



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.**



Presenters

M. Estela
Hernandez

Laurie Otte,
TRA Staff

Claudette
Parchment-
Roehrich

Hony Yang

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:

Petition Number	Certification Date	Impact Date	Expiration Date
96890	06/03/2021	05/06/2020	06/03/2023

*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. This website has information regarding TAA services, our TAA handbook, and recorded information sessions.

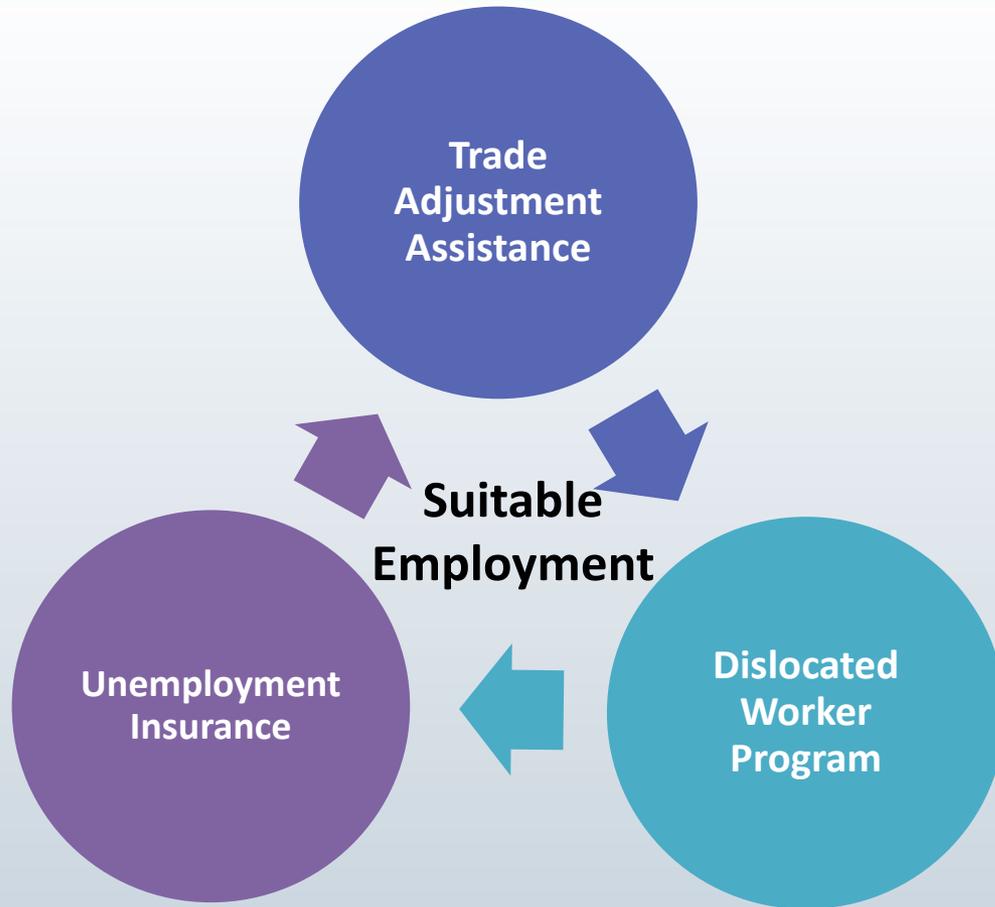
TAA Benefits

Employment and Case Management Services	Skill assessments, career counseling, supportive services, information on training, and more!
Training	Up to 130 weeks of full-time or part-time training in a variety of formats.
Trade Readjustment Allowances (TRA)	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.
Reemployment Trade Adjustment Assistance (RTAA)	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.
Job Search Allowance	Reimbursement for job search costs outside the worker's local area.
Relocation Allowance	Reimbursement for relocation costs for a job outside the worker's local area.
Health Care Tax Credit (HCTC)	72.5% of qualified health insurance premiums for individuals and their families.

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>.

