OFFICE OF WORKFORCE DEVELOPMENT

MANUAL

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

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BACKGROUND

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Missouri Division of Workforce Development
Trade Adjustment Assistance (TAA) Manual

BACKGROUND

Trade Act is a federal program administered by the United States Department of Labor (USDOL) that provides assistance to U.S. workers who lost their jobs due to foreign trade. Foreign trade includes:

- Imports from other countries
- Movement of production or service to foreign country

USDOL is divided in regions; Missouri is part of Region V.

USDOL Region V Contacts

Name	Email	Phone Number
Jason M. Hudson TRA/TAA Program Specialist	hudson.jason.m@dol.gov	(312) 596-5443
Aaron Grill TAA Program Specialist	grill.aaron.b@dol.gov	(312) 596-5408
Tommy Ouyang TRA/TAA Performance	ouyang.tommy@dol.gov	(312) 596-5512
Chris Mendoza TRA/TAA Monitoring	mendoza.christopher@dol.gov	(312) 596-5513
Gerardo Lara Regional Supervisor	lara.gerardo@dol.gov	(312) 596-5528

USDOL's website, https://www.dol.gov/agencies/eta/tradeact, contains:

- An overview of the Trade Act programs
- An explanation of benefits and services
- Information and access to file a Trade Act petition
- A search feature to determine the status of a petition and/or determination
- Information about National, Federal, and State Trade Act contacts

Version	Regulation / TEGL
Trade Act of 1974, as amended	• Public Law 93-618, as amended • As Amended Through P.L 114-125, Enacted February 24, 2016
North American Free Trade Agreement Implementation Act	✓ Signed into law on December 8, 1993 ✓ Enacted on January 1, 1994 ✓ Repealed on November 4, 2002 (Trade 2002)

Trade Act of 2002	• TEGL 11-02 • TEGL 11-02, Change 1 • TEGL 11-02, Change 2 • TEGL 11-02, Change 3 ✓ Enacted on November 4, 2002 ✓ Expired with enactment of TGAAA on December 20, 2011 ➢ Created Alternative Trade Adjustment Assistance (ATAA) ➢ Created Health Coverage Tax Credit (HCTC)
Trade and Globalization Adjustment Assistance Act of 2009 (TGAAA)	• TEGL 22-08 • TEGL 22-08, Change 1 ✓ Signed into law on February 17, 2009 ✓ Enacted on May 18, 2009 ✓ Expired on February 12, 2011
Trade Act of 2002 Revert	• TEGL 11-02 • TEGL 11-02, Change 1 • TEGL 11-02, Change 2 • TEGL 11-02, Change 3 ✓ Reverted back to Trade Act 2002 on February 14, 2011 ✓ Ended with the enactment of TAAEA on December 20, 2011 ➢ Clients who received a Trade Act benefit / service between February 14, 2011 and December 19, 2011 had the option to remain being served under Trade Act 2002 Revert or to switch to TAAEA.
Trade Adjustment Assistance Extension Act of 2011 (TAAEA)	• TEGL 10-11 • TEGL 10-11, Change 1 • TEGL 10-11, Change 2 ✓ Enacted on December 20, 2011 ✓ Expired on December 31, 2013 ➢ Clients who received a Trade Act benefit / service between February 14, 2011 and December 19, 2011 had the option to remain being served under Trade Act 2002 Revert or to switch to TAAEA.

Trade Reversion 2014	• TEGL 7-13 ✓ Reverted back to Trade Act 2002 with some TAAEA 2011 Sunset Provisions on January 1, 2014 ✓ Repealed on June 29, 2015 with the enactment of TAARA 2015 ➢ Expiration of Health Coverage Tax Credit (HCTC)
Trade Adjustment Assistance Reauthorization Act of 2015 (TAARA 2015)	• TEGL 5-15 • TEGL 5-15, Attachment A • TEGL 5-15, Attachment B • TEGL 5-15, Attachment C • TEGL 5-15, Change 1 ✓ Enacted on June 29, 2015 ✓ Reauthorized through June 30, 2021 ➢ Clients who were eligible or participating under Trade Reversion 2014, were moved under TAARA 2015 on September 28, 2015. ➢ Employers who were denied under Trade Reversion 2014 automatically had their petitions re-reviewed based on TAARA 2015 operating instructions. ➢ Employers who did not file a Trade Act petition under Trade Reversion 2014 were allowed to file late (backdated) petition requests until September 27, 2015. ➢ The Health Coverage Tax Credit was reinstated through January 1, 2020.
TAA Final Rule	✓ Enacted on September 21, 2020
Trade Reversion 2021	✓ TEGL 24-20 ✓ Enacted on July 1, 2021
TAA Termination	✓ TEGL 13-21 ✓ Terminated effective June 30, 2022 at 11:59pm (EST)

Customers with questions about United States Department of Labor services can also be referred to the Employment and Training Administration's (ETA's) Toll Free Help Line (TFHL) at 1-877-US2-JOBS (1-877-872-5627) or for TTY customers at 1-877-889-5627. For additional information about TFHL, please refer to Training and Employment Notice (TEN) 3-16, Change 1.

INTRODUCTION

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INTRODUCTION

This manual is intended to provide guidelines and standards for the administration of the Trade Adjustment Assistance (TAA) which includes Reemployment Trade Adjustment Assistance (RTAA) and/or Alternative Trade Adjustment Assistance (ATAA) programs. It includes information on procedures, which are handled by the Office of Workforce Development (OWD) staff, and also contains instructions on procedures, which are handled by the Division of Employment Security (DES) staff. It should be emphasized that coordination and cooperation between OWD and DES staff is mandatory for the successful administration of the TAA and RTAA/ATAA programs.

TAA stands for *Trade Adjustment Assistance* and refers to the training and re-employment services provided by the Office of Workforce Development through the Missouri Job Centers.

TRA stands for *Trade Readjustment Allowance* and refers to the weekly benefits paid by the Division of Employment Security to eligible clients after exhausting all UI (Unemployment Insurance). DES staff also administers RTAA and/or ATAA.

The Office of Workforce Development's client system is https://jobs.mo.gov.

The Division of Employment Security's client system is https://uinteract.labor.mo.gov.

