

Wisconsin Department of Workforce Development

Unemployment Insurance Division

Division of Employment & Training

**PARTICIPANT HANDBOOK
FOR THE 2015 & 2011
TRADE ADJUSTMENT ASSISTANCE
PROGRAM**



**Read this handbook and save it for future reference.
It contains important information and instructions and will help in knowing and
protecting rights available under the Federal Trade Adjustment Assistance program.**

**DWD is an equal opportunity employer and service provider. If you have a disability and
need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service.
Please contact the Unemployment Insurance Division at 414-435-7069 to request information
in an alternate format, including translated to another language.**

Applying for TAA Assistance – Group Eligibility

Trade Adjustment Assistance (TAA) is available only to those persons from workplaces certified by the U.S. Department of Labor (DOL) as eligible to apply. To become certified, a petition must be filed with the Federal Office of Trade Adjustment Assistance. A company or employer, a group of three or more workers, their union, or another authorized representative may file petitions.

Petitions can be directly downloaded from the U.S. Department of Labor web site:
<http://www.doleta.gov/tradeact/FAQ.cfm>

Assistance may be obtained from a local Job Center. To find a local Wisconsin Job Center visit:
<https://jobcenterofwisconsin.com> or call 1-888-258-9966.

After the petition is filed, the Department of Labor will assign a petition number and conduct a fact-finding investigation to determine whether increased imports have contributed significantly to a decrease in sales or production and to employee layoffs in a particular company or its subdivision. If the DOL finds that the company or its subdivision has been adversely impacted by imports, the affected group of employees is certified as eligible to apply for TAA. News media may provide notice of an affected company's certification. The certified petition will give an Impact Date. The impact date will be retroactive one year before the date the petition was filed. The expiration date is two years from the date the certification is issued. Affected workers who are laid off due to a lack of work between the impact date and expiration date, as well as workers who have received definite notice of future layoff are eligible to apply for TAA assistance.

If a petition is denied, a request for reconsideration can be filed within thirty days. Petitions and requests for reconsideration are filed at:

United States Department of Labor
Employment and Training Administration
Office of Trade Adjustment Assistance
Room N-5428
200 Constitution Avenue NW
Washington DC 20210

Telephone: 202-693-3560 or 1-888-365-6822
Fax: 202-693-3584 or 3585
Web site: <http://www.doleta.gov/tradeact/petitions.cfm>

If the reconsideration is also denied, a Judicial Review may be requested within sixty days after the denial. Requests for Judicial Review are filed at:

U.S. Court of International Trade
Case Management Supervisor
One Federal Plaza
New York NY 10007

Telephone: 212-264-1611

Applying for TAA Assistance - Individual Eligibility

If group workplace eligibility has been certified, it does not ensure an individual's eligibility. **It is mandatory for each affected employee to file individual applications for the Trade program to determine eligibility.** The employer or the workers' union may assist in identifying affected employees, as well as use of the state Unemployment Insurance (UI) system. Identified employees will be mailed an invitation to attend a group intake meeting, indicating when and where to file an initial application for Trade program benefits. Unfortunately, initial applications for Trade program benefits cannot be filed via telephone or internet.

The TAA Program Application is filled out at the initial intake orientation for determining overall individual eligibility for TRA benefits and TAA services. A portion of the information required on the TAA Program Application is obtained from the participant's registration on the <https://JobCenterofWisconsin.com> website, so that information may be entered in advance, printed and brought to the orientation for application completion, signoff and acceptance.

The Trade Acts of 2015 & 2011 have specific deadlines for obtaining certain benefits and services of the Trade program. To be eligible for weekly TRA benefits, participants must be enrolled in TAA approved training or be waived from the training requirement within 26 weeks (6 months) of the certification date or within 26 weeks (6 months) of your most recent qualifying separation, whichever date is later. It is extremely important that participants make timely applications for TRA, even if you feel you do not need any of the program benefits now. Under specific circumstances, some Trade Program benefits may be available to a participant at a future date, but only if specified deadlines are met. Failure to meet these training enrollment or waiver deadlines may result in the loss of all TRA benefits – up to 104 weeks of payments.

After applying, the UI Division will mail a computation regarding your individual TAA and TRA eligibility. Typically, you will be notified of your eligibility determination within 5 weeks. To be eligible for TAA & TRA, participants must have been laid off due to lack of work from adversely affected employment on or after the impact date and before the expiration date of the certification. You can begin to receive some services prior to layoff if your employer identifies you as being specifically threatened with layoff in the next six months. You will not receive a determination of TRA eligibility until you are completely laid off from the TAA certified employer; incumbent workers are not eligible for TRA or UI benefits.

TABLE OF CONTENTS

	<i>Page</i>
Abbreviations, Acronyms and Website Links	2
The Trade Adjustment Assistance (TAA) Program	3
Summary of Services and Benefits	4
What You Need to Do to Participate in the TAA Program.....	5
Employment and Case Management Services.....	6
Training Enrollment Deadline and Training Waiver	7
Work Search Requirement	10
Work Search Required by the Trade Adjustment Assistance Program.....	10
Selecting Employers	10
Adequate Search	10
Reporting Your Work Search	10
Job Search Checklist	11
Income Support/Trade Readjustment Allowances (TRA)	12
Qualifying Requirements	12
Amount of TRA Payable.....	12
TRA Tiers of Payment.....	13
Filing Weekly TRA Claims	14
Weekly Amounts of TRA.....	14
Working & Receiving TRA While Attending Full-Time TAA Approved Training	15
Election of TRA or UI	16
TRA Computations Objections, Disqualifications and Appeals	17
Other Important Criteria Regarding TRA	22
Weekly Attendance Verification Forms	23
Health Coverage Tax Credit (HCTC)	24
TAA Training – Benefits and Deadlines	26
Individual Employability Plan – IEP	26
Approval of Training Benefits	26
Training Options and Services	27
Remedial Training.....	27
Other Important Criteria and Information on Training Options and Services.....	28
Training Approval Checklist	30
Reemployment Trade Adjustment Assistance (RTAA)	32
Qualifying Requirements.....	32
Out of Area Job Search	33
Relocation Assistance	33
Summary	34

Abbreviations, Acronyms and Website Links

For purposes of this Participant Handbook, the following abbreviations and acronyms will be used:

DET Division of Employment and Training (Job Service and Workforce Training)

DOL United States Department of Labor

HCTC Health Coverage Tax Credit

IEP Individual Employability Plan

JCW Job Center of Wisconsin

OJT On the job training

RTAA Reemployment Trade Adjustment Assistance

TAA Trade Adjustment Assistance

TRA Trade Readjustment Allowance

UI Unemployment Insurance

WBR Weekly Benefit Rate (dollar amount of full UI or TRA weekly payment)

WIOA Workforce Innovation and Opportunity Act

Wisconsin Trade Adjustment Assistance: <https://dwd.wisconsin.gov/trade>

UI Calendar: <https://dwd.wisconsin.gov/uiben/calendars.htm>

Form TRA-858A-E, "Weekly Request for Allowances by Participant in Approved Training" (also known as the "Attendance Form"): <https://dwd.wisconsin.gov/dwd/forms/ui/tra-858a-e.htm>

The Trade Adjustment Assistance Program

The Trade Act of 1974 (as amended in the Trade Adjustment Assistance Reauthorization Act Of 2015 and as amended in the Trade Adjustment Assistance Extension Act of 2011) is a federal program that provides special reemployment assistance to workers who lose their jobs, or are specifically threatened with layoff, due to elements of United States foreign trade such as competition from imports or off shoring of work. Potentially eligible worker groups include service workers, component-producing workers, and article-producing workers.

The goal of the Trade Adjustment Assistance (TAA) program is to help eligible dislocated workers obtain new suitable employment as quickly as possible, by offering training and other benefits. Suitable employment is defined as work of equal or higher skill level and wages not less than 80% of the average weekly earnings at the TAA certified employment at the time of layoff.

TAA offers a variety of benefits and services to help you prepare for and obtain new employment:

- Occupational Classroom Training to gain new skills and knowledge
- Remedial training if required to be accepted into a specific job or occupational training program
- Prerequisite training as required to be accepted into an occupational training program
- On-the-job training (OJT)
- Customized training
- Apprenticeship training – classroom portion
- Reemployment Trade Adjustment Assistance (RTAA) partial wage subsidy
- Out of area Job Search assistance
- Relocation assistance
- Health Coverage Tax Credit (HCTC)
- Trade Readjustment Allowances (TRA) weekly income payments

Participants may receive extra weekly federal unemployment payments for income support called Trade Readjustment Allowances (TRA), payable only after all regular state unemployment insurance (UI) benefits and federal extensions have been paid and only if you are participating in TAA approved training. The amount of TRA payable may be reduced by entitlement to any other federal unemployment extensions.

Wisconsin's Unemployment Insurance Division (for TRA benefits) and Division of Employment & Training / Job Service (for TAA training) act as agents of the U.S. Department of Labor in administering the TRA & TAA portions of the program.

The purpose of this participant handbook is to give workers / applicants / participants / individuals information about:

- Services and benefits available to help obtain suitable employment
- How to become eligible for those different services and benefits, including deadlines
- Your rights, responsibilities and requirements to access those services
- Learn about resources available to make informed decisions

Note: You are responsible for knowing the contents of this Participant Handbook. It is your responsibility to ask questions and meet deadlines in order to preserve your eligibility for benefits in the Trade program. The information provided here is general program information and is not meant to be all-inclusive or to cover every detail or scenario.

Each individual's situation is unique and not everyone is eligible for every benefit.

You must consult with program coordinators ahead of time to receive authorization to access benefits.

