



TAA Benefit Rights & Obligations

Under the Trade Adjustment Assistance (TAA) Act – Outreach

For Eligible workers beyond their training waiver deadlines

Unemployment Insurance Division
Division of Employment & Training

This packet contains important information and instructions regarding your rights under the Federal Trade Adjustment Assistance program. Read this information and save it for future reference.

Petition Number:	
Name of Trade Affected Company:	
Last Day of Work at Trade Affected Company:	
Career Planner Information:	

CONTACTS & RESOURCES

TAA Assistance: (888) 258-9966

Unemployment Insurance (UI)

TRA Assistance: (608) 267-7772

General UI Questions:

Available Monday-Friday 8:00 AM-4:00 PM

Visit <https://dwd.wisconsin.gov/ui>

Fax: (608) 327-6172

For help using online services or if you are unable to go online call (414) 435-7069 or toll-free (844) 910-3661 during business hours

Visit

<https://dwd.wisconsin.gov/trade/reversion-2021.htm>

<https://dol.gov/agencies/eta/tradeact>

OBLIGATIONS

All information must be reported accurately to the best of your knowledge and with no intent to commit fraud. Falsifying information or using the funds other than for the intended purpose is felony theft, and is punishable under state law.

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Unemployment Insurance Division at (414) 435-7069 or toll-free at (844) 910-3661 to request information in an alternate format, including translated to another language.

The Trade Adjustment Assistance (TAA) program provides assistance to workers who lose their jobs due to foreign competition, including work being moved outside of the United States. The benefits available under this program are:

CAREER EXPLORATION: EMPLOYMENT AND CASE MANAGEMENT SERVICES	
The following Employment and Case Management Services are available with co-enrollment in the WIOA Dislocated Worker Program and/or other partner programs.	
Assessment	Your TAA career planner will conduct an initial assessment; however a comprehensive and specialized assessment of your skill level and service needs can be provided by partner programs. This includes diagnostic testing and use of other assessment tools, in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
Individual Employment Plan	The development of an Individual Employment Plan to identify employment goals and objectives, and appropriate training to achieve those goals and objectives.
Training Available	Information on training available in local and regional areas, information on individual counseling to determine which training is suitable training, and information on how to apply for such training.
Short-Term Prevocational Services	Short-term prevocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills and professional conduct to prepare you for employment or training.
Career Counseling	Individual career counseling , including job search and placement counseling after receiving training for purposes of job placement.
How to Apply for Financial Aid	Information on how to apply for financial aid . The notification that you may request financial aid administrators at institutions of higher education to use their discretion in determining the amount of your need for Federal financial assistance under title IV of 20 U.S.C. 1070 et seq.
Employment Statistics	Provision of employment statistics information including the provision of accurate information relating to local, regional, and national labor market areas including job vacancy listings in such labor market areas; information on job skills necessary to obtain jobs identified in job vacancy listings in such labor markets; information relating to local occupations that are in demand and the earnings potential of such occupations and skills requirements for local occupations.
Availability of Supportive Services	Information relating to the availability of supportive services , including services relating to child care, travel assistance, dependent care, housing assistance, and needs-related payments that are necessary to enable you to participate in training.

TRAINING

The TAA program provides you with an option to enroll in training. Work-based training must be given preference when choosing a training program. Prior to being approved for training, a career planner will assess your individual situation. The six criteria below were established by the Federal government for the approval of a job training plan.