State of Missouri

OWD Responsible for:	DES Responsible for:
1) Assisting or filing Trade petitions	1) Determining TAA and TRA eligibility through the processing of Trade Act claims
2) Providing an Initial Assessment on each worker	2) Issuing TRA weekly benefit payments
3) Providing or offering "employment and case management service" to each worker and if applicable develop an employment plan	3) Issuing RTAA and/or ATAA determinations and payments

4) Issuing waivers (when appropriate)	4) Issuing transportation, subsistence, Job Search Allowance, and Relocation Allowance payments on behalf of OWD
5) Making classroom / distance training determinations for remedial, prerequisite, and/or skills training • Determine eligibility for transportation and/or subsistence	
6) Making On-the-Job Training (OJT) determinations and writing contracts • Complete E-Verify process, submit monthly invoices, monitoring worker while working, and modifications to the contract if applicable • Determine eligibility for transportation and/or subsistence	
7) Making Apprenticeship determinations and writing contracts • Submit invoices, monitoring worker while working, and modifications to the contract if applicable • Determine eligibility for transportation and/or subsistence	
8) Making Job Search Allowance determinations	
9) Making Relocation Allowance determinations	
10) Making Job Search Program determinations	
11) Reviewing TRA-22s forms for clients who are: • Eligible for transportation and/or subsistence • Participating in distance learning / online training • On a payable break in training	
12) Entering and maintaining required information into OWD's case management system	

OWD Central Office Trade Act Staff:
The OWD Central Office Trade Act staff is responsible for overseeing and administering the TAA portion of the Trade Act program from the State level.

Name	Title	Email	Phone#
Myra Huhmann	Benefit Program Senior Specialist	myra.huhmann@dhewd.mo.gov	573/526-8213
Darla Linhardt	Benefit Program Specialist	darla.linhardt@dhewd.mo.gov	573/751-2169

Submittal of forms or technical assistance questions must be sent to
dwdtradeacthelp@dhewd.mo.gov

Questions from partner staff, clients, or employers must be sent to:
missouritradeact@dhewd.mo.gov

Mailing Address	Street Address
OWD Trade Act Unit PO Box 1087 Jefferson City, MO 65102-1087 Fax: 573/751-8162	OWD Trade Act Unit Harry S. Truman Building, Suite 870A 301 W. High Street Jefferson City, MO 65101

Trade Act Navigators:
The Trade Act Navigators are regional contacts who provide Trade Adjustment Assistance (TAA) outreach to employers, training facilities, workers, and Missouri Job Center staff. Additionally, their goal is to increase the number of petitions filed to increase TAA participation. The Navigators will handle their region's OJTs and Apprenticeship activity. They will also present TAA information at any Employee Transition Team (ETT) meeting and Group Orientation sessions. They will work closely with the Employer Relations and Engagement (ERE) Representatives.

Name	Email	Phone#
Marisa Ciolino	marisa.ciolino@dhewd.mo.gov	636/387-3752
Michelle Rooffener	michelle.rooffener@dhewd.mo.gov	417/230-1912

The Trade Act Navigators receive TAA information at the email address OWDTAAForms@dhewd.mo.gov.

DES Central Office Trade Act Staff:
The DES Central Office Trade Act staff is responsible for overseeing and administering the TRA and RTAA/ATAA portion of the Trade Act program from the State level.

Name	Title	Email	Phone#
Nick Pendleton	TRA Coordinator	nicholas.pendleton@labor.mo.gov	573/751-6828
Wade Masoner	Benefits (TRA/TAA)	wade.masoner@labor.mo.gov	573/751-8163
Robin Moses	Benefits (RTAA/ATAA)	robin.moses@labor.mo.gov	573/751-6727

Mailing Address for Nick DES Attn: DES Trade Act Coordinator PO Box 2313 Jefferson City, MO 65102	**Mailing Address for Wade / Robin** DES Attn: Special Programs PO Box 59 Jefferson City, MO 65104-0059
	Fax Number: (573) 751-5040

DES Regional Claim Centers (RCCs):
The RCCs act as the Division of Employment Security's call center(s).

Location	Telephone Number
St. Louis	(314) 340-4950
Kansas City	(816) 889-3101
Jefferson City	(573) 751-9040
Springfield	(417) 895-6851
Toll-Free	(800) 320-2519

DEFINITIONS

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DEFINITIONS

1…2…3

8 / 16 Week Criteria is a timeframe that workers under Trade 2002, Trade 2002 Revert, and Trade Reversion 2021 must meet to be eligible for TRA. A worker must be issued a waiver, enrolled in full-time TAA-approved training, or participating in full-time TAA-approved training by either:

- 8 weeks after the petition certification date; or
- 16 weeks after the worker's last qualifying separation date from the Trade-affected employment, whichever is later.

In rare circumstance, a 45-day waiver is available.

26 / 26 Week Criteria is a timeframe that workers under Trade 2009, Trade 2011, and Trade 2015 must meet to be eligible for TRA. A worker must be issued a waiver, enrolled in full-time TAA-approved training, or participating in full-time TAA-approved training by either:

- 26 weeks after the petition certification date; or
- 26 weeks after the worker's last qualifying separation date from the Trade-affected employment, whichever is later.

In rare circumstance, 45-day and 60-day waivers are available.

A

Act means chapter 2 of title II of the Trade Act of 1974, Public Law 93-618, 88 Stat. 1978 (19 U.S.C.2271-2323 and 2395), as amended.

Additional TRA refers to a type of Trade Readjustment Allowance (TRA) that is drawn after Basic TRA is exhausted. Additional TRA can only be drawn if the worker is participating in full-time TAA-approved training. Additional TRA is available under all version of Trade Act.

Adjustment assistance means the services and benefits provided for achieving reemployment of adversely affected workers and include:

A. Trade Readjustment Allowances (TRA)
B. Training and Training (Related) Allowances
C. Job Search Allowances
D. Relocation Allowances

E. Employment Services, and any other right or benefit provided for adversely affected workers by the Trade Act of 1974, by Trade Act 2002, by Trade 2009, Trade 2002 Revert, Trade 2011, Trade 2015, and/or Trade Reversion 2021.

