

If Imports Cost You Your Job...



Apply for  
**Trade Adjustment Assistance**

Help for those affected by foreign competition

Administered by the Virginia Employment Commission (VEC)





The Virginia Employment Commission (VEC) welcomes you to this video regarding the Trade Adjustment Assistance program, also known as TAA.

This video will provide an overview of this reemployment program, which is available to individuals who lost their jobs due to foreign trade.

Trade benefits and services are offered through the Virginia Employment Commission (VEC) within all Virginia Career Work Centers statewide.

Please note: The Trade program described in this video is based on the 2015 program amendments. If your certification is covered under a previous years' rules, certain benefits and requirements maybe be different. These will be explained to you by your Virginia Employment Commission Trade Case Manager.

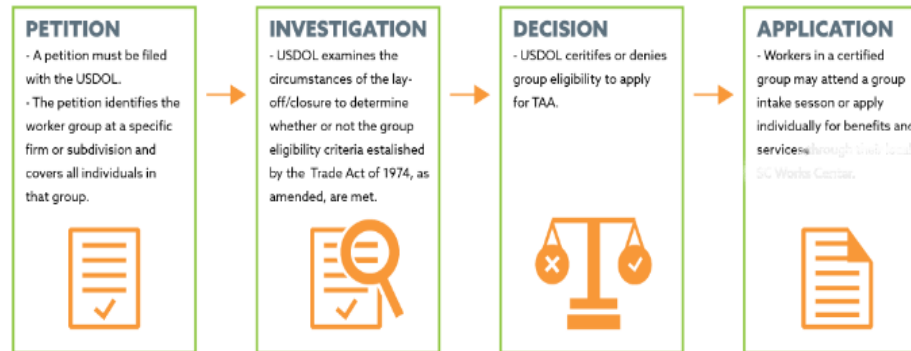
We encourage you to take notes while reviewing this video so on the day of the scheduled trade session also known as a group intake session a trade program expert can address questions/concerns you might have on a particular service or benefit.





## First let's discuss why your employer was certified for Trade?

It is important to understand that petitions don't specifically apply to companies; they are filed on behalf of an affected worker group. A particular worker group could be determined eligible to apply for TAA benefits and services or in many cases the entire company determined eligible to apply for TAA benefits and services.



Petitions can be filed with DOL by:

- Two affected workers,
- A union or appropriate labor representative,
- The employer,
- Virginia State Office of Trade Adjustment Assistance, or
- A local Virginia Career Works staff.

If the workers are found to meet the group eligibility criteria set by the Trade Act then the United States Department of Labor, Office of Trade Adjustment Assistance (OTAA) will issue a certification of group eligibility. OTAA will then notify the petitioners, the workers' firm, and the Virginia Employment Commission (VEC) of the determination in writing. The determination will also be posted on the TAA website and published in the Federal Register.



Jobseeker may receive the following benefits if separated from a Trade Certified company

# Benefits and Services

After DOL certifies a group of workers as eligible, the individual workers covered by the certification then apply through the Virginia Employment Commission for individual benefits such as:

Trade  
Readjustment  
Allowances

TRA-Trade Readjustment Assistance- Income support to individuals while they are participating in full time training or to certified workers for whom training is not feasible or appropriate.

TAA Approved  
Training

TAA- Trade Adjustment Assistance- Training, mileage reimbursement while in TAA approved training, job search and relocation allowances and case management and re-employment services.

Reemployment  
Trade  
Adjustment  
Assistance

RTAA- Reemployment Trade Adjustment Assistance- Provides eligible individuals age 50 and over who obtain new reemployment with a 50% wage subsidy to help bridge the salary gap between their old trade impacted employment.



Jobseeker may receive the following benefits if separated from a Trade Certified company

## Benefits and Services

### Health Coverage Tax Credit

HCTC- Health Coverage Tax Credit- A tax credit equal to a % of the premium paid by eligible individuals for qualified health insurance premiums. HCTC is available to those claimants who have a TRA Diminishing Balance and 1) Receiving TRA Benefits, 2) Who would be eligible for TRA but have not exhausted their regular unemployment insurance (UI) benefit, 3) Receiving a wage subsidies of 50% difference through RTAA or ATAA.

