

## TAA Initial Assessment Suitable Employment - Desk Aid

(companion to procedural memo #22-02)

<b>Petition #</b>	<b>Employer:</b>
<b>Client's Name:</b>	<b>CTHires State ID#:</b>
<b>Trade Impacted Job/O*NET:</b>	<b>Desired Occupational Goal/O*NET:</b>
<b>Career Development Specialist:</b>	<b>AJC/ REGION COVERING:</b>

Instructions: This desk aid should be used to assist in the process of determining whether or not suitable employment exists. All supporting documentation, case notes and recording of activities are still required. Please go through each section of the desk aid and check off all appropriate boxes. This form may be used in place of the TAA-8 when submitting a training plan, however the TAA-8 should still be used as documented evidence of LMI and related data and kept in the worker's case file.

<b>Forms/Tools Used in Initial and Other Assessments (check each that apply)</b>	
<input type="checkbox"/> DOL-130 Initial Assessment Guide	<input type="checkbox"/> DOL-118 Career Development Plan
<input type="checkbox"/> DOL-128 Job Search Skills Assessment	<input type="checkbox"/> DOL-128A Job Search Skills Enhancement
<input type="checkbox"/> JS-54 Reemployment Assessment	<input type="checkbox"/> O*NET Interest Profiler
<input type="checkbox"/> UC-230 Work Search Log	<input type="checkbox"/> Specialized: <input type="checkbox"/> COPES <input type="checkbox"/> COPS <input type="checkbox"/> CAPS
<input type="checkbox"/> CASAS (Remedial/Basic Skills)	<input type="checkbox"/> Other:
<input type="checkbox"/> <b>Suitable Employment is Available</b>	
<p>Upon completion of the initial assessment, suitable employment was found to be available. Documentation in the case file should include the following (check all that apply):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The Trade impacted occupation/industry data shows growth (ONET).</li> <li><input type="checkbox"/> A substantial number of job postings indicate the client has the experience and a majority of the skills, credentials and education required by employers in the local commuting area (within 41 miles).</li> <li><input type="checkbox"/> The salary indicated in job postings in the local commuting area fall within the worker's the 80% threshold of suitable employment.</li> <li><input type="checkbox"/> There were no barriers to employment discovered during the assessments that could prevent the worker from obtaining suitable employment.</li> </ul>	
<input type="checkbox"/> <b>Suitable Employment is Not Available (check all that apply):</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> The Trade impacted occupation/industry data shows no or low growth.</li> <li><input type="checkbox"/> The client has kept job search records showing efforts to find suitable work/employment has not led to offers of employment. These records may be requested for review by the TAA Admin Unit, especially if LMI shows growth in Trade impacted employment.</li> </ul>	

	<input type="checkbox"/> A substantial number of job postings indicate the client is lacking certain skills, credentials or education required by employers in the commuting area. <input type="checkbox"/> Through the assessment process, barriers such as the need for remedial education or ESL were discovered that could prevent the worker from obtaining suitable employment. <input type="checkbox"/> Other barriers to employment exist as prescribed under <a href="#">WIOA legislation, section 3(24)</a> <i>* All barriers to employment should be documented on the DOL-118, Career Development Plan and addressed through appropriate case management services before training can be approved. See case management policy 14-02</i>
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**Complete only if worker disagrees with initial assessment of suitable employment**

	<input type="checkbox"/> Worker DISAGREES with the determination that suitable employment exists Did you? <ul style="list-style-type: none"> <li><input type="checkbox"/> Make available to the worker a comprehensive and specialized assessment to obtain additional information to determine whether the initial assessment was correct. Did you review and discuss results with your client?</li> <li><input type="checkbox"/> Review LMI info to client in the field of interest and explain it would not lead to any viable occupation</li> <li><input type="checkbox"/> Request/review work search efforts with client if made in that field. If no success, explain why not.</li> <li><input type="checkbox"/> Other:</li> <li><input type="checkbox"/> Create a case note in CTHires</li> </ul>
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**Complete only if worker refused assessment**

	<input type="checkbox"/> Worker REFUSED an assessment. Did you? <ul style="list-style-type: none"> <li><input type="checkbox"/> Inform worker that lack of proper assessment may result in a denial</li> <li><input type="checkbox"/> Instruct worker to provide any necessary information outside the assessment process to make benefit eligibility decisions</li> <li><input type="checkbox"/> Other:</li> <li><input type="checkbox"/> Create a case note in CTHires</li> </ul>
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**Additional Actions**

	<p>Calculate target suitable employment wage based on high quarter in base period.          (Divide total wages earned during the high quarter by 13. 80% of that figure is the target wage. The high quarter is the highest of the first four of the last five completed calendar quarters that precede the quarter of first TAA-qualifying separation). <b>Rate= \$</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> After completion of initial assessment, record in CTHires using 102 code w/case notes</li> <li><input type="checkbox"/> Record in CTHires using activity code 204, Interest and Aptitude Testing, along with a case note as to the type of assessment(s) given and a brief description of the results.</li> <li><input type="checkbox"/> Uploaded/saved all supporting documentation into electronic case management file and/or CTHires</li> </ul>
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