TAA Eligibility Letter

Co-enrollment and Coordination



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

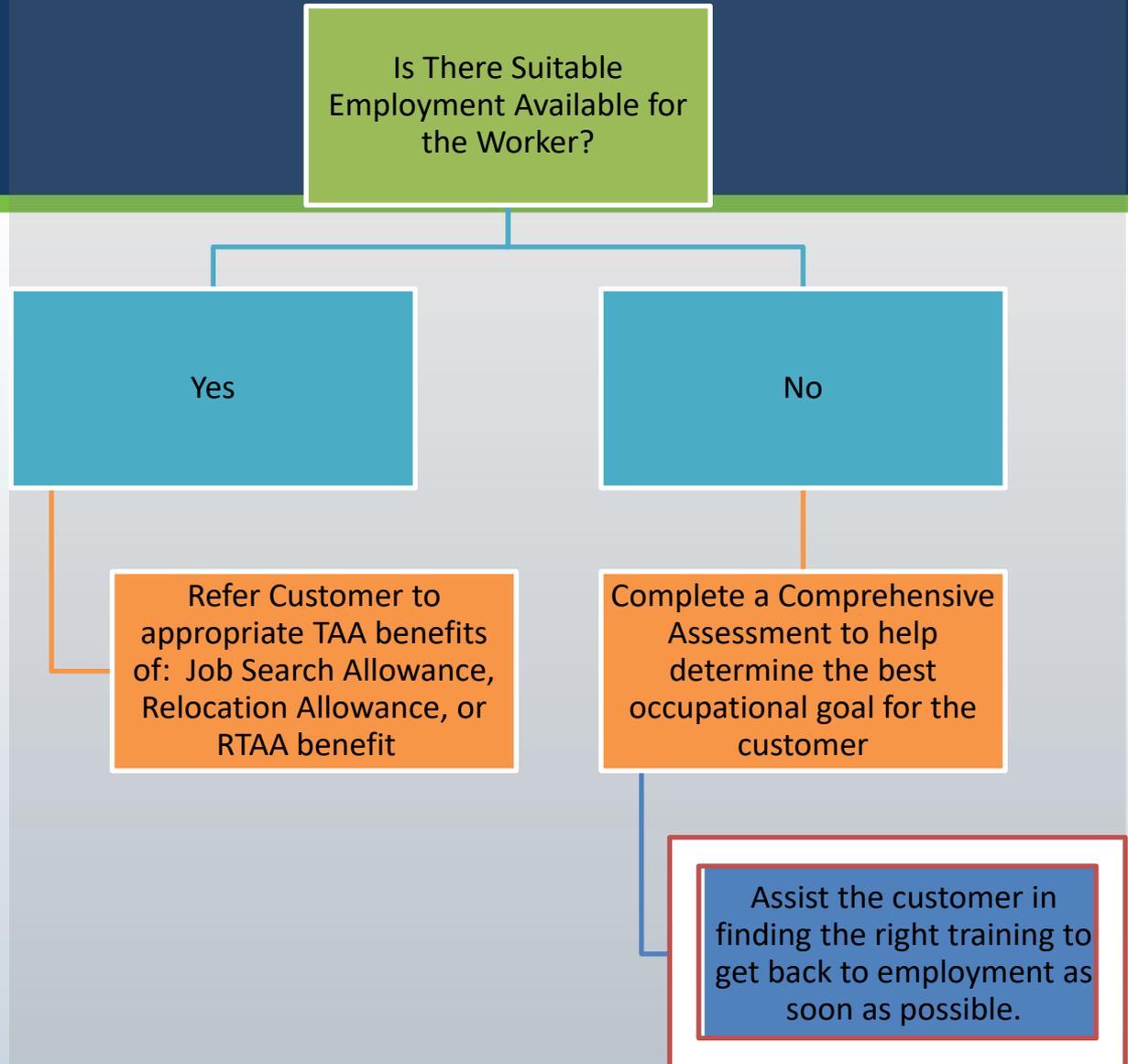
School Based

- Credential Training

Employer Based

- On-The-Job Training (OJT)
- Apprenticeship

What do I need to consider before a Training Plan is pursued?



