



Trade Adjustment Assistance (TAA)

Technical Assistance for Dislocated Worker Counselors May 2025





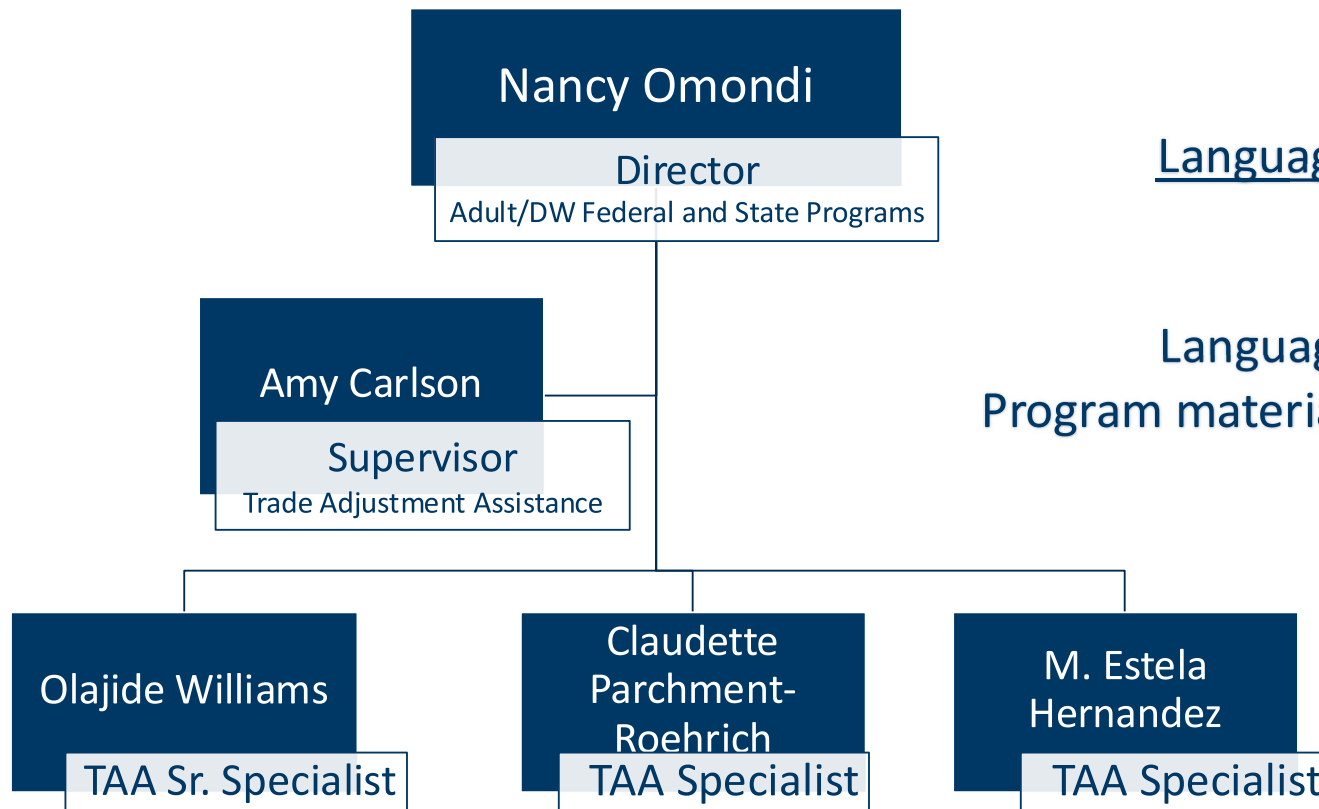
TAA Presenters

Olajide Williams, TAA Sr.
Specialist

Claudette Parchment-Roehrich,
TAA Specialist

M. Estela Hernandez,
TAA Specialist

TAA Organization Chart



Languages Represented

Spanish

Yoruba

Language Line available

Program materials in multiple languages

Agenda

TAA Petitions 101

TAA Training Benefit Overview

- Credential Training
- Work Based Training

TAA Training Application

- Review of Training Application
- LMI
- Best Practices

Program Historical Overview

- Trade Expansion Act of 1962
- Trade Act of 1974
 - This established a Training Benefit
- Omnibus Trade And Competitiveness Act of 1988
 - Moved TRA to the end of the UI claim and required enrollment in training to receive Additional TRA
- North American Free Trade Agreement (NAFTA) 1993
- Trade Reform Act of 2002
- Trade and Globalization Adjustment Assistance Act of 2009
- Trade Adjustment Assistance Extension Act of 2011
- Trade Adjustment Assistance Reauthorization Act of 2015
- 2021 Reversion

TAA Program Training Matrix

Program	2002	2009	2011	Reversion 2014	2015	Reversion 2021
Maximum Weeks of Approved Training*	130	156	130	130	130	130
Part-Time Training Allowable	NO	YES	YES	NO	YES	YES
