemens VAI Services LLC
- AMG Resources
- Heidtman Steel Products
- DTE Sparrows Point LLC
- B-More Industrial Services

PURPOSE:

The main purpose of a Dual Enrollment National Emergency Grant is to provide trade-eligible dislocated workers with “wrap around” services that are not available through the Trade program, and when formula Dislocated Worker (DW) program funds are not sufficient to provide such services.

The program’s name is the *RG Steel Dual Enrollment National Emergency Grant*. The grant performance period is June 30, 2012 to June 30, 2014.

**ACTION TO
BE TAKEN:**

Eligibility

- All eligible participants must meet the definition of a dislocated worker under WIA
- All eligible participants must be enrolled under the “RG Steel Dual Enrollment” Statewide Program
- All eligible participants must be co-enrolled in WIA DW and in TAA

Maryland Workforce Exchange (MWE) Procedures for Tracking the RG Steel Dual Enrollment National Emergency Grant

To comply with regulatory reporting requirements and determine the success of RG Steel NEG investments, NEG grantees must report characteristics, services received, and outcomes of participants served with WIA, TAA and NEG funds. Such information is critical to determine the success of these investments.

RG Steel NEG customers must be enrolled in the MWE system. As part of the enrollment process, it is mandatory to enter using the NEG project ID. **Additionally, all RG Steel Dual Enrollment NEG participants must be co-enrolled in the WIA Dislocated Worker Program and, if eligible, the TAA Program.**

Steps for assigning NEG to a participant in MWE

- Staff must first complete the WIA application to determine eligibility in WIA Dislocated Worker Program, and must select under the NEG/SAA/Statewide Grants section as the 1st NEG grant- RG Steel Dual Enrollment, must be made eligible for statewide DW, and be eligible for Local DW (Dislocated Worker).
 - The dislocated worker statewide is currently a must, in order to have the NEG grant available to assign services. A service must be assigned using the Dislocated Worker Local funding and a service assigned using the RG Steel Dual Enrollment NEG grant to count as reportable services received. All NEG's are included in our federal extracts for reporting on a quarterly and annual basis.
- All RG Steel NEG participants must be co-enrolled in WIA Dislocated Worker and made eligible for TAA (Trade) when applicable.
- To co-enroll, need to assign Dislocated Worker (DW) service to local DW funding, it can be the same service assigned to RG Steel Dual Enrollment NEG
- The following are recommended services that can be funded with NEG: intensive services (any 200 level service) and training services (any 300 level service) in the MWE. Funds may not be used to pay for any costs of Core Services.
- State merit staff must complete the TAA application to determine eligibility in TAA. The individual must be covered by a certificate or pending a determination under the Trade Adjustment Assistance (TAA) program. After determination of TAA eligibility and to enroll the individual as a participant, create participation in MWE and then create an activity by supplying a service. Note: An application must be completed for TAA and a person must be eligible for TAA, but it is not required that they are a TAA participant.
- All RG Steel Dual Enrollment NEG activities (any service supported by the RG Steel Dual Enrollment NEG) must end by 6/30/14.
- A person can continue to receive services after RG Steel NEG end date of 6/30/14 under Dislocated Worker (DW) local funding and TAA for however long services are provided and funding is available.

Coding of Supportive Services in MWE

Only supportive services may be funded by the RG Steel Dual Enrollment National Emergency Grant. Local project operators must correctly code in MWE the supportive services provided to participants. The following service descriptions and VOS service codes may be used to document the provision of “wraparound” services” in MWE:

- Child Care/Dependent Care – Code 180
- Transportation – Code 181
- Supportive Service/Other – Code 185
- Supportive Services/Relocation – Code 217
- Assistance with Uniforms, Work Attire and Work-Related Tool Costs – Code 238
- Supportive Services/Training Allowance – Code 327

Note that the 100 level services above will be performed by non-core staff, and OWIP will report them as non-core services for purposes of the RG Steel Dual Enrollment NEG.

Employment at Exit

In MWE, the use of service 122 “Employment During Participation” must be used to show the start date of employment following the NEG funded services. This will allow the number of participants employed at exit or who received employment after NEG services to be accurately recorded.

Timely Reporting in MWE

Data must be entered correctly and completely into the MWE in a reasonable time. Quarterly extracts for TAA and WIA are pulled 2 weeks following the quarter end date. (Example: 9/30/12: due 10/14/12; 12/31/12: due 1/14/13) All data not in the system by then will not be included in the reports. Delays in data entry and data entry errors adversely affect the quarterly performance of the state and the local workforce areas, resulting in inaccurate quarterly reports.

Performance Measures

NEG project performance goals must align with the state negotiated Entered Employment Rate (EER) , Employment Retention Rate of 91% and the Average Six Month Earnings goals for the WIA DW program, at a minimum. Outcomes will be measured according to common measures for employment and training programs.

Reporting for Fiscal and Programmatic Reports (MSR)

Project Operators are required to submit monthly Status Reports for all program activity, including financial reporting of Administrative and Program costs. Monthly status reports must be received by DLLR no later than the 10th of the month following the month of reported activity.

Please forward completed reports to the attention of:

Fiscal (Attachment A)
Doreen Shahan
Fiscal Specialist
1100 North Eutaw, Room 209
Baltimore, MD 21201

Programmatic (Attachment B; refer to Attachment C for instructions)
Grace Fendlay
Director, Discretionary Grants
1100 North Eutaw, Room 209
Baltimore, MD 21201

CONTACT

PERSON: **Grace Fendlay, Director of Discretionary Grants**
(410) 767-0044 or gfendlay@dllr.state.md.us

EFFECTIVE: Immediately

Julie Ellen Squire
Assistant Secretary
Division of Workforce Development and Adult Learning