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| **OVERVIEW** |
| The TAA Final Rule was published in the Federal Register on August 21, 2020 and became effective on September 21, 2020. Regulations relevant to the management and implementation of the Trade Adjustment Assistance (TAA) Program are listed in the next section, as outlined on the Department of Labor’s Trade Act Program website. (<https://www.dol.gov/agencies/eta/tradeact/benefits>)  |
| **REGULATIONS** |
| [The Trade Adjustment Assistance Reauthorization Act of 2015 (TAARA 2015), title IV of the Trade Preferences Extension Act of 2015 (Public Law 114-27), was signed into law by President Barack Obama on June 29, 2015](https://www.congress.gov/bill/114th-congress/house-bill/1295/text). These amendments reauthorize the TAA program for six years and change the group eligibility requirements and individual benefits and services available under the Trade Adjustment Assistance (TAA) program since January 1, 2014. TAARA 2015 also amends the Internal Revenue Code to provide a new version of the Health Coverage Tax Credit (HCTC) benefit for TAA program participants.A copy of the Final Rule can be found [here](https://www.federalregister.gov/documents/2020/08/21/2020-13802/trade-adjustment-assistance-for-workers). The eCFR can be found [here](https://www.ecfr.gov/cgi-bin/text-idx?SID=d23e790e7867372e5e704255f845f746&mc=true&tpl=/ecfrbrowse/Title20/20cfr618_main_02.tpl). The preamble of the Notice of Proposed Rulemaking (NPRM) in the Federal Register can be found [here](https://www.federalregister.gov/documents/2019/11/07/2019-20788/trade-adjustment-assistance-for-workers). TAA Final Rule Trainings

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| **Section** | **Webinar** |
| **Overview** | [Walkthrough of TAA Final Rule](https://taa.workforcegps.org/sitecore/content/global/events/2020/08/04/14/03/Walkthrough-TAA-Final-Rule) |
| **Subpart A** | [General](https://taa.workforcegps.org/sitecore/content/global/events/2020/08/04/14/21/Subpart-A-Trade-Adjustment-Assistance-TAA-Final-Rule) |
| **Subpart B** | [Petitions, Investigations, and Determinations](https://taa.workforcegps.org/sitecore/content/global/events/2020/08/04/15/00/Subpart-B-TAA-Final-Rule) |
| **Subpart C** | [Employment and Case Management Services](https://taa.workforcegps.org/sitecore/content/global/events/2020/08/04/18/31/Subpart-C-TAA-Final-Rule) |
| **Subpart D** | [Job Search and Relocation Allowances](https://taa.workforcegps.org/sitecore/content/global/events/2020/08/04/18/53/Subpart-D-Trade-Adjustment-Assistance-TAA-Final-Rule) |
| **Subpart E** | [Reemployment Trade Adjustment Assistance](https://taa.workforcegps.org/sitecore/content/global/events/2020/08/04/18/53/Subpart-E-Trade-Adjustment-Assistance-TAA-Final-Rule) |
| **Subpart F - Part 1** | [Training Services (Part 1)](https://taa.workforcegps.org/sitecore/content/global/events/2020/08/05/15/24/Subpart-F-Part-1-TAA-Final-Rule) |
| **Subpart F - Part 2** | [Training Services (Part 2)](https://taa.workforcegps.org/sitecore/content/global/events/2020/08/05/16/31/Subpart-F-Part-2-TAA-Final-Rule) |
| **Subpart G** | [Trade Readjustment Allowances](https://taa.workforcegps.org/sitecore/content/global/events/2020/08/05/16/44/Subpart-G-TAA-Final-Rule) |
| **Subpart H** | [Administration by Applicable State Agencies](https://taa.workforcegps.org/sitecore/content/global/events/2020/08/05/16/52/Subpart-H-Trade-Adjustment-Assistance-TAA-Final-Rule) |
| **Subpart I** | [Allocation of Funds to States for Training and Other Activities](https://taa.workforcegps.org/sitecore/content/global/events/2020/08/05/16/56/Subpart-I-Trade-Adjustment-Assistance-TAA-Final-Rule) |

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| **BENEFITS AND SERVICES UNDER THE 2021 REVERSION** |
| Effective July 1, 2021, the TAA Program as amended by the Trade Adjustment Assistance Reauthorization Act of 2015 (TAARA, 2015 Program, or 2015 Amendments) is reverted to a previous version of the program, referred to as Reversion 2021. The TAA Program is changed for petitions filed on or after July 1, 2021 [here](https://www.dol.gov/sites/dolgov/files/ETA/tradeact/pdfs/side-by-side.pdf).  Operating Instructions for Implementing the Reversion Provisions of the Amendments to the Trade Act of 1974 Enacted by the Trade Adjustment Assistance Reauthorization Act of 2015 can be found [here](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) in TEGL 24-20 and FAQ’s [here](https://wdr.doleta.gov/directives/attach/TEN/TEN_01-21.pdf) in TEN 01-21. **.** |
| **BENEFITS AND SERVICES UNDER THE 2015 PROGRAM** |
| TAARA 2015 repeals the sunset provision of the [Trade Adjustment Assistance Extension Act of 2011 (TAAEA)](https://www.dol.gov/agencies/eta/tradeact/laws/statutes), under which the Reversion 2014 Program has been in effect since January 1, 2014. [Operating Instructions](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3863) were issued to administer benefits and services under the 2015 Program that addressed the transition of workers from [the Reversion 2014 Program](https://www.dol.gov/agencies/eta/tradeact/benefits/2014-amendments) to the 2015 Program.TAA offers a variety of benefits and services to support workers in their search for reemployment. This includes [Trade Readjustment Allowances](https://www.dol.gov/agencies/eta/tradeact/benefits/2015-amendments#1), [training](https://www.dol.gov/agencies/eta/tradeact/benefits/2015-amendments#2), [assistance with healthcare premium costs](https://www.dol.gov/agencies/eta/tradeact/benefits/2015-amendments#3), [Reemployment Trade Adjustment Assistance](https://www.dol.gov/agencies/eta/tradeact/benefits/2015-amendments#4), [employment and case management services](https://www.dol.gov/agencies/eta/tradeact/benefits/2015-amendments#5), and may also include [job search](https://www.dol.gov/agencies/eta/tradeact/benefits/2015-amendments#6) and [relocation allowances](https://www.dol.gov/agencies/eta/tradeact/benefits/2015-amendments#7).   |
| **BENEFITS AND SERVICES UNDER THE 2014 REVERSION (FOR HISTORICAL REFERENCE ONLY)** |
| Reversion 2014 means the TAA program administered by the Sunset Provisions of the Amendments to the Trade Act of 1974, Enacted by the Trade Adjustment Assistance Extension Act of 2011 (the TAA program under the 2002 Amendments with 2011 Sunset Provisions).TAA offers a variety of benefits and services to support workers in their search for reemployment. This includes [Trade Readjustment Allowance](https://www.dol.gov/agencies/eta/tradeact/benefits/2014-amendments#1), [training](https://www.dol.gov/agencies/eta/tradeact/benefits/2014-amendments#2), [Alternative Trade Adjustment Assistance](https://www.dol.gov/agencies/eta/tradeact/benefits/2014-amendments#3), and [job search](https://www.dol.gov/agencies/eta/tradeact/benefits/2014-amendments#4) and [relocation allowances](https://www.dol.gov/agencies/eta/tradeact/benefits/2014-amendments#5).**Reversion 2014 Program Participants: TEGL 5-15, Change 1 Attachment A:** Beginning on September 28, 2015, the Reversion 2014 Program will end, and Reversion 2014 Program participants will be served under the 2015 Program. Reversion 2014 Program participants receiving benefits and services on September 27, 2015 will continue to receive those benefits after that date so long as they continue to meet the requirements for the benefit. All benefits received before September 28, 2015, by a worker under the Reversion 2014 Program (covered by a certification of a petition in the series TA-W-85,000-89,999) shall be included in any determination of the maximum benefits for which the worker is eligible under the 2015 Program beginning on September 28, 2015.   |
| **BENEFITS AND SERVICES UNDER THE 2011 AMENDMENTS** |
| On October 21, 2011, President Obama signed the Trade Adjustment Assistance (TAA) Extension Act of 2011, which changes the group eligibility requirements, and individual benefits and services available under the Trade Adjustment Assistance program, for some workers.**Petitions Filed after February 12, 2011 and before October 21, 2011**The changes to group eligibility requirements contained in the TAA Extension Act of 2011 are retroactive to February 12, 2011 and apply to all petitions filed since that time - petitions designated with numbers from TA-W-80,000 through TA-W-80,999.**Denied Petitions**Any petition filed after February 12, 2011 and before October 21, 2011, that was denied was automatically reconsidered under the group eligibility provisions of the TAA Extension Act of 2011. The Department completed reconsideration of these petitions on February 21, 2012. Click [here](https://www.doleta.gov/tradeact/docs/final_reopen.pdf) to see a list of those petitions and the corresponding decisions rendered under reconsideration.TAA offers a variety of benefits and services to support workers in their search for reemployment. This includes [Trade Readjustment Allowances](https://www.dol.gov/agencies/eta/tradeact/benefits/2011-amendments#1), [training](https://www.doleta.gov/tradeact/benefits/2011-amendment-att1.cfm#training), [assistance with healthcare premium costs](https://www.dol.gov/agencies/eta/tradeact/benefits/2011-amendments#3), [Reemployment Trade Adjustment Assistance](https://www.dol.gov/agencies/eta/tradeact/benefits/2011-amendments#4), [employment and case management services](https://www.dol.gov/agencies/eta/tradeact/benefits/2011-amendments#5), and may also include [job search](https://www.dol.gov/agencies/eta/tradeact/benefits/2011-amendments#6) and [relocation allowances](https://www.dol.gov/agencies/eta/tradeact/benefits/2011-amendments#7). .   |
| **BENEFITS AND SERVICES UNDER THE 2009 AMENDMENTS** |
| TAA offers a variety of benefits and services to support workers in their search for reemployment. This includes [Trade Readjustment Allowances](https://www.dol.gov/agencies/eta/tradeact/benefits/2009-law#1), [training](https://www.dol.gov/agencies/eta/tradeact/benefits/2009-law#2), [assistance with healthcare premium costs](https://www.dol.gov/agencies/eta/tradeact/benefits/2009-law#3), [Reemployment Trade Adjustment Assistance](https://www.dol.gov/agencies/eta/tradeact/benefits/2009-law#4), and [job search](https://www.dol.gov/agencies/eta/tradeact/benefits/2009-law#5) and [relocation allowances](https://www.dol.gov/agencies/eta/tradeact/benefits/2009-law#6). .   |
| **BENEFITS AND SERVICES UNDER THE 2002 LAW** |
| TAA offers a variety of benefits and services to support workers in their search for reemployment. This includes [Trade Readjustment Allowance](https://www.dol.gov/agencies/eta/tradeact/benefits/2002-law#1) , [training](https://www.dol.gov/agencies/eta/tradeact/benefits/2002-law#2) , assistance with [healthcare premium costs](https://www.dol.gov/agencies/eta/tradeact/benefits/2002-law#3) , [Alternative Trade Adjustment Assistance](https://www.dol.gov/agencies/eta/tradeact/benefits/2002-law#4) , and [job search](https://www.dol.gov/agencies/eta/tradeact/benefits/2002-law#5) and [relocation allowances](https://www.dol.gov/agencies/eta/tradeact/benefits/2002-law#6) **.** .   |

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| **BENEFITS BY PETITION NUMBER** |
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| **Petition Numbers** | **Benefits Information** |
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| 50,000 to 69,999 | [2002 Amendment Benefits](https://www.dol.gov/agencies/eta/tradeact/benefits/2002-law) |
| 70,000 to 79,999 | [2009 Program](https://www.dol.gov/agencies/eta/tradeact/benefits/2009-law) |
| 80,000 to 80,999 | [2002 Amendment Benefits](https://www.dol.gov/agencies/eta/tradeact/benefits/2002-law)or[2011 Amendment Benefits](https://www.dol.gov/agencies/eta/tradeact/benefits/2011-amendments) |
| 81,000 to 84,999 | [2011 Amendment Benefits](https://www.dol.gov/agencies/eta/tradeact/benefits/2011-amendments) |
| 85,000 to 89,999 | [Reversion 2014](https://www.dol.gov/agencies/eta/tradeact/benefits/2014-amendments)or[2015 Amendment Benefits](https://www.dol.gov/agencies/eta/tradeact/benefits/2015-amendments) |
| 90,000 to 97,999 | [2015 Amendment Benefits](https://www.dol.gov/agencies/eta/tradeact/benefits/2015-amendments) |
| 98,000 and above | [Reversion 2021](https://www.dol.gov/agencies/eta/tradeact/benefits/2021-reversion) |

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| **TRADE READJUSTMENT ALLOWANCES (TRA)** |
| **1. ELIGIBILITY**  |
| **1-A. PETITION NUMBER, CERTIFICATIONS**[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)Certification or affirmative determination or petition certification- means a determination issued under § 618.235(a), or an amendment under § 618.250, of eligibility to apply for the TAA Program, with respect to a specified worker group of a firm or appropriate subdivision.***DATA VALIDATION* TEGL 23-19, Attachment II:****Element 915: TAA Petition Number**One of the following:• Employer Worker List• Designation of Eligibility Form (57) | **DOL**[**Search for Petition Status**](https://www.doleta.gov/tradeact/petitioners/taa_search_form.cfm)[**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)[**618.235 Determinations.**](https://ecfr.io/Title-20/Section-618.235)**TEGLs**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)****[TEGL 23-19, Attachment 2; 06/18/2020](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_23-19_Attachment_2.pdf)****ESD State Policy** [**ESD State Policy 3000 (2021)-Notification of Trade Adjustment Assistance (TAA) Certification, 07/01/2021**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3000-2021.pdf)[**ESD State Policy 3000, Rev 2 (2015) Notification of Trade Adjustment Assistance (TAA) Certification, 09/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3000-2-2015.pdf)**TRA OVERVIEW/MANUAL/TRACKING LIBRARY/DESKAID/FORMS****[TAA TRA Certified Petition Instructions; 01/08/2018](http://sharepoint/sites/UIClaimCenter/TRA/TAA%20TRA%20Certifications/TAA%20TRA%20Certification%20Instructions.docx)****[Adding a TRA Petition to UTAB; 02/26/2021](http://sharepoint/sites/UIClaimCenter/TRA/TRA%20Systems%20and%20Technology/UTAB/Adding%20TRA%20Petitions%20to%20UTAB.docx)**[**Email Text – Employer Request; 04/17/2018**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Notifications.aspx)[**TAA Certification Master Spreadsheet; 07/27/2016**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Certifications.aspx)[**Employer Folders; 10/27/ 2017**](http://sharepoint/sites/UIClaimCenter/TRA/TRA%20Notifications/Forms/AllItems.aspx?RootFolder=/sites/UIClaimCenter/TRA/TRA%20Notifications/Employer%20Files&FolderCTID=0x012000CB4447FB5667C74CAC50E26236F56D29&View=%7b8292A78E-4A6E-457A-8E55-C1A4B3F958AF%7d)**Unemployment Insurance Resource Manual (UIRM)**[**5925 Trade Readjustment Allowances (TRA)**](http://sharepoint/BenefitsReference/BenefitsResourceManual/SitePages/5900/5925.aspx)[**TAA Procedures Manual 10.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Policies%20%20Procedures/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Policies%20%20Procedures%2FActive%20TAA%20Procedure%20Plans%20and%20Manuals&FolderCTID=0x0120004033B7B4B451E54E99D746E4DDE6AC61&View=%7BC5214894%2DC053%2D4A7C%2DACB2%2D5B60F88E21F7%7D)  |

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|  **ITEM** | **DOL** | **UTAB** | **ETO** |
| **Petition #** | **00000000** | **00000000** | **00000000** |
| **Impact Date** | **00/00/00** | **00/00/00** | **00/00/00** |
| **Certification Date** | **00/00/00** | **00/00/00** | **00/00/00** |
| **Expiration Date** | **00/00/00** | **00/00/00** | **00/00/00** |

**OBSERVATIONS**[ ]  **TRA Data Entry Errors were identified in** [ ]  **ETO** [ ]  **UTAB**[ ]  **Could not locate data cross match in** [ ]  **ETO** [ ]  **UTAB****TAA/TRA ELIGIBILITY**[ ]  **The individual must be an adversely affected worker (includes incumbent workers under 2009, 2011, and 2015 rules) covered under an approved petition; and.** [ ]  **The individual’s first qualifying layoff must have occurred on or after the impact date and on or before the expiration date of the petition.** [ ]  **In the 52-week period ending with the week of the individual’s first qualifying separation or any subsequent total qualifying separation under the same certification, the individual must have had at least 26 weeks of employment at wages of at least $30.00 or more a week in the adversely affected employment.** [ ]  **For each week in which one of the following conditions exist, a week of employment may be added, up to a maximum of seven weeks:** [ ]  **The adversely affected employer authorized leave for vacation, sickness, injury, maternity, or inactive duty or active-duty military service or training; or** [ ]  **An individual’s employment was interrupted to serve as a full time representative of a labor organization in the affected firm or subdivision.** [ ]  **For each week in which one of the following conditions exist, up to a maximum of twenty-six weeks may be added:** [ ]  **An individual could not work for the adversely affected employer due to a disability compensable under workers compensation law or plan of a state or the United States; or** [ ]  **The individual is on call-up for active duty in reserve status in the Armed Forces of the United States if such week began after August 1, 1990.** [ ]  **At the time of the first layoff on or after the impact date, the individual must be monetarily eligible for unemployment. The individual did not have to file a claim but must have had enough hours of work and wages to establish a benefit year.** [ ]  **The individual must have exhausted all rights to unemployment insurance or extended benefits for which the individual was entitled.** |

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| **1-B. NOTIFICATION OF TRADE ADJUSTMENT ASSISTANCE (TRA)** [**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**Certification or affirmative determination or petition certification****Certification date or date of certifications****Certification period****Cooperating State agency (CSA)****Denial or negative determination or petition denial****Filing Date****Firm****Group of workers****One-stop delivery system****Petition date****Successor-in-interest****Supplier****Worker group****The Employment Security Department (ESD)** acts as the agent of the Secretary of Labor and is obligated to provide active outreach and full information to covered TAA workers about the benefit allowances, training, and other employment services available. * **Active Outreach –** [**UNEMPLOYMENT WORKER HANDBOOK**](https://esdorchardstorage.blob.core.windows.net/esdwa/Default/ESDWAGOV/Unemployment/ESD-Handbook-for-Unemployed-Workers.pdf)
* ESD **must** provide information about the TAA program **to every worker that files for Unemployment Insurance** (UI).
* **Rapid Response for Workers**
* **Certification of Petition - Worker Contact Information**
* **Notification to Workers - Written Notification**
* **Public Notice**
* **Electronic Notification**
* **System Partners**

