Welcome!
Here are some Virtual Housekeeping items while you wait for us to get started.

While you are waiting for us to begin, please take a moment to familiarize yourself with TEAMS' features: chat, raise your hand, video, and microphone.

You can locate these icons on your upper right side of your screen located next to each other like this:

Just click on any of the icons to turn that feature on/off.
Trade Adjustment Assistance
Spring Roundtable
2015 Law
April 2022
Questions

- Please enter questions in the chat box and we will address them at the end of each section.
Agenda

Overview of 2015 Law
- What is TAA?
- What are the TAA Benefits?

Waivers and Reviewing Applications

Processes
- Application Process
- Computers and Tools Process
- Reimbursement Process
- Best Practice
Trade Adjustment Assistance
Program Overview

2015 Law
Petition Range 85000-97999
What is TAA?
(20 CFR, 618)

- Trade Adjustment Assistance (TAA) helps people who have lost their jobs due to foreign trade.
  - Job moved outside of the U.S.
  - Foreign competition
  - The U.S. Department of Labor determines if a company layoff is certified for TAA after a petition for that layoff has been submitted.
July 27, 2021

Sample Letter
123 Avenue, Apt 3
City, MN 55117

Dear Sample Letter,

Teleflex of Maple Grove, MN has been certified for benefits through the Trade Adjustment Assistance program (TAA). You may be eligible for TAA benefits. The certified petition information is as follows:

<table>
<thead>
<tr>
<th>Petition Number</th>
<th>Certification Date</th>
<th>Impact Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>96890</td>
<td>06/03/2021</td>
<td>05/06/2020</td>
<td>06/03/2023</td>
</tr>
</tbody>
</table>

*The expiration date is the lay-off deadline to receive TAA benefits through this petition*

You can find more information about TAA on our website: [www.careerforcemn.com/TAA](http://www.careerforcemn.com/TAA). This website has information regarding TAA services, our TAA handbook, and recorded information sessions.

**TAA Benefits**

<table>
<thead>
<tr>
<th>Employment and Case Management Services</th>
<th>Skill assessments, career counseling, supportive services, information on training, and more!</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training</td>
<td>Up to 130 weeks of full-time or part-time training in a variety of formats.</td>
</tr>
<tr>
<td>Trade Readjustment Allowances (TRA)</td>
<td>Up to 130 weeks of wage subsidies for workers enrolled in full-time training within 26 weeks of their trade-related layoff or certification, whichever is later.</td>
</tr>
<tr>
<td>Reemployment Trade Adjustment Assistance (RTAA)</td>
<td>A wage subsidy for up to 2 years available to workers age 50 or over who are reemployed at annual wages of $50,000 or less.</td>
</tr>
<tr>
<td>Job Search Allowance</td>
<td>Reimbursement for job search costs outside the worker’s local area.</td>
</tr>
<tr>
<td>Relocation Allowance</td>
<td>Reimbursement for relocation costs for a job outside the worker’s local area.</td>
</tr>
<tr>
<td>Health Care Tax Credit (HCTC)</td>
<td>72.5% of qualified health insurance premiums for individuals and their families.</td>
</tr>
</tbody>
</table>

**GET STARTED NOW:** Your first step in accessing your possible TAA benefits is to enroll in the Dislocated Worker (DW) Program and to be assigned an employment counselor. Dislocated Worker Program services include skill assessments, career counseling, supportive services, and more! You have the freedom to choose any DW program provider, so please navigate the following link to find a provider near you: [https://mn.gov/deed/job-seekers/recently-unemployed/layoff/dwp-service-providers.jsp](https://mn.gov/deed/job-seekers/recently-unemployed/layoff/dwp-service-providers.jsp).
Co-enrollment and Coordination

- Trade Adjustment Assistance
- Suitable Employment
- Unemployment Insurance
- Dislocated Worker Program
What is 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
What Are the TAA Benefits?

- Training
  - Credential Training
  - On-the-Job Training (OJT)
  - Apprenticeship

- Income Support
  - Unemployment/TRA Benefits

- Job Search Allowance
- Relocation Allowance
- RTAA-wage subsidy for reemployed workers age 50+
- Health Coverage Tax Credit (HCTC)
  - Expired 12/31/21; the IRS may extend at any time.
TAA Benefits: Training Options

- School Based
  - Credential Training

- Employer Based
  - On-The-Job Training (OJT)
  - Apprenticeship
What do I need to consider before a Training Plan is pursued?

Is There Suitable Employment Available for the Worker?

Yes

Refer Customer to appropriate TAA benefits of: Job Search Allowance, Relocation Allowance, or RTAA benefit

No

Complete a Comprehensive Assessment to help determine the best occupational goal for the customer

Assist the customer in finding the right training to get back to employment as soon as possible.
What do I need to consider before a Training Plan is pursued? (cont.)

Assist the customer in finding the right training to get back to employment as soon as possible.

| Program/School with the soonest training end date | Good Faith Estimate must include ALL associated costs (books, internet, tools, transportation, etc.) | Local Area (location, location, location) |
Training through an institution, approved by Minnesota TAA, that results in an industry-recognized credential, such as:

- License
- Certificate
- Diploma
- Associate’s Degree
- Bachelor’s Degree
- Master’s Degree
Training is funded 100% by TAA

- Tuition, fees, and required textbooks
- Parking passes
- Required items and tools
- Computer hardware and required software
- Mileage reimbursement if traveling more than 15 miles one way from home to training (reimbursement starts at mile 16)

Individuals receiving TAA funded training are encouraged to apply for Financial Aid
Credentialed Training

Up to 130 training weeks

- Training weeks are not calendar weeks; training weeks are only counted when the individual is actually attending classes
- Actual training weeks vary for each institution
- Credential must be earned within 130 training weeks
Credentialed Training

• TAA funded training may be:

  - TAA funded training may be:
    - Part-time or Full-time
    - Short-term or Long-term

  - Training may occur:
    - In a classroom
    - Online
    - Combination of both
Performance Requirements

Failure to comply will jeopardize TAA / TRA benefits

- Student must contact the Dislocated Worker Counselor every 30 days or as instructed.
- Student must submit the following:
  - Official class schedule before beginning of each term.
  - Training Progress Report:
    - Completed every 60 days, regardless of scheduled breaks, through the end of training.
  - Grades at the end of each term.
  - Copy of credential after end of training.
Trade Readjustment Allowance

• Trade Readjustment Allowance (TRA)
  – Temporary financial benefit – if in full-time TAA-approved training

– TRA begins after Unemployment Insurance (UI) benefits exhaust
TRA Timeline

26 weeks UI

26 weeks Basic TRA

65 weeks payable over 78 eligible weeks Additional TRA

13 weeks Completion TRA

117 total payable weeks (130 with Completion TRA)

Key points:
TRA may not last until graduation
TRA ends the last day you are in instructor-led class
TRA Eligibility

- Must have worked for the trade-affected employer at least 26 of the 52 weeks prior to layoff
- TAA Training Application (or Waiver of Training) must be approved within 26 weeks of the layoff date or the petition certification date, whichever is later
Credentialed Training and Waivers

