



## **Quick Process Guide**

# **TRADE ADJUSTMENT ASSISTANCE REAUTHORIZATION ACT of 2015 and Extension Act of 2011**

**Petition Numbers 80,000 and Higher**

**Revised 2019**



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## Introduction

This document has been designed as a process guide, and a supplement to the previous [Quick Guide](#). This guide should be used by Career Center staff who are already comfortable with the overall goals and trajectory of actions needed to implement the objectives of the Trade Adjustment Assistance Reauthorization Act of 2015 (TAARA 2015). When working with a customer, this guide can be used to quickly look up specific processes and forms that are needed at different stages. For a comprehensive understanding of past programs, please refer to the [Historical Desk Guide](#). For instructions on how to file a petition click on [how to file a TAA petition](#).

## Section I: Serving Customers After Certification



### Working with the [TA720](#) Application

After a worker group has been certified by the United States Department of Labor, the first responsibility of the Career Center is to assist the worker group in submitting their individual [TA720](#) forms as promptly as possible. This form is mailed to potentially-entitled trade-affected workers by the Special Programs Unit ([SPU](#)) at the NYS Department of Labor. If a customer has not received a TA720 form, he/she should call [SPU](#) and ask for the application to be resent. [TAA Central Office](#) sends a weekly Outreach Report to TAA Specialists, that lists each person who was sent a [TA720](#) application.

#### A. Working with the Outreach Report

1. Review the Outreach Report sent by [TAA Central Office](#).
2. Contact customers listed on the Outreach Report.
3. Follow the [TAA- Eligibility and Intake One Stop Operating System \(OSOS\) Guide](#) for directions to record outreach in [OSOS](#).

#### B. Working with the [TA720](#) Application

1. If a customer requests help completing the application, assist them, and then submit the completed [TA720](#).
2. Fax the application to the Special Programs Unit at (518) 402-1086. Do not attach a cover letter.

\*\* It is *very important* that the completed application be returned promptly, as it is used to determine the customer's individual entitlement to Trade Act benefits. In addition, the Trade Act program has key deadlines that must be met in order for the customer to receive income support benefits. \*\*

## Working with the [TA722 Entitlement Notice](#)

Any customers seeking services, should bring their *Determination of Entitlement to Trade Adjustment Assistance* form ([TA722](#)) to any Career Center, as proof of their eligibility.

1. Closely review the [TA722](#) with the trade-affected worker and explain the benefits of the [TAA](#) program.
2. Determine to which program benefits ([TAA/TRA/RTAA](#)) the worker has been determined entitled on the [TA722](#). During the interview process, verify which benefits the customer is interested in pursuing and update the customer's [OSOS](#) record with a comment detailing the conversation.
3. Explain the Training Enrollment Deadline (TED) date. The TED date is listed on the second page of the Entitlement Notice. Advise the customer that to be eligible for income support (Training Readjustment Allowance or [TRA](#)) payments while in approved training, the customer must have a training plan approved by [TAA Central Office](#) on or before the TED date.

## Updating [OSOS](#)

1. Work History Tab – Make sure the reason for separation from the trade-affected company is listed as “Dislocated Due to Foreign Trade”.
2. Enrollment Tab – The customer must be co-enrolled in [WIOA](#) and Trade Act.
3. Follow directions in the [TAA - Enrollment and Entering the First Service OSOS Guide](#) to co-enroll a customer.



## Working with Customers Who are Unable to Provide a [TA722](#) Entitlement Notice

A. If the customer does not present the [TA722](#), TAA Specialists can confirm eligibility by:

Accessing the [Trade Act Tracker](#) for a list of eligible customers by petition number.

- Sign on to the [Trade Act Tracker](#)
- Click on Reporting Menu
- [TAA](#) Eligible Workers Report
- Enter petition number

OR

Calling [TAA Central Office](#) at (518) 457-1829.