[**29 CFR 38.9 (G)(3), 12/02/2016**](https://www.law.cornell.edu/cfr/text/29/part-38)Babel notice- Limited English Proficient (LEP) individuals will receive language assistance in all communications of vital information, defined as information whether written, oral or electronic, that is necessary for an individual to understand how to obtain any aid, benefit, service, and/or training; necessary for an individual to obtain any aid, benefit, service, and/or training; or required by law. | [**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)[**§ 618.816 Trade Adjustment Assistance Program benefit information and provision of services to workers.**](https://ecfr.io/Title-20/Section-618.816)[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)**[**TEGL 19-16**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Notifications.aspx) **-**Coordination with TAA - Of equal importance is serving workers who need assistance in filing a petition, or workers for which a petition for TAA Eligibility is pending (under investigation, so that the duration of unemployment is minimized.**ESD State Policy** [**ESD State TRA Policy (2015); 12/03/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/TRA/2015-tra-pol.pdf)[**ESD State Policy 3000 (2021)-Notification of Trade Adjustment Assistance (TAA) Certification, 07/01/2021**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3000-2021.pdf)Requirements for **notifying both affected workers and appropriate one-stop system partners** following TAA certification.[**ESD State Policy 3000, Rev 2 (2015) Notification of Trade Adjustment Assistance (TAA) Certification, 09/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3000-2-2015.pdf)[**ESD State TAA Policy 3030 Rev 3 (2021) Health Coverage Tax Credit (HCTC);**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3030-2021.pdf) **\*ATAA recipients are not eligible for any other benefit under the TAA Program other than relocation allowances and HCTC.**[**ESD State Policy 5603, Revision 2, Rapid Response for the Workforce Innovation and Opportunity Act (WIOA) Title I and Trade Adjustment Assistance (TAA) programs, 01/13/2021**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/5603-2.pdf)**Unemployment Insurance Resource Manual (UIRM)**[**5925 Trade Readjustment Allowances (TRA)**](http://sharepoint/BenefitsReference/BenefitsResourceManual/SitePages/5900/5925.aspx)**TRA AFFECTED WORKER NOTIFICATION DOCUMENTS**[**TAA WORKER Notification Letter Template\_1-20; 05/17/18**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Notifications.aspx)[**ESD Mail Center Job Request; 10/10/19**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Notifications.aspx)[**TAA Worker Notification Letter Template 3 or Less; 05/17/18**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Notifications.aspx)[**95914-TAA Boeing Notification Letter; 07/21/20**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Notifications.aspx)[**TAA Program Information Handout; 06/08/20**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Notifications.aspx) | [**UIPL 01-17 Health Coverage Tax Credit (HCTC) for Eligible Trade Adjustment Assistance (TA) Recipients and Alternative TAA (ATAA) and Reemployment TAA (RTAA) Recipients, Change 3; 03/26/21**](https://wdr.doleta.gov/directives/attach/UIPL/UIPL_17-20_Change_3.pdf)[**TEN 10-20, Change 1 Extension of the Health coverage Tax Credit (HCTC) Program for Eligible Trade Adjustment Assistance (TAA) Recipients and Eligible Alternative and Reemployment TAA (ATAA/RTAA) Recipients or Eligible Pension Benefit Guaranty Corporation (PBGC) Recipients; 01/07/2021**](https://wdr.doleta.gov/directives/attach/TEN/TEN%2010-20_Change_1.pdf)**HISTORICAL REFERENCES****HCTC notification was included in the notification packet mailed to affected workers: [HCTC EXPIRED, EFFECTIVE 12/31/2021]****IRS – ICON record report** **IRS Information Page:** [**https://www.irs.gov/credits-deductions/individuals/hctc**](https://www.irs.gov/credits-deductions/individuals/hctc)**TRA NOTIFICATION COMMUNICATION PROCEDURES/DOCUMENTS ON TRA SHAREPOINT SITE AND POSTED IN TRA LIBRARY** [**TRA Notification Communications Plan; 05/04/2018**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Notifications.aspx) **(Not in use)**[**TRA Notification Communications Text; 01/11/2018**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Notifications.aspx) **(Not in use)**[**TAA/TRA Local Media Notification Request**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Notifications.aspx) **(Not in use)**[**TRA Unit Notification Instructions; 01/01/2018**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Notifications.aspx)**TRA OVERVIEW/MANUAL/TRACKING LIBRARY/DESKAID/FORMS**[**Employer Folders; 10/27/2017**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Notifications.aspx)[**Email Text – Employer Request; 04/17/2018**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Notifications.aspx)[**Employee Address Template; 09/16/2019**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Notifications.aspx)[**Request for Orientation Dates Email Text; 03/21/2018**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Notifications.aspx)[**TAA Certification Master Spreadsheet; 07/27/2016**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Notifications.aspx)**Desk Aid/Resources**[**WARN LIST**](https://esd.wa.gov/about-employees/warn)**-----------------------------------------------------------------------------------------------------****Cross match Petition # within Certification Master Spreadsheet to the contents within the Employer Folders Library.****WRITTEN** [**NOTIFICATION**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3000-2-2015.pdf) **MAILED TO WORKER(S)**[ ]  **Employer Folder (TRA SharePoint Site Landing Page)**[ ]  **TAA Certification Master (Status Tracking)**[ ]  **Mail Notification packets (Mail Ctr Request)**[ ]  **Could not locate documentation of written worker notification**  |
| **1-C. REQUEST FOR DETERMINATION** [**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**Adversely affected worker or AAW****Adversely affected incumbent worker or AAIW****Appropriate week****Average weekly hours****Average weekly wage****Benefit period****Exhaustion of UI****First benefit period****Impact date****Lack of work****Layoff****Partial separation or partially separated****Qualifying separation****Separation date****Staffed worker****Threatened to become totally or partially separated****Threatened to begin****Total separation or tally separated****Trade-affected worker****Unemployment Insurance****Regular, Additional, and Extended compensations****Week****Week of unemployment****Certification period**-The individual must be an adversely affected worker covered under an approved petition; and -The individual must be laid off on or after the impact date and on or before the expiration date of the approved petition. ***DATA VALIDATION* TEGL 23-19, Attachment II:****Element 924: TAA APPLICATION DATE**• Electronic Records• Designation on Eligibility form (57)• TAA Application Form (Request for Determination) | [**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)[**§ 618.520 Benefits available to eligible adversely affected workers.**](https://ecfr.io/Title-20/Section-618.520)[**§ 618.725 Training enrollment deadlines.**](https://ecfr.io/Title-20/Section-618.725)[**§ 618.730 Good cause.**](https://ecfr.io/Title-20/Section-618.730)[**§ 618.820 Determinations of eligibility; notices to individuals.**](https://ecfr.io/Title-20/Section-618.820)[**§ 618.876 Verification of eligibility for program benefits.**](https://ecfr.io/Title-20/Section-618.876)[**§ 618.888 Equitable tolling.**](https://ecfr.io/Title-20/Section-618.888)**TEGLs**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)**[**TEGL 23-19, Attachment 2; 06/18/2020**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_23-19_Attachment_2.pdf)**ESD State Policy** [**ESD State TRA Policy (2015); 12/03/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/TRA/2015-tra-pol.pdf)[**ESD State Policy 3025 Denial of Trade Adjustment Assistance and Appeals under Reversion 2021 Rules: 7/1/2021**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3025-2021.pdf)**TRA Procedures Manual/Forms**[**TRA Determinations Manual (Revised March 2019); 03/26/2019**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Eligibility%20Determinations.aspx)[**Request for Trade Act Determination template; 10/12/2020**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Eligibility%20Determinations.aspx)**Unemployment Insurance Resource Manual (UIRM)****[5925 Trade Readjustment Allowances (TRA) ok ref 618/Rev 2021](http://sharepoint/BenefitsReference/BenefitsResourceManual/SitePages/5900/5925.aspx)****TRA Desk Aid/Resources**[**TRA Outgoing Determinations Instructions; 03/31/2020**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Eligibility%20Determinations.aspx)[**Order of Entitlement; effective 06/26/2020**](http://sharepoint/BenefitsReference/DeskAids/TOC/entitle.aspx)[**TRA Entitlement Quick Reference; 12/28/17**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Eligibility%20Determinations.aspx)* **Reversion 2021 eliminates the “good cause” provisions** that allowed a State to waive deadlines for enrolling in training or applying for TRA benefits.
* **States may continue to apply the doctrine of Equitable Tolling,** consistent with the regulations at 20 CFR 618.888, to extend benefit deadlines in egregious circumstances.
* **Elimination of Justifiable Cause to Extend the Eligibility Period** an AAW could receive Basic TRA and Additional TRA for justifiable cause. 20 CFR 618.770 does not apply under Reversion 2021.
* **Elimination of the Special Rule for Military Service** that allowed States to extend any deadlines for any TAA benefit if the AAW’s military service precluded meeting such deadlines. 20 CFR 618.884 does not apply and no extension of deadlines due to military services is available under Reversion 2021.
 | **Cross match detail in ETO with UTAB TRA Maintenance Case**

|  |  |
| --- | --- |
| [ ]  **INITIAL Determination** | **PET#:**[ ]  **26/26** [ ]  **8/16**  |
| **Support Doc** | [ ]  **YES** [ ]  **NO** |
| **Date Req. Received** |  |
| **Determination Date** |  |
| **Impact Date** |  |
| **Certification Date** |  |
| **Expiration Date** |  |
| **Separation Date** |  |
| **\*Date Mailed** |  |
| **Waiver Deadline** |  |
| **Eligibility Period** |  |
| [ ]  **REDETERMINATION** | [ ]  **N/A** |
| **Support Doc** | [ ]  **YES** [ ]  **NO** |
| **Date Req. Received** |  |
| **Determination Date** |  |
| **Impact Date** |  |
| **Certification Date** |  |
| **Expiration Date** |  |
| **Separation Date** |  |
| **\*Date Mailed** |  |
| **Waiver Deadline** |  |
| **Eligibility Period** |  |
| [ ]  **AMENDED Determination** | [ ]  **N/A** |
| **Support Doc** | [ ]  **YES** [ ]  **NO** |
| **Date Req. Received** |  |
| **Determination Date** |  |
| **Impact Date** |  |
| **Certification Date** |  |
| **Expiration Date** |  |
| **Separation Date** |  |
| **\*Date Mailed** |  |
| **Waiver Deadline** |  |
| **Eligibility Period** |  |

**\*Entitlements are to be mailed within 14 days of receipt.** |
| **1-D. Liable & Agent state**[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**AGENT STATE** means a State, other than a liable State, that provides benefits or services to a trade-affected worker. A State can be both an agent State and a liable State. DOL clarifies that there is only an agent State, other than the liable State, if the AAW has accessed services outside of the worker’s liable State. Until such time as the worker seeks services in another State, the liable State is both the liable and agent State. If the worker is simply seeking to travel to another State under a job search allowance, or is relocating to another State, that is not considered to be seeking services in that State. The Department has added this clarification to the definition.**WA AGENT STATE OVERVIEW**-A participant from another state should provide a Trade Act Entitlement Determination letter to the Agent state to show eligibility. -The determination is then forwarded to the TRA Coordinator to record the determination in the Case Management System (ETO). -If the participant does not have an entitlement determination, the case manager is to notify the TRA Coordinator by submitting a Washington Request for Trade Act Determination form. -The TRA Coordinator will work with the liable state to obtain the determination. -Send all out of state UI or TRA benefit issues to Washington’s TRA Coordinator who will work with the liable state’s TRA Coordinator to resolve the issue.**LIABLE STATE** means, with respect to a trade-affected worker making claims for TAA Program benefits, the State whose State UI law is the applicable State law. A State can be both an agent State and a liable State.DOL clarifies that a liable State is the State whose State UI law is the applicable law for the claim. Until such time as the worker seeks services in another State, the liable State is both the liable and agent State. The Department has added this clarification to the definition by indicating that a State can be both the liable and agent State.**WA LIABLE STATE OVERVIEW**-A TAA-eligible participant who has a qualifying Washington UI claim receives approval for TAA benefits and services from Washington. -If a TAA-eligible participant from Washington relocates to another state, and is seeking services in that state, the other state must verify that the individual is eligible for TAA by requesting a copy of the Washington TAA determination. -The Agent state will submit requests for training plans, or job search and relocation allowance to Washington’s TAA State Operator and TAA Interstate Case Manager for the final decision to approve or deny benefits. -Washington’s UI/TRA Coordinator issues, reviews, and revokes waivers. -The UI/TRA Coordinator also processes and pays the TRA payments on eligible participants.\*DOL requires the Agent state to follow the policies of the Liable state for Out-of-Area job search, Relocation, and Job Search Allowance. If the Liable state does not provide these benefits, the Agent state cannot pay for them. | [**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)**§ 618.824 Liable State and agent State responsibilities.** **§ 618.420 Findings required for a job search allowance.** **§ 618.450 Findings required for a relocation allowance.****§ 618.455 Determining the amount of a relocation allowance.****TEGLs**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)****ESD State Policy** [**ESD State Policy 3090 (2021) Agent State and Liable State Responsibilities, 7/1/21**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3090-2021.pdf)[**ESD State Policy 3090 (2015) Agent State and Liable State Responsibilities, 12/11/20**](https://wpc.wa.gov/adm/policy/state/TAA-2015)[**ESD State Policy 2015 TRA Policy**](https://wpc.wa.gov/policy/state/TAA)**Unemployment Insurance Resource Manual (UIRM)****[5925 Trade Readjustment Allowances (TRA) ok ref 618/Rev 2021](http://sharepoint/BenefitsReference/BenefitsResourceManual/SitePages/5900/5925.aspx)****Procedures Manuals** [**TAA Procedures Manual 10.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Policies%20%20Procedures/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Policies%20%20Procedures%2FActive%20TAA%20Procedure%20Plans%20and%20Manuals&FolderCTID=0x0120004033B7B4B451E54E99D746E4DDE6AC61&View=%7BC5214894%2DC053%2D4A7C%2DACB2%2D5B60F88E21F7%7D)[**TRA Determinations Manual (Revised March 2019)**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Eligibility%20Determinations.aspx)**TAA Desk Aid/Resources**[**TAA Program Enrollment Services Desk Aid**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Desk%20Aids%2FETO%20and%20Touchpoint%20Desk%20Aids&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D)[**ETO Touchpoints Desk Aids**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Desk%20Aids%2FETO%20and%20Touchpoint%20Desk%20Aids&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D)[**TAA TRAINING MODULE 6.0 AGENT LIABLE STATE REPONSIBILITIES AND PROCEDURES, 2.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **TAA Agent and Liable State Procedures: (page 12)**-Identify if the participant has an out of state certification or if the certification designation is Washington state (WA). -Verify TAA enrollment occurred after the Entitlement Determination is written in ETO. The TAA Case Manager provides the following, same as for WA participants:-Training Plan – the Agent State pays for training, upon documented approval of the Training Plan from the Liable State.-Benchmarks and completion documents must be submitted quarterly to the TAA Interstate Case Manager to forward to the Liable state.-TRA is paid by the Liable state – Liable state is the TRA contact.WAIVERS-The Agent state must request a participant’s waiver from the WA TRA Coordinator.-Waivers need to be recorded by the Liable state in their system.-The TAA Interstate Case Manager will request Waivers from the Liable state and enter the waiver, per the Agent State request, in ETO.-Waivers are also recorded in ETO for WA tracking.-The Agent state must provide required waiver reviews and inform the Liable state if the waiver is to be revoked or extended. The Liable state approves waiver extensions.TRAINING-The participant’s Training Plan, including On-the-Job Training, must be approved by the Liable State.-When WA is the Liable state the Agent state must submit a request for training approval from WA to the TAA Interstate Case Manager.-A Training Plan, when submitted for approval, includes a complete 6 criteria form. If incomplete, the Training Plan will not be submitted to the Liable state for training approval. -Training Plan Approval Request are to be sent to the TAA Interstate Case Manager at least 10-15 days prior to the start date of training to give the Liable state ample time to respond.-Training Plan Approval Requests include: The Initial and Comprehensive Assessment, Waiver Assessment, WOWI Results, Individual Training Plan and Research, Training Plan Approval Request (to be signed by the Liable state), Six Criteria for Training Approval and the Training Plan Cost.-The Liable state will review the Training Plan package for approval and submit a letter of approval to the Agent state, if approved.BENCHMARKS-Training benchmarks, documenting a participant’s satisfactory progress (midterm reviews, registration, syllabi, grades), and must be sent quarterly to the TAA Interstate Case Manager to forward to the Liable state.-Training credential is required after training completion. DOL requires this to be collected from the other state. The Agent state collects and provides a copy of the credential to the Liable state. AMENDMENTSAll changes to the training plan dates, weeks, or costs need to be forwarded to the Liable state through the TAA Interstate Case Manager for approval.Submit the following amended forms for approval of changes, including any add on costs for tools and equipment needed for training:Approval of Training Request – Dates, weeks, amounts, goal, or training provider.Transportation Allowance Request-Dates and Amounts, if applicable.**WA – LIABLE/AGENT STATE RECORD DOCUMENTATION-TRA** **Written Determination:** [ ]  **Specifies Liable/Agent State**[ ]  **Matches support documentation** |
| **2. TRADE READJUSTMENT ALLOWANCES (TRA)**  |
| **2-A. BASIC TRA** [**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)(b) For purposes of TRA, the term ‘‘training allowance’’ means any assistance or payment, excluding Federal student financial assistance, that can be used for the same purpose as funds for the costs of training covered by the TAA Program, and that is given or paid directly to the AAW. (c) For purposes of TRA, the term ‘‘adversely affected employment’’ includes employment at a successor-in-interest, and such wages reported to the State or received by an AAW from a successor-in-interest are included as wages under § 618.720(c).[**Subpart G—Trade Readjustment Allowances**](https://ecfr.io/Title-20/Part-618/Subpart-G)Explains the requirements for eligibility, amounts, and duration of Basic TRA, Additional TRA, and Completion TRA, all of which are income support in the form of cash payments for an AAW.[**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)[**§ 618.710 Categories of Trade Readjustment Allowances.**](https://ecfr.io/Title-20/Section-618.710) [**§ 618.715 Applications for Trade Readjustment Allowances and payment.**](https://ecfr.io/Title-20/Section-618.715)[**§ 618.720 Qualifying requirements for Basic Trade Readjustment Allowances.**](https://ecfr.io/Title-20/Section-618.720)[**§ 618.725 Training enrollment deadlines.**](https://ecfr.io/Title-20/Section-618.725)[**§ 618.730 Good cause.**](https://ecfr.io/Title-20/Section-618.730)[**§ 618.735 Waiver of training requirement for Basic Trade Readjustment Allowances.**](https://ecfr.io/Title-20/Section-618.735)[**§ 618.740 Evidence of qualification for Basic, Additional, and Completion Trade Readjustment Allowances.**](https://ecfr.io/Title-20/Section-618.740)[**§ 618.745 Weekly amounts of Basic, Additional, and Completion Trade Readjustment Allowances.**](https://ecfr.io/Title-20/Section-618.745)[**§ 618.750 Maximum amount of Basic Trade Readjustment Allowances.**](https://ecfr.io/Title-20/Section-618.750)[**§ 618.755 Eligibility period for Basic Trade Readjustment Allowances.**](https://ecfr.io/Title-20/Section-618.755)[**§ 618.770 Special rule for justifiable cause.**](https://ecfr.io/Title-20/Section-618.770)[**§ 618.775 Payment of Trade Readjustment Allowances during breaks in training.**](https://ecfr.io/Title-20/Section-618.775)[**§ 618.780 Disqualifications.**](https://ecfr.io/Title-20/Section-618.780)[**§ 618.715 Applications for Trade Readjustment Allowances and payment.**](https://ecfr.io/Title-20/Section-618.715)* An initial application for TRA must be filed after certification of the appropriate worker group has been made.
* Copies of such **applications for TRA and all determinations** by the State on such applications **must be included in the AAW’s case file**.
* State must not make any payment of TRA until a certification is issued and the State determines that the AAW is a member of a worker group covered under the specified certification.
* **An initial application is required for TRA** and a separate application is required for Completion TRA.

**ESD State Policy** [**ESD State TRA Policy**](https://wpc.wa.gov/policy/state/TAA)**Benefits Resource Manual** [**5925 Trade Readjustment Allowances (TRA)**](http://sharepoint/BenefitsReference/BenefitsResourceManual/SitePages/5900/5925.aspx)**RCW**[**50.22.020 Extended Benefits (TRA) – Work Searches**](https://app.leg.wa.gov/RCW/default.aspx?cite=50.22.020) | **TEGLs**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)**[**TEGL 23-19, Attachment 2; 06/18/2020**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_23-19_Attachment_2.pdf)**Maximum Number of Weeks of TRA and Duration Under Reversion 2021,** the maximum number of weeks of TRA for which an AAW may be eligible is 130 weeks.**Limitations on TRA Basic** States must apply this eligibility period **under Reversion 2021**. TRA may be payable only during the 104-week period beginning with an AAW’s most recent total qualifying separation from adversely affected employment. The 104-week eligibility period for Basic TRA begins with the first week following the week in which the AAW was most recently totally separated from adversely affected employment within the period covered by the certification. This period is fixed unless the AAW has experienced a subsequent total qualifying separation within the certification period.**Under Reversion 2021,** section 231(a)(5)(A) of the Trade Act reads: (5) Such worker (A)(i) is enrolled in a training program approved by the Secretary under Section 236(a) of this title, and (ii) the enrollment required under clause (i) occurs no later than the latest of 1. the last day of the 16th week after the worker’s most recent total separation from adversely affected employment which meets the requirements of paragraphs (1) and (2),
2. the last day of the 8th week after the week in which the Secretary issues a certification covering the worker,
3. 45 days after the later of the dates specified in subclause (I) or (II), if the Secretary determines that there are extenuating circumstances that justify an extension in the enrollment period, or
4. the last day of a period determined by the Secretary to be approved for enrollment after the termination of a waiver issued pursuant to subsection (c).

**Reversion 2021 retains the three waivers available under TAARA 2015.** Waivers of the training requirement apply to eligibility for Basic TRA only. States may continue to issue waivers based on the following: 1) Health, 2) Enrollment Unavailable, and 3) Training Not Available.**Elimination of Special Rule for Judicial or Administrative Appeal** Reversion 2021 eliminates the Special Rule established by TGAAA 2009 that allowed for the 104-week eligibility period for Basic TRA to begin with the week following the week in which the certification was issued in cases where a judicial or administrative appeal delayed the certification.**Reversion 2021 reinstates the requirement that the first week of TRA eligibility is the one that begins more than 60 days after the date when the petition covering the AAW was filed.** AAWs who have exhausted their UI entitlement before 60 days following the filing of a petition will have to wait up to 60 days from the petition filing date to be eligible to receive TRA. This does not change 20 CFR 618.715(d)(1) through (3) as promulgated but does add the additional restriction on timing of first payments. | **TRA Procedures / Manual** [**TRA Basic Entitlement Manual, 03/2019**](http://sharepoint/sites/UIClaimCenter/TRA/Basic%20TRA/Basic%20TRA%20Manual%20-%20March%202019.docx)[**Locating a Training Plan in ETO**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Basic%20TRA.aspx)**TRA Checklists/TRA Desk Aid/Resources**[**Trade Act Eligibility Calculator, 10/19/2020**](http://sharepoint/sites/UIClaimCenter/TRA/TRA%20Tools/Trade%20Eligibility%20Calculator.xlsm)[**TRA Out of State Eligibility Calculator, 11/30/2017**](http://sharepoint/sites/UIClaimCenter/TRA/TRA%20Tools/Out%20of%20State%20Trade%20Elig%20Calc.xlsx)[**Order of Entitlement, 06/26/2020**](http://sharepoint/BenefitsReference/DeskAids/TOC/entitle.aspx)[**Fact Finding Template, 03/14/2016**](http://sharepoint/sites/UIClaimCenter/UICSTraining/Templates/FF-template.pdf)[**TRA Work Search Directive, 01/23/2019**](http://sharepoint/sites/UIClaimCenter/TRA/Basic%20TRA/TAA%20TRA_Work_Search_Directive_08-2016.doc)[**Basic TRA Application, 03/2018**](http://sharepoint/sites/UIClaimCenter/TRA/Basic%20TRA/Revised%20TRA-Basic-Application%20Draft.pdf)[**Basic TRA Monetary Determination template, 02/06/2018**](http://sharepoint/sites/UIClaimCenter/TRA/Basic%20TRA/Basic%20TRA%20Monetary%20template.docx)**Crossmatch in UTAB/ETO**

|  |  |
| --- | --- |
| [ ]  **BASIC TRA** [ ]  **N/A** | **YEAR RULES: 20XX** |
| **Basic TRA Application** | [ ]  **YES** [ ]  **NO** |
| **Date App. Received** |  |
| **Support Documentation** | [ ]  **YES** [ ]  **NO** |
| **Determination (57)** | [ ]  **YES** [ ]  **NO** |
| **Certification Date** |  |
| **Separation Date** |  |
| **Expiration Date** |  |
| **Waiver Deadline** |  |
| **TRA Basic Eligibility Period** |  |
| **Work Search Directive** | [ ]  **YES** [ ]  **NO** [ ]  **N/A** |
| **UI/EB- BX Date** |  |
| **TRA Basic Start Date** |  |
| **WBA** |  |
| **MBA** |  |
| **Weeks Allowed** |  |
| **Weeks Paid** |  |
| **Date of 1st TRA Payment** |  |
| **TAA Enrollment Date** |  |
| **Delay in TRA Payments** | [ ]  **YES** [ ]  **NO** [ ]  **N/A** |
| **EB Eligible** | [ ]  **YES** [ ]  **NO** [ ]  **N/A** |
| **TB Eligible** | **Applied** [ ]  **YES** [ ]  **NO** [ ]  **N/A****Allowed** [ ]  **YES** [ ]  **NO** [ ]  **N/A****Denied** [ ]  **YES** [ ]  **NO** [ ]  **N/A****Appealed** [ ]  **YES** [ ]  **NO** [ ]  **N/A** |
| **Order of Entitlement**  | [ ]  **YES** [ ]  **NO** [ ]  **N/A** |
| **Training (TRG) Start Date** | **00/00/00 or** [ ]  **N/A** |
| **Any 30-Day breaks in TRG** | [ ]  **YES** [ ]  **NO** [ ]  **N/A** |

