


MEMORANDUM

DATE: January 13, 2012

TO: Regional Workforce Board Executive Directors

FROM: Lois A. Scott, Workforce Program Support 

SUBJECT: Request for Financial Information for the Trade Act Participant Report (TAPR)

In 2010, the United States Department of Labor (USDOL) expanded the collection of data elements for the Trade Adjustment Assistance (TAA) Program to include TAA funded expenditures by individual participant and by petition. Florida, as well as other states, has struggled with how to best meet this new requirement, and has worked with the USDOL to delay implementation. We have now been notified that all states must begin reporting this new information beginning with the second quarter (January-March) of federal fiscal year 2012.

The new information that must be compiled by individual participant includes direct participant costs such as: tuition and related costs, (books, fees, uniforms, supplies, transportation and subsistence) and any expenditure for approved Job Search and Relocation Allowances. To facilitate the compilation of this data on a statewide basis, we are working with Geographic Solutions, Inc. to activate the Individual Fund Tracking portion that is available in the EFM (TAA Module). Until the Individual Fund Tracking portion is activated in EFM, we have prepared the [attached template](#) to assist you to in capturing this data. The template includes all of the data elements, as well as definitions for those report items. We are aware that, in some instances, partner programs may supplement a portion or all of the costs for approved training. Only those costs paid for with TAA funds must be reported.

We will schedule a conference call with the TAA workgroup so that we can begin to develop strategies on how to meet the new requirement, including due dates for submitting the completed template. Details on the call will be sent out at a later date.



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Should you have any immediate questions regarding this matter, please contact Telly Buckles at (850) 245-7149 or Mershal Noble at (850) 921-3317 for additional assistance. The Department's Grant Management Section is also available to answer any questions you may have regarding the template. Questions may be directed to Jim Doyal at (850) 245-7456 or Tisha Womack at (850) 245-7126.

LAS/mn

Attachment

cc: Tom Clendenning
Richard Meik
Dehryl McCall
Michael Lynch
Cliffin Atkinson
Jim Doyal