

**TRADE ADJUSTMENT ASSISTANCE (TAA)
ENROLLMENT WORKSHEET**

(FOR PETITIONS FILED ON OR AFTER MAY 18, 2009 - PETITION # 70000 AND HIGHER)

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). Staff should review the UC claims history to determine remaining eligible benefits, if any, to determine if a waiver should be issued. If the trade-affected worker does not qualify for regular UC, staff should not complete this form. If the trade-affected worker qualifies for regular UC and staff determines that the State Agency provided the trade-affected worker with the TAA/TRA notification packet in a timely fashion, staff should complete Section I. If the trade-affected worker qualifies for regular UC and staff determines that the State Agency failed to provide the trade-affected worker with the TAA/TRA notification packet by the enrolled in training deadline, staff should complete Section II. Only one section should be completed for the trade-affected worker (either Section I or Section II).*

Section I

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 26 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 26 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)** ___/___/___ + 26 weeks. **(1)** ___/___/___

Petition certification date **(B)** ___/___/___ + 26 weeks. **(2)** ___/___/___

*Insert the later date from the 26 week calculation. **(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 26 week deadline, must have exhausted his/her regular unemployment compensation benefits and must be actively participating in training.

Section II

Insert date the worker was properly notified (date letter mailed). **(A)** ___/___/___

Insert date that is 60 days from the date the above letter **(A)** was mailed. **(B)** ___/___/___

Insert date of the Monday of the first week occurring after the date in item **(B)**. **(C)** ___/___/___ *(The worker must be enrolled in training or have been issued a waiver by this date (C)).*

Note: *The worker must be enrolled in training or receive a waiver by the Monday of the first week occurring 60 days after the date on which the worker was properly notified of both his/her eligibility to apply for TAA and the requirement to enroll in training absent a waiver of the training requirement.*