



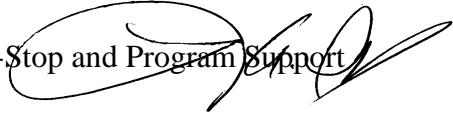
**Charlie Crist**  
*Governor*  
**Monesia T. Brown**  
*Director*

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## MEMORANDUM

**DATE:** May 8, 2008

**TO:** Regional Workforce Board Executive Directors

**FROM:** Lois A. Scott, Program Manager, One-Stop and Program Support 

**SUBJECT:** Trade Adjustment Assistance (TAA) Training Allocations for Fiscal Year 2008-2009

The Agency for Workforce Innovation needs your assistance in determining the amount of regular Trade Adjustment Assistance (TAA) funds your region may need for Fiscal Year 2008-2009.

This program is designed to assist eligible trade-affected workers in receiving retraining and reemployment opportunities. In order for affected workers to receive services and benefits under this program, a petition must be filed and approved by the United States Department of Labor (USDOL). Workers who are covered under a TAA certification may qualify for the following benefits payable from the TAA funds:

- Job Retraining which is expected to lead to reemployment;
- Job Search Allowances reimbursable for approved job search expenses outside of the commuting distance;
- Relocation Allowances reimbursable for reemployment outside of the commuting distance, and
- Subsistence and transportation costs when training has been approved for the participant outside of the commuting distance.

Your request for TAA funds should be based on the participants' tuition and related costs that will be expended during the period July 1, 2008 through June 30, 2009 for the number of participants you plan to serve during that time period. Administrative funds equal to ten percent of your total training allocation will be allocated as a separate award.

### Agency for Workforce Innovation

The Caldwell Building, Suite 100 • 107 East Madison Street • Tallahassee • Florida 32399-4122  
Phone 850-245-7130 • Fax 850-921-3226 • (TTY/TDD 1-800-955-8771 – Voice 1-800-955-8770)

For more information go to [www.floridajobs.org](http://www.floridajobs.org)

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Allowable TAA administrative costs include: assisting customers applying for the TAA program, developing training plans; applying program criteria; providing referrals to training; issuing/revoking training waivers; and submitting the TAA monthly report.

**Please submit your TAA funding request, on the attached form, to Mershal Noble by Friday, May 30, 2008.** If you feel that you do not have an immediate need for TAA funds, you may request for TAA Supplemental funds during the year as outlined in the memorandum dated March 28, 2008, subject: Request for Supplemental TAA Funds.

Should you have any questions regarding the TAA program, please contact Mershal Noble at (850) 921-3317 or via e-mail at [Mershal.Noble@flaawi.com](mailto:Mershal.Noble@flaawi.com). Fiscal questions may be addressed to Angela Feeser at (850) 245-7356 or via e-mail at [Angela.Feeser@flaawi.com](mailto:Angela.Feeser@flaawi.com).

LAS/omn

Attachment: [TAA Supplemental Request Form](#)

cc: Richard Meik  
Barbara Griffin  
Jim Doyal  
Mike Lynch  
Fay Malone  
Regional Finance Directors  
TAA Coordinators