Trade Adjustment Assistance Program (TAA) Summary of Services and Benefits

As a member of a worker group certified by the Department of Labor (DOL) once you file application forms and are individually determined to be eligible for TAA, you may be eligible for the following benefits and services

Service category	Description	Deadline / Date information
Employment and Case Management Services	Information on skill assessments, career counseling, supportive services, training, jobs outlook, and more	To develop your individual plan for reemployment, as required for certain benefits
Training	To gain new skills, knowledge and certifications in demand by employers today Up to 130 weeks to complete a training program (full-time or part-time), including any necessary remedial or prerequisite classes	Must be approved by TAA staff even if already attending school Must be approved by 26-week deadline (or have deadline temporarily waived) in order to receive TRA weekly cash benefits
Trade Readjustment Allowances (TRA)	Up to 104 weeks of cash payments for workers enrolled in TAA-approved training within 26 weeks of your trade-related layoff Federal extended benefit payments may reduce TRA eligibility	Must be eligible for unemployment benefits Must be enrolled in training by 26 weeks after layoff (or waived by that date) To claim must be in TAA Approved training Fulltime, and maintain satisfactory progress
Reemployment Trade Adjustment Assistance (RTAA)	A 50% wage subsidy for up to \$10,000 over 2 years. Available to workers age 50 or over who get reemployed fulltime at a reduced salary	Must apply within 2 years of initial UI claim exhaustion Receipt of TRA benefits while in training reduces available subsidy
Job Search Allowance	For travel costs of a job search outside your local area. Total maximum allowance is \$1,250	Apply prior to each trip, and Within 1 year of layoff/cert date, or within 6 mos. of training completion
Relocation Allowance	For costs of relocating to a comparable job outside your local area	Must apply prior to moving, and within 14 months of layoff or 6 months of training completion

Note: Descriptions/Deadlines above are informational only and not meant to be all inclusive. TAA services and benefits are based on both eligibility requirements and individual approvals from TAA/TRA coordinators

You MUST consult with TAA Coordinators ahead of time for authorization to access each specific benefit

The TAA program is closely coordinated with the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker program Continue to access services through the Dislocated Worker program while considering your options under TAA

Call the Job Service Call Center with your general questions about TAA: 1-888-258-9966

What You Need to Do to Participate in the TAA Program

Apply for the TAA Program in a timely manner:

Fill out the **Trade Program Application form** and submit it to TRA program staff. Even if you are receiving severance pay or a buyout package, or are reemployed since your lay off from affected employment, you should still apply now to preserve your future rights to the Trade program and not risk missing regulatory deadlines. You will receive an official determination in the mail from UI stating whether you are eligible for program benefits.

Review all forms, materials and the Participant Handbook, and keep them for future reference.

You can begin Dislocated Worker services while still employed, but you must file TAA Applications.

Develop your Individual Employability Plan (IEP):

If you are already working with a WIOA case manager, continue to work with them regarding developing your reemployment plan, taking steps to identify goals and steps to meet them. **Let your WIOA case manager know that you have applied for TAA assistance as well.**

Whether you are interested in training now, or are unsure at this time, you need to develop your Individual Employability Plan (IEP) and complete the planned activities. Refer to the Training Approval Checklist steps 1-3 and the list of "Employment and Case Management Services".

Today's employers are seeking applicants with up-to-date skills, knowledge and certifications. Your reemployment planning should give serious consideration to using your TAA training opportunities today to update your skills and certifications.

Meet deadlines:

Keep track of your 26-week deadline to enroll in training or receive a waiver of the training requirement. Meet with your TAA Coordinator prior to that deadline, in order to maintain eligibility for Trade Program benefits.

There are different deadlines for different benefits and you must apply for each benefit prior to beginning that service. Review the Participant Handbook and contact your TAA Coordinator to apply or for questions.

Continue to look for work:

If you are laid off, continue to conduct your work search as required, and file your unemployment weekly claim certifications. Complete IEP activities and Training Approval Checklist steps.

Utilize the resources of <https://JobCenterofWisconsin.com> and your local Job Center, including job seeker workshops like resume preparation or interviewing.

Keep your TAA Coordinator informed of your progress:

If you receive a training waiver because you are not enrolled in training by your 26-week deadline, you must make ongoing efforts to enroll in full time TAA approved training, conduct four work search actions per week, maintain written records, and contact your TAA Coordinator monthly as required.

If you are enrolled in training, you must meet established training benchmarks; which include maintaining contact with your TAA Coordinator to show ongoing and satisfactory participation in your approved training activities, including reporting class schedules, attendance, grades, drops or changes, other income from grants, and any resulting employment.

Employment and Case Management Services

These Employment and Case Management information and services are important to use as you manage your transition to new employment.

As you weigh your options to develop your path forward, take advantage of these to identify your own skills and knowledge, gather information on the job market, identify what skills the jobs you are interested in require, and decide how you might best develop those skills that employers are hiring for.

The following information and services are available to you through your Job Service TAA case managers and/or other local Job Center staff:

- Comprehensive and specialized assessments of your skill levels and service needs.
 - Helpful Internet Web sites:
 - <http://www.wisconsinjobcenter.org/ncrc/jobseeker>
 - <https://careerlocker.wisc.edu>
 - <http://www.myskillsmyfuture.org>
 - <http://www.careercruising.com>
 - <http://skillexplorer.wisconsin.gov>
- Developing your “Individual Employment Plan” to identify reemployment goals and objectives, and the appropriate actions to achieve them
- Information on training available in your local area and region. Information on individual counseling to determine which training is suitable, and how to apply for such training
 - Helpful internet web sites include:
 - Wisconsin Technical Colleges: <http://www.wtcsystem.edu>
 - Educational Approval Board: <http://www.eab.state.wi.us>
- Information on how to apply for financial aid
 - Helpful Internet Website
 - <http://www.fafsa.ed.gov>
- Job market information, including local, regional, and national labor market information on occupations in demand, skills required, wages, hiring projections
 - wisconomy.com
- Short-term prevocational workshops, including resume writing, developing learning skills, communication and interviewing skills, punctuality, and professional conduct
- Individual career counseling, including job search and placement counseling (both during the period in which you are in training and after training for job seeking and placement assistance)
- Information relating to the availability of supportive services, including services related to transportation, child care and housing assistance

If you are interested in receiving more information on these services, please contact your local Job Center, which you can find by visiting <https://JobCenterofWisconsin.com> or leave a message via telephone at 888-258-9966. A staff agent will return your call.

Training Enrollment Deadline and Training Waiver

You have 26 weeks (6 months) from your last day of work from the certified company or 26 weeks from the TAA petition certification date, whichever of the two dates is later, to enroll in a training program in order to qualify for the extra TRA weekly support payments.

(For more information on TAA Training Benefits, refer to the table of contents page)

If you are near that deadline and are not attending approved training yet, you may be issued a temporary waiver extending the training enrollment requirement, provided you can demonstrate you have a reemployment strategy and plan to start training soon. Training approval after the deadline does not allow for the TRA weekly support payments, unless a timely waiver is granted.

As you near the 26-week deadline, if you have not decided on and enrolled in a course of TAA approved training yet, or not even decided whether you are interested in pursuing training at this time, you should still be developing a plan/IEP that reflects your current skills and needs, and what steps you are taking towards meeting your reemployment goals. If you are not enrolled in training by your 26-week deadline, your TAA Coordinator can issue a temporary waiver extension of the training enrollment requirement **only** if you have an agreed-upon IEP that indicates training is not available at the current time. The TAA Coordinator must establish that at least one of the following three criteria exists:

- Delay in first available enrollment date – training start date is more than thirty days from request
- Participant is in poor health and cannot attend or complete classroom training
- Training funds are not available under TAA or other Federal laws

Developing a strong IEP takes time and involvement with other resource agencies. Do not wait until the 26th week to contact your TAA Coordinator to approve your plan/IEP or request a training waiver – appointments need to be made in advance (sometimes far in advance due to the demand from the high number of dislocated workers) and it is likely that you will not be able to get in right away to meet your deadline.

If you receive a waiver of the training enrollment requirement, in order to maintain the waiver and preserve eligibility for certain benefits, you will have additional requirements such as making ongoing efforts to enroll in full time TAA approved training, conducting a work search, contact with your case manager, and monthly reporting of your activities.

Work Search and Review – To Extend the Training Waiver and Enrollment Deadline

If a Training Waiver has been issued to you, you **MUST** take the following actions:

1. Ongoing efforts to enroll in full time TAA approved training;
2. Actively search for work, making at least four work search actions per week; maintain a record of your work search actions on form titled Work Search Log;
3. Document any other activities that you have engaged in related to IEP reemployment goals and/or exploration of training options from Training Approval Checklist; and
4. Submit your work search log by filing your weekly claim certification online

Failure to maintain the ongoing monthly contacts to report your reemployment activity could result in your training waiver being revoked or allowed to expire. **This will cancel your eligibility for all future TRA weekly support payments** unless you enroll in and are approved for training within one month following the waiver revocation/expiration date.

Even if you find employment, working 32 or more hours per calendar week, you must continue your monthly contacts with your TAA Coordinator if you wish to preserve your eligibility for TRA weekly support in case you enroll in training at some future date.

Training Waiver

Participants must enroll in TAA Approved Training to receive the extended TRA benefits. However, if training is not immediately available, the training requirement may be waived temporarily and work search efforts continued. This waiver is known as a Training Waiver.

A training waiver may be granted after an assessment process which indicates training to obtain reemployment is not immediately available at the time. After the form is signed, a written determination is mailed to the participant verifying the training waiver is applicable, usually within a week.

Training waivers are issued initially for 26 weeks (6 months) or less, but can be extended until TRA payments exhaust, as long as the participant continues to meet the eligibility requirements for a training waiver.

If a training waiver applies, enrollment in training is not immediately required to collect TRA weekly benefits. TRA cannot be paid solely on the basis of issuance of a waiver. During a training waiver, a weekly work search is mandatory, unless working 32 or more hours per calendar week. Participants with training waivers must also make ongoing efforts to enroll in full time TAA approved training and be able and available for full time work.

If not enrolled in training, the participant must make a systematic and sustained search for work in order to maintain eligibility for TRA. Refer to the Work Search Requirement section for information about conducting a work search.

Training Waiver Deadlines

The Trade Acts of 2015 & 2011 include deadline dates for obtaining a training waiver:

- 26 weeks (6 months) after the participant's most recent qualifying separation (last day of work) from adversely affected employment, **or**
- 26 weeks (6 months) after the date the Department of Labor certifies a location as group eligible for TAA, whichever of these two dates occurs later.
- The waiver deadline may be extended an additional forty-five (45) days past that date if the participant meets extenuating circumstances defined as:
 - Language barriers
 - Medical problems
 - Enrolled in a training program that is cancelled at the last minute
 - Other extenuating circumstances deemed beyond the individual's control

A TRA Coordinator will make the determination regarding extenuating circumstances within the 45-day period past the 26-week deadline.

A participant who applies for a training waiver or enrolls in approved training **after** the 45-day extension deadline may be determined ineligible for TRA, but may remain eligible for TAA training or RTAA benefits.

Extension of Training Waiver

Participants must request an extension / continuation of the training waiver prior to its expiration and your TAA Coordinator must establish that at least one of the following three criteria still exists:

- Delay in first available enrollment date – training start date is more than thirty days from request
- Participant is in poor health and cannot attend or complete training
- Training funds are not available under TAA or other Federal laws - to be determined on an individual basis in conjunction with TAA Coordinator

Training Waiver Reviews

If a Training Waiver is granted, federal regulations require the waiver be reviewed to reassess the individual's reemployment opportunities; including progress towards enrollment in TAA approved training. Waiver reviews must occur every 30 days (each month) after issuance. As long as it is demonstrated that one of the three criteria exists, the waiver can be continued for another thirty days. Failure to participate in mandatory waiver reviews or comply with the requirements for extending / continuing a training waiver will result in the loss of eligibility for all future TRA; as well as potential overpayment of TRA.