Administrator means the Administrator, Office of Trade Adjustment Assistance (OTAA), Employment and Training Administration (ETA), U.S. Department of Labor (USDOL), Washington, D.C., who has responsibility for administering the TAA Program, or his or her designee.

Adversely affected employment means employment in a firm or appropriate subdivision in a firm or appropriate subdivision, if workers of the firm or appropriate subdivision are certified as eligible to apply for the TAA Program.

Adversely affected worker or **AAW** (also referred to, in combination with an AAIW, as a trade-affected worker) means an individual, including an employer, who, because of lack of work in adversely affected employment, has been totally or partially separated from such employment.

Adversely affected incumbent worker or **AAIW** (also referred to, in combination with an AAW, as a trade-affected worker) means a worker who:

1) Is a member of a worker group certified as eligible to apply for the TAA Program;
2) Has not been totally or partially separated from adversely affected employment; and
3) The Department determines, on an individual basis, is threatened with total or partial separation.

Agent State means a State, other than a liable State, that provides benefits or services to a trade-affected worker. A State can be both an agent State and liable State.

Alternative Trade Adjustment Assistance (ATAA) is a wage subsidy program for Trade eligible workers who are at least 50 years old and who find qualifying reemployment. ATAA helps to bridge the salary gap between the worker's Trade-affected employment and reemployment. ATAA is available under Trade 2002, Trade 2002 Revert, and Trade Reversion 2021.

Applicable State law means, for any worker, the State law of the State:

1) In which such worker is entitled to Unemployment Insurance (UI) (whether or not such worker has filed a UI claim) immediately following such first separation, or is entitled to UI under the Railroad Unemployment Insurance Act (RRUI), the State law of the State in which such first separation occurred.
2) If the worker is not so entitled to UI under the State law of any State immediately following such first, or is entitled to UI under the RRUI, the State law of the State in which such first separation occurred.

Appropriate as it pertains to training under the Trade Act of 1974, has a broad meaning as to whether the training is especially suitable or compatible, fitting or proper. Appropriate refers to the suitability of the training for the applicant and the compatibility of the training for the purposes of the program, including whether there is a reasonable prospect that the worker will be re-employed in the foreseeable future by the firm from which he/she is separated.

Appropriate subdivision means an establishment, facility or facilities, an organizational department, a product line, a project team, an operational unit, or part or combination thereof. The appropriate subdivision is determined on a case-by-case basis and includes all workers or a subset of workers working at, or reporting to, the locations(s) identified in the petition, or subsequently identified during the course of the investigation, whose employment is dependent upon the production of the specific article or supply of the specific service identified in the petition, or identified during the course of the investigation.

Appropriate week means the week in which the AAW's first separation occurred.

Approved training or **TAA approved training** means a training approved under subpart F of the TAA Final Rule (618.610).

Article means a tangible good or an intangible good sold or produced by a firm. The good must be the subject of the sale or production, and not an object that is produced incidentally to the sale or production. An article can be measured in individual production unites or commercial production units, such as with commodities. Sale of an article is the means by which revenue is generated, accumulated, or calculated.

Average weekly hours means the average hours worked by an AAW (excluding overtime) in the employment from which the worker has been or claims to have been separated in the 52 consecutive calendar weeks (weeks during which the worker was sick or on vacation) immediately preceding the worker's total separation or, for a partially separated worker, the week before the appropriate week. The average is obtained by dividing:

1) Total hours worked (excluding overtime) in the 52 consecutive calendar weeks (excluding weeks in such period during which the worker was sick or on vacation); by
2) The number of weeks in such 52 consecutive calendar weeks (excluding weeks in such period during which the worker was sick or on vacation).

Average weekly wage means one-thirteenth of the total wages paid to an AAW in the high quarter. For purposes of this computation, the high quarter is the quarter in which the worker's total wages were highest among the first 4 of the last 5 completed calendar quarters immediately preceding the week in which total separation occurred or, in cases where partial separation is claims, the appropriate week.

B

Basic TRA refers to a type of Trade Readjustment Allowance (TRA) that may be available to Trade eligible workers if they earned at least $30 per week in 26 of the last 52 weeks at the Trade affected employment. The amount of Basic TRA may vary per worker. Eligible workers may receive a combination of 52 weeks of Unemployment Insurance (UI) and Basic TRA. Workers have a two year period to draw the balance of their Basic TRA based on their last qualifying separation from the Trade-affected employer. Workers eligibility to Basic TRA under Trade 2002, Trade 2002 Revert, and Trade Reversion 2021 may be impacted by the 8 / 16 Week Criteria. Workers eligibility to Basic TRA under Trade 2009, Trade 2011, and Trade 2015 may be impacted by the 26 / 26 Week Criteria.

Benefit period means, with respect to a worker:

1) The benefit year and any ensuing period, as determined under the applicable State law, during which the worker is eligible for regular compensation, additional compensation, or extended compensation; or
2) The equivalent to such a benefit year or ensuing period provided for under Federal UI law.

Bona fide application for training means an application for training filed on a form approved by the Secretary containing information, such as, the worker's name, petition number, local office number, type of training, signed and dated by the worker applying for training. The application for training must also be signed by the appropriate Job Center staff person.

C

Ceased to participate in training. A worker shall be determined to have ceased participation in a training program when the worker fails to attend all scheduled training classes and other training activities scheduled by the training institution in any week of the training program, without justifiable cause.

Certification of affirmative determination or **petition certification** means a determination issued under 618.235(a), or an amendment under 618.250, of eligibility to apply for the TAA Program, with respect to a specified worker group of a firm or appropriate subdivision.

Certification date or **date of certification** means the date on which the (USDOL) Certifying Officer signs the (petition) certification. This is the date that the (petition) certification takes effect.

Certification period means the period of time during which total, partial, or threat of separations from adversely affected employment within a firm or appropriate subdivision of a firm are covered by a certification for worker groups eligible to apply for assistance

under section 222(a) and (b) of the Act. It also means the period of time during which total or partial separations from adversely affected employment within a firm are covered by a certification for worker group eligible to apply for assistance under section 222(e) of the Act. The certification period begins on the impact date and, unless otherwise in the certification, end 2 years after the certification date. A certification may expire sooner than 2 year after the certification date as a result of a termination under 618.240, an amendment under 618.250, or if a certification is based on a determination issued by International Trade Commission (ITC) under section 222(e) of the Act.