**ENTITLEMENT DETERMINATION*** **Entitlement Determination - Date of Determination occurs on or before the date of the program enrollment**
* **Authorized to work in the United States**
* **Immigration Status**
* **Reverification of a worker’s immigration status if the documentation provided during initial verification will expire during the period in which that worker is potentially eligible to receive benefits.**
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| **2-B. ADDITIONAL TRA (ADD)**[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)(a) For purposes of TRA, an AAW is ‘‘participating in approved training’’ if: (1) The worker is either attending and taking part in all scheduled classes, required activities, and required events in a given week, or the training provider has excused the worker’s absence or failure to take part in accordance with its written policies. (2) In the case of distance learning, the worker is either meeting all the requirements of the training provider in a given week in accordance with its rules, regulations, and standards, or the training provider has excused the worker’s failure to meet those requirements in accordance with its written policies.[**§ 618.710 Categories of Trade Readjustment Allowances.**](https://ecfr.io/Title-20/Section-618.710)Additional TRA is payable to an AAW who meets the requirements of § 618.760. Additional TRA is payable only for weeks of unemployment during which the worker is participating in approved training. [**§ 618.715 Applications for Trade Readjustment Allowances and payment.**](https://ecfr.io/Title-20/Section-618.715)**(3) States must provide notice to the worker when a worker begins receipt of Additional TRA.** That notice must include the eligibility requirements under which Additional TRA is payable. | [**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)[**§ 618.710 Categories of Trade Readjustment Allowances.**](https://ecfr.io/Title-20/Section-618.710) [**§ 618.715 Applications for Trade Readjustment Allowances and payment.**](https://ecfr.io/Title-20/Section-618.715)[**§ 618.725 Training enrollment deadlines.**](https://ecfr.io/Title-20/Section-618.725)[**§ 618.730 Good cause.**](https://ecfr.io/Title-20/Section-618.730)[**§ 618.735 Waiver of training requirement for Basic Trade Readjustment Allowances.**](https://ecfr.io/Title-20/Section-618.735)[**§ 618.740 Evidence of qualification for Basic, Additional, and Completion Trade Readjustment Allowances.**](https://ecfr.io/Title-20/Section-618.740)[**§ 618.745 Weekly amounts of Basic, Additional, and Completion Trade Readjustment Allowances.**](https://ecfr.io/Title-20/Section-618.745)[**§ 618.760 Qualifying requirements for, and timing and duration of, Additional Trade Readjustment Allowances.**](https://ecfr.io/Title-20/Section-618.760)[**§ 618.770 Special rule for justifiable cause.**](https://ecfr.io/Title-20/Section-618.770)[**§ 618.775 Payment of Trade Readjustment Allowances during breaks in training.**](https://ecfr.io/Title-20/Section-618.775)[**§ 618.780 Disqualifications.**](https://ecfr.io/Title-20/Section-618.780)**TEGLs**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)**[**TEGL 23-19, Attachment 2; 06/18/2020**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_23-19_Attachment_2.pdf)**ESD State TRA Policy** [**ESD State TRA Policy**](https://wpc.wa.gov/policy/state/TAA)**Benefits Resource Manual** [**5925 Trade Readjustment Allowances (TRA)**](http://sharepoint/BenefitsReference/BenefitsResourceManual/SitePages/5900/5925.aspx) **ok** | **TRA Procedures / Manual** [**TRA Additional Entitlement Manual; 03/2019**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Additional%20TRA.aspx)[**Additional TRA Monetary Mail Merge Instructions**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Additional%20TRA.aspx)[**Printing TRA Monetary Determination**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Additional%20TRA.aspx)**TRA Checklist/TRA Desk Aid/Resources**[**Trade Act Eligibility Calculator, 10/19/2020**](http://sharepoint/sites/UIClaimCenter/TRA/TRA%20Tools/Trade%20Eligibility%20Calculator.xlsm)[**TRA Out of State Eligibility Calculator, 11/30/2017**](http://sharepoint/sites/UIClaimCenter/TRA/TRA%20Tools/Out%20of%20State%20Trade%20Elig%20Calc.xlsx)[**Order of Entitlement, 06/26/2020**](http://sharepoint/BenefitsReference/DeskAids/TOC/entitle.aspx)[**Additional Weekly Monetary Spreadsheets**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Additional%20TRA.aspx)[**Additional TRA Monetary Mail Merge Template**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Additional%20TRA.aspx)**Crossmatch in UTAB/ETO:**

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| [ ]  **ADD TRA** [ ]  **N/A** | **YEAR RULES: 20XX** |
| **Support Documentation** | [ ]  **YES** [ ]  **NO** |
| **TRA ADD Eligibility Period** |  |
| **BASIC BX Date** |  |
| **Notice sent to worker** | [ ]  **YES** [ ]  **NO** |
| **TRA ADD Start Date** |  |
| **Weeks Allowed** |  |
| **Weeks Paid** |  |
| **Date of 1st ADD Payment** |  |
| **Delay in TRA Payments** | [ ]  **YES** [ ]  **NO** [ ]  **N/A** |
| **Order of Entitlement**  | [ ]  **YES** [ ]  **NO** [ ]  **N/A** |
| **Training (TRG) Start Date** | **00/00/00 or** [ ]  **N/A** |
| **Any 30-Day breaks in TRG** | [ ]  **YES** [ ]  **NO** [ ]  **N/A** |
| **Eligible for unpaid Basic** | [ ]  **YES** [ ]  **NO** [ ]  **N/A** |

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| **2-C. COMPLETION TRA (COMP)**[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)(a) For purposes of TRA, an AAW is ‘‘participating in approved training’’ if: (1) The worker is either attending and taking part in all scheduled classes, required activities, and required events in a given week, or the training provider has excused the worker’s absence or failure to take part in accordance with its written policies. (2) In the case of distance learning, the worker is either meeting all the requirements of the training provider in a given week in accordance with its rules, regulations, and standards, or the training provider has excused the worker’s failure to meet those requirements in accordance with its written policies.[**§ 618.710 Categories of Trade Readjustment Allowances.**](https://ecfr.io/Title-20/Section-618.710)**(c) Completion TRA.** Completion TRA is payable to an AAW who meets the requirements of § 618.765. **Completion TRA is payable only for weeks of unemployment during which the worker is participating in approved training.** Completion TRA is payable only after the worker has exhausted all rights to Basic and Additional TRA.[**§ 618.715 Applications for Trade Readjustment Allowances and payment.**](https://ecfr.io/Title-20/Section-618.715)(e) (1) An initial application is required for TRA and **a separate application is required for Completion TRA.** ***DATA VALIDATION* TEGL 23-19, Attachment II:****Element 1526: DATE RECEIVED FIRST COMPLETION TRA PAYMENT****One of the following:**• State UI records of Basic TRA checks issued• Request for allowance• Electronic Records | [**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)[**§ 618.710 Categories of Trade Readjustment Allowances.**](https://ecfr.io/Title-20/Section-618.710) [**§ 618.715 Applications for Trade Readjustment Allowances and payment.**](https://ecfr.io/Title-20/Section-618.715)[**§ 618.725 Training enrollment deadlines.**](https://ecfr.io/Title-20/Section-618.725)[**§ 618.730 Good cause.**](https://ecfr.io/Title-20/Section-618.730)[**§ 618.735 Waiver of training requirement for Basic Trade Readjustment Allowances.**](https://ecfr.io/Title-20/Section-618.735)[**§ 618.740 Evidence of qualification for Basic, Additional, and Completion Trade Readjustment Allowances.**](https://ecfr.io/Title-20/Section-618.740)[**§ 618.745 Weekly amounts of Basic, Additional, and Completion Trade Readjustment Allowances.**](https://ecfr.io/Title-20/Section-618.745)[**§ 618.765 Qualifying requirements for, and timing and duration of, Completion Trade Readjustment Allowances.**](https://ecfr.io/Title-20/Section-618.765)[**§ 618.770 Special rule for justifiable cause.**](https://ecfr.io/Title-20/Section-618.770)[**§ 618.775 Payment of Trade Readjustment Allowances during breaks in training.**](https://ecfr.io/Title-20/Section-618.775)[**§ 618.780 Disqualifications.**](https://ecfr.io/Title-20/Section-618.780)**TEGLs**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)**[**TEGL 23-19, Attachment 2; 06/18/2020**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_23-19_Attachment_2.pdf)**ESD State Policy** [**ESD State TRA Policy**](https://wpc.wa.gov/policy/state/TAA)**Benefits Resource Manual** [**5925 Trade Readjustment Allowances (TRA)**](http://sharepoint/BenefitsReference/BenefitsResourceManual/SitePages/5900/5925.aspx) **(ok-ref 618 and 2021)** | **TRA Procedures / Manual** [**TRA Completion Manual; 03/2019**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Completion%20TRA.aspx)[**Locate a Training Plan in ETO**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Completion%20TRA.aspx)[**Printing Completion Monetary Determinations**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Completion%20TRA.aspx)**TRA Checklists/TRA Desk Aid/Resources**[**Order of Entitlement, 06/26/2020**](http://sharepoint/BenefitsReference/DeskAids/TOC/entitle.aspx)[**Trade Act Eligibility Calculator, 10/19/2020**](http://sharepoint/sites/UIClaimCenter/TRA/TRA%20Tools/Trade%20Eligibility%20Calculator.xlsm)[**TRA Out of State Eligibility Calculator, 11/30/2017**](http://sharepoint/sites/UIClaimCenter/TRA/TRA%20Tools/Out%20of%20State%20Trade%20Elig%20Calc.xlsx)[**Completion TRA Application; 03/2018**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Completion%20TRA.aspx)[**Completion TRA Monetary Determination Template**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Completion%20TRA.aspx)[**Weekly Completion Monetary Spreadsheet**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Completion%20TRA.aspx)**Crossmatch in UTAB/ETO:**

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| [ ]  **COMP TRA** [ ]  **N/A** | **YEAR RULES: 20XX** |
| **Completion TRA Application** | [ ]  **YES** [ ]  **NO** |
| **Support Documentation** | [ ]  **YES** [ ]  **NO** |
| **Date App. Received** |  |
| **TRA COMP Eligibility Period** |  |
| **ADD BX Date** |  |
| **Notice sent to worker** | [ ]  **YES** [ ]  **NO** |
| **Weeks Allowed** |  |
| **Weeks Paid** |  |
| **Date of 1st COMP Payment** |  |
| **Delay in TRA Payments** | [ ]  **YES** [ ]  **NO** [ ]  **N/A** |
| **Order of Entitlement**  | [ ]  **YES** [ ]  **NO** [ ]  **N/A** |
| **Training (TRG) Start Date** | **00/00/00 or** [ ]  **N/A** |
| **Any 30-Day breaks in TRG** | [ ]  **YES** [ ]  **NO** [ ]  **N/A** |
| **Date of Last COMP Payment** |  |
| **Eligible for unpaid Basic** | [ ]  **YES** [ ]  **NO** [ ]  **N/A** |

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| **3. REEMPLOYMENT AND ALTERNATIVE TRADE ADJUSTMENT ASSISTANCE (RTAA/ATAA)**  |
| **3-A. REEMPLOYMENT TRADE ADJUSTMENT ASSISTANCE (RTAA)**[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)***Reemployment Trade Adjustment Assistance* or *RTAA* means** the TAA Program benefit available to certain AAWs 50 years of age and older who obtain qualifying reemployment.[**20 CFR 618, Subpart E—Reemployment Trade Adjustment Assistance**](https://ecfr.io/Title-20/Part-618/Subpart-E)**618.500 Scope.** **618.505 Individual eligibility.** **618.510 Eligibility period for payments of Reemployment Trade Adjustment Assistance and application deadline.** **618.515 Continuing eligibility and timing of payments.****618.520 Benefits available to eligible adversely affected workers.** **618.525 Determinations, redeterminations, and appeals.** **618.530 Reductions of Reemployment Trade Adjustment Assistance payments; priority of payments.** **ENTITLEMENT DETERMINATION*** Entitlement Determination-Date of Determination occurs on or before the date of the program enrollment
* Authorized to work in the United States
* Immigration Status
* Reverification of a worker’s immigration status if the documentation provided during initial verification will expire during the period in which that worker is potentially eligible to receive benefits.

***DATA VALIDATION* TEGL 23-19, Attachment II:****Element 1534: DATE RECEIVED FIRST A/RTAA PAYMENT****One of the following:**• State UI records of Basic TRA checks issued• Request for allowance• Electronic Records | [**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)**TEGLs**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)**[**TEGL 23-19, Attachment 2; 06/18/2020**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_23-19_Attachment_2.pdf)**ESD State Policy** [**ESD State Policy 3015 (2015) Rev 1, Reemployment Trade Adjustment Assistance (RTAA); 09/21/20**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3015-2015-1.pdf)[**ESD State RTAA Policy Manual (2015)**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/TRA/2015-rtaa-pol.pdf)[**ESD State TRA Policy**](https://wpc.wa.gov/policy/state/TAA)**Benefits Resource Manual**[**5925 Trade Readjustment Allowances (TRA)**](https://stateofwa.sharepoint.com/sites/ESD-pi-benefitresourcemanual/SitePages/5900/5925.aspx#top)[**5930 Alternative/Reemployment Trade Adjustment Assistance**](https://stateofwa.sharepoint.com/sites/ESD-pi-benefitresourcemanual/SitePages/5900/5930%20Alternative%20Reemployment%20Trade%20Adjustment%20Assistance%20A-RTAA.aspx)[**5497 Total and Partial Unemployment**](http://sharepoint/BenefitsReference/BenefitsResourceManual/SitePages/5450/5497.aspx#fully)**TRA Procedures / Manuals** [**RTAA Determination Manual**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**RTAA Wage Verification**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**RTAA Earnings (Renumeration)**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**TAA Changes**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**RTAA Manual Draft**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**RTAA Payment Processing**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**TRA & RTAA Determinations Disputes Manual**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)**TRA Checklist/TRA Desk Aid/Resources**[**RTAA Reemployed Full Time Definition**](http://sharepoint/sites/UIClaimCenter/TRA/RTAA/RTAA%20Policy/RTAA%20reemployed%20full-time%20definition.pdf)[**RTAA Tracker EXCEL**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**Copy of RTAA Weekly Payments**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**RTAA Access Payment System (For Reference Only)**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**RTAA Request for Determination**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**RTAA Weekly Claim Form**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx) | **Crossmatch in UTAB/ETO:**

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| [ ]  **RTAA** [ ] **N/A** | **YEAR RULES: 20XX** |
| **Petition #** |  |
| **TAA Enrollment Date** |  |
| **RTAA Application** | [ ]  **YES** [ ]  **NO** |
| **Date App. Received** |  |
| **Support Documentation** | [ ]  **YES** [ ]  **NO** |
| **At least 50 years of age** | [ ]  **YES** [ ]  **NO** |
| **Reemployed by last day of 26th week after qualifying separation...or cert date-whichever is later (ATAA)** | [ ]  **YES** [ ]  **NO** |
| **Reemployed with wages not to exceed $50,000 annually, excluding overtime and bonuses** | [ ]  **YES** [ ]  **NO** |
| **Reemployed Full Time, as defined by State law** | [ ]  **YES** [ ]  **NO** |
| **Determination Written** | [ ]  **YES** [ ]  **NO** |
| **Notice sent to worker** | [ ]  **YES** [ ]  **NO** |
| **RTAA Eligibility Period (104 weeks)** |  |
| **Date of 1st A/RTAA Payment** |  |
| **MBA $10,000 paid to date** |  |
| **Delay in A/RTAA Payments** | [ ]  **YES** [ ]  **NO** [ ]  **N/A** |
| **Did the participant receive TRA, Training or job search?** | [ ]  **YES-not eligible for ATAA**[ ]  **NO**  |

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| **3-B. ALTERNATIVE TRADE ADJUSTMENT ASSISTANCE (ATAA)****TEGL 24-20:****H.1. Petition Process -** AAWs who seek the benefits and services available under the ATAA program must file a regular TAA petition which includes a request that the worker group be considered for eligibility to apply for the ATAA program.**H.2. Investigation Process & H.3. Determinations -** The determination document issued at the conclusion of the [DOL] investigation will clearly state whether or not the petitioning group of workers are eligible to apply for the ATAA program.**H.4. Receipt of ATAA Prohibits Access to TRA, Training Benefits, and Job Search Allowances -** Unlike RTAA, ATAA represents a choice between training and the wage insurance benefit. If the AAW’s preferred option is the ATAA program, the AAW should be encouraged to take advantage of reemployment services and assistance available to them with the goal of returning to work within 26 weeks of their qualifying separation in order to be eligible for ATAA. **H.5. Individual Eligibility** **H.6 Continuing Eligibility** **H.7 ATAA Payments** **H.7.1 Wage Calculation Methodology** **H.7.2. ATAA Overpayments (error or fraud – see Section C.10)*****DATA VALIDATION* TEGL 23-19, Attachment II:****Element 1534: DATE RECEIVED FIRST A/RTAA PAYMENT****One of the following:**• State UI records of Basic TRA checks issued• Request for allowance• Electronic Records | [**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)**TEGLs**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)**[**TEGL 23-19, Attachment 2; 06/18/2020**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_23-19_Attachment_2.pdf)**ESD State Policy** [**ESD State Policy 3015 (2021) Alternative Trade Adjustment Assistance; 07/01/2021**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3015-2021.pdf)[**ESD State TRA Policy**](https://wpc.wa.gov/policy/state/TAA)**Benefits Resource Manual**[**5925 Trade Readjustment Allowances (TRA)**](https://stateofwa.sharepoint.com/sites/ESD-pi-benefitresourcemanual/SitePages/5900/5925.aspx#top)[**5930 Alternative/Reemployment Trade Adjustment Assistance**](https://stateofwa.sharepoint.com/sites/ESD-pi-benefitresourcemanual/SitePages/5900/5930%20Alternative%20Reemployment%20Trade%20Adjustment%20Assistance%20A-RTAA.aspx)[**5497 Total and Partial Unemployment**](http://sharepoint/BenefitsReference/BenefitsResourceManual/SitePages/5450/5497.aspx#fully)[**TRA Procedures / Manuals**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Home.aspx) | **Crossmatch in UTAB/ETO:**

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| [ ]  **ATAA** [ ] **N/A** | **YEAR RULES: 20XX** |
| **Petition #** |  |
| **TAA Enrollment Date** |  |
| **ATAA Application**  | [ ]  **YES** [ ]  **NO** |
| **Date App. Received** |  |
| **Support Documentation** | [ ]  **YES** [ ]  **NO** |
| **At least 50 years of age** | [ ]  **YES** [ ]  **NO** |
| **Reemployed by last day of 26th week after qualifying separation...or cert date-whichever is later (ATAA)** | [ ]  **YES** [ ]  **NO** |
| **Reemployed with wages not to exceed $50,000 annually, excluding overtime and bonuses** | [ ]  **YES** [ ]  **NO** |
| **Reemployed Full Time, as defined by State law** | [ ]  **YES** [ ]  **NO** |
| **Written Determination**  | [ ]  **YES** [ ]  **NO** |
| **Notice sent to worker** | [ ]  **YES** [ ]  **NO** |
| **ATAA Eligibility Period (104 weeks)** |  |
| **Date of 1st A/RTAA Payment** |  |
| **MBA $10,000 paid to date** |  |
| **Delay in A/RTAA Payments** | [ ]  **YES** [ ]  **NO** [ ]  **N/A** |
| **Did the participant receive TRA, Training or job search?** | [ ]  **YES-not eligible for ATAA** [ ]  **NO**  |

