

*The Trade Adjustment Assistance (TAA) Act of 1974, as amended (Final Rule) is a federal program designed to assist U.S. workers who have lost or may lose their job as a result of foreign trade. It was created to provide opportunities to obtain the skills, credentials, resources and support necessary to become reemployed. Once a petition is certified, eligible workers could receive the following benefits and services.*



- **REEMPLOYMENT SERVICES. VISIT YOUR LOCAL WORKFORCE CENTER**

- Resume Writing Assistance
- Local Job Market Information (LMI Data)
- Vocational Testing Assistance
- Interviewing Skills Assistance
- Job Search Assistance
- Assistance with developing an Individualized Employment Plan (IEP)
- Services provided at no cost to TAA Adversely Affected Workers (AAW)

- **OUT-OF-AREA JOB SEARCH ALLOWANCE**

*Funding is available for a TAA AAW who is unable to obtain employment within their local commuting area.*

- LMI data must support the need for out-of-area job search and be suitable employment
- A bona fide job interview or directed job search activity must be verified
- Reimbursement could be allowed for transportation expenses, lodging and meals
- Up to 90% of allowable job search cost may be reimbursed up to a maximum of \$1,250.00
- Out-of-area job search must be within the United States
- An application must be completed for out-of-area job search allowance, prior to an out-of-area job search activity
- An application must be completed before either the 365<sup>th</sup> day from the qualifying separation (last day worked or certification date, whichever is later) or within 182 days after concluding TAA approved training

- **RELOCATION ALLOWANCE**

*Funding is available to assist with moving expenses if employment is not available within the local commuting area.*

- LMI data must support the need for relocation and must be suitable employment
- A bona fide job offer or secured employment must be documented and verifiable
- A TAA application for relocation allowance must be completed before relocation commences
- A TAA relocation application must be completed within 425 days after qualifying separation (last day worked or date of certification, whichever is later); or within 182 days after completing TAA approved training
- Relocation allowance can equal up to 90% of the reasonable and necessary expenses of moving the worker, family and household goods (not to exceed the weight limit authorized in Federal Travel Regulations) to the new location
- A worker may also receive a lump sum payment, equal to three times their weekly wage at time of trade-affected layoff, up to a maximum sum of \$1,250.00 to help with the extra expense of moving, upon TAA Relocation approval
- Relocation must begin within 182 days of filing the application for relocation allowance or within 182 days after the conclusion of TAA approved training



- **RTAA: Reemployment Trade Adjustment Assistance**

*A wage subsidy service designed to bridge the salary gap between old and new employment wages upon reemployment.*

- An AAW may not return to the trade-affected employer/firm from which they were separated
- An AAW must be at least 50 years of age and provide a paycheck stub from new employment at time of application
- An AAW must be earning a wage less than the wage earned at the trade-affected employment
- New annualized wage must not be more than \$50,000
- An AAW must be employed full-time (32 hours) if not in approved TAA training
- Benefits could be available for up to 2 years or to a maximum amount of \$10,000.00, whichever occurs first. If TRA was received, the number of weeks and available funds will be reduced accordingly
- RTAA could be paid with a funded training/employment combination

- **FUNDED TRAINING**

*Funded training offers a choice of Classroom Training, On-the-Job Training, Apprenticeship or Customized Training.*

- One training plan per petition
- Full-time or part-time training could be available (TRA benefits require full-time training)
- Assessment results must support an AAW's requested training
- LMI data must show potentially available jobs in the field of study being requested
- All scheduled classes and training activities must be attended
- Benchmarks must be met by making satisfactory progress and being on target to complete the training plan as identified in the written approval notification by the state
- Required documentation must be provided timely and 30-day contact must be maintained
- Progress and attendance will be monitored by a Case Manager and the KDOL TRA Unit
- Training requests must be approved by the state prior to the begin date

- **CLASSROOM TRAINING**

*Classroom training is normally conducted in a classroom setting, but can include vocational, distance, or online education. The goal is to learn technical skills and information to perform a specific job or group of jobs at a reasonable cost.*

- Must lead to suitable employment
- Training Plans cannot exceed 130 weeks of training
- Public and private training providers can be considered; however, the cost of training must be considered reasonable when selecting a training institution
- A certificate or credential must be earned at the completion of training
- Required books, tools and tuition are paid for TAA approved training plans
- Remedial training is training in fundamental skills which every worker must have in order to become reemployed and whenever possible, conducted concurrently with occupational training
  - Examples: basic writing and math skills training, English as Second Language, courses leading to GED, etc.
- Prerequisite Training is coursework which the training institution requires to be completed prior to entry into the core courses of the requested training program
- Before changes can be made to an approved TAA training plan, such as class schedules, dates of attendance or cost are made, the AAW must receive prior written approval by the State
- Benchmarks must be met by making satisfactory progress and being on target to complete the training plan as identified in the written approval notification by the state, throughout the plan
- Required documentation must be provided timely and 30-day contact must be maintained