### Instructions on How to Access the Trade Act Tracker

The Trade Act Tracker instructions can be accessed from one of the links below:

- For those inside **DOL**'s Network: Internal Network  
(<https://webapps-int.labor.ny.gov/tradeui/>)
- For those outside **DOL**'s Network: External Network  
(<https://webapps.labor.ny.gov/tradeuifield/>)

B. For a customer who is not listed on the [Trade Act Tracker](#)'s [TAA](#) Eligible Workers Report, and/or does not have a [TA722](#), staff must ask the customer if they have received an application ([TA720](#)). If not, staff and the customer must contact the [TRA](#) Unit at (518) 485-1597, press 1 when prompted, and request a [TA720](#) be sent to the customer.

C. Serve the eligible customer after verifying Trade Act Entitlement.

1. Provide the customer with assessments, create an Individual Employment Plan (IEP), and submit a training plan for approval. Enter all training related services in [OSOS](#).
2. For [TRA](#) eligible customers who seek training, but missed their TED date, the TAA Specialist may need to submit a [Waiver Determination Recommendation](#). This form indicates the trade-affected worker has failed to meet their Training Enrollment Deadline.

*Note:* Occasionally, the [TA722](#) will indicate that a worker is eligible for [TAA](#), but not [TRA](#). Hearing rights are noted on the [TA722](#).

## Extending the Training Enrollment Deadline

If you believe there are extenuating circumstances, beyond the trade-affected worker's control, that have led to a missed Training Enrollment Deadline, please send a request for deadline extension consideration to the NYS **TAA** Coordinator at: <mailto:taa.wtdt@labor.ny.gov>

### *To Request a Deadline Extension:*

Submit an email to the NYS **TAA** Coordinator at the **TAA** general mailbox <mailto:taa.wtdt@labor.ny.gov>, with the customer's name, **OSOS ID#**, a detailed narrative, justification for the request, and a training plan with a proposed start date. Your request will be reviewed, and if appropriate, forwarded to the UI Benefits **TRA** Unit for consideration.

## Section II: Requesting Training Benefits

### Developing Training Pathways

If the customer wants to pursue training, the TAA Specialist's next step is to develop a training plan.

1. Refer to the [Historical Desk Guide](#) for an overview of training benefits, criteria, and funding caps.
2. Contact the training provider for training plan details, including: instructional weeks, cost, required supplies, start and end dates of the program, and scheduled breaks.
3. Calculate the number of instructional weeks for the desired program. An **instructional week** is any calendar week in which the customer attends school for one or more days.
4. Calculate the total cost of training and related expenses, such as:
  - tuition
  - books
  - supplies
  - subsistence or travel (if eligible) \*
  - any other costs that are required of all students

\* For customers who receive training outside their **commuting area**, mileage reimbursement, and subsistence costs (lodging and meals) may be covered.

5. Determine if the customer is eligible for financial aid (**FAFSA**).



- [TAA](#) funds are the primary source of funding for approved training and related costs.
- [PELL](#) is always returned to the customer, in full, for living expenses.

## Developing an Employment Plan

Complete the Trade Act Employment Plan. The Employment Plan template and instructions can be found [here](#). Keep a copy of the Employment Plan in the customer's file.

## Benchmarks and 60-Day Check-Ins

1. Use the [date calculator](#) to create a schedule for your customers. This schedule should include check-in intervals of every 60 days, beginning with the training start date.
2. Advise the customer that he/she must provide evidence of satisfactory academic progress by each deadline. Evidence that he/she will complete training as scheduled, must also be provided.
3. Advise the customer that this evidence must come from the training institution.
4. The Career Center may receive this evidence in the form of hard copies of reports, OR a telephone call from the training institution, OR via email.
5. Advise the customer that to be eligible for [Completion TRA](#), he/she must pass each benchmark. After one failed benchmark review, the customer must be given a warning. Failing the first benchmark should be considered a red flag to the TAA Specialist regarding the appropriateness of the training plan. Two failed benchmarks must result in a revision of the customer's training plan.
6. Maintain notes detailing all conversations with training institution representatives. Place notes and email copies in the customer's case file.
7. Update services in [OSOS](#) every 60 days to show benchmarks are passed or failed.
8. *To review the Benchmark Form (Training Benchmark Progress Report) and the TAA - Entering Benchmarks OSOS Guide, please visit:*
  - [Training Benchmark Progress Report](#)
  - [TAA - Entering Benchmarks OSOS Guide](#)





## Calculating Travel and Subsistence Costs (While in TAA-Approved Training):

Travel and subsistence benefits are only available to customers who receive training outside their [commuting area](#). [TAA Central Office](#) can provide templates to help calculate travel and subsistence costs. The templates are available upon request at [TAA.WDTD@labor.ny.gov](mailto:TAA.WDTD@labor.ny.gov).

