

Welcome to the TAA Roundtable Virtual Tour

April 2021

While we are waiting for others to join, please enter your full name, your agency name and how many years experience you have working with TAA into the chat box.



Trade Adjustment Assistance Roundtable Virtual Tour Spring 2021

Introductions

TAA Staff

- Sarah Saito, TAA Supervisor
- Olajide Williams, TAA Specialist Senior
- Tamika Brewer, TAA Specialist Senior
- Thomas Sommer, TAA Performance Specialist
- Jackie Umlauf, TAA Specialist (follow-up)
- Claudette Parchment-Roehrich, TAA Specialist
- Mohamed Farah, TAA Specialist
- Jennifer Anderson, TAA Specialist
- Laurie Larson, TAA Specialist
- Ann Malz, TAA Specialist
- Meg Odanga, TAA Specialist
- Hony Yang, TAA Specialist
- Marla Beaty, Senior Rapid Response Project Manager & TAA Liaison
- Nancy Omondi, Director of Adult Programs

Overview of Presentation

- On-the-Job Training
- Job Search Allowance
- Relocation Assistance

On-the-Job Training

- “OJT”
- MN TAA ranks 2nd in the U.S. for OJT!
 - Learn skills and earn a wage at the same time
 - Job must meet the definition of suitable employment
 - TAA and employer enter into a contract that outlines the required training

Suitable Employment

- The State of Minnesota defines “Suitable Employment” as:
 - *Full-time and Permanent*
 - At least 32 clock hours per week and permanent
 - *Salary Parameter*
 - Pays at least 80% of one’s wages at the trade affected job
 - *Work Hours*
 - Approximately the same work hours as the trade affected job
 - *Working Conditions*
 - Approximately the same working conditions as the trade affected job
 - *Use of Skills*
 - Utilizes the same or similar skills as the trade affected job

On-the-Job Training

- TAA pays employer up to 50% of the hourly wage during the OJT
 - Up to 104 weeks
- Mileage reimbursement if traveling outside of the designated TAA commuting area to the employer

On-the-Job Training

- TAA cannot pay for tools or a computer since an OJT is considered employment; the employer or customer is responsible for these costs.
- OJT and RTAA benefits may be used together.

On-the-Job Training

- An OJT intro letter is available for customers to bring to interviews or to share with employers who may be interested in OJTs.
- TAA only pays for regular hours worked; TAA cannot pay for overtime, vacation, holidays, or sick time.

On-the-Job Training

- There currently is no application for an OJT, only the contract between TAA and the employer.
- DW/Customer needs to find a potential company for the OJT; TAA does not assist in finding an employer.
- Once DW/Customer has identified an employer that wants to hire the customer, the staff monitoring the TAA general mailbox collects the following:
 - **From Employer:**
 - Pre-Award Review
 - Position Description
 - Employer's SWIFT Vendor ID
 - Employer contact information
 - Anticipated start date
 - **From DW or Customer:**
 - Customer's résumé including layoff information: wage, duties, dates of employment
 - Customer's signed/dated IEP

Job Search Allowance

- Job Search Allowance:
 - The prospective job must meet “Suitable Employment” guidelines
 - Customer must provide proof of their interview
 - Interview must be over 15 miles from their home
 - Reimburses 90% of allowable costs
 - Travel
 - Lodging
 - Meals
 - Maximum \$1,250
 - Approved application required **before** travel

Job Search Allowance

Job Search Allowance Eligibility – 20 CFR 618.415

- The customer must be laid-off before using Job Search Allowance; they cannot use this benefit while still employed at the TAA-certified employer
- No reasonable expectation of securing suitable employment within 15 miles from their home.
- Customer must obtain suitable employment or employment that pays 75% of national wages, as determined by the [National Occupational Employment Wage Estimates](#)

Job Search Allowance Deadlines – 20 CFR 618.415(a)(1)

- 365 days after the petition certification date or 365 days after the customer's separation date or 182 days after the date of completing approved training

Job Search Allowance

- Customer needs to apply for a Swift Supplier account <http://mn.gov/supplier>
- DW should submit page 1 of the application to DEED.TAA@state.mn.us and notify TAA if the customer has any upcoming interviews (must be pre-approved by TAA before the interview)
- After the interview has been completed, DW should submit page 2 of application along with supporting documents (deadline: 30 days after the interview)

Relocation Allowance

- Relocation Allowance:
 - New job must be “Suitable Employment”
 - New job must be over 15 miles from existing home
 - Initial lump sum of \$1,250 per household
 - Reimburses 90% of allowable costs
 - Moving expenses
 - Temporary storage for up to 60 days
 - Travel, lodging and meals
 - **Amount of insurance coverage that TAA can cover is \$40,000**
 - Approved application required BEFORE relocation

Relocation Allowance

Relocation Allowance Eligibility – 20 CFR 618.445

- ❑ Customer must relocate within the U.S.
- ❑ Customer must provide documentation that employment cannot be found within 15 miles from the customer's home
- ❑ Customer must obtain suitable employment that pays 75% of national wages, as determined by the [National Occupational Employment Wage Estimates](#)

Relocation Allowance Deadlines

- ❑ Applications should be submitted 425 days after the petition is certified or within 182 days after training completion
- ❑ Relocation must begin within 182 days of submitting an application or within 182 days of training completion if the customer received supplemental assistance while in TAA funded training

RELOCATION ALLOWANCE APPLICATION

The goal of the TAA program is for workers to return to suitable employment, or to find work that will eventually pay as much or more than the trade affected position. Suitable employment is defined as full-time, permanent work that pays at least 80% of the wage earned with the trade affected employer and utilizes the same or better skills.