A Waiver of Training preserves TRA eligibility temporarily, while the DWC assists the worker in completing their TAA Training Application
TAA Benefits: Employer Based Training

- Employer Based On-the-Job Training (OJT)
- Apprenticeship
On-the-Job Training (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
On-the-Job Training (OJT)

- TAA pays employer up to 50% of the hourly wage during the OJT:
  - Must be available at a reasonable cost
  - Up to 104 weeks
- Mileage reimbursement if traveling more than 15 miles one way to the employer
Apprenticeship

- Combination of classroom instruction with employment
- Industries can include:
  - Manufacturing, Construction, Utilities, and Service Industries
- TAA can pay for:
  - Registration, tools, uniforms, and equipment
  - Mileage reimbursement if traveling more than 15 miles
  - RTAA benefit (if age 50+)

http://www.dli.mn.gov/appr.asp
Job Search Allowance

- **Job Search Allowance:**
  - Prospective job must be “Suitable Employment”
  - Must provide proof of interview
  - Must be over 15 miles from home
  - Reimburses 90% of allowable costs
    - Travel
    - Lodging
    - Meals
  - Maximum $1,250
  - Approved application required before travel
Relocation Allowance

- New job must be “Suitable Employment”
- New job must be 15 miles or more from the customer's home.
- Initial lump sum of $1,250 per household
- Reimburses 90% of allowable costs
  - Moving expenses
  - Travel
  - Lodging
  - Meals
- Approved application required before relocation
Reemployment Trade Adjustment Assistance (RTAA)

For workers age 50 or older

Requirements:

• Annual salary $50,000 or less, and less than the salary of the trade affected job

• At least 32 hours per week, or

• At least 20 hours per week if enrolled in TAA-approved training

50% of the difference between previous wage and the new wage, up to 2 years / $10,000*
Health Coverage Tax Credit (HCTC)

This is a Health Credit for eligible individuals and their families. This program expired 12/31/21; the IRS may extend at any time.

If this program is extended we will notify you through Partner Express, if you are not signed up to receive Partner Express please sign up for that to get the most current information and updates for the TAA Program.
Questions

We are checking for your questions in the Chat Box.
Waiver & Reviewing Applications
TAA Customer Profile

- Chris Deed
- Laid off from 1902 Brothers as a Bookkeeper
- Employment Goal: Licensed Practical Nurse (LPN)
- Riverland Community College in Austin, MN
- Anticipated training dates: 5/23/22-5/26/23
Waiver with signed employment plan
# Training Application

## Page 1

## Customer and Petition Information

## DW Counselor Contact

## TRA

---

### Training Application

**Customer Information**

- Name (First, M, Last): Chris T. DEED
- Home Address (street, city, state, zip code): 123 Friendly St, Dexter, MN 55926
- Preferred Phone: 651-123-1234
- Email: chris.deed@gmail.com
- Date of Birth (mm/dd/yy): 10/21/1982
- WF1 ID: 123456789
- DW Enrollment Date: 4/10/2022
- Certified Employer Name and/or Employment Agency/Contractor: 1902 Brothers
- Employment Start Date (mm/dd/yy): 3/11/15
- Employment End Date (mm/dd/yy): 3/1/22
- Petition Number: 960109
- Certification Date: 1/13/21
- Impact Date: 6/26/19
- Expiration Date: 1/13/23

### Dislocated Worker Counselor Information

- Counselor Name: Sally Gold
- Agency Name: JobHelp
- Email Address: Sally@jobhelp.com
- Phone Number: 651-444-4444

### Trade Adjustment Allowance

1. Check one statement below that indicates your current employment status.
   - [ ] I am laid off from the certified employer.
   - [ ] I am still working for the certified employer but am at risk of layoff or have a scheduled layoff date.
   - [ ] I am still working for the certified employer and my hours have been cut.
   - [ ] I quit working for the certified employer.
   - [ ] I was discharged from the certified employer.
2. Date of the first layoff after the impact date (layoff of 7 days or more): 3/1/2022
3. Date of last layoff from employer (mm/dd/yy): 3/1/2022
4. During the 52 weeks prior to your final layoff, how many weeks did you work and earn $30.00 or more? 52
5. If fewer than 26 weeks, did you receive Worker’s Compensation, vacation leave, sick leave, medical leave, FMLA, jury duty, or any other employer authorized leave? [ ] Yes [ ] No
   - If yes, how many weeks of employer authorized leave did you receive?
6. Do you work for any other employer? [ ] Yes [ ] No
   - If yes, complete the following:
   - **a.** Employer Name and Address:
   - Reason for Separation: __________________________
   - Employment Start and End Dates: __________________________
   - **b.** Employer Name and Address:
   - Reason for Separation: __________________________
   - Employment Start and End Dates: __________________________
   - **c.** Employer Name and Address:
   - Reason for Separation: __________________________
   - Employment Start and End Dates: __________________________

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October 2021
Training Application
Page 2

Data Privacy Authorization, Employment History & Work Search

Work search should be within 6 months, jobs should be similar to layoff employment, comment section should provide detail.

DATA PRIVACY AUTHORIZATION

The information you provide will be used by the Trade Adjustment Assistance Program to determine your eligibility for Trade Act weekly wage subsidy.

United States Code Title 42 section 1320b-7 requires that Applicants provide their social security number to be eligible for unemployment benefits. Incomplete applications cannot be processed.

Information you or your employer provide to the Unemployment Insurance Program is classified as private under Minnesota law. It cannot be disclosed without your written permission except as specified in state or federal law. Below is a partial list of agencies that may obtain information you provide to the Unemployment Insurance Program.

**Child Support Enforcement Agencies**  
**Federal and State Law Enforcement**  
**Internal Revenue Service**  
**Minnesota Department of Revenue**  
**Social Security Administration**  
**State & Local Public Assistance Agencies**  
**Unemployment Insurance Programs in other States**  
**U.S. Immigration and Customs Enforcement**

Minnesota Statute 268.19 has the complete list of agencies that may obtain your information from the Unemployment Insurance Program. Information you provided may be verified with these agencies through electronic matching.

*I have read and understand the above. Please check this box.*

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EMPLOYMENT HISTORY

**Job Title at the Certified Employer:** Bookkeeper

**Base Salary (Hourly/Annual):** $19.10  
**Years worked in this job:** 7

**Job Duties and Skills:** Recorded financial data & spreadsheet

**Certifications, Licenses, Degrees, and/or other Credentials:** None

**Highest Level of Education:** GED  
**Field(s) of Study:** Generals  
**Training Institution:** Liz Center

Labor Market Information (LMI): “Career and Education Explorer” at [https://apps.deed.state.mn.us/lmi/cpt/Search](https://apps.deed.state.mn.us/lmi/cpt/Search) – use regional information based on the location of the TAA certified employer. If regional information shows "N/A" then statewide statistics may be used. TAA only needs two pages “Wage” and “Demand” statistics – Attach both pages to training plan.