### Job Search Allowances

Granted to an adversely affected worker in order to find suitable employment outside their commuting area; eligibility requirements for receipt and approval.

### Relocation Allowances

Granted to an adversely affected worker if there is not reasonable expectation of securing suitable employment in the commuting area: obtained either suitable employment or employment that pays a wage of at least 75<sup>th</sup> percentile of national wages, as determined by the National Occupational Employment Wage Estimates, and otherwise meets the suitable employment requirements, or a bona fide offer of such employment, in the area of intended relocation.



# TAA Individual Eligibility

Each Trade Affected Worker (TAW) must apply and meet the following eligibility requirements.

- Be covered by an approved certification
- Be a worker laid off due to lack of work/layoff totally or partially, or accept a voluntary separation due to lack of work/layoff with a USDOL, TAA certified (affected) employer on or after the impact date identified by USDOL and prior to the expiration date of the certification.
- The worker must have worked at least 26 weeks with wages of \$30 or more a week in adversely affected employment in the previous 52 week period. This includes the week of the first qualifying separation.
- Must have exhausted all rights to state or any other federal unemployment compensation benefits.
- The worker must be enrolled in TAA approved training or issues a written training waiver by the 26th week after the most recent qualifying separation from adversely affected employment or by the 26th week after the certification date of the petition, whichever is later.
- The worker must be registered for work with the Virginia Workforce Connection (VWC) electronic job matching system, for job placement assistance.

Individuals are not eligible for Trade Readjustment Allowance (TRA) payments based on their most recent separation if they have:

- Quit their job,
- Been terminated for cause by their employer.

## **DONT AGREE WITH US?**

*If your benefits are denied or reduced and you don't agree with the decision, you have the right to file an appeal.*

You have the right to appeal all written decisions, or determinations, issued to you, just as with the determinations you received for regular Unemployment Insurance. Each determination will have specific appeal instructions included on the determination form.



**Please Read Carefully!**



# EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I—financially assisted program or activity.

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I—financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

## WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIOA Title I—financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose);

**Shirley Bray-Sledge, State EO Officer, P.O. Box 26441, Richmond, VA 23261**

or

**Director, Civil Rights Center (CRC), U.S. Department of Labor  
200 Constitution Avenue NW, Room N-4123, Washington, DC 20210**  
or electronically as directed on the CRC website at [www.dol.gov/crc](http://www.dol.gov/crc).

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.







# Goal of TAA

To provide assistance to workers affected by foreign imports to return to suitable employment as quickly as possible.





## Trade Readjustment Allowances (TRA)

- **TRA is weekly income support while you are totally or partially unemployed but has requirements that must be met for eligibility of receipt.**
- **TRA is in addition to your unemployment insurance (UI) but not payable for the same weeks of unemployment.**
- **You may not be able to qualify for TRA if you were employed less than 26 weeks during the 52-week period ending with your separation.**

### **TRA Benefit Limits**

*BASIC TRA - 26 weeks Basic TRA may be payable while you attend TAA-approved training, after you complete TAA-approved training or while you are covered under a training waiver and comply with waiver follow-up requirements.*

*ADDITIONAL TRA - Up to 65 weeks only payable while participating in TAA approved training.*

*COMPLETION TRA - Up to 13 weeks only payable while completing training in addition all required benchmarks are completed successfully and training will be completed within 20 weeks.*

*Including your 26 weeks of Unemployment Insurance (UI) Benefits , TAA helps provide you with up to 130 weeks of income support if attending a TAA approved training program.*



## Trade Readjustment Allowances

(TRA)

CONTINUE 

- If otherwise eligible for TRA, you have a training enrollment deadline which we will discuss in the next slide. The deadline is specified in the TRA determination you will receive after attending the group trade intake session. If the deadline is missed then you are not eligible to receive any TRA weekly income support.
- Monetary will also mail to you a reminder notice two (2) weeks prior the deadline if you have failed to take the necessary steps to meet this deadline.
- Please do not wait until the last minute to secure the waiver your request may be denied due to the regulations require an initial assessment be completed by the Trade Case Manager which can take several days for completion and determination.
- You may not receive TRA for weeks of unemployment after your training enrollment deadline unless, prior to the deadline, you enroll in TAA-approved training or receive a waiver of the training requirement. Enrollment does mean that a training plan has been completed and approved with an established date to start is clearly shown within the documentation.