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| **4. TRA DENIAL & APPEALS** |
| **4-A. TRA DENIAL**[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)[**§ 618.828 Appeals and hearings.**](https://ecfr.io/Title-20/Section-618.828)**(a) *Applicable State law.*** Except as provided in paragraph (b) of this section, a determination or redetermination under this part (other than a determination on the eligibility of a group of workers under subpart B of this part, which is subject to review by the USCIT) is subject to review in the same manner and to the same extent as determinations and redeterminations under the applicable State law, and only in that manner and to that extent. Proceedings for review of a determination or redetermination may be consolidated or joined with proceedings for review of other determinations or redeterminations under the applicable State law where convenient or necessary. The right of appeal and opportunity for fair hearing for these proceedings must be consistent with section 303(a)(1) and (3) of SSA (42 U.S.C. 503(a)(1) and (3)).**(b) *Allegations of discrimination.*** Complaints alleging that a determination or redetermination under this part violates applicable Federal nondiscrimination laws administered by the U.S. Department of Labor must be handled in accordance with the procedures of 29 CFR parts 31, 32, 35, 36, and 38, as applicable, and as provided in § 618.894 (nondiscrimination and equal opportunity requirements).**(c) *Appeals promptness.*** Appeals under paragraph (a) of this section must be decided with a degree of promptness meeting the Department's “Standard for Appeals Promptness - Unemployment Compensation” (20 CFR part 650). Any provisions of the applicable State law for advancement or priority of UI cases on judicial calendars, or other provisions intended to provide for prompt payment of UI when due, must apply equally to proceedings involving eligibility for TAA Program benefits and services under this part.**(d) *Retroactivity.*** In the case of a redetermination or decision reversing a training denial, the redetermination or decision must be given effect retroactively to the date of issuance of the determination that was subsequently reversed. However, no costs of training may be paid unless such costs actually were incurred for training in which the individual participated. In addition, if a TRA application was filed and denied as a result of the training denial, TRA may only be paid with respect to any week during which the individual was actually participating in the training. | [**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)**TEGLs**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)****ESD State Policy** [**ESD State Policy 3025, Rev 1 (2015) Denial of Trade Adjustment Assistance and Appeals; 09/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3025-2015-2.pdf)[**ESD State Policy 3025 (2021) Denial of Trade Adjustment Assistance and Appeals under Reversion 2021 rules: 07/01/2021**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3025-2021.pdf)[**ESD State TRA Policy**](https://wpc.wa.gov/policy/state/TAA)[**TRA Procedures / Manuals**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Home.aspx) **(TRA SharePoint-Appeals tab)** | **Case notes, cross match of MIS – ETO, UTAB, and ILINX:**[ ]  **An initial written determination or redetermination was in the record**[ ]  **An Appeal with support documentation was filed within 30 days after the date of notification or mailing of a determination or redetermination** [ ]  **The Appeal and support documentation was in the programs MIS records.**[ ]  **TAA, TRA, or A/RTAA appeals with support documentation were uploaded within 5 days of the participant filing their appeal into the state OAH system** [ ]  **Written determinations or redeterminations when allowing or denying TAA, TRA or A/RTAA entitlements were issued by the TRA Unit.****\*TAA Activity - written decisions allowing or denying are prepared by the Case Manager, confirmed by the TAA Supervisor, and verified by the TAA Program Operator (see corresponding Element 18. TAA Denial & Appeals)** |
| **4-B. TRA APPEALS**[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)[**§ 618.828 Appeals and hearings.**](https://ecfr.io/Title-20/Section-618.828)**(a) *Applicable State law.*** Except as provided in paragraph (b) of this section, a determination or redetermination under this part (other than a determination on the eligibility of a group of workers under subpart B of this part, which is subject to review by the USCIT) is subject to review in the same manner and to the same extent as determinations and redeterminations under the applicable State law, and only in that manner and to that extent. Proceedings for review of a determination or redetermination may be consolidated or joined with proceedings for review of other determinations or redeterminations under the applicable State law where convenient or necessary. The right of appeal and opportunity for fair hearing for these proceedings must be consistent with section 303(a)(1) and (3) of SSA (42 U.S.C. 503(a)(1) and (3)).**(b) *Allegations of discrimination.*** Complaints alleging that a determination or redetermination under this part violates applicable Federal nondiscrimination laws administered by the U.S. Department of Labor must be handled in accordance with the procedures of 29 CFR parts 31, 32, 35, 36, and 38, as applicable, and as provided in § 618.894 (nondiscrimination and equal opportunity requirements).**(c) *Appeals promptness.*** Appeals under paragraph (a) of this section must be decided with a degree of promptness meeting the Department's “Standard for Appeals Promptness - Unemployment Compensation” (20 CFR part 650). Any provisions of the applicable State law for advancement or priority of UI cases on judicial calendars, or other provisions intended to provide for prompt payment of UI when due, must apply equally to proceedings involving eligibility for TAA Program benefits and services under this part.**(d) *Retroactivity.*** In the case of a redetermination or decision reversing a training denial, the redetermination or decision must be given effect retroactively to the date of issuance of the determination that was subsequently reversed. However, no costs of training may be paid unless such costs actually were incurred for training in which the individual participated. In addition, if a TRA application was filed and denied as a result of the training denial, TRA may only be paid with respect to any week during which the individual was actually participating in the training. | [**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)**REVERSION 2021**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf)**ESD State Policy** [**ESD State Policy 3025, Rev 1 (2015) Denial of Trade Adjustment Assistance and Appeals; 09/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3025-2015-2.pdf)[**ESD State Policy 3025 (2021) Denial of Trade Adjustment Assistance and Appeals under Reversion 2021 rules: 07/01/2021**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3025-2021.pdf)[**ESD State TRA Policy**](https://wpc.wa.gov/policy/state/TAA)[**TRA Procedures / Manuals**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Home.aspx) **(TRA SharePoint-Appeals tab)****Desk Aid/Resources**[**OAH Home (wa.gov)**](https://oah.wa.gov/) | **Case notes, cross match of MIS – ETO, UTAB, and ILINX:**[ ]  **An initial written determination or redetermination has located in the record**[ ]  **An Appeal with support documentation was filed within 30 days after the date of notification or mailing of a determination or redetermination** [ ]  **The Appeal and support documentation was in the programs MIS records.**[ ]  **TAA, TRA, or A/RTAA appeals with support documentation were uploaded within 5 days of the participant filing their appeal into the state OAH system** [ ]  **Written determinations or redeterminations when allowing or denying TAA, TRA or A/RTAA entitlements were issued by the TRA Unit.****\*TAA Activity written decisions allowing or denying or prepared by the Case Manager, confirmed by the TAA Supervisor and verified by the TAA Program Operator (see Element TAA Denial & Appeals)** |

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| **5. MANAGEMENT INFORMATION SYSTEMS – ETO/UTAB - DATA INTEGRITY** |
| **5-A. UTAB**[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110) | [**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)**TEGLs**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)****ESD State Policy** [**ESD State TRA Policy**](https://wpc.wa.gov/policy/state/TAA)[**TRA Manuals & Procedures**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/TRA%20Manuals%20and%20Procedures.aspx)   | **BENEFIT SERVICES**[ ]  **YES, were consistently entered in UTAB and detailed the provision of services for A/RTAA or TRA benefits**[ ]  **NO, One or Two Issues Identified for A/RTAA or TRA**[ ]  **NO, could not locate services that identified the delivery of any on-going services for A/RTAA or TRA benefits****RECORDED BENEFITS** **Were benefit payments attached to the appropriate programs (A/RTAA, TRA, TB, EB, and UI):**[ ]  **YES, No Issues Identified**[ ]  **NO, One or Two Issues Identified that A/RTAA or TRA**[ ]  **NO, Several or More Issues Identified that A/RTAA or TRA****Were benefits recorded correctly as defined by TRA procedures?**[ ]  **YES, No Issues Identified**[ ]  **NO, One or Two Issues Identified**[ ]  **NO, Several or More Issues Identified****Were benefits recorded within the allotted timeframes?**[ ]  **YES, No Issues Identified**[ ]  **NO, One or Two Issues Identified**[ ]  **NO, Several or More Issues Identified****Were appropriate benefit outcomes recorded in ETO/UTAB?** [ ]  **YES, No Issues Identified**[ ]  **NO, One or Two Issues Identified**[ ]  **NO, Several or More Issues Identified** |
| **5-B. ETO/UTAB CASE NOTES**[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**TEGL 19-16 – Coordination with TAA** | [**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)**TEGLs**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)****ESD State Policy** [**ESD State TRA Policy**](https://wpc.wa.gov/policy/state/TAA)[**TRA Manuals & Procedures**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/TRA%20Manuals%20and%20Procedures.aspx)  | **COMMUNICATION BETWEEN TAA/TRA DESCRIBING THE PROVISION OF CLAIMANT SERVICES AND BENEFITS**[ ]  **YES, very detailed**[ ]  **YES, some detail**[ ]  **NO, could not locate case notes in ETO/UTAB describing the communication between TAA/TRA staff for the claimant’s provision of services and benefits** |

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| **6. OVERPAYMENTS AND PENALITEIS FOR FRAUD – WHEN THE STATE MAY OR CAN WAIVE REPAYMENT ONLY APPLIES TO 2002**  |
| **4-a. Waiver of Recovery of Overpayment**[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)[**§ 618.832 Overpayments; penalties for fraud**](https://ecfr.io/Title-20/Section-618.832)**(a) *Determinations and repayment.*** (1) If a State, the Department, or a court of competent jurisdiction determines that any person has received any payment under this part to which the person was not entitled, including a payment referred to in paragraph (b) of this section, such person is required to repay such amount to the State or the Department, as appropriate, except that the State or the Department must waive such repayment if such State or the Department determines that:(i) The payment was made without fault on the part of such person; and(ii) Requiring such repayment would cause a financial hardship for the person (or the person's household, if applicable).(2) States must provide persons determined to have received TAA overpayments a reasonable opportunity to demonstrate their eligibility for waiver under the criteria in paragraphs (a)(1)(i) and (ii) of this section.(3) A financial hardship exists if recovery of the overpayment would result in the person's (or the person's household's) loss of or inability to pay for ordinary and necessary living expenses. (4) Fault exists for purposes of paragraph (a)(1)(i) of this section**ESD State TAA Policy 3020, Rev 1 (2015):** **FRAUD**If a State agency or a court of competent jurisdiction finds that any person or individual: • Knowingly has made, or caused another to make, a false statement or representation of a material fact • Knowingly has failed, or caused another to fail, to disclose a material fact; and as a result of such false statement or representation, or of such nondisclosure, such individual has received any TAA payment to which the person or individual was not entitled, such person or individual shall, in addition to any other penalty provided by law, be ineligible for any further payments under TAA. | [**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)**TEGLs**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)****ESD State Policy** [**ESD State Policy 3020, Rev 1 (2015) Trade Adjustment Assistance (TAA) Overpayments and Waivers; 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3020-2015-1.pdf)[**ESD State Policy 3020, (2021) Trade Adjustment Assistance (TAA) Overpayments and Waivers; 7/1/2021**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3020-2021.pdf)[**ESD State TRA Policy**](https://wpc.wa.gov/policy/state/TAA) | **Cross match support documentation in ILINX, UTAB, and ETO. Review MIS for case notes and documents to determine if an overpayment occurred and if so, whether an overpayment waiver was approved or denied.**[ ]  **Evidence in the record indicates fraud may have occurred**[ ]  **The record contains a timely appeal that is under review at the time of program monitoring.**[ ]  **An Overpayment Waiver has been offered**[ ]  **A Written request for an overpayment waiver was documented when received from the claimant**[ ]  **Documentation in the record supports a review of Trade Act Financial Hardship was completed**[ ]  **Documentation in the record supports a Trade Act Necessary Expense Test was conducted, utilizing National and Local Standards**[ ]  **N/A****When an Overpayment Waiver was Approved:**[ ]  **Support documentation is in the record indicates the Claimant and TAA Case Manager were notified of the Waiver approval decision.**[ ]  **Could not locate notification documentation for the Claimant**[ ]  **Could not locate notification documentation for the Case Manager****When an Overpayment Waiver is Denied ESD MUST recover the overpayment.** [ ]  **An Overpayment Waiver was denied**[ ]  **The Overpayment has been recovered**[ ]  **Recovery of the Overpayment is in process** [ ]  **N/A** **When an Overpayment was the result of Fraud, ESD MUST recover the overpayment. ESD must recover the payment(s) for which the person or individual was not entitled. Evidence in the record indicates:**[ ]  **The individual is ineligible for any further payments under TAA**[ ]  **Evidence in the record indicates a referral of conduct was made to the US Department of Labor Office of the Inspector General.**[ ]  **The payment(s) has been recovered**[ ]  **Recovery of the payment(s) is in process** [ ]  **N/A**  |
| **TRADE ADJUSTMENT ASSISTANCE (TAA)** |
| 1. **LIABLE & AGENT STATE**
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| **7-A. Liable & Agent state**[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**AGENT STATE** means a State, other than a liable State, that provides benefits or services to a trade-affected worker. A State can be both an agent State and a liable State. DOL clarifies that there is only an agent State, other than the liable State, if the AAW has accessed services outside of the worker’s liable State. Until such time as the worker seeks services in another State, the liable State is both the liable and agent State. If the worker is simply seeking to travel to another State under a job search allowance, or is relocating to another State, that is not considered to be seeking services in that State. The Department has added this clarification to the definition.**WA AGENT STATE OVERVIEW**-A participant from another state should provide a Trade Act Entitlement Determination letter to the Agent state to show eligibility. -The determination is then forwarded to the TRA Coordinator to record the determination in the Case Management System (ETO). -If the participant does not have an entitlement determination, the case manager is to notify the TRA Coordinator by submitting a Washington Request for Trade Act Determination form. -The TRA Coordinator will work with the liable state to obtain the determination. -Send all out of state UI or TRA benefit issues to Washington’s TRA Coordinator who will work with the liable state’s TRA Coordinator to resolve the issue.**LIABLE STATE** means, with respect to a trade-affected worker making claims for TAA Program benefits, the State whose State UI law is the applicable State law. A State can be both an agent State and a liable State.DOL clarifies that a liable State is the State whose State UI law is the applicable law for the claim. Until such time as the worker seeks services in another State, the liable State is both the liable and agent State. The Department has added this clarification to the definition by indicating that a State can be both the liable and agent State.**WA LIABLE STATE OVERVIEW**-A TAA-eligible participant who has a qualifying Washington UI claim receives approval for TAA benefits and services from Washington. -If a TAA-eligible participant from Washington relocates to another state, and is seeking services in that state, the other state must verify that the individual is eligible for TAA by requesting a copy of the Washington TAA determination. -The Agent state will submit requests for training plans, or job search and relocation allowance to Washington’s TAA State Operator and TAA Interstate Case Manager for the final decision to approve or deny benefits. -Washington’s UI/TRA Coordinator issues, reviews, and revokes waivers. -The UI/TRA Coordinator also processes and pays the TRA payments on eligible participants.\*DOL requires the Agent state to follow the policies of the Liable state for Out-of-Area job search, Relocation, and Job Search Allowance. If the Liable state does not provide these benefits, the Agent state cannot pay for them. | [**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)**§ 618.824 Liable State and agent State responsibilities.** **§ 618.420 Findings required for a job search allowance.** **§ 618.450 Findings required for a relocation allowance.****§ 618.455 Determining the amount of a relocation allowance.****TEGLs**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)****ESD State Policy** [**ESD State Policy 3090 (2021) Agent State and Liable State Responsibilities, 7/1/21**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3090-2021.pdf)[**ESD State Policy 3090 (2015) Agent State and Liable State Responsibilities, 12/11/20**](https://wpc.wa.gov/adm/policy/state/TAA-2015)[**ESD State Policy 2015 TRA Policy**](https://wpc.wa.gov/policy/state/TAA)**Unemployment Insurance Resource Manual (UIRM)****[5925 Trade Readjustment Allowances (TRA)](http://sharepoint/BenefitsReference/BenefitsResourceManual/SitePages/5900/5925.aspx)****Procedures Manuals** [**TAA Procedures Manual 10.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Policies%20%20Procedures/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Policies%20%20Procedures%2FActive%20TAA%20Procedure%20Plans%20and%20Manuals&FolderCTID=0x0120004033B7B4B451E54E99D746E4DDE6AC61&View=%7BC5214894%2DC053%2D4A7C%2DACB2%2D5B60F88E21F7%7D)[**TRA Determinations Manual (Revised March 2019)**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/Eligibility%20Determinations.aspx)**TAA Desk Aid/Resources**[**TAA Program Enrollment Services Desk Aid**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Desk%20Aids%2FETO%20and%20Touchpoint%20Desk%20Aids&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D)[**ETO Touchpoints Desk Aids**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Desk%20Aids%2FETO%20and%20Touchpoint%20Desk%20Aids&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D)[**TAA TRAINING MODULE 6.0 AGENT LIABLE STATE REPONSIBILITIES AND PROCEDURES, 2.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)**TAA Procedures Manual - Agent and Liable State (page 12)**-Identify if the participant has an out of state certification or if the certification designation is Washington state (WA). -Verify TAA enrollment occurred after the Entitlement Determination is written in ETO. The TAA Case Manager provides the following, same as for WA participants:-Training Plan – the Agent State pays for training, upon documented approval of the Training Plan from the Liable State.-Benchmarks and completion documents must be submitted quarterly to the TAA Interstate Case Manager to forward to the Liable state.-TRA is paid by the Liable state – Liable state is the TRA contact.WAIVERS-The Agent state must request a participant’s waiver from the WA TRA Coordinator.-Waivers need to be recorded by the Liable state in their system.-The TAA Interstate Case Manager will request Waivers from the Liable state and enter the waiver, per the Agent State request, in ETO.-Waivers are also recorded in ETO for WA tracking.-The Agent state must provide required waiver reviews and inform the Liable state if the waiver is to be revoked or extended. The Liable state approves waiver extensions. | **TAA Procedures Manual (continued)**TRAINING-The participant’s Training Plan, including On-the-Job Training, must be approved by the Liable State.-When WA is the Liable state the Agent state must submit a request for training approval from WA to the TAA Interstate Case Manager.-A Training Plan, when submitted for approval, includes a complete 6 criteria form. If incomplete, the Training Plan will not be submitted to the Liable state for training approval. -Training Plan Approval Request are to be sent to the TAA Interstate Case Manager at least 10-15 days prior to the start date of training to give the Liable state ample time to respond.-Training Plan Approval Requests include: The Initial and Comprehensive Assessment, Waiver Assessment, WOWI Results, Individual Training Plan and Research, Training Plan Approval Request (to be signed by the Liable state), Six Criteria for Training Approval and the Training Plan Cost.-The Liable state will review the Training Plan package for approval and submit a letter of approval to the Agent state, if approved.BENCHMARKS-Training benchmarks, documenting a participant’s satisfactory progress (midterm reviews, registration, syllabi, grades), and must be sent quarterly to the TAA Interstate Case Manager to forward to the Liable state.-Training credential is required after training completion. DOL requires this to be collected from the other state. The Agent state collects and provides a copy of the credential to the Liable state. AMENDMENTSAll changes to the training plan dates, weeks, or costs need to be forwarded to the Liable state through the TAA Interstate Case Manager for approval.Submit the following amended forms for approval of changes, including any add on costs for tools and equipment needed for training:Approval of Training Request – Dates, weeks, amounts, goal, or training provider.Transportation Allowance Request-Dates and Amounts, if applicable.**WA - AGENT STATE FORMS/DOCUMENTATION****Evidence located in the MIS record:**[ ]  **Communication with interstate case manager**[ ]  **TAA Enrollment** [ ]  **Individual Employment Plan** [ ]  **Assessments** [ ]  **Case Notes**[ ]  **Waiver TP / Waiver Approval** [ ]  **ETO Data Entry conforms to the TAA Program’s Agent/Liable State procedures****ENTITLEMENT DETERMINATION*** Entitlement Determination - Date of Determination occurs on or before the date of the program enrollment
* Authorized to work in the United States
* Immigration Status
* Reverification of a worker’s immigration status if the documentation provided during initial verification will expire during the period in which that worker is potentially eligible to receive benefits.
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| 1. **TAA INTAKE-ORIENTATION & PROGRAM ENROLLMENT**
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| **8-A. REQUIRED TAA ORIENTATION** [**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)**§ 618.816 TAA Program benefit information and provision of services to workers****§ 618.876 Verification of eligibility for program benefits.****TEGLs**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)**[**TEGL 23-19, Attachment 2; 06/18/2020**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_23-19_Attachment_2.pdf) | **ESD State Policy**[**ESD State Policy 3070 (2015) Assessments and Required Services; 09/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf)ESD State Policy 3070:**Case managers must inform participants** of the required services, provide requested services that are appropriate, and document in the case management system all services that are offered, any that were not offered, and why those services were not offered.**PROGRAM PROCEDURES****[TAA Procedures Manual, page 14](%5C%5C%5C%5Cesd1flolyusrs%5C%5Cusers%5C%5C212OLY%5C%5Cdcook%5C%5CDesktop%5C%5CDRAFT%20TOOL%20REVISIONS%5C%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)****TAA Checklist/Desk Aid/Resources**[**TAA Orientation Presentations**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/SitePages/TAA.aspx)[**Creating Effective Case Notes**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Desk%20Aids&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D) | **The record contained documentation of the participants attendance at a:** [ ]  **TAA Orientation**[ ]  **Could not locate documentation that supported the**  **participant attended an Orientation.** |