### Travel Costs

The U.S. General Services Administration establishes the rate of travel reimbursement. TAA Specialists should be aware of the current rate. Use the link below to determine the most up-to-date mileage rate.

[www.gsa.gov/mileage](http://www.gsa.gov/mileage)



### Subsistence Costs

The Trade Act program provides supplemental assistance, necessary to pay for the cost of lodging and meals when the training facility is located outside the customer's [commuting area](#). However, the customer cannot receive reimbursement for such expenses from any other source.

The trade-affected worker receives 100% of the costs allowable for lodging and meals (subsistence) while in [TAA](#) approved training. Allowable costs are the *lesser* of:

- (1) The actual cost to the individual for lodging and meals while in travel status; or
- (2) 50 percent of the prevailing per diem rate authorized under the [Federal travel regulations](#).

Once the specifics of a training program have been determined for a [TAA](#) customer, staff should request Trade Act funds.

### Requesting Trade Act Funds for Training

1. Determine that all criteria for training approval have been met. For a list of the six approval criteria, click here: [Training approval criteria](#).
2. Complete the Request for [TAA](#) Funds for Training/Training Plan Detail form. The form can be found here: [Training/Funding request form](#).
3. Determine the time frame during which the training expenditures will take place. For expenditures that will take place over more than one federal fiscal year, additional funding requests should be submitted.
4. Submit the initial request for [TAA](#) funding no *earlier* than 6 months before the start of training; funding requests cover the 6-month period during which the funds will be expended.

To submit, email the completed form, along with supporting documentation, to the following shared mailbox:

- For those inside DOL's Network: [labor.sm.wdtd.funding](mailto:labor.sm.wdtd.funding)

- For those outside DOL's Network: [funding.wdtd@labor.ny.gov](mailto:funding.wdtd@labor.ny.gov)

5. You will receive an email from **TAA Central Office** indicating approval/disapproval of the training request. (Typically, within one week of submission).
6. If the request is approved, funding will be sent to your Career Center's fiscal department.
7. Enter all training related services in **OSOS**.

### Section III: On-the-Job Training (**OJT**)



An On-the-Job Training program should allow the worker to become proficient in the job for which he/she is being trained. **OJT** may follow classroom training if the customer communicates a request to his/her TAA Specialist prior to the completion of classroom training.

In an OJT program, employers will receive 50% of the trade-affected workers' wages, while the customer is in training. In New York State, most customers are co-enrolled in Trade Act and **WIOA**, therefore they are eligible for further benefits. WIOA funds can be used to reimburse an additional 25% of the training costs, totaling up to 75% of wages. **WIOA** funds may also be used to provide additional supportive services not covered under **TAA** funds.

#### General Conditions for **OJT** Approval

1. A business that agrees to the following, may be reimbursed under the Trade Act program: train a trade-affected worker in the customary work environment, and then hire this worker once he/she possesses all the skills necessary to perform the job.
2. Reimbursement shall not average more than 50% of the wages paid by the business to such trainees during the training period.

3. Reimbursement is compensation for the costs associated with training the participant, and additional supervision related to the training.

4. Training will not be allowed for a trade-affected worker who already possesses the specific skills necessary for the occupation, as identified in the training outline of the written Trade Act-OJT agreement, and as determined in the assessment/approval process.



5. The duration of the OJT may not exceed 104 weeks of reimbursable training.

6. The business will comply with all applicable federal, state and local laws, rules and regulations.

7. No currently employed worker(s) will be displaced, including partial displacement, such as a reduction of hours of non-overtime work, wages or employment benefits.

8. Training will not impair existing contracts for services or collective bargaining agreements.

9. In a case where training would be inconsistent with the terms of a collective bargaining agreement, written concurrence must be obtained from the concerned labor organizations.