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)



Credentialed Training

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



Invoice

Credentialed Training Funding

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**



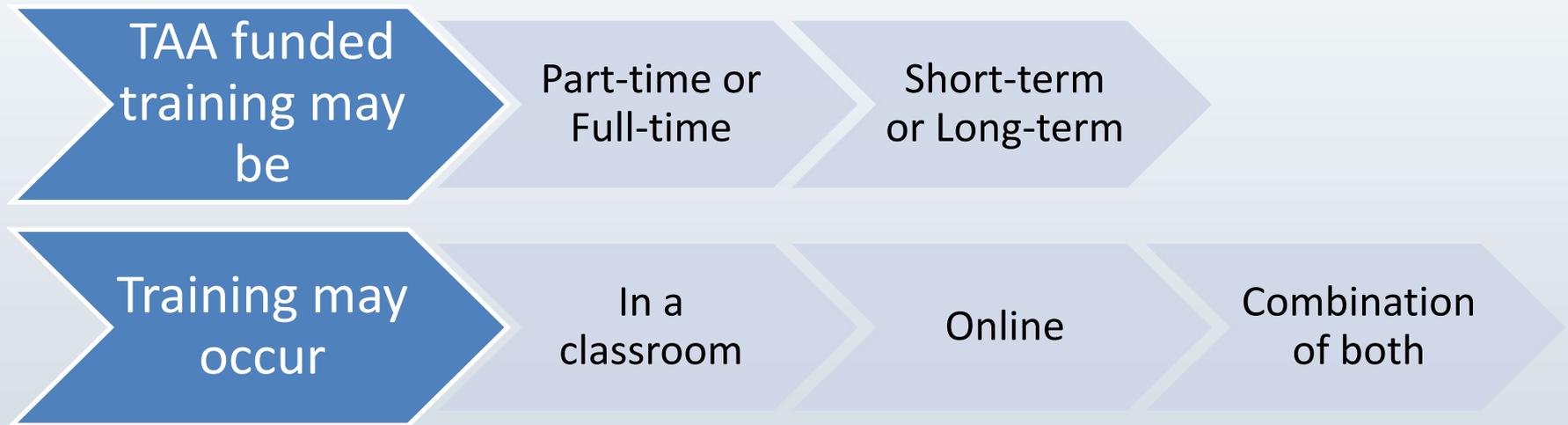
Credentialed Training

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:



**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



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)

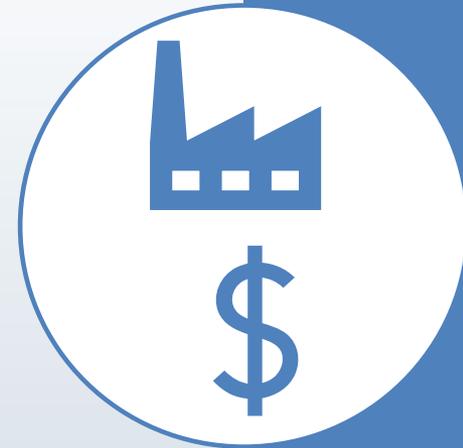
- Learn skills and earn a wage at the same time
- Job must meet the definition of suitable employment
- TAA and Employer enter into a contract that outlines the required training

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 beenfit (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.

PARTNER EXPRESS

INFORMATION FOR EMPLOYMENT AND TRAINING PROGRAM PROVIDERS

m1 EMPLOYMENT AND ECONOMIC DEVELOPMENT

Leading
CareerForce™

m1 EMPLOYMENT AND ECONOMIC DEVELOPMENT

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

TAA WAIVER OF TRAINING FORM

Customer Information

Name (First MI Last)	Chris T. Deed	Last # SSN	1
Layoff Date (mm/dd/yy)	3/1/22	Petition Number	96019
Certification Date (mm/dd/yy)	1/13/21	Waiver Expiration Date (TAA Use Only)	

Training Waived for One of the Following Reasons

<input checked="" type="checkbox"/>	<p>Enrollment Delayed - There has been a delay in the beginning date of training. However, the first available training date must be within 60 days of the date of this determination.</p> <p>Approved Training Start Date (mm/dd/yy) 5/23/22</p>
<input type="checkbox"/>	<p>Training Not Available - Approved training is not reasonably available to the customer from either governmental agencies or private sources, OR no suitable training is available to the customer at a reasonable cost, OR training funds are not available.</p> <p>Program</p> <p>Training Institution</p> <p>Anticipated training start date (mm/dd/yy)</p>
<input type="checkbox"/>	<p>Health - The customer is temporarily unable to participate in training due to health reasons.</p> <p>Program</p> <p>Training Institution</p> <p>Anticipated training start date (mm/dd/yy)</p>

