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## STATE INSTRUCTION NUMBER 16-01

**To:** WED Area Directors  
WED Regional Managers  
WED Workforce Consultants  
TAA Regional Coordinators  
Local Area Administrators

**Subject:** Trade Adjustment Assistance Warning and Revocation Letters

**Issuance Date:** July 22, 2016

**Purpose:** This State Instruction communicates a procedural change regarding warning and revocation letters used in the Trade Adjustment Assistance (TAA) program.

**Background:** A warning and revocation letter process is used in TAA to ensure that a participant's benefits are not revoked prematurely or without appeal rights. Documentation supporting this process must be maintained.


**Policy:** Effective immediately, all warning and revocation letters can now be found in SCWOS under Staff Online Resources. The procedure is as follows:

- Select "TAA", then "TAA Letters".
- Locate the appropriate letter and change the information shaded in grey to customize the letter and ensure it reflects the correct information for the participant.
- Print the letter on SC Works or DEW letterhead.
- Sign the letter and scan into the participant's record in SCWOS.
- Mail the letter to the participant.

Two warning letters are required prior to revocation/discontinuation. Any exceptions must be documented in case notes. Regarding satisfactory progress, TAA policy requires issuance of one "TAA Failed Class Warning" letter when a participant fails the first class. If a subsequent class is failed, the TAA "Failed Class Discontinuation" letter must be sent. In instances where the participant fails more than one class in the same semester, the warning letter is not sent. Instead, the discontinuation letter is the only correspondence issued.

**Action:** WED Workforce Consultants are responsible for adhering to this procedure.

**Inquiries:** Questions may be directed to Kelli Grant at 803-737-3254 or [kgrant@dew.sc.gov](mailto:kgrant@dew.sc.gov).

  
Patricia Sherlock, Director  
Policies and Procedures