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Bureau of Program Management & IT Coordination Section  
Division of Employment & Training

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THIS IS AN INFORMAL E-FLYER THAT IS MEANT TO UPDATE SYSTEM USER'S ABOUT UPCOMING EVENTS, POLICIES AND HAPPENINGS RELATED TO OUR JOB CENTER SYSTEMS. OFFICIAL POLICY IS TRANSMITTED THROUGH REGULAR DET COMMUNICATIONS. [Please be sure to pass this information on to whoever needs it!](#)

**NOVEMBER 2009 EDITION**

**ASSET UPDATES:**

(These Changes were recently made to our Job Center Systems on. The ASSET User's Guide was updated to reflect these changes).

**MANAGE PROGRAM :**

TAA Program Registration – Several changes were made to the Program Registration section:

**General Program Summary:**

Participation Date” – Record the date on which the TAA participant begins receiving his/her first service funded by TAA after eligibility determination is recorded.

**Individual with a Disability-** Select the appropriate response from the dropdown to indicate the disability status of the participant (as defined in Section 3 (2) (a) of the Americans with Disabilities Act of 1990. If the response selected is Yes, page updates and the Category of Disability field becomes available. There are 3 responses to choose from.

Military Service – Select Yes or No to indicate whether the customer served in the U.S. military.

**Transitional Service Member-** Select Yes or No if the individual is a service member in active duty status (including separation leave) who participates in employment services and is within 24

months of retirement or 12 months of separation. Located on the Military Service tab.

**Veteran Status-** Select a value from the drop down menu based on whether or not the customer is a veteran, or if the customer is an Other Eligible Veteran based upon the following definitions:

**Yes- Eligible Veteran:** A veteran is an individual who served in the active military, naval, or air service, and who was discharged or released from such service under conditions other than dishonorable, which may include the National Guard or Reserve personnel.

**Yes- Other Eligible Person:** The spouse of any of the following individuals  
- A veteran that dies of a service connected disability  
- Any veteran who has a total disability resulting from a service- connected disability  
- Any veteran who died while a disability so evaluated was in existence.  
- A veteran who is currently, or has been for more than 90 days, missing in action, captured in the line of duty by a hostile force; and/or forcibly detained or interred in the line of duty by a foreign government or power.

**Campaign Veteran-** Select Yes or No to indicate whether or not the applicant is a veteran who served on active duty in the U. S. armed forces during a war or in a campaign or expedition for which a campaign badge or expeditionary medal

has been authorized as identified by the Office of Personnel Management (OPM). Updated information on campaigns and dates included may be obtained on the OPM web site:

<http://www.opm.gov/>

#### **Limited English Language Proficiency-**

Select Yes, if the participant has limited ability in speaking, reading, writing, or understanding the English language and; (a) native language is a language other than English, or (b) lives in a family or community environment where a language other than English is dominant language. If the participant meets the conditions listed above, select No. When Yes is selected, the field on the page expands to include 3 additional criteria.

Additional fields are:

#### **Limited English Reading Ability,**

Dynamically appears only when Limited English Language Proficiency response is Yes. Respond Yes or No if the customer has limited English reading ability based on the question "Do you have limited English reading ability skills", or if there is no response to the question.

**Limited English Speaking Ability,** and;

**Primary Language-** The language that identifies the primary or first language of the customer who has indicated that s/he has limited English proficiency skills.

#### **TAA Program Tab:**

**Is This a Wisconsin Petition number –** Number configuration changed to 70000 series for New Law petitions.

**Petition Certification Date -** If the selected response is Yes, click on the Select Petition Number and the page re-directs to the Wisconsin Petition Lookup page. Select the appropriate Petition number from the listing it will auto-populate to the Petition

Certification Date on the TAA tab of the Program Details page.

If the response to the Wisconsin Petition Number is No then the following occurs.

**Out of State Petition Numbers –** Click on the link to the DOL TAA website to locate the appropriate petition number. The **Out of State Petition Certification Date** is located on the DOL TAA Decisions website. Staff will need to manually enter the date of decision and petition number in these fields.