Revocation / Expiration of Training Waivers

A participant becomes ineligible for any further Basic or Additional TRA payments effective with the week a training waiver is revoked or expires, unless the individual enrolls in Trade approved training by the Monday of the first week occurring 30 days after the date on which the waiver was revoked or expired. A formal, appealable determination will be mailed if the training waiver is revoked.

A training waiver may be **revoked** when:

- An individual's circumstances have changed (i.e., no longer able and available for full time work)
- One of the three criteria no longer apply
- An individual fails to comply with training waiver requirements, such as not submitting a work search log, failure to make ongoing progress to enroll in training or failing to keep contact
- An individual enrolls in TAA Approved Training. The definition of enrolled is the training start date begins within 30 calendar days of the current date

A training waiver will **expire** when *one* of the following occurs *first*:

- An individual exhausts Basic TRA payments
- The 104-week (2-year) eligibility period for Basic TRA expires

If your TAA Coordinator revokes your waiver or it expires, the only way to continue eligibility for future TRA weekly benefits is to be enrolled in approved training within the next month (30 days).

Work Search Requirement

Wisconsin's Unemployment Insurance (UI) is a state benefit program. The Trade Readjustment Allowance (TRA) benefit authorized under the TAA program is a federal extended benefit. **The two programs have different laws, regulations, requirements and provisions for receiving benefits.** Among the differences is the work search requirement. If the state UI division has instructed a claimant to conduct a work search, simply applying for the Trade Act program does not waive that state UI work search requirement.

UI administrative rules have different criteria for waiver of the work search requirement. It is likely that if you received a waiver of the work search requirement on your state UI claim, it **will not** apply to a federal Trade program claim. Participants in the Trade program are required to conduct at least four work search actions per week if not in a TAA approved training program.

TAA regulations allow a waiver of the work search requirement only when the participant is enrolled in and attending TAA approved training. Only a TAA Coordinator can approve your training and waive your TAA work search requirement.

If a Training Waiver is issued, enrollment in training is waived and school attendance is not immediately required. During a training waiver, at least four work search actions per week are mandatory. Participants with training waivers must also be able and available for full time work. Additional TRA benefits are not payable after completion of TAA approved training while conducting a work search. Refer to the Training Waiver section for more specific information.

Work Search Required by the Trade Adjustment Assistance Program

The Trade Act requires that if not enrolled in training, "the participant shall make a weekly systematic and sustained effort to obtain work and provide tangible evidence to the department as requested." You must keep a written record of your weekly work search activity, and submit it online.

If you fail to make the required weekly action to obtain work or to provide documentation, you are ineligible to receive TRA benefits for the week in which the failure occurs AND for each week thereafter until you have again been employed during at least 4 subsequent weeks in employment (or other work covered by the unemployment insurance law of any state or the federal government) and have earned wages for such work equal to at least 4 times the participant's full TRA weekly benefit rate.

Selecting Employers

Participants should contact employers with job listings they are qualified for. **Repeat contacts are not acceptable** unless asked by the employer to come back. Examples of valid and invalid work search actions are available online at <https://dwd.wisconsin.gov/ui/worksearch>. The method of contact for an application is determined by the employer's request in the job listing.

Adequate Search

The Trade requirements are a minimum of four work search actions for each week that will be claimed. **If an adequate, sustained search for work is not conducted in a calendar week, do not file a TRA weekly claim certification for that week. Benefits will be suspended if a TRA claim is filed for a week where there was not an adequate job search.** If a week or weeks are skipped, call the TRA assistance line to resume the TRA claim.

If a week is paid in which a work search was **not** conducted **or** sufficient evidence of an adequate work search action was not presented, an overpayment of TRA will result. Weekly benefits will also be suspended until the participant has subsequently worked in covered employment a minimum of four weeks **and** earned gross wages equaling four times the full weekly TRA benefit rate.

Reporting Your Work Search

Submit your work search log by filing your weekly claim certification online at <https://my.unemployment.wisconsin.gov>.

Weekly TRA payments will be held if the work search report is not received timely

Use the steps in this Job Search Checklist as a guide to reemployment. A printable version is available online at <https://dwd.wisconsin.gov/dwd/forms/dws/taa-17581.htm>.

Job Search Checklist

This form is intended to provide information about available resources to help you find a new job.

Step	Checklist (☑)
1	Complete TAA program enrollment <ul style="list-style-type: none"> <input type="checkbox"/> Complete TAA Application (through orientation session or other method) <input type="checkbox"/> File for Unemployment Insurance (UI) and register at JobCenterofWisconsin.com <input type="checkbox"/> Perform weekly job search (if required)
2	Register with WIOA Dislocated Worker Services <ul style="list-style-type: none"> <input type="checkbox"/> Contact a WIOA Career Planner and begin the process of developing a detailed assessment and reemployment plan <input type="checkbox"/> Give the name of your WIOA Career Planner to your TAA Career Planner
3	Begin job search, take assessments, and start networking <ul style="list-style-type: none"> <input type="checkbox"/> Do an online assessment at careercruising.com (request login information from your local Job Center or call to obtain the location of your nearest Job Center at 1-888-258-9966) <input type="checkbox"/> Attend workshops at your local job center or training facility to assist in the following skills: resume building, basic computer, interviewing, job search <input type="checkbox"/> Search job postings through local newspapers, JCW, and other websites like wisconsinjobnetwork.com, indeed.com, http://wisc.jobs/public/index.asp, usajobs.gov <input type="checkbox"/> Attend a career fair <input type="checkbox"/> Network with friends, former employer(s), former employees, and/or family
4	Consider your TAA training option <ul style="list-style-type: none"> <input type="checkbox"/> If you have not found a job and are interested in training, start researching programs and schools <input type="checkbox"/> Meet with your TAA Career Planner before your training deadline date to discuss training options, or risk losing weekly TRA allowance benefits <input type="checkbox"/> Complete the Training Approval Checklist (Form TAA-16645) <input type="checkbox"/> Obtain training waiver (if needed)
5	Keep in mind other TAA benefits that can help you in your job search and/or provide income <ul style="list-style-type: none"> <input type="checkbox"/> Income for Older Workers: Reemployment Trade Adjustment Assistance (RTAA) <input type="checkbox"/> Out of area job search <input type="checkbox"/> Relocation assistance <p style="text-align: center;"><i>Consult your TAA Benefit Rights & Obligations packet or your TAA Career Planner for more information</i></p>

TAA-17581 (R. 07/2018)

Income Support / Trade Readjustment Allowance (TRA)

Trade Readjustment Allowance is part of a federally funded program under the Trade Act of 1974 and as amended, the Trade Adjustment Assistance Reauthorization Act of 2015 and Trade Adjustment Assistance Extension Act of 2011, which provides weekly payments (income support) to participants laid off due to lack of work or whose hours of work and wages are reduced due to elements of United States foreign trade, such as imports or off shoring. Trade Readjustment Allowance is a federal weekly extended benefit, made payable from funds appropriated by Congress. It is payable only AFTER regular state unemployment insurance (and extensions, if applicable) is exhausted.

To be eligible for TRA weekly payments, participants must be enrolled in TAA training or waived from the training requirement within twenty-six weeks of the certification date or twenty-six weeks of the most recent qualifying separation, whichever is later. It is extremely important that participants make timely applications for TAA / TRA benefits and services. A failure to meet these enrollment or waiver deadlines will result in the loss of all TRA -- up to 104 weeks of income

Qualifying Requirements

To be eligible for TRA, a participant must:

- Be included in a group certified by the Department of Labor as affected
- Be enrolled in a program of full time TAA approved training, or waived from the training requirement by the later of deadline dates. **NOTE: A participant who attends part-time training or who drops below the required full-time status will not be eligible for TRA payments during that term**
- Be laid off due to a lack of work from employment on or after the impact date and before the expiration date from the location certified as affected
- Have at least 26 weeks (six months) of work with earnings of \$30 per week at the adversely affected location in the 52-week period before layoff. Up to 7 weeks of employer authorized vacation, sick leave, injury leave, maternity leave, or military leave and up to 26 weeks of Workers Compensation or federal service in the Armed Forces active duty reserve may be used to count towards the mandatory 26 weeks required
- Have applied for TAA / TRA
- Have applied for, been entitled to, and exhausted all rights to state unemployment insurance benefits (extensions included)
- Submit weekly attendance verification forms **if** enrolled in TAA approved training **OR**
- Participate in mandatory training waiver reviews, unless attending TAA training **AND**
- Conduct a weekly work search, unless attending TAA training

Amount of TRA Payable

If eligible for TRA, the participant's full weekly amount will be the same as the full Wisconsin Unemployment Insurance (UI) benefit rate in effect at the time of the **FIRST qualifying** separation from affected employment. A qualifying separation is defined as:

1. A consecutive 7-day period of lay off (no work) at the adversely affected location
2. Lay off that occurred on or after the impact date
3. A minimum of 26 weeks of work in the 52-week period prior to lay off

TRA Tiers of Payment

Basic TRA

- Participants who qualify for Basic TRA have a two-year eligibility period to claim Basic TRA. It usually starts with the final qualifying separation (last day of work) and ends 104 consecutive weeks later
- The combination of State UI and Federal Basic TRA entitlement cannot exceed 52 weeks. Any entitlement to a Federal UI extended benefit program (such as EUC) may reduce Federal Basic TRA entitlement
- If a training waiver is granted, a participant may receive Basic TRA payments only while participating in ongoing 30-day reviews

Additional TRA

- Maximum Additional TRA is 65 weekly payments. The eligibility period is a 78-week time period that begins one of three ways:
 - After receiving all UI and Basic TRA **OR**
 - After the two year Basic TRA eligibility period ends **OR**
 - If initial enrollment in approved training begins after the Basic TRA eligibility period ends
- Must be enrolled in and attending full-time TAA approvable training
- When approved training ends, Additional TRA payments also end
- Additional TRA cannot be paid upon completion of training to conduct a work search

Completion TRA

- Maximum Completion TRA is 13 weekly payments. The eligibility period begins in the last 20 weeks of the approved training program
- Completion TRA is not payable during a break in training of 30 days or less
- Must be enrolled in and attending full-time TAA approvable training
- When approved training ends, Completion TRA payments also end
- Completion TRA cannot be paid upon completion of training to conduct a work search
- Must be in full compliance with all established training benchmark criteria

OVERVIEW OF WEEKLY INCOME PAYMENTS	
26	UI weeks
+ 26	Basic TRA weeks
+ 65	Additional TRA weeks – only if attending class
= 117	Potential weeks
+ 13	Completion TRA Weeks – if qualifying requirements are met
= 130	Maximum Potential weeks
ALL UI AND TRA INCOME IS TAXABLE	

Filing Weekly TRA Claims

Wisconsin's state UI benefit claim system is used for filing and paying weekly TRA claim certifications, online at <https://my.unemployment.wisconsin.gov> or call 414-435-7069. TRA is paid in the same manner as state UI, therefore child support, tax deductions, pensions, SSDI, direct deposit and debit card will apply to TRA. To check the status of a payment, go online at <https://my.unemployment.wisconsin.gov> or call 608-267-7772.