Criteria for training approval (you must meet all six):

<p>1) There is no suitable employment available for an adversely affected worker.</p> <p>Suitable employment, as it relates to training, is employment that pays at least 80% of the weekly wage and involves a skill level at least as great as that of the trade-impacted employment.</p>	<p>2) You would benefit from appropriate training.</p> <p>This means that there is a direct relationship between your need for skills training or remedial education and what would be provided by the training program under consideration for you, and that you have the mental and physical capabilities to undertake, make satisfactory progress in, and complete the training.</p> <p>This includes that you will be job ready on completion of the training program.</p>	<p>3) There is a reasonable expectation of employment following successful completion of such training.</p> <p>This means that, for you, given the job market conditions expected to exist at the time of the completion of the training program, there is, fairly and objectively considered, a reasonable expectation that you will find a job, using the skills and education acquired while in training, after completion of the training.</p>
<p>4) Training approved is reasonably available to you from either governmental agencies or private sources.</p> <p>In determining whether or not training is reasonably available, first consideration shall be given to training opportunities available within your normal commuting area.</p> <p>Training at facilities outside the your normal commuting area should be approved only if such training is not available in the area or the training to be provided outside the normal commuting area will involve less charges to TAA funds.</p>	<p>5) You are qualified to undertake and complete such training.</p> <p>Evaluation of your personal qualifications must include your physical and mental capabilities, educational background, work experience and financial resources, as adequate to undertake and complete the specific training program being considered.</p> <p>Evaluation of your financial ability includes an analysis of your remaining weeks of UI/TRA payments in relation to the duration of the training program. If your UI and TRA payments will run out before the end of your training program, it shall be determined whether personal or family resources will be available to you to complete the training.</p> <p>When adequate financial resources will not be available to complete a training program which exceeds the duration of your UI and TRA payments, the training shall not be approved and consideration shall be given to other training opportunities available to you.</p>	<p>6) Such training is suitable for you and available at a reasonable cost.</p> <p>Available at a reasonable cost means that training may not be approved at one provider when training substantially similar in quality, content and results can be obtained from another provider at a lower total cost within a similar time frame.</p> <p>Training may not be approved when the costs of the training are unreasonably high in comparison with the average costs of training other workers in similar occupations at other providers.</p> <p>This also considers the funding of training costs from sources other than TAA funds, and the least cost to TAA funding of providing suitable training opportunities to you. However, you are not allowed to pay any portion of tuition costs from your own funds.</p>

Training must be completed within 130 weeks and result in an industry recognized credential such as a certificate or degree.

ADDITIONAL TRAINING REQUIREMENTS

Part-Time vs. Full-Time Training	<p>You are allowed to choose to attend training either part-time or full-time. The training approval criteria apply to both the approval of full-time and part-time training. Additionally, participation in part-time training can allow you to participate in full-time work, even if that work is not suitable employment. However, any wages earned while working and in part-time training will likely decrease TRA benefits.</p> <p>Full-time enrollment / attendance is defined by the particular training institution.</p>
Training Attendance	<p>All absences must be reported. Unjustified absences may result in the loss of a full week of benefits and are determined on a case-by-case basis.</p>
Training Benchmarks	<p>Every 60 days you must meet established benchmarks, which require you to remain in satisfactory academic standing and on track to complete training within the agreed upon timeframe.</p> <p>The 1st Failure to Meet Established Benchmark(s) results in a warning and instruction to contact your career planner immediately.</p> <p>The 2nd Failure to Meet Established Benchmark(s) results in a warning and the modification of the training plan if that is possible or the forfeiture of Completion Trade Readjustment Allowances (TRA) eligibility.</p>
Cost of Training	<p>The cost of your training includes tuition, fees, books, the usual and customary tools, equipment, supplies and uniforms required for the program of study. All fees, books, the usual and customary tools, equipment, supplies and uniforms must be listed in the syllabus as a requirement for all students in the training program. Also, reimbursement may be requested for certain training-related consumables.</p> <p>Requests for tools and equipment, supplies and uniforms for elective courses will be evaluated on a case-by-case basis.</p> <p>If your one-way training commute is 15 miles or more, you may be eligible for travel assistance to and from the training institution. Subsistence in lieu of travel assistance may be available if the approved training is outside your normal commuting distance.</p>
Required Training Documents	<p>You must ensure the career planner has been provided all cost estimates, class schedules, grades, progress reports, attendance reports, billing information, program outcome documentation (diploma, certificate, industry recognized credentials), and any other training related documentation requested. If these are not provided by the training institution, then it is mandatory they be provided by you.</p>
Other Training Funds	<p>Prior to the approval of any training program, you must sign a written agreement with the State under which TAA funds will not be applied for or used to pay any portion of the costs of the training you have reason to believe would otherwise be paid by any other Governmental, Institutional, or Private source.</p>
Recall to Trade Employer	<p>If you are in training and receive a recall notice from your former employer, you have the right to refuse or accept the recall. Either way you may - complete the originally approved training program in which you are enrolled, as long as the program can still be completed within 130 weeks</p>
Required Notice for Training Changes	<p>Changes to your training may NOT be made by either you or the training institution without prior approval from your career planner.</p> <p>If you drop or add courses, or otherwise change your training plan in any way (including training end date), you are required to notify your career planner immediately; otherwise, you may be liable for repayment of any or all TRA benefits and training costs.</p> <p>If you drop out of training , or you do not successfully complete the agreed upon training plan, you may be liable for repayment of any or all TRA benefits and training costs.</p>