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| **8-B. TAA PROGRAM ENROLLMENT** [**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.310 Responsibilities for the delivery of employment and case management services**](https://ecfr.io/Title-20/Section-618.310)**TEGLs**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)****[TEGL 23-19, Attachment 2; 06/18/2020](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_23-19_Attachment_2.pdf)** | **ESD State Policy**[**ESD State Policy 3070, (2021) Assessments; 7/1/21**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2021.pdf) [**ESD State Policy 3070 (2015) Assessments and Required Services; 09/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual, Appendix B**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Desk Aid/Checklist/Resources****[TAA Program Enrollment Forms Packet Guide; 7/20/21](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/TAA%20LD/TAA%20New%20Staff%20Training/TAA%20Staff%20Training%20Support%20Documents/TAA%20PROGRAM%20ENROLLMENT%20FORMS%20PACKET%20GUIDE%2003.2021.pdf)**[**TAA Program Enrollment Services Desk Aid; 12/9/21**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/TAA%20Tools%20%20Templates/TAA%20Desk%20Aids/ETO%20and%20Touchpoint%20Desk%20Aids/TAA%20Program%20Enrollment%20Services%20Desk%20Aid.pdf)[**Interpreting the TAA/TRA Individual Entitlement Determination**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/TAA%20LD/TAA%20New%20Staff%20Training/TAA%20Staff%20Training%20Support%20Documents/INTERPRETING%20THE%20TAA_TRA%20INDIVIDUAL%20DETERMINATION%20DESK%20AID%2003.2021.pdf)[**Module 2 Section 1 The Essential Seven Required Employment and Case Management Services 11/2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**Module 2 Section 2 TAA Program Petitions Rapid Response and Orientation; 11/2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **A completed TAA Program Enrollment TouchPoint (TP) in ETO includes:**[ ]  **An opened and saved Program Enrollment TP** [ ]  **The enrollment date occurs on or after the date of the participant’s Entitlement Determination** [ ]  **The Program Enrollment is attached to a valid Associated TAA Determination**[ ]  **All required fields and radio buttons are complete**[ ]  **The Participant Signed and dated the TP in ETO OR** [ ]  **The Program Enrollment TP was sent to the participant to obtain their digital signature.** [ ]  **A signed and dated Program Enrollment TP was obtained from the Participant and uploaded with any required documentation for verification of the participant’s electronic signature.**  |
| **8-C. TAA ENROLLMENT FORMS PACKET** [**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)****TEGL 24-20, ATTACHMENT A:****\*IEP is no longer required under Reversion 2021, but strongly recommended.****\*Initial Assessment is still required under Reversion 2021****\*Comprehensive and Specialized Assessment - coordinated with other State programs and partner programs to provide these assessments.** | **ESD State Policy**[**ESD State Policy 3070, (2021) Assessments; 7/1/21**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2021.pdf) [**ESD State Policy 3070, Rev 1 (2015) Assessments and Required Services; 9/21/20**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf) **PROGRAM PROCEDURES**[**TAA Procedures Manual, page 15-17**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Desk Aid/Checklist/Resources**[**TAA Program Enrollment Services Desk Aid; 12/9/21**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/TAA%20Tools%20%20Templates/TAA%20Desk%20Aids/ETO%20and%20Touchpoint%20Desk%20Aids/TAA%20Program%20Enrollment%20Services%20Desk%20Aid.pdf)[**TAA Program Enrollment Forms Packet Guide; 3/2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training%2FTAA%20Staff%20Training%20Support%20Documents&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**Interpreting the TAA/TRA Individual Entitlement Determination**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/TAA%20LD/TAA%20New%20Staff%20Training/TAA%20Staff%20Training%20Support%20Documents/INTERPRETING%20THE%20TAA_TRA%20INDIVIDUAL%20DETERMINATION%20DESK%20AID%2003.2021.pdf)[**Module 2 Section 1 The Essential Seven Required Employment and Case Management Services 11/2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**Module 2 Section 2 TAA Program Petitions Rapid Response and Orientation; 11/2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**Statewide Vendor ID (Client**](http://insideesd.wa.gov/resources/forms-library#Payment%20and%20Purchases)**)**  | **Enrollment Forms Packet includes:** [ ]  **An opened and saved TAA Enrollment Packet TouchPoint (TP) in ETO.** [ ]  **Records contain evidence the WOWI was assigned at Enrollment**[ ]  **All required forms were uploaded into the TAA Enrollment Packet TP.** [ ]  **Initial Assessment Form**[ ]  **Comprehensive Assessment form**[ ]  **Authorization for Release of Information Form**[ ]  **Signature/Date** [ ]  **Program Enrollment Cover Sheet-Verification of “Right to Work” and/or employment authorization** [ ]  **Signature/Date** [ ]  **Individual Employment Plan (IEP) form**[ ]  **Signature/Date** **Reverification of a worker’s authorization to work in the United States (USA), if applicable:** [ ]  **N/A** [ ]  **Authorized to work in the United States**[ ]  **Immigration status if the documentation provided during initial verification will expire during the period in which that worker is potentially eligible to receive benefits.**  |
| **8-d. 1ST BASIC SERVICE AT ENROLLMENT**[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)** | **ESD State Policy**[**ESD State Policy 3070, (2021) Assessments; 7/1/21**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2021.pdf) [**ESD State Policy 3070, Rev 1 (2015) Assessments and Required Services; 9/21/20**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf) **PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**TAA Program enrollment & First Qualifying Participation Service TP**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/TAA%20Tools%20%20Templates/TAA%20Desk%20Aids/ETO%20and%20Touchpoint%20Desk%20Aids/TAA%20Program%20Enrollment%20Services%20Desk%20Aid.pdf) | **Cross matched ETO records:** [ ]  **Data entry of a 1st Basic Service matches the date of program enrollment.**[ ]  **Case/Service notes describes the customer engagement activity at enrollment.**  |
| 1. **ASSESSMENTS & REQUIRED SERVICES**
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| **9-A REQUIRED SERVICES**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)****ESD State Policy**[**ESD State Policy 3070, (2021) Assessments; 7/1/21**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2021.pdf) [**ESD State Policy 3070, Rev 1 (2015) Assessments and Required Services; 9/21/20**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf)  | **PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**TAA Program enrollment & First Qualifying Participation Service TP**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/TAA%20Tools%20%20Templates/TAA%20Desk%20Aids/ETO%20and%20Touchpoint%20Desk%20Aids/TAA%20Program%20Enrollment%20Services%20Desk%20Aid.pdf)[**MODULE 2 SECT 1 The essential seven required employment case management services; 11/2021.**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **The following documented seven required services were in the record:** [ ]  **Comprehensive and specialized assessments** [ ]  **Development of an Individual Employment Plan (IEP) to identify employment goals and objectives, and appropriate training to achieve those goals and objectives.** [ ]  **Information on how to apply for financial aid** [ ]  **Short-term prevocational services**[ ]  **Individual and group career counseling** [ ]  **Provision of employment statistics and other labor market information** [ ]  **Information about supportive services available through partner programs** [ ]  **ETO case notes related any services that were not offered and the reason why the services were not offered in case notes.** |
| **9-B. REFERRAL TO WIOA DW FROM TAA FOR COENROLLMENT**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)[**TEGL 04-20 Guidance on Integrating Services for Trade-Affected Workers under the TAA Program with the WIOA Title I DW Program, October 29, 2020**](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=6273)[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)****ESD State Policy**[**ESD State Policy 3070, (2021) Assessments; 7/1/21**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2021.pdf) [**ESD State Policy 3070, Rev 1 (2015) Assessments and Required Services; 9/21/20**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf) [**ESD State Policy 5617, Rev 2 Co-enrollment of Trade Adjustment Assistance participants into the WIOA Title I-B Dislocated Worker program; 4/27/2022**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/5617-2.pdf)New - Aligns state policy with 20 CFR 618.325 of TAA Final Rule that requires co-enrollment of TAA certified workers, if eligible, into the WIOA Title I-B DW program with an opt-out provision.Revised TAA policy to reflect TEGL 24-20 rules, including prohibition on serving incumbent workers.[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**MODULE 2 SECT 1 The essential seven required employment case management services; 11/2021.**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **TEGL 19-16, Guidance on Services Provided through the Adult and DW Program under WIOA and Wagner Peyser:** * Co-enrollment of workers as eligible for TAA in partnership with WIOA, allows for the timely provision of individualized career services and improves the overall effectiveness of the TAA program.
* Additionally, see sec. 221 (a)(2)(A) of the Trade Act requires the Governor ensure that Rapid Response and appropriate career services are delivered to all workers who are covered by a certified TAA petition.
* American Job Centers can also provide supportive services relating to childcare, transportation, dependent care, housing assistance, and needs-related payments, and may also provide basic and individualized career services along with follow-up services.
* Strict deadlines must be met if individuals are to take full advantage of the Trade benefits available to TAA-certified workers. Barriers to service delivery to this population should be eliminated in order to maximize all the resources available in the one-stop delivery system
* Since most “trade-impacted” workers meet DW eligibility criteria, these individuals should enter the one-stop delivery system immediately following the announcement of a layoff. Immediately beginning the process of needs and skills assessment improves TAA participation rates

and allows individuals more time to consider all of the options available to them, even before these workers may become eligible for TAA. * Under Co-Enrollment, training is a benefit available to TAA-certified adversely affected incumbent workers.
* Once TAA eligibility has been established, all partner staff should continue to work in a coordinated manner to best meet the needs of the workers, rather than use parallel processes that duplicate services.
* To effectuate this seamless service, the states should ensure that the six criteria for the approval of training under Trade Act are used for determining the appropriateness of training.

**TEGL 19-16, Guidance on Services Provided through the Adult and DW Program under WIOA and Wagner Peyser:** The Dislocated Worker program is a critical partner with TAA in identifying  | and serving trade-impacted workers. Co-enrollment, of workers covered under certified petitions (TAA-certified workers) in partnership with the WIOA Dislocated Worker or Adult program, allows for the timely provision of individualized career services and improves the overall effectiveness of the TAA Program. Additionally, sec. 221(a)(2)(A) of the Trade Act requires that the Governor ensure that Rapid Response and appropriate career services are delivered to all workers who are covered by a certified TAA petition. In addition to the Rapid Response services, American Job Centers can also provide supportive services relating to childcare, transportation, dependent care, housing assistance, and needs-related payments, and may also provide career services described in Section 4 of this TEGL. TAA generally provides case management and employment services, training, income support, job search allowances, relocation allowances, wage supplements for older workers, and a health coverage tax credit for TAA-certified workers. Strict deadlines must be met if individuals are to take full advantage of the TAA benefits available to TAA-certified workers. Barriers to service delivery to this population should be eliminated in order to maximize all the resources available in the one-stop delivery systemBasic career services are universally accessible and must be made available to all individuals seeking employment and training services in at least one comprehensive American Job Center per local area. Generally, these services involve less staff time and involvement and include services such as: eligibility determinations, initial skill assessments, labor exchange services, provision of information on programs and services, and program referrals. These services may be provided by both the Adult and Dislocated Worker programs, as well as by the Employment Service.**Trade referral was documented in the record, indicating:**[ ]  **The participant was already enrolled in WIOA**[ ]  **The record contained an ISD enrollment in WIOA**[ ]  **A Trade referral was made to WIOA**[ ]  **A Trade referral to WIOA was declined** [ ]  **Case/Service notes describe when a Trade referral was made to WIOA and/or if the participant declined the offer of the referral.** |
| **9-C. INITIAL ASSESSMENT****TEGL 3-20:** Determining the Availability of ***Suitable Employment*** Under the Trade Adjustment Assistance (TAA) Program’s Final Rule to Return Trade-Affected Workers to Employment as Quickly as Possible.In order to determine whether suitable employment is available, the state must conduct an assessment of the trade-affected worker’s knowledge, skills, and abilities to determine if there is no suitable employment available to the trade-affected worker, and there is no reasonable prospect of such suitable employment becoming available for the worker in the foreseeable future. This information can be obtained through various methods, as described at 20 CFR 618.610(c)(2), by measuring expected job market conditions using pertinent labor market data, including but not limited to job order activity, short-term projections data, job vacancy surveys, business visitation programs, and local and regional strategic plans. This LMI should be documented in the trade-affected worker’s case file. Only if no suitable employment, or the prospect of such suitable employment, is identifiedthrough all available resources does the proposed training program satisfy Criterion 1 of the six criteria described in 20 CFR 618.610(a).ESD State Policy 3070 (2015), Rev 1:TAA case managers will provide each participant with an initial assessment as part of the enrollment requirement to determine the best service strategy and decide if the worker is job ready or in need of training that will return the participant to ***suitable employment.*** All assessments and IEP will be documented in the management information system. Case notes that document and track information about the participant’s intake, program services and activities will also be annotated in the management information system. Case note documentation will begin with the initial assessment and end at the time of program exit.Information about participant health issues and sensitive personal and confidential information will *not* be documented in the management information system.IEP is required for each TAA participant, except under TEGL 24-20Intent to participate | [**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**§ 618.335-Describes the Initial Assessment** **§ 618.335, § 618.610(c)(2), and § 618.610(a).**Federal Register:“An individual will be considered to have exited afterthey have gone 90 days without service, and with no future services scheduled.”Transactional Service entries should be provided at least every 90 days, or a Completion TouchPoint will be entered if the participant decides to stop receiving TAA services[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)****TEGL 24-20, ATTACHMENT A:****\*IEP is no longer required under Reversion 2021, but strongly recommended****\*Initial Assessment still required under Reversion 2021****\*Comprehensive and Specialized Assessment coordinated with other State programs and partner programs to provide these assessments.****TEGL 19-16****ESD State Policy**[**ESD State Policy 3070, (2021) Assessments; 7/1/21**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2021.pdf) [**ESD State Policy 3070, Rev 1 (2015) Assessments and Required Services; 9/21/20**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf) **TAA Checklist/Desk Aid/Resources**[**MODULE 2 SECT 1 The essential seven required employment case management services; 11/2021.**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)Case and/or Service Notes that describe a review of the results of the participants Initial Assessment Form: (ck/verify)1. Work history and experience 2. Previous volunteer experience 3. Job seeking skills 4. Previously achieved education level 5. Previous education and training experience 6. Issues pertinent to re-employment barriers 7. Personal contact information Visual verification and case noted or documented: 1. Appropriate Job Search Contacts – Required for Job Search or Relocation Allowance 2. Driver License and Social Security Card – Documented on the enrollment checklist. 3. Determination of Entitlement 4. Resume (if available) 5. Decline/Demand Information on affected employer occupation (printed and uploaded) -----------------------------------------------------------------------------------------**Case/Service notes describe:** [ ]  **Customer engagement activity at enrollment and review of the initial assessment.**[ ]  **Labor Market Information of primary occupation demand/decline, level of education, review of job skills and resume were documented in case notes.****Record contains the uploaded:** [ ]  **Initial Assessment Form**[ ]  **Decline/Demand information of affected employer occupation.** |
| **9-D. WAIVER ASSESSMENT**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110) | **ESD State Policy**[**ESD State Policy 3070, (2021) Assessments; 7/1/21**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2021.pdf) [**ESD State Policy 3070 (2015) Assessments and Required Services; 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf)**The case manager must:****- conduct a waiver assessment and determine if there is an immediate need for training or if a training waiver is necessary;****- review the waiver deadline date with the participant;****-include it in the Individual Employment Plan and document it in the case file.** **PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**Interpreting the TAA/TRA Individual Entitlement Determination**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/TAA%20LD/TAA%20New%20Staff%20Training/TAA%20Staff%20Training%20Support%20Documents/INTERPRETING%20THE%20TAA_TRA%20INDIVIDUAL%20DETERMINATION%20DESK%20AID%2003.2021.pdf)[**MODULE 2 SECT 1 The essential seven required employment case management services; 11/2021.**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **Case/Service notes describe:** [ ]  **A Waiver Assessment occurred at initial assessment, related the participant was informed of their Waiver from Training enrollment deadline and what steps were to be taken to protect future rights to TRA prior to the deadline.** |
| **9-E. COMPREHENSIVE ASSESSMENT**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**§ 618.345 -Describes comprehensive and specialized assessments**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)****TEGL 24-20:****G.1. Impact of Reversion 2021 on Subpart C of 20 CFR 618:****States may not use TaOA funds to provide comprehensive and specialized assessments. ETA strongly recommends coordinating with other State programs and partner programs to provide these assessments.** | **ESD State Policy**[**ESD State Policy 3070, (2021) Assessments; 7/1/21**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2021.pdf) [**ESD State Policy 3070 (2015) Assessments and Required Services; 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf)**-expands on the initial assessment and are the foundation and justification for all participants’ receiving benefits and services offered through TAA.****- guide in the development of the participant’s individual employment plan and the six criteria for approval of training****- demonstrates that participants have a realistic and obtainable employment goal, and to determine whether training is an option to achieve that goal.****PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**CK if still required in procedures or elsewhere:****-If the participant is entering into a training plan****-If have been in job search longer than 60 days**[**MODULE 2 SECT 1 The essential seven required employment case management services; 11/2021.**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **Case/Service notes describe:** [ ]  **The context of a review of the Comprehensive Assessment Form with the participant.****Record contains the uploaded:** [ ]  **Comprehensive Assessment Form** |

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| **9-F. WOWI ASSESSMENT RESULTS** [**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)****TEGL 24-20:****G.1. Impact of Reversion 2021 on Subpart C of 20 CFR 618:****States may not use TaOA funds to provide comprehensive and specialized assessments. ETA strongly recommends coordinating with other State programs and partner programs to provide these assessments.** | **ESD State Policy**[**ESD State Policy 3070, (2021) Assessments; 7/1/21**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2021.pdf) [**ESD State Policy 3070, Rev 1 (2015) Assessments and Required Services; 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf) [**ESD State Policy 5617, Rev 2 Co-enrollment of Trade Adjustment Assistance participants into the WIOA Title I-B Dislocated Worker program; 4/27/2022**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/5617-2.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)[**MODULE 2 SECT 1 The essential seven required employment case management services; 11/2021.**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **Case/Service notes describe:** [ ]  **The context of a review of the WOWI results with the participant.****Record contains the uploaded:** [ ]  **Copy of the participants WOWI Results** |
| 1. **WAIVER OF TRAINING ENROLLMENT REQUIREMENT**
 |
| **10-A. WAIVER**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**§ 618.725** set forth the statutory deadlines by which an AAW must be enrolled or participating in approved training or have a training waiver in effect as a condition for receiving TRA. These deadlines are commonly referred to as the training enrollment deadlines or the ‘‘26/26-week deadlines.’’Paragraphs (a)(1) and (2) of this section implemented the training enrollment deadlines that require an AAW to be enrolled in training or have a waiver granted no later than the last day of the 26th week after either the worker’s most recent qualifying separation or the last day of the 26th week in which the certification was issued to receive Basic TRA. This is also what is known as the ‘‘26/26-week deadlines.’’ The training enrollment deadlines are established by section 231(a)(5)(A)(ii)(I) and (II) of the Act.[§ 618.888 Equitable tolling.](https://www.ecfr.gov/current/title-20/section-618.888)(a) A TAA Program deadline must be equitably tolled when: (1) An extraordinary circumstance prevented an individual's timely action; and (2) The individual otherwise acted with diligence. (b) (1) When an individual fails to take timely action because the State failed to give notice required under this part, that failure is prima facie evidence of an extraordinary circumstance. (2) If the individual did not receive the required notice, but otherwise received actual notice with sufficient time to take timely action, the lack of receipt of the required notice is not evidence of an extraordinary circumstance. (c) A TAA Program deadline equitably tolled under this section is tolled for the time period during which the extraordinary circumstance exists. Once that circumstance is resolved, the time period that was tolled begins to run again. (d) Equitable tolling may extend an otherwise expired TAA Program deadline by no more than 36 months. | [**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf)**(REVERSION 2021)****ESD State Policy**[**ESD State Policy 3040 (2015) Fundamentals of Trade Readjustment Allowances (TRA)**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3040-2015.pdf) **PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)[**TAA WAIVER Checklist/Desk Aid/Resources**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Desk%20Aids%2FWaiver%20and%20Training%20Enrollment%20Deadline%20Desk%20Aids&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D)**45 Day Extension Request and Waiver Desk Aid****Running the Waiver Report Desk Aid****TAA Training Waiver Desk Aid****Waiver Review Desk Aid-Supervisors** **Equitable Tolling Request****TAA Checklist/Desk Aid/Resources**[**Interpreting the TAA/TRA Individual Entitlement Determination**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/TAA%20LD/TAA%20New%20Staff%20Training/TAA%20Staff%20Training%20Support%20Documents/INTERPRETING%20THE%20TAA_TRA%20INDIVIDUAL%20DETERMINATION%20DESK%20AID%2003.2021.pdf) | **Crossmatch in UTAB/ETO:**

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| --- | --- |
| **WAIVER** [ ] **N/A** | **YEAR RULES: 20XX** |
| **TRA Entitlement Determination** | [ ]  **YES** [ ]  **NO** |
| **Associated Determination Attached** | [ ]  **YES** [ ]  **NO** |
| **Deadline to Issue a Waiver** | **XX/XX/XX** |
| **Waiver Effective Date**  | **XX/XX/XX**  |
| **Waiver Expiration Date (26 weeks)** | **XX/XX/XX** |
| **Waiver Conditions****2002 and 2009 Regulations:**[ ]  **Marketable Skills**[ ]  **Recall**[ ]  **Retirement** | **2011 and 2015, Regulations and 2021 Reversion** [ ]  **Health**[ ]  **Enrollment unavailable**[ ]  **Training not available** |
| **Work Search Directive Issued and Uploaded into ETO** | [ ]  **YES** [ ]  **NO** [ ]  **N/A** |
| **Participant Signature/Date** | [ ]  **YES** [ ]  **NO** |
| **Case Manager Signature/Date** | [ ]  **YES** [ ]  **NO** |
| **Worker digitally signed and received a copy of their waiver** | [ ]  **YES** [ ]  **NO** [ ]  **N/A** |
| **Waiver Reviews** [ ]  **N/A** | [ ]  **90** [ ]  **30** [ ]  **30** [ ]  **30**  |
| **Allowed under all rules** | [ ]  **Equitable Tolling**  |
| **Exceptions – 2015**  | [ ]  **N/A** [ ]  **45 days** [ ]  **60 days** [ ]  **Good Cause** |
| **Exceptions – Reversion 2021 (8/16) \*no military service/justifiable cause**  | [ ]  **N/A** [ ]  **45 days**  |

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| **10-B. WAIVER EXTENSION**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf)**(REVERSION 2021)** | **ESD State Policy**[**ESD State Policy 3070, Rev 1 (2015) Assessments and Required Services; 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf) **PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)[**TAA WAIVER Checklist/Desk Aid/Resources**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Desk%20Aids%2FWaiver%20and%20Training%20Enrollment%20Deadline%20Desk%20Aids&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D)**45 Day Extension Request and Waiver Desk Aid****TAA Training Waiver Desk Aid****Waiver Review Desk Aid-Supervisors** **Equitable Tolling Request** | **Crossmatch in UTAB/ETO:**

|  |  |
| --- | --- |
| **WAIVER EXTENSION** [ ] **N/A** | **YEAR RULES: 20XX** |
| **TRA Eligibility Period (2 year)** |  **XX/XX/XX – XX/XX/XX** |
| **Extension Request submitted to TRA** | [ ]  **YES** [ ]  **NO** |
| **TRA Extension Response** | [ ]  **Approved** [ ]  **Denied** |
| **Waiver Expiration Date Extended** | **XX/XX/XX** |
| **Waiver Extension Case Noted in ETO/UTAB** | [ ]  **YES** [ ]  **NO** |

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| **10-C. WAIVER REVOCATION**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)** | **ESD State Policy**[**ESD State Policy 3070, Rev 1 (2015) Assessments and Required Services; 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf) [**ESD State Policy 3065, Rev 6 (2015) Approval of Trade Adjustment Assistance (TAA) Training; 01/18/22**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3065-2015-6.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)[**TAA WAIVER Checklist/Desk Aid/Resources**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Desk%20Aids%2FWaiver%20and%20Training%20Enrollment%20Deadline%20Desk%20Aids&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D)**TAA Training Waiver Desk Aid****Waiver Review Desk Aid-Supervisors**  | **Crossmatch in UTAB/ETO:**

