

## Dislocated Worker and Trade Adjustment Assistance Program Updates

MAWB Job Seeker Services Meeting, April 23, 2025

### Partner Express Monthly Newsletter

Please be sure to subscribe and update preferences to the Partner Express using this link:

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### Minnesota Job Skills Partnership Board (MJSP):

The next Board Meeting will be held on Monday, June 16, 2025, via Microsoft Teams. All MN Job Skills Partnership Board meetings are open to the public. Additional information on the time, meeting format, and location can be found on the MN Job Skills Partnership Board [web page](#).

### Senior Community Service Employment Program (SCSEP)

#### SCSEP Funding

- Program Year (PY) 2025 Funding Approved: Funding levels for PY2025 were finalized under the recently passed Federal Government Spending Continuing Resolution, effective through 9/30/25. The funding covers the period from 7/1/25 to 6/30/26.
- PY2025 Funding TEGL: Allotment is in the approval process with expected release in May 2025. Grantees will be required to submit updated policies on grievance procedures, termination practices and Individual Duration Limits for PY2025.

#### Grant Management Updates

- Grantee Performance Evaluation for PY 2023: Currently underway, delayed due to the Customer Satisfaction Survey.
- Performance Thresholds: Evaluation ratings will be classified as follows:
  - Meet Expectations: Performance at 80%.
  - Exceeds Expectations: Performance above 100%.
  - Below Expectations/Fail: Performance below 80%.
- Webinar Update: A newly updated webinar on performance evaluations will be uploaded to the Community of Practice.
- Nationwide Participant and Host Agency survey reports will be available in May 2025.
- Individual Duration Limit: The participant duration limit requirement was introduced in 2007, individuals who participated in SCSEP before 2007 are eligible to reapply and may participate for up to an additional four years.
- Action Items and Post-Exit Follow-Ups: Providers must ensure that all past due Action Items are updated, and that all pending and overdue follow-ups are completed and recorded in GPMS. Timely and accurate updates are required to receive credit for performance outcomes achieved.

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## Grantee Performance Management System (GPMS)

- GPMS e-News [February 2025 Issue Vol 3](#) is now available.
- vLive Office Hours: Access the latest materials and recordings from the [GPMS Office Hours Series](#).
- GPMS training sessions will be held weekly in May with three modules: overview/navigation, grantee/sub-grantee administration and case management.

## Retaining Employment and Talent After Injury/Illness Network (RETAIN)

Enrollment is ongoing for MN RETAIN, individuals with an illness/injury that need support to stay-at-work or return-to-work can contact MN RETAIN at [worker@mnretain.com](mailto:worker@mnretain.com) or through the contact for on [www.mnretain.com](http://www.mnretain.com). Please type your paragraph information here using these margins. It is important to follow the layout for the most consistent version of Partner Express for all areas.

## DEED Policies

- The following final Policies have now been posted to the DEED Policies site:

<a href="#">Supplemental Funding to Serve Small Layoffs Policy</a>
<a href="#">Definition of Economic Self-Sufficiency and Income Exclusion Policy</a>
<a href="#">Career Services Allowable Activities Policy</a>
<a href="#">Training Services Allowable Activities Policy</a>
<a href="#">Supportive and Follow-Up Services Allowable Activities Policy</a>
<a href="#">WIOA Title I Integrated Exit Policy</a>
<a href="#">Incumbent Worker Training (IWT) Programs Policy</a>

## WIOA Adult, WIOA DW and State DW

- PY22 Reallocations must be expended by June 30, 2025, there will be no extension for reallocations.
- PY23FY24 funds must be expended by June 30, 2025:
  - Cost category adjustment is allowed on the *final* Reimbursement Payment Request (RPR) if the total expended does not exceed the total approved budget. However, the administrative cost must not exceed 10% of total reimbursed.
  - Any remaining funds will be reallocated to Local Areas that have spent out their PY23 funds.
- PY24FY25 Carry Forward Request: Providers may request a waiver to carry forward more than 20% of their allocated funds into the second year of the grant using the provided template. Providers who expend or obligate at least 80% of their PY24 formula funds by the end of the 4th quarter do not need a waiver.
  - Carry Forward Requests pertain to all formula grants: WIOA Adult, WIOA DW, and State DW.
  - Submit waivers as soon as possible and no later than May 30, 2025, to allow enough time for leadership approval and processing.
- PY25FY26 WIOA DW & Adult TEGl is pending; allocations will be sent out once released.

