Lower Savannah
Workforce Investment Area
Workforce Development Board
Workforce Development Department
Lower Savannah Council of Governments
Lower Savannah onestop Workforce System
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LOWER SAVANNAH TAA INSTRUCTION NUMBER: 08-05

TO:	See Distribution Below
ORIGINAL DATE:	August 18, 2008
REVISION DATE:	
EFFECTIVE DATE:	**AUGUST 18, 2008**
SUBJECT:	**DEFINITION OF SATISFACTORY PROGRESS FOR TAA APPROVED TRAINING**

PURPOSE: **The purpose of this Instruction is to issue the State's policy concerning the definition of satisfactory progress as it relates to the Trade Adjustment Assistance (TAA) Program. The Lower Savannah Workforce Investment Area has adopted the State's policy as presented.**

BACKGROUND: TAA Regulations, Section 617.22(a)(2) establishes that a worker may be approved for training if it is determined that s/he possesses the mental and physical abilities to make satisfactory progress. TAA Regulations, Section 617.49(a)(4) establishes that a worker in TAA-approved training is not required to job search while attending and making satisfactory progress in training. Many LWIAs have defined satisfactory progress for WIA. However, such a policy is not presently in place for TAA. This policy will bridge existing LWIA standards with TAA regulations.

POLICY: Effective **AUGUST 18, 2008**, the definition of satisfactory progress for TAA Approved Training will be as follows:

1. REMEDIAL TRAINING
   - Participant is tested at least every six months;
   - Participant shows improvement (gains evaluated on an individual basis); and
   - Participant abides by the attendance policy of the training provider.

2. OCCUPATIONAL TRAINING
   - Participant attains/maintains a cumulative grade point average of 2.0 *(or higher if required by the curriculum and/or training provider)*; and
   - Participant abides by the attendance policy of the training provider.

Service providers must provide the academic and attendance requirements to the participants **PRIOR** to the start of training. Local service providers and Workforce Development Staff will monitor participants against the requirements on an on-going basis.

An Equal Opportunity Employer/Program.
Auxiliary aids and services are available to individuals with disabilities upon request.

Written probation policies shall be developed and implemented by each Intensive & Training Services Coordination Service Provider, should participant progress deviate from requirements. Local workforce areas (WD Administrator) may waive requirements on an individual basis as necessary and with justification.

ACTION: All applicable Lower Savannah Workforce Investment Area (LSWIA) sub-recipients, contractors, service providers, one-stop workforce/career center operators, and other applicable organizational elements **will** implement and comply with these instructions, as well as any related instructions contained in applicable contractual agreements.

Please copy and distribute this information appropriately within your agency.

INQUIRIES: Direct all inquiries on this Instruction to the Lower Savannah WIA Workforce Development Staff, Lower Savannah Council of Governments, Post Office Box 850, Aiken, South Carolina 29802-0850, telephone 803-649-7981, fax 803-649-2248, or e-mail Sam Jordan at sjordan@lscog.org, Sally Sharpe at ssharpe@lscog.org, or Les Johnson at ljohnson@lscog.org.

Samuel "Sam" R. Jordan
Workforce Development Administrator

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