**Eligibility Status –** Select the appropriate response that identifies the current status of the individual.

**Date of Determination-** Enter the date on which the individual's eligibility status was determined by the U.I. Division.

**TAA Application Date-** Enter the Date on which the individual first applied for TAA services/benefits under the applicable certification.

**Temporary Assistance to Needy Families-** Select Yes or No to indicate if the participant is listed on the welfare grant or has received cash assistance or other support services from the TANF agency in the last 6 months prior to date of participation.

**SSI/SSDI-** Select the appropriate response from the dropdown that indicates if the individual is receiving or has received in the last 6 months prior to the date of participation.

**General Assistance-** Select Yes or No to indicate whether the individual receives cash assistance from a program that is operated by county agencies.

**FoodShare –** Select Yes or No to indicate whether the individual is a member of a household that is eligible for or receiving FoodShare (previously known as Food Stamps).

**Refugee Cash Assistance**-Select a Yes or No to indicate if the individual is a refugee who receives Welfare and medical assistance and is ineligible for other programs.

**Pell Grant Recipient**-Select a Yes or No to indicate if the individual is eligible to receive Pell Grant assistance.

**Legally Authorized to Work**- If U.S. Citizenship is No, then Select Yes or No to indicate whether the participant is authorized to work in the U.S.

**Work Authorization Expiration Date:** If the response to Legally Authorized to Work is Yes, enter the date of expiration as identified from the card (mm/dd/yyyy).

### **MANAGE SERVICES:**

There were 8 services added as additional services for the TAA program. They are:  
 Individual Career Counseling  
 Information on Training  
 Entrepreneurial Training  
 Financial Aid Information  
 Labor Market Information  
 Supportive Services Information  
 Prevocational Services  
 Apprenticeship Training

The following 3 services should be reported with the Funding Source as Other Non-WIA.  
 Vocational Education  
 Vocational Rehabilitation  
 Vocational Rehabilitation & Employment

The definition/description has been revised for these existing services.

ATAA  
 Assessment - comprehensive & Specialized  
 Supportive Services Information  
 Out of Area Job Search Assistance  
 Prevocational Services  
 Apprenticeship  
 TRA Training Waiver Request (TAA)

**Distance Learning**- If any of these 4 services are provided, staff must indicate whether the any part of the training is Distance Learning.

Customized Training  
 Entrepreneurial Training  
 Occupational Classroom  
 Prerequisite Education

**Funding Source:** If Other Non-WIA is selected as the response, a second field called Description of Other (Fund Source) displays. This is a key text field.

**Training Waiver Review** – If the Training Waiver Review service is selected, a Waiver Reason Code must be reported in ASSET.

### **MANAGE FOLLOW-UPS**

Follow-Up Status- Added 4<sup>th</sup> Quarter tab.

Follow-Up Credentials- Select from the dropdown the appropriate credential or certificate the individual received as part of participation in the TAA program. Next enter the Date the credential was attained.

A credential is a recognized degree or certificate. Credentials may include a high school diploma, GED or other recognized equivalents, postsecondary degrees, recognized skills standards, licensure, apprenticeships or industry recognized certificates.

### **ASSET SYSTEM REPORTS:**

**TAA Waiver Deadline Report**- Is an ASSET on-line report that provides a listing of applicants under the current requirements (with Petition numbers greater than 70000):

- 1.) Do not have an actual start date of a Training Service
- 2.) Do not have a "Training Waiver Review Service."
- 3.) Current date is within 30/60 days of waiver deadline (Certification date plus 26

weeks, OR Most Recent Date of Separation plus 26 weeks whichever is the later) or;

Under previous requirements (with Petition numbers less than 70000) that:

- 1.) Do not have an actual start date
- 2.) Do not have a "Training Waiver Review" service
- 3.) Current Date is within 30 days of waiver deadline (Certification date plus 8 weeks or Most Recent Date of Separation plus 16 weeks, whichever is the later).



Seasons Greetings

The logo features the words "Seasons Greetings" in a stylized, blue, serif font with a light blue drop shadow. The text is centered and surrounded by several blue snowflake icons of varying sizes, scattered above and around the letters.