## Trade Readjustment Allowances

(TRA)

CONTINUE 

- Training enrollment (you have been accepted into a training program that has been approved by the TAA program and begins within 30-60 days) or waiver issuance must occur before the latest of:
  - (1) the last day of the 26th week after your most recent total separation from adversely affected employment,
  - (2) the last day of the 26th week after the date of the Trade Act certification providing your eligibility, or
  - (3) 45 days after the date specified in (1) or (2) if extenuating circumstances justify an extension in the enrollment period, or
  - (4) the Monday of the week occurring 60 days after you first receive notice about the training enrollment deadline and your eligibility to apply for TAA, if you failed to enroll by the date required by (1), (2), or (3) because you did not receive timely information about the training enrollment deadline and your eligibility to apply for TAA.



## Trade Readjustment Allowances

(TRA)

CONTINUE 

- If your training waiver is terminated, you must be enrolled in training by the Monday of the week occurring 30 days after the week of waiver termination.
- If you miss your applicable deadline through no fault of your own you may still qualify for TRA...
  - ❖ By establishing good cause for late filing or justifiable cause due to unforeseen circumstances like a health emergency.
  - ❖ By restarting the process as a member of a reserve component following active-duty military or full-time National Guard service.



## Trade Readjustment Allowances

(TRA)

CONTINUE 

- Claims for TRA payments are filed by mail, not by telephone or Internet, so payment delivery may take longer than regular unemployment insurance.
- Each weekly TRA claim must be accompanied by an additional document for release of payment:
  - a) If in TAA approved training a bi-weekly training pay order form which must be completed by the training provider plus signed by you for certification.
  - b) If you have a waiver of training or have completed training, details about your job-seeking efforts will be recorded on a bi-weekly job search pay order form that must show a minimum of three (3) job searches per week with details.
- Additional details, including limited exceptions to this deadline, will be fully explained to you during the Trade group intake session.
- During the trade group intake session you will be given verbally the training deadline date and will be requested to place that date on several documents. In addition we will request that you place the date on your calendar, refrigerator, etc. to ensure you do not miss this important deadline for eligibility.





# TRAINING WAIVER

The enrollment-in-training deadline may be waived only if enrollment in training is not feasible or appropriate for one or more of the following reasons:

- **Health** -You are unable to participate in, or complete training due to your health. (This does not exempt you from requirements relating to the availability for work, active search for work, or refusal to accept work under federal or state unemployment compensation laws.)
- **Enrollment Unavailable** -The first available enrollment date for approved training is within 60 days after the issued date of the waiver, or, if later, there are extenuating circumstances for the delay in enrollment.
- **Training Unavailable** -Training is not reasonably available, suitable training at a reasonable cost is not available, or training funds are not available.
- For a training waiver to be issued requires an initial assessment completed by the Trade Case Manager (TCM) with the trade-affected worker's (TAW's) cooperation. Results of the initial assessment will determine the appropriate service strategy for a trade-affected worker to obtain re-employment.
- The initial assessment includes an assessment of the availability of suitable employment for the worker in the local labor market, and must consider the following factors: (1) local labor market conditions, including unemployment rate, local employer skill demands, and hiring prerequisites; (2) the worker's skills, abilities, and knowledge, based on the worker's previous employment and education; (3) the worker's transferable skills that might be of interest to employers; (4) an evaluation of the worker's skills, aptitudes, and abilities (including skills gaps), as well as any supportive service needs; and (5) any barriers to the worker's re-employment.

**Note:** A worker may decline an assessment but should understand may result in denial of TAA-prescribed assessment process informs eligibility for certain TAA benefits.



## TAA Approved Training

Training should be of the shortest duration necessary to enable your return to work.