Certifying Officer means an official, including the Administrator of the Office of Trade Adjustment Assistance (OTAA), Employment and Training Administration (ETA), Department of Labor, who has been delegated responsibility to make determinations and issue certifications of eligibility to apply for the TAA Program, and to perform such further duties as may be required.

Co-enrollment means enrollment in the TAA Program and at least one other program that operates as part of the one-stop delivery systems, such as the dislocated worker program under title I of WIOA.

Commission or **International Trade Commission** or **ITC** means the U.S. International Trade Commission.

Commuting area means the area in which a trade-affected worker would be expected to travel to and from work on a daily basis as determined under applicable State law.

- In Missouri, a commuting area is considered to be ten (10) miles one-way.
- When Missouri is the Agent State, we must use the Liable State's definition of commuting area.

Completion of training or **complete training** or **completed training** means that the trade-affected worker has finished all required coursework (including required externships or internships), testing, and professional licensing exams related to TAA approved training.

Completion TRA refers to a type of Trade Readjustment Allowance (TRA) that is drawn after Basic and Additional TRA is exhausted. Completion TRA can only be drawn if the has met benchmark requirements and participated in 60 day reviews. Additionally, the worker must be participating in full-time TAA-approved training. Completion TRA can only be drawn for 13 weeks when (s)he is within 20 weeks of the end date of training. Completion TRA is available under Trade 2011, Trade 2015, and Trade Reversion 2021.

Component part means an input (tangible or intangible article) that is directly incorporated into the production of another article, although it need not retain its original form or characteristics.

Confidential business information means trade secrets and commercial or financial information received by the (USDOL) Department, or by the States on the (USDOL's) Department's behalf, during an investigation under subpart B of this part, which the (USOL) Department considers to be privileged or confidential as set forth in the Trade Secrets Act (18 U.S.C. 1905), 5 U.S.C. 552(b)(4), or 29 CFR part 70. It does not include publicly available business information with respect to which the firm or customer submitting the information, that the information would be released by the Department of the States, or if the firm or customer subsequently consents to the release of the information.

Contributed importantly means a cause that is important but not necessarily more important than any other cause.

Cooperating State agency or **CSA** means the agency at the State level that will act as agent to the Department in receiving applications from and providing benefits and services to trade-affected workers in coordination with the State agency that administers the UI law, if applicable, and such other agency or agencies of the State as the Governor of the State may designate to cooperate with such CSA for performance accountability reporting and other purposes.

Customized training means work-based training that is:

1) Designed to meet the special requirements of a single employer or group or employers;
2) Conducted with a commitment by the employer or group of employers to employ a trade-affected worker upon successful completion of the training; and
3) For which the employer pays for a significant portion (but in no case less than 50%) of the cost of such training.

D

Date of request. The date a bona fide application is signed by a worker who expresses an interest in participating in approved training.

- This also applies to Job Search Allowance and Relocation Allowance.

Date of separation means the date of separation as determined under applicable State law or Federal unemployment insurance law.

Denial or **negative determination** or **petition denial** means a determination issued under 618.325(b) that a group of workers is not eligible for TAA Program benefits.

Department of Labor or **Department** means the U.S. Department of Labor.

Distance Learning includes training classes that are available online, via satellite, pre-recorded, per video, etc.

Division of Employment Security (DES) is the agency responsible for making worker Trade Act eligibility determinations, making determinations and issuing TRA payments, and making determinations and issuing RTAA/ATAA payments.

Downstream producer means a firm that performs additional, value-added production processes or services, such as final assembly, finishing, testing, packaging, or maintenance or transportation services. The value-added production processes or services must be performed directly for another firm that has a worker group certified to apply for the TAA Program under 618.225, and the production processes or services must be carried out with respect to the article or service on which the certification under 618.225 was based.

E

Eligible RTAA recipient means, for HCTC purposes (see definition of HCTC), an AAW eligible for RTAA and who is participating in RTAA for a month and is receiving an RTAA benefit for that month. **HCTC has expired.**

Eligible TAA recipient means, for HCTC purposes (see definition of HCTC), an AAW who receives TRA for any day of the month or who would be eligible to receive TRA but for the fact that the worker has not exhausted his or her UI entitlement. **HCTC has expired.**

Eligible Training Provider System (ETPS) is OWD's online training provider search tool that allows workers to research Missouri's educational institutions and programs. The ETPS can be found at jobs.mo.gov. The ETPS is sometimes referred to as the Eligible Training Provider List (ETPL) or MoSCORES (https://scorecard.mo.gov/Search).

Employer means any individual or type of organization, including the Federal Government, a State government, a political subdivision, or an instrumentality of one or more governmental entities, with one or more individuals performing service in employment for it within the United States.

Employment means any service performed for an employer by an officer of a corporation or by an individual for wages.

Enrolled in training means that a worker's application for training is approved by the State (under subpart F of this part), and the training provider has furnished written notice to the State that the worker has been accepted in the approved training program, which is to begin within 30 calendar day of the date of such approval.

Exhaustion of UI means exhaustion of all rights to UI in a benefit period by reason of:

1) Having received all UI to which a worker was entitled under the applicable State law or Federal unemployment compensation law with respect to such benefit period; or

2) The expiration of such benefit period.

F

Failed to begin participation. A worker shall be determined to have failed to begin participation in a training program when the worker fails to attend all scheduled training classes and other training activities in the first week of the training program, without justifiable cause.

Family means the following members of an adversely affected worker's household whose principal place of abode is with the worker in a home the individual in a home the individual maintains or would maintain but for unemployment:

1) A spouse;
2) Domestic partner;
3) Children of the adversely affected worker, of the worker's spouse, or of the worker's domestic partner, who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. (The term "children" shall include natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the worker, of the worker's spouse, or of the domestic partner; and an unborn child(ren) born and moved after the worker's effective date of transfer);
4) Dependent parents (including step and legally adoptive parents) of the worker, of the worker's spouse, or of the worker's domestic partner; and
5) Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the worker, of the worker's spouse, or of the worker's domestic partner, who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

Feasible (as it pertains to training under the Trade Act program) means whether there is any training available at that time which meets all of the six criteria for approving training as listed on DWD-PO-240. Also whether the worker is situated to be able to take full advantage of the training opportunity and complete the training. Further, it includes whether funding is available to pay the full costs of the training including any transportation and subsistence expenses. Funding includes not only TAA funds but also funds under WIOA, and other Federal, state and acceptable private sources.

