

**TRADE ADJUSTMENT ASSISTANCE (TAA)  
ENROLLMENT WORKSHEET**  
**(FOR PETITIONS FILED PRIOR TO MAY 18, 2009 - # 69999 AND LOWER)**

This worksheet is designed to help the One-Stop Career Center TAA Coordinator identify the enrolled in training date for the individual who is covered under a certified petition. The enrolled in training date is critical to trade-affected workers and if not met, may prevent the affected worker from qualifying for Trade Readjustment Allowances (TRA) and Health Coverage Tax Credit (HCTC) benefits.

**Note:** *In order to qualify for TRA benefits, the affected worker must qualify for receipt of regular unemployment compensation (UC). If the trade-affected worker does not qualify for regular UC, you do not have to complete this form.*

**Instructions:** The most recent layoff date from the trade-affected company should be inserted in **(A)**. Using a calendar, go to the end of the week in which **(A)** occurred and count 16 weeks from that date. Enter the new date in **(1)**. Enter the Trade Act petition certification date in **(B)**. Using the calendar, go to the end of the week in which **(B)** occurred and count 8 weeks from that date. Enter the new date in **(2)**. Enter the later of **(1)** or **(2)** in **(C)**. If 45 days are granted to the trade-affected worker due to extenuating circumstances, insert the later date in **(D)**.

Layoff date from trade-affected employer **(A)** \_\_\_/\_\_\_/\_\_\_ + 16 weeks. **(1)** \_\_\_/\_\_\_/\_\_\_

Petition certification date **(B)** \_\_\_/\_\_\_/\_\_\_ + 8 weeks. **(2)** \_\_\_/\_\_\_/\_\_\_

\*Insert the later date from the 8/16 week calculation (the later date from **1** and **2** above). **(C)** \_\_\_/\_\_\_/\_\_\_

If the trade-affected worker was not enrolled in training, or placed on a waiver by the later date identified above, an additional 45 days may be granted due to extenuating circumstances.

If applicable, insert the date that is 45 days from the later calculation **(C)** above. **(D)** \_\_\_/\_\_\_/\_\_\_

\*This is the date the trade-affected worker must either be enrolled in training or have been placed on a waiver from training in order to qualify for the Basic Trade Readjustment Allowance (TRA). Enrolled in training means that the trade-affected worker has been accepted by a school, the training has been approved by the One-Stop Career Center TAA Coordinator and Manager/Supervisor/designee, and the training will begin within 30 days from the approval date.

In order to receive additional TRA Benefits, the trade-affected worker must be enrolled in an approved training program by the 8/16 week deadline, must have exhausted his/her regular unemployment compensation benefits and must be actively participating in training. Also, in order to qualify for additional TRA, an individual must submit a bona fide application for training within 210 days of his/her layoff date or of the certification date, whichever is later.

Separation Date from trade-affected company + **210 days**. **(E)** \_\_\_/\_\_\_/\_\_\_

Petition Certification Date + **210 days**. **(F)** \_\_\_/\_\_\_/\_\_\_

The latter of **(E)** and **(F)** will establish the trade-affected worker's 210 day deadline.