JOB SEARCH ALLOWANCES

If you have a job interview outside the commuting area, 90% of the allowable cost of necessary job search expenses may be reimbursed, up to a maximum of \$1,250.

Criteria for job search allowance approval:

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| 1) A timely filed application for TAA Out-of-Area Job Search Assistance. This means within 365 days (one year) after the petition certification date or your last total separation from work (whichever is later); or 182 days (six months) after the completion of your TAA-approved training. | 2) Total separation from the adversely affected employment at the time the job search commences. |
| 3) A determination from your career planner. This determination must state that you have no reasonable expectation of securing suitable employment in the commuting area, and have a reasonable expectation of obtaining long-term suitable employment outside the commuting area and in the area where the job interview will be conducted. "Suitable employment" is defined in Unemployment Insurance law. | |
| 4) Completion of the job search within a reasonable period not to exceed 30 days after the day on which the job search began. This means you must either secure employment or have contacted each employer to whom you were referred by the career planner in connection with a job search. | 5) Verification you made contact with each employer. Your career planner will verify contact with the employer certified by you. Proof of a bona fide job interview (required from the employer conducting the interview). |

Other important information:

- **You must apply for Job Search Allowances BEFORE the job search begins.**
- Travel must be the least expensive method, for the shortest duration of time.
- You may be allowed up to 50% of the Federal allowable rates for lodging, meals and travel expenses.
- You cannot receive Job Search Allowances if you have elected to receive ATAA.

RELOCATION ALLOWANCES

If you receive a true job offer to work outside your commuting area, and you need to move to accept employment, you may apply for a relocation allowance. Relocation allowances reimburse up to 90% of eligible moving costs for your family including one-way travel and commercial carrier or truck rental costs, and an additional lump sum payment up to three times your average weekly wage from the adversely affected employment, with a maximum payment of \$1,250.

Criteria for relocation allowance approval:

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| 1) A timely filed application for TAA Out-of-Area Relocation Allowances. This means within 425 days (14 months) after the petition certification date or your last total separation from work (whichever is later); or 182 days (six months) after the completion of your TAA-approved training. | 2) A determination by the career planner that you have no reasonable expectation of securing suitable employment in the commuting area and has obtained suitable employment affording a reasonable expectation of long term duration, or a bona fide offer of such employment, outside the commuting area in the area of intended relocation. |
| 3) No prior receipt of a relocation allowance under the same certification. | 4) Relocation within the United States and outside your present commuting area. |
| 5) Total separation from adversely affected employment at the time relocation commences. | 6) Complete relocation within 182 days (six months) after filing the application for relocation assistance. |

Other important information:

- **You must apply for relocation allowances BEFORE the relocation begins.**
- You must provide documentation of the job offer, including position, pay, start date, and any relocation benefits offered by the new employer.
- TAA does not reimburse costs that would otherwise be paid for by the new employer.
- Applications for relocation allowance and a job search allowance may not be approved concurrently, but the prior payment of a job search allowance shall not otherwise preclude the payment of a relocation allowance.