Filing date means the date on which the petition and attachments to the petition form are determined to be valid by the Department's Office of Trade Adjustment Assistance, in accordance with 618.205.

Firm means and individual proprietorship, partnership, joint venture, association, corporation (including a development corporation), business trust, cooperative, trustee in bankruptcy, or receiver under decree of any court. A firm, together with any predecessor or sccessor-in0interest, or together with any affiliated firm controlled or substantially beneficially owned by substantially the same persons may be considered a

single firm. Where the term “firm” appears in this subpart, it means “firm or appropriate subdivision.” Firm also means an agricultural firm or service sector firm or an appropriate subdivision thereof. For purposes of subpart B of this part only, firm does not include a public agency or any subdivisions of a public agency, as defined in 29 U.S.C 203(x).

First benefit period means the benefit period established after the AAW’s first qualifying separation or in which such separation occurs.

First exhaustion of unemployment insurance means exhaustion of all rights to Unemployment Insurance (UI) and Extended Benefits (EB) in a benefit period by reason of:

A. Having received all UI or EB to which a worker is entitled under State or Federal Law with respect to such benefit period, or

B. The expiration of such benefit period.

First separation means a worker's total or partial separation from adversely affected employment on or most closely following the impact date of the certification under which the worker is covered and which establishes, or occurs within, the worker's first benefit period.

Full-time training means:

1) Attendance in training in accordance with the training provider’s established full-time hours in a day (or credit hours) and days in a week; and
2) In the last semester of training, if the remaining course(s) to complete the training approved under subpart F of this part do not meet the training provider’s usual definition of full-time, States must consider the participation in training as full-time training, if no additional training or coursework will be required to complete the training program.

G

Group of workers means at least two workers employed or formerly employed by the same firm, or an appropriate subdivision thereof, including teleworkers and staffed workers, who file a petition for certification under subpart B of this part, or for whom a petition is filed.

H

Health Coverage Tax Credit (HCTC) means the tax credit equal to a specific percentage of the costs of qualified health insurance premiums, which is administered by the Internal Revenue Service under section 35 of the Internal Revenue Code of 1986, as amended (26 U.S.C 35). When the tax credit is available, eligible TAA and

RTAA recipients (see definitions of eligible TAA recipient and eligible RTAA recipient) and qualifying family members may apply for advance payment of the credit or claim the credit on their income tax return. **HCTC has expired.**

I

Impact date means the date stated in a certification of eligibility to apply for the TAA Program, on which total or partial separations of the workers covered by the certification began or threatened to begin, but in most cases, is not more than 1 year before the petition date.

Increased imports means that imports have increased either absolutely or relative to domestic production compared to a representative based period. The representative based period will be 1 year consisting of the 4 quarters immediately preceding the date that is 12 months prior to the date of the petition.

Individual employment plan or **IEP** means a revisable document containing an ongoing strategy, jointly developed by the trade-affected worker and the State, identifying the worker's employment goals, appropriate achievement objectives, and appropriate services for the worker to achieve his or her employment goals, objectives, and benchmarks while in training or receiving employment and case management services.

J

Job Finding Club means a job search workshop that includes a period of 1 to 2 weeks of structured, supervised activity in which trade-affected workers attempt to obtain jobs.

Job Search Allowance is a reimbursement to the worker that covers travel expenses associated with approved job search activities, for suitable employment, held outside the worker's commuting area. The worker must request Job Search Allowance prior to participating in the job search activities.

Job Search workshop means a short (1 to 3 days) seminar designed to provide workers with knowledge that will enable the workers to find jobs. Subjects are not limited to, but should include labor market information, resume writing, interviewing techniques, and techniques for finding job openings.

Justifiable cause means such reasons as would justify an worker's conduct when measured by conduct expected of a reasonable worker in like circumstances, including but not limited to reasons beyond the worker's control and reasons related to the worker's capability to participate in or complete an approved training program.

L

Lack of work means that the employer does not have work for the worker to perform or does not make the work available to the worker, and includes, but is not limited to, circumstances when:

1) Work is unavailable because the employer suspends or ceases operations or institutes a lockout; or
2) Work is unavailable because the employer downsizes the workforce by means of attrition or layoff.

Labor Market Information (LMI) includes all data and analysis related to employment and the workforce.

Last separation means the total or partial separation from adversely affected employment most recently preceding a worker's application for Trade Adjustment Assistance (TAA). The last qualifying separation date is one of the dates that are used in calculating multiply timeframes / deadlines for workers to remain eligible for Trade Act benefits and/or services.

Layoff means a suspension of or separation from employment by a firm for lack of work, initiated by the employer, and expected to be for a definite or indefinite period of time.

Liable State means the State that holds the worker's UI entitlement. The Liable State is responsible for paying UI and TRA, making determinations and paying Job Search Allowance, Relocation Allowance, and RTAA/ATAA, issuing waivers or approving/denying waiver determinations issued by the Agent State, approving/denying training determinations issued by the Agent State, and holding appeals hearings.

Like or directly competitive means, for articles, that articles have characteristics that are substantially identical in inherent or intrinsic characteristics (i.e., material from which the articles are made, appearance, quality) or are used for substantially equivalent purposes and achieve comparable results and are, therefore, commercially interchangeable; and for services, services that have characteristics that are substantially identical in inherent or intrinsic characteristics (i.e., processes and procedures that comprise the activity, sequence of steps or component elements required in the provision of the service or both) or are used for substantially equivalent purposes and achieve comparable results and are, therefore, commercially interchangeable.

M

Missouri Job Centers are located statewide and are staffed by workforce specialists, including Trade Act Navigators, who provide personalized employment-related services for job candidates and businesses.

O

Office of Trade Adjustment Assistance or **OTAA** means the organization within the U.S. Department of Labor, Employment and Training Administration that administers the TAA Program, or OTAA's successor organization.

