

TRA / TAA Work Search Requirement

The Trade Act requires that if not enrolled in full time TAA approved training, the participant shall make a weekly systematic and sustained effort to obtain work and provide tangible evidence to the department as requested. If a participant fails to make the required weekly effort to obtain work or to provide tangible evidence thereof, the participant is ineligible to receive Trade Readjustment Assistance (TRA) benefits for the week in which the failure occurs and for each week thereafter until the participant has 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 has 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 looking at the newspaper want ads **does not** count as an employer contact. Contacts made with employers for whom it is obvious there are no jobs available will be questioned. The method of contact for an application is determined by the employer's request in the job listing.

Adequate Search

The Trade Act requirements are a minimum of two job contacts 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 claim 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, contact the TRA central office to resume the TRA claim. If a week is paid in which no work search was conducted **or** sufficient evidence of an adequate work search 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 4 weeks **and** earned gross wages equaling at least 4 times the full TRA weekly benefit rate.

Reporting Your Search

Keep a record of weekly work search activity. A blank form is available online at https://dwd.wisconsin.gov/dwd/forms/ui/tra_30.htm. For Week Number information, refer to the back of the handbook or the UI Calendar online at <http://dwd.wisconsin.gov/uiben/calendars.htm>. The participant is responsible for recording the type of work, when, where and how work was sought each week, as well as submitting the completed work search report every month, or as requested by the TAA Coordinator.

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

Conducting a work search after completion of a training program does not allow for payment of Additional TRA, Remedial TRA and Prerequisite TRA benefits, as these types of TRA are only payable while attending full time TAA approved training.

To find a local Wisconsin Job Center visit www.jobcenterofwisconsin.com or call 1-888-258-9966.

TRA / TAA Work Search Record

Participant Name: _____

UI Week No. _____ **From Sunday** _____ **through Saturday** _____

1. Date _____ Type of Work _____ Employer Name _____
Employer Address _____
Person Contacted (name/position) _____ Telephone No. (if known) _____
Method of Contact (in person, resume, telephone, mail, etc.) _____ Result _____
2. Date _____ Type of Work _____ Employer Name _____
Employer Address _____
Person Contacted (name/position) _____ Telephone No. (if known) _____
Method of Contact (in person, resume, telephone, mail, etc.) _____ Result _____

UI Week No. _____ **From Sunday** _____ **through Saturday** _____

1. Date _____ Type of Work _____ Employer Name _____
Employer Address _____
Person Contacted (name/position) _____ Telephone No. (if known) _____
Method of Contact (in person, resume, telephone, mail, etc.) _____ Result _____
2. Date _____ Type of Work _____ Employer Name _____
Employer Address _____
Person Contacted (name/position) _____ Telephone No. (if known) _____
Method of Contact (in person, resume, telephone, mail, etc.) _____ Result _____

UI Week No. _____ **From Sunday** _____ **through Saturday** _____

1. Date _____ Type of Work _____ Employer Name _____
Employer Address _____
Person Contacted (name/position) _____ Telephone No. (if known) _____
Method of Contact (in person, resume, telephone, mail, etc.) _____ Result _____
2. Date _____ Type of Work _____ Employer Name _____
Employer Address _____
Person Contacted (name/position) _____ Telephone No. (if known) _____
Method of Contact (in person, resume, telephone, mail, etc.) _____ Result _____

UI Week No. _____ **From Sunday** _____ **through Saturday** _____

1. Date _____ Type of Work _____ Employer Name _____
Employer Address _____
Person Contacted (name/position) _____ Telephone No. (if known) _____
Method of Contact (in person, resume, telephone, mail, etc.) _____ Result _____
2. Date _____ Type of Work _____ Employer Name _____
Employer Address _____
Person Contacted (name/position) _____ Telephone No. (if known) _____
Method of Contact (in person, resume, telephone, mail, etc.) _____ Result _____

THIS IS YOUR RECORD. DO NOT ASK ANY EMPLOYER TO SIGN THIS FORM.