

Wisconsin Department of Workforce Development

Division of Unemployment Insurance

Division of Employment & Training

**PARTICIPANT HANDBOOK
FOR THE 2002
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 to access this information in an alternate format
or need it translated to another language, please call
414-438-7713 or 608-232-0824 or TTY 1-888-393-8914.**

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 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>

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. In most cases, 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 Act of 2002 has 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 8 weeks of the certification date or within 16 weeks 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 – 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 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.

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Abbreviations, Acronyms and Website Links

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

ATAA Alternative Trade Adjustment Assistance

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

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

The Wisconsin Trade Adjustment Assistance internet website link: <http://dwd.wisconsin.gov/trade>

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

The form TRA-858A-E, "Weekly Request for Allowances by Participant in Approved Training" (also known as the "Attendance Form"): http://dwd.wisconsin.gov/dwd/forms/ui/tra_858_a_e.htm

Form UCB-12-E, "Work Search Log": http://dwd.wisconsin.gov/dwd/forms/ui/ucb_12_e.htm

To file an Initial Claim Application for Unemployment Insurance:

- Apply online at http://dwd.wisconsin.gov/uiben/apply_online.htm
- or call 414-438-7700 or 608-232-0678 or TTY 1-888-393-8914. Hours of operation are available online at <http://dwd.wisconsin.gov/uiben/services.htm>

The Trade Adjustment Assistance Program

The Trade Act of 1974 (as amended in the Trade Reform Act of 2002) is a federal program that provides special reemployment assistance to workers who lose their jobs, due to elements of United States foreign trade such as competition from imports or off shoring of work. Potentially eligible worker groups include 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
- Alternative Trade Adjustment Assistance (ATAA) partial wage subsidy
- Training waivers to conduct extended work search
- Out of area Job Search assistance
- Relocation assistance
- Trade Readjustment Allowances (TRA) weekly support 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 if you are participating in TAA approved training or job seeking activities. The amount of TRA payable may be reduced by entitlement to any other federal unemployment extensions.

Wisconsin's Division of Unemployment Insurance (for TRA benefits) and Division of Employment & Training / Job Service (for TAA benefits) 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 (2002 Law)

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	Info on Skill assessments, career counseling, supportive services, training, jobs outlook and more	To develop your individual plan for re-employment, as required for certain benefits
Training	To gain new skills, knowledge and certifications in demand by employers today Up to 104 weeks to complete a training program, plus add'l 26 weeks if necessary for remedial classes	Must be approved by TAA staff even if already attending school Must be approved by 8- or 16-week deadline (or be 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 8 or 16 weeks of your trade-related layoff plus add'l 26 weeks if necessary for remedial classes	Must be eligible for unemployment benefits Must be enrolled in training by 16 weeks after layoff (or waived by that date) To claim must be in TAA Approved training Fulltime, or seeking work
Alternative Trade Adjustment Assistance (ATAA)	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 be reemployed within 26 weeks from last day of work
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 both on eligibility requirements and on 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 Investment Act (WIA) 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 TAA 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 case manager, continue to work with them regarding developing your reemployment plan, taking steps to identify goals and steps to meet them. **Let your 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 the details of your Individual Employability Plan (IEP). 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 8- or 16-week deadline to enroll in training. Whether you are interested in training or not, you need to develop your Individual Employability Plan and meet with your case manager 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. It is your responsibility to ask questions and meet deadlines in order to preserve your eligibility for benefits in the Trade program. Review the Participant Handbook and contact your case manager or 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.

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

Keep your Case Manager informed of your progress:

If you receive a training waiver because you are not enrolled in training by your 8- or 16-week deadline, you must conduct four work search actions per week, maintain written records, and contact your case manager monthly as required.

If you are enrolled in training, you must maintain contact with your case manager 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 jobs 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 our 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>
 - <http://www.wiscareers.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 (<http://www.worknet.wisconsin.gov>)
- 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 via telephone at 888-258-9966.

You can call and leave a message toll free at: **1-888-258-9966** and a staff agent will return your call.

