DATE: September 15, 2017

TO: WorkSource Center Partners

FROM: Gerardo Ruvalcaba, Director Workforce Development Division

SUBJECT: WDS DIRECTIVE NO. 18-07
AMERICAN APPAREL REFASHIONING WORKERS PROJECT
BUDGET GUIDELINES, TRADE ACT ADJUSTMENT (TAA) / WIOA CO-ENROLLMENT INFORMATION, AND MIS REPORTING GUIDELINES

EFFECTIVE DATE
This directive is effective upon date of issue.

PURPOSE
The purpose of this directive is to provide budget guidelines, TAA/WIOA co-enrollment information, and MIS reporting guidelines for American Apparel participants. Budget guidelines will only apply to the contracted agencies under the Refashioning Workers Project with a contract term of January 1, 2017 to July 31, 2018.

BACKGROUND
On November 7, 2016, American Apparel, LLC issued a Worker Adjustment and Retraining Notification (WARN) notice to the Employment Development Department (EDD) announcing a complete closure of its regional production facilities, resulting in the layoff of 3,457 employees. The WARN notice was issued in anticipation of the company's closure through bankruptcy court. On January 16, 2017, over 3,100 American Apparel employees were laid off from three primary sites: Downtown Los Angeles, South Gate, and La Mirada.

The Economic and Workforce Development Department (EWDD) is leading a regional effort to provide educational, training, and workforce development services to a minimum of 600 displaced workers in the apparel and manufacturing sector. Of that 600, a minimum of 400 displaced workers will be served by the City of Los Angeles's WorkSource system. EWDD partnered with the County of Los Angeles Department of Workforce Development; County of Los Angeles Workforce Development, Aging and Community Services (WDACS); the City and County Workforce Development Boards (WDB); EDD; and the Los Angeles Unified School District (LAUSD) to request $3,000,000 in WIOA Dislocated Worker 25 Percent Additional Assistance funds to provide workforce development services to the employees impacted by the closure of...
American Apparel. EWDD will serve as the lead entity, and will ensure that a consistent program design and service delivery model is used across the two Local Workforce Development Areas (City and County).

Additionally, American Apparel became TAA-certified on May 24, 2017. TAA is a federal program that provides adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed. EWDD is working closely with EDD partners to ensure American Apparel participants are co-enrolled in TAA and a WIOA program.

**BUDGET GUIDELINES**
Each agency contracted under the American Apparel Refashioning Workers Project will need to submit a budget with a minimum set-aside of 50 percent for Training and Supportive Services. This set-aside should be itemized under Category #2100, Participant Related Costs (PRC), and should be reflected in the budget/expenditure plan.

**REQUIRED ACTION**
A budget/expenditure plan will be required from participating contractors of the American Apparel Refashioning Workers Project. Contractors should submit a budget reflecting:

- Minimum set-aside of 50 percent for Training and Supportive Services;
- Admin cap of 4 percent.

**TAA/WIOA CO-ENROLLMENT**
Eligible American Apparel TAA participants are to be co-enrolled into a WIOA program to ensure trade-affected workers obtain all the benefits and services they are eligible to receive, such as additional training and extended unemployment insurance benefits.

Attached is the EDD Workforce Services Directive 14-15, which outlines WIOA and TAA Co-Enrollment Policy and Procedures. More detailed information can be found in the Trade Act Co-Enrollment Technical Assistance Guide (TAG), which can be accessed here: [http://www.edd.ca.gov/pdf_pub_ctr/de8306.pdf](http://www.edd.ca.gov/pdf_pub_ctr/de8306.pdf). The TAG includes:

- The purpose and policy of TAA/WIOA co-enrollment;
- Roles and responsibilities; and
- Step-by-step TAA/WIOA co-enrollment procedures.
- The TAA WIOA Co-Enrollment/Referral Form, DE 8308. Participants are not considered co-enrolled until the form is completed and processed by a TAA Specialist. A sample completed DE 8308 form is attached to this directive.

Any questions and/or concerns regarding the forms or the co-enrollment process can be addressed to the closest EDD American Apparel TAA Contact, which can be found on Attachment 3, "EDD American Apparel TAA Contact List."