Signatures

TAA Customer

Signature/Date

Dislocated Worker Counselor

Signature/Date

TAA Specialist

Signature/Date

Waiver
with signed
employment
plan

Training Application Page 1

Customer and Petition Information

DW Counselor Contact

TRA

TRAINING APPLICATION

What law? (Check one year only): 2002 2009 2011 2015 2021 Reversion

CUSTOMER INFORMATION

Name (First, MI, Last): Chris T. DEED Last # SSN: 1

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 READJUSTMENT ALLOWANCE

- 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.
- Date of the first layoff after the impact date (layoff of 7 days or more (mm/dd/yy): 3/1/2022
- Date of last layoff from employer (mm/dd/yy): 3/1/2022
- During the 52 weeks prior to your final layoff, how many weeks did you work and earn \$30.00 or more? 52
- 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? _____
- Do you work for any other employer? Yes No If yes, complete the following:
 - Employer Name and Address: _____
Reason for Separation: _____ Employment Start and End Dates: _____
 - Employer Name and Address: _____
Reason for Separation: _____ Employment Start and End Dates: _____
 - Employer Name and Address: _____
Reason for Separation: _____ Employment Start and End Dates: _____

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 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.**

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> – 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

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

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.

Training Application Page 3

Future Employment Outlook & Choice of Training Institution Research

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/cot/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 this order.

Shortest training completion (Criterion 6)

Customers should seek the soonest available training and training that results in the soonest 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.

School	Program	Start date	End date	Total credits	Cost per Credit	Total cost	Miles (one-way)
Riverland Community College	Nurse	5/23/22	3/11/23	39	\$243.14	\$9,482.46	15.7 mls
Anoka Community College	Nurse	8/22/22	5/19/23	38	\$226.32	\$8,600.16	120 mls
St. Cloud Tech Community College	Nurse	8/23/22	5/19/23	40	\$282.12	\$11,284.80	180 mls

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.

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

[Start Over - Explore Careers](#)

[Start Over - Explore Education](#)

[Find a CareerForce Location](#)

[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

EDR 10 - Southeast	★★★★★ High
Minnesota	★★★★★ High

Projected openings

Region	Projected Employment - 2020	1-Year Openings	10-Year Growth	10-Year Openings
EDR 10 - Southeast	N/A	N/A	-3.5%	2,808
Minnesota	-0.2%	3,675	-2.8%	37,949

LMI- Wages



[Labor Market Information](#)

[Data Home](#)

[Career and Education Explorer Home](#)

[Training Provider or Admin Login](#)

Career and Education Explorer

Explore Careers - Wages

[Start Over - Explore Careers](#)

[Start Over - Explore Education](#)

[Find a CareerForce Location](#)

[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)

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

Region	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
EDR 10 - Southeast	\$12.41/hr	\$16.55/hr	\$20.05/hr	\$24.17/hr	\$28.68/hr
Minnesota	\$13.59/hr	\$17.34/hr	\$21.54/hr	\$25.73/hr	\$30.51/hr
U S	\$12.59/hr	\$16.06/hr	\$20.06/hr	\$25.00/hr	\$30.37/hr

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 (check two boxes):	<input checked="" type="checkbox"/> Full-time or <input type="checkbox"/> Part-time <input type="checkbox"/> Classroom <input type="checkbox"/> Online or <input checked="" type="checkbox"/> 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 (should not include scheduled breaks between terms.):	46	Student ID:	006666	
Program Credits:	39	Credits to Complete:	39	Cost Per Credit: \$243.14
<i>Provide estimated costs for the following. Additional documentation may be required later.</i>				
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.

Company Name	Job Title	Credential Needed	Experience Needed	Base Pay
Mower County	LPN Nurse	LPN License	2 years	\$25.00
Cedars of Austin	LPN Nurse	LPN License	6 months	\$22.00
Austin Medical Center	LPN Nurse	LPN License	1 year	\$23.50

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.

