

## Occupational Skills Training



Customer

### Before Training

Complete assessments

Use the [iSeek Training Plan Workbook](#) to research:

- Careers
- Labor Market Information
- Training Institutions



Document in WF1 all offered and received [case management services](#)

Review assessments with your customer and develop their employment plan. Include [benchmarks](#) for 2011 law

Assist your customer with:

- Training application and supporting documents
- Trade Readjustment Allowance (TRA) application
- [Training Waiver](#), if appropriate

Keep records of all documents and submit copies to a TAA Specialist



Review the training application using the [six criteria for approval](#)

Notify the counselor and customer of approval

Open a Waiver, if appropriate, and an Occupational Skills Training activity in WF1

Create a purchase order and submit to the training institution

Keep records of all documents

### During Training Reporting

Every semester –

- Maintain contact with your counselor every 60 days
- Submit to your counselor:
  - Class registration
  - [Progress report](#)
  - Grades



Request a waiver activity closure from the TAA specialist when training begins

[Maintain contact](#) with your customer every 60 days and document the contact in WF1

Keep records of your customer's:

- Class registration
- Progress report
- Grades



Close the Waiver activity in WF1 when requested

### During Training Challenges

Notify your counselor - before you:

- Withdraw from a class
- Drop out of training
- Drop below full-time status

If you:

- Determine you will not complete training on time



Review progress reports and grades to determine if:

- The customer is meeting the benchmarks for 2011 law
- The [One Time Poor Performance](#) policy applies

Notify a TAA Specialist if the customer has challenges or needs a plan modification



Review challenges and modifications

Identify possible outcomes and consequences

Discuss and determine, with the counselor, whether training can continue

Send warning to your customer about not meeting the benchmarks, if necessary

Notify a TRA Specialist if a training modification is approved

### After Training

Submit to your counselor a copy of your credential

Maintain contact with your counselor during your job search

Notify your counselor when you secure employment



Market additional benefits while you maintain regular contact with your customer:

- [Reemployment Trade Adjustment Assistance \(RTAA\)](#)
- [Job Search Allowance](#)
- [Relocation Allowance](#)

Request from a TAA Specialist:

- An Occupational Skills Training activity closure
- A [record closure](#) prior to exiting your customer

Record in WF1 the credential and exit your customer



Exit the customer from TAA:

- Close the Occupational Skills Training activity
- Enter a TAA termination date in WF1
- Close the purchase order after all invoices are paid



TAA Specialist

## Work Search



Customer

### After Layoff

Complete assessments

Research:

- Careers
- Labor Market Information



Document in WF1 all offered and received [case management services](#)

Review assessments with your customer and develop their employment plan

Assist your customer with:

- Work Search application and supporting documents
- Trade Readjustment Allowance (TRA) application
- Training Waiver
  - 2009 Law: Marketable Skills, Retirement, Health or Training Not Available
  - 2011 Law: Health or Training Not Available

Keep records of all documents and submit copies to a TAA Specialist



Review the Work Search application

Notify the counselor and customer of approval

Open a waiver activity in WF1

Keep records of all documents

Dislocated Worker Counselor

TAA Specialist

### During Work Search Reporting

Keep weekly records of your job search and provide them to your counselor

Maintain contact with your counselor every 30 days



**Maintain contact** with your customer every 30 days and conduct waiver reviews:

- Record waiver review dates in WF1
- Monitor the number of weeks remaining for your customer's [Basic TRA](#)
- Request a [waiver extension](#) (after six months) from a TAA Specialist, if appropriate

Market TAA benefits:

- [Training](#)
- [On-the-job training](#)
- [Reemployment Trade Adjustment Assistance \(RTAA\)](#)
- [Job Search Allowance](#)
- [Relocation Allowance](#)
- [Health Coverage Tax Credit \(HCTC\)](#)
- [Apprenticeships](#)



Approve waiver extensions when appropriate

Notify a TRA Specialist when the waiver is extended



### Employment

Notify your counselor when you secure employment



Request a waiver activity closure from a TAA Specialist when your customer either:

- Exhausts Basic TRA, or
- Secures employment

Request a [record closure](#) from a TAA Specialist prior to exiting your customer

Exit your customer in WF1



Exit the customer from TAA:

- Close the Waiver activity
- Enter a TAA termination date in WF1



## On-the-Job Training



Customer

### Before On-the-Job Training

Complete assessments

Research:

- Careers
- Labor Market Information

Market on-the-job training (OJT) benefits to potential employers



Document in WF1 all offered and received [\*case management services\*](#)

Review assessments with your customer, develop their employment plan and document how the length of training was determined

Discuss the [\*\*length of the OJT\*\*](#), with the proposed employer, by assessing your customer's:

- Skills
- Education
- Previous work experience

Request an OJT contract be sent to the employer by a TAA Specialist

Keep records of all documents and submit copies to a TAA Specialist



Send the employer the OJT contract to complete

Review OJT contract using [\*six criteria for approval\*](#)

Open an OJT activity in WF1

Send a copy of the approved OJT contract to the customer, counselor, and employer

Create a purchase order and submit to the employer

Keep records of all documents

### During On-the-Job Training Reporting

Maintain contact with your counselor every 60 days



[\*\*Maintain contact\*\*](#) with your customer every 60 days and document the contact in WF1



Reimburse the employer fifty percent of the customer's wages

### During On-the-Job Training Challenges

Notify your counselor - before you:

- Quit employment
- Accept offer of employment with another employer

If you:

- Are not progressing through training as outlined in the contract



Notify a TAA Specialist if your customer has challenges or needs a plan modification



Review challenges and modifications

Identify possible outcomes and consequences

Discuss and determine, with the employer and counselor, whether training can continue

### After On-the-Job Training

Notify your counselor when your training ends



Request from a TAA Specialist:

- An OJT activity closure when training ends
- A [\*\*record closure\*\*](#) prior to exiting your customer

Exit your customer in WF1



Exit the customer from TAA:

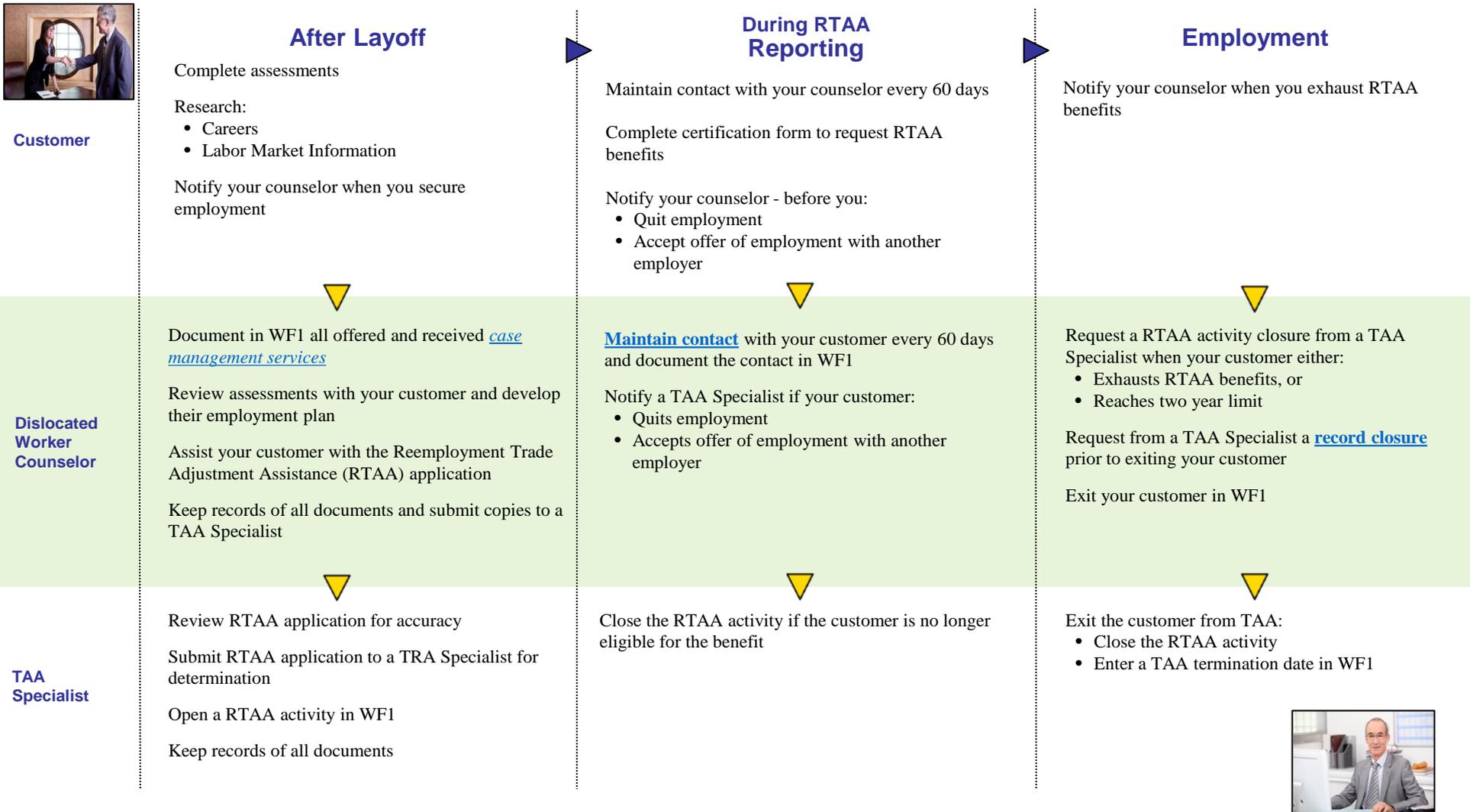
- Close the OJT activity
- Enter a TAA termination date in WF1
- Close the purchase order after all invoices are paid