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| --- | --- |
| **WAIVER REVOCATION** [ ] **N/A** | **YEAR RULES: 20XX** |
| **Waiver Start Date** | **XX/XX/XX** |
| **Waiver Expiration Date**  | **XX/XX/XX**  |
| **Wavier has been Revoked** | [ ]  **YES** [ ]  **NO** |
| **Waiver Revocation Date**  | **XX/XX/XX** |
| **Reason for Revocation of Waiver**  | [ ]  **Starts TAA Training**[ ]  **Waiver Expired**[ ]  **Wavier reason no longer exists**[ ]  **Participant reached the end of BASIC TRA Eligibility** |
| **Participant was notified of their waiver revocation in writing** | [ ]  **YES** [ ]  **NO** |
| **Participant Signature/Date** | [ ]  **YES** [ ]  **NO** |
| **Case Manager Signature/Date** | [ ]  **YES** [ ]  **NO** |

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| 1. **EMPLOYMENT AND CASE MANAGEMENT FOR TAA PARTICIPANTS IN TRAINING**
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| **11-A. TRAINING & REVERSION 2021 APPLICATION FOR TAA TRAINING**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**\*PRE-SEPARATION TRAINING is not allowable under 2002 and Reversion 2014.**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)** | **ESD State Policy**[**ESD State Policy 3065, Rev 1 (2021) Approval of Trade Adjustment Assistance (TAA) Training; 01/18/22**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3065-2021-1.pdf)[**ESD State Policy 3070, (2021) Assessments; 7/1/21**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2021.pdf) [**ESD State Policy 3070, Rev 1 (2015) Assessments and Required Services; 9/21/20**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf) [**ESD State Policy 3065, Rev 6 (2015) Approval of Trade Adjustment Assistance (TAA) Training; 01/18/22**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3065-2015-6.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)[**TAA Checklist/Desk Aid/Resources**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Desk%20Aids%2FETO%20and%20Touchpoint%20Desk%20Aids&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D)**Running a Case Management Report Desk Aid** | **Evidence in the Participant Record supports:**[ ]  **TAA Approval on the Participant’s Entitlement Determination**[ ]  **N/A** [ ]  **YES** [ ]  **NO**[ ]  **Training Justification and intent to participate – LMI**[ ]  **N/A** [ ]  **YES** [ ]  **NO**[ ]  **Application for TAA Training Form (Reversion 2021)**[ ]  **N/A** [ ]  **YES** [ ]  **NO**[ ]  **Case notes specifically call out Work Based Training was first consideration** |
| **11-B. OCCUPATIONAL SKILLS TRAINING-CLASSROOM OR ONLINE (OST)**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)** | **ESD State Policy**[**ESD State Policy 3065, Rev 1 (2021) Approval of Trade Adjustment Assistance (TAA) Training; 01/18/22**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3065-2021-1.pdf)[**ESD State Policy 3070, (2021) Assessments; 7/1/21**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2021.pdf) [**ESD State Policy 3070, Rev 1 (2015) Assessments and Required Services; 9/21/20**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf) [**ESD State Policy 3065, Rev 6 (2015) Approval of Trade Adjustment Assistance (TAA) Training; 01/18/22**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3065-2015-6.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)[**TAA Checklist/Desk Aid/Resources**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Desk%20Aids%2FTraining%20Plan%20Desk%20Aids&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D)**Training Plan Procedure Overview Desk Aid (OST) June 2021****TAA Approved Training Documentation Checklist** | **Evidence located in the Participant Record supports:**[ ]  **Pre-Separation (2009, 2011, and 2015 for Trade-affected incumbent workers)**[ ]  **N/A** [ ]  **YES** [ ]  **NO**[ ]  **Training Plan Cost Form indicates OST is:**[ ]  **Part Time (2009, 2011, 2015, and 2021)**[ ]  **Full Time** |

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| **11-C. WORK BASED TRAINING**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)****TEGL 19-16****WIOA allows up to 75 percent reimbursement to employers for OJT (see Section 14 of this TEGL), while the TAA Program allows reimbursement up to 50 percent of the wage rate, the cost of providing the training, and additional supervision related to the training. For OJT approved training for a co-enrolled TAA participant, the TAA Program may reimburse employers up to 50 percent, and WIOA may reimburse employers up to an additional 25 percent, to bring the total reimbursement to employers up to 75 percent to align TAA program benefits with WIOA flexibilities provided that the State and Local policies provide for a 75 percent reimbursement rate.** | **ESD State Policy**[**ESD State Policy 3035, Rev 1 (2021) On-the-Job Training and Other Work-Based Training; February 11, 2022**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3035-2021-1.pdf)[**ESD State Policy 3035 (2015) On-the-Job Training and Other Work-Based Training; April 14, 2021**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3035-4-2015.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual, page 36-42**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**[\*Reasonable expectation leads to suitable employment](%5C%5C%5C%5Cesd1flolyusrs%5C%5Cusers%5C%5C212OLY%5C%5Cdcook%5C%5CDesktop%5C%5CDRAFT%20TOOL%20REVISIONS%5C%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)** **[\*Curriculum supports skills and knowledge that leads to employment](%5C%5C%5C%5Cesd1flolyusrs%5C%5Cusers%5C%5C212OLY%5C%5Cdcook%5C%5CDesktop%5C%5CDRAFT%20TOOL%20REVISIONS%5C%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)****[\*Measurable standards or targets that identify gains in ability](%5C%5C%5C%5Cesd1flolyusrs%5C%5Cusers%5C%5C212OLY%5C%5Cdcook%5C%5CDesktop%5C%5CDRAFT%20TOOL%20REVISIONS%5C%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)****[\*Employer meets program conditions to provide hands on training](%5C%5C%5C%5Cesd1flolyusrs%5C%5Cusers%5C%5C212OLY%5C%5Cdcook%5C%5CDesktop%5C%5CDRAFT%20TOOL%20REVISIONS%5C%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**[**TAA Checklist/Desk Aid/Resources**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Desk%20Aids%2FTraining%20Plan%20Desk%20Aids&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D)**Training Plan Procedure Overview Desk Aid (OST) June 2021****TAA Approved Training Documentation Checklist**[**OJT Checklist**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/TAA%20LD/TAA%20New%20Staff%20Training/TAA%20Staff%20Training%20Support%20Documents/OJT_Checklist_2017%20REVISED%202020.pdf)**Employer required to maintain and make available for Review - a minimum of 3 years after the end of the participant training period:****\*Job Description****\*Time and Attendance****\*Gross pay and fringe benefits for each pay period****\*Verification of wage payments****\*Copies of correspondence related to the participant****\*Copies of work-based training plan and master contract** | **The following Work-based Training forms, documents, and evidence of compliance with program procedure were located within the participant records:**[ ]  **Checklist**[ ]  **Training Plan** [ ]  **Master Contract**[ ]  **Task Analysis**[ ]  **Invoice/Progress Report**[ ]  **Employer Billing Overview Letter**[ ]  **Contract Modification Form**[ ]  **Participant Responsibilities**[ ]  **Tools and Equipment Agreement** [ ]  **Case Manager Monthly Monitoring at the Participant’s Worksite**  |

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| **WORK-BASED TRAINING: Apprenticeship, On-the-Job Training (non-apprenticeship), and Customized Training may include components of classroom training.** **OJT: Matrix of allowable training weeks by petition number** |

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| 1. **TAA TRAINING PLAN FORMS AND DOCUMENTS**
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| **12-A. TRAINING RESEARCH PACKET**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)** | **ESD State Policy**[**ESD State Policy 3035 (2015) On-the-Job Training and Other Work-Based Training; April 14, 2021**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3035-4-2015.pdf)[**ESD State Policy 3070, Rev 1 (2015) Assessments and Required Services; 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf) [**ESD State Policy 3065, Rev 6 (2015) Approval of Trade Adjustment Assistance (TAA) Training; 01/18/22**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3065-2015-6.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**https://www.careerbridge.wa.gov/**](https://www.careerbridge.wa.gov/)[**Training Plan Research Forms**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Case%20Management%20Forms%20and%20Tools%2FTAA%20Training%20Forms&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D)[**TAA Approved Training Documentation Checklist**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Checklists%20and%20Trackers&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D)[**TAA Training Plan Approval Desk Aid**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Desk%20Aids%2FTraining%20Plan%20Desk%20Aids&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D)[**TAA Training Module 4.1 The Participant Training Plan Overview**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA Training Module 4.2 Developing the TAA Participant Training Plan 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**Training Plan Procedure Overview Desk Aid 02.17.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training%2FTAA%20Staff%20Training%20Support%20Documents&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **Research Packet and Supporting Documentation were uploaded into the TAA Training Forms TouchPoint in ETO:**[ ]  **N/A** [ ]  **YES** [ ]  **NO****A Training Research Packet was submitted by the participant and contained the following completed sections:** [ ]  **Cover Sheet**[ ]  **Training Provider and Program Information**[ ]  **Employer Informational Interviews**[ ]  **Proposed Vocational Plan**[ ]  **Labor Market Information**[ ]  **Financial Resources**[ ]  **Participant Signature and Date****The following Supporting Documentation from the Training Research was located within the participant’s record:**[ ]  **Proposed Training Program Description**[ ]  **Up to 3 Training Occupation Job Postings**[ ]  **Training Occupation Demand/Decline**[ ]  **Academic Plan**[ ]  **School Admission (if applicable)**[ ]  **Basic Skills Assessment (if applicable)** |
| **12-B. FUNDING RESOURCE MAP**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)** | **ESD State Policy**[**ESD State Policy 3035 (2015) On-the-Job Training and Other Work-Based Training; April 14, 2021**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3035-4-2015.pdf)[**ESD State Policy 3070, Rev 1 (2015) Assessments and Required Services; 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf) [**ESD State Policy 3065, Rev 6 (2015) Approval of Trade Adjustment Assistance (TAA) Training; 01/18/22**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3065-2015-6.pdf)[**ESD State Policy 3085, REV 1 (2015) TAA Reasonable Training Cost**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3085-2015-1.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**TAA Training Module 4.1 The Participant Training Plan Overview**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA Training Module 4.2 Developing the TAA Participant Training Plan 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**Training Plan Procedure Overview Desk Aid 02.17.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training%2FTAA%20Staff%20Training%20Support%20Documents&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **The Funding Resource Map and any Supporting Documents were uploaded into the TAA Training Forms TouchPoint in ETO:**[ ]  **N/A** [ ]  **YES** [ ]  **NO****A Funding Resource Map was submitted by the participant and contained the following completed sections:** [ ]  **Participant Name, Signature, and Date**[ ]  **Training Provider and Program Information**[ ]  **Dates of Training**[ ]  **TAA Case Manager Name, Signature and Date**[ ]  **Total Cost of Training**[ ]  **Funding Amounts for each applicable source**[ ]  **Start and End Dates for each applicable source****.** |

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| **12-C. NON-ELIGIBLE TRAINING PROVIDER LIST (NON-ETPL) FORM**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)** |  **ESD State Policy**[**ESD State Policy 3065, Rev 6 (2015) Approval of Trade Adjustment Assistance (TAA) Training; 01/18/22**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3065-2015-6.pdf)[**ESD State Policy 3085, REV 1 (2015) TAA Reasonable Training Cost**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3085-2015-1.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**Training Plan Procedure Overview Desk Aid 02.17.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training%2FTAA%20Staff%20Training%20Support%20Documents&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA Training Module 4.2 Developing the TAA Participant Training Plan 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA Training Module 4.3 Approval of Training Plan and Funding for Training 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **The Non-Eligible Training Provider List (non-ETPL) Form and any Supporting Documents were uploaded into the TAA Training Forms TouchPoint in ETO:**[ ]  **N/A** [ ]  **YES** [ ]  **NO** |
| **12-D. TRAINING WEEKS CALCULATOR**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)**

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| **Petition Number**  | **OST weeks**  | **Additional weeks**  | **Additional TRA for**  | **Total instruction weeks** |
| **50,000 – 69,999** | **104** | **Up to 26** | **Remedial Only** | **130** |
| **70,000 – 79,999** | **156** |  | **Remedial & prerequisite** | **156** |
| **80,000-Under 02** | **104** | **Up to 26** | **Remedial Only** | **130** |
| **80,000 Under 11** | **117** | **Up to 13-if applicable** | **Completion** | **130** |
| **81,000-and above** | **117** | **Up to 13-if applicable** | **Completion** | **130** |

 | **ESD State Policy**[**ESD State Policy 3065, Rev 6 (2015) Approval of Trade Adjustment Assistance (TAA) Training; 01/18/22**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3065-2015-6.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**Training Weeks by Petition Desk Aid**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Desk%20Aids%2FTraining%20Plan%20Desk%20Aids&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D)[**Training Plan Procedure Overview Desk Aid 02.17.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training%2FTAA%20Staff%20Training%20Support%20Documents&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA Training Module 4.2 Developing the TAA Participant Training Plan 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA Training Module 4.3 Approval of Training Plan and Funding for Training 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **The Training Weeks Calculator Worksheet was uploaded into the TAA Training Forms TouchPoint in ETO:**[ ]  **N/A** [ ]  **YES** [ ]  **NO****The forecasted Training Weeks are within the allowable instructional weeks under the Petition the participant is funded:**[ ]  **N/A** [ ]  **YES** [ ]  **NO** |

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| **12-E. SIX CRITERIA FOR APPROVAL OF TRAINING**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)[**§ 618.610 Criteria for approval of training.**](https://www.ecfr.gov/current/title-20/chapter-V/part-618/subpart-F/section-618.610)-TAA approved training must meet the six criteria. 1. **No Suitable Employment Available** – The definition for suitable employment is work of an equal or higher skill level than the participant’s past adversely affected employment and the wages are not less than 80 percent of the participant’s average weekly wage at the time of the qualifying separation.

**Supporting documents** must be placed in the participant file. These documents include copies of work search contacts and the Qualifying Occupations-Local Area Demand/Decline list for occupations the participant has had experience in. Include a brief description of the participant’s job seeking activities in the case notes. 1. **Participant Will Benefit from Training**– This means there is a direct relationship between what would be provided by the training program being considered and the needs of the participant for skills training or remedial education.

**The supporting documentation**, which includes the participant’s assessment including literacy testing as well as school information, must be placed in the participant file.1. **Reasonable Expectation of Employment Following Completion of Training –** Given the skills and education the participant obtains during the proposed training, there is a reasonable expectation that the participant will find a job.

**The supporting documents** to be placed in the participant file include the Qualifying Occupations-Local Area Demand/Decline list and Occupational Projections. 1. **Training is Reasonably Available and Accessible –** “Available” means that training is reasonably available from either government agencies or private sources. “Accessible” means training is located within the participant’s normal commute area or outside the commute area if none is available at the time within the participant’s commute area. The selection of a training or provider and location must be prioritized as follows:

1. Local community colleges, vocational technical schools or state universities 2. A private school within the commute area 3. Community college or vocational school outside the normal commute area 4. A private school outside the normal commute area 5. Out of state (FT online are an exception) If a private institution is selected over a public institution enter the reason why in case notes.  **All supporting documentation** to be placed in the participant’s electronic file include the completed and approved training research packet and school information, found at <http://www.careerbridge.wa.gov>. 1. **Participant is Qualified to Undertake and Complete the Training –** Evaluate the participant’s personal qualifications, including capabilities, educational background, work experience and financial resources as adequate to undertake and complete the specific training program being considered.

**A copy of the participant’s** assessments and a copy of their budget information worksheet must be placed in the participant file to support this condition. When adequate financial resources are not available to complete the training program, the plan will not be approved, and consideration will be given to other available training opportunities. 1. **Training is Suitable and Available at a Reasonable Cost –** Training must be appropriate for the participant given their capabilities, background and experience as demonstrated through their comprehensive assessments. Reasonable cost means that first consideration must be given to the lowest cost training available within the commuting area before considering training outside the commuting area.

**A copy of the training cost information** provided by the school and the supporting documentation from the research must be placed in the participant file to support this condition. | **TEGL’s**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)**[**TEGL 3-20 Determining the Availability of Suitable Employment Under the Trade Adjustment Assistance (TAA) Program’s Final Rule to Return Trade-Affected Workers to Employment as Quickly as Possible; 9/24/2020**](https://wdr.doleta.gov/directives/corr_doc.cfm?docn=6597)**TEGL 3-20** describes coordination of assessment, employment and case management services, appropriate and TAA approved trainings and the six criteria that specifically relates to the definition of suitable employment.**ESD State Policy** [**ESD State Policy 3085, Rev 1 (2015) Trade Adjustment Assistance (TAA) Reasonable Training Cost; 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3085-2015-1.pdf)[**ESD State Policy 3065, Rev 6 Approval of TAA Training; 1/18/2022**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3065-2015-6.pdf)[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**Training Plan Procedure Overview Desk Aid 02.17.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training%2FTAA%20Staff%20Training%20Support%20Documents&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA Training Module 4.2 Developing the TAA Participant Training Plan 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA Training Module 4.3 Approval of Training Plan and Funding for Training 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**SUPER SIX Developing the 6 Criteria for Training 6/10/2020**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FSpecialized%20Training%20and%20Tech%20Sessions&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **The following “**[x] **” indicates client specific statements were provided in support of each of the following Six Criteria:** [ ]  **1. No Suitable Employment Available: statement relates job search results for work of equal or higher skill level at wages not less than 80 percent of weekly wage at time of separation is not available.**[ ]  **2. Benefit from Training: statement describes the direct relationship between what skills the training program will provide, and the client needs for skills training or remedial education (refresh or earn new credentials to compete in labor market)**[ ]  **3. Reasonable Expectation of Employment Following Completion of Training: Statement support that as a result completion of the proposed training the client is expected will find employment.**[ ]  **4. Training is reasonably available and Accessible: statement relates training is available from either government agencies or private sources, as is or is not located within the client’s commute area (25 miles)**[ ]  **5. Qualified to undertake and complete training: statement relates if the client has adequate basic skills, educational background, work experience and financial resources to undertake and complete the specific training program considered.** [ ]  **6. Training is suitable and available at a reasonable cost: statement relates the training selected per assessment results and first consideration must be given to the lowest cost training available within the commuting area before considering training outside the commuting area (including training plus any transportation costs).****The following “**[x] **” indicates documentation was uploaded into the client’s ETO record in support of each of the following Six Criteria:** [ ]  **1. Case notes that describe job seeking activities; Demand/decline print out of primary occupation and work search contacts.**[ ]  **2. Initial, Comprehensive, WOWI Assessments, and school information (ex. Ed plan, training program outline, and training cost plan from the school). When applicable, College Placement test results.**[ ]  **3.** **Demand/decline print out of the training occupation and training job postings.**[ ]  **4. Training Research Packet (completed and approved) and ETPL school information.**[ ]  **5. Initial, Comprehensive, and WOWI Assessments (budget/financial section supports the participants has adequate income to meet expenses while in training) Assessments, and the participants IEP. When applicable, College Placement test results.**[ ]  **6. Training cost information from the school and documentation from the research must support the training is available and at a reasonable cost.** |

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| **12-F. TRANSPORTATION & SUBSISTENCE**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)[**§ 618.605 General procedures.**](https://www.ecfr.gov/current/title-20/chapter-V/part-618/subpart-F/section-618.610)[**§ 618.640 Supplemental assistance.**](https://www.ecfr.gov/current/title-20/chapter-V/part-618/subpart-F/section-618.640)**TEGL’s**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)** | **ESD State Policy** [**ESD State Policy 3085, Rev 1 (2015) Trade Adjustment Assistance (TAA) Reasonable Training Cost; 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3085-2015-1.pdf)[**ESD State Policy 3070, Rev 1 Assessments and Required Services: 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf)[**ESD State Policy 3065, Rev 6 Approval of TAA Training; 1/18/2022**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3065-2015-6.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**TAA Training Module 4.4 Transportation Subsistence Allowance 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**Training Plan Procedure Overview Desk Aid 02.17.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training%2FTAA%20Staff%20Training%20Support%20Documents&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **Transportation and/or Subsistence Forms with Supporting Documentation were uploaded into the TAA Training Forms TouchPoint in ETO:**[ ]  **N/A** [ ]  **YES** [ ]  **NO****The following completed forms and supporting documentation for TRANSPORTATION was located within the participant’s record:** [ ]  **N/A**[ ]  **Training Responsibilities Packet**[ ]  **MapQuest or Google maps - Statewide Commuting Area** **(Anything over 25 miles one way can be reimbursed)**[ ]  **Transportation Allowance Request Form**[ ]  **Transportation Mileage Calculation**[ ]  **Field Trip Calculation**[ ]  **Transportation Denial**[ ]  **Transportation Amendment from Original Request**[ ]  **Transportation Claim Forms****The following completed forms and supporting documentation for SUBSISTENCE was located within the participant’s record:** [ ]  **N/A**[ ]  **Training Responsibilities Packet**[ ]  **MapQuest or Google maps - Statewide Commuting Area** **(Anything over 25 miles one way can be reimbursed)**[ ]  **Subsistence Allowance Request Form**[ ]  **Subsistence Calculation**[ ]  **One Round Trip Mileage Calculation**[ ]  **Daily Living Expenses**[ ]  **Subsistence Denial**[ ]  **Subsistence Amendment from Original Request** [ ]  **Subsistence Claim Forms** |