**MIS GUIDELINES**
All former American Apparel workers are to be enrolled into JobsLA.org using one of two grant codes. Contracted agencies under the American Apparel Refashioning Workers Project are to use Grant Code "1099 – Refashioning Workers." Agencies that
are not grant recipients, but do have American Apparel participants enrolled at their centers, are to capture participants using Local Grant Code LAI557. MIS has provided the following step-by-step instructions on how to properly capture participants for each Grant Code.

American Apparel Refashioning Workers Grant 1099

The State Grant Code for American Apparel is “Refashioning Rapid Response Additional Assistance 1099.” MIS has provided the following instructions on how to report the State Grant Code and activities into the JobsLA system:

1. Search for the individual. If the individual is already enrolled, open the primary individual. Go to the WIOA Program page and click on the “Edit Application Using Wizard” icon (W) to access the WIA application. Go to the “Start” page of the application and make sure the Dislocated Worker Program is selected. Complete all the required fields from the application. The last page is the “Eligibility and Grants” page. Go to “WIOA Grant Eligibility” and select “YES” Statewide Rapid Response Additional Assistance Eligibility. Scroll to the Grants Section and select “View Available Grants”; all the Local Grants will be available. Click Add “1099-Refashioning Workers.” Scroll and click “Next” so that the co-enrolled activity can be entered.

2. From this point on, you will be able to create activities under American Apparel Grant Code 1099. Go to “Create Activity”; under “General Information,” click on “Customer Program Group,” then select “94 – Statewide Rapid Response Add’l Assistance DW”. Scroll down to “Enrollment Information” and click on the “Grant” drop-down menu to select “1099-1099 Refashioning Workers.” Click on “Select Activity Code” and the Activity Codes will be available; select the assigned activities. Agencies may enter any of the service activity codes in the system. However, agencies should not duplicate services among programs (WIOA/TA/77/American Apparel). Enter an Actual Begin Date and Projected End Date. Complete the rest of the fields and select “Next” at the bottom of the page.

Attached you will find the accompanying screenshots for properly capturing participants into the American Apparel Refashioning Workers Grant 1099.

American Apparel Local Grant Code LAI557

The Local Grant Code for American Apparel is LAI557. MIS has provided the following instructions on how to report the Local Grant Code and activities into the system:

1. Search for the individual. If the individual is already enrolled, open the primary individual. Go to the WIOA Program page and click on the “Edit Application Using Wizard” icon (W) to access the WIA application. Go to the “Start” page of the application and make sure the “Dislocated Worker Program” is selected. All required fields should have been completed in the application form. The last page is the “Eligibility and Grants” page. Go to “Non-WIOA Grants,” select “Local Funded Grants,” then select “Yes.” Scroll to the Grants Section and select “View Available Grants”; All the Local Grants will be available. Click “Add” “American Apparel – Local Grant LAI557.” Scroll down and click “Finish.”
2. Go to the Activity Enrollment Page to enter the American Apparel Local Activity. Go to “Create Activity”; under “General Information,” click on “Customer Program Group,” then select “98 Local Funded.” Scroll down to “Enrollment Information” and click on the “Grant” drop down to select “American Apparel – Local Grant LAI557.” Click on “Select Activity Code.” Only one Activity Code will be entered so that we can track American Apparel workers that will be served through the WIOA Title I DW Formula Funds. Select Activity Code “110” and enter an Actual Begin Date and Projected End Date (Activity must be closed using the same Begin Date). Complete the rest of the fields and select “Next” at the bottom of the page. Go directly to the Closure Information page and enter the “Last Activity Date” and the “Completion Code.” Select “Finish.”

Attached you will find screenshots for properly capturing participants into the American Apparel Local Grant Code LAI557.

**WDS CONTACT**

Questions and/or concerns should be addressed to Maryli Orellana-Farias at Maryli.Orellana-Farias@lacity.org or (213) 744-9355, TTY (213) 744-9395.

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**Attachments:**
1. EDD Workforce Services Directive 14-15
2. Sample Completed DE 8308 Form
3. EDD American Apparel TAA Contact List
4. MIS screenshots - American Apparel Refashioning Workers Grant 1099
5. MIS screenshots - American Apparel Local Grant Code LAI557