Breaks in Training (Days) for TRA	30	30	30	30	30	30
Remedial Training / Prerequisite Courses	YES	YES	YES	YES	YES	YES
Online Training	YES	YES	YES	YES	YES	YES

TAA Current Status

❖ **Petitions continue to be filed for layoffs that may be trade affected**

- U.S. Department of Labor is paused until program restoration or reauthorization
- TAA continues to accept and process applications for training from petitions going back to 2002

❖ **19 Petitions have been filed for Minnesota since June 30, 2022**

- Companies that are Minnesota businesses with estimated 1731 number of workers
- Customers can access TAA in any state

❖ **TAA staff are Available to work with the Dislocated Worker Program Counselors and partners to serve shared customers**

❖ **Outreach efforts and promoting efforts**

TAA Operations: Continuation of State Operations

- ❖ TAA program has funding and continues to serve customers
 - **Training: TAA must be the primary source of funding**
- ❖ Trade Readjustment Allowance (TRA): Currently we do not have any customers receiving this benefit.
- ❖ Reemployment/Alternative Trade Adjustment Assistance (R/ATAA) applications are pending Reauthorization and currently we do not have any customers receiving this benefit.

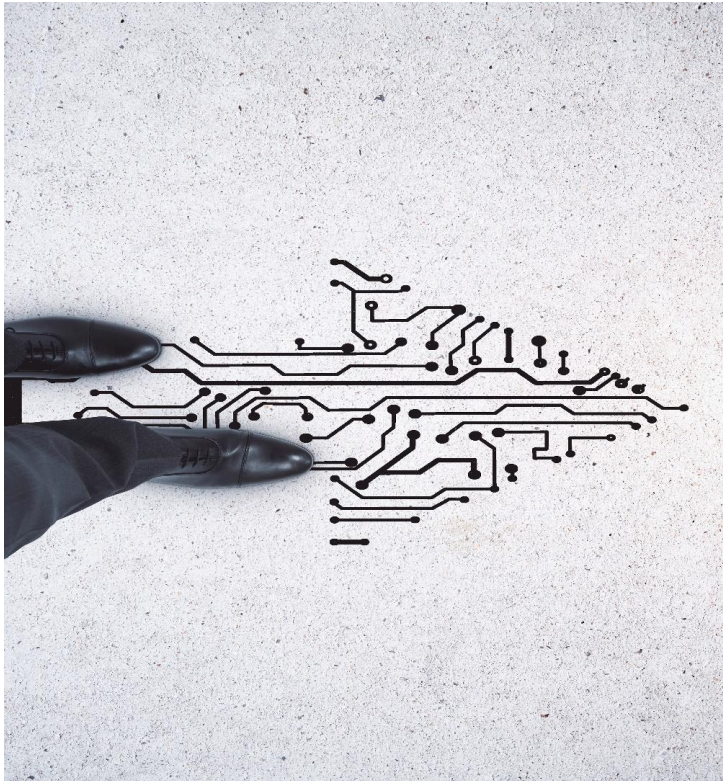
TAA Operations: Continuation of State Operations