10. No other individual is on layoff from the same, or any substantially equivalent job, for which such eligible worker is being trained.

11. The business has not terminated the employment of any regular employee, or otherwise reduced the workforce, with the intention of filling the vacancy so created by hiring the eligible worker.

12. The job for which the eligible worker is being trained is not being created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals.

13. The business will maintain records sufficient to support all payments, and upon request will make them available.

14. No person shall be hired under this contract prior to its effective date.

15. A business who fails, without good cause, to retain a trainee after the traineeship period shall have no further Trade Act-OJT agreements negotiated with them.

*Federal regulations permit a 104-week duration for OJT, however, most OJT will be accomplished within 26 weeks.*

## Developing **OJT** Pathways

1. Follow local procedures for developing an **OJT** contract:
  - This may entail coordinating with the Business Service representative.
2. Contact the business for training plan details, including: instructional weeks, cost, start and end dates of training, scheduled breaks, and required supplies.
3. Calculate the number of instructional weeks for the desired program. An **instructional week** is any calendar week in which a customer attends **OJT** for one or more days.
4. Calculate the total cost of training and related expenses, such as:
  - wages
  - books
  - supplies/tools
  - fees
  - subsistence (if eligible) \*
  - any other costs that are required of all students



\* For customers who receive training outside their commuting area, subsistence costs, including lodging and meals, can be covered.

## Requesting Trade Act Funds for **OJT**

1. Determine that all criteria for training approval have been met: [Training approval criteria](#).
2. Complete the Request for **TAA** Funds for Training/Training Plan Detail form. The form can be found here: [Training/Funding request form](#)
3. Determine the time frame during which the training expenditures will take place.
4. For expenditures that will take place over more than one federal fiscal year, additional funding requests must be submitted.
5. Submit initial request for **TAA** funding no *earlier* than 6 months before the start of training. Funding requests cover a 6-month period during which the funds will be expended.

To submit a funding request, email the completed form to the following shared mailbox:

- For those inside DOL's Network: [labor.sm.wdtd.funding](mailto:labor.sm.wdtd.funding)
- For those outside DOL's Network: [funding.wdtd@labor.ny.gov](mailto:funding.wdtd@labor.ny.gov)

6. You will receive an email from [TAA Central Office](#) indicating approval/disapproval of the training request. (Typically, within one week of submission).
7. If the request is approved, funding will be sent to your Career Center's fiscal department.
8. Enter the On-the-Job training in [OSOS](#) and all other training related services.

### Amending a Training Program

Email an amended request, using the Request for [TAA](#) Funds for Training/Training Plan Detail form, including all training program changes. Send your request to the following shared mailbox:

- For those inside DOL's Network:

[labor.sm.wdtd.funding](mailto:labor.sm.wdtd.funding)

- For those outside DOL's Network:

[funding.wdtd@labor.ny.gov](mailto:funding.wdtd@labor.ny.gov)



### OSOS Data Entry for Amended Training Plans

- ✓ Change the service end date.
- ✓ Please refer to the [TAA OSOS Data Entry Guides](#) under TAA, then Guides.

### Section IV: Apprenticeships

Apprenticeship programs can also be funded by [TAA](#). A NYS Registered Apprenticeship program has three basic components: on-the-job training, related training, and an instructional component (the practical, hands-on portion of the work), in addition to the classroom training. To be enrolled in an apprenticeship, the program must meet the [training approval criteria](#).

TAA funds can be used to pay for the following costs associated with a NYS Registered Apprenticeship:

- the instructional component (classroom and distance learning)
- supplies, tools, books, uniforms, equipment, and in some cases, transportation costs.

According to Workforce System Letter No. BOS-18-01, "For apprenticeship opportunities, TAA training is available for 130 weeks or until the participant's wages equal 80% of their average weekly wages from their trade-impacted employment".

For more information on apprenticeships, visit:  
<https://labor.ny.gov/apprenticeship/general/registration.shtm>

OR

<https://labor.ny.gov/apprenticeship/appindex.shtm>

For a listing of Active Trades in NYS, click here:  
<https://labor.ny.gov/apprenticeship/general/occupations.shtm>

To view the NYS Registered Apprenticeship Recruitment page, visit:  
<https://www.labor.ny.gov/pressreleases/apprenticeshiparchive.shtm>

Funding for Apprenticeship programs can be submitted on the Request for **TAA** Funds for Training/Training Plan Detail form used for traditional training requests. See the [Requesting Training Benefits](#) section of this guide for instructions on how to submit a funding/training request.