- Progress and attendance will be monitored by a TAA Case Manager and the KDOL TRA Unit
- Transportation allowances may be paid to an AAW if the location of the closest school is more than 20 miles from their place of residence.
- Subsistence may be paid in lieu of transportation if an AAW will be temporarily living near the training facility, which is more than 20 miles from their place of residence
- TRA benefits (income support) could be available for AAWs attending full time TAA approved training if qualifying requirements and their deadline to begin training are met

- **THREE 'WAIVER OF TRAINING' CONDITIONS**

*AAW's may be waived from participation in training by their original 26-week deadline if one of the following conditions applies. A waiver will only be issued for an identified TAA approvable/approved training plan and the AAW has not missed their deadline due to their own negligence, carelessness, or procrastination. A waiver of training allows for Basic TRA benefits and preserves Additional TRA benefits.*

- The AAW is temporarily unable to participate in training due to their own health
- The first available enrollment date for the AAW's approved training is within 60 consecutive days after the date of the waiver, or, if later, there are extenuating circumstances for the delay in enrollment
- Approved training is not reasonably available to the AAW from either governmental agencies or private sources

- **WAIVER OF TRAINING**

*Under certain circumstances, eligible AAWs may be placed on a waiver of training to receive Basic TRA and preserve additional TRA (while attending full-time training). Each individual situation will be assessed per regulations.*

- The estimated deadline to be placed on a waiver is 26 weeks from the verified last day worked date or certification date, whichever is later.
- An AAW must work with a TAA case manager and identify an approvable/approved TAA training plan
- Verification of the condition of the waiver is required
- Eligibility for TRA benefits are determined by the Kansas Department of Labor, TRA Unit
- The Individualized Employment Plan (IEP) must be updated and signed to reflect the need for a waiver

- **OJT: ON-THE-JOB TRAINING**

*OJT's offer employment combined with the opportunity to learn a new job skill. The employer will receive funding to assist with the expenses of training.*

- An AAW will obtain knowledge and skills necessary for a specific job
- TAA reimburses the employer a percentage of the cost of training
- The employer must have a need for a new employee
- Maximum 104 weeks of training
- Written TAA State approval is required prior to employment
- The employer makes a commitment to continue the employment once training is completed
- RTAA may be available if eligibility requirements are met

- **APPRENTICESHIP TRAINING**

*An Apprenticeship is a partnership between industry, education, and state government which offers an effective balance of on-the-job learning and classroom instruction. Registered Apprenticeship options can be found at <https://ksapprenticeship.org/>*

- Training is industry driven and funded
- RTAA may be available if eligibility requirements are met



- Maximum of 130 weeks of training or until “suitable employment” is attained, whichever occurs first
- Written TAA State approval is required prior to employment

- **CUSTOMIZED TRAINING**

*Training designed for a specific firm or group of firms in which training is provided by a third-party training vendor*

- Designed to meet the needs of the employer
- Employer makes a commitment to employ the AAW upon completion of training
- TAA and the Employer pay the cost of training
- Prior approval is required
- Maximum 130 weeks of training

- **HCTC: Health Coverage Tax Credit**

*AAW’s could be eligible for a tax credit toward the purchase of private health insurance*

- A tax credit equal to 72.5% of qualified health insurance premiums (paid by an AAW) could be received when filing a federal tax return
- The IRS determines eligibility for HCTC. Contact IRS at [www.irs.gov/HCTC](http://www.irs.gov/HCTC)

- **TAKE ACTION NOW**

- Request a TAA Application by sending an email with your name and the name of your layoff company to [APPLYTAA@KS.GOV](mailto:APPLYTAA@KS.GOV) or [TAA-WICHITA@KS.GOV](mailto:TAA-WICHITA@KS.GOV)
  - Documentation needed for some benefits:
    - Proof of identity and Social Security number
    - Layoff letter (proof of job separation)
    - Paycheck stub
    - Kansas Department of Labor NOTICE OF DETERMINATION
- Meet with a TAA Case Manager as soon as possible to identify deadlines
- Create (or update) a **KANSASWORKS.COM** account
- Review Labor Market Information (LMI) data and maintain job search records
- Research training options and begin assessments
- Create an Individualized Employment Plan (IEP) with your TAA Case Manager to outline goals and identify barriers to ensure a successful transition to re-employment
- Meet your TAA DEADLINES for each benefit requested
- Stay in contact with your TAA Case Manager, at a minimum, every 30 days
- Follow through with your goals and agreements
- Acquire prior authorization/approval, with guidance from your TAA Case Manager before making decisions or actively undertaking each TAA benefit

- **Multiple deadlines apply, ensure you meet your deadlines**

Suggested web sites:

<http://www.kansascommerce.gov/TAA>

<http://www.dol.ks.gov/>

<https://www.kansasworks.com>

<https://www.doleta.gov/tradeact/>

<http://kscareernav.gov/>

<https://www.careeronestop.org/>

<https://www.onetonline.org/>