❖ TAA Operations Continue

- TAA remains a required One-Stop Partner
- States must still conduct outreach to members of certified worker groups
- Co-Enrollment is required: Customers must enroll in DW to access TAA benefits
- Monitoring and Reporting are still required



TAA Moving Forward and Looking Ahead



- Training Benefit is available for customers
- Virtual Informational Sessions
- In-Person Outreach Effort 2025
- WF1 Feature to Identify TAA Eligibility at DW Enrollment
- TAA Policies
- Individualized Technical Assistance (TA) sessions for counselors continues

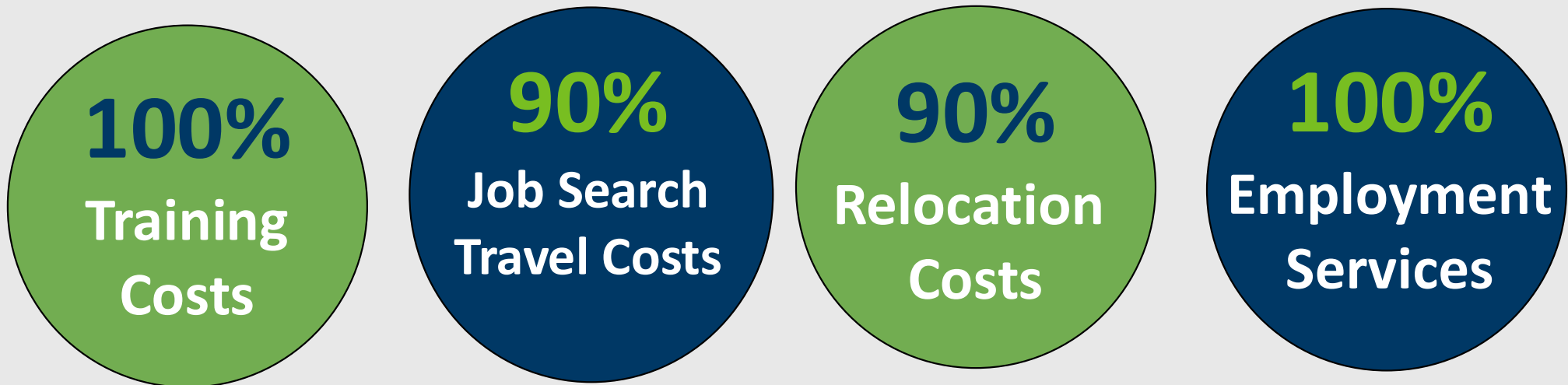
Questions



We are checking for
your questions in the
Chat Box.

Current TAA Training Benefit Overview

Even if currently employed, customer may qualify for these benefits!



Type of Training Available

Credentialed Training

- Classroom Training or Online Training
- Combination of classroom/online

Up to
2
Years of
Work-based
learning

Employer Based Training

- On-the-Job Training (OJT)
- Apprenticeships

Up to
130
Weeks of
classroom
or online
training

TAA also pays travel reimbursements,
if travel is more than 15 miles
from residence to training site!

Suitable Employment



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



Performance Requirements

- ❑ Contact the Dislocated Worker Counselor every 30 days or as instructed
- ❑ Submit the following:
 - Official class schedule before beginning of each term
 - Training Progress Report (specific 60-day period)
 - Updated Form requires reporting on a specific 60-day period, regardless of scheduled breaks, through the end of training.
 - Grades at the end of each term
 - Copy of credential after end of training
- ❑ Failure to comply will jeopardize TAA

Job Search Allowance and Relocation Allowance

JOB SEARCH ALLOWANCE

Pays **90%** of costs to attend a job search activity
Outside of their commuting area (15 miles)

- Approved application required prior to travel
- In-Person interview only
- Prospective job must be “Suitable Employment”
- Maximum \$1,250

Up To
\$1,250
in
Benefits

RELOCATION ALLOWANCE

Pays **90%** of expenses to relocate for new employment
Outside of their commuting area (15 miles).
PLUS, an additional lump sum up to \$1,250 per household!