## Section V: Issuing and Revoking Waivers

### Issuing a Waiver from Training

Waivers should be issued to customers who will not be “enrolled” in **TAA**-approved training by their Training Enrollment Deadline date. For TAA purposes “enrolled” in training means the customer has been accepted by the provider, the training plan has been approved by TAA Central Office, and training will begin within 30 days. The waiver allows the customer to remain eligible for TRA.

To receive a training waiver, the customer must have worked with his/her TAA Specialist to complete an Individual Employment Plan (IEP), and met specific requirements, depending on the waiver type. In addition, the customer must have entitlement to Basic TRA. The three waiver types are:

1. Enrollment Unavailable – This waiver should be used when the first available enrollment date for the approved training is not immediately available but is within 60 days from the date the waiver is issued. This waiver can also be used if the training starts beyond 60 days of the date of the waiver, and there are extenuating circumstances regarding the delay in enrollment. **Use of this waiver requires that an IEP has been completed and a training plan approved by TAA Central Office first.**
2. Health – If the customer cannot participate in training due to a health reason, but is still ready, willing, and able to work, use this waiver. **Please note, this waiver requires a completed IEP and medical documentation, indicating the customer is unable to participate in intended training.**

3. Training Not Available – When there is no training provider available, no suitable training available at a reasonable cost, or no available training funds, this waiver should be used. (In NYS, this waiver type is used very rarely, since there are many training providers and opportunities). **This waiver also requires a completed IEP.**

The length of an initial waiver is no more than 90 days, and subsequent waivers cannot be issued for more than 30 days, regardless of the type of waiver used.

Waivers from training are entered directly into the [Trade Act Tracker](#) and [OSOS](#).

1. To access the [Trade Act Tracker](#):
  - For those inside DOL's Network: [Internal Network](#)
  - For those outside DOL's Network: [External Network](#)
2. Follow the prompts.
3. Please refer to the [TAA - Training Waivers OSOS Guide](#)



## Knowing When a Waiver is Not Needed

1. A waiver from training should not be issued to a trade-affected worker who:
  - has missed his/her TED.
  - does not have remaining eligibility to [Basic TRA](#) (check with the Special Programs Unit at 518-485-1597 to see how much [Basic TRA](#) remains for the customer).
  - is not interested in training.
  - fails to “enroll” in the approved training by the deadline.
  - is in Trade Act-approved training and on a break from training.
  - has withdrawn from Trade Act-approved training.
  - was terminated from participating in training.
  - is not ready, willing, and able to work or attend training.
2. If the customer is requesting a waiver, but is not eligible based on the above reasons, complete a [Waiver Determination Recommendation](#). Submit it to [TAA Central Office](#), who will review it and issue a determination. If the customer disagrees with the determination, they will be provided with hearing rights and can request a hearing.

## Income Support (TRA) and the Additional Eligibility Rules Agreement (TA2)

During the first waiver review appointment, the customer is given a TRA Additional Eligibility Rules Agreement (TA2) for review.

1. Print two (2) copies of the TA2 form, which can be found here: [TRA Additional Eligibility Rules Agreement \(TA2\)](#)
2. Review the form with the customer. If the customer agrees to the terms outlined in the TA2, both copies are signed.
3. Give one copy of the form to the customer.
4. Fax the second copy to the TRA Unit at 518-402-1086.
5. Retain the second copy in the customer's case file.



## Income Support (TRA)

1. Once the customer exhausts UI benefits, certifications will be sent to the customer.
2. Customers must contact the TRA unit at (518) 485-1597 if they have not received their certification forms.
3. Two different certification forms are used:
  - a. The TA-952.1 is used when a customer needs to certify for TRA benefits while not attending TAA-approved training. In this situation, the customer must maintain an active work search to claim TRA.
  - b. Customers who have an approved training program on file, but are waiting for classes to start, may be placed on a waiver from training. To claim TRA benefits, customers must adhere to the TRA eligibility requirements such as providing a list of work search efforts, while waiting for training to begin.
  - c. The TA-923.1 is used when a customer needs to certify for TRA benefits while attending TAA-approved training.