Training Enrollment Deadline and Training Waiver

You have 16 weeks from your last day of work from the certified company or 8 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)

As you near the 8- or 16-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 8- or 16-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 six criteria exists:

- Affected firm expects to recall participant within six months
- Participant possesses marketable skills to obtain new employment without retraining
- Participant is within 2 years of retirement age for receipt of social security or pension payments
- Participant is in poor health and cannot attend classroom training
- Delay in first available enrollment date - training start date is more than sixty days from request
- 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 8th or 16th 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 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. Actively search for work, making at least four work search actions per week;
2. Maintain a record of your work search actions on form titled TRA / TAA Work Search Record;
3. Document any other activities that you have engaged in related to IEP reemployment goals and / or exploration of training options; and
4. Fax or mail the Work Search Record to your TAA Coordinator or case manager monthly on the dates established; or schedule an appointment if needed or requested.

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 Basic 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 Basic TRA weekly benefits. Basic 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 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 waivers will never be granted or continued during periods in which Additional TRA is payable. Additional TRA benefits are not payable after completion of TAA approved training while conducting a work search.

Training Waiver Deadlines

The Trade Act of 2002 includes deadline dates for obtaining a training waiver:

- 16 weeks after the participant's most recent qualifying separation (last day of work) from adversely affected employment, **or**
- 8 weeks 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

A TRA Coordinator will make the determination regarding extenuating circumstances within the 45-day period past the 8- or 16-week deadline.

A participant who applies for a training waiver or enrolls in approved training **after** the 45-day extension deadline will likely be determined ineligible for TRA, but may remain eligible for TAA training or ATAA 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 six criteria still exists:

- Affected firm expects to recall participant within six months
- Participant possesses marketable skills to obtain new employment without retraining
- Participant is within two years of retirement age for receipt of social security or pension payments
- Participant is in poor health and cannot attend training
- Delay in first available enrollment date - training start date is more than sixty days from request
- 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 periodically to reassess the individual's reemployment opportunities. Waiver reviews must occur every 30 days (each month) after issuance. As long as it is demonstrated that one of the six 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 six criteria no longer apply
- An individual fails to comply with training waiver requirements, such as not submitting a work search report 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
- Federal Emergency Unemployment Compensation (EUC) entitlement reduces Basic TRA to zero
- 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 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 actions, and submit it to your case manager or TAA Coordinator on a monthly basis, as they require.

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. Viewing job leads at a Job Center or classified newspaper ads **does not** count as a work search action. Contacts made with employers for whom it is obvious there are no jobs available may be questioned. 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 <http://my.unemployment.wisconsin.gov>. If filing by phone, mail or fax (608-327-6499) the completed work search log. A fillable, printable form is available at http://dwd.wisconsin.gov/dwd/forms/ui/ucb_12_e.htm.

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 http://dwd.wisconsin.gov/dwd/forms/dws/taa_17581.htm.

