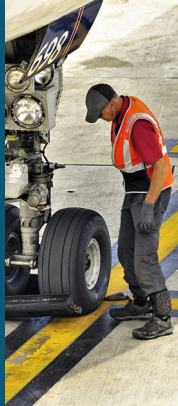


Texas Workforce Commission

Trade Adjustment Assistance

How TAA Benefits
and Job Training
Help Workers
Displaced
in the Global
Marketplace



TEXAS
WORKFORCE SOLUTIONS

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Fraud is a serious crime

If you do not complete training, job search, or relocation, or if you improperly receive payment or cause charges to the Trade Adjustment Assistance (TAA) program, your benefits may become overpayments that you must repay. If you knowingly commit fraud, you may face fines, jail time, or both.

Equal Opportunity Employer Program

Auxiliary aids and services are available upon request to individuals with disabilities. Deaf or hearing-impaired individuals, dial Relay Texas 711.

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Trade Adjustment Assistance

TAA helps workers affected by international competition

The Trade Adjustment Assistance Program helps workers who lost their jobs because of international imports or competition. The federal TAA program includes job training and benefits.

To receive TAA benefits you must have lost a job covered by a trade certification issued by the U.S. Department of Labor (DOL). For more information on filing a trade petition, visit https://www.doleta.gov/tradeact/petitioners/taa_search_form.cfm or speak with the staff at your local Workforce Solutions office who can discuss the following benefits with you:

- Job Search Assistance – improves job-hunting skills.
- Job Search Allowance – pays travel expenses for job interviews outside your local area.
- Relocation Allowance – pays most of the moving expenses for you and your family if you get a job outside your local area.
- Training (Vocational and Remedial) – pays for training for a new occupation.
- Trade Readjustment Allowances (TRA) – pays you benefits while you are in approved full-time training.
- Reemployment/Alternative Trade Adjustment Assistance (RTAA/ATAA) – supplements your wages if you are at least age 50 and return to work earning less wages in your new job than you did in your previous job.
- Health Coverage Tax Credit (HCTC) – pays partial premiums for qualified health insurance. The Internal Revenue Service (IRS) administers HCTC.

Note: This handbook is an overview of the federal Trade Adjustment Assistance program, as amended. It does not cover everything in the revised Trade Act or the Texas Unemployment Compensation Act.

Rules may vary according to your petition number.

How to Request TAA Training

Get started at your local Workforce Solutions office

To request TAA training, you should:

- Contact a career counselor at a local Workforce Solutions office immediately. Your counselor must approve your training plan BEFORE you enter training if you expect TAA to pay for it. This process may take several weeks. Check our Directory of Workforce Solutions Offices & Services at <https://twc.texas.gov/directory-workforce-solutions-offices-services> to find your nearest office.
- Select an occupation and begin an Individual Employment Plan with your career counselor.
- Find a training program and training provider that match your needs and meet all TAA requirements.
- Meet school and program entrance requirements. Your training programs can include required prerequisite training and required remedial training, such as English as a second language, Adult Basic Education, or GED preparation.
- Develop a curriculum plan with a school adviser that includes required courses by semester, starting and ending dates, and costs.
- Give the career counselor a list of required books and supplies with estimated costs so the counselor can approve payment.

After training starts, you must:

- Maintain contact and provide your career counselor with progress reports as scheduled.
- Achieve the anticipated training benchmarks, make satisfactory progress, and maintain good academic standing.
- Get your career counselor's approval before making any changes to your program or courses.

How to Qualify for TAA Training

Following these rules can help you get job ready

You may qualify for TAA training when suitable work is unavailable. Suitable work is a job of equal or higher skill level than your trade-affected job and pays at least 80 percent of the average weekly wage.

Federal law does not allow the TAA trainee to pay for any part of tuition, fees, required books, supplies, transportation, or meals and lodging (the last three apply to training occurring outside the commuting area).

Your program must ensure that you:

- Will learn the skills you need to be job ready in the selected occupation.
- Have a reasonable expectation of employment using the skills you will learn.
- Have a training provider that operates legally in the state where the training occurs.
- Give first consideration to training that is within your commuting area and within the United States.
- Can physically and mentally complete the training and have the required educational background, work experience, and financial resources.
- Can complete your program within the allowable time frame as outlined by federal regulations and discussed by the local career counselor.
- Choose training with the lowest available costs for your chosen occupation. TAA considers the cost of tuition, required fees, books, supplies, and supplemental assistance (transportation, meals, and/or lodging) costs when determining whether the total cost is reasonable.

