

Tips and Tricks for a Successful Trade Adjustment Assistance (TAA) Experience

Waivers

- Enrollment Delayed: use if customer knows the training they plan to do and training will begin within 60 days of the waiver.
- Training Not Available: use if training is not reasonably available, or training starts beyond 60 days. To be used if customer has not established a training plan.
- Employment Plan (IEP or ISS) must be sent with a waiver and show intent for training.
- Only used for Classroom/Online training and not OJT or Apprenticeship
- Send the waiver once the customer expresses interest in training, keeping in mind the deadline to protect TRA
 - 2015 Law deadline to protect Trade Readjustment Allowance (TRA): Waiver or Training Application must be approved within 26 weeks of the layoff date or certification date, whichever is later.
 - Reversion 2021 Law deadline to protect Trade Readjustment Allowance (TRA): Waiver of Training Application must be approved within 8 weeks of certification date or within 16 weeks of layoff date, whichever is later.
- **All waivers are to be sent only to: deed.taa@state.mn.us**

Training Application

- TAA approves training plans according to the following priorities: earliest graduation date; cost; and location.
- Past LMI (page 2): LMI should be representative of their duties at the trade-affected employer.
- Work Search (page 2): these jobs need to be similar to their layoff job. This meets #1 of the Six Eligibility Criteria.
- Training (pages 3-4):
 - Write out the full name of the school and the exact title of the training program.
 - If the customer is doing multiple credentials, fill out multiple pages of the Training page. This is only possible if customer is working towards the same employment goal.
- Additional Information (page 5): should not mention the person is going to use UI, that the training is short, or they won't need UI/TRA.
- Training cannot exceed 130 training weeks, plans expected to last longer will not be approved.
- Training applications should be received at least 2 weeks before the training start date.
- For questions about breaks in training, please see the [TRA Eligibility During Summer Breaks Guide](#).
- **All applications are to be sent only to: deed.taa@state.mn.us**

Training Progress Reports

- The form must be completed every 60 days from advisor’s signature even during breaks in training.

Computers and Tools

- Computers are generally purchased by TAA and sent to the customer. Use [TAA Computer and High Technology Tool Request Application](#).
- Tools should not be purchased by the customer prior to TAA official pre-approval.
 - TAA requires an exhaustive list of tools provided by the institution.
 - If the school offers a “Tool Day,” submit a quote from that day.

Reemployment Trade Adjustment Assistance (RTAA, 2015 Law)/ Alternative Trade Adjustment Assistance (ATAA, Reversion 2021)

- Must have all of the required documents:
 - Legible copy of driver’s license (or proof of date of birth)
 - Copy of paystub of last full week with certified employer
 - Copy of paystub from new employer showing at least 32 hours per week
 - Copy of first paystub with new employer(s) for at least 32 hours per week or 20 hours per week if enrolled in training
- Customer may be enrolled in training while receiving RTAA
- ATAA can only be used in combination with Relocation Allowance
- Customer must apply for an Unemployment Insurance (UI) account; A/RTAA is processed through the UI system even though they are working.

Job Search Allowance

- Refer to the Counselor Checklist for Job Search Allowance
- Applications must be sent prior to customer’s interview
- Must be submitted at least 3 days prior to incurring job search costs
- **All applications are to be sent only to: deed.taa@state.mn.us**

Relocation Allowance

- Refer to the Counselor Checklist for Relocation Allowance
- Applications must be submitted at least 5 days prior to incurring moving costs or 2 weeks if using a moving company.
- **All applications are to be sent only to: deed.taa@state.mn.us**

On-the-Job Training

Collecting the Documents

In order for TAA to determine the skills gap for the customer between the old job and the new job, TAA asks for the following items from DW and the customer:

- Resume
- Layoff information: wages; duties, dates of employment

- Signed and dated Employment Plan (IEP/ISS)

Once these documents, and the required documents from the company, are received, the customer is assigned to a TAA Specialist.

- Customer cannot start working at the OJT until TAA approves the OJT.

Submitting the Documents to TAA

- Submit inquiries and documents to: deed.taa@state.mn.us
- At a minimum, TAA must receive all OJT documents 5 business days before the OJT start date.

Maintaining the OJT

- DW program requirements
 - Customer is required to maintain regular contact with their DW Counselor, generally every 30 days.
 - DW should not close a DW file when the customer is participating in TAA OJT. DW can provide supportive services per the DW provider's usual policies and processes.
- Training Progress Report
 - Due at least every 60 days to TAA; it's signed by the employer and the customer.
- Paying the Employer
 - TAA processes the payments to the employer.

Suitable Employment Definition

- Full-time and permanent: at least 32 clock hours per week and is "permanent" (i.e. unlimited in time).
- Salary Parameters: pays at least 80% of one's previous wages.
- Work Hours: requires similar work hours as the previous employment.
- Working Conditions: has similar working conditions as the previous employment.
- Use of Skills: requires full use of skills that the individual possesses from a previous employment or from training.
- Further information can be found in the [Definition of Suitability of Employment Policy](#).

Other Tips

- TAA can send out copies of eligibility letters to customers or the DW Counselor. Email deed.taa@state.mn.us with the petition number and name of the customer.
- Customers must maintain contact with their DW Counselor every 30 days, or as DW requests.
- Benefits can be combined to provide the best service for customers, contact TAA if you have questions about benefit stacking.
- All forms, applications, and other resources can be found in the [DEED Counselor Portal](#).
- Direct all questions through deed.taa@state.mn.us or call 651-259-7543 or 1-888-234-1330.

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