Navigating TAA Training: 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 UI/TRA account

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