- Mileage
- Rental Truck
- Lodging
- Meals
- Moving Company

IMPORTANT:
Customer must apply within
182
days after the completion of their
training!

Employer Based Training: Apprenticeship

□ Apprenticeship:

- Combines classroom instruction with employment
- Hundreds of MN companies employ nearly 6,500 Apprentices
- Multiple industries and occupations including:
 - Manufacturing
 - Construction
 - Utilities
 - Service Industries

□ Apprenticeship Funding

- TAA can pay for:
 - Registration, tools, uniforms, and equipment
 - Mileage reimbursement if traveling over 15 miles one way to the employer
 - Reimbursement of Union Dues
- Apprenticeship.mn.gov

Employer Based Training: 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

☐ TAA reimburses the employer up to 50% of your hourly wage during the OJT:

- ✓ Must be available at a reasonable cost
- ✓ Up to 104 weeks

☐ Mileage reimbursement for miles that exceed 15 miles, one way from home to OJT training location

OJT Cover Letter

❑ OJT Cover Letter:

- Explains what an OJT is and how it can work for their business
- Can help give information to the employer on the benefit of hiring the TAA customer over other candidates
- Provides TAA contact information so the business can contact us directly

Dear Employer:

The worker supplying you with this letter is certified as eligible for the State of Minnesota's On-the-Job Training (OJT) Program. This is one of the benefits available to them through the federal Trade Adjustment Assistance (TAA).

Employers participating in the OJT program use their own training system to teach the newly hired worker the knowledge and skills necessary for successful, permanent employment within their company.

As an OJT employer:

- You make the hiring decision
- You determine the job performance standards
- You determine which skills the employee needs to develop
- You receive a reimbursement of up to 50% of the trainee's wages during the training period
- You receive prompt reimbursement payments

Please note that OJT must be pre-approved and cannot be funded after the employee starts work.

To learn more about the OJT program and the benefits to your company, check out <https://www.careerforcemn.com/taa-ojt-information-employers>. Please contact our TAA staff before you hire at (651) 259-7543 / (888) 234-1330 or email deed.taa@state.mn.us.

Thank you for considering this individual as a future employee!

Questions



We are checking for
your questions in the
Chat Box.



2-minute break

TAA Forms

- <https://mn.gov/deed/programs-services/trade-adjustment/>

- TAA Current Forms
- Available 24/7
- TAA Policy and Guidance
- TAA Resources



TRAINING APPLICATION

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

CUSTOMER INFORMATION

Name (First, MI, Last): John Sample Last # SSN: 5

Home Address (street, city, state, zip code): 123 South Dale St, City, State, Zip

Preferred Phone: 218-321-4567 Email: john.sample@gmail.com

Date of Birth (mm/dd/yy): 2/01/1973 WF1 ID: 202200001 DW Enrollment Date: 5/16/25

Certified Employer Name and/or Employment Agency/Contractor: Cliffs Natural Resources United Taconite

Employment Start Date (mm/dd/yy): 7/02/2015 Employment End Date (mm/dd/yy): 8/01/2017

Petition Number: 86065 Certification Date: 9/18/2015 Impact Date: 6/4/2014 Expiration Date: 9/18/2017

DISLOCATED WORKER COUNSELOR INFORMATION

Counselor Name: Anthony Counselor Agency Name: JET

Email Address: anthony.counselor@nemojt.org Phone Number: 218-001-0002

TRADE READJUSTMENT 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 (mm/dd/yy): 8/1/2017
3. Date of last layoff from employer (mm/dd/yy): 8/1/2017
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: Dan's Trucking
Reason for Separation: still working PT Employment Start and End Dates: 9/1/24-current
 - 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: _____

Training Application

- Page 1 Review
 - Customer and Petition Information
 - All dates must be in Month/Day/Year format
 - TRA section must still be filled out and if currently working item #6 is used when TAA determines Suitable Employment.