Job Search Checklist

Steps	Checklist (☑)
1	<p>Initial TAA Enrollment (through intake session or other methods):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete registration on JCW (https://jobcenterofwisconsin.com/) <input type="checkbox"/> Attend general information intake session for Trade benefits and fill out TAA Program Application <input type="checkbox"/> Perform weekly job search as required
2	<p>Register with WIOA Dislocated Worker Services:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact a WIOA Case Manager and begin the process of developing a detailed assessment and reemployment plan <input type="checkbox"/> Schedule and attend a pre-assessment workshop <input type="checkbox"/> Give the name of your WIOA Case Manager to your TAA Coordinator
3	<p>Assisted job search, assessment, and resource building:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do an online assessment at www.wiscareers.wisc.edu use code _____ (request a user code from your local Job Center) <input type="checkbox"/> Complete an aptitude assessment (e.g. KeyTrain or similar) <input type="checkbox"/> Attend one career workshop at your local job center or training facility to assist in the following skills: resume building, basic computer, interviewing, job search <input type="checkbox"/> View classified ads through local newspapers, JCW, and other search engines (e.g. http://www.wisconsinjobnetwork.com/, http://skillexplorer.wisconsin.gov, http://usajobs.org/, http://www.monster.com/, http://wisc.jobs/public/index.asp) <input type="checkbox"/> Attend a career fair <input type="checkbox"/> Network with friends, former employer(s), former employees, and/or family
4	<p>TAA benefits that can assist in your job search and/or be supplements to your income:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Out of area job search <input type="checkbox"/> Relocation assistance <p style="text-align: center;"><i>Consult your TAA Program Participant Handbook or your local TAA Coordinator for more information</i></p>
5	<p>Training Waivers:</p> <ul style="list-style-type: none"> <input type="checkbox"/> If not enrolled in training by your deadline date, you might be eligible to obtain a training waiver from your TAA Coordinator <i>Meet with your TAA Coordinator before this date or risk losing TRA weekly allowances</i> <input type="checkbox"/> First and subsequent reviews of the training waiver must be within 30 days (i.e. 1 month). Training waivers can be extended until Basic TRA payments exhaust, as long as you continue to meet eligibility requirements <i>Participants must be in TAA approved training to receive Additional TRA weekly allowances</i>
6	<p>Future TAA Training Option:</p> <ul style="list-style-type: none"> <input type="checkbox"/> If a job is not attained by this time, you may investigate training options. <i>Follow the Training Approval Checklist or contact your TAA Coordinator</i>

TAA-17581 (R. 10/2015)

Income Support / Trade Readjustment Allowances (TRA)

Trade Readjustment Allowance is part of a federally funded program under the Trade Act of 1974 and as amended, the Trade Act of 2002, 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 eight weeks of the certification date or sixteen 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 can receive Basic TRA payments only while participating in ongoing 30-day reviews

Additional TRA

- Maximum Additional TRA is 52 weekly payments. The eligibility period is a consecutive 52-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
- Additional TRA allowances cannot be paid unless a bona fide application for training is made within 210 days of the date of the most recent qualifying separation from affected employment or the date of certification, whichever occurs later
- 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

Remedial TRA

- Maximum Remedial TRA is 26 weekly payments. The eligibility period is a consecutive 26-week period, payable only after receiving all UI, Basic TRA and Additional TRA
- Must be enrolled in and attending full-time TAA approvable training
- When approved training ends, Remedial TRA payments also end
- Remedial TRA cannot be paid upon completion of training to conduct a work search

OVERVIEW OF WEEKLY INCOME PAYMENTS	
26	UI weeks
+ 26	Basic TRA weeks
+ 52	Additional TRA weeks – only if attending class
= 104	Potential weeks
+ 26	Remedial TRA Weeks – if applicable
= 130	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 <http://my.unemployment.wisconsin.gov> or call 414-438-5395 or 608-261-9990. 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 <http://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 Remedial 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

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

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, WIA & 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

QE578 - Initial Determination of eligibility and computation of TRA monetary rate, weeks, or 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

SS #

UI LO #: 01
 UI Acct. #: 993050

COMPUTATION

Example of Trade Eligibility Determination (QE 578): Initial determination of eligibility and computation of TRA monetary rate, weeks and amount.
***NOTE: This letter includes your 8 or 16 week deadline date.**

Issue Week: 50/13 Week Ending: 12/14/13	Applicable Wisconsin Law: Trade Act of 2002
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FINDINGS AND DETERMINATION OF THE DEPUTY:

YOU ARE POTENTIALLY ELIGIBLE FOR BENEFITS UNDER THE TRADE ACT OF 2002.

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 16TH WEEK OF THE MOST RECENT QUALIFYING SEPARATION OR 8TH WEEK OF 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 8-WEEK DEADLINE DATE FOR ENROLLMENT OR WAIVER IS 02/14/14.

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 05/02/10 THROUGH 08/11/12.