Office of Workforce Development (OWD) is the agency responsible for staffing Trade Representatives in Missouri Job Centers statewide. OWD is responsible for providing TAA services and making TAA determinations.

One-stop delivery system means the nationwide system of one-stop career centers, known as American Job Centers, which administer and deliver workforce development, educational, and training activities, as well as supportive services to workers and job seekers, in accordance with title I of WIOA.

On-the-Job Training (OJT) means work-based training, provided – under contract with an employer in the public, nonprofit, or private sector – to an adversely-affected worker who is employed by the employer.

P

Partial separation or **partially separated** means, with respect to an adversely-affected worker who has not been totally separated, that:

1) For purposes of subpart B (TAA Final Rule):
    i. The worker's hours of work have been reduced to 80% or less of the worker's average weekly hours at the firm, or appropriate subdivision thereof during the period of investigation; and
    ii. The worker's wages have been reduced to 80% or less of the worker's average weekly wage at the firm, or appropriate subdivision thereof during the period of investigation.

2) For this subpart and subparts C through I (TAA Final Rule):
    i. The worker's hours of work have been reduced to 80% or less of the worker's average weekly hours in adversely affected employment during the certification period; and
    ii. The worker's wages have been reduced to 80% or less of the worker's average weekly wage in adversely affected employment during the certification period.

Period of duty means active duty served by an adversely-affected worker before completing training for a period of more than 30 days under a call or order to active duty of more than 30 days or , in the case of a member of the Army National Guard of the United State or Air National Guard of the United States, full-time National Guard duty under 32 U.S.C. 502(f), for 30 consecutive days or more when authorized by the

President or the Secretary of Defense for the purpose of responding to a national emergency declared by the President and support by Federal funds.

Petition date means the date a petition form is signed by the petitioner(s). When petitions sign on different dates, the petition date is the latest of those dates.

Prerequisite education or **prerequisite coursework** or **prerequisite training** means any coursework or training required by a training provider before entering an occupational training program designed to impart the skills and information required to perform a specific job or group of jobs.

Program of remedial education or **remedial education** or **remedial training** means coursework or training that is designed to enhance the employability of a trade-affected worker by upgrading basic academic knowledge through such courses as adult basic education (ABE), basic math and literacy, English language acquisition (ELA) for nonnative speakers, and high school equivalency (HSE) courses, amount others.

Q

Qualifying Separation means any total or partial separation of an adversely-affected worker from adversely affected employment within the certification period for the purposes of determining the adversely-affected worker's eligibility to receive Basic TRA; 26-week eligibility period for enrollment in approved training; and Basic TRA eligibility period. The first qualifying separation is used to determine the weekly and maximum amounts of Basic TRA payable to an adversely-affected worker.

R

Reemployment Trade Adjustment Assistance (RTAA) means the TAA Program benefit available to certain adversely affected workers 50 years of age and older who obtain qualifying reemployment. RTAA is available under Trade 2009, Trade 2011, and Trade 2015.

Regional Administrator means the appropriate Regional Administrator of the United States Department of Labor's (USDOL's) Employment and Training Administration.

Regional Claim Center (RCC) is a call center operated by the Division of Employment Security (DES).

Relocation Allowance is a payment to the worker that covers moving expenses of household associated with relocating outside the worker's commuting area for bona fide offer of suitable employment. The worker must request Relocation Allowance prior to moving.

S

Separation date means:

1) For a total separation:
    i. For a worker in employment status and not on employer-authorized leave, the last day worked; or
    ii. For a worker on employer-authorized leave, including leave for military service, the last day the worker would have worked had the worker not been on the employer-authorized leave.

2) For a partial separation, the last day of the week in which the partial separation occurred.

Service means the work performed by a worker for a service firm or appropriate subdivision. The work of a service firm is measured in units of time, labor, and tasks completed. Services may include the incidental production of an article, such as a license, ticket, certificate, permit, model, drawing, or prototype. Services are intangible but may involve the use of tangible objects during the supply of the service (such as textbooks in the supply of educational services). Where the revenue of the firm, or appropriate subdivision, is generated from the sale of a service, the firm, or appropriate subdivision, is deemed to be engaged in activity related to the supply of a service.

Significant number of proportion of the workers means:

1) The lesser of 50 workers or 5% of the workers within a firm, or appropriate subdivision, have been totally or partially separated, or both, or are threatened with total or partial separation; or

2) 2 or more workers within a firm, or appropriate subdivision, with a workforce of fewer than 50 workers, have been totally or partially separated, or both, or are threatened with total or partial separation.

Staffed worker means a worker directly employed by one firm to perform work under the operational control of another firm that is the subject of a petition investigation. These workers were previously referred to as “leased workers”. The term excludes independent contractors.

State means the States of the United States, the District of Columbia, and the Commonwealth of Puerto Rico; and the term "United States," when used in the geographical sense, includes the Commonwealth of Puerto Rico.

State agency means an agency administering a State Law.

State Law means the UI Law of a State under Section 3304 of the Internal Revenue Code of 1986, as amended (26 U.S.C. 3304).

Successor-in-interest means a firm, whether or not named on a certification issued under subpart B (TAA Final Rule), from which trade-affected workers are separation, or threatened with separation, and where most or all of the factors in paragraphs (1) through (7) of this definition are present, relative to a firm names on a determination issued under subpart B:

1) There is continuity in business operations.
2) There is continuity in location.
3) There is continuity in the workforce.
4) There is continuity in supervisory personnel.
5) The same jobs exist under similar conditions.
6) There is continuity in machinery, equipment, and process.
7) There is continuity in product/service.

Suitable employment is employment means, with respect to a worker, work of a substantially equal or higher skill level than the worker's past adversely affected employment, and wages for such worker that are not less than 80% of the worker's average weekly wage. Part-time, temporary, short-term, or threatened employment is not suitable employment.

Supplier means a firm that produces and supplies directly to another firm component parts for articles, or services, used in the production of articles or in the supply of services, as the case may be, that were the basis for a certification of eligibility under 618.225 of a worker group employed by such other firm. There is no direct supply where an intervening customer, supplier, or another entity receives the component part, aside from in a delivery or bailment capacity, or in the case of a service supplier, if an intervening entity performs the service.