**Current LMI for Trade Affected Job (%):** -3.5%  
**Median Wage for Trade Affected Job:** $20.05

---

WORK SEARCH

<table>
<thead>
<tr>
<th>Date Applied (mm/dd/yy)</th>
<th>Company Name</th>
<th>Job Title Applied For</th>
<th>Wage</th>
<th>Contact Person Name</th>
<th>Comments (Any response? Interview?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/7/22</td>
<td>CPR Credit Union</td>
<td>Teller</td>
<td>$18/hr</td>
<td>Human Resources</td>
<td>Interviewed-job wasn't offered</td>
</tr>
<tr>
<td>2/7/22</td>
<td>Plaza Beverages</td>
<td>Data Entry</td>
<td>$17/hr</td>
<td>Tony</td>
<td>Position filled</td>
</tr>
<tr>
<td>2/11/22</td>
<td>Brown's Trucking</td>
<td>Office Assistant</td>
<td>$15/hr</td>
<td>Not listed</td>
<td>Applied no response</td>
</tr>
<tr>
<td>2/11/22</td>
<td>Land Valuation</td>
<td>Account Clerk</td>
<td>$19.00/hr</td>
<td>Siri</td>
<td>Applied no response</td>
</tr>
<tr>
<td>3/8/22</td>
<td>Beeswing Hotel</td>
<td>Front desk Clerk</td>
<td>$16.50</td>
<td>Southpole</td>
<td>Interviewed-didn't get job</td>
</tr>
</tbody>
</table>

October 2021
FUTURE EMPLOYMENT OUTLOOK

Employment Goal: Nurse-LPN  Employment Goal Job Code: 29-2061

Required Credential for Future Employment: Post-secondary non-degree award & license

Labor Market Information (LMI): Use “Career and Education Explorer” at https://apps.deed.state.mn.us/lmi/cpt/Search to provide two pages of LMI data: “Wage” and “Demand” for the local region - Attach both pages to training plan.

For relocation within the US, send data for location where customer plans to relocate.

Current LMI for Employment Goal (%): 9.3%  Median Wage for Employment Goal: $24.26

Do you have prior experience in this occupation? □ Yes □ No

If yes, explain; if No, explain why you are interested:

Worked as a bookkeeper in an assisted living home

Is the future employment salary at least 80% of your trade impacted salary? □ Yes □ No

If no, explain why you chose this occupation:

CHOICE OF TRAINING INSTITUTION RESEARCH

Pursuant to CFR 618.610 Trade Adjustment Assistance (TAA) customers must meet certain eligibility criteria related to the choice of training institution. Customers should do a comprehensive comparison of all available school programs for the training they seek. Approval is based on the following in order.

Shortest training completion (Criterion 6)

Customers should seek the shortest available training and training that results in the shortest training end date.

Available at a reasonable cost (Criterion 4 and 6)

Customers should select training that is available at a reasonable cost in comparison to other similar training programs. A higher cost training may be considered if the completion date of training is sooner than other programs at a lower cost.

Is within the local commuting area (Criterion 4)

Customers should select training that is within their local commuting area (15 miles one-way) unless the training can be completed in a sooner timeframe or is available at a lower cost than local training.

Please enter information in the table below for at least 3 school comparisons.

<table>
<thead>
<tr>
<th>School</th>
<th>Program</th>
<th>Start date</th>
<th>End date</th>
<th>Total credits</th>
<th>Cost per Credit</th>
<th>Total cost</th>
<th>Miles (one-way)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riveland Community College</td>
<td>Nurse</td>
<td>5/23/22</td>
<td>3/11/23</td>
<td>39</td>
<td>$243.14</td>
<td>$9,482.46</td>
<td>15.7 miles</td>
</tr>
<tr>
<td>Anoka Community College</td>
<td>Nurse</td>
<td>8/22/22</td>
<td>5/19/23</td>
<td>38</td>
<td>$226.32</td>
<td>$8,600.16</td>
<td>120 miles</td>
</tr>
<tr>
<td>St. Cloud Tech Community College</td>
<td>Nurse</td>
<td>8/23/22</td>
<td>5/19/23</td>
<td>40</td>
<td>$282.12</td>
<td>$11,284.80</td>
<td>180 miles</td>
</tr>
</tbody>
</table>

Please note: TAA staff may perform additional research and request additional information about training options to ensure the Six Criteria for Approval are appropriately documented. An academic plan showing which courses will be taken each term until completion may be requested.

October 2021
Labor Market Information (LMI)

LMI Tips

- All LMI should be regional from this site: https://apps.deed.state.mn.us/lmi/cpt/Search
- Identify the "best" occupational titles matching the customer's layoff and future jobs
- TAA cannot accept LMI for "All Others"
- Submit 4 pages of LMI: Wages and Demand for the layoff job and Wages and Demand for the new job
Labor Market Information - LMI

Career and Education Explorer
Explore Careers - Demand

Overview  Wages  Demand  Education  On the Job  Apply for Jobs  Print All

You have selected
Bookkeeping, Accounting, and Auditing Clerks -- 43-3031
EDR 10 - Southeast (includes these counties: Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, Winona)

Current demand

<table>
<thead>
<tr>
<th>Region</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EDR 10 - Southeast</td>
<td>★★★★★</td>
<td>High</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minnesota</td>
<td>★★★★★</td>
<td>High</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Projected openings

<table>
<thead>
<tr>
<th>Region</th>
<th>Projected Employment - 2020</th>
<th>1-Year Openings</th>
<th>10-Year Growth</th>
<th>10-Year Openings</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDR 10 - Southeast</td>
<td>N/A</td>
<td>N/A</td>
<td>-3.5%</td>
<td>2,808</td>
</tr>
<tr>
<td>Minnesota</td>
<td>-0.2%</td>
<td>3,675</td>
<td>-2.8%</td>
<td>37,949</td>
</tr>
</tbody>
</table>
### Career and Education Explorer

**Explore Careers - Wages**

You have selected:

**Bookkeeping, Accounting, and Auditing Clerks -- 43-3031**

EDR 10 - Southeast (includes these counties: Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, Winona)

---

**Hourly wages - 10 percent of jobs pay less than the 10th percentile and so on**

<table>
<thead>
<tr>
<th>Region</th>
<th>10th Percentile</th>
<th>25th Percentile</th>
<th>Median</th>
<th>75th Percentile</th>
<th>90th Percentile</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDR 10 - Southeast</td>
<td>$12.41/hr</td>
<td>$16.55/hr</td>
<td>$20.05/hr</td>
<td>$24.17/hr</td>
<td>$23.68/hr</td>
</tr>
<tr>
<td>Minnesota</td>
<td>$13.59/hr</td>
<td>$17.34/hr</td>
<td>$21.54/hr</td>
<td>$25.73/hr</td>
<td>$30.51/hr</td>
</tr>
<tr>
<td>U S</td>
<td>$12.59/hr</td>
<td>$16.06/hr</td>
<td>$20.06/hr</td>
<td>$25.00/hr</td>
<td>$30.37/hr</td>
</tr>
</tbody>
</table>
### Training Application