TAA 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: SG

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.
- 5. Labor market information for past and future employment. [Labor Market Information, Career and Education Explorer](#).
- 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.)
- 9. A copy of a completed standardized assessment.
- 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: <https://apps.deed.state.mn.us/ddo/PolicyDetail.aspx?pol=100>
- Tools and Supplies: <https://apps.deed.state.mn.us/ddo/PolicyDetail.aspx?pol=320>
- Choice of Training Institutions: <https://apps.deed.state.mn.us/ddo/PolicyDetail.aspx?pol=178>
- Computers and High Technology Tools: <https://apps.deed.state.mn.us/ddo/PolicyDetail.aspx?pol=325>

Training Application Page 6

Customer Responsibilities, Vendor Registration and Signatures

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>.

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: _____

Training Application Page 7

Six Eligibility Requirements, Eight Case Management Services & Signatures

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 relating 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: _____

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: _____

October 2021

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

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 Ansonge Kara Delafosse Jane McKinley Judy Thurnau Pat Parsons Laura Beasley Kristin Ansonge Barbara Dyrvig Pat Parsons

Prerequisites (10 credits)

- Student must be active on a CNA register
- BIOL1030 Human Biology (Goal 2 & 3) 3 CR
- ENGL1001 Composition I (Goal 1 & 2) 3 CR
- PSYC1240 Developmental Psychology (Goal 5 & 9)
- Elective Credit 1 CR

Required Core Courses (29 credits)

- PNUR110 Foundations of Practical Nursing 6 CR
- PNUR120 Nursing Care of Older Adults 3 CR
- PNUR130 Pharmacology 3 CR
- PNUR140 Clinical I 3 CR
- PNUR150 Nursing Care of Adults 4 CR
- PNUR160 Nursing Care of Women/Newborns/Child 3 CR
- PNUR170 Transition to Practice 1 CR
- PNUR180 Psychosocial Nursing Care 1 CR
- PNUR190 Clinical II 5 CR

Cost of Training Document

Tuition & Fees

Riverland Cost Estimation Calculator

2020-2021 Tuition & Fee Rates	
	Per Credit
Minnesota Residents	\$196.79
Online Students	\$223.79
Iowa/Wisconsin/North Dakota/South Dakota residents	\$196.79
Senior Citizen (62+)	\$34.39

Programs with differential tuition			
	Tuition Rate per Credit	Fees Rate per Credit	Total Rate per Credit
Independent Study	\$205.53	\$22.16	\$227.69
Private Voice Lessons	\$200.38	\$22.16	\$222.54
Nursing	\$220.98	\$22.16	\$243.14
Radiography	\$215.03	\$22.16	\$237.09
Chemistry	\$177.85	\$22.16	\$200.01
Nursing Assistant	\$184.93	\$22.16	\$207.09
Truck Driving	\$277.63	\$22.16	\$299.79

List of required training items/costs



ABOUT

ACADEMICS

ADMISSIONS

TUITION & AID

STUDENT LIFE

Home / Academics / Programs / Nursing (LPN Track) / Program Fees

Nursing (LPN Track)

Description

How to Apply

Course List

Course Sequence

Graduate Outcomes

Program Fees

Faculty

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

Dexter, Minnesota 55926

Austin, Minnesota 55912

Add destination

Send directions to your phone

via I-90 W **17 min**
Fastest route, the usual traffic 15.7 miles

Details

Map showing route from Austin, Minnesota to Dexter, Minnesota. The route is 15.7 miles and takes 17 minutes. The route passes through Mapleview, Elktion, and Brownsdale. The map shows the route in blue, with a callout box indicating the time and distance. The map also shows other roads and landmarks in the area, including Lansing, Andyville, and Brownsdale.

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

RTAA Application Page 1

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 MI 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: _____

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

PAYMENT 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.