## Revoking a Waiver from Training Due to Enrollment in TAA-Approved Training

1. Access the customer's Waiver from Training issued through the [Trade Act Tracker](#) system.
2. Click on the circular button in "Section C – Waiver Revoked".



3. Fill in the first field with the date the last waiver was issued.
4. Fill in the second field with the training start date.

## Section VI: Training Determinations

### When Training Cannot Be Approved or Training Approval Must Be Withdrawn

1. Complete a Training Determination Recommendation form. The Training Determination Recommendation form and instructions can be found here: [Training Determination Recommendation](#).
2. When completing the form, include as much detailed information as possible.
3. Email the completed Training Determination Recommendation form to the following shared mailbox:
  - For those inside DOL's Network: [labor.sm.wdtd.determinations](mailto:labor.sm.wdtd.determinations)
  - For those outside DOL's Network: [determinationscompleted.wdtd@labor.ny.gov](mailto:determinationscompleted.wdtd@labor.ny.gov)
4. **TAA Central Office** will issue a determination to the customer and send a copy to the TAA Specialist.

### Completion of Training / Withdrawal from Program

1. Complete a Training Completed/Terminated Notice. The form and instructions can be found here: [Training Completed/Terminated Notice](#).
2. Email the completed Training Completed/Terminated Notice to the following shared mailbox:
  - For those inside DOL's Network: [labor.sm.wdtd.completed](mailto:labor.sm.wdtd.completed)
  - For those outside DOL's Network: [completed.wdtd@labor.ny.gov](mailto:completed.wdtd@labor.ny.gov)
3. **TAA Central Office** will update the shared databases and email you a response.
4. Close the training service in **OSOS**.

### De-obligating Unexpended Funds

1. Follow your local process for de-obligating unexpended funds.
2. E-mail the name of the customer, the customer's **OSOS ID#**, fiscal year of the **TAA** funds, petition number, reason for the de-obligation, and amount of the funds to be de-obligated, to the mailbox below:
  - For those inside DOL's Network: [labor.sm.wdtd.funding](mailto:labor.sm.wdtd.funding)

- For those outside DOL's Network: [funding.wdtd@labor.ny.gov](mailto:funding.wdtd@labor.ny.gov)

The de-obligations spreadsheet is available upon request at [TAA.WDTD@labor.ny.gov](mailto:TAA.WDTD@labor.ny.gov).

## Section VII: Requesting Benefits for Job Search Allowance

### Requesting a Job Search Allowance

Job Search Allowances offer reimbursement for a percentage of travel expenses when a customer must travel outside their [commuting area](#) for a verifiable job interview, within the United States, to find suitable employment.

The customer must file an application for the Job Search Allowance *before* he/she attends the job interview.

The maximum amount of Job Search Allowance is 90% of the necessary covered expenses, up to a maximum of \$1250.

A request for Job Search Allowance must be made within: 365 days after the company certification, or 365 days after the date of the customer's last layoff, or 182 days after the customer has completed Trade Act approved training.

Complete a Request for [TAA](#) Funds for Job Search/Relocation form. The form can be found here: [Job Search/Relocation form](#).

1. Email the completed form and calculations to the shared mailbox below:

- For those inside DOL's Network:  
[labor.sm.wdtd.funding](mailto:labor.sm.wdtd.funding)
- For those outside DOL's Network:  
[funding.wdtd@labor.ny.gov](mailto:funding.wdtd@labor.ny.gov)



2. When the request for Job Search Allowance does not meet the approval criteria, the TAA Specialist will need to submit a Determination Recommendation on a "Job Search/Relocation Allowance Determination" form, and send it to the following mailbox:  
[determinations.wdtd@labor.ny.gov](mailto:determinations.wdtd@labor.ny.gov).
3. If approved, [TAA](#) Central Office staff will notify the TAA Specialist of approved funds.