#### Page 4

### Training & Future Employment

### Internet reimbursement

### Mileage if traveling 15 miles or more

---

**TRAINING**

- **Training Institution:** Riverland Community College  
  **Address:** 1900 8th Ave NW, Austin, MN 55912
- **Training Program:** Nurse-LPN  
  **Credential Type:** Diploma  
  **Student Email Address:** chrisdeed0011@riverland.edu
- **Type of Training:** [ ] Full-time  
  [ ] Part-time  
  [ ] Classroom  
  [ ] Online  
  [ ] Both Classroom & Online
- **Start Date of Training (mm/dd/yy):** 5/23/22  
  **End Date of Training (mm/dd/yy):** 5/26/23
- **Total Training Weeks:** 46  
  **Student ID:** 006666
- **Program Credits:** 39  
  **Credit to Complete:** 39  
  **Cost Per Credit:** $243.14

*Provide estimated costs for the following. Additional documentation may be required later.*

- **Books:** $1,877
- **Computer:** $700
- **Software:** none
- **Uniform/Clothing:** $75.00
- **Parking Pass:** none
- **Tools:** $150.00
- **Exams/Licenses:** $138.25

| Good Faith Estimate (Cost of tuition + Cost of Additional Items): | $12,422.71 |

**YOU WILL NEED PRE-APPROVAL BEFORE ANY PURCHASE RELATED TO TRAINING.**

- Are you taking at least one online course? [ ] Yes  
  [ ] No
- If yes, will you need assistance paying internet costs? [ ] Yes  
  [ ] No
- Will you need to travel more than 15 miles one way to attend training? [ ] Yes  
  [ ] No
- If Yes, please include a map showing the distance from your home to school. TAA will assist with mileage beyond the commuting area (15 miles one way).
- For the purpose of training, do you intend to maintain a second residence? [ ] Yes  
  [ ] No
- If Yes, please attach a map showing the distance from your home to school and proof for cost of residence and meal plan (if applicable).

---

**FUTURE EMPLOYMENT**

List three employers currently hiring in your region that require the credential you will receive.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Job Title</th>
<th>Credential Needed</th>
<th>Experience Needed</th>
<th>Base Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mower County</td>
<td>LPN Nurse</td>
<td>LPN License</td>
<td>2 years</td>
<td>$25.00</td>
</tr>
<tr>
<td>Cedars of Austin</td>
<td>LPN Nurse</td>
<td>LPN License</td>
<td>6 months</td>
<td>$22.00</td>
</tr>
<tr>
<td>Austin Medical Center</td>
<td>LPN Nurse</td>
<td>LPN License</td>
<td>1 year</td>
<td>$23.50</td>
</tr>
</tbody>
</table>
Training Application
Page 5

Additional Information, Checklist & TAA Policies

ADDITIONAL INFORMATION

Trade Readjustment Allowance (TRA) is income support for Customers in TAA-approved training. There are strict eligibility requirements for these benefits. Approval of training does not guarantee your eligibility for TRA benefits. TRA benefits may not last through your training program.

What plans do you have to complete training if TRA benefits expire during your training?
I have a savings account (for rainy days), get a part time job & my spouse has a good job.
TRA prefers that Customers not take out student loans. If student loans were mentioned above as part of your plan to complete training should TRA benefits expire, explain why you would require them:
Loans not needed

***Questions related to your TRA eligibility should be sent to deed.tra@state.mn.us.***

Are there issues that may interfere with training completion? □ Yes □ No

If yes, explain the issues and how you will overcome them:

Dislocated Worker Counselor: I have discussed the possibility of TRA benefits exhausting and this Customer has a solid plan in place to support themselves without these benefits. Please initial here: [Initial]

CHECKLIST

Please review the application and make sure all fields are complete. Your application will be returned if you do not answer all questions. Please check and submit the following documents along with your application:

1. Training acceptance letter or a copy of your current class schedule.
2. List of program courses along with required remedial and/or prerequisite courses, if applicable.
3. Cost of training document from the training institution, including required tools and supplies, if applicable.
4. List of required tools, supplies, uniforms, and other expenses for your program on school letterhead, if applicable.
6. If traveling more than 15 miles, include a map showing the distance from your home to the training institution.
7. Resume uploaded and printed from MinnesotaWorks.
8. A signed and dated employment plan. (DW Counselors, this also needs to be documented in WF1 under Plan.)
10. A Waiver of Training form, if applicable.

TAA POLICIES

You must read each policy listed below and check each box. Checking the box means you understand the policy, what is required of you, and what the implications are of not following policy requirements.

- One-Time Poor Performance [Link]
- Tools and Supplies: [Link]
- Choice of Training Institutions: [Link]
- Computers and High Technology Tools: [Link]

October 2021
### CUSTOMER RESPONSIBILITIES

By checking each box, you understand your responsibility and what the implications are if you fail to comply with each responsibility.

- I must maintain contact with my Dislocated Worker Counselor every 30 days, or per counselor instructions.
- I must submit progress reports to my DW Counselor every 60 days while in TAA approved training.
- I must provide my class schedule and grades to my Dislocated Worker Counselor every term.
- I must provide a copy of the credential I receive at the end of my training to my Dislocated Worker Counselor.
- I must notify and provide employment details to my Dislocated Worker counselor when I secure employment.
- Failing to do any of the above may result in termination of my TAA benefits, cancellation of my Trade Readjustment Allowance (TRA) and may result in an overpayment charge for TAA/TRA benefits already received.
- I will only be reimbursed for expenses that meet TAA requirements and are pre-approved.
- All equipment, tools, computer, and supplies purchased by the Minnesota Department of Employment and Economic Development (DEED) are for my use only and I am responsible for their reasonable use and care.

### VENDOR REGISTRATION

Pre-Approved purchases can only be reimbursed if you are registered with the State of Minnesota as a vendor.

Should you choose to take this step at this time, it will expedite payments for such items as mileage, required tools, required textbooks, technology, or relocation. To register as a vendor, go to the following site: [http://mn.gov/supplier](http://mn.gov/supplier).

Once you have received your vendor ID, please print or type here: 0011223344

### SIGNATURES

Before signing the training application, review the following statements and check each box:

- I understand that by signing this application I authorize the release of my student records, contact information, transcripts, and copies of any certification and or credentials received to the TAA Unit from both the training institution and the Dislocated Worker Program. This authorization is good for one year following the end date of training. By checking this box, I am assuring that TAA will provide credential-based training funds for my training plan once approved.

- I prefer to receive all required notices, determinations, and decisions by email, rather than by mail. I may change this preference at any time by informing TAA in writing.

- I understand that I am responsible for keeping TAA informed of my current email and mailing address (if I have chosen to receive communications by mail.) This obligation continues for two years after I am no longer enrolled in TAA or receiving benefits, because determinations affecting my eligibility could be issued during that period. If I fail to keep TAA updated about my email or mailing address, I could miss important appeal deadlines.

- I understand that there are penalties for willful misrepresentation made to obtain benefits I am not entitled to.