- a maximum of 130 weeks in training is allowed



## TAA has different types of training available in order to return a TAW to suitable employment, here are a few!



- On-the-Job Training



- Customized Training



- Apprenticeship Programs/Work based learning with educational component



- Online Learning (has requirements)

Classroom



- Classroom/Occupational Training



- Vocational/Technical



- Remedial Training to obtain your GED or Developmental courses



- English as a Second Language-ESL

Your training plan may include multiple components and training types, but you are entitled to only one training program and occupational goal under a single Trade Act certification.



## TAA Training rules/regulations for approving a training plan.

- The TAA program approves training for Trade Affected Workers (TAW's) who lack the skills necessary to re-enter the current labor market/Workforce in order to find suitable employment.
- Training is not of preference/choice and must be completed in the shortest duration to achieve the desired re-employment goal.
- A Trade Case Manager (TCM) must prepare the initial assessment on every TAW for consideration of training using only accurate workforce information on current/projected demands to determine whether suitable employment is available.
- Information reviewed: job order activity; short-term projections data; job vacancy surveys; business visitation programs; local and regional strategic plans; all relevant labor market information; job postings; third-party job sites; unemployment rates; local employer skill demands; hiring prerequisites; the worker's skills, abilities, and knowledge, based on the worker's previous employment and education; the worker's transferable skills that might be of interest to employers; an evaluation of the worker's skills, aptitudes, and abilities (including skills gaps), as well as any supportive service needs; and any barriers to the worker's re-employment goal.

**Note:** *A worker may decline an assessment but should understand may result in denial of some benefits because the TAA-prescribed assessment process informs eligibility for certain TAA benefits.*



# TAA Training rules/regulations for approving a training plan continued.

- If the initial assessment reveals that training is needed for the return to suitable employment a referral will be made to our partner agency to conduct a comprehensive assessment.  
*Note: A worker may decline an assessment but should understand may result in denial of some benefits because the TAA-prescribed assessment process informs eligibility for certain TAA benefits.*
- Results of the comprehensive assessment will be released back to the TCM with a recommendation for a training curriculum plan, and that training curriculum plan must meet all six criteria which are:
  1. **There is no suitable employment available as defined at 20 CFR §618.110.** Suitable work is defined as “work of a substantially equal or higher skill level than the worker’s past adversely affected employment, and wages for such work that are not less than 80 percent of the worker’s average weekly wage. Part-time, temporary, short-term, or threatened employment is not suitable employment.
  2. **Participant would benefit from training.**
  3. **Reasonable expectation of employment following training.**
  4. **Training reasonably available from a private or public school regulated by a state agency.**
  5. **Participant is qualified to undertake and complete the training.**
  6. **Training is available at both a reasonable cost and at the lowest cost available for the occupation.**

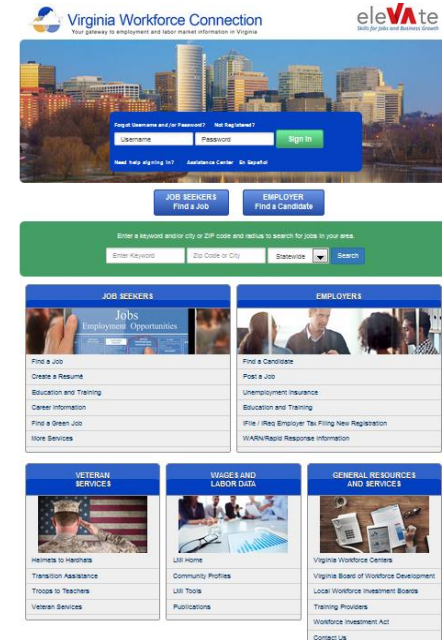




- Complete Registration on Virginia Workforce Connection at [www.vawc.virginia.gov](http://www.vawc.virginia.gov) to include resume.
- Work with Workforce Service Representatives at local VEC for referrals to suitable employment.
- Keep detailed records of job search to include:  
*Date; Company Name; Address;  
Phone; Contact Name; Email Address; Website Address; Job Title; How you applied; Confirmation Number; and results of contact*

Basic TRA job search requirements are more strict than UI requiring the EB work test to be applied.