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| **12-G. TOOLS & EQUIPMENT**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)[**§ 618.605 General procedures.**](https://www.ecfr.gov/current/title-20/chapter-V/part-618/subpart-F/section-618.610)**TEGL’s**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)** | **ESD State Policy** [**ESD State Policy 3085, Rev 1 (2015) Trade Adjustment Assistance (TAA) Reasonable Training Cost; 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3085-2015-1.pdf)[**ESD State Policy 3065, Rev 6 Approval of TAA Training; 1/18/2022**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3065-2015-6.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**Training Plan Procedure Overview Desk Aid 02.17.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training%2FTAA%20Staff%20Training%20Support%20Documents&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA Training Module 4.2 Developing the TAA Participant Training Plan 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA Training Module 4.3 Approval of Training Plan and Funding for Training 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **Tools & Equipment Supporting Documentation was uploaded into the TAA Training Forms TouchPoint in ETO:**[ ]  **N/A** [ ]  **YES** [ ]  **NO****The following completed forms and supporting documentation for Tools & Equipment were located within the participant’s TAA Training Forms TP:** [ ]  **N/A**[ ]  **Tools & Equipment Agreement Responsibilities Packet**[ ]  **Training Responsibilities Packet Coversheet**[ ]  **Training Cost Form (identified cost)**[ ]  **TOOL LIST/SYLLABUS**[ ]  **Required of all students**[ ]  **Listed on the participants related School Syllabus**[ ]  **TAA Purchase Forms and completed documentation:**[ ]  **Completed TAA Procurement Request**[ ]  **Estimate selected for purchase, includes required** **quotes, in support of the purchase decision**[ ]  **Document used to inventory tools includes the** **participant and TAA case manager signatures**[ ]  **Case notes “tell the story” by documenting tools** **ordered, inventory results, serial number, and detail** **regarding the tool & Equipment purchase decision.** |
| **12-H. TRAINING PLAN COST FORM**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**TEGL’s**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)** | **ESD State Policy** [**ESD State Policy 3085, Rev 1 (2015) Trade Adjustment Assistance (TAA) Reasonable Training Cost; 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3085-2015-1.pdf)[**ESD State Policy 3070, Rev 1 Assessments and Required Services: 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf)[**ESD State Policy 3065, Rev 6 Approval of TAA Training; 1/18/2022**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3065-2015-6.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**Training Plan Procedure Overview Desk Aid 02.17.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training%2FTAA%20Staff%20Training%20Support%20Documents&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA Training Module 4.2 Developing the TAA Participant Training Plan 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA Training Module 4.3 Approval of Training Plan and Funding for Training 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **Training Plan Cost (TPC) and justification of training were documented and uploaded into the TAA Training Forms TouchPoint in ETO:** [ ]  **N/A** [ ]  **YES** [ ]  **NO****The TPC contained the following completed sections on the form:** [ ]  **N/A** [ ]  **Section A: Program Information**[ ]  **Section B: Training Cost**[ ]  **Section C: Participant Signature**[ ]  **Section D: Training Provider Signature**[ ]  **Section E: Employment Security Signature**[ ]  **TPC was signed and dated by all parties BEFORE the participant begins training**[ ]  **Supervisor signature is within 30 days prior to the start date of training**[ ]  **Training Cost Form matches the detail on the Training Plan Cost form:**[ ]  **N/A** [ ]  **YES** [ ]  **NO** |

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| **12-I. APPROVAL OF TRAINING REQUEST FORM**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**TEGL’s**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)** | **ESD State Policy** [**ESD State Policy 3085, Rev 1 (2015) Trade Adjustment Assistance (TAA) Reasonable Training Cost; 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3085-2015-1.pdf)[**ESD State Policy 3070, Rev 1 Assessments and Required Services: 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf)[**ESD State Policy 3065, Rev 6 Approval of TAA Training; 1/18/2022**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3065-2015-6.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources****TAA Training Plan Approval Desk Aid****Training Procedure Checklist**[**TAA Training Module 4.3 Approval of Training Plan and Funding for Training 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**Training Plan Procedure Overview Desk Aid 02.17.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training%2FTAA%20Staff%20Training%20Support%20Documents&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA Training Module 4.4 Transportation Subsistence Allowance 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **Approval of Training Request form and justification of training were documented and uploaded into the TAA Training Forms TouchPoint in ETO:**[ ]  **N/A** [ ]  **YES** [ ]  **NO****The TPC contained the following completed sections on the form:** [ ]  **N/A** [ ]  **Section A: Participant Request** [ ]  **Section B: Agency Approval of Training Request**[ ]  **Section C: Agency Denial of Training Request**[ ]  **Approval of Training was signed and dated by the Participant and TAA Case**  **Manager BEFORE the participant began training:** [ ]  **N/A** [ ]  **YES** [ ]  **NO**[ ]  **Approval of Training Request matches the training detail on the Training Plan** **Cost form:** [ ]  **N/A** [ ]  **YES** [ ]  **NO** |
| **12-J. TRAINING RESPONSIBLITIES PACKET**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**TEGL’s**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)** | **ESD State Policy** [**ESD State Policy 3085, Rev 1 (2015) Trade Adjustment Assistance (TAA) Reasonable Training Cost; 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3085-2015-1.pdf)[**ESD State Policy 3070, Rev 1 Assessments and Required Services: 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf)[**ESD State Policy 3065, Rev 6 Approval of TAA Training; 1/18/2022**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3065-2015-6.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources****Training Procedure Checklist**[**TAA Training Module 4.3 Approval of Training Plan and Funding for Training 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**Training Plan Procedure Overview Desk Aid 02.17.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training%2FTAA%20Staff%20Training%20Support%20Documents&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA Training Module 4.4 Transportation Subsistence Allowance 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **The signed and dated Training Responsibilities Packet Cover Sheet was uploaded into the TAA Training Forms TouchPoint in ETO:**[ ]  **N/A** [ ]  **YES** [ ]  **NO** |

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| **12-K. TRAINING PLAN AMENDMENTS**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**TEGL’s**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)** | **ESD State Policy** [**ESD State Policy 3085, Rev 1 (2015) Trade Adjustment Assistance (TAA) Reasonable Training Cost; 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3085-2015-1.pdf)[**ESD State Policy 3070, Rev 1 Assessments and Required Services: 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf)[**ESD State Policy 3065, Rev 6 Approval of TAA Training; 1/18/2022**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3065-2015-6.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**Training Plan Procedure Overview Desk Aid 02.17.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training%2FTAA%20Staff%20Training%20Support%20Documents&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA Training Module 4.4 Transportation Subsistence Allowance 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)**.** | **Only ONE training plan per certification was approved, as allowable, for this participant’s certification:**[ ]  **N/A** [ ]  **YES** [ ]  **NO****The Training Amendment form(s) were:**[ ]  **Uploaded into the TAA Training Forms TouchPoint** [ ]  **TAA Amendment form was signed** [ ]  **N/A** [ ]  **YES** [ ]  **NO****If the participant voluntarily withdrew from training, or their training plan was terminated:** **The record contained evidence that the TAA Case Managers notified the participant that their right to TRA benefits may be jeopardized and may result in the participant being liable for an overpayment:** [ ]  **YES** [ ]  **NO****The content in the participants record indicated the TAA Case Manager notified the TRA Unit if the participants training plan changed:** [ ]  **N/A** [ ]  **YES** [ ]  **NO****Case notes “tell the story” by documenting any training plan change(s):** [ ]  **N/A** [ ]  **YES** [ ]  **NO****If a request to change the participant training plan cannot be approved, the TAA Program Operator was consulted, and a formal written denial was issued to the participant:** [ ]  **N/A** [ ]  **YES** [ ]  **NO** |
| **12-L. BENCHMARKS**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**TEGL’s**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)** | **ESD State Policy** [**ESD State Policy 3065, Rev 6 Approval of TAA Training; 1/18/2022**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3065-2015-6.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**Training Plan Procedure Overview Desk Aid 02.17.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training%2FTAA%20Staff%20Training%20Support%20Documents&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA Training Module 4.5 Maintenance of the Training Plan 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **Case notes “tell the story” by documenting a review of the participant’s benchmarks and provided support of the participants progress in TAA Approved Training:** [ ]  **N/A** [ ]  **YES** [ ]  **NO****This record contained evidence of a substandard review\* of the participants established benchmarks:** [ ]  **N/A** [ ]  **YES** [ ]  **NO****\*Failure to make satisfactory Training Progress was identified in this record:** [ ]  **N/A** [ ]  **YES** [ ]  **NO**[ ]  **Participant has not maintained satisfactory contact with the TAA Case Manager and/or does not make satisfactory progress in the TAA Approved Training.**[ ]  **The record contains evidence that the participant is unwilling to meet training plan requirements including responding to the TAA Case Manager’s request for benchmarks/required school documents.**[ ]  **The record relates the participant’s progress in training will result in a training plan that is unable to completed within the allowable weeks and there are no remaining options to amend the training plan.**[ ]  **The record contains evidence the participant’s has poor attendance of TAA Approved Training.****In support of COMPLETION TRA eligibility, a completed TAA Benchmarks Form was uploaded into the TAA Training Forms TP:** [ ]  **N/A** [ ]  **YES** [ ]  **NO** |
| **12-M. MEASURABLE SKILLS GAINS (MSG)**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**TEGL’s**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)**[**TEGL 14-18 – Attachment 10, MSG page 2; 3/25/2019**](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7611)[**TEGL 10-16, Change 1, page 37**](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3255) | **ESD State Policy** [**ESD State Policy 3065, Rev 6 Approval of TAA Training; 1/18/2022**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3065-2015-6.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**TAA Training Module 4.5 Maintenance of the Training Plan 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**MSG and Co-Enrollment Tech Session 6.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FSpecialized%20Training%20and%20Tech%20Sessions&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA MSG Test and Results TouchPoint Desk Aid 7.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Desk%20Aids%2FETO%20and%20Touchpoint%20Desk%20Aids&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D) | **The following Measurable Skills Gains were uploaded into the Tests & Results TouchPoint in ETO:** [ ]  **N/A** [ ]  **Training Progress forms** [ ]  **Grades**[ ]  **Credential(s) earned)****Case notes “tell the story” and documented a review of the participant’s MSG benchmarks in support of the data entry of the participants MSGs earned and training progress:** [ ]  **N/A** [ ]  **YES** [ ]  **NO**  |
| 1. **TRADE ACT PROGRAM ALLOWANCES**
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| **13-A. JOB SEARCH ALLOWANCE**[**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**§ 618.420 Findings required for a job search allowance.****TEGL’s**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)**[**TEGL 10-16, Change 1, pages 21-22**](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3255)[**TEGL 14-18 – Attachment 10, page 2; 3/25/2019**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTEGL%2014-18%20%E2%80%93%20Attachment%2010%2C%20MSG%20page%202%3B%203%5C25%5C2019) | **ESD State Policy** [**ESD State Policy 3010, Rev 1 (2015) Job Search Allowance; 9/21/20**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3010-2015-1.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**Training Plan Procedure Overview Desk Aid 02.17.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training%2FTAA%20Staff%20Training%20Support%20Documents&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA Training Module 3.3 Job Search Allowances: Out of Area & Relocation 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **Evidence in the record supports the participant met the conditions and requirements to receive reimbursement for an out-of-area job search allowance: (3010)**[ ]  **The participant met one of the following deadline dates:**[ ]  **365 days after the date of the certification** [ ]  **365 days from their last total separation**[ ]  **182 days after the completion of an approved training program.**[ ]  **No Suitable Employment was determined to be available within the participants commuting area in which the worker resides, as defined as 50 miles roundtrip.**[ ]  **Participant assessments and Individual Employment Plan supported the approval to conduct an out of area job search.****Reimbursement of Out of Area Job Search Allowances did not exceed:**[ ]  **90% of costs** [ ]  **Cumulative reimbursements of $1,250****Evidence in the record indicates the participants job search allowances:** [ ]  **Were requested for approval of Job Search Allowance prior to conducting an out-of-area job search.**[ ]  **Due to the participant having a scheduled employment interview for the case manager to approve the request.**[ ]  **The case manager verified the job search interview and advised the participant of the allowable expenditures and duration of the out-of-area job search.**[ ]  **The job search expenses paid were not covered by the prospective employer or partner programs.**[ ]  **Job search and relocation allowance were not allowed at the same time, but the participant may receive a relocation allowance after receiving job search.**[ ]  **Job search allowances were paid and supported by original receipts; reimbursed costs were only for the participants expenses.**[ ]  **The case manager verified and documented the outcome of the out-of-area job search.**[ ]  **Job search payments were promptly completed when documentation is received from the participant.****The following Job Search Allowance forms were uploaded into the TAA Training Forms TP in ETO:** [ ]  **N/A** [ ]  **Transportation/Subsistence Supplemental Assistance Request**[ ]  **Calculation Worksheet**[ ]  **Any related amendments to the Job Search Allowance forms****Case notes “tell the story” and supported the request for Job Search Allowance(s) in the participants IEP:** [ ]  **N/A** [ ]  **YES** [ ]  **NO** **If a request Job Search Allowance cannot be approved, the TAA program Operator was notified as a denial may be appealed:** [ ]  **N/A** [ ]  **YES** [ ]  **NO** |
| **13-B. RELOCATION ALLOWANCE** [**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**§ 618.450 Findings required for a relocation allowance.****§ 618.455 Determining the amount of a relocation allowance.****MAXIMUM ALLOWANCE:****1 RELOCATION AT 90% OF EXPENDITURES (PLUS) A LUMP SUM EQUAL TO 3X THE WORKERS AVERAGE WEEKLY WAGE, NOT TO EXCEED $1,250****CONDITIONS & REQUIREMENTS****APPEAL RIGHTS****TEGL’s**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)**[**TEGL 3-20 Determining the Availability of *Suitable Employment* Under the Trade Adjustment Assistance (TAA) Program’s Final Rule to Return Trade-Affected Workers to Employment as Quickly as Possible; 9/24/2020**](https://wdr.doleta.gov/directives/corr_doc.cfm?docn=6597) | **ESD State Policy** [**ESD State Policy 3005, Rev 3 (2015) Relocation Allowance; 9/21/20**](https://wpc.wa.gov/adm/policy/state/TAA-2015)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**Training Plan Procedure Overview Desk Aid 02.17.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training%2FTAA%20Staff%20Training%20Support%20Documents&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA New Staff Training - All Documents (wa.gov)**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**Relocation Tech Session Overview 5.21.21**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FSpecialized%20Training%20and%20Tech%20Sessions&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **Evidence in the record supports the participant met the conditions and requirements to receive reimbursement for relocation allowance: (3005)**[ ]  **The participant met one of the following deadline dates:**[ ]  **425 days after the date of the certification** [ ]  **425 days from their last total separation**[ ]  **182 days after the completion of an approved training program.**[ ]  **Record reflects a determination and documentation that there is no reasonable expectation of securing suitable employment within the commuting area.**[ ]  **Participant assessments and Individual Employment Plan were completed prior to the approval of the relocation allowance request.**[ ]  **Local commute distance for relocation is 25 miles.**[ ]  **The participant was totally separated from the trade affected employer.****Evidence in the record indicates the participants relocation allowances:** [ ]  **Were requested in writing prior to their relocation.** [ ]  **Relocation expenses were not covered by the prospective employer or partner programs.**[ ]  **The participant began the relocation within 182days from the date on the request form.**[ ]  **Only one relocation allowance was allowed per certification.**[ ]  **Relocation and job search allowance were not allowed at the same time, but the participant may receive a relocation allowance after receiving job search.**[ ]  **The case manager verified and documented the participant had obtained a bona fide offer of suitable employment.**[ ]  **If enrolled in training, the participant completed their training prior to requesting and beginning relocation no later than 182 days after the conclusion of an approved training program, due to having obtained suitable employment.**[ ]  **Use of a commercial carrier requires at least three competitive bids or adequate justification for the cost. Except for extenuating circumstances, participants must accept reimbursement at the lowest bid on a move by a commercial carrier.**[ ]  **Participants are required to submit a completed Relocation Final Statement of Cost Form with all original itemized receipts to their TAA case manager within 30 days of completing their relocation.** [ ]  **Relocation payments were made within 15 days after the relocation has been completed, and final statement of cost and documentation from the participant has been received.** **The following Relocation Allowance forms were uploaded into the TAA Training Forms TouchPoint in ETO:** [ ]  **N/A** [ ]  **Relocation Allowance Request Form**[ ]  **Relocation Authorization Memo to Vendor**[ ]  **Relocation Final Statement Form**[ ]  **Relocation Lodging and Meals Plus Advance Calculation Form**[ ]  **Relocation Moving Allowance Calculation Form**[ ]  **Relocation Travel Allowance and Lump Sum Calculation Form**[ ]  **Documentation of Suitable employment**[ ]  **Any related amendments to the original Relocation Allowance forms****Case notes “tell the story” and supported the request for Relocation Allowance(s) in the participants IEP:** [ ]  **N/A** [ ]  **YES** [ ]  **NO** **If a request Relocation Allowance cannot be approved, the TAA program Operator was notified as a denial may be appealed:** [ ]  **N/A** [ ]  **YES** [ ]  **NO** |

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| 1. **A/RTAA TRADE ADJUSTMENT ASSISTANCE (TAA)**
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| **14-A. ALTERNATIVE TRADE ADJUSTMENT ASSISTANCE (ATAA)** [**20 CFR 618, 9/21/2020**](https://www.ecfr.gov/current/title-20/chapter-V/part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**TEGL’s**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)****H.1. Petition Process -** AAWs who seek the benefits and services available under the ATAA program must file a regular TAA petition which includes a request that the worker group be considered for eligibility to apply for the ATAA program.**H.2. Investigation Process & H.3. Determinations -** The determination document issued at the conclusion of the [DOL] investigation will clearly state whether or not the petitioning group of workers are eligible to apply for the ATAA program.**H.4. Receipt of ATAA Prohibits Access to TRA, Training Benefits, and Job Search Allowances -** Unlike RTAA, ATAA represents a choice between training and the wage insurance benefit. If the AAW’s preferred option is the ATAA program, the AAW should be encouraged to take advantage of reemployment services and assistance available to them with the goal of returning to work within 26 weeks of their qualifying separation in order to be eligible for ATAA. **H.5. Individual Eligibility****H.6 Continuing Eligibility****H.7 ATAA Payments** **H.7.1 Wage Calculation Methodology****H.7.2. ATAA Overpayments (error or fraud – see Section C.10)*****DATA VALIDATION* TEGL 23-19, Attachment II:****Element 1534: DATE RECEIVED FIRST A/RTAA PAYMENT****One of the following:**• State UI records of Basic TRA checks issued• Request for allowance• Electronic Records | **ESD State TRA Policy** [**ESD State Policy 3015 (2021) Alternative Trade Adjustment Assistance; 07/01/2021**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3015-2021.pdf)[**ESD State Policy 3015 (2015) Rev 1, Reemployment Trade Adjustment Assistance (RTAA); 09/21/20**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3015-2015-1.pdf)[**ESD State 2015-RTAA-POLICY**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/TRA/2015-rtaa-pol.pdf)**Benefits Resource Manual**[**5930 Alternative/Reemployment Trade Adjustment Assistance (A/RTAA) Alternative/Reemployment Trade Adjustment Assistance (A/RTAA)**](http://sharepoint/BenefitsReference/BenefitsResourceManual/SitePages/5900/5930%20Alternative%20Reemployment%20Trade%20Adjustment%20Assistance%20A-RTAA.aspx)[**5497 Total and Partial Unemployment**](http://sharepoint/BenefitsReference/BenefitsResourceManual/SitePages/5450/5497.aspx#fully)**TRA Procedures / Manuals** **Could not locate an ATAA Determinations Procedures/Manual**[**RTAA Determination Manual**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**RTAA Wage Verification**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**RTAA Earnings (Renumeration)**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**TAA Changes**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**RTAA Manual Draft**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**RTAA Payment Processing**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**TRA & RTAA Determinations Disputes Manual**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)**TRA Checklist/TRA Desk Aid/Resources****Could not locate an ATAA Checklist, Desk Aid/Resources**[**RTAA Reemployed Full Time Definition**](http://sharepoint/sites/UIClaimCenter/TRA/RTAA/RTAA%20Policy/RTAA%20reemployed%20full-time%20definition.pdf)[**RTAA Tracker EXCEL**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**Copy of RTAA Weekly Payments**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**RTAA Access Payment System (For Reference Only)**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**RTAA Request for Determination**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**RTAA Weekly Claim Form**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**TAA Training Module 3.2 50 50 50 and RTAA 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **Case Notes documented ATAA planned services:** [ ]  **N/A** [ ]  **YES** [ ]  **NO****Outcomes, Program Completion TP (employment information was completed for the corresponding A/RTAA job):** [ ]  **N/A** [ ]  **YES** [ ]  **NO**[ ]  **Individualized Training and Supportive Services TP’s were completed for A/RTAA service:** [ ]  **N/A** [ ]  **YES** [ ]  **NO** |

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| **14-B. REEMPLOYMENT TRADE ADJUSTMENT ASSISTANCE (RTAA)**[**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)***Reemployment Trade Adjustment Assistance* or *RTAA* means the TAA Program benefit available to certain AAWs 50 years of age and older who obtain qualifying reemployment.**[**20 CFR 618, Subpart E—Reemployment Trade Adjustment Assistance**](https://ecfr.io/Title-20/Part-618/Subpart-E)**ENTITLEMENT DETERMINATION*** **Entitlement Determination-Date of Determination occurs on or before the date of the program enrollment**
* **Authorized to work in the United States**
* **Immigration Status**
* **Reverification of a worker’s immigration status if the documentation provided during initial verification will expire during the period in which that worker is potentially eligible to receive benefits.**

**TEGL’s**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)*****DATA VALIDATION* TEGL 23-19, Attachment II:****Element 1534: DATE RECEIVED FIRST A/RTAA PAYMENT****One of the following:**• State UI records of Basic TRA checks issued• Request for allowance• Electronic Records | **ESD State TRA Policy** [**ESD State Policy 3015 (2021) Alternative Trade Adjustment Assistance; 07/01/2021**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3015-2021.pdf)[**ESD State Policy 3015 (2015) Rev 1, Reemployment Trade Adjustment Assistance (RTAA); 09/21/20**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3015-2015-1.pdf)[**ESD State 2015-RTAA-POLICY**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/TRA/2015-rtaa-pol.pdf)**Benefits Resource Manual**[**5930 Alternative/Reemployment Trade Adjustment Assistance (A/RTAA) Alternative/Reemployment Trade Adjustment Assistance (A/RTAA)**](http://sharepoint/BenefitsReference/BenefitsResourceManual/SitePages/5900/5930%20Alternative%20Reemployment%20Trade%20Adjustment%20Assistance%20A-RTAA.aspx)[**5497 Total and Partial Unemployment**](http://sharepoint/BenefitsReference/BenefitsResourceManual/SitePages/5450/5497.aspx#fully)**TRA Procedures / Manuals** [**RTAA Determination Manual**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**RTAA Wage Verification**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**RTAA Earnings (Renumeration)**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**TAA Changes**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**RTAA Manual Draft**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**RTAA Payment Processing**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**TRA & RTAA Determinations Disputes Manual**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)**TRA Checklist/TRA Desk Aid/Resources**[**RTAA Reemployed Full Time Definition**](http://sharepoint/sites/UIClaimCenter/TRA/RTAA/RTAA%20Policy/RTAA%20reemployed%20full-time%20definition.pdf)[**RTAA Tracker EXCEL**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**Copy of RTAA Weekly Payments**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**RTAA Access Payment System (For Reference Only)**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**RTAA Request for Determination**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)[**RTAA Weekly Claim Form**](http://sharepoint/sites/UIClaimCenter/TRA/SitePages/RTAA.aspx)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**TAA Training Module 3.2 50 50 50 and RTAA 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **Case Notes documented RTAA planned services:** [ ]  **N/A** [ ]  **YES** [ ]  **NO****Outcomes, Program Completion TP (employment information was completed for the corresponding A/RTAA job):** [ ]  **N/A** [ ]  **YES** [ ]  **NO**[ ]  **Individualized Training and Supportive Services TP’s were completed for A/RTAA service:** [ ]  **N/A** [ ]  **YES** [ ]  **NO** |