Customer Signature: ___________________________ Date: ___________________________

Dislocated Worker Counselor—I have reviewed the application and recommend that the training be approved.

Dislocated Worker Counselor Signature: ___________________________ Date: ___________________________

TAA Specialist—I approve the request for training.

TAA Specialist Signature: ___________________________ Date: ___________________________

October 2021
SIX ELIGIBILITY REQUIREMENTS

A training request can be approved if a Customer meets all six criteria. DW Counselors, please carefully review these criteria with the Customer. (These items are subject to monitoring in both the Dislocated Worker and Trade Adjustment Assistance Programs.)

1. There is no employment available that is similar to or better than your previous position.
2. You would benefit from training.
3. It is reasonable to expect that you will be employed following completion of training.
4. The training is available.
5. You are qualified to undertake the training.
6. The training is suitable for you and available at a reasonable cost.

EIGHT CASE MANAGEMENT SERVICES

All Customers participating in the Trade Adjustment Assistance program must be notified of all eight case management services available to them. (These items are subject to monitoring in both the Dislocated Worker and Trade Adjustment Assistance Programs.) DW Counselors please initial and date each of the eight services once you have discussed with the Customer.

1. Comprehensive and specialized assessment of skill and interest levels including (a) diagnostic testing and use of other assessment tools; and (b) in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals: 4/10/22 SG

2. Development of an individual employment plan (IEP) or (ISS) to identify employment goals and objectives, and appropriate training to achieve those goals and objectives: 4/10/22 SG

3. Information on training available in local and regional areas, individual counseling to determine which training is suitable, and how to apply for such training: 4/10/22 SG

4. Information on how to apply for financial aid through FAFSA (per section 402 F of the Higher Education Act of 1965) if applicable: 4/10/22 SG

5. Workshops, including development of learning skills, communication skills, interviewing skills, punctuality, personal hygiene, and professional conduct to prepare individuals for employment or training: 4/10/22 SG

6. Individual career counseling, including job search during and after the period in which the individual is receiving training: 4/10/22 SG

7. Labor Market Information (LMI) relating to local, regional, and national labor market areas, including job listings in such labor market areas; information on job skills necessary to obtain jobs identified in job listings; and earnings potential of such occupations: 4/10/22 SG

8. Information relating to the availability of support services, including services related to childcare, transportation, dependent care, housing assistance, and needs-related payments that are necessary to enable an individual to participate in training: 4/10/22 SG

SIGNATURES

Customer – My Dislocated Worker Counselor has shared all eight case management services with me and has discussed the six eligibility criteria.

Signature / Date: [Date]

Dislocated Worker Counselor – I have notified the Customer of all eight case management services available to them and have discussed the six eligibility criteria.

Signature / Date: [Date]
List of Program Courses

NURSING (LPN TRACK)
DIPLOMA, 39 CREDITS

The Practical Nursing Program at Riverland Community College is approved by the Minnesota Board of Nursing. Graduates of the Practical Nursing Program will integrate general education, including science coursework, with the discipline of nursing coursework (PNUR) as the basis for nursing practice and ongoing life-long learning.

The Practical Nursing Program will prepare the student with the knowledge, skills, and values of a practical nurse (PN) for entry-level practice. The student will then be eligible to take the licensing examination for the licensed practical nurse (NCLEX-PN). The student is eligible to enter practice when licensed and/or may apply to the MANE A.S. Degree/BSN program with advanced standing in following years.

Licensed practical and licensed vocational nurses typically do the following:

Source: Bureau of Labor Statistics
- Monitor patients’ health—for example, by checking their blood pressure
- Administer basic patient care, including changing bandages and inserting catheters
- Provide for the basic comfort of patients, such as helping them bathe or dress
- Discuss the care they are providing with patients and listen to their concerns
- Report patients’ status and concerns to registered nurses and doctors
- Keep records on patients’ health

Prerequisites (10 credits)
- Student must be active on a CNA regist
- BIOL1030 Human Biology (Goal 2 & 3) 3 CR
- ENGL1101 Composition II (Goal 1 & 2) 3 CR
- PSYCH240 Developmental Psychology (Goal 5 & 9)
- Elective Credit 1 CR

Required Core Courses (29 credits)
- PNUR1110 Foundations of Practical Nursing 6 CR
- PNUR1120 Nursing Care of Older Adults 3 CR
- PNUR1130 Pharmacology 3 CR
- PNUR1140 Clinical I 3 CR
- PNUR1150 Nursing Care of Adults 4 CR
- PNUR1160 Nursing Care of Women/Newborns/Children 4 CR
- PNUR1170 Transition to Practice 1 CR
- PNUR1180 Psychosocial Nursing Care 1 CR
- PNUR1190 Clinical II 5 CR

Location: Austin. Clinicals: Albert Lea, Austin and Owatonna
Program Starts: Full-time option (Fall); Part-time option (Spring)
Course Plan: Full-time option (3 semesters); Part-time option (4 semesters)
Faculty: Laura Beasley Kristin Ansorge Kara Delafosse Jane McKinley Judy Thurnau Pat Parsons Laura Beasley Kristin Ansorge Barbara Dyvig Pat Parsons
# Tuition & Fees

## 2020-2021 Tuition & Fee Rates

<table>
<thead>
<tr>
<th>Status</th>
<th>Per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minnesota Residents</td>
<td>$196.79</td>
</tr>
<tr>
<td>Online Students</td>
<td>$223.79</td>
</tr>
<tr>
<td>Iowa/Wisconsin/North Dakota/South Dakota residents</td>
<td>$196.79</td>
</tr>
<tr>
<td>Senior Citizen (62+)</td>
<td>$34.39</td>
</tr>
</tbody>
</table>

## Programs with differential tuition

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Rate per Credit</th>
<th>Fees Rate per Credit</th>
<th>Total Rate per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent Study</td>
<td>$205.53</td>
<td>$22.16</td>
<td>$227.69</td>
</tr>
<tr>
<td>Private Voice Lessons</td>
<td>$200.38</td>
<td>$22.16</td>
<td>$222.54</td>
</tr>
<tr>
<td>Nursing</td>
<td>$220.98</td>
<td>$22.16</td>
<td>$243.14</td>
</tr>
<tr>
<td>Radiography</td>
<td>$215.63</td>
<td>$22.16</td>
<td>$237.80</td>
</tr>
<tr>
<td>Chemistry</td>
<td>$177.85</td>
<td>$22.16</td>
<td>$200.01</td>
</tr>
<tr>
<td>Nursing Assistant</td>
<td>$184.93</td>
<td>$22.16</td>
<td>$207.09</td>
</tr>
<tr>
<td>Truck Driving</td>
<td>$277.63</td>
<td>$22.16</td>
<td>$299.79</td>
</tr>
</tbody>
</table>
List of required training items/costs

Nursing (LPN Track)

Estimated Tuition and Supplies Cost

- 10 General Education Credits at $202.03 per credit = $2020.30
- 29 Practical Nursing Credits at $249.77 per credit = $7243.33

