

Ron DeSantis
GOVERNOR



Ken Lawson
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: March 4, 2019
TO: Local Workforce Development Board Executive Directors
FROM: Shila A. Salem, Chief, Bureau of One-Stop and Program Support
SUBJECT: Trade Adjustment Assistance Program Email Protocol

In an effort to address program-specific inquiries in a more efficient and timely manner between the Department of Economic Opportunity (DEO), the LWDB, and other workforce partners, the Bureau of One-Stop and Program Support has created separate e-mail boxes for the Trade Readjustment Allowance and Reemployment Trade Adjustment Assistance programs, and the Trade Adjustment Assistance program. Effective immediately, please submit documents, questions, inquiries and comments related to the specific program area's email address below.

Program Area	Content	Email Address
Trade Readjustment Allowance (TRA) and Reemployment Trade Adjustment Assistance (RTAA)	Documents related to and/or requests for TRA and RTAA determinations	TRA@deo.myflorida.com
Trade Adjustment Assistance (TAA)	TAA program-specific inquiries	TAA@deo.myflorida.com

Please share this information with the appropriate staff. If you have any questions about the new email protocol, please contact Steven Gustafson at (850) 245-7477 or via email at Steven.Gustafson@deo.myflorida.com.

SAS/skg

cc: Keantha B. Moore
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