Weekly Amounts of TRA

It is mandatory to report the gross amount of ALL wages earned in a calendar week.

In accordance with Wisconsin unemployment law requirements, the following types of income will reduce Basic, Additional and Completion TRA (as well as UI) weekly payments:

- Pensions, Annuities, Retirement Plans including 401K, 403B or 457B
- Social Security Disability Income (SSDI)
- Workers Compensation
- Back, Bonus, Profit Sharing, Severance, Vacation or Holiday Pay
- Other Federal Grants and training allowances (including SEOG and G.I. Bill)
- Wages earned from working in a calendar week

Exception is made for participants in full-time training, where earned wages and hours worked up to the TRA weekly benefit rate will not reduce the weekly payment (refer to Working & Receiving TRA While in Full-Time TAA Approved Training)

The "partial wage formula" used to compute a partial weekly TRA payment is:

1. Subtract \$30 from the gross income
2. Multiply the remainder by .67 (67%)
3. Subtract this new amount (including the cents) from the full TRA weekly benefit rate
4. Round the remainder down to the nearest whole dollar. This is the amount of partial TRA benefits payable for the week

The smallest TRA payment that will be made is \$5, so if the calculation results in an amount that is less than \$5, no payment will be made.

If unsure if eligible for a partial TRA payment, file a weekly claim certification for the week and report all gross income. The department will determine if any benefits are due.

No TRA will be paid for any calendar week in which a participant earns more than \$500.00 in gross wages.

No TRA will be paid for any calendar week in which a participant has thirty-two (32) or more hours of work.

Recipients of Social Security Disability Income (SSDI) will be ineligible to receive TRA payments. Participants are required to report SSDI to UI/TRA staff. Failure to report SSDI income will result in overpayment of benefits and possible penalties.

The highest gross income a participant can earn in a calendar week and still qualify for the minimum TRA payment is named the "Maximum Weekly Earnings" amount. This amount is not the same for every participant. The full TRA weekly benefit rate (WBR) determines what the maximum weekly earnings amount will be. The "Maximum Weekly Earnings Chart" is a listing of the maximum weekly earnings amount for each weekly benefit rate. This chart is available online at:

<https://dwd.wisconsin.gov/uiben/handbook/pdf/mwechart.pdf>.

Working & Receiving TRA While in Full-Time TAA Approved Training

Participants in full time TAA approved training who are receiving TRA payments and working will not have earned wages and hours worked deducted from weekly payments, as long as the earned wages and hours worked are less than or equal to their full TRA weekly benefit rate.

If wages earned are *greater* than the TRA weekly benefit rate, the *TRA partial wage formula* will apply only to the amount that exceeds the full weekly TRA benefit rate, plus \$30. This only applies to actual TRA payment tiers; *State UI payments and extension programs are still reduced by wages earned using the UI partial wage formula*, even if enrolled in TAA approved training.

It is mandatory to report the gross amount of ALL wages earned in a calendar week.

In accordance with Wisconsin unemployment law requirements, the following types of income will reduce Basic, Additional and Completion TRA weekly payments:

- Pensions, Annuities, Retirement Plans including 401K, 403B or 457B
- Social Security Disability Income (SSDI)
- Workers Compensation
- Back Pay, Bonus, Profit Sharing, Severance, Vacation or Holiday Pay
- Other Federal Grants and training allowances (including SEOG and G.I. Bill)

Following is the *TRA partial wage formula* that applies **only** to participants who:

- **Work** and earn gross wages **greater** than their full TRA weekly benefit rate, and
- Are attending TAA approved **training** full time, and
- Are receiving **TRA** payments

The partial wage formula used to compute a partial weekly TRA benefit is:

1. Subtract the full TRA weekly benefit rate from the gross earned income for the calendar week
2. If the remaining amount calculated in step 1 is equal to or less than \$30, the full weekly TRA benefit rate is paid and do not apply 3 through 6 below
3. If the remaining amount calculated in step 1 is greater than \$30, then subtract \$30 from the amount in step 1
4. Multiply the remainder by .67 (67%)
5. Subtract this new amount (including the cents) from the full TRA weekly benefit rate
6. Round the remainder down to the nearest whole dollar. This is the amount of partial TRA benefits payable for the week

The smallest TRA payment that will be made is \$5, so if the calculation results in an amount that is less than \$5, no payment will be made.

Recipients of Social Security Disability Income (SSDI) will be ineligible to receive TRA payments. Participants are required to report SSDI to UI/TRA staff. Failure to report SSDI income will result in overpayment of benefits and possible penalties.

Election of TRA or UI

Participants who work after starting a UI benefit year claim can qualify for a subsequent (new) UI benefit year, if earned gross income from work equals or is greater than eight times the full UI weekly benefit rate. This may often result in a much lower subsequent UI full weekly benefit rate.

Qualified TAA participants may elect to receive TRA or UI payments provided that TRA eligibility remains and monetary qualifying exists for a subsequent UI benefit year. An option letter will be mailed, specifying eligibility options. The option to elect TRA or UI must be given careful consideration, with regard to the waiting week, partial employment, weekly benefit rates, maximum benefit amounts and eligibility period end dates. TRA is not payable over summer if you are not in training. Consult with a TRA specialist at 608-267-7772 for guidance.

A sample of the TRA/UI Option Letter:

Department of Workforce Development
Unemployment Insurance Division
TRA Unit
P.O. Box 7905
Madison WI 53707

TRA/UI Option Letter

Prepared by: TRA - 5190
Telephone: (608) 267-7772
Fax: (608) 327-6172

Date Mailed:
SSN: ***-**-****

You will establish or have established a new UI benefit year that began XX/XX/XX.

Based on the wages reported by your Wisconsin employer(s), you qualify for a new UI benefit year. You have the choice of receiving the new UI rate or receiving the TRA rate. Carefully consider all factors, such as the waiting week, partial employment, weekly benefit rates, maximum benefit amounts and eligibility period end dates. TRA is not payable over the summer if you are not in training. **For help with questions, call 608-267-7772. If you choose to keep the new UI claim, do not return this form.** Failure to return this form means you will receive the new UI benefit rate.

You are potentially entitled to:

UI weekly benefit rate: \$
Maximum benefit amount: \$
Benefit year ends:

OR

TRA weekly benefit rate: \$
Remaining TRA maximum benefit amount: \$
TRA eligibility period end date:

If you do not want to receive UI, you must withdraw by checking the box below, signing this form and returning it to the fax number or address shown above **within 7 days of the date mailed (XX/XX/XX)**. If the completed form is returned, you will not receive UI, but will receive the remaining TRA benefits.

- I wish to withdraw the new UI benefit year and continue to receive the remaining TRA benefits. I understand I must continue to file weekly claim certifications. Information provided will be used to issue a separate written determination regarding eligibility for benefits. I understand that if I disagree with the determination I can file an objection. Instructions are found on the back of the determination.

Claimant Signature: _____ Date Signed: _____

TRA Computations, Objections, Disqualifications and Appeals

After the application for Trade Adjustment Assistance is processed and employment information is received from the affected employer, a TRA Computation is mailed (usually within five weeks) to the participant.

If there is a dispute with benefit amounts or eligibility periods, claimants can call 608-267-7772 and file an objection.

If the initial application is denied, the computation will state the reason and claimants can call 608-267-7772 to file an objection.

TAA, WIOA & TRA coordinators share information regarding Trade program participation. Approving training, denying requests for training, training waivers, work search documentation, and revocations of training waivers are some examples. Unemployment Insurance then makes appealable determinations regarding these claims. Instructions are provided on the back of the determination how to file an appeal.

Generally, disqualifications under state unemployment insurance law also apply to TRA claims. Formal determinations are mailed and state how the disqualification affects the TRA and/or TAA claim. Any determinations affecting TRA or TAA benefits or eligibility may be appealed within the appeal period specified on the determination. Instructions are provided on the back of the determination how to file an appeal. You should keep all official determinations and computations for future reference.

The following pages show *examples of various TRA determination letters* you may receive

QE567 - Initial Determination of eligibility and computation of TRA monetary rate, weeks and amount

QE563 – Notification of eligibility period for claiming TRA-Additional due to being in approved training, and computation of TRA monetary rate, weeks payable and maximum amount allowed

TR524 – Initial Determination of “Training Waiver” reason and expiration date, maintains eligibility for TRA-Basic and is required to participate in 30-day reviews

TR523 – Determination that the Training Waiver is revoked due to enrollment in TAA approved training

SS #

UI LO #:
 UI Acct. #:

COMPUTATION

Example of Trade Eligibility Determination (QE 567): Initial determination of eligibility and computation of TRA monetary rate, weeks and amount.

NOTE: This letter includes your 26 week deadline date.

Issue Week: 50/20 Week Ending: 12/14/20	Applicable Wisconsin Law: Trade Act of 2015 & 2011
--	---

FINDINGS AND DETERMINATION OF THE DEPUTY:

YOU ARE POTENTIALLY ELIGIBLE FOR BENEFITS UNDER THE TRADE ACT OF 2015.

TRA ALLOWANCES ARE PAYABLE FOR WEEKS OF UNEMPLOYMENT ONLY AFTER YOU EXHAUST ALL OTHER UNEMPLOYMENT INSURANCE PROGRAMS PAYABLE.

TRADE LAW REQUIRES PARTICIPANTS TO BE ENROLLED IN FULL-TIME TAA APPROVED TRAINING OR WAIVED FROM TRAINING BY THE LAST DAY OF THE 26TH WEEK OF THE MOST RECENT QUALIFYING SEPARATION OR CERTIFICATION DATE TO RECEIVE WEEKLY ALLOWANCES.

FAILURE TO ENROLL IN FULL-TIME TAA APPROVED TRAINING OR OBTAIN A WAIVER BY THE DEADLINE DATE SHOWN BELOW WILL RESULT IN THE LOSS OF TRA BENEFITS.

YOUR 26-WEEK DEADLINE DATE FOR ENROLLMENT OR WAIVER IS 07/04/18.

THE TOTAL AMOUNT OF TRA YOU MAY RECEIVE CANNOT EXCEED THE AMOUNT AND IS ONLY PAYABLE DURING THE ELIGIBILITY PERIOD SHOWN BELOW.

EFFECT

ELIGIBILITY PERIOD FROM 05/02/20 THROUGH 08/11/22.