- Books= $427
- ATI= $1200
- Uniforms= $75
- Stethoscope= $50-$150
Map example-Google-show all routes
Assessments

• Required for all training applications
• Should point toward the customer's employment goal
• TAA can pay for assessments, and offers the COPS, CAPS, COPES free of charge to customers
  – Send your customer's email address to the general mailbox requesting TAA send the assessment to the customer
Reemployment Trade Adjustment Assistance (RTAA)

Remember "50 – 50 – 10 – 2"

- Customer must be age 50 or older
- New job pays $50,000 or less
- Up to $10,000 or
- 2 years, whichever happens first
Points to keep in mind:

Paystubs – old & new
32 hours worked
Driver's License or Birth Certificate

REEMPLOYMENT/ALTERNATIVE TRADE ADJUSTMENT ASSISTANCE (RTAA/ATAA) APPLICATION

Complete and submit this application along with:

1. A copy of the paystub of your last full week of employment from the certified employer,
2. A copy of the first paystub from your new employer that you are paid for 32 hours or more in a week, or a letter from the company on letterhead stating the start date, wage, job title, and number of hours you work per week. If you are in TAA approved training, instead of sending a copy of your first paystub, send a copy of the first paystub you are paid for 20 hours or more in a week, and
3. A copy of your driver’s license or birth certificate.

If you do not already have an Unemployment Insurance (UI) account, you must submit an application for benefits at uimn.org. Click Applicants and then Apply for Benefits to start the application process. Even if you are not unemployed, you must submit an application to establish an account. We use the UI system to make RTAA/ATAA payments to you.

Application and supporting documentation should be scanned and emailed to deed.taa@state.mn.us and deed.tra@state.mn.us.

CUSTOMER INFORMATION

Name (First M I Last): ___________________________ Last # SSN: _______
Home Address (Street, City, State, Zip): ________________________________
Preferred Phone: ___________________________ Email: ___________________________
Date of Birth (mm/dd/yy): ______________ WF1 ID: ___________________________ DW Enrollment Date: ______________

PETITION INFORMATION

Petition Number: __________ Certification Date: __________ Impact Date: __________ Expiration Date: __________
Certified Employer Name or Employment Agency/Contractor: ___________________________
Certified Employer or Employment Agency/Contractor address (City, State, Zip): ___________________________
Job Title: ___________________________ Hourly Pay Rate: __________ Annual Salary: __________ Hours/Week: __________
Employment Start Date (mm/dd/yy): ______________ Employment End Date (mm/dd/yy): ______________

**IMPORTANT** Complete this section only if you had other employment at the time of layoff from the trade affected employer. If more than one, list on a separate sheet of paper.

Employer Name: ___________________________ Employer Address (City, State, Zip): ___________________________
Job Title: ___________________________ Hourly Pay Rate: __________ Annual Salary: __________ Hours/Week: __________
Employment Start Date (mm/dd/yy): ______________ Employment End Date (mm/dd/yy): ______________

DISLOCATED WORKER COUNSELOR INFORMATION

Counselor Name: ___________________________ Agency Name: ___________________________
Email Address: ___________________________ Phone Number: ___________________________

November 2021
Points to keep in mind:

• RTAA is paid through the UI system and is taxable income.
• List employment information for all current employment.
• Data privacy

PAYOUT AND TAX WITHHOLDING OPTIONS

RTAA/ATAA payments are issued by direct deposit or debit card. Please verify that your current Payment Method Options and Contact Information are up to date in your Unemployment Insurance Benefit Account.

RTAA/ATAA payments are subject to state and federal income tax. You may withhold federal income tax at 10%, both federal and state tax at 15%, or to not withhold. To update withholding, sign into your Unemployment Insurance Benefit Account or contact UI Customer Service.

RTAA/ATAA EMPLOYMENT

Employer Name: ___________________________ Employer Address (City, State, Zip): ___________________________
Employer Contact Name: ___________________________ Employer Contact Phone: ___________________________
Job Title: ___________________________ ONET Code: ___________________________
Hourly Pay: ___________________________ Annual Salary: ___________________________ Hours/Week: ___________________________
Employment Start Date (mm/dd/yy): ___________________________ Employment End Date (mm/dd/yy): ___________________________
  • Do you work 32 hours per week or more for this employer? ☐ Yes ☐ No
  • If no, are you working at least 20 hours per week for this employer? ☐ Yes ☐ No
  • Are you attending or enrolled in full time TAA approved training? ☐ Yes ☐ No
  • Do you have other employment? ☐ Yes ☐ No

ADDITIONAL RTAA/ATAA EMPLOYMENT (IF MORE THAN ONE EMPLOYER)

Employer Name: ___________________________ Employer Address (City, State): ___________________________
Employer Contact Name: ___________________________ Employer Contact Phone: ___________________________
Job Title: ___________________________ ONET Code: ___________________________
Hourly Pay: ___________________________ Annual Salary: ___________________________ Hours/Week: ___________________________
Employment Start Date (mm/dd/yy): ___________________________ Employment End Date (mm/dd/yy): ___________________________
  • Do you work 32 hours per week or more for this employer? ☐ Yes ☐ No
  • If no, are you working at least 20 hours per week for this employer? ☐ Yes ☐ No
  • Are you attending or enrolled in full time TAA approved training? ☐ Yes ☐ No
  • Do you have other employment? ☐ Yes ☐ No

DATA PRIVACY AUTHORIZATION

The information you provide will be used by the Trade Adjustment Assistance Program to determine your eligibility for a Trade Act weekly wage subsidy.

United States Code Title 42 section 1320b-7 requires that Applicants provide their social security number to be eligible for unemployment benefits. Incomplete applications cannot be processed.

November 2021
Points to keep in mind:

- Review the statements
- Sign/Date

Information you or your employer provide to the Unemployment Insurance Program is classified as private under Minnesota law. It cannot be disclosed without your written permission except as specified in state or federal law. Below is a partial list of agencies that may obtain information you provide to the Unemployment Insurance Program.

Child Support Enforcement Agencies Federal and State Law Enforcement Internal Revenue Service Minnesota Department of Revenue Social Security Administration State and Local Public Assistance Agencies Unemployment Insurance Programs in other States U.S. Immigration and Customs Enforcement

Minnesota Statute 268.19 has the complete list of agencies that may obtain your information from the Unemployment Insurance Program. Information you provided may be verified with these agencies through electronic matching.

*If you have read and understand the above information, please check this box.

**SIGNATURES**

Before signing the training application, review the following statements and check each box:

1. [ ] I verify this information is correct and complete.
2. [ ] I understand penalties are enforced for willful misrepresentation.
3. [ ] I understand if I receive an RTAA/ATAA payment, I am no longer eligible to receive Trade Readjustment Allowance (TRA) benefits. Additionally, for petitions 98,000 and higher, I understand if I receive TRA or a Job Search Allowance or am enrolled in training (approved and to begin within 30 days), I am ineligible for ATAA.
4. [ ] I understand my weekly RTAA/ATAA payments may vary depending on the rate of pay and number of hours worked. I prefer to receive all required notices, determination, and decisions by email, rather than by mail. I may change this preference at any time by informing TAA in writing. (Unemployment does not use email for communication.)
5. [ ] I understand that I am responsible for keeping TAA informed of my current email and mailing address (if I have chosen to receive communications by mail.) This obligation continues for two years after I am no longer enrolled in TAA or receiving benefits, because determinations affecting my eligibility could be issued during that period. If I fail to keep TAA updated about my email or mailing address, I could miss important appeal deadlines.