RTAA Application Page 3

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 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: _____

Job Search Allowance (JSA) Page 1

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 I This can be submitted prior to job searching and must be approved prior to attending interviews

Points to keep in mind:

- Labor Market Information
- Work Search table

Applicant Information					
Name (First MI Last)		Home Address (Street, City, State, ZIP Code)			Last # SSN
Phone Number	WF1 ID No.		Email Address	DW Enrollment Date (mm/dd/yy)	
Petition Number	Certified Employer Name				
Employer Address (City, State)		Employment Agency/Contractor, if applicable		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	
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/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	Outcome (No response? Interview?)
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.					

Job Search Allowance

Page 2

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.

Part II – Interview Details

Receipts for job search travel expense must be submitted within 30 days of the actual interview.

Applicant Information			
Name (First MI Last)	Home Address (Street, City, State, ZIP)		Last # SSN
Preferred Phone	Email Address	Petition Number	
Vendor ID	WF1 ID	DW Enrollment Date (mm/dd/yy)	
Prospective Employer Information			
Verification of Job Search - The applicant has reviewed and provided the documentation required: <i>(Please check the following)</i>			
<input type="checkbox"/>	Proof of scheduled interview (e.g., email or letter indicating invitation to interview with date and time)		
<input type="checkbox"/>	Proof of interview attendance (business card, additional email exchange etc.)		
<input type="checkbox"/>	Position meets "suitable employment" definition— https://apps.deed.state.mn.us//ddp/PolicyDetail.aspx?pol=174		
<input type="checkbox"/>	Employer is outside local commuting distance from the applicant's residence. (Check with TAA for current commuting distance. Provide an internet map that confirms the distance from your residence on record and your new employer.)		
Employer Name		Employer Address (Address, City, State, ZIP Code)	
Employer Contact Name, Title		Employer Contact Phone	Employer Contact Email
Interview Position Title		Annual Salary for Interview Position	
1 st Interview Date (mm/dd/yy)		End date to receive receipts (30 days from interview) (mm/dd/yy)	
<input type="checkbox"/>	Travel by car	<input type="checkbox"/>	Travel by Commercial Airline
		Miles from residence to employer	
TAA Use Only			
<input type="checkbox"/>	*2002/2011/2015 Law: 90% of the total cost up to a total of \$1,250		<input type="checkbox"/>
		*2009 Law: 100% of the total cost up to \$1,500	
Transportation Expense <i>(Check Actual Cost if applicant submits receipts or check Federal Mileage if no receipts.)</i>			
<input type="checkbox"/>	Actual Cost of transportation (receipts) or		
<input type="checkbox"/>	Federal Mileage Rate X (Round Trip miles – 15 miles) *no receipts		Federal Mileage Rate
Total Transportation Expense \$			
Lodging and Meals Expense <i>(check Actual Cost if applicant submits receipts or per diem if no receipts)</i>			
<input type="checkbox"/>	Actual Cost of lodging and meals while in travel status (need receipts)		
<input type="checkbox"/>	50% of the prevailing per diem allowance for the locality of the interview (no receipts required)		
Total Lodging and Meals Expense \$			
*TOTAL TRAVEL EXPENSE—Transportation + Lodging and Meals X % per applicable law—see above.			
TAA Specialist Signature/Date - This request for Search Allowance is approved.			

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)		

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

Relocation Application

Page 2

LMI & Work Search

Key Points to remember:

- LMI of layoff job
- Wage & Demand
- Work Search
- Travel Allowance
- Moving Allowance
- Signatures

LMI and Work Search						
The approval of Relocation 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/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 <i>three</i> 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. <i>Three</i> 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.						

Relocation Application Page 3

- Page 3 is for TAA Use Only

TAA Use Only	
<input type="checkbox"/> 2002/2011/2015 Law: 90% of the total cost/lump sum or \$1,250	<input type="checkbox"/> 2009 Law: 100% of the total cost/lump sum of \$1,500
Travel Expense: TAA pays 90% of the lesser of	
<input type="checkbox"/> Actual Cost of transportation	
<input type="checkbox"/> Miles one way minus 15 miles x GSA relocation rate	GSA Relocation Mileage Rate
Lodging and Meals Expense: TAA pays 90% of the lesser of	
<input type="checkbox"/> Actual cost of lodging and meals while in travel status (Please attach all receipts for reimbursement calculation)	
<input type="checkbox"/> Per diem rate	
Moving Expenses: TAA pays 90% of the approved expenses	
<input type="checkbox"/> Commercial Carrier	<input type="checkbox"/> Rental Trailer
<input type="checkbox"/> Moving Truck	<input type="checkbox"/> Temporary Storage
Lump Sum: TAA pays 100% of the lump sum	
<input type="checkbox"/> A lump sum of \$1,250 (2002/2011/2015 Law) or	
<input type="checkbox"/> A lump sum of \$1,500 (2009 Law)	
TAA Specialist Signature/Date - This amount for Relocation Allowance is approved.	