<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- 80182

ADVERSELY AFFECTED EMPLOYER: COMPANY NAME

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

SS #

UI LO #: 01
 UI Acct. #: 993050

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: 50/13 Week Ending: 12/14/13	Applicable Wisconsin Law: Trade Act of 1974 SECTION 233 (A) (3)
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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.

ELIGIBILITY PERIOD: 12/11/14 THROUGH 08/09/16

<u>WEEKLY BENEFIT RATE</u>	<u>NUMBER OF WEEKS PAYABLE</u>	<u>MAXIMUM TRA PAYABLE</u>
\$245.00	78	\$19,110.00

EFFECT

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

PETITION NO. TA-W- 12345

ADVERSELY AFFECTED EMPLOYER: COMPANY NAME

DEPUTY ADJUDICATOR	DATE MAILED 12/13/13	DECISION FINAL UNLESS AN OBJECTION IS FILED BY: 12/27/13
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SS #

UI LO #: 01
 UI Acct. #: 993050

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: 50/13 Week Ending: 12/14/13	Applicable Wisconsin Law: Trade Act of 2014, Section 115
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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 06/13/13.

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- 12345

AFFECTED EMPLOYER: COMPANY NAME

DEPUTY	DATE MAILED	DECISION FINAL UNLESS AN APPEAL IS FILED BY:
ADJUDICATOR	12/13/13	12/27/13

SS #

UI LO #: 01
 UI Acct. #: 993050

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: 50/13 Week Ending: 12/14/13	Applicable Wisconsin Law: Trade Act of 2014, Section 115
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FINDINGS AND DETERMINATION OF THE DEPUTY:

THE CLAIMANT'S REQUIREMENT 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- 12345

AFFECTED EMPLOYER: COMPANY NAME

DEPUTY ADJUDICATOR	DATE MAILED 12/13/13	DECISION FINAL UNLESS AN APPEAL IS FILED BY: 12/27/13
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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 Alternative Trade Adjustment Assistance (ATAA) 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 **must** contact a TRA or TAA Coordinator **before** quitting or refusing a job, otherwise they risk losing benefits
- Dropping out of training without notice to the TAA Coordinator will result in the participant having to repay the training costs, which can be deducted from any subsequent UI benefit payment
- 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
- Training breaks in excess of thirty school days will result in non-payment of TRA during the break. Participants are **strongly encouraged** to attend summer terms to avoid the loss of income support during that time. Report all breaks in training to your TAA Coordinator, to make sure benefits are rightly allowed
- 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 or by phone 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 http://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 <http://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

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. 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 16 weeks from your final last day of work from the certified company, or 8 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 of 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.

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 taking towards meeting your reemployment goals, whether that is training, or getting assistance to focus 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 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 on the job training, contact your 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 2-3 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 Alternative Trade Adjustment Assistance (ATAA) wage subsidy.

Remedial Training

The participant 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.

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 time allowed. You can be allowed up to 26 weeks more to complete an approved training program (beyond the 104-week maximum). Total time in remedial training may last longer than 26 weeks.

One week of remedial TRA is payable for each week of remedial training required, up to a maximum of twenty-six (26) weeks, as determined by a TAA coordinator during the development of an individual employability plan.

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
- 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 case manager 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
- 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. The complaint will be directed to staff who will investigate the issue. If the complaint is not resolved to the individual'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 104 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 \$15,000; 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 local TAA case managers 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 (<https://jobcenterofwisconsin.com>). 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

Use this checklist (✓) and complete ALL Steps for consideration of training. Be prepared to present required documentation as outlined below to your TAA Coordinator for training approval.