Customer Signature: ___________________________ Date: ___________________________

DW Counselor Signature: ___________________________ Date: ___________________________
Points to keep in mind:

- Labor Market Information
- Work Search table

### Job Search Allowance (JSA) Page 1

**Points to keep in mind:**

- Labor Market Information
- Work Search table

---

**JOB SEARCH 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.

A request for job search allowance must be submitted before the job search begins, and before the 365th day after layoff or certification, whichever is later, or within 182 days following the conclusion of TAA approved training. Applicant must be registered as a vendor with the State of Minnesota to receive job search reimbursements.

Reimbursement will be the lesser of:

- Transportation receipts, or the Federal mileage rate for travel outside the commuting area
- Meals and lodging receipts, or 50% of the prevailing per diem for the interview location.

**Part 1** This can be submitted prior to job searching and must be approved prior to attending interviews.

<table>
<thead>
<tr>
<th>Applicant Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (First MI Last)</td>
<td></td>
</tr>
<tr>
<td>Home Address (Street, City, State, ZIP Code)</td>
<td></td>
</tr>
<tr>
<td>Last # SSN</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td>WF1 ID No.</td>
</tr>
<tr>
<td>Email Address</td>
<td>DW Enrollment Date (mm/dd/yy)</td>
</tr>
<tr>
<td>Petition Number</td>
<td>Certified Employer Name</td>
</tr>
<tr>
<td>Employer Address (City, State)</td>
<td>Employment Agency/Contractor, if applicable</td>
</tr>
<tr>
<td>Impact Date (mm/dd/yy)</td>
<td></td>
</tr>
<tr>
<td>Certification Date (mm/dd/yy)</td>
<td>Expiration Date (mm/dd/yy)</td>
</tr>
<tr>
<td>Employment Start Date (mm/dd/yy)</td>
<td>Employment End Date (mm/dd/yy)</td>
</tr>
</tbody>
</table>

**Entity Worker Counselor Information**

<table>
<thead>
<tr>
<th>Counselor Name</th>
<th>Agency Name</th>
<th>Email Address</th>
<th>Phone Number</th>
</tr>
</thead>
</table>

**LMI and Work Search**

The approval of Job Search Allowance is contingent on the lack of suitable employment within a reasonable distance (15 miles). Enter the LMI data and list three suitable jobs that you’ve applied for within 15 miles of your home.

**Labor Market Information (LMI):** “Career and Education Explorer” at [https://apps.deed.state.mn.us/limi/cpt/Search](https://apps.deed.state.mn.us/limi/cpt/Search) to use regional information for wage _____ and demand _____ of the layoff job.

<table>
<thead>
<tr>
<th>Date Applied (mm/dd/yy)</th>
<th>Company Name</th>
<th>Miles from home</th>
<th>Job Title</th>
<th>Wage</th>
<th>Outcome (No response? Interview?)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 Job Search Allowance.**
Points to keep in mind:

- Submit Part 2 before the interview
- Proof of interview attendance must be submitted to TAA within 30 days of the interview.
Relocation Allowance

Page 1: Applicant Information, Dislocated Worker Counselor Information, and Prospective Employer Information

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.

<table>
<thead>
<tr>
<th>Applicant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (First M I Last)</td>
</tr>
<tr>
<td>Preferred Phone</td>
</tr>
<tr>
<td>Petition Number</td>
</tr>
<tr>
<td>Employment Agency/Contractor</td>
</tr>
<tr>
<td>Expiration Date (mm/dd/yy)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dislocated Worker Counselor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counselor Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prospective Employer Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.)</td>
</tr>
<tr>
<td>Proof of a bona fide offer of suitable employment has been offered by the employer and accepted by the applicant.</td>
</tr>
<tr>
<td>Employer Name</td>
</tr>
<tr>
<td>Employer Contact Name, Title</td>
</tr>
<tr>
<td>Job Title</td>
</tr>
<tr>
<td>Full-time</td>
</tr>
<tr>
<td>Has reported to work</td>
</tr>
</tbody>
</table>

Will relocation expenses be paid by the employer? If Yes, amount to be paid by the employer. $ 

Transport of Household Goods $ Travel $ Other $ 

Start Date of Move (mm/dd/yy) | End Date of Move (mm/dd/yy)
Key Points to remember:

- LMI of layoff job
- Wage & Demand
- Work Search
- Travel Allowance
- Moving Allowance
- Signatures
<table>
<thead>
<tr>
<th>TAA Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 2002/2011/2015 Law: 90% of the total cost/lump sum or $1,250</td>
</tr>
<tr>
<td><strong>Travel Expense: TAA pays 90% of the lesser of</strong></td>
</tr>
<tr>
<td>☐ Actual Cost of transportation</td>
</tr>
<tr>
<td>☐ Miles one way minus 15 miles x GSA relocation rate</td>
</tr>
<tr>
<td><strong>Lodging and Meals Expense: TAA pays 90% of the lesser of</strong></td>
</tr>
<tr>
<td>☐ Actual cost of lodging and meals while in travel status (Please attach all receipts for reimbursement calculation)</td>
</tr>
<tr>
<td>☐ Per diem rate</td>
</tr>
<tr>
<td><strong>Moving Expenses: TAA pays 90% of the approved expenses</strong></td>
</tr>
<tr>
<td>☐ Commercial Carrier</td>
</tr>
<tr>
<td>☐ Moving Truck</td>
</tr>
<tr>
<td><strong>Lump Sum: TAA pays 100% of the lump sum</strong></td>
</tr>
<tr>
<td>☐ A lump sum of $1,250 (2002/2011/2015 Law) or</td>
</tr>
<tr>
<td>☐ A lump sum of $1,500 (2009 Law)</td>
</tr>
<tr>
<td><strong>TAA Specialist Signature/Date - This amount for Relocation Allowance is approved.</strong></td>
</tr>
</tbody>
</table>
We are checking for your questions in the Chat Box.
We will resume in 5 mins.