## Section VIII: Requesting Benefits for Job Relocation Allowance

### Requesting a Job Relocation Allowance

The Job Relocation Allowance defrays the cost of relocation when a trade-affected worker secures new, suitable, long-term employment in an area within the United States. The customer must verify that there is **no** suitable employment within his/her [commuting area](#).

Eligibility criteria require the applicant to be totally separated from the adversely affected employment at the time of relocation, and be registered with, and seeking employment through, the Career Center system.

Only one Job Relocation Allowance is allowed under one certification. Once the trade-affected worker secures new, suitable, long-term employment, proof of the bona fide job offer is required. The customer must provide written verification of suitable employment obtained from the new employer. The request for Job Relocation Allowance must be done *prior* to moving.

An application for Job Relocation Allowance must be made within: 425 days after the company certification, or 425 days after the date of the customer's last layoff, or 182 days after the customer has completed Trade Act approved training.

1. Complete a Request for **TAA** Funds for Job Search/Relocation form. The form can be found here: [Job Search/Relocation form](#)
2. Email the completed form and calculations to the shared mailbox below:
  - For those inside DOL's Network: [labor.sm.wdtd.funding](mailto:labor.sm.wdtd.funding)
  - For those outside DOL's Network: [funding.wdtd@labor.ny.gov](mailto:funding.wdtd@labor.ny.gov)
3. When the request for Job Relocation Allowance does not meet the approval criteria, the TAA Specialist will need to submit a Determination Recommendation on a "Job Search/Relocation Allowance Determination" form to the [determinations.wdtd@labor.ny.gov](mailto:determinations.wdtd@labor.ny.gov) mailbox.
4. If approved, **TAA** Central Office staff will notify the TAA Specialist of approved funds.



## Section IX: Agent and Liable State Responsibilities

### Your Responsibility as the Liable State Representative

1. When a trade-affected worker from New York State decides to relocate to another state, you should advise the worker to immediately schedule an appointment with a Career Center staff person in their new state of residence to continue to receive Trade Act benefits and services.
2. Provide the trade-affected worker with the name of the **TAA** Coordinator in their new state of residence. [TAA Coordinators by State](#) provides a list. The **TAA** Coordinator will be able to direct the worker to the most convenient Career Center where they can continue to receive Trade Act services. Provide the customer with the following link to

search Career Centers by zip code: [Welcome to American Job Center | American Job Center](#)

3. Instruct the worker to bring all Trade Act-related documents issued by New York State, to the new Career Center for their scheduled appointment.

## Your Responsibility as the Agent State Representative

When a trade-affected worker from another state decides to relocate to New York State, you are responsible for serving the trade-affected worker as the agent state representative. Trade affected workers who relocate to New York State will not have a [Trade Act Tracker](#) record nor an [OSOS ID#](#) in our system.

1. Determine the liable state representative with whom you will be working, by contacting the [TAA](#) Coordinator from the liable state, using the following link to the State [TAA and TRA Coordinators List](#).
2. Find out from the liable state's representative, the details regarding their training caps and waiver process. As an agent working on behalf of the liable state, you will forward the information regarding the customer's training program to the liable state's representative for approval. You will transmit any waivers from training to this representative as well.
3. Create an [OSOS](#) record for the customer so that you will be able to record all Trade Act related services and activities provided to the trade-affected worker.



*Note: [Trade Act Tracker](#) records are only created when New York State issues the entitlement notice.*

## Waivers from Training

The trade-affected worker will not have a [Trade Act Tracker](#) record, so you will need to complete a Waiver of Training form. Have the worker review and sign the document, and then transmit the form to the identified liable state representative. The Waiver of Training form is provided here: [Waiver of Training](#)

## Developing a Training Program

When it has been determined that training is needed, and a training program has been developed, you should transmit the training plan details to the identified liable state representative. If the liable state approves the training program, the Career Center then needs

to submit a Request for [TAA](#) Funds for Training/Training Plan Detail form to request funding for the training program. Submit the form in the same manner you would for a New York State-entitled trade-affected worker. Payment of training costs are the responsibility of the agent state. You will also need to record the training service in [OSOS](#).