<u>WEEKLY BENEFIT RATE</u>	<u>NUMBER OF WEEKS PAYABLE</u>	<u>MAXIMUM TRA PAYABLE</u>
\$323.00	26	\$ 8,398.00

APPEAL PROCEDURE: SEE THE REVERSE SIDE OF THIS DETERMINATION.

PETITION NO. TA-W- 00000

ADVERSELY AFFECTED EMPLOYER: COMPANY NAME

DEPUTY 5190	DATE MAILED 12/13/19	DECISION FINAL UNLESS AN OBJECTION IS FILED BY: 12/27/19
--------------------	-----------------------------	---

SS #

UI LO #:
 UI Acct. #:

COMPUTATION

Example of Additional TRA (QE 563): Notification of eligibility period for claiming TRA-Additional due to being in approved TAA training and computation of TRA monetary rate, week's payable and maximum amount allowed.

Issue Week: 50/19 Week Ending: 12/14/19	Applicable Wisconsin Law: Trade Act of 1974 SECTION 233 (A) (3)
--	--

FINDINGS AND DETERMINATION OF THE DEPUTY:

YOU ARE ELIGIBLE FOR ADDITIONAL TRA ALLOWANCES.

ADDITIONAL ALLOWANCES ARE PAYABLE FOR WEEKS OF UNEMPLOYMENT ONLY DURING THE ELIGIBILITY PERIOD SHOWN BELOW OR ONLY THROUGH YOUR TAA APPROVED TRAINING END DATE.

TRA ALLOWANCES ARE PAYABLE FOR WEEKS OF UNEMPLOYMENT ONLY AFTER YOU EXHAUST ALL OTHER UNEMPLOYMENT INSURANCE PROGRAMS PAYABLE.

ELIGIBILITY PERIOD: 12/11/20 THROUGH 08/09/22

<u>WEEKLY BENEFIT RATE</u>	<u>NUMBER OF WEEKS PAYABLE</u>	<u>MAXIMUM TRA PAYABLE</u>
\$245.00	65	\$15,925.00

EFFECT

ADDITIONAL ALLOWANCES ARE AVAILABLE AS OF THE ABOVE WEEK IF OTHERWISE ELIGIBLE.

PETITION NO. TA-W- 00000

ADVERSELY AFFECTED EMPLOYER: COMPANY NAME

DEPUTY 5190	DATE MAILED 12/13/19	DECISION FINAL UNLESS AN OBJECTION IS FILED BY: 12/27/19
--------------------	-----------------------------	---

SS #

UI LO #:
 UI Acct. #:

DETERMINATION

Example of a Training Waiver (TR 524): Determination of "Training Waiver" reason and expiration date. This maintains eligibility for TRA-Basic and participant is required to participate in waiver reviews.

Issue Week: 50/18 Week Ending: 12/14/18	Applicable Wisconsin Law: Trade Act of 2015 & 2011, Section 115
--	--

FINDINGS AND DETERMINATION OF THE DEPUTY:

THE REQUIREMENT THAT THE CLAIMANT ATTEND TRAINING IN ORDER TO BE ELIGIBLE FOR TRADE READJUSTMENT ALLOWANCES (TRA) IS WAIVED.

THE WAIVER IS GRANTED BECAUSE THERE IS A DELAY IN THE FIRST AVAILABLE ENROLLMENT DATE FOR TRAINING.

THE TRAINING WAIVER EXPIRES ON 06/13/19.

THE TRAINING WAIVER MAY BE EXTENDED PAST THE EXPIRATION DATE IF THE CLAIMANT MEETS ELIGIBILITY REQUIREMENTS.

THE CLAIMANT MUST PARTICIPATE IN WAIVER REVIEWS AS INSTRUCTED BY THE TAA COORDINATOR.

TO MAINTAIN FUTURE ELIGIBILITY FOR ADDITIONAL TRA WEEKLY BENEFITS, THE CLAIMANT MUST BE ENROLLED IN FULL-TIME TAA APPROVED TRAINING BY THE MONDAY OF THE FIRST WEEK OCCURRING 30 DAYS AFTER THE DATE ON WHICH THIS WAIVER IS TERMINATED.

EFFECT

THE CLAIMANT IS ELIGIBLE FOR BASIC TRADE READJUSTMENT ALLOWANCES WITH RESPECT TO THIS ISSUE ONLY. ADDITIONAL ALLOWANCES MAY BE PAYABLE ONLY IF THE CLAIMANT ENROLLS IN A TAA APPROVED TRAINING PROGRAM.

PETITION #TA-W- 00000 AFFECTED EMPLOYER: COMPANY NAME

DEPUTY 5190	DATE MAILED 12/13/18	DECISION FINAL UNLESS AN OBJECTION IS FILED BY: 12/27/19
--------------------	-----------------------------	---

SS #

UI LO #:
 UI Acct. #:

DETERMINATION

Example of a Training Waiver (TR 523): Determination of waiver revocation due to enrollment in TAA approved training. Once enrolled in training a waiver is no longer valid and must be revoked.

Issue Week: 50/17 Week Ending: 12/14/17	Applicable Wisconsin Law: Trade Act of 2015 & 2011, Section 115
--	--

FINDINGS AND DETERMINATION OF THE DEPUTY:

THE CLAIMANT'S REQUIRMENT TO BE ENROLLED IN TAA APPROVED TRAINING WAS PREVIOUSLY WAIVED.

THE WAIVER IS NOW REVOKED BECAUSE THE CLAIMANT IS ENROLLED IN TAA APPROVED TRAINING.

EFFECT

BASIC AND ADDITIONAL TRADE READJUSTMENT ALLOWANCES (TRA) ARE PAYABLE WHILE THE CLAIMANT IS ATTENDING FULL-TIME TAA APPROVED TRAINING.

PETITION #TA-W- 00000

AFFECTED EMPLOYER: COMPANY NAME

DEPUTY 5190	DATE MAILED 12/13/17	DECISION FINAL UNLESS AN OBJECTION IS FILED BY: 12/27/17
--------------------	-----------------------------	---

Other Important Criteria Regarding TRA

- An affected participant must apply for Unemployment Insurance (UI) before the application for Trade benefits can be processed.
- All Trade Readjustment Allowance (TRA), Unemployment Insurance (UI) and Reemployment Trade Adjustment Assistance (RTAA) income is taxable.
- Any fraudulent claim will cancel all future rights to TAA and TRA. Misrepresentation or concealment of information will result in indefinite disqualification from receiving any further TRA and/or TAA benefits. It will also result in overpayments and potential forfeitures if intent is determined. This includes all future eligibility (lifetime denial) in reemployment with any company that may become Trade eligible. **The federal law and state law provide penalties and total loss of TRA and TAA benefits for any false statements made in order to receive benefits.**
- Participants who work after starting a UI benefit year claim can qualify for a subsequent (new) UI benefit year, if earned gross income from work equals or is greater than eight times the full UI weekly benefit rate. This may often result in a much lower subsequent UI full weekly benefit rate
- Participants **must** contact a TRA or TAA Coordinator **before** quitting or refusing a job, otherwise they risk losing benefits.
- Failure to participate and remain in training may result in a denial of TRA weekly payments. Good cause for missing classes (absence) during a week will be determined on an individual basis by a TRA specialist. TRA weekly payments may be slightly delayed due to the processing of required Weekly Attendance Verification Forms.
- Income from other Federal grants or assistance will affect TRA eligibility. Participants must notify TAA and TRA coordinators of any additional monetary assistance obtained for training, or risk an overpayment of benefits.
- Trade Act participants who move can potentially be eligible anywhere in the United States. If relocating to another state, you should take the initial computation of TRA eligibility from Wisconsin to the nearest Job Center or Unemployment Insurance office in that state. If they wish to approve any training, they will notify Wisconsin to continue the TRA claim through interstate procedures.
- Participants enrolled in on-the-job or apprenticeship training are not eligible for TRA payments.
- **If not enrolled in training, the participant must make a systematic and sustained search for work in order to receive a TRA weekly benefit payment.**
- **While enrolled in and attending TAA approved training, a work search will not be required. Only a TAA coordinator can waive the work search requirement.**
- **A participant who attends part-time training or who drops below the required full-time status will not be eligible for TRA payments during that term.**
- **Do not register for or enroll in any training without prior approval from a TAA coordinator. TAA will not reimburse the participant for out of pocket expenses prior to approval.**
- **The participant must consult with program coordinators ahead of time to receive authorization to access each benefit.**
- **Failure to communicate on an ongoing basis with the TAA and TRA coordinators may cost the participant thousands of dollars in lost benefits or overpayments. Communication between the participant and the TAA and TRA coordinators is VERY IMPORTANT!**

Weekly Attendance Verification Forms

When attending training approved under the Trade Act, individuals must verify their attendance in training each week. A participant in TAA Approved Training verifies school attendance with the Weekly Request for Allowances form. This is in addition to filing a weekly claim certification online to receive a payment. The forms are submitted via fax, but must be received and processed before a TRA payment can be released. Download a printable form at <https://dwd.wisconsin.gov/dwd/forms/ui/tra-858a-e.htm>.

Instructions for filling out form for weekly attendance verification:

View the video tutorial directions for completing the weekly attendance form online at <https://dwd.wisconsin.gov/trade/forms.htm>. If an incomplete form is submitted, it cannot be processed and payment cannot be released. Fill in the blanks for the Beginning Sunday and Ending Saturday dates.

Complete part A - Training Attendance. Provide a written explanation if absent from any scheduled training in the week, including any missed online classes. If there was a break scheduled by the training institution, list the dates of the entire break in training contained on one form (not week by week) and have an authorized representative from the training institution sign it, verifying the break dates. Enter EVERY class for the term / semester each week. Instructor or Training Institution Representative signatures are **required** for verification for **each enrolled class**, on a weekly basis. Internet (online) classes **must** obtain attendance verification from your instructor on a weekly basis in writing, via email, and fax it with this form. Enter the week's attendance record by indicating **P** for Present and **A** for Absent. **Remedial students** must enter the number of hours attended training each day. Read the paragraph in part C - Participant Certification, before signing the form. If classes must be added or dropped, it is mandatory to notify your TAA coordinator ahead of time. If other federal training allowances or grants are received outside of the trade program, notify a TRA specialist immediately.