Have a Break
WELCOME
BACK
Processes

- Applications Process
- Computers and Tools Process
- Reimbursements Process
- Best Practices
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
Waivers

- Waiver = Training
- Deadline to submit Waiver Application, 26 Weeks from either the layoff date or certification date (whichever is later)
- Must have an active Employment Plan in WF1
- Submit IEP with Waiver Application
Waiver Process

• Waiver approval will be approved within a reasonable amount of time

• Case notes must show progress toward enrolling in training every 30 days

• Choose “Waiver Review” as case note category

• Proper use of Waiver, Must be working on a training plan
Training Application

1. Training Application Completion
2. Supporting Documents
3. Submit Application at least 2 weeks before the Training Start Date
4. Application Review
Training Application Process

TAA will respond within 3 days

TAA will request clarifications or additional documents if needed

Application must meet the 6 Criteria

Email Training Application determination to Customer, DW & TRA

TAA Training Plan Flow

- TAA Specialist Review Training Plan
- TAA Specialist may request information or clarification if needed from the Dislocated Worker Counselor
- TAA Specialist will provide missing information and/or clarification to TAA Specialist
- TAA Specialist will make determination (Approve or Deny Plan)
- TAA will make determination to DW Counselor and Customer via email
- TAA will create an authorization to cover tuition & fees & will send it to the training institute
- Dislocated Worker Counselor & Customer develop TAA Training Plan
- Dislocated Worker Counselor will communicate to TAA General mailbox
Job Search Allowance Process

1. Complete Page 1 of Job Search Application and email to TAA General Inbox
2. Inform TAA about any scheduled Interview(s)
3. TAA will create an authorization for Job Search Allowance Reimbursement
4. Wait for TAA approval before allowing the customer to travel for the interview
5. Complete Page 2 of the Job Search Application and email with supporting documents to the TAA General Inbox
   (Repeat this step for each interview that uses the Job Search Benefit)
Submit the Relocation application to the TAA General Inbox **BEFORE the relocation begins** (5 days before the relocation or 2 weeks before if using a moving company)

Once TAA approves the application a purchase order is created

Relocation must be completed within 1 year of application approval

DW/customer must supply documents needed for remaining reimbursements
Reemployment Trade Adjustment Assistance

Complete the RTAA Application and Submit it with the required documents to both TAA and TRA at DEED.TRA@state.mn.us & DEED.TAA@state.mn.us

TRA will review the application and make a determination

TRA will notify the customer of the determination

Customer will continue to submit required paperwork to TRA throughout the eligibility period
Computers and Tools Process

- TAA will pay the full cost of a computer or high technology, including hardware and software
- You can find the application using the same applications link
- TAA will pay for tools required for training

Computers can be ordered up to 2 weeks prior to the training start date. Tools can be ordered up to 4 weeks prior to the training start date.
Reimbursements

Have the customer apply for a Swift Supplier account

http://mn.gov/supplier

- Internet Reimbursement Due Monthly (Customer Submission)
- Transportation Reimbursement Due Biweekly (Customer’s Submission)
Acceptable TAA Expenses

- Required textbooks (TAA does not cover textbooks/supplies listed as “optional” or “recommended”)
- Required tools (requires tool list, vendor quote, and TAA preapproval)
- Required non-textbooks items with TAA pre-approval
- Uniforms: Must be required and have TAA pre-approval prior to purchase.
- Internet Reimbursement
- Travel / Mileage Reimbursement
Best Practices

- TAA Funding
- Industry Recognized Credential
- Resources For Success
Navigating TAA

Navigating TAA Booklet & Quick Summary

Pre-approval and Reimbursements
Pre-approval is required for all reimbursements. If you think you may need to be reimbursed for any required costs, you must contact Trade Adjustment Assistance (TAA) prior to any purchase.

- To receive pre-approved reimbursements from TAA you will need to register for a SWIFT Supplier (9). Please register here: http://mn.gov/taa

Textbooks, Tools, Uniforms, and Computer/High Technology Items
- TAA covers approved textbooks, tools, uniforms, and computer and high technology items.
- You must contact TAA for pre-approval BEFORE purchasing any non-textbook items.

Internet
- TAA reimburses $25.00 toward your Internet costs when you are taking at least one online class.

Supplemental Assistance
- Transportation: TAA can assist with mileage that is beyond the local commuting area of 15 miles one way. Mileage reimbursement would begin after the 15th mile.
- Satisfaction: if you intend to maintain a second residence or are temporarily staying away from your home to participate in in-person training, you may be eligible for satisfaction.

Important Documents to Turn In
- Training Progress Reports (TPR), every 30 days from the beginning of the training through the end of training. A copy to TAA at the drop box of TAA before every 30 days.
- Grades: send to TAA after the completion of every term.
- Credential: submit a copy to TAA upon completion of your training.

Expectations
- While on a waitlist, you must (1) contact your Designated Worker (DW) Counselor every 30 days (2) maintain job search and work search log (5) show progress every 30 days toward enrolling in training.
- One-Time Poor Performance Policy: you must maintain a grade of at least a “C” or higher in all your classes and not maintain from classes when TAA will be responsible for the cost.
- Tutoring: if you are struggling with your coursework, TAA can pay for a tutor.
- Modifications: under certain circumstances, TAA can approve changes to your previously approved training plan such as changes to your program type, degree level, training end date or full-time part-time status. All requests for changes require you to your DW Counselor to contact TAA for approval BEFORE the changes occur.

Trade Adjustment Allowance (TRA)
- You must be enrolled full-time (as defined by the school) to receive TRA. This includes summer term.
- TRA ends on your last scheduled day of training or prior to this date if you have exhausted your available TRA weeks.
- Contact TRA at TFRA.TFRA@state.mn.us for any questions on your UTRRA account.

CareerForceMN.com/TAA
Counselor Portal – A resource for YOU!

https://mn.gov/deed/programs-services/dislocated-worker/counselors/

- News and Events
  - Partner Express newsletter
- Resources
  - Materials from today’s training
- Policy and Guidance
- Key Contacts
  - TAA, DW, ACP, and DW Service Providers
- Forms
  - Applications
Counselor Portal

News & Events

Partner Express Newsletter

Partner Express is a monthly resource for Dislocated Worker, Adult Career Pathways and Trade Adjustment Assistance (ACP and TAA) program service providers. Select the links below to view, download or print current and past issues.

2022
- April
- March
- February

2021
- December
- November

Resources

Presentations

Trade Adjustment Assistance (TAA) Roundtable Tours
2021 TAA Roundtable
- Final Rule and COV-19
- TAA Overview
- Waivers and TAA
- Training Applications and LMI
- Other Training Topics
- OJT, Job Search, Relocation

2019 TAA Roundtable Tour
Counselor Portal

Policy & Guidance

Forms

Here we offer these frequently requested forms and tools. Select the link to download, print or save to your computer.

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<td>On-the-Job Training Contract</td>
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<td>TAA Counselor Handbook</td>
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<td>TRA Handbook (Petitions 81,000+)</td>
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Counselor Portal

Key Contacts

Here is contact information for staff who administer the Dislocated Worker Program (DWP) and the Trade Adjustment Assistance (TAA) program, a directory of DWP service providers and CareerForce locations.

State Contacts

Find the staff who administer the Dislocated Worker and the Trade Adjustment Assistance programs.

DWP Service Providers

Find a DWP service provider near you.
We are checking for your questions in the Chat Box.
Contact TAA

- **Minnesota TAA Program**
  - Email: DEED.TAA@state.mn.us
  - Applications: [www.mn.gov/deed/taa](http://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](http://www.doleta.gov/tradeact)