EB work test means that a TAW must make a minimum of three (3) job contacts per week if receiving Basic TRA weekly income support while searching for reemployment.







<https://www.irs.gov/credits-deductions/individuals/hctc>



- **Eligibility for the HCTC is restricted to the following groups of individuals:**
  1. Individuals eligible for [Trade Adjustment Assistance \(TAA\)](#) allowances because of a qualifying job loss.
  2. Individuals between 55 and 64 years old whose defined-benefit pension plans were taken over by the Pension Benefit Guaranty Corporation (PBGC).
- **You may be eligible to elect the HCTC only if you are one of the following:**
  1. An eligible [trade adjustment assistance recipient](#), alternative TAA recipient, or reemployment TAA recipient;
  2. An eligible Pension Benefit Guaranty Corporation payee; or
  3. The family member of an eligible TAA, ATAA, or RTAA recipient, or PBGC payee who is deceased or who finalized a divorce with you.
- **You are not eligible for the HCTC if you:**
  - Can be claimed as a dependent on another person's federal income tax return; or
  - Are enrolled in Medicare, Medicaid, the Children's Health Insurance Program, or the Federal Employees Health Benefits Program or are eligible to receive benefits under the U.S. military health system (TRICARE); or
  - Are enrolled in an Affordable Care Act Marketplace insurance.



# Job Search Allowance

To establish eligibility for a job search allowance, an Adversely Affected Worker (AAW) must receive a determination from the State that they cannot reasonably expect to secure suitable employment in their commuting area, and that they cannot reasonably expect to obtain suitable employment or employment that pays a wage of at least the 75th percentile of national wages (as determined by the National Occupational Employment Wage Estimates) and otherwise meets the definition of suitable employment.

For this determination to be reached will require an initial assessment be conducted by the Trade Case Manager with the trade-affected worker's (TAW's) cooperation. Results of the initial assessment will determine the appropriate service strategy for a trade-affected worker to obtain re-employment.

**The initial assessment includes an assessment of the availability of suitable employment for the worker in the local labor market, and must consider the following factors: (1) local labor market conditions, including unemployment rate, local employer skill demands, and hiring prerequisites; (2) the worker's skills, abilities, and knowledge, based on the worker's previous employment and education; (3) the worker's transferable skills that might be of interest to employers; (4) an evaluation of the worker's skills, aptitudes, and abilities (including skills gaps), as well as any supportive service needs; and (5) any barriers to the worker's re-employment.**

*Note: A worker may decline an assessment but should understand may result in denial of some benefits because the TAA-prescribed assessment process informs eligibility for certain TAA benefits.*

## **If determined eligible:**

Benefit covers necessary expenses incurred while seeking employment outside your normal commuting area; Maximum benefit \$1250; Reimburse 90% of the costs of allowable travel and subsistence.

An application for a job search allowance **must be submitted before your job search begins**, and within 365 days of your layoff or certification (whichever is later), or within 182 days after the conclusion of training.



Pre-Approval must be obtained from a TCM before the job search commences.



# RELOCATION Allowances



*The Relocation must be preapproved prior to the move.*



## To be eligible:

State determination that the worker has no reasonable expectation of securing suitable employment in the commuting area, and has obtained either suitable employment or employment that pays a wage of at least the 75th percentile of national wages, as determined by the National Occupational Employment Wage Estimates, and otherwise meets the suitable employment requirements, or a bona fide offer of such employment, in the area of relocation.

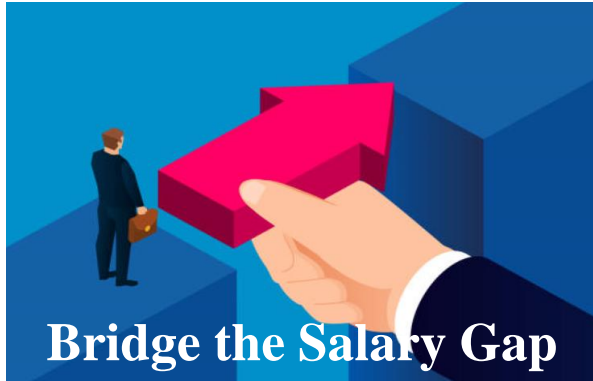
*Note: A worker may decline an assessment but should understand may result in denial of some benefits because the TAA-prescribed assessment process informs eligibility for certain TAA benefits.*

## Maximum allowed:

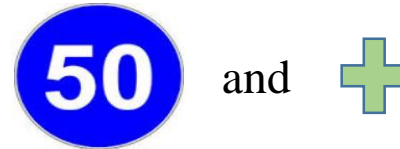
1. Maximum amount of the estimated cost of moving the household goods/reasonable cost of insurance to move household goods and not to exceed 18,000 pounds by commercial carrier.

