

WIAB 03-14

DATE: July 8, 2014
TO: WIA Dislocated Worker Subrecipients
FROM: Marsha Wright, Workforce Bureau Chief 
SUBJECT: HJ Heinz National Emergency Grant (NEG) Guidance

BACKGROUND

Idaho Department of Labor received a National Emergency Grant for displaced HJ Heinz workers effective June 1, 2014 through May 31, 2016.

HJ Heinz NEG-eligible individuals already enrolled in the regular Dislocated Worker program should be transferred to the NEG program as outlined in this memo no later than the close of business on July 16, 2014.

NEG ELIGIBILITY AND SERVICES

Effective immediately, any workers dislocated from HJ Heinz being considered for WIA services must be served in the NEG program, and NOT the regular Dislocated Worker program.

All HJ HEINZ NEG participants must meet federal and state WIA Dislocated Worker eligibility guidelines. **This National Emergency Grant may only serve employees dislocated due to the layoffs from the HJ Heinz company's closure of their Pocatello facility including on-site leased workers from Intelligent Employment Solutions and SOS Staffing Services (Pocatello).** Individuals dislocated from another employer who reduced their workforce as an *indirect* result of these layoffs are not eligible for services under the NEG.

Participant services allowed under this grant will be identical to services provided to other dislocated workers under the state's regular Dislocated Worker program.

CO-ENROLLMENT IN TRADE ADJUSTMENT ASSISTANCE (TAA) AND WIA

Former employees of HJ Heinz and/or on-site leased employees affected by this closure are eligible for Trade Act benefits under Trade Act petitions #85,117.

Because this NEG is supporting TAA staff charges all individuals who will be served by TAA must also be enrolled in the NEG.

To maximize each program's strong points concerning cost limitations/restrictions and service policies, participant program funds will be charged in the following manner:

TAA:

- First choice in paying training and training related costs
- Relocation costs
- Job Search
- Transportation

NEG:

- Staff time charging for case management
- Training costs *in those situations where TAA regulations prevent payment of training costs*
- All other allowable WIA supportive services not specifically provided for under TAA

PROGRAM ENROLLMENT / APPLICATIONS

This NEG award is effective June 1, 2014. Former HJ Heinz employees enrolled in the WIA Dislocated Worker program (Program Z) prior to the NEG's effective date should be dual enrolled in the NEG Program (Program J) effective June 1, 2014.

If the HJ Heinz employee was enrolled in the WIA Dislocated Worker program (Program Z) June 1, 2014 or later, the participant's Dislocated Worker record will be replaced with an NEG record by WIA programming staff.

NEG Enrollment Application and Signatures:

To enroll in the NEG program, and if the enrollment date in the regular Dislocated Worker program is:

- After June 1, 2014: Case managers should enroll participants in the NEG using the same enrollment date as the regular Dislocated Worker program. A local office management staff person should submit a list of individuals whose Dislocated Worker record (WIA MIS enrollment) is to be deleted and **replaced** with an NEG enrollment to Larry Belisle, who will delete all Dislocated Worker enrollments. The list should include participant name, SSN, **and** registration date. It is not necessary to send a list of those who will be co-enrolled in the Dislocated Worker program and the NEG program. Once the Dislocated Worker record has been replaced, print the NEG application, note on the signature line that the "signature is on file" and place in the participant file.
- Prior to June 1, 2014: The NEG enrollment date should be on or after June 1, 2014. Note on the signature line that "signature is on file" and place in the participant file.

If eligibility documentation has been previously submitted for enrollment into the dislocated worker program to WIA Records, it is not necessary to submit the **same** documentation for purposes of NEG enrollment.

STAFF CHARGES AND PARTICIPANT EXPENDITURE TRANSFERS

Prior to June 1, 2014, all local office time charges and participant supportive service expenditures will remain with the regular Dislocated Worker program.

Local office staff with time charges to the Dislocated Worker program after June 1, 2014 may legitimately transfer time charges to the HJ Heinz NEG. Local office staff must provide time charge transfer information to designated local office management staff for coordination with accounting.

Participant items purchased after June 1, 2014, and charged to the regular DW program need to be transferred to the NEG. Participant names, SSNs and the Total Actual Cost amount (amount included on the Purchase Agreement-Individual Training Account form - 04) for each purchase will be included on a list from each local office and submitted to Tami Livsey, Grants Management Officer, by July 16, 2014. Costs will not be transferred if the list is incomplete. Obligations entered into the participant Activity screen in the WIA MIS will not automatically be transferred. However, due to the timeframe of this notice and because all obligations will soon be set to zero in the WIA MIS, case managers do not need to obligate/de-obligate in each program until the end of July 2014.

SYSTEM CODES

Access to the HJ Heinz NEG, Management Information System (MIS) codes and the corresponding time codes are available to all local offices of the Idaho Department of Labor.

Staff Time Charges

As of June 1, 2014, local office staff may use time code **467 811** for all HJ Heinz NEG program activities.

Fund Number

An example of a HJ Heinz NEG fund number is: JM21922. It breaks out as follows:

J	Program (title) indicator
M	Type indicator signifies HJ Heinz NEG
21	Occupational Classroom Training Activity code
922	Project code signifies HJ Heinz NEG

QUESTIONS / CONTACTS

For question concerning the NEG, please contact any grants management staff member. For questions concerning the WIA MIS, please contact Larry Belisle at extension 3271, or Jeanie Meholchick at extension 3323.

Grants Management Staff:

3880 – Vicki Parkinson
3023 – Tami Livsey