Questions



**We are checking for
your questions in
the Chat Box.**

We will resume in 5 mins.

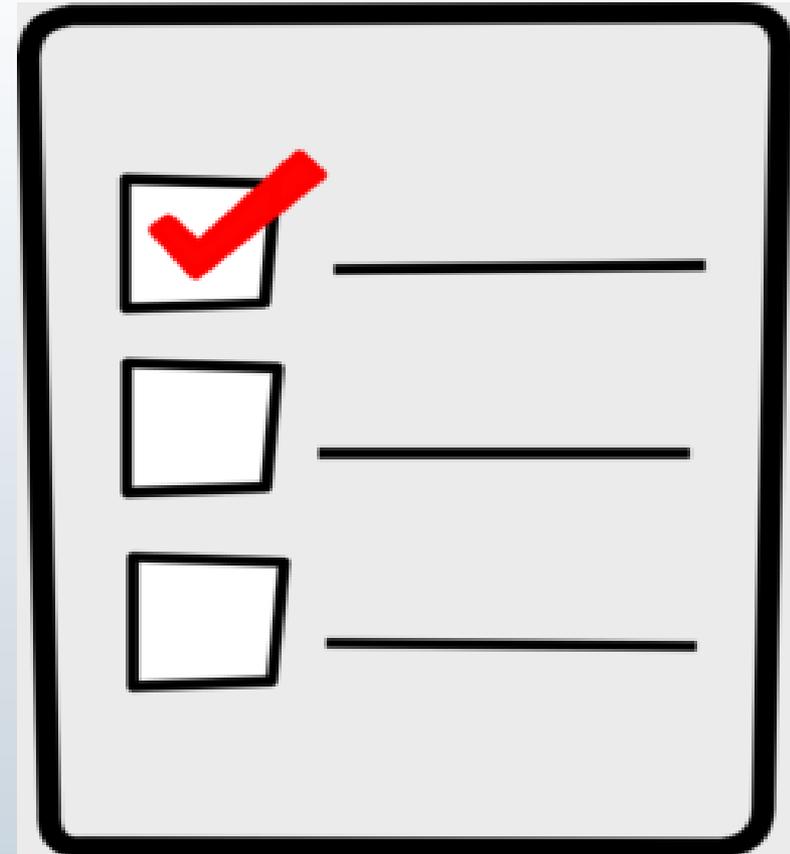




**WELCOME
BACK**

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



TRAINING
APPLICATION
COMPLETION



SUPPORTING
DOCUMENTS



SUBMIT APPLICATION
AT LEAST 2 WEEKS
BEFORE THE TRAINING
START DATE



APPLICATION
REVIEW

Training Application Process

TAA Training Plan Flow

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



Job Search Allowance Process



Complete Page 1 of Job Search Application and email to TAA General Inbox

Inform TAA about any scheduled Interview(s)

TAA will create an authorization for Job Search Allowance Reimbursement

Wait for TAA approval before allowing the customer to travel for the interview

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)

Relocation Allowance

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>



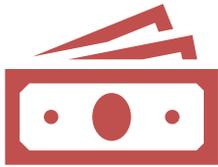
- Internet Reimbursement Due Monthly (Customer Submission)
- Transportation Reimbursement Due Biweekly (Customer's Submission)

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 Training

CareerForce™
Minnesota's Career Resource

2022

Navigating TAA Booklet & Quick Summary

→ Navigating TAA: 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 ID. Please register here: <http://mn.gov/supplier>

Textbooks, Tools, Uniforms, and Computer/High Technology items

- ✓ TAA covers required 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.
- ✓ **Subsistence:** 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 subsistence.