Following are reasons that TRA payments may not occur as quickly as UI payments:

- The attendance form is incomplete in any manner whatsoever. It is the student's responsibility to obtain and provide all the information requested on the form every week. It is very important that the form be checked for completeness and accuracy prior to faxing. If an incomplete attendance form is submitted, the payment for that week cannot be released
- The attendance form is not received. If the weekly claim certification is filed before the attendance form is processed, you may receive the following notice, "Payment for WK/YR is held due to a question about your eligibility. If payment cannot be made, you will be notified. Continue to file weekly claims." This message means only that payment is held; not that it has been denied. Payment will be released after the attendance form is processed
- Faxing the attendance form after 2:00 p.m. may result in the form not being processed until the next business day
- Failure to provide a written explanation of any absence from training in the week
- Failure to enter P's or A's, or amount of hours attended each day if in Remedial training; or failure to obtain instructor's signatures (online internet classes must still be verified via email or fax)
- Failure to sign or date the form
- A holiday when there is no mail delivery, direct deposit or debit card transaction

Health Coverage Tax Credit (HCTC)

What is it?

A Federal tax credit program administered by the IRS for individuals participating in the Trade Adjustment Assistance (TAA) Program. The purpose of the HCTC is to help workers who have lost their jobs due to foreign competition cover the cost of health insurance for a limited time. This is **NOT** an insurance plan. It is a tax credit that will help make your health insurance payments more affordable.

How does it work?

Choose the monthly or annual tax credit

- **Monthly Credit** - You pay 27.50% of the premium to your health plan each month and the HCTC program pays 72.50% of the premium to your health plan each month.
- **Yearly Credit** - You pay 100% of your premium for the entire year and then receive a 72.50% refund or credit against your federal taxes owed (IRS Form 8885)

The HCTC cannot be applied to separate dental / vision plans.

What are the General Eligibility Requirements?

Eligible for TRA payments, participating in TAA reemployment activities, and receiving one TRA or UI payment each calendar month **OR** receiving the Reemployment Trade Adjustment Assistance (RTAA) wage subsidy. **The HCTC benefit can be applied for and begin only after being determined eligible for TRA or RTAA and receipt of a payment. To maintain ongoing HCTC eligibility, you must receive one UI, TRA or RTAA payment per calendar month.**

HCTC eligibility ends when the claimant no longer receives UI / TRA or RTAA payments, or when the TRA eligibility period expires (even if still receiving UI or federal extensions).

- Insured through a qualified plan
- Cannot be claimed as a dependent on someone else's federal tax return
- Cannot be in prison
- Cannot be enrolled in
 - Medicare
 - Medicaid
 - U.S. military health system (TRICARE)
 - Children's Health Insurance Program (CHIP)
 - Federal Employees Health Benefits Program (FEHBP)

**You may be able to change plans in order to receive the HCTC*

Is this available to my family members?

Yes, if family members meet general eligibility requirements & are claimed as dependents on your federal tax return *or* you file your federal income taxes jointly with your spouse.

What types of health insurance plans are approved for this tax credit?

- **COBRA:** Must pay more than 50% of COBRA premiums
- **Spouse's Employer Health Plan:** Individuals may enroll in group coverage through spouse's employer. Spouse must pay more than 50% of premium. The HCTC can only be claimed as an annual tax credit unless it is a COBRA plan.
- **Non-Group / Individual Health Plan:** Must have taken effect 30 days prior to your *last paid day of work*. Does not include any post-employment pay (e.g., severance pay or retirement pay).

How do I participate in the HCTC program?

1. Apply for benefits and services through the Trade Act Program
2. The State will then make an initial eligibility determination & send notice to the HCTC Program if you are eligible
3. If you meet the initial eligibility criteria, the IRS will then send you an HCTC Eligibility Guide. The guide will inform you how you can register for the HCTC Monthly Program
4. If you choose to receive the monthly tax credit, complete the Monthly HCTC Registration Form and mail in all requested documents to the HCTC program
5. If you choose to receive the annual tax credit, pay 100% of your monthly health insurance and then file IRS Form 8885 when you file your annual federal income taxes
6. Timely pay your monthly premiums

What types of documentation will I need to send to the HCTC Program if I want to participate in the Monthly Payment Program?

1. A copy of your health insurance bill dated within the last 60 days that includes all of the following:
 - Your name
 - Name and phone number of your Health Plan Administrator
 - Monthly premium amount
 - Monthly premium due date
 - Dates of coverage
 - Health plan identification numbers
 - Address for mailing your payments

If applicable, your bill may also need to show (1) dollar amounts for family members who are not eligible for the HCTC and (2) separate dollar amounts for benefits that the HCTC does not cover (such as separate dental or vision plans).

Usually, your health insurance bill will have all of this information on it. **If it does not**, you will need a letter from your health plan including this information.

2. If you have COBRA, you also must send **ONE** of these documents:
 - A copy of your completed and signed COBRA Election Letter
 - A letter from your former employer or COBRA administrator stating you have COBRA coverage that includes:
 - Your COBRA start and end dates
 - The name of the health plan
 - Your home address
 - Covered family members, their dates of birth, their relationship to you, and their Social Security Numbers
 - A copy of the "Notice of Rights to Continue Coverage" and proof you have paid your bill. You can use a cancelled check or credit card / bank statement dated within the past 60 days as proof.

If COBRA eligibility ends, HCTC eligibility also ends, until you enroll in another qualified health plan.

3. If you have qualifying non-group / individual coverage, you must send a copy of a letter or other document from your former employer that shows the day you were separated from your job **AND** a document from your health plan that shows your first day of coverage under the plan.

Questions about the program and eligibility requirements can be directed to the HCTC website at <http://www.irs.gov> (key word HCTC).

BE SURE TO KEEP A COPY OF ALL DOCUMENTS FOR YOUR RECORDS

TAA Training – Benefits and Deadlines

The TAA Program is designed to help you return to suitable employment as quickly as possible. Program services and benefits provide time and resources to develop an action plan to guide your search for suitable work, to find out what skills are in demand by employers, explore training options, and fund a course of occupational skills training.

If suitable employment is not available, affected participants are entitled to job training to acquire a new skill, provided certain criteria are met. Training costs, including tuition, books and supplies deemed necessary, will be paid for. If the training facility is beyond normal commuting distance, transportation, or lodging and meal costs may also be allowed at current federal rates.

The training benefit is available to affected participants laid off for lack of work during the impact dates specified in the Trade certification. Also eligible are incumbent workers - those still working who are specifically threatened with layoff. Specifically threatened with layoff is defined as receiving notice from the affected employer that your layoff will occur within the next 180 days (six months) from the current date. Final layoff must occur during the impact dates specified. The training funds are to be paid for by federal, state, employer, or private sources other than the individual participant.

Your deadline to enroll in a TAA training program in order to maintain eligibility for the weekly TRA training support is 26 weeks from your final last day of work from the certified company, or 26 weeks from the TAA petition certification date, whichever is later.

If you are near that deadline and are not attending approved training yet, you may be issued a temporary waiver extension of the training enrollment requirement, provided you can demonstrate you have a reemployment strategy and plan to start training by the start of the next school term. Training approval after the deadline does not allow for the TRA weekly support payments, unless a timely waiver is granted.

Individual Employability Plan - IEP

To meet that enrollment deadline it is important to have a plan, which is generally referred to as your Individual Employability Plan or IEP. (Sometimes this is called an Individual Reemployment Plan - IRP, or an Individual Service Strategy - ISS.) Your IEP should reflect what your current skills and interests are, identify barriers to employment and resources to address those needs, and spell out what steps you will be take towards meeting your reemployment goals, whether that is training, or getting assistance to focus on your job search strategy.

The Wisconsin TAA Program uses a TAA Employability Assessment and Reemployment Plan form as the IEP, but accepts plans you may have developed already through another state or program such as the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Program. The TAA Financial Support Statement form must be added to any accepted plan to reflect required information on possible extended weekly benefits and other financial support needed to complete your Reemployment Plan.

Approval of Training Benefits

There are a number of steps you need to take in order to get into and be approved for an occupational training program, including possible Remedial and Prerequisite training. Refer to the Training Approval Checklist for a full listing of the necessary steps you need to take to be considered for TAA Approved Training. You will need to get information from your prospective training institution in order to complete a New Student Cost Estimate Worksheet, which identifies all relevant information on the course of study you are interested in, including dates, number of credits and semesters, duration, remedial or prerequisite courses required, and total estimated costs of tuition, books and fees.

Training Options and Services

Participants may enroll in training to acquire a new skill or career, providing they have been specifically threatened with layoff in the next six months or laid off for lack of work on or after the impact date and before the expiration date specified in the Trade petition certification.

Responsibilities while in training include: maintaining satisfactory progress, submitting weekly attendance forms, communicating the need for any change in the original training plan to the TAA coordinator, providing documentation of registrations, grades, progress reports, and reporting employment as requested.

Occupational or vocational training is education designed to provide the necessary skills for a specific job or career, and is usually provided in a classroom by a training institution such as a technical college, but can be provided at a private or proprietary institution, or delivered as distance learning such as online courses.

Prerequisite training is education designed to provide the required courses for entry into a specific approved occupational and vocational training program.

Remedial training is education designed to improve basic skills in mathematics, reading and writing, for the purpose of gaining employment or gaining admittance to an occupational training program.

Customized training is education designed to provide the necessary skills to meet the needs of a specific employer or group of employers who pay for a portion of training costs.

Apprenticeship Training If you are working with the Apprenticeship Program to enroll in a Registered Apprenticeship, TAA can pay for the classroom portion of training, up to the point where your wages meet our suitable employment goals.

On-the-job training (OJT) is training that occurs at a new job with a new employer who is willing to teach new skills that enable you to qualify for full time suitable employment. This training benefit is discussed with an employer at the time the participant applies for the job and prior to being hired. If the employer agrees with the potential of OJT, contact your WIOA case manager or your TAA Coordinator to see if an OJT can be developed and written. An OJT contract will reimburse the employer up to 50% of wages for a negotiated period not to exceed six months (in most cases, OJT contracts are written for 2 to 3 months). The actual time and dollar amount of the contract is based on the skills and complexity of the job. A contract must be agreed upon and signed by the participant, employer and TAA coordinator prior to the first day of work. Participants enrolled in on-the-job training are not eligible for TRA payments or the Reemployment Trade Adjustment Assistance (RTAA) wage subsidy.

Remedial Training

The participant must have been specifically threatened with layoff or laid off for lack of work on or after the impact date and before the expiration date specified in the Trade certification.

Remedial training is education designed to provide increased knowledge that improves basic skills. Remedial training is limited to: Adult Basic Education to improve reading, writing, language and mathematic skills; High School Diploma, GED or HSED Certificate; English as a Second Language.

Because remedial training may be required prior to enrolling in occupational training, your need for remedial training must be determined and established in writing as soon as possible. This is done by means of formal assessment and testing, and should identify the period needed for completion.

Full time remedial training is defined by the **approved** training institution; usually this is twenty (20) class hours per week.

The need for remedial training will often increase the total length of time needed to enter and complete an occupational retraining program. You and your case manager must plan accordingly to make sure your approved training program can be completed within the allowed 130-week maximum.