Supportive services means services such as local transportation, childcare, dependent care, and housing, provided through WIOA or other programs, that are needed to enable an individual to participate in activities authorized under the Act.

T

Threatened to become totally or partially separated means that there is evidence of intent to separate workers or the imminent separations are reasonably anticipated.

Threatened to begin means, in the context of reasonably anticipated total or partial separations, the date(s) on which imminent separations will begin.

Total separation or **totally separated** means:

1) For purposes of subpart B (TAA Final Rule), the layoff or severance of an adversely affected worker from a firm or appropriate subdivision thereof; or
2) For all other purposes, the layoff or severance of a worker from adversely affected employment with a firm, or appropriate subdivision thereof.

Trade Adjustment Assistance for Workers or **TAA Program** means chapter 2 of title II of the Act, Public Law 93-618, 88 Stat. 1978 (19 U.S.C. 2271-2323 and 2395), as amended, which establishes the Trade Adjustment Assistance for Workers (TAA) Program. The benefits and services established under the Act, including RTAA, are collectively referred to as the Trade Adjustment Assistance Program (TAA Program) and provide assistance to workers adversely affected by foreign trade, as described in this part.

Trade-affected worker means both "adversely affected workers" and "adversely affected incumbent workers."

Trade Readjustment Allowance or **TRA** means a weekly allowance payable to an adversely affected worker who meets the requirements of subpart G of this part. There are three types of TRA: Basic, Additional, and Completion, as described in 618.710.

U

Unemployment Insurance or **UI** means the unemployment compensation payable to a worker under any State law or Federal UI law, including chapter 85 of title 5 of the U.S. Code and the RRUI. UI includes:

1) *Regular compensation* means compensation payable to a worker under any State unemployment compensation law (including compensation payable pursuant to 5 U.S.C. chapter 85), other than extended compensation and additional compensation.

2) *Additional compensation* means compensation payable to exhaustees by reason of conditions of high unemployment or by reason of other special factors.

3) *Extended compensation* means compensation (including additional compensation and compensation payable pursuant to 5 U.S.C. chapter 85) payable for weeks of unemployment beginning in an extended benefit period to a worker under those provisions of the State law that satisfy the requirements of the Federal-State Extended Unemployment Compensation Act of 1970 (EUCA) (26 U.S.C. 3304 (note)) with respect to the payment of extended compensation, including one-hundred percent federally funded unemployment compensation extensions.

V

Value-added production processes or services means such processes or services similar to and including final assembly, finishing, testing, packaging, or maintenance or transportation services.

W

Wages means:

1) Remuneration as defined by State law; or

2) For purposes of calculating a reemployment wage when determining the availability of suitable employment, the stated salary and – to the extent known – the value of any compensation package that would be defined as remuneration under State law, as provided by an employer in a job posting or job offer.

Wagner-Peyser Act means the Wagner-Peyser Act, as amended (29 U.S.C. 49 *et seq*).

Week means a week as defined in an applicable State Law.

Week of unemployment means a week of total, part-total, or partial unemployment as determined under the applicable State law or Federal UI law.

Worker group means two or more workers of the same firm, or appropriate subdivision thereof, named in a certification rendered under subpart B of this part as eligible to apply for TAA Program benefits and services, inclusive of teleworkers and staffed workers.

Workforce Innovation and Opportunity Act or **WIOA** means the Workforce Innovation and Opportunity Act (Pub. L. 113-128, as amended).

PETITION PROCESS

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 10/23/22

EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATEES DEPARTMENT OF LABOR

OMB Control Number: 1205-0342
Expiration Date: 09/30/2022

Petition for Trade Adjustment Assistance (TAA) for Workers and Alternative Trade Adjustment Assistance (ATAA)

INSTRUCTIONS FOR COMPLETING THE FORM

Background. The TAA for Workers program (TAA Program) is authorized under Title II of the Trade Act of 1974, as amended (19 U.S.C. § 2271 et seq.) (the Act). The TAA Program provides workers who have been adversely affected by foreign trade with opportunities to obtain skills, credentials, resources, and support necessary to become reemployed. The TAA Program offers the following benefits and services to eligible workers: employment and case management services, training, out of area job search and relocation allowances, income support through Trade Readjustment Allowances, and the Alternative Trade Adjustment Assistance benefit for workers aged 50 or older who find qualifying reemployment. Filing a petition is the first step in qualifying for TAA Program benefits and services. In response to the filing of a Petition, the Department of Labor (Department) conducts an investigation to determine whether foreign trade contributed importantly to the workers' job separation or threat of job separation. After the investigation, the Department determines worker group eligibility to apply for TAA Program benefits and services. A state workforce agency representative will notify workers in a certified group of the determination, at which time the individual workers may apply for benefits and services at a local American Job Center. For a worker to be eligible for benefits and services, the worker must be part of a worker group that has been certified under a petition filed with the Department. Additional information is available on our website at: www.dol.gov/agencies/eta/tradeact/

Filing Instructions. A petition for certification of eligibility to apply for adjustment assistance for a group of workers must be filed simultaneously with the Secretary of Labor and with the Governor of the State in which such workers' firm is located. Information provided on the petition form will be used for the purposes of determining worker group eligibility, and providing notice to the general public that the petition has been filed and whether the worker group is eligible to apply for TAA Program benefits and services. A valid petition form, including attachments, is treated as a public document.

Amendments to active existing TAA certifications will be investigated based on the information provided by the petitioner(s) on the TAA petition form. If the petitioners would like the Department to consider whether an amendment to an existing certification is appropriate, the petitioners should include in the petition any information they would like considered and can include a statement that they believe that an amendment would be appropriate. Identifying a petition as an amendment request does not preclude or limit a full investigation of the petition.

Who May File a Petition?

- A group of two or more workers from the same firm, a union or other duly authorized representative of such workers; the firm(s) of such workers; American Job Center operators or partners, including State workforce officials, employment security agencies, or dislocated worker unit and rapid response team members.

