



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT AND WORKFORCE DEVELOPMENT
EMPLOYMENT AND TRAINING SECTION

DON SUNDQUIST
GOVERNOR

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MICHAEL E. MAGILL
COMMISSIONER

August 1, 2000

Workforce Investment Act (WIA) Memorandum Number E&T 00-01

- Topic:** Services to Dislocated Workers
- Subject:** Issuance of a Certificate of Continuing Eligibility (CCE) to dislocated Workers.
- Purpose:** To transmit instructions when to issue CCEs to dislocated workers, who have lost their employment through no fault of their own.
- Background:** During the previous program CCEs were issued to dislocated workers at the discretion of local program operators. Some program operators issued CCEs at mass meetings for all of the workers being dislocated. In some instances, operators issued CCEs due to a lack of training funds and until the State made training funds available to the local area. The instructions below are designed to describe the procedures for issuing CCEs under WIA.
- Instructions:** The State will allow the issuance of CCEs to dislocated workers. The circumstances for issuing CCEs are as follows. First, a dislocated worker who has been provided with core and intensive services and was not able to be placed on a job due to lack of skills and would need retraining services to return to the workforce can be issued a CCE. The reason for issuing a CCE shall be due to lack of funds at the local area for providing training services or the additional funds requested by the local area has not yet been approved by the State or USDOL. Secondly, a CCE can be issued to defer the beginning of retraining or to permit a dislocated worker to seek out and arrange his/her own retraining with service providers approved by the state. The issuance of a CCE shall not include reference to any specific amount of funds. It should state that redemption is subject to the availability of funds at the time that training services are to be provided. The certificate shall be non-transferable and is not a guarantee

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that training services will be provided.

Contact: If you have questions regarding this policy, please contact Susan Cowden,
Director, Employment and Training Section at 1- 800-255-5872.

Effective Date: July 1, 2000

Expiration date: Indefinite

A handwritten signature in black ink that reads "Susan Cowden". The signature is written in a cursive style with a large, looped "D" at the end.

Susan Cowden, Director
Employment and Training Section

SKC/RT