Step	Checklist (✓)
MANDATORY: Steps 1-3 (Complete within first 30 days from application date)	1 Register with WIOA Dislocated Worker Services: <ul style="list-style-type: none"> <input type="checkbox"/> Contact a WIOA Case Manager and begin the process of developing a detailed assessment and reemployment plan. TAA will not reimburse you for tuition costs paid prior to approval. <input type="checkbox"/> Give the name of your WIOA Case Manager to your TAA Coordinator
	2 Identify your interests, skills and values; and explore careers that suit you (complete <u>two</u> of the following): <ul style="list-style-type: none"> <input type="checkbox"/> Attend a career assessment workshop at your local Job Center or training facility <input type="checkbox"/> Do an online assessment at: www.wiscareers.wisc.edu (request a user code from your local Job Center 1-888-258-9966) <input type="checkbox"/> Complete an aptitude assessment (e.g. KeyTrain or similar) <input type="checkbox"/> If you are currently enrolled in a training program, provide documentation of your current training status. (i.e., courses completed, grades, college transcripts)
	3 Research your career interests to learn occupations, working environment, skills / knowledge required, employer demand, and salary expectations: <ul style="list-style-type: none"> <input type="checkbox"/> View classified ads and/or information at https://jobcenterofwisconsin.com <input type="checkbox"/> Review current Labor Market Information and Career websites (e.g. www.worknet.wisconsin.gov, www.careers.org or skillexplorer.wisconsin.gov) <input type="checkbox"/> Contact your TAA Coordinator to discuss the results of Steps 2 and 3 (<i>within 30 days</i>)
Complete for Training **Know your deadlines**	4 Identify Training Facilities that offer your occupational training choice: <ul style="list-style-type: none"> <input type="checkbox"/> If the training provider is not a Public Educational Institution, it must be approved either by the Wisconsin Educational Approval Board at eab.state.wi.us or the Workforce Development Board at www.wisconsinjobcenter.org/ita
	5 Schedule an appointment with a School Counselor to get complete training information including: <ul style="list-style-type: none"> <input type="checkbox"/> Course curriculum of all courses you will take for each semester <input type="checkbox"/> 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 <input type="checkbox"/> Apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) www.fafsa.ed.gov <input type="checkbox"/> Tuition, book fees, and all other associated fees (i.e. admission, registration, testing, licensing, graduation), to complete training program <input type="checkbox"/> Materials required for training (i.e. tools, medical exams, uniforms, etc.) as stated on your course description or syllabus <input type="checkbox"/> Required entrance exam (keep your receipt for reimbursement) <input type="checkbox"/> New Student Cost Estimate worksheet
	6 Contact your TAA Coordinator to present your training plan for approval. The following documentation <u>must</u> be provided: <ul style="list-style-type: none"> <input type="checkbox"/> Your State of Wisconsin or other state Determination of TRA and TAA Eligibility <input type="checkbox"/> Career Assessment results <input type="checkbox"/> Research supporting an employment demand in your field of training <u>AND</u> wage information indicating the ability to financially support yourself / family <input type="checkbox"/> Training program information (outlined in Step 5) <input type="checkbox"/> Entrance / Academic Exam results <input type="checkbox"/> Completed Cost Estimate Worksheet <input type="checkbox"/> 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 104 training instruction weeks.
- Training **must** be full-time in order to receive TRA payments.

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 8 weeks after certification or 16 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 52 weeks Additional TRA to assist completion of training.
- Additional 26 weeks of TRA if participant must undergo remedial education.

Alternative Trade Adjustment Assistance (ATAA)

Trade certifications may also be certified as eligible for ATAA 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.

Qualifying Requirements

To be eligible for ATAA, 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 older on the first day of work at reemployment. **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
- Be reemployed at new employment within 26 weeks (six months) of the last day of work at the TAA certified company. **NOTE: Severance pay from affected employment does not extend the 26-week limit for reemployment. Reemployment that began prior to layoff from the adversely affected location may be considered**
- Be employed full-time (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**
- 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 ATAA 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 DOL certifies the petition more than 26 weeks after your last day of work at affected employment, there is no exception in the regulations that allow an extension of the 26-week deadline.

A participant who chooses ATAA loses all rights to any TRA eligibility, as well as the TAA training benefit. No TRA can be paid after ATAA is chosen. There is no option to return to TRA payments.

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

Any subsidy received from ATAA is reported as taxable income. We do not have the ability to withhold taxes from the ATAA subsidy payments.

