Tips and Tricks for a Successful TAA Experience

Waiver

- **Enrollment Delayed:** use if customer knows the training they plan to do, and training will begin within 60 days of the waiver
- **Training Not Available:** training is not reasonably available, or training starts beyond 60 days. To be used if customer has not established a training plan.
- IEP must be sent with waiver and show intent for training
- Only used for Classroom/Online training (not OJT or Apprenticeship)
- Send the waiver with the training application unless the 26-week deadline is close. The customer’s 26-week deadline is 26 weeks from the layoff date or certification date, whichever is later.
- **All waivers are to be sent only to** deeds.taa@state.mn.us

Training Application

- **Past LMI (page 2):** LMI should be representative of their duties (special LMI for Team Assemblers at Electrolux isn’t a blanket LMI)
- **Work Search (page 2):** these jobs need to be similar to their layoff job. This establishes #1 of the Six Eligibility Criteria
- **Training (page 3):**
  - Write out the full name of the school and exact title of training program
  - If customer is doing multiple credentials fill out two of Training page. This is only possible if customer is working towards same end employment goal.
- **Additional Information (page 4):** should not mention the person is going to use UI, that the training is short, or they won’t need UI/TRA
- Training cannot exceed 130 training weeks, plans expected to last longer will not be approved
- Training applications should be received at least 2 weeks before the training start date
- For questions about breaks in training, please see the TRA Eligibility During Summer Breaks Guide
- **All applications are to be sent only to** deeds.taa@state.mn.us

Training Progress Reports

- Everything must be completed every 60 days from advisor’s signature
- More information can be found in the Training Progress Report Tips and Example

Tools and Computers

- Computers are generally purchased by TAA and sent to the customer. Use TAA Computer and High Technology Tools Request Application
- Tools should not be purchased by the customer prior to TAA approval
  - TAA requires an exhaustive list of tools provided by the institution
  - If the school offers a “Tool Day,” submit a quote from that day

RTAA

- Must have all required documents
  - Legible copy of driver’s license (or proof of DOB)
  - Copy of paystub of last full week with certified employer

December 2019
Copy of first paystub with new employer(s) for at least 32 hours per week, or 20 hours if enrolled in training.

- Customer may be enrolled in training and receiving RTAA
- Can be used in combination with an OJT
- Customer must apply for an Unemployment account; RTAA is processed through the UI system.

Relocation Allowance

- Applications must be approved by TAA prior to customer moving
- Please see the DW Counselor/Customer Checklist for Relocation Allowance
- Must be submitted at least 5 days prior to incurring moving costs or 2 weeks if using a moving company
- All applications are to be sent only to deed.taa@state.mn.us

Job Search Allowance

- Applications must be sent prior to customer’s interview
- Please see the DW Counselor/Customer Checklist for Job Search Allowance
- Must be submitted at least 3 days prior to incurring job search costs
- All applications are to be sent only to deed.taa@state.mn.us

On-the-Job Training

- For any customer planning on doing an OJT please provide
  - Customer’s name or WF1 ID
  - Signed/dated IEP – this can be the most current/recent IEP
  - Resume or supporting document including layoff information: wage, duties, dates of employment (does not need to be MNworks resume)
  - Company name and contact information
- Information must be submitted at least 5 business days prior to customer’s start date
- Customer cannot start working until TAA approves OJT
- All paperwork is to be sent only to deed.taa@state.mn.us

Suitable Employment Definition

- Full-time and permanent: at least 32 clock hours per week and is “permanent” (i.e. unlimited in time)
- Salary Parameters: pays at least 80% of one’s previous wages
- Work Hours: requires similar work hours as the previous employment
- Working Conditions: has similar working conditions as the previous employment
- Use of Skills: requires full use of skills that the individual possesses from a previous employment or from training
- Further information can be found in the Definition of Suitability of Employment Policy

Other Tips

- TAA can send out copies of letters to customers or DW, email deed.taa@state.mn.us with petition number and name of customer
- Customers must maintain contact with DW every 30 days, or as DW requests
- Benefits can be combined to provide the best service for customers, contact TAA if you have questions about benefit stacking
- All forms, applications, and other resources can be found in the DEED Counselor Portal
- Direct all questions through deed.taa@state.mn.us or call 651-259-7543 or 1-888-234-1330

December 2019