Contact a TAA coordinator to inquire about qualifying and applying for the remedial education benefit.

Other Important Criteria and Information on Training Options and Services

- Training services *includes* paying the full expense of tuition, books and required supplies, including required tools and uniforms. For training that occurs outside of the local area, transportation, travel mileage, or meals and lodging expenses may be reimbursed at the current federal rate allowed. The training expenses must be paid for by federal, state, employer, or private sources other than the individual participant.
- Training *benchmarks* will be established to measure satisfactory progress while in training. The participant must meet benchmarks to receive Completion TRA. These benchmarks will include:
 1. Maintaining satisfactory progress and academic standing
 2. Staying on schedule to complete within the timeframe identified on the approved training plan

The TAA Coordinator will evaluate benchmarks every 60 days as of the training start date. One substandard review will result in a warning to the participant. Two substandard reviews must result in a modification to the training plan or the participant will no longer be eligible for Completion TRA.

- *Failure to participate* and remain in your approved training program may result in a denial of TRA payments. TRA weekly payments may be slightly delayed due to the processing of required Weekly Attendance Verification forms.
- If training must be dropped, it is mandatory to notify your TAA coordinator *ahead of time*. Dropping out of training without notice will result in you having to repay the training costs. Only a TAA coordinator can authorize a good cause drop from training. With proper notification, you may be able to resume training later, provided all approval criteria continue to be met at that time; as determined by a TAA coordinator.
- A TAA coordinator waives the weekly work search requirement while you are enrolled in and attending TAA approved training. Training breaks in excess of thirty (30) school days will result in non-payment of TRA weekly support during the break. Participants are **strongly encouraged** to attend summer terms to avoid the loss of income support during that time.
- A training request **may be denied** if **not all of the requirements for training** have been met. Other acceptable options should be discussed. A written, appealable determination will be mailed if the training request is denied. Instructions are provided on the back of the determination how to file an appeal.
- A participant may file a complaint about a TAA coordinator (case manager) by calling 888-258-9966 (choose a language, follow Job Seeker option, leave a voicemail). The complaint will be directed to staff who will investigate the issue. If the complaint is not resolved to the participant's satisfaction, further action may be taken.
- **Do not register for or enroll in any training without prior approval from a TAA coordinator. A TAA coordinator must approve all training programs in advance in order to qualify for TAA assistance. TAA will not reimburse you for out of pocket expenses incurred prior to approval.**

All of the following requirements must be met **prior** to training approval, as determined by the TAA Coordinator:

- Complete the TAA Training Approval Checklist sheet
- TAA Coordinator determines that there is no suitable employment reasonably available locally
- Career assessment must be completed to determine or reaffirm the training is appropriate for you
- You must be qualified to undertake the training, benefit from the training and have adequate financial resources available to complete the training when income support (UI / TRA payments) is exhausted, therefore financial planning is a required component of approving a training program
- Employers in the labor market must show demand for the occupation chosen for training and must provide a livable wage for employment purposes
- Training is limited to 130 instructional (school) weeks and the chosen training program **must be completable within this timeframe once approved by TAA**
- Training must be suitable for the participant and the cost must be reasonable. The usual and ordinary maximum TAA contract amount is \$25,000; including tuition, books, required supplies and mileage, food and lodging reimbursement if the training facility is beyond normal commuting distance. The maximum can be waived for justifiable reasons, such as distance traveled. Any requests to exceed these contract amounts are initiated by the TAA coordinator but need final approval from the State TAA Program Manager or their designee
- Only one (1) training program will be approved with the sole exception of remedial training; your training program may include several components
- If the training provider is not a Public Education Institution, it must be approved by the Wisconsin Educational Approval Board (<http://www.eab.state.wi.us>) or the Workforce Development Board (<http://www.wisconsinjobcenter.org/ita>). Training must be reasonably available to the participant
- The desired training institution has completed a TAA New Student Cost Estimate Worksheet form
- Contact a TAA coordinator when all of the above has been completed, to develop an individual employability plan and complete an Application for training benefits approval, and training contract
- Income support can be provided by UI and TRA weekly payments for those enrolled in a timely manner for TAA approved training (excluding on the job and Apprenticeship training). Refer to the Income Support section for qualifying requirements for TRA
- Weekly Attendance Verification Forms are mandatory and must be signed by all instructors
- Continued funding is based on students **maintaining satisfactory progress** throughout the entire training program
- The Federal Register for TAA purposes defines the term “*enrolled*”. A participant is considered enrolled in approved training if **all** of the following conditions are met:
 - The participant’s training application has been approved and a TAA Contract signed by the TAA Coordinator
 - The training institution provided notification that the participant has been accepted into the approved training program, and/or signed a TAA Contract
 - The training program start date is within 30 calendar days of the current date

Training Approval Checklist

Complete ALL steps for consideration of training. Be prepared to provide required documentation as indicated below.

Step	Checklist (☑)
Prepare for training <small>**Complete within 30 DAYS of TAA application date**</small>	1 Register with WIOA Dislocated Worker Services: <ul style="list-style-type: none"> ☐ Contact a WIOA Career Planner and begin the process of developing a detailed assessment and reemployment plan NOTE: TAA does not reimburse for tuition costs paid prior to training approval ☐ Give the name of your WIOA Career Planner to your TAA Career Planner
	2 Identify your interests, skills and values (complete <u>two</u> of the following): <ul style="list-style-type: none"> ☐ Attend a career assessment workshop at your local Job Center or training facility ☐ Do an online assessment at: careercruising.com (request login information from your local Job Center or call to obtain the location of your nearest Job Center at 1-888-258-9968) ☐ If you are currently enrolled in a training program, provide documentation of your current training status. (such as courses completed, grades, college transcripts)
	3 Research your career interests to learn about job types, skills / knowledge requirements, employers, work environments, and salary expectations: <ul style="list-style-type: none"> ☐ View classified ads and/or information at JobCenterofWisconsin.com ☐ Review current Labor Market Information and career websites (e.g. wisconomy.com, careers.org or skillexplorer.wisconsin.gov) ☐ Contact your TAA Career Planner to discuss the results of Steps 2 and 3 (within 30 days)
Enroll in training <small>**Know your deadlines**</small>	4 Identify schools or training facilities that offer your job training choice: <ul style="list-style-type: none"> ☐ TAA participants are encouraged to use the WIOA Eligible Training Provider List (ETPL) to identify and select training programs and providers, but are not limited to ETPL programs or providers in developing an approved training plan. All training programs must be approved by your TAA Career Planner.
	5 Schedule an appointment with a School Counselor to get the following training information: <ul style="list-style-type: none"> ☐ Course curriculum of all courses you will take for each semester ☐ Start and end dates from first class date to graduation date, including remedial courses, prerequisite courses, clinicals or internships and information on petition process or wait lists ☐ Tuition, book fees, and all other associated fees (such as admission, registration, testing, licensing, graduation), to complete training program ☐ Materials required for training (such as tools, medical exams, uniforms, etc.) as stated on your course description or syllabus ☐ Required entrance exam (keep your receipt for reimbursement) ☐ New Student Cost Estimate worksheet ☐ If needed, apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) fafsa.ed.gov
	6 Contact your TAA Career Planner to present your training plan for approval. The following documentation is required: <ul style="list-style-type: none"> ☐ Your State of Wisconsin or other state Determination of TRA and TAA Eligibility ☐ Career Assessment results ☐ Research supporting an employment demand in your field of training AND wage information indicating the ability to financially support yourself / family ☐ Training program information (the information outlined in Step 5) ☐ Entrance / Academic Exam results ☐ Completed Cost Estimate Worksheet ☐ Copy of your current Individual Employability Plan / Reemployment Plan

Trade Adjustment Assistance Training

If suitable employment is not available, affected participants may pursue job training to acquire a new skill. In order to be eligible to receive training funded by the TAA program, among other program requirements, the following six criteria must be met.

Six Point Criteria:

1. There is no suitable employment available to the adversely affected participant. (Suitable is defined as a job of equal or higher skill level than adversely affected employment and wages equal or higher than 80% of previous wages with affected employer).
2. The participant will benefit from appropriate training.
3. There is reasonable expectation of employment following completion of training.
4. Training must be reasonably available to the participant.
5. The participant is qualified to undertake and complete training, including having adequate financial resources available to complete the training when income support is exhausted.
6. Training is suitable for the participant and available at a reasonable cost.

Additional TAA Training Requirements:

- Participant must have an Individual Employability Plan in place
- Participant must attend or complete a Career Assessment prior to beginning a TAA approved training contract
- Labor market information must support a demand for workers in the occupation and employment will provide a suitable wage
- If the training provider is not a Public Educational Institution, it must be approved by the Wisconsin Educational Approval Board or the Workforce Development Board
- Only one training program will be approved by TAA
- Student must maintain satisfactory progress throughout the complete training program
- Weekly Attendance Forms are mandatory and must be signed by all instructors
- Training must be completed within 130 training instruction weeks
- Training may be part-time if necessary but **must** be full-time in order to receive TRA payments
- If classes are dropped or added notify your TAA coordinator ahead of time

Income Support:

Certified participants may be eligible for income support consisting of Unemployment Insurance (UI) and Trade Readjustment Allowance (TRA) benefits while in approved training. To qualify for TRA, a participant must be enrolled in approved training 26 weeks after certification or 26 weeks after layoff, or have a valid waiver of the training requirement.

- Generally 26 weeks of UI is allowed
- Followed by 26 weeks of Basic TRA (or its equivalent in federal emergency extensions)
- Up to a maximum potential of 65 weeks Additional TRA to assist completion of training
- Potential of 13 weeks of Completion TRA, provided training can be completed during that period

Reemployment Trade Adjustment Assistance (RTAA)

Trade certifications are also certified as eligible for RTAA benefits. Participants who meet qualifying requirements may receive a wage subsidy up to 50% of the difference between the weekly wages received at the time of separation from the TAA certified location and the weekly wages received from reemployment, up to a maximum of \$10,000 or two years, whichever comes first.

RTAA can be chosen prior to, during or after completion of TAA approved training. However, a participant who elects RTAA loses all rights to any future TRA eligibility. No TRA can be paid after RTAA is chosen. There is no option to return to TRA payments.

Under the RTAA program, a participant will retain potential eligibility for Job Search, Relocation Allowances and TAA training.