An application for ATAA can be obtained from and must be filed with a TAA coordinator. To apply, the participant must supply 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 2002

Under the Trade Act of 1974, as amended, workers whose employment is adversely affected by increased imports and shifts in production, may apply for Trade Adjustment Assistance. This includes a variety of help in preparing for and obtaining new employment. Laid off employees 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

The 2002 program expands benefits, however, **to be eligible for the weekly TRA benefits portion of the TAA Program you must be enrolled in training within 16 weeks of your latest qualifying separation from affected employment or 8 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 period. No Additional TRA benefits can be paid unless a participant is in approved training status and has signed an interest in training form within 210 days of their most recent layoff from affected employment.

What benefits are available to you?

1. Basic weekly TRA allowances after you exhaust unemployment insurance and extended benefit programs.
2. Up to 52 weeks of additional TRA weekly support payments for participants in approved training.
3. Up to 26 more weeks of additional TRA for participants who need remedial training.
4. Training to acquire a new skill if suitable employment is not otherwise reasonably available. 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 training, to apply for this benefit.
6. Relocation assistance of 90% of eligible 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 training. You must accept a new job paying suitable replacement wages to be eligible for relocation assistance.
7. Alternative Trade Adjustment Assistance (ATAA) is a partial wage subsidy available to participants who begin new employment within 26 weeks of their last day of work at the affected location; and are at least 50 years of age. Pays up to half the difference between layoff wages and wages from new employment (up to a maximum of \$10,000).

These benefits have additional requirements which 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.

This and related documentation will be reviewed by your case manager (if you are already working with the Dislocated Worker Program) and your TAA Coordinator to create an **Application for Approval of Training Benefits under TAA or WIA.**

The TAA Coordinator must find that your program meets six specific approval criteria, as well as all other TAA Program rules. These criteria are:

1. There is no suitable employment available within the normal commuting area at this time.
2. You will benefit from the training program
3. There is a reasonable expectation of employment following completion of training.
4. The training is available at this time.
5. You are qualified to undertake and complete the selected training program.
6. The selected training program is available at reasonable cost.

Along with being within all other program guidelines, if your proposed training meets all 6 approval criteria then your TAA Coordinator signs off for approval and faxes the form to the TRA Coordinator.

How do you qualify for weekly TRA weekly cash benefit allowances?

1. You must be laid off due to lack of work from affected employment on or after the impact date that 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 weeks 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 any 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 a TAA 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. If the training enrollment requirement is waived, you must conduct a work search and you must maintain regular contact with your TAA Coordinator each month as required to report your progress.
7. To qualify for the additional 52 weeks of TRA while in training, you must be enrolled in approved training by the 8th week after the certification date of the petition date or the 16th week after your last day of work, whichever of the two dates is later, or by the Monday of the first week occurring 30 days after the date on which the waiver terminated, whether by revocation or expiration. Contact your case manager and a local TAA representative 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 covered by the TAA certification.
2. Your Basic TRA maximum amount will be 52 times your TRA weekly benefit rate minus the regular unemployment insurance payable including 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 \$5,200 (52 weeks at \$100/week) would be payable if in approved training. If remedial training is necessary you could receive up to another \$2,600 (26 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.
 - b) Amount of a weekly federal training allowance (including SEOG and G.I. Bill).
 - c) Other federal reductions such as budget balancing legislation.
 - d) Federal emergency unemployment compensation extensions.

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

You can be paid Basic TRA within a 104-week period beginning with the week after your **last** qualifying separation from affected employment as of the first full week 60 days after the petition has been filed. There is an additional 52-week period for those in approved training. The eligibility period for the Additional 52 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 52 weeks while you are in training. Required remedial training may add up to 26 weeks after Additional TRA is paid.

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

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

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

You will be notified when and where to file your first claim for TRA. This will usually occur while you are still claiming state UI benefits. Thereafter, the UI benefit weekly claim system is also used for filing your weekly TRA claim. There are special requirements to claim TRA as noted in this handbook, such as maintaining contact with your case manager, conducting a work search or attending training and reporting attendance. 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 training 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.