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- For fast processing of contract paperwork, please begin having conversations with your partners to complete sections that are not affected by the budget (e.g.: Narrative). The budget table can be finalized once the allocation information is released.
- PY25SFY26 State DW Formula: Preliminary allocation will be available mid to late May 2025.

### Reminders

- Quarterly Progress Reports (QPRs) for the period ending March 31, 2025, are due on April 30<sup>th</sup>.
- Monthly Financial Status Report (FSR)/Monthly Reimbursement Payment Request (RPR) are due the 20<sup>th</sup> day of the month following the preceding month-end.
  - Cost category adjustment is allowed on the final Reimbursement Payment Request (RPR) if the total expended does not exceed the total approved budget. However, the Admin cost category must not exceed 10% of total reimbursed.
  - Any remaining unused funds will be reallocated to Local Areas that have spent out their PY23 funds.

### A Field Trip for Dislocated Worker Grants Team Members

The Dislocated Worker Grants Team, for the most part, started post-pandemic. Up until now, our work with program operators have largely been done virtually. It has been great getting to know staff and learning about the work they do that's specific to their areas/locations. Starting the Grants Status Meetings in 2024, has allowed the team to meet one-on-one with each local area staff and get a better understanding of operations and efforts around service delivery. This year, the team is adding site visits to continue this process of learning and improving partnerships with service operators.

Anoka County Job Training Center was our first site visit! Our sincere thanks and appreciation to Nicole Swanson, Director, and her wonderful team including Maureen McCarthy (Manager, Employment Services), Troy Scheffel (Supervisor, Employment Services), Yemi Kersten (Manager, Business Operations) and a host of others, who welcome our team to their offices located in the Blaine Human Service Center. We got a chance to meet staff, tour the center, learn about service delivery strategies, observe meetings with program participants, and attend an on-site hiring event with several employers offering job openings with family-sustaining wages. The site visit was all around a great experience for the team! It's one thing to provide support to the field from afar and a whole different experience witnessing how policies, procedures, regulations, etc. translate into service delivery that impact people's lives. Thank you to all of our partners for the good work you do every day. We are grateful for your partnership!

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### Performance and Accountability

PY2023 Allocation and PY2022 Reallocation Closeout for the DW and WIOA Adult Programs.

Reminder: PY2023 allocations and PY2022 reallocations will be expiring on June 30, 2025. All WorkforceOne (WF1) cases showing these funding streams within an open activity will need your attention.