Important Documents to Turn In

- ✓ **Training Progress Reports (TPRs):** due every 60 days from the beginning of TAA training until the end of training, regardless of breaks in training.
- ✓ **Class Schedules:** submit to TAA before every new term
- ✓ **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 waiver:** you must (1) contact your Dislocated Worker (DW) Counselor every 30 days (2) maintain job search and work search logs (3) 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 withdraw 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 or your DW Counselor to contact TAA for approval BEFORE the changes occur.

Trade Readjustment 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 DEED_TRA@state.mn.us for any questions on your UnVTRA account

CareerForceMN.com/TAA

CareerForce™
Minnesota's Career Resource

mi EMPLOYMENT AND
ECONOMIC DEVELOPMENT

Counselor Portal – A resource for YOU!

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

For Counselors and Service Providers

Our Dislocated Worker, Trade Adjustment Assistance and Workforce Investment Act Adult programs rely on counselors and staff located across the state at WorkForce Centers and contracted independent organizations.

Here, we provide information to help counselors and service providers administer the programs and better serve clients.

News and Events

The latest activities, current projects, and several newsletters.

Resources

Presentations, glossaries and frequently asked questions.

Policy and Guidance

Requirements and guidance materials.

Key Contacts

Staff contacts, service providers, and CareerForce locations.

Forms

The forms and materials needed to administer the programs.



- **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

Success Stories

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

WIOA Certification Process

Presentations

TAA Program Materials

TAA Glossary

FAQs

Presentations

Trade Adjustment Assistance (TAA) Roundtable Tours

2021 TAA Roundtable

- [Final Rule and COVID-19](#)
- [TAA Overview](#)
- [Waivers and TRA](#)
- [Training Applications and LMI](#)
- [Other Training Topics](#)
- [OJT, Job Search, Relocation](#)

2019 TAA Roundtable Tour

Counselor Portal

Policy & Guidance

POLICY AND GUIDANCE

Search for a policy

Or, browse the list of policies

Click on "+" to see all topics and policies
Mouse over or for Screen Reader users tab onto the Policy title link to read the description.

- [-] Employment and Training Programs
 - [-] Administration and Operations
 - [-] Adult (WIOA)
 - [-] CareerForce
 - [-] Dislocated Worker (WIOA & State)
 - [-] Displaced Homemaker
 - [-] Foreign Labor Certification
 - [-] Migrant and Seasonal Farmworker
 - [-] Multi-Program Administration Requirements
 - [-] Rapid Response
 - [-] Senior Community Service Employment
 - [-] Trade Adjustment Assistance
 - Appeals Process - TAA
 - Apprenticeship Training
 - Appropriate Use of Waivers
 - Approval of Classroom Training
 - Choice of Training Institutions
 - Closeout Policy
 - Computers and High Technology Tools
 - Definition of Suitability of Employment
 - Entrepreneurial Activities - 14
 - Follow-up Requirements
 - GED/ESL Training Plans
 - One Time Poor Performance (Training, OJT, Apprenticeships)
 - Registration of Resume on MinnesotaWorks.net
 - Sources of Labor Market Information (LMI)
 - Tools and Supplies
 - Use of Labor Market Information in Approving TAA Supported Programs
 - Use of Scholarships/Institutional Grants - 13

Forms

Forms

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

TRADE ADJUSTMENT/READJUSTMENT ASSISTANCE FORMS	
Apprenticeship Agreement	Word
On-the-Job Training Contract	Contact Program Staff
On-the-Job Training Cover Letter	PDF
RTAA Application	PDF
TAA Computer and High Technology Tools Request	PDF
TAA Counselor Handbook	PDF
TAA Customer Handbook 2015 Law (Petitions 85,000+)	PDF
TAA Job Search Allowance Application	PDF
TAA Mileage Reimbursement Application	Contact Program Staff
TAA Relocation Allowance Application	PDF
TAA Training Application	PDF
TAA Training Modification Application	Word
TAA Training Progress Report	PDF
TAA Training Waiver of Training Form and Instructions	PDF
TRA Eligibility during Summer Breaks	PDF
TRA Handbook (Petitions 81,000+)	PDF

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.

Questions



**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
 - 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