Qualifying Requirements

To be eligible for RTAA, a participant must:

- Be laid off for lack of work from the adversely affected location on or after the impact date and before the expiration date specified in the Trade certification
- Be 50 years of age or more. **NOTE: Reemployment that began prior to layoff from the adversely affected location may be considered**
- Earn less income at reemployment than at the adversely affected location
- **If not enrolled in full time TAA approved training**, must be employed full time which is defined as a minimum of 32 hours per calendar week **NOTE: Multiple jobs can qualify as long as the combined hours of work per calendar week totals 32 or more**
OR
- **If enrolled in full time TAA approved training**, can be employed part time (not less than 20 hours per calendar week)
- Not be reemployed at the adversely affected TAA certified location
- Not be projected to earn more than \$50,000 each year in wages from reemployment

There is a one-time only 104-week (two-year) time period to claim the maximum \$10,000 RTAA wage subsidy that begins with the initial first day of reemployment. If there are subsequent gaps in employment with more than one start date, the 104-week time period does not restart.

If you have not received any TRA payments, the 104-week RTAA eligibility period begins the earlier of:

- The date the participant exhausts all UI benefits payable (including extensions) or the UI benefit year based on the most recent (latest) qualifying separation (last day of work) at the adversely affected location expires **OR**
- The first day of work at qualifying reemployment

If you have received any TRA payments, the 104-week RTAA eligibility period begins:

- The first day of work at qualifying reemployment
- The total number of weeks the participant can receive RTAA is reduced accordingly **AND**
- The dollar amount the participant can receive RTAA is reduced by a formula. (e.g. If 26 weeks of TRA was paid, the 104-week eligibility period would be reduced to 78 weeks. 78 weeks divided by 104 weeks times \$10,000.00 equals \$7,500.00 of RTAA remaining [reduced by \$2,500.00 due to receipt of TRA])

Any subsidy received from RTAA is reported as taxable income. We do not have the ability to withhold taxes from the RTAA subsidy payments. The RTAA subsidy does not have to be reported on the weekly claim certification.

An application for RTAA can be obtained from and must be filed with a TAA coordinator. To apply, the participant must provide a copy of the last check stub for hours worked at the TAA certified company, the first check stub from reemployment and a state issued identification card (driver's license) as proof of age.

Out of Area Job Search

Job Search allowance is a benefit that reimburses the participant for 90% of the allowable transportation, lodging and meal costs, up to a maximum of \$1250, for looking for suitable work **outside** a participant's local employment area. To be eligible you must have been laid off for lack of work on or after the impact date and before the expiration date specified in the Trade certification.

The participant must receive a referral to a specific job, have a job interview, and be certified that obtaining long-term employment in the local labor market is not feasible. Documentation of a job referral or interview attendance is required.

If travel to the area is by private vehicle, a mileage allowance is available. Reimbursement rates for mileage, lodging and meal costs are determined by current federal rates (allowed at 50% federal rate).

The application for job search allowance must be filed before making the out of area work search trip, and within one year of your last day of work with the affected employer, or one year from the date of the Trade certification, or within six months of completion of training, whichever occurs latest.

To receive reimbursement, original receipts must be provided for all actual costs for travel by public and private transportation, lodging and meals. An application for this benefit can be obtained through a TAA coordinator.

Relocation Assistance

Relocation assistance is a benefit allowed once per certification and pays necessary moving expenses to help relocate you, your family and household goods outside of your current labor market area to accept new suitable employment at a new location. To be eligible you must have been laid off for lack of work on or after the impact date and before the expiration date specified in the Trade certification.

Relocation expense generally includes one-way vehicle mileage, meals and lodging while en route, commercial carrier or truck rental costs, and limited storage if necessary. In addition, a lump sum payment of three times weekly wages not to exceed \$1,250 is allowed. This is meant to cover incidental expenses not otherwise specifically reimbursed by TAA. Eligible costs are reimbursed at 90% of the current federal rate allowed (which is 50% of federal travel schedule).

You must have obtained a new job or accepted a bona fide offer for suitable work (paying at least 80% of previous wages) before moving, and your TAA Coordinator has certified that obtaining long-term employment in the local labor market is not feasible. Documentation of the job offer is required, to include position, pay, start date and any relocation benefits offered by the new employer.

The application for relocation allowances must be filed before moving begins, and within fourteen months of the date of the Trade certification or your last day of work with the certified employer, or within six months of completion of approved training, whichever occurs latest.

At least two written estimates of moving and travel costs involving commercial carriers are recommended. The TAA Program can arrange for direct payment to the selected moving company if enough lead-time is provided.

Only one one-way trip is allowed per person, but mileage for an additional vehicle is allowed, to move other family members and/or at a different time if necessary. The relocation must be completed within six months of the date of application.

A Relocation Application can be obtained from a TAA coordinator.

Summary: Information and Rights to Assistance under the Trade Act of 1974, as Amended

Under the Trade Act of 1974, as amended, workers whose employment is adversely affected by increased imports and some shifts in production, may apply for Trade Adjustment Assistance. This includes a variety of help in preparing for and obtaining new employment. Participants may be eligible for training, job search and relocation assistance (TAA). Additionally, weekly Trade Readjustment Allowances (also known as TRA) may be payable to eligible participants after exhaustion of both regular and extended unemployment insurance benefits.

Trade Law Requirements

Your worksite was certified under the Trade program that became law on petitions received after 10/20/11 for 2011 law and after 01/01/14 for 2015 law. This program greatly expands benefits to allow some TAA training to those who are specifically threatened with layoff within the next six months. However, **to be eligible for weekly TRA benefits you must be enrolled in training within 26 weeks of your latest qualifying separation from affected employment or 26 weeks of the certification date whichever occurs later.** In some cases, the training requirement may be waived, but only during your UI claim and basic TRA entitlement. No additional TRA benefits can be paid unless a participant is in approved training status and has enrolled in training by the Monday of the first week occurring 30 days after the date on which the waiver terminated, whether by revocation or expiration.

What benefits are available to you?

1. Basic weekly TRA allowances after you exhaust unemployment insurance and extended benefit programs.
2. Up to 65 weeks of additional TRA for participants in approved training.
3. Up to 13 more weeks of Completion TRA for participants who meet qualifying requirements.
4. Training to acquire a new skill if suitable employment is not otherwise reasonably available. Those specifically threatened with layoff within the next six months can be eligible for some TAA training prior to layoff. If the training facility is beyond normal commuting distance from your home, you may be paid for your transportation or subsistence expenses. Training assistance is available as long as there are adequate funds (Federal, State, employer), other than your own, to pay for it. Training is approved by your local Job Center TAA representative.
5. Job search assistance to cover expenses of looking for work outside the area in which you live. You may be paid 90% of your necessary transportation and subsistence costs (up to a maximum of \$1,250). You have one year from the date of certification, your last layoff from affected employment or six months after completing approved work training, to apply for this benefit.
6. Relocation assistance of 90% of necessary moving expenses to help you move your family and household goods to your new area of employment, plus a lump sum payment (not to exceed \$1,250). You must apply for this before you move, and within 14 months of the date of certification, your last layoff from affected employment or within six months after completion of approved work training. You must accept a new job to be eligible for relocation assistance.
7. Reemployment Trade Adjustment Assistance (RTAA).

These benefits have additional requirements that must be met. Contact your Unemployment Insurance or Job Service Office for applications for these benefits and additional information before entering into training, making a job search out of your area, or relocating because of a new job. Even though you may not qualify for weekly TRA allowances, you may qualify for assistance in training, job search and relocation.

How do you qualify for weekly TRA allowances?

1. You must be laid off due to lack of work from affected employment on or after the impact date which is stated in the Department of Labor's Certification as the earliest day under the law that layoffs or reduced work was caused by increased imports.
2. You must have at least 26 weeks of work and \$30 earnings per week with the employer that was affected by increased imports in the 52-week period before your layoff. Up to seven weeks of employer authorized leave or up to 26 for Worker's Compensation or federal service in active duty in the military reserve may be counted towards the 26 weeks.

3. You must have been entitled to unemployment insurance at the time of your first separation from affected employment. Before you can receive TRA, you must exhaust your unemployment and extended UI entitlement.
4. You must be totally or partially unemployed for each week you claim TRA, be able to work and available for work, and be actively seeking work unless you are enrolled in an approved training program.
5. You must participate in an approved training program unless this requirement is waived because of special circumstances. Failure to participate and remain in attendance in training may result in a denial of TRA weekly benefits.
6. To qualify for the additional 65 weeks of TRA while in training, you must be enrolled in approved training by the Monday of the first week occurring 30 days after the date on which the waiver terminated, whether by revocation or expiration. Contact a local TAA coordinator to apply for training.

How much assistance will you receive?

1. Your TRA weekly amount will be the same as your average unemployment insurance rate at the time of your **first qualifying separation** from affected employment.
2. Your basic TRA maximum amount will be 52 times your TRA weekly benefit rate minus the unemployment insurance payable including State or Federal Extended Benefits.
Example: If your TRA weekly rate is \$100 and you received 26 weeks of UI at \$100, your TRA entitlement would be 52 x \$100 (\$5,200) minus 26 x \$100 (\$2,600) = \$2,600 in basic TRA entitlement. Up to an additional \$6,500 (65 weeks at \$100/week) would be payable if in approved training. If qualifying requirements are met, you could receive up to another \$1,300 (13 weeks at \$100/week) in additional entitlement.
3. Your basic or additional weekly TRA benefits payment will be reduced by:
 - a) Wages and other income in the same manner that is deductible for state unemployment insurance, unless work wages are less than full weekly benefit rate while participating in approved full time training;
 - b) Amount of a weekly federal training allowance (including SEOG and G.I. Bill); and
 - c) Other federal reductions such as budget balancing legislation.

What is the period of time during which you can receive TRA benefits?

You can be paid TRA within a 104 week period beginning with the week after your **last** qualifying separation from affected employment as of the week after a petition is certified. There is an additional 65-week period for those in approved training. The eligibility period for the additional 65 weeks begins a) after you receive all your basic TRA benefits, or b) your 104-week basic eligibility period ends, or c) when you begin training if you begin after your basic eligibility period. It continues for up to 65 weeks while you are in training.

When will you find out if you are eligible for weekly TRA allowances?

After employment information is received from your employer, you will receive a determination of your TRA benefit amount and eligibility period. Use that determination to keep a record of your payments. If your claim is denied, your determination will state the reason and your rights to appeal it. Your TRA determination should be issued no later than four to six weeks after your application is filed.

How do you file your weekly claim? When can you expect payment?

You will be notified when and where to file your first claim. This will usually occur while you are still claiming state UI benefits. Thereafter, the weekly UI benefit claim system is also used for your weekly TRA claim. There are special requirements to claim TRA. Your TRA/TAA coordinator will give detailed reporting and filing instructions to you.

TRA training weekly payments may be slightly delayed due to the processing of required weekly attendance forms.

How do UI disqualifications affect your TRA benefits?

Generally, disqualifications under state unemployment insurance law also apply to TRA claims. Your determination will state how the disqualification affects your TRA claim. You are entitled to appeal determinations that affect your TRA benefits within the appeal period specified on the determination. If you move to another state, take your determination with you.