Training Application

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.

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: Excavating and Loading Machine and Dragline Operators, Surface Mining

Base Salary (Hourly/Annual): \$35/hr Years worked in this job: 2 yrs

Job Duties and Skills: Operator-Monitor auto off loaders, operate self-propelled mining machines

Certifications, Licenses, Degrees, and/or other Credentials: List here

Highest Level of Education: 12 Field(s) of Study: general Training Institution: High School

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: \$39.87/hr

WORK SEARCH

Date Applied (mm/dd/yy)	Company Name	Job Title Applied For	Wage	Contact Person Name	Comments (Any response? Interview?)
4/8/25	XYZ Co.	machine operator	\$19/hr	Joan	Not selected
4/14/25	" "	" "	\$17/hr	Online	No response
4/24/25	" "	" "	\$18/hr	Online	No response
5/1/25	" "	" "	\$20/hr	Bob C.	No positions available
5/14/25	" "	" "	\$18/hr	HR	Email, not selected

Page 2 Review

- Employment History for Certified Employer
- The LMI must be for that same employer
- Job search must be within the last 6 month and the type of work performed for Certified Employer

LMI Search

- <https://apps.deed.state.mn.us/cee>

Career and Education Explorer shows Minnesota's Eligible Training Provider List (ETPL).

The ETPL is a state-approved list of training programs. The list aims to assist unemployed and underemployed individuals enhance their job skills at no cost to the individual. Check with your local [CareerForce location](#) for eligibility.

Search for education by Keyword

Education Search

Other options to search:

Education Advanced Search

Full List of WIOA Certified Training

Explore careers by Keyword

Learn about the demand, typical pay and other details for Minnesota careers.

Career Search

Other options to search:

Career Advanced Search

Career Search

Search by one of the following:

Occupation Title

* Please select one of the occupations from the dropdown menu before searching.

Excavating and Loading Machine an... x ▼

Region Type

Economic Development Region ▼

Economic Development Region

EDR 3 - Arrowhead ▼

Search

Clear Search

Career Search Results

<<Back

New Search

Print this page

Your selection: Excavating and Loading Machine and Dragline Operators, Surface Mining

Overview

Description

Operate or tend machinery at surface mining site, equipped with scoops, shovels, or buckets to excavate and load loose materials.

Typical Job Titles

Back Hoe Operator, Backhoe Operator, Dragline Oiler, Earth Moving Equipment Operator, End Loader Operator, Excavator, Excavator Backhoe Operator, Payloader Operator, Shovel Operator, Trenching Machine Operator, Yard Loader Operator

Wages

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

Region EDR 3 - Arrowhead

10th Percentile	\$28.24/hr
25th Percentile	\$39.85/hr
Median	\$39.87/hr
75th Percentile	\$39.92/hr
90th Percentile	\$41.93/hr

Demand

Current Demand: Average ⓘ

Projected change in employment: No data available for the selected occupation. ⓘ

1-Year Openings: No data available for the selected occupation. ⓘ

 **10-Year Growth:** 3.5% ⓘ

10-Year Openings: 120 ⓘ

Training Application

Page 3 review

- Information on proposed training.
- LMI must be complete and justification if below threshold is provided on this sample.

FUTURE EMPLOYMENT OUTLOOK							
Employment Goal: Heavy-Duty Truck Driver		Employment Goal Job Code: _____					
Required Credential for Future Employment: CDL Class A 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 (%): 2.9%		Median Wage for Employment Goal: \$29.87/hr					
Do you have prior experience in this occupation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
If yes, explain; if No, explain why you are interested:							
Drove Semi-Truck for 2 yrs before working at mines. Just need my CDL license to start again.							
Is the future employment salary at least 80% of your trade impacted salary? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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)
MN North College	Class A CDL Program	7/7/25	9/3/25	--	--	\$5,770	5
Lake Superior College	Class A CDL Program	10/6/25	12/5/25	--	--	\$7,040	30
Hab Hab	Class A CDL Program	7/14/25	10/6/25	--	--	\$6,500	150
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							