An application for relocation allowance must be **submitted** before the relocation begins, and before the 425th day after layoff or certification, whichever is later, or within 182 days following the conclusion of TAA approved training. Relocation must **begin** within 182 days of submitting the application, or within 182 days of training completion if customer received supplemental assistance while in TAA-funded training. The Relocation must be **completed** within a reasonable time.

Applicant Information					
Name (First MI Last)		Home Address (Street, City, State, ZIP Code)		Last # SSN	
Preferred Phone	WF1 ID No.		DW Enrollment Date (mm/dd/yy)		
Petition Number	Email Address		Certified Employer Name		
Employment Agency/Contractor		Impact Date (mm/dd/yy)	Certification Date (mm/dd/yy)		
Expiration Date (mm/dd/yy)		Employment Start Date (mm/dd/yy)	Employment End Date (mm/dd/yy)		
Dislocated Worker Counselor Information					
Counselor Name	Agency Name	Email Address		Phone Number	
Prospective Employer Information					
Verification of Relocation - The applicant has indicated:					
<input type="checkbox"/>	Suitable employment which is full-time, permanent, and over 15 miles from the applicant's existing residence. (Provide an internet map that confirms the distance from your residence on record and your new employer.)				
<input type="checkbox"/>	Proof of a bona fide offer of suitable employment has been offered by the employer and accepted by the applicant.				
Employer Name		Employer Address (Address, City, State, ZIP Code)			
Employer Contact Name, Title		Employer Contact Phone	Employer Contact Email		
Job Title		Annual Salary			
<input type="checkbox"/>	Full-time	<input type="checkbox"/>	Permanent	<input type="checkbox"/>	Contract Work
<input type="checkbox"/>	Has reported to work	<input type="checkbox"/>			Scheduled to report to work – Enter Start Date (mm/dd/yy)
Will relocation expenses be paid by the employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, amount to be paid by the employer. \$					
Transport of Household Goods \$		Travel \$		Other \$	
Relocation Address (Street, City, State, ZIP Code)					
Start Date of Move (mm/dd/yy)			End Date of Move (mm/dd/yy)		

LMI and Work Search						
The approval of Job Search Allowance is contingent on the lack of suitable employment within a reasonable distance (15 miles).						
Labor Market Information (LMI): "Career and Education Explorer" at https://apps.deed.state.mn.us/lmi/cpt/Search - use regional information for Wage _____ and Demand _____ of the layoff job.						
Date Applied (mm/dd/yy)	Company Name	Miles from home	Job Title	Wage	Contact Person Name	Outcome (Response? Interview?)

Travel Allowance			
The approval of Relocation Allowance is contingent upon the most effective mode of transportation reasonably available.			
<input type="checkbox"/>	Travel by personal vehicle	Miles to area of relocation _____	How many vehicles are travelling with you? _____
<input type="checkbox"/>	Travel by commercial vehicle	Type _____	How many people are relocating with you? _____

Moving Allowance	
The approval of Relocation Allowance will be contingent upon the most cost-effective mode of transporting household goods reasonably available.	
Transporting Household Goods (attach quotes from three different carriers. If you choose to rent a truck or trailer, you will need to pay for that out of pocket and be reimbursed due to liability issues. Three quotes will still be required.)	
<input type="checkbox"/>	Commercial Carrier
<input type="checkbox"/>	Rental Trailer
<input type="checkbox"/>	Rental Truck
<input type="checkbox"/>	Temporary Storage
Name and Address of Commercial Carriers and/or Rental Companies	
1. _____	
2. _____	
3. _____	

Signature
TAA Applicant: The information contained in this request is correct and complete to the best of my knowledge. I understand that I am subject to penalties should I willfully misrepresent information in order to obtain funding that I am not entitled to. I further certify that the funds will be used for the intended purpose and that I will provide proof of such expenditures as required.
Applicant Signature/Date _____
Dislocated Worker Counselor Signature/Date _____ I have reviewed the application and recommend that the benefit be approved.
TAA Specialist Signature/ Date _____ I approve the request for Relocation Allowance.

Applications

- TAA Applications/forms & Policies can be found here: <https://mn.gov/deed/programs-services/dislocated-worker/counselors/>
- Submit all applications and questions to : DEED.TAA@state.mn.us
- Applications must be sent to TAA:
 - 3 days before job interview (JSA)
 - 5 days before relocation or 2 weeks if using a moving company
 - 5 days before OJT start date

Wrap-Up

- Final Questions
- Watch for a survey via email soon
- CEU's are not being issued from the Department of Education any longer for training they do not host directly; Certificates of Training Attendance will be sent to all attendees via email
- Thanks for attending!

Contact us!

- Minnesota TAA Program
 - Email: DEED.TAA@state.mn.us
 - Applications: www.mn.gov/deed/taa
 - Phone: 651-259-7543, 1-888-234-1330
 - Fax: 651-296-0288
- Minnesota TRA Unit
 - Email: DEED.TRA@state.mn.us
 - Phone: (ask for a TRA Specialist)
651-296-3644, 1-877-898-9090
- TAA in other states:
www.doleta.gov/tradeact