Note: TAA pays training costs after your training program is approved. TAA does not pay for training you took before qualifying for TAA. You may participate in only one TAA training program per trade certification, which may consist of several parts at one or more schools. The program must include everything to make you job ready for a selected occupation.

Qualifying for TRA Benefits

How to earn money while learning a new trade

After DOL certifies your trade petition, TWC sends you a TAA notification packet (Form BT-1) with an application for Trade Readjustment Allowance (TRA) benefits (Form BS-100). Or, you may contact TWC at 800-939-6631.

You are potentially eligible for TRA benefits after you exhaust all your regular unemployment benefits. There are critical application deadlines for TRA eligibility, so you should complete and submit the TRA application (BS-100) immediately upon receipt of your notice of potential TAA eligibility.

While you are still receiving regular UI benefits, visit a career counselor at your Workforce Solutions office to ensure that you meet the deadline for TRA benefits and are assessed for career services. You should apply for TRA while receiving your regular benefits.



You meet the TRA deadline for benefits if:

You enroll in TAA-approved training by your waiver/in-training deadline date or receive a waiver form from your career counselor. If your career counselor provides you a waiver form, this form temporarily exempts you from training for a specific qualifying reason. This form is only available if you qualify and have basic TRA available. Your petition number establishes the deadline date, and this is sent to you in the TAA notification packet (Form BT-1).

If you do not meet the deadlines, you will permanently lose TRA benefits. TRA benefits may not cover the entire training duration. To ensure you receive benefits while in training, begin the process immediately and enroll in training as soon as possible.

Reemployment/Alternative TAA (RTAA/ATAA)

RTAA/ATAA offers benefits to older trade-affected workers

If you are a trade-affected worker age 50 or older at the time you start a new job, you may be eligible for Reemployment Trade Adjustment Assistance or Alternative Trade Adjustment Assistance (RTAA/ATAA).

RTAA/ATAA pays 50 percent of the difference between the pay of your trade-affected job and your new job. Payments end when you have received \$10,000 or two years have passed since you started your new job or your wages on your new job are more than \$50,000 a year.

While you are searching for your new RTAA/ATAA job, talk to your Workforce Solutions career counselor about other benefits including job search and relocation allowances.

You may qualify for RTAA/ATAA if you:

- Are covered by a DOL trade certification.
- Obtain employment within established deadlines, and the job pays less than \$50,000 a year.
- Are at least the age of 50 when you start the new job.
- Submit an RTAA/ATAA application to the TRA Unit within two years of your reemployment. If you have questions, call or email the TAA unit at (512) 936-2559 or taa@twc.texas.gov.

RTAA Eligibility

You may obtain full-time employment or part-time employment while attending full-time TAA-approved training. You can receive benefits during the two-year eligibility period that begins the week of reemployment or the week after you exhaust unemployment insurance, whichever is earlier.

ATAA Eligibility

You must be reemployed full-time by the last day of the 26th week after you lost your job. You cannot return to the same or similar job in a division or facility of the employer you were separated from. You cannot earn more than \$50,000 annually in gross wages.

Job Search and Relocation Allowances Rules

To qualify for job search and relocation allowances, you must:

- Be covered by a DOL trade certification.
- Apply for work search with www.WorkInTexas.com.
- Have your local Workforce Solutions staff process an assessment and confirm that there is no suitable work for you in the local area.

Additional Rules on Job Search Allowances

- Submit a written request (Form ETA-861, "Request for Job Search Allowance") with the State office before each job search trip.
- Make your written request no later than 365 days after the date of your trade certification or after your most recent trade-affected layoff, whichever is later, or no later than 182 days after completing TAA-approved training.
- Have at least one legitimate job interview with someone with hiring authority in the area of the job search trip.
- Keep your receipts from the job search trip and fill out your daily worksheet or itinerary.

Additional Rules on Relocation Allowances

- Have a suitable long-term verifiable job or have a valid job offer where you want to move.
- Submit Form ETA-860 for relocation allowances with the state office BEFORE you begin the move.
- Submit your written request no later than 425 days after the date of your petition certification or after your most recent trade-affected layoff, whichever is later, OR no later than 182 days after completing TAA-approved training.
- TAA does not pay for moving expenses paid by your employer or others.
- TAA pays to move only your household goods and personal property as defined in federal regulations.

For questions or more details, contact your local Workforce Solutions staff or call or email the TAA Unit in Austin at (512) 936-2559 or taa@twc.texas.gov before you begin moving.