

July 6, 2000

WORKFORCE INVESTMENT ACT (WIA)
STATE ADMINISTRATIVE ENTITY (SAE)
SAE INFORMATION NOTICE NO. 42-00
(SIN NO. 46-00)

SUBJECT: NATIONAL RESERVE ACCOUNT (NRA) PROGRAM
IMPLEMENTATION UNDER WIA

1. **PURPOSE:** To provide information, guidance and direction to New Mexico Workforce Development Areas/Local Workforce Development Boards (NMWDAs/LWDBs) local and State dislocated worker subrecipients (Service Providers) on the transition requirements policies, procedures and forms for NRA programs.
2. **BACKGROUND:** The State of New Mexico had applied and been successful in receiving a National Reserve Account (NRA) grant during Program Year 1999 (PY99) from the USDOL to serve dislocated workers laid-off or terminated as a result of mass lay-off (fifty or more individuals being dislocated). This grant was received to respond to the large number of dislocations and layoffs that were occurring in the State and will be administered by the SAE.

Since these funds were allocated in PY 99, during the JTPA program operation, the existing JTPA Title III Substate Areas (Albuquerque/Bernalillo County and the New Mexico Substate Area) where the needs identified were designated to receive NRA funds. Additionally the existing Service Providers (New Mexico Human Resources Development Institute and the NMDOL Employment Security Division) within those substate areas received contracts that extend to June 30, 2002 to serve the dislocated workers under NRA. These funds are to serve dislocated workers affected through any mass lay-off that had occurred and future mass lay-offs providing funding has not been exhausted. The NRA Service Providers will continue to be under the purview of the State Administrative Entity for delivery, compliance and performance in relation to the NRA granted.

Additionally the JTPA and WIA mandate specific record keeping and reporting specifications that require the maintenance of records that are sufficient to permit the preparation of required reports, permit the tracking of funds, and provide for the maintenance of standardized records for all individual participants.

3. **ACTION:** This policy is to inform and require the coordination of NMWDAs/LWDBs and WIA subrecipients with NRA Service Providers. The State of New Mexico will continue to deliver NRA dislocated worker activities and services through SAE Service Providers and will require the local coordination of services and activities to ensure there is not a duplication of effort. NRA/SAE Service Providers will continue to operate programs within the parameters and procedures specified in the contractual agreements with the State.

The SAE, the SAE NRA Service Providers and of NMWDAs/LWDBs will coordinate their rapid response efforts when a mass layoff occurs. The SAE will lead the efforts and the SAE Service Providers will initiate basic readjustment and training services as deemed appropriate, based on the objective assessment and individual service strategy, and provided NRA funds are available. Local NMWDAs/LWDBs will provide additional local services as necessary. Once NRA funds are exhausted local NMWDAs/LWDBs will provide available core, intensive and training services for dislocated workers displaced through a mass lay-off or termination.

SAE NRA Service Providers will utilize JTPA policies, forms and procedures to provide NRA services and make available NRA activities. However, new enrollment into NRA after July 1, 2000 will require WIA One-Stop Career Centers "Application for Intensive and Training Services" and "Application for Services" enrollment documents: additional exit forms are being developed and will be made available for other actions. The NRA Service Providers are to coordinate NRA intake and enrollment to make certain that the appropriate forms identified in this policy are utilized. NRA Service Providers are authorized to continue enrollment as had been done previously under JTPA utilizing the forms specified in this policy.

4. **EFFECTIVE DATE:** This notice is effective July 1, 2000.
5. **RECISSIONS:** None.
6. **CONTACT ENTITY:** Inquiries regarding this notice should be directed to the SAE State Policy, Planning and Technical Assistance (SPPTA) Bureau in Santa Fe at (505) 827-6827.

CLINTON D. HARDEN, JR.
Secretary

