

The Trade Adjustment Assistance (TAA) Program 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.



- **REEMPLOYMENT SERVICES**

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

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

Funding is available for TAA customers who are unable to obtain employment within the local commuting area.

- Job search and LMI data must support the need for out-of-area job search
- 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, with your case manager, prior to an out-of-area job search activity
- A customer must apply within one year from qualifying separation (layoff date 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.

- Job search and LMI data must support the need for relocation
- Must have a bona fide job offer or secured employment
- An application for relocation allowance must be completed and filed with your Case Manager before relocation commences
- A customer must file an application for relocation within 425 days after qualifying separation (layoff date or date of certification, whichever is later); or within 182 days after completing TAA approved training
- A customer may receive relocation allowance equal to 90% of the reasonable and necessary expenses of moving the customer, family and household goods (not to exceed the weight limit authorized in Federal travel regulations) to the new location
- A customer 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
- 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.

- May not return to the trade-affected employer/firm from which the customer was separated
- Must be at least 50 years of age and re-employed
- Must be earning a wage less than the wage earned at the trade-affected employment
- New annualized wage must be \$50,000 or less
- Must be employed full-time (32 hours) if not in training
- Can receive benefits 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, Registered Apprenticeship or Customized Training.

- One training plan per petition
- Full-time or part-time training could be available (TRA benefits require full-time training)
- Comprehensive Assessments are required of all customers requesting training. The results must support the customer's request for training
- Labor Market Information (LMI) data must show there are 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 written and approved
- 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
- All training requests must be approved by the TAA Administrative Office 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.

- 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 eligible customers
- Remedial training is training in fundamental skills which every worker must have in order to become reemployed (must be counted within the 130 maximum allowable weeks)
 - Remedial training can lead to occupational training. Examples: basic writing and math skills training, English as Second Language, courses leading to GED, etc.
 - Wherever practical, remedial training should be conducted concurrently with the early parts of occupational training.
- Prerequisite Training is coursework which the training institution requires to be completed prior to entry into the core courses of the requested training program and must be included within the 130-maximum number of weeks
- Before any changes to a training plan, such as class schedules, dates of attendance or cost are made, the customer must receive prior approval by the Case Manager and the State TAA Administrative Office
- Benchmarks must be met by making satisfactory progress and being on target to complete the training plan as written/approved
- 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
- Transportation allowances may be paid to a customer if the location of the school is 20 miles or more from their place of residence. Transportation allowances would be paid on the days the customer drives to attend required, scheduled courses
- Subsistence may be paid in lieu of transportation if a customer will be temporarily living near the training facility, which is 20 miles or more from their place of residence
- TRA benefits (income support) could be available for eligible workers attending full time TAA approved training. Must met qualifying requirements and deadline to begin training

- **THREE 'WAIVER FROM TRAINING' CONDITIONS**

Eligible customers 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 a customer whose goal is to enroll in TAA approved training. A waiver from training preserves TRA benefits.

- The worker is unable to participate in or complete training due to a health condition
- An enrollment in training is not immediately available
- No training program is available

- **WAIVER FROM TRAINING**

Under certain circumstances, eligible customers may be placed on a waiver from training to receive Basic TRA and preserve additional TRA while in 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 layoff date or certification date, whichever is later). The deadline is identified at the time of application for TAA benefits
- Customer must continue to actively job search if placed on a waiver from training
- Customer must be researching training options and developing a training plan
- Verification of the condition of the waiver is required and will be recorded by the Case Manager when the customer makes their required 30-day contact
- Eligibility for TRA benefits are verified by Kansas Department of Labor TRA Unit
- The Individualized Employment Plan (IEP) must be updated and signed to reflect the need for a waiver every 30 day

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

On-the-job training offers employment along with the opportunity to learn a new job skill. The employer will receive funding to assist with the expenses of training.

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

- **REGISTERED APPRENTICESHIP TRAINING**

The Registered Apprenticeship (RA) program is a partnership between industry, education, and state government which offers an effective balance of on-the-job learning and classroom instruction. <https://ksapprenticeship.org/>

- 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
- Prior approval is required

- **CUSTOMIZED TRAINING**

Training is provided by a third-party training vendor but designed for a specific firm or a group of firms.

- Designed to meet the needs of the employer
- Employer has a commitment to employ the TAA customer at the completion of training
- Training is helpful for expanding or new industries
- TAA and the Employer pay the cost of training
- Prior approval is required
- Maximum 130 weeks of training

- **HCTC: Health Coverage Tax Credit**

Workers could be eligible for a tax credit toward the purchase of private health insurance

- A credit equal to 72.5% of the premium paid by eligible individuals for qualified health insurance
- A tax credit can be received when filing a federal tax return
- The IRS determines eligibility for HCTC. Contact IRS at www.irs.gov/HCTC

- **TAKE ACTION NOW**

- Schedule an appointment with a TAA Case Manager as soon as possible
 - Provide required documentation to your TAA Case Manager:
 - Proof of identify and Social Security number
 - Proof of job separation, i.e. layoff letter
 - Paycheck stub (required for RTAA) plus job description to determine suitability of employment
 - Any unemployment determinations
- Create (or update) a Plus Account in **KANSASWORKS.COM**
- Maintain job search records and review Labor Market Information (LMI) data
- Begin assessments and research training options
- 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 benefits
- Stay in contact with your TAA Case Manager, every 30 days, at a minimum
- 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

- **Ensure you meet your deadlines, as multiple deadlines apply**

Suggested web sites:

<https://www.kansasworks.com>

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

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

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

<http://kscareernav.gov/>

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

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