Training Application

TRAINING				
Training Institution: <u>Minnesota North College</u> Address: <u>1515 E. 25th St, Hibbing, MN 55746</u>				
Training Program: <u>CDL Class A</u> Credential Type: <u>CDL license</u> Student Email Address: <u>john.sample@gmail.com</u>				
Type of Training (check two boxes): <input type="checkbox"/> Full-time or <input checked="" 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): <u>7/7/2025</u> End Date of Training (mm/dd/yy): <u>9/3/25</u>				
Total Training Weeks (should not include scheduled breaks between terms.): <u>9 weeks</u> Student ID: <u>#00012</u>				
Program Credits: <u>--N/A--</u> Credits to Complete: <u>--N/A--</u> Cost Per Credit: <u>--N/A--</u>				
Provide estimated costs for the following. Additional documentation may be required later.				
Books: <u>n/a</u> Computer: <u>\$300</u> Software: <u>n/a</u> Uniform/Clothing: <u>n/a</u> Parking Pass: <u>n/a</u> Tools: <u>n/a</u>				
Exams/Licenses: <u>included in total</u> Good Faith Estimate (Cost of tuition + Cost of Additional Items): <u>5,770+300=\$6,070.00</u>				
YOU WILL NEED PRE-APPROVAL BEFORE ANY PURCHASE RELATED TO TRAINING.				
Are you taking at least one online course? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, will you need assistance paying internet costs? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Will you need to travel more than 15 miles one way to attend training? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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
Employer #1	Equipment Operator	Class A License	truck driver 1 yr	\$31.40/hr
Employer #2	Lowboy Driver	CDL Class A license	heavy equipment driving	\$32/hr
Employer #3	Heavy Equipment Operator	CDL Class A license	truck driver 1 yr	\$29/hr

October 2021

4

Page 4 review

- Training Institution information
- Future Employment Information
- If driving more than 15 miles to training a map with routes must be submitted

Training Application

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?

N/A, not receiving any TRA

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:

N/A

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:** AC

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/ddp/PolicyDetail.aspx?pol=400>
- ☒ Tools and Supplies: <https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=320>
- ☒ Choice of Training Institutions: <https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=178>
- ☒ Computers and High Technology Tools: <https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=325>

Page 5 review

- The Checklist will make sure that you have not missed any items so that the review will not be delayed.
- Provide your initials in the upper half of this page after helping your customer complete this page.

Training Application

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: _____

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: _____

Page 6 review

- Customer Responsibilities
- Vendor Registration
- Signatures/Dates

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: AC, 6/2/25
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: AC, 6/2/25
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: AC, 6/2/25
4. Information on **how to apply for financial aid** through FAFSA (per section 402 F of the Higher Education Act of 1965) if applicable: AC, 6/2/25
5. **Workshops**, including development of learning skills, communication skills, interviewing skills, punctuality, personal hygiene, and professional conduct to prepare individuals for employment or training: AC, 6/2/25
6. **Individual career counseling**, including job search during and after the period in which the individual is receiving training: AC, 6/2/25
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: AC, 6/2/25
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: AC, 6/2/25

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

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Training Application

Page 7 Review

- Six Eligibility Requirements to be reviewed by DWC
- Eight Case Management Services
- Initial AND Date each of the Eight Case Management Services

TAA Application: Best Practices



- Using most current forms found in our website
- Allowing 2 weeks for TAA review prior to start date of training
- LMI is complete for both previous occupation with certified employer and new proposed occupation.
- Checklist on Page 5 has been reviewed by DW carefully
- All supporting documents submitted with the TAA Training Application=Complete

Questions



We are checking for
your questions in the
Chat Box.

Thank You!

Trade Adjustment Assistance

deed.taa@state.mn.us

651-259-7543