State Dislocated Worker	WIOA Adult	WIOA Dislocated Worker
ANOKA WDA-12 3128500 State DW Form PY23	ANOKA WDA-12 3123100 WIOA Adult Form PY23	ANOKA WDA-12 31238000 WIOA DW Form PY23
CMJTS WDA-5 3058500 State DW Form PY23	CMJTS WDA-5 3053100 WIOA Adult Form PY23	CMJTS WDA-5 3058000 WIOA DW Form PY23
DAKOTA WDA-14 3148500 State DW Form PY23	DAKOTA WDA-14 3143100 WIOA Adult Form PY23	DAKOTA WDA-14 3148000 WIOA DW Form PY23
DULUTH WDA-4 3048500 State DW Form PY23	DULUTH WDA-4 3043100 WIOA Adult Form PY23	DULUTH WDA-4 3048000 WIOA DW Form PY23
HENNEPIN WDA-9 3098500 State DW Form PY23	HENNEPIN WDA-9 3093100 WIOA Adult Form PY23	HENNEPIN WDA-9 3098000 WIOA DW Form PY23
ICCC WDA-1 3018500 State DW Form PY23	ICCC WDA-1 3013100 WIOA AD Form PY23	ICCC WDA-1 3018000 WIOA DW Form PY23
METP WDA-10 3108500 State DW Form PY23	METP WDA-10 3103100 WIOA Adult Form PY23	METP WDA-10 3108000 WIOA DW Form PY23
NEMOJT WDA-3 3038500 State DW Form PY23	NEMOJT WDA-3 3033100 WIOA Adult Form PY23	NEMOJT WDA-3 3038000 WIOA DW Form PY23
NW PIC WDA-1 3018500 State DW Form PY23	NW PIC WDA-1 3013100 WIOA Adult Form PY23	NW PIC WDA-1 3018000 WIOA DW Form PY23
RAMSEY WDA-15 3158500 State DW Form PY23	RAMSEY WDA-15 3153100 WIOA Adult Form PY23	RAMSEY WDA-15 3158000 WIOA DW Form PY23
RURAL CEP WDA-2 3028500 State DW Form PY23	RURAL CEP WDA-2 3023100 WIOA Adult Form PY23	RURAL CEP WDA-2 3028000 WIOA DW Form PY23
S CENTRAL WDA-7 3078500 State DW Form PY23	S CENTRAL WDA-7 3073100 WIOA Adult Form PY23	S CENTRAL WDA-7 3078000 WIOA DW Form PY23
SBETC WDA-17 3178500 State DW Form PY23	SBETC WDA-17 3173100 WIOA Adult Form PY23	SBETC WDA-17 3178000 WIOA DW Form PY23
SE WDI WDA-8 3088500 State DW Form PY23	SE WDI WDA-8 3083100 WIOA Adult Form PY23	SE WDI WDA-8 3088000 WIOA DW Form PY23
SW PIC WDA-6- 3068500 State DW Form PY23	SW PIC WDA-6- 3063100 WIOA Adult Form PY23	SW PIC WDA-6 3068000 WIOA DW Form PY23
WASHINGTON WDA-16 3168500 State DW Form PY23	WASHINGTON WDA-16 3163100 WIOA Adult Form PY23	WASHINGTON WDA-16 3168000 WIOA DW Form PY23
WINONA WDA-18 3188500 State DW Form PY23	WINONA WDA-18 3183100 WIOA Adult Form PY23	WINONA WDA-18 3188000 WIOA DW Form PY23
AEOA 3218700 State DW Form PY23	ANOKA WDA-12 2123101 WIOA AD Form PY22 Reallocati	ANOKA WDA-12 2128001 WIOA DW Form PY22 Reallocatio
AIOC 3398700 State DW Form PY23	DULUTH WDA-4 2043101 WIOA AD Form PY22 Reallocatio	DULUTH WDA-4 2048001 WIOA DW Form PY22 Reallocatio
AVIVO 3458700 State DW Form PY23	METP WDA-10 2103101 WIOA AD Form PY22 Reallocation	METP WDA-10 2108001 WIOA DW Form PY22 Reallocation
GES 3438700 State DW Form PY23	NEMOJT WDA-3 203101 WIOA AD Form PY22 Reallocation	NEMOJT WDA-3 2038001 WIOA DW Form PY22 Reallocati
HIRED 3928700 State DW Form PY23	NW PIC WDA-1 2013101 WIOA AD Form PY22 Reallocatio	NW PIC WDA-1 2018001 WIOA DW Form PY22 Reallocatio
JFCS 3878700 State DW Form PY23	RAMSEY WDA-15 2153101 WIOA AD Form PY22 Reallocati	RURAL CEP WDA-2 2028001 WIOA DW Form PY22 Realloca
MN TEAMSTER 3748700 State DW Form PY23	RURAL CEP WDA-2 2023101 WIOA AD Form PY22 Realloca	S CENTRAL WDA-7 2078001 WIOA DW Form PY22 Realloc
3M 2023 4928600 - HIRED Project	S CENTRAL WDA-7 2073101 WIOA AD Form PY22 Realloca	SBETC WDA-17 2178001 WIOA DW Form PY22 Reallocatio
Cargill State DW HIRED Project 2025	SBETC WDA-17 2173101 WIOA AD Form PY22 Reallocatio	SE WDI WDA-8 2088001 WIOA DW Form PY22 Reallocatio
The Shade Store Rural CEP Project 5028600	SE WDI WDA-8 2083101 WIOA AD Form PY22 Reallocatio	SW PIC WDA-6- 2068001 WIOA DW Form PY22 Reallocati
Yellow Corporation 2023 Teamster Project	SW PIC WDA-6- 2063101 WIOA AD Form PY22 Reallocati	

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<b>State Dislocated Worker</b> Cases currently accessing PY23 Allocations as of April 16, 2025	Number of Cases Currently Accessing PY23 State DW Allocations	PERCENT of all DW Cases Currently Accessing PY23 Allocations
<b>STATEWIDE</b>	<b>1,811</b>	<b>41.2%</b>

<b>WIOA Adult and WIOA Dislocated Worker</b> Cases currently accessing PY23 Allocations as of April 16, 2025	Number of Cases Currently Accessing PY23 WIOA DW Allocations	PERCENT of all DW Cases Currently Accessing PY23 Allocations	Number of Cases Currently Accessing PY23 WIOA AD Allocations	PERCENT of all WIOA AD Cases Currently Accessing PY23 Allocations
<b>STATEWIDE</b>	<b>383</b>	<b>8.7%</b>	<b>624</b>	<b>59.0%</b>

<b>Dislocated Worker and WIOA Adult Grantee</b> Cases currently accessing PY22 Reallocations as of April 16, 2025	Number of Cases Currently Accessing PY22 WIOA Reallocations	PERCENT of all DW Cases Currently Accessing PY22 Reallocations	Number of Cases Currently Accessing PY22 WIOA AD Reallocations	PERCENT of all WIOA AD Cases Currently Accessing PY22 Reallocations
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If the participant will continue receiving a service currently supported by PY2023 allocations or PY2022 reallocations after June 30, 2025, a new activity will need to be opened for each continuing service the participant will move forward receiving.