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| 1. **INFORMATION MANAGEMENT SYSTEM – ETO – DATA INTEGRITY (TAA)**
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| **15-A. PROGRAM SERVICE ENTRY-BASIC SERVICE TP**[**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**TEGL’s**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)** | **ESD State Policy** [**ESD State Policy 3070, Rev 1 Assessments and Required Services: 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf)**WIN’s** [**WIN0082 Real Time Data Entry in the Efforts to Outcomes (ETO) System; 9/30/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/0082-1.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**ETO and Touchpoint Desk Aids - All Documents (wa.gov)**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Desk%20Aids%2FETO%20and%20Touchpoint%20Desk%20Aids&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D)[**TAA Qualifying Services Desk Aid 7.15.21**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Desk%20Aids%2FETO%20and%20Touchpoint%20Desk%20Aids&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D)[**Training Plan Procedure Overview Desk Aid 02.17.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training%2FTAA%20Staff%20Training%20Support%20Documents&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **BASIC SERVICES**[ ]  **YES, were consistently entered in the CMS within 90 days and detailed customer engagement in the provision of BASIC services** [ ]  **NO, One or Two Issues Identified**[ ]  **NO, could not locate services that identified the delivery of any on-going BASIC services****RECORDED TAA QUALIFYING SERVICES** **Services were attached to the appropriate programs:**[ ]  **YES, No Issues Identified**[ ]  **NO, One or Two Issues Identified**[ ]  **NO, Several or More Issues Identified****Services were recorded within the allotted timeframes?**[ ]  **YES, No Issues Identified**[ ]  **NO, One or Two Issues Identified**[ ]  **NO, Several or More Issues Identified****Services were recorded correctly as defined by TAA procedures?**[ ]  **YES, No Issues Identified**[ ]  **NO, One or Two Issues Identified**[ ]  **NO, Several or More Issues Identified**. |
| **15-B. PROGRAM SERVICE ENTRY-ITSS TP** [**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**TEGL’s**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)** | **ESD State Policy** [**ESD State Policy 3070, Rev 1 Assessments and Required Services: 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf)[**ESD State Policy 3065, Rev 6 Approval of TAA Training; 1/18/2022**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3065-2015-6.pdf)**WIN’s** [**WIN0082 Real Time Data Entry in the Efforts to Outcomes (ETO) System; 9/30/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/0082-1.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**ETO and Touchpoint Desk Aids - All Documents (wa.gov)**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Desk%20Aids%2FETO%20and%20Touchpoint%20Desk%20Aids&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D)[**TAA Qualifying Services Desk Aid 7.15.21**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Desk%20Aids%2FETO%20and%20Touchpoint%20Desk%20Aids&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D)[**Training Plan Procedure Overview Desk Aid 02.17.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training%2FTAA%20Staff%20Training%20Support%20Documents&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA Training Module 4.5 Maintenance of the Training Plan 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA Training Module 3.2 50 50 50 and RTAA 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **RECORDED TAA QUALIFYING SERVICES** **Services were attached to the appropriate programs:**[ ]  **YES, No Issues Identified**[ ]  **NO, One or Two Issues Identified**[ ]  **NO, Several or More Issues Identified****Services were recorded within the allotted timeframes?**[ ]  **YES, No Issues Identified**[ ]  **NO, One or Two Issues Identified**[ ]  **NO, Several or More Issues Identified****Services were recorded correctly as defined by TAA procedures?**[ ]  **YES, No Issues Identified**[ ]  **NO, One or Two Issues Identified**[ ]  **NO, Several or More Issues Identified****Appropriate services outcomes were recorded?** [ ]  **YES, No Issues Identified**[ ]  **NO, One or Two Issues Identified**[ ]  **NO, Several or More Issues Identified** |
| **15-C. PROGRAM EXIT**[**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**TEGL’s**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)*****DATA VALIDATION* TEGL 23-19, Attachment II:****Element 901: Date of Program Exit (WIOA)****Element 923: Other Reasons for Exit (WIOA)** | **ESD State Policy** [**ESD State Policy 3065, Rev 6 Approval of TAA Training; 1/18/2022**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3065-2015-6.pdf)**WIN’s** [**WIN0082 Real Time Data Entry in the Efforts to Outcomes (ETO) System; 9/30/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/0082-1.pdf)**PROGRAM PROCEDURES** [**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**TAA Training Module 4.8 Training Completion 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA Training Module 7.0 Customer Engagement and PIRL 7-20-2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA Training Module 8 Need to Know 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D) | **PROGRAM EXIT:** [ ]  **N/A****Case Notes supported the date and reason for program exit?**[ ]  **YES**[ ]  **NO, could not locate****All open ITSS TPs were closed in ETO?**[ ]  **YES**[ ]  **NO, could not locate****An Outcomes TP was complete in ETO?** [ ]  **YES**[ ]  **NO, could not locate** |
| 1. **OBLIGATIONS**
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| **16. OBLIGATIONS** [**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**TEGL’s**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)** | **ESD State Policy** [**ESD State Policy 3065, Rev 6 Approval of TAA Training; 1/18/2022**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3065-2015-6.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**Training Plan Procedure Overview Desk Aid 02.17.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training%2FTAA%20Staff%20Training%20Support%20Documents&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA Training Module 5.0 Obligations, Procurement, Batching and Deobligations 11.2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20LD/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20LD%2FTAA%20New%20Staff%20Training&FolderCTID=0x012000FA04A8A614A6DF4FAC68B342D446D4BC&View=%7BBD643DD0%2D9B75%2D4F92%2DA887%2D7297B5D197BD%7D)[**TAA Obligation Payment Correction Request Form**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Case%20Management%20Forms%20and%20Tools&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D)[**Obligations Checklist Revised 3.2020**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Checklists%20and%20Trackers&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D) | **Data entry for TAA Obligations was recorded in ETO:** [ ]  **N/A** **An Obligation TP was completed and linked in ETO to the following ITSS TP services:** [ ]  **N/A** [ ]  **YES** [ ]  **NO-On the Job Training** [ ]  **N/A** [ ]  **YES** [ ]  **NO-Occupational Skills Training (OST)** [ ]  **N/A** [ ]  **YES** [ ]  **NO-Transportation** [ ]  **N/A** [ ]  **YES** [ ]  **NO-Subsistence** [ ]  **N/A** [ ]  **YES** [ ]  **NO-Out of Area Job Search** [ ]  **N/A** [ ]  **YES** [ ]  **NO-Relocation** **All TAA Qualified Services recorded in ETO matched the Obligation TP data entry:** [ ]  **N/A** [ ]  **YES** [ ]  **NO** **Once a service activity was completed, the ITSS TP was closed by entered the Actual End Date and Outcome:**[ ]  **N/A** [ ]  **YES** [ ]  **NO****Funds were deobligated from the corresponding Obligation TP when the ITSS TP service was closed:**[ ]  **N/A** [ ]  **YES** [ ]  **NO****.****Review of participants in Co-Enrolled WIOA, that were provided WIOA funded supportive services, to ensure WIOA funded services did not conflict with TAA paid training or transportation/subsistence services:**[ ]  **N/A** [ ]  **YES** [ ]  **NO**. |

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| 1. **INFORMATION MANAGEMENT SYSTEM – ETO – CASE NOTES (TAA)**
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| **17. CASE NOTES**[**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**TEGL’s**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)** | **ESD State Policy** [**ESD State Policy 3070, Rev 1 Assessments and Required Services: 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3070-2015-1.pdf)[**ESD State Policy 3065, Rev 6 Approval of TAA Training; 1/18/2022**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3065-2015-6.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**Creating Effective Case Notes 7/15/2021**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Desk%20Aids&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D) | **COMMUNICATION BETWEEN TAA/TRA DESCRIBING THE PROVISION OF PARTICIPANT SERVICES**[ ]  **YES, very detailed**[ ]  **YES, some detail**[ ]  **NO, could not locate case notes in ETO/UTAB describing the communication between TAA/TRA staff for the participant’s provision of services** **ENROLLMENT, EMPLOYMENT & CASE MANAGEMENT SERVICES**[ ]  **YES, very detailed**[ ]  **YES, some detail**[ ]  **NO, could not locate case notes describing the participant’s seven (7) required services, related the justification for enrollment or on-going provision of case management** **ASSESSMENT**[ ]  **YES, very detailed**[ ]  **YES, some detail**[ ]  **NO, could not locate case notes describing assessment instruments utilized or if a review of the tools had occurred****INDIVIDUAL EMPLOYMENT PLAN**[ ]  **YES, very detailed**[ ]  **YES, some detail**[ ]  **NO, could not locate case notes supporting the development of the participant’s individual employment plan****PROGRESS AND COMPLETION OF SERVICES** [ ]  **YES, very detailed**[ ]  **YES, some detail**[ ]  **NO, on one or more occasions, could not locate case notes describing the participant’s progress in Basic or Individualized services**[ ]  **NO, could not locate case notes describing the outcome of one or more services** **BENCHMARK TRACKING**[ ]  **YES, very detailed**[ ]  **YES, some detail**[ ]  **NO, on one or more occasions, could not locate case notes describing the items collected, review of the benchmarks or tracking of the participant’s training progress**  |
| 1. **TAA DENIALS & APPEALS**
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| **18-A. TAA DENIAL** [**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**TEGL’s**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)** | **ESD State Policy** [**ESD State Policy 3025, Rev 2 (2015) Denial of Trade Adjustment Assistance and Appeals; 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3025-2015-2.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf) | **Case notes, cross match of MIS – ETO, UTAB, and ILINX:**[ ]  **An initial written determination or redetermination has located in the record**[ ]  **An Appeal with support documentation was filed within 30 days after the date of notification or mailing of a determination or redetermination** [ ]  **The Appeal and support documentation was in the programs MIS records.**[ ]  **TAA, TRA, or A/RTAA appeals with support documentation were uploaded within 5 days of the participant filing their appeal into the state OAH system** [ ]  **Written determinations or redeterminations when allowing or denying TAA, TRA or A/RTAA entitlements were issued by the TRA Unit.****\*TAA Activity - written decisions allowing or denying are prepared by the Case Manager, confirmed by the TAA Supervisor, and verified by the TAA Program Operator (see corresponding Element 18. TAA Denial & Appeals)** |
| **18-B. TAA APPEALS**[**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**TEGL’s**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)** | **ESD State Policy** [**ESD State Policy 3025, Rev 1 (2015) Denial of Trade Adjustment Assistance and Appeals; 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3025-2015-2.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**Desk Aid/Resources**[**OAH Home (wa.gov)**](https://oah.wa.gov/) | **Case notes, cross match of MIS – ETO, UTAB, and ILINX:**[ ]  **An initial written determination or redetermination has located in the record**[ ]  **An Appeal with support documentation was filed within 30 days after the date of notification or mailing of a determination or redetermination** [ ]  **The Appeal and support documentation was in the programs MIS records.**[ ]  **TAA, TRA, or A/RTAA appeals with support documentation were uploaded within 5 days of the participant filing their appeal into the state OAH system** [ ]  **Written determinations or redeterminations when allowing or denying TAA, TRA or A/RTAA entitlements were issued by the TRA Unit.****\*TAA Activity written decisions allowing or denying or prepared by the Case Manager, confirmed by the TAA Supervisor, and verified by the TAA Program Operator (see Element TAA Denial & Appeals)** |

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| 1. **OVERPAYMENTS & PENALITIES FOR FRAUD (TAA) –STATE MAY OR CAN WAIVE REPAYMENT ONLY APPLIES TO 2002**
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| **19.TRADE ADJUSTMENT ASSISTANCE (TAA) OVERPAYMENT**[**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**TEGL’s**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)** | **ESD State Policy** [**ESD State Policy 3020, Rev 1 (2015) Trade Adjustment Assistance (TAA) Overpayments and Waivers; 9/21/2020**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3020-2015-1.pdf)[**ESD State Policy 3020 (2021) Trade Adjustment Assistance (TAA) Overpayments and Waivers; 7/1/2021**](https://storemultisites.blob.core.windows.net/media/WPC/adm/policy/3020-2021.pdf)**PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**Desk Aid/Resources**[**Unemployment Overpayments and Collections**](https://esd.wa.gov/unemployment/overpayments) | **Cross match support documentation in ILINX, UTAB, and ETO. Review MIS for case notes and documents to determine if an overpayment occurred and if so, whether an overpayment waiver was approved or denied.**[ ]  **Evidence in the record indicates fraud may have occurred**[ ]  **The record contains a timely appeal that is under review at the time of program monitoring.**[ ]  **An Overpayment Waiver has been offered**[ ]  **A Written request for an overpayment waiver was documented when received from the claimant**[ ]  **Documentation in the record supports a review of Trade Act Financial Hardship was completed**[ ]  **Documentation in the record supports a Trade Act Necessary Expense Test was conducted, utilizing National and Local Standards**[ ]  **N/A****When an Overpayment Waiver was Approved:**[ ]  **Support documentation is in the record indicates the Claimant and TAA Case Manager were notified of the Waiver approval decision.**[ ]  **Could not locate notification documentation for the Claimant**[ ]  **Could not locate notification documentation for the Case Manager****When an Overpayment Waiver is Denied ESD MUST recover the overpayment.** [ ]  **An Overpayment Waiver was denied**[ ]  **The Overpayment has been recovered**[ ]  **Recovery of the Overpayment is in process** [ ]  **N/A** **When an Overpayment was the result of Fraud, ESD MUST recover the overpayment. ESD must recover the payment(s) for which the person or individual was not entitled. Evidence in the record indicates:**[ ]  **The individual is ineligible for any further payments under TAA**[ ]  **Evidence in the record indicates a referral of conduct was made to the US Department of Labor Office of the Inspector General.**[ ]  **The payment(s) has been recovered**[ ]  **Recovery of the payment(s) is in process** [ ]  **N/A**  |

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| 1. **COVID – TAA VIRTUAL SERVICES AND PROGRAM GUIDANCE**
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| **20. COVID – TAA VIRTUAL SERVICES**[**20 CFR 618; 09/21/2020**](https://ecfr.io/Title-20/Part-618)[**§ 618.110 Definitions.**](https://ecfr.io/Title-20/Section-618.110)**TEGL’s**[**TEGL 24-20-Operating Instructions for Implementing the Reversions Provisions of the Amendments to the Trade Act of 1974 enacted by the Trade Adjustment Assistance Reauthorization Act of 2015; 06/4/2021**](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_24-20.pdf) **(REVERSION 2021)** | **PROGRAM PROCEDURES**[**TAA Procedures Manual**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CTAA%20Procedure%20Manual%2010.2021%20FINAL.pdf)**TAA Checklist/Desk Aid/Resources**[**TAA FAQ Sheet COVID-19 Updated 4.29.2020**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CCOVID-19%20TAA%20Procedures%2011.18.2020)[**CARES Act Guidance for TAA Customers 5.15.2020**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Policies%20%20Procedures/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Policies%20%20Procedures%2FTAA%20COVID%20Guidance&FolderCTID=0x0120004033B7B4B451E54E99D746E4DDE6AC61&View=%7BC5214894%2DC053%2D4A7C%2DACB2%2D5B60F88E21F7%7D)[**COVID-19 TAA Procedures 11.18.2020**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Policies%20%20Procedures/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Policies%20%20Procedures%2FTAA%20COVID%20Guidance&FolderCTID=0x0120004033B7B4B451E54E99D746E4DDE6AC61&View=%7BC5214894%2DC053%2D4A7C%2DACB2%2D5B60F88E21F7%7D)[**COVID-19 TAA Procedures 12.1.2020**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Policies%20%20Procedures/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Policies%20%20Procedures%2FTAA%20COVID%20Guidance&FolderCTID=0x0120004033B7B4B451E54E99D746E4DDE6AC61&View=%7BC5214894%2DC053%2D4A7C%2DACB2%2D5B60F88E21F7%7D)[**COVID-19 TAA Procedures 5.18.2020**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Policies%20%20Procedures/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Policies%20%20Procedures%2FTAA%20COVID%20Guidance&FolderCTID=0x0120004033B7B4B451E54E99D746E4DDE6AC61&View=%7BC5214894%2DC053%2D4A7C%2DACB2%2D5B60F88E21F7%7D)[**COVID-19 TAA Procedures 9.30.2020**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Policies%20%20Procedures/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Policies%20%20Procedures%2FTAA%20COVID%20Guidance&FolderCTID=0x0120004033B7B4B451E54E99D746E4DDE6AC61&View=%7BC5214894%2DC053%2D4A7C%2DACB2%2D5B60F88E21F7%7D)[**TAA COVID Operational Procedures 8.2021**](file:///%5C%5Cesd1flolyusrs%5Cusers%5C212OLY%5Cdcook%5CDesktop%5CDRAFT%20TOOL%20REVISIONS%5CCOVID-19%20TAA%20Procedures%2011.18.2020)[**TAA DocuSign Form Links 9/10/21**](https://shared.sp.wa.gov/sites/ESD/ECProgramsOneStop/_layouts/15/start.aspx#/TAA%20Tools%20%20Templates/Forms/AllItems.aspx?RootFolder=%2Fsites%2FESD%2FECProgramsOneStop%2FTAA%20Tools%20%20Templates%2FTAA%20Case%20Management%20Forms%20and%20Tools&FolderCTID=0x012000777622C273792346B5A1187F812CAFA1&View=%7BB6D0158A%2D13A5%2D40A5%2D9E67%2D78A24A4A3EB1%7D) | **The following Virtual Touchpoint or TAA Program use Forms were uploaded into ETO:** [ ]  **N/A** [ ]  **DocuSign Forms containing validated signatures**[ ]  **TAA Program Use Electronic Forms** [ ]  **Virtual Program Enrollment Touchpoint signatures**[ ]  **Virtual Waiver Touchpoint signatures** [ ]  **Virtual Revocation Waiver Touchpoint signatures**[ ]  **When applicable, Supporting Documentation that validated signatures obtained virtually were uploaded into ETO** |
| 1. **MISCELLANEOUS OBSERVATIONS**
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| **21.Miscellaneous observations**This element covers all other observations not accounted for on this tool. Examples of “miscellaneous observations” may include, but are not limited to:* Loose, unattached documents located in a hard file
* Medical references in the file
* Names of other program participants located in the file
 | [ ]  **N/A****OBSERVATIONS & COMMENTS****NOTED PRACTICE** | [ ]  **No Action Required**[ ]  **The Following Action is Required:**[ ]  **Recommendation:** |

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| **TAA PERFORMANCE INDICATORS*** **TEGL 5-15 and 5-15, Change 1-Operating Instructions for Implementing the Amendments to the Trade Act of 1974 Enacted by the Trade Adjustment assistance Reauthorization Act of 2015 (TAARA 2015):** TAA Performance Measures will now align with the WIOA performance reporting requirements, Last updated 09/23/2016
* **Trade Adjustment Assistance Reauthorization Act of 2015 (TAARA 2015) Sec. 239(j)**, Updated 09/04/2016
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| TAARA 2015, Sec. 239(j)(2)(A)(i)(V)**IN-PROGRAM** **MEASURABLE SKILL GAINS****-During Program Participation**The percentage and number of workers who received benefits under the trade adjustment assistance program who, during a year while receiving such benefits, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable gains in skills toward such a credential or employment. | TAARA 2015, Sec. 239(j)(2)(A)(i)(IV)WIOA Sec. 3(52)**CREDENTIAL RATE****-During Program Participation or Within 1 Year after Exit**The percentage and number of workers who received benefits under the trade adjustment assistance program who, subject to clause (ii), obtain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent, during participation in the program or within 1 year after exit from the program.**Sec. 239(j)(2)(A)(i)(ii):** For purposes of clause (i)(IV), a worker who received benefits under the trade adjustment assistance program who obtained a secondary school diploma or its recognized equivalent shall be included in the percentage counted for purposes of that clause only if the worker, in addition to obtaining such a diploma or its recognized equivalent, has obtained or retained employment or is in an education or training program leading to a recognized postsecondary credential within 1 year after exit from the program.**WIOA Joint Rule, Departments’ responses:****•Page 55841**: The Departments have excluded participants enrolled in work-based OJT or customized training from this indicator because such training does not typically lead to a credential.**•Page 55841:** Such employment or enrollment in an education or training program only needs to be for some period during the 4 quarters after exit, not for the entire 1-year period after exit.**•Page 55842**: It should be noted that in instances where participants are enrolled in an education or training program that is not intended to result in a credential, the measurable skill gains indicator can capture progress made by participants. | TAARA 2015, Sec. 239(j)(2)(A)(i)(III)**Median Earnings****-2nd Quarter after Exit**The median earnings of workers described in subclause (I). | TAARA 2015, Sec. 239(j)(2)(A)(i)(I)**PLACEMENT IN EMPLOYMENT** **-2nd Quarter after Exit**% and number of workers who received benefits under the trade adjustment assistance program who are in unsubsidized employment during the second calendar quarter after exit from the program. | TAARA 2015, Sec. 239(j)(2)(A)(i)(II)**PLACEMENT IN EMPLOYMENT** **-4th Quarter after Exit**% and number of workers who received benefits under the trade adjustment assistance program who are in unsubsidized employment during the fourth calendar quarter after exit from the program. |