**Allowable covered cost: \*\* Allowable covered cost reduced if confirmed eligible for reimbursement from another source i.e. new employer.**

- **Lodging and Meals** - will not exceed the lesser of 50% percent of the prevailing federal rate for lodging and meals or 90 percent of the actual expense for lodging and meals. **(All original Receipts are required)**
- **Transportation** - will not exceed the lesser of: 90 percent of the actual cost of the trip for the worker and any dependents by the most economical public transportation they reasonably can be expected to take from the place of residence to the area of relocation; or 90 percent of the cost per mile at the prevailing federal mileage rate for such a trip for the worker and any dependents by the usual route from the place of residence to the area of relocation.
- **Storage** - storage costs up to 60 days at either the origin or destination, but not both. **The request for storage must be approved prior to the move and cost for storage must be identified.** We will not pay for the lock on the storage unit nor do the affected more than one time.



## Reemployment Trade Adjustment Assistance (RTAA) for workers



A 50% wage subsidy for individuals 50 years of age and older who obtain lower-paying jobs.

RTAA helps bridge the salary gap between the old trade impacted wages and new reemployment wages.

# Who is Eligible for RTAA?



To be eligible for RTAA a TAW must be re-employed either full-time (at least 32 hours per week, working for one or more employers) OR part time, if working at least 20 hours per week while participating full time in TAA-approved training.

The work cannot pay more than \$50,000 per year (excluding overtime) or be with the same firm (or subdivision, if applicable) specified by the Trade Act certification providing your eligibility.

## RTAA Wage Subsidy and Eligibility Period

- RTAA pays 50% of the difference between:
  - Your new wages from reemployment, and
  - Your old wages at the time of separation  
(the subsidy is pro-rated if you work part time while training).
- RTAA payments may not exceed \$10,000 during a two-year eligibility period.
  - If you receive any TRA, your RTAA eligibility period will be reduced by the number of TRA weeks received dollar for dollar.
  - Once you receive RTAA, you may not resume filing for unclaimed TRA.
- Your eligibility period begins when you exhaust UI, or begin your new job – whichever is sooner.

# ENTITLEMENT Letter

**MAILED**

This letter will confirm your entitlement to Trade Act benefits.

*Keep this entitlement letter in a very safe spot you may need it down the road to access services.*



**VIRGINIA EMPLOYMENT COMMISSION**  
ENTITLEMENT DETERMINATION TO TRADE READJUSTMENT ALLOWANCES  
TRADE ACT OF 1974, AMENDED 2002

[Redacted]

SOCIAL SECURITY NUMBER: [Redacted]  
LOCAL OFFICE NUMBER: 060  
PETITION NUMBER: 064401  
IMPACT DATE: 11-11-07  
DATE FILED: 05-04-09  
CERTIFICATION DATE: 12-11-08

A. ENTITLEMENT TO TRADE ADJUSTMENT ASSISTANCE - Employment Services.  
You are ENTITLED to apply for Trade Adjustment Assistance based on your total separation of 02-05-09. You should report to The State Job Service for possible development of a reemployment plan or provision of counseling, testing, placement or other supportive services.

B. MONETARY DETERMINATION OF ENTITLEMENT TO TRADE READJUSTMENT ALLOWANCES - Unemployment Benefits.

1. You are ENTITLED to Trade Readjustment Allowances based on your total separation of 02-05-09.
2. Your weekly TRA amount is \$378.00. This is the same as the weekly benefit amount on the UI claim you filed or could have filed effective 02-01-09.
3. Your TRA eligibility period begins 02-08-09 and ends 02-05-11. *Benefit Ending Date*

NOTE: You may be eligible for TRA for weeks within your eligibility period only if you are unemployed, have exhausted all rights to other unemployment insurance.