Reminder: All Dislocated Worker and WIOA Adult program year formula allocations (small layoff grants/WIOA Adult allotments) remain active for two years.

- PY2023 = July 1, 2023 – June 30, 2025
- PY2024 = July 1, 2024 – June 30, 2026
- PY2025 = July 1, 2025 – June 30, 2027

This means, their new activity will need a PY2024 or PY2025 formula grant selected within them depending on your agencies budget. PY2025 allocation funding streams will be activated as soon as those contracts are executed through DEED’s Fiscal team.

### **IMPORTANT PY23 ALLOCATION & PY22 REALLOCATION WF1 CLOSEOUT INFORMATION**

- All activities with a PY2023 allocation or PY22 reallocation selected within them cannot have a start date after June 30, 2025. They must also have an end date no later than June 30, 2025.
- If any participant will continue receiving a service captured in an activity that is currently showing a PY2023 allocation or PY22 reallocation supporting that service financially, that activity needs to be copied within the participant’s WF1 activity detail screen.
  - The new activity will need a start date of July 1, 2025.
  - An active funding source (PY2024 or PY2025) will need to be selected within them as the grant financially supporting the continued service.

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- To help in this funding source transition
  - Mohamed Farah will mass close all currently open PY2023 funded activities with an end date of June 30, 2025, which means you will only need to open/copy the old activities.
    - If you want to close the old activities yourself with a date no later than 06/30/2025, that is perfectly fine.
    - If you choose not to close them yourself, it will be taken care of for you.
      - This mass activity closure will begin August 1, 2025.
  - If there are cases without open activities on record showing an active grant as the funding source, the mass closure will not work for those cases.
    - Any cases that show they cannot be included in the PY2023 activity closure will be emailed to the management team for the COFFR funding the case.
      - This communication will include directions on how the case manager will need to correct their data.
- Shortly after July 1, 2025, new funding streams will be added to your dropdown lists for PY2025 allocations.
  - The date these new funding streams will be available is dependent on when PY2025 contracts are in place.
    - Your management teams will be alerted as soon as your agency's PY2025 funding streams are available in WF1.

## **Technical Assistance Corner:** By Usha Valappil

- Strategies for Effective On-the-Job Training (OJT) Implementation
- The new OJT Toolkit can be found here: [WorkforceGPS - New On-the-Job Training \(OJT\) Toolkit](#)
  - If you are unable to obtain a copy of the Toolkit using the link above, please contact [performanceap.deed@state.mn.us](mailto:performanceap.deed@state.mn.us)

**Requests for Technical Assistance:** Please email the performance team's general email address with your technical assistance needs: [performanceap.deed@state.mn.us](mailto:performanceap.deed@state.mn.us)

## Trade Adjustment Assistance (TAA)

Thank you for your work and collaboration with the TAA team! We value your partnership and appreciate your continued work to help TAA eligible individuals to access services and obtain their educational/employment goals.

Should you need assistance from the TAA Supervisor, please contact Amy Carlson at [amy.carlson@state.mn.us](mailto:amy.carlson@state.mn.us).

### TAA Informational Meetings:

- The TAA team is collaborating with the Rapid Response team on the new mine layoffs in Minnesota's northeast region. Many of these workers will be eligible for TAA services based on their previous layoffs that were certified as trade impacted.
- We are in the scheduling phase for the Great 2025 TAA Outreach Events. These events will begin in Hutchinson, MN on April 29 and run through mid-August. If you have any questions about these events, please contact the TAA team at [deed.taa@state.mn.us](mailto:deed.taa@state.mn.us).

Petitions:

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Petitions can still be filed, but DOL's investigation is paused until program restoration or reauthorization. Here's the link to check the status of petitions with U.S. Department of Labor:  
<https://www.doleta.gov/tradeact/petitioners>

Please email all questions and customer applications to the Trade Adjustment Assistance general email at [deed.taa@state.mn.us](mailto:deed.taa@state.mn.us). PY2023 Allocation and PY2022 Reallocation Closeout for the DW and WIOA Adult Programs.