Dislocated Worker Counselor

TAA Specialist

## Reemployment Trade Adjustment Assistance



# Terminology

## Apprenticeship

Registered Apprenticeships offer participants employment and a structured, on-the-job learning experience with related instruction. In an apprenticeship, companies employ participants as they learn on-the-job and work through a series of defined curricula related to their employment/profession.

## Basic TRA

Trade Readjustment Allowance (TRA) is a weekly income support payment. To be eligible for Basic TRA, a customer must enroll in full-time TAA-approved training within twenty-six weeks after their layoff or their petition's certification date, whichever is later, or have a valid Waiver of Training. If eligible, a customer may receive up to twenty-six weeks of Basic TRA payments.

## Benchmarks

Under the Trade Adjustment Assistance Extension Act of 2011, to be eligible for Completion TRA, the counselor will evaluate and document the customer's satisfactory progress towards two benchmarks at intervals of no more than sixty days. The evaluation will determine whether the customer is:

1. Maintaining satisfactory academic standing (not on probation or determined to be "at risk" by the instructor or training institution), and
2. On schedule to complete training within the timeframe identified in the approved TAA Training Plan.

One poor review of these benchmarks will result in a warning from the TAA Specialist. Per the law, two poor reviews must result in a modification of the training plan or the customer will no longer be eligible for Completion TRA.

## Case Management Services

A customer must be notified of all 8 required case management services:

1. Comprehensive assessment of skills and service needs through assessment tools and in-depth interviewing,
2. Development of an individual employment plan,
3. Information on training available in the local area,
4. Financial aid information, including section 402F of the Higher Education Act of 1965,
5. Short-term prevocational services,
6. Individual career counseling,
7. Provide regional labor market information, and
8. Supportive services information.

## Health Coverage Tax Credit

The Health Coverage Tax Credit (HCTC) is a federal tax credit, which subsidizes private health care coverage for trade-impacted workers and their families.

## Job Search Allowance

The job search allowance provides partial or full reimbursement for pre-approved travel, meals and lodging expenses necessary for customers to attend an interview or secure employment at a distance greater than fifty miles from the customer's home.

# Terminology

## On-the-Job Training

On-the-Job Training (OJT) is appropriate for customers when an employer is willing to hire and train them for a job different than the one from which the participant was separated (or laid off). TAA will reimburse an employer for up to 50% of a worker's new wage.

## Progress Report

TAA customers in long-term training (longer than six months) must complete a progress report once during every term, or more frequently if requested by their Dislocated Worker Counselor. The counselor reviews the progress report, signs the document, and files the document in the customer's file. Failure, by the customer, to complete the progress report could jeopardize TAA funding, TRA benefits, and Health Coverage Tax Credit.

## Reemployment Trade Adjustment Assistance

Reemployment Trade Adjustment Assistance (RTAA) provides a wage supplement benefit for trade-impacted workers who are over the age of 50. RTAA can provide up to 50% of the difference between a participant's former, trade-impacted wage and their new wage.

## Relocation Allowance

The relocation allowance covers partial or full reimbursement for *pre-approved* expenses related to moving participants, their family, and their household effects to a location where the customer has obtained suitable employment at a distance greater than fifty miles from their home.

## Six Criteria for Approval

A TAA Specialist can approve a training or on-the-job training plan if the customer meets all six criteria:

1. There is no suitable employment available for the worker,
2. The worker would benefit from appropriate training,
3. There is a reasonable expectation of employment following completion of such training,
4. Training approved is reasonably available to the worker,
5. The worker is qualified to undertake and complete such training, and
6. Such training is suitable for the worker and available at a reasonable cost.

## Training

TAA funded training assists customers in obtaining the skills necessary to gain suitable employment. TAA will pay for 100% of tuition, course fees, books, required supplies and equipment, transportation, as well as other items or services deemed necessary for the completion of an approved occupational skills training program.

## Waiver Extension

Waiver extensions are used when a participant has remaining Basic TRA, could benefit from the extension of their Waiver of Training, and has a waiver that will expire. Waiver extensions can increase waiver duration beyond the original twenty-six week period. If a counselor determines that a waiver extension is necessary for their participant, they should contact a TAA Specialist to request a waiver extension prior to the waiver expiring.