### **Job Search and Job Relocation Allowances**

Payment of Job Search and Job Relocation Allowances is also the responsibility of the agent state. When a job search or job relocation reimbursement is requested, you first need to transmit the job search or job relocation request details to the identified liable state representative. If the liable state approves the job search or job relocation request, the Career Center needs to submit a Job Search/ Job Relocation Allowance Request form in the same manner you would for a New York State-entitled trade-affected worker. You will also need to record the service in [OSOS](#).



## Glossary of Terms

Basic TRA – The first tier of Trade Readjustment Allowances.

Commuting Area - Over 1 hour each way by personal vehicle, or over 1.5 hours each way using public transportation, from the customer's residence to his/her employer or training provider.

Completion TRA – The third tier of Trade Readjustment Allowances

FAFSA – Free Application for Federal Student Aid

NYSDOL – New York State Department of Labor

OJT – On the Job Training

OSOS – One Stop Operating System

OSOS ID# – The identification number associated with a customer in the One Stop Operating System.

PELL - A Pell Grant is a subsidy the federal government provides for students who need it to pay for college.

RTAA – Reemployment Trade Adjustment Assistance

SPU – Special Programs Unit – A Department within the Unemployment Insurance Division, responsible for co-managing the Trade Act Program with the Division of Employment and Workforce Solutions.

Suitable Employment - Work of a substantially equal or higher skill level than the worker's past adversely affected employment, and wages for such work at not less than 80% of the worker's average weekly wage.

TAA Central Office – The Trade Adjustment Assistance Central Office for New York State.

TA2 – TRA Additional Eligibility Rules Agreement

TA720 – Application to Trade Act Benefits

TA722 – Entitlement Notice to Trade Act Benefits

TAA – Trade Adjustment Assistance

TRA – Trade Readjustment Allowance

Trade Act Tracker – The database shared by the DEWS TAA Unit and the UI Special Programs Unit to maintain Trade Act training, eligibility, and customer payment information.

WIOA – Workforce Innovation and Opportunity Act



## Resources and Useful Tools

Code of Federal Regulations Part 617- Trade Adjustment Assistance for Workers under the Trade Act of 1974.

<http://www.ecfr.gov/cgi-bin/text-idx?SID=43179f49df10467c1cd2e344b1e55c00&mc=true&node=pt20.3.617&rgn=div5>

Training and Employment Guidance Letter No. 11-02. Operating Instructions for Implementing the Amendments to the Trade Act of 1974 by the Trade Act of 2002.

<https://wdr.doleta.gov/directives/attach/TEGL11-02.pdf>

Training and Employment Guidance Letter No. 05-15. Operating Instructions for Implementing the Trade Adjustment Assistance Reauthorization Act of 2015 (TAARA2015).

[https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_05-15\\_Attachment1\\_Acc.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_05-15_Attachment1_Acc.pdf)

To read the Trade Adjustment Assistance OSOS Data Entry Guides, please visit:

[Trade Adjustment Assistance - Eligibility and Intake OSOS Guide](#)

[Trade Adjustment Assistance - Enrollment and Entering the First Service OSOS Guide](#)

[Trade Adjustment Assistance – Entering Classroom Training Services and Funding OSOS Guide](#)

[Trade Adjustment Assistance – Entering Benchmarks OSOS Guide](#)

[Trade Adjustment Assistance – Entering OJT Services and Funding OSOS Guide](#)

[Trade Adjustment Assistance – Training Waivers OSOS Guide](#)

[Trade Adjustment Assistance – Entering and Funding Apprenticeships OSOS Guide](#)

[WIOA Primary Indicators of Performance and Outcomes OSOS Guide](#)

To read the “Guide to Training Benchmarks Trade Adjustment Assistance”, please visit

<https://labor.ny.gov/workforcenypartners/taa/TAA-Benchmarks-Guide.pdf>

Career Center staff may contact the OSOS Help Desk at:

email - [help.osos@labor.ny.gov](mailto:help.osos@labor.ny.gov) or phone - 518-457-6586

USDOL ETA TAA Web Page: <http://www.doleta.gov/tradeact/>

NYS Department of Labor TRADE ACT Web Page:

<https://labor.ny.gov/workforcenypartners/tools.shtm>