YOU MUST ENROLL IN AN APPROVED TRAINING PROGRAM OR BE ISSUED A WAIVER OF THE TRAINING REQUIREMENT NO LATER THAN 05/30/09. *Training Deadline*

APPEAL RIGHTS:  
This determination becomes final unless a notice of appeal is filed within thirty days after it is delivered in person or mailed to the last known address. The appeal must be in writing and should set forth the grounds upon which the appeal is sought. The appeal should be filed (1) in person at the field office where the claim was filed; (2) by mail to the Central Office of the Virginia Employment Commission, Attn: First Level Appeals, Room 124, P. O. Box 1358, Richmond, Virginia 23218-1358; or (3) by facsimile (fax) transmission to the first level appeals unit at (804) 786-8562.

NOTE: If an appeal is filed from this determination you should continue to report to the local office in order to receive credit for each week claimed in case the determination contained herein is reversed or revised as a result of the appeal.

Final Date for Appeal is 06/12/09.  
Date mailed: 05/13/09

C. B. Pience,  
Deputy





# THIS Is Your Responsibility...

- To read the information and materials carefully.
- To use the services offered by your Job Center and other community resources.
- To keep a notebook of your efforts to find work.
- To get an initial assessment completed by your Trade Case Manager.
- To apply for benefits within the specified time frames.
- To email your assigned TAA mailbox, which is located on your notice to attend a Trade Session on a regular basis.
- To ask questions if you do not understand a particular benefit or service so you can fully take advantage of the program.



## What you received in the mail:

- The Official Notification to review this Power Point Presentation and instructions on how to join a conference call for a trade group intake session on the designated date and time.
- The notice explains how you need to print a list of forms found on the VEC website which are needed for the upcoming trade group intake session.
- The notice explains how to print the forms needed for the upcoming trade intake session.
- Due to COVID 19 Pandemic your local One Stop Centers may be closed. If you do not have the ability to print the documents from home you will need to print the documents needed through family members, friends, library, church, etc.



## WHAT'S NEXT?

- You will join the scheduled trade intake session on the date and time designated in your notification letter.
- Due to COVID19 we are having all TAW's join virtually through a conference line call.
- Instructions can be found within your notification on how to join this virtual trade intake session conference call.
- During this conference call we will walk you through the completion of the following forms:
  1. Trade Claim Form (855) and or (855-C)
  2. Consent to Exchange Information Form
  3. Contact Information Form
  4. Worker Certification Form
  5. Rapid Response Transition Form
  6. EEO Statement
  7. We will review the Benefit Rights Overview (BRI) with you for a better understanding of the TAA Benefits. Found on the website are overviews of training, job search allowances, relocation allowances and RTAA that give additional details about these benefits.

**Please do not attempt to complete the paperwork prior attending the Trade intake session there is information that must appear within those forms and if not entered will result in a delay on entitlement.**

## WHAT'S NEXT?

CONTINUED...

- We will request that you mail your completed forms to a designated office location please make sure you have placed your return address on the envelope and made copies of the forms for your records.
- Ensure your forms are completed as instructed, signed and dated.
- The cost to mail the documents will require .65 cents.
- Remember we cannot process your Trade Claim until you have filed for Unemployment Insurance (UI) Benefits.
- Expect your Trade Entitlement letter in approximately 10-14 business days.

# conclusion

- You have completed Phase I of the TAA enrollment process by reviewing this video.
- Phase II will be conducted by phone at the designated date and time on your notification letter.
- Read through the Overview Handouts that cover the specific benefits of the TAA Program and write down any questions you may have. All your questions will be answered during Phase II.
- If you cannot participate in Phase II email the mailbox that is found within your notification letter and request that you be placed on a list for a make up session.
- Remember these benefits are unique and not available to everyone.

THANK YOU  
FOR PARTICIPATING

**In Phase I of the TAA enrollment process we are looking forward to working with you.**