How to File a Valid Petition:

- The following information must be completed for a petition to be considered valid: (1) the name and contact information for each petitioner; (2) the name of the firm employing the group of workers; (3) the address of the location(s) where the group of workers who have been totally or partially separated or threatened with separation report to work (for a remote worker, the address of the location to which they report); (4) the name and contact information of an official within the employer firm or an individual authorized to provide information regarding the operation of the workers' firm; (5) the article produced by the workers' firm; (6) the actual or approximate date on which total or partial separations are threatened to occur or did occur; (7) the actual or estimated total number of workers who have been or may be separated; and (8) every petition shall be signed and dated by at least two individuals of the petitioning group, or by an official of a certified or recognized union or other duly authorized representative, or by a representative of one of the organizations listed in the Who May File a Petition section above. Required items are indicated on the Petition Form with an asterisk (*).

How to File a Petition with the U.S. Department of Labor:

There are three methods to file a petition with the Department. Please submit the petition using only one of the methods below; submitting the same petition using multiple methods will not speed the investigation process and may slow the process.

- The most effective way to file a Petition is to complete the Petition form online at www.dol.gov/agencies/eta/tradeact/
  ***FILING ONLINE IS STRONGLY ENCOURAGED*; OR**
- Fax the completed Petition form to (202) 693-3584, (202) 693-3585, (202) 693-3986; **OR**
- Mail the completed Petition form to:
  U.S. Department of Labor
  Office of Trade Adjustment Assistance
  200 Constitution Ave N.W., Room N-5428

Petition for Trade Adjustment Assistance (TAA) for Workers and Alternative Trade Adjustment Assistance (ATAA)

Washington, D.C. 20210

To File with the State TAA Coordinator or the State Dislocated Worker Unit or State Workforce Agency (SWA):

- Use the contact information below to find the appropriate SWA filing address. If this Petition includes worker separations in different states, copies of this completed Petition Form must be filed with each state with worker separations.

Toll-Free Helpline:	1-877-US2-JOBS (TTY) 1-877-889-5627
Internet:	https://www.dol.gov/agencies/eta/tradeact/contact/state, OR https://www.careeronestop.org/

For Filing Assistance:

- A worker may contact their local American Job Center or their State Dislocated Worker Unit or State Workforce Agency for assistance in preparing a Petition or to request submission of a petition on the workers' behalf. The contact information can be obtained using the telephone numbers or internet addresses provided above. For any questions about filing a Petition, a petitioner may also contact the Office of Trade Adjustment Assistance hotline number at (888) 365-6822.

To Check on Filing Status:

- To check the status of your petition, please visit: www.dol.gov/agencies/eta/tradeact/

Public Burden Statement. Persons are not required to respond to this collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. Responding is required to obtain or maintain benefits (19 U.S.C. 2271). Public reporting burden for this collection is estimated to average .33 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information, and a potential review by a state official. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden of this collection, to the U.S. Department of Labor at the address provided above (Paperwork Reduction Project 1205-0342).

Petition for Trade Adjustment Assistance (TAA) for Workers and Alternative Trade Adjustment Assistance (ATAA)

Section 1. Petitioner Information

Please provide petitioner information below. A company, state workforce, American Job Center, union or duly authorized official will generally complete all information in column 1 (Note: a union official completing this petition form should provide the name of the union.) Otherwise, two workers from the same firm completing this Petition Form must fill in both columns 2 and 3 (with the headings for Petitioning Worker 1 and 2).

		Authorized Petitioner	*Petitioning Worker 1*	*Petitioning Worker 2*
a)	Name*			
b)	Title			
c)	Street Address*			
	City*			
	State, Zip Code*			
d)	Phone – Main*			
e)	Phone – Alternate			
f)	E-Mail			
g)	Petitioner Type: (Please check one)	☐ Company Official ☐ American Job Center ☐ Other Duly Authorized Representative	☐ Two Workers ☐ Union Official Union Name: _____	☐ State Workforce Office

Section 2. Attestation of Information

The information you provide on this petition form will be used for the purposes of determining worker group eligibility and providing notice to petitioners, workers, and the general public that the petition has been filed and subsequently whether the worker group is determined to be eligible to apply for TAA benefits and services. Knowingly making a false statement of a material fact knowing it to be false or knowingly failing to disclose a material fact on this form is a Federal offense (19 U.S.C. § 2316). For the petition to be valid, the petitioner(s) listed in *Section 1 – Petitioner Information* must sign and date below, attesting to the fact that they are authorized to file a petition.

		Authorized Petitioner	*Petitioning Worker 1*	*Petitioning Worker 2*
a)	Signature*			
b)	Name (Print)*			
c)	Date of Petition*			

Petition for Trade Adjustment Assistance (TAA) for Workers and Alternative Trade Adjustment Assistance (ATAA)

Section 3. Firm Employing the Group of Workers

Please provide information on the firm employing the group of workers on whose behalf the petition is being filed. Complete items (a) – (e) regarding the employing firm.

Employer Firm

a) Name of Employer Firm* _____

b) U.S. Headquarters Street Address* _____

_____

City* _____

State*, Zip Code* _____

c) Phone _____

d) Website _____

e) Describe the article produced or service supplied by this firm* _____

Section 4. Group of Workers

Please provide information on the location where the group of workers (who are filing the petition or on whose behalf the petition is being filed) report to work or physically work. Workers may apply only on behalf of workers at the same location at which both petitioning workers' are employed. A company official may apply on behalf of workers at any location at which the company employs a group of workers. A union may apply only on behalf of workers at a location where the union represents bargaining unit workers. A duly authorized representative may apply only on behalf of the workers at the same location at which the worker(s) who the petitioner represents are employed.

If you choose to file on behalf of a group of workers at more than one location, please attach additional sheets as necessary.

a) Name of Firm* _____

b) Street Address* _____

_____

City* _____

State*, Zip Code* _____

c) Phone* _____

d) How many workers have been or may be separated?* _____

e) When did worker separations occur or when are separations threatened to occur? (Estimated date may be listed if exact date is not known.)* _____

f) Work activities of the group of workers on whose behalf the petition is filed.* filed.* _____

g) Indicate if and when the location has closed or will be closing. _____

Petition for Trade Adjustment Assistance (TAA) for Workers and Alternative Trade Adjustment Assistance (ATAA)

Section 5. Trade Effects of Separations*

1. To the best of your knowledge, please summarize below the reasons why you believe that foreign trade contributed importantly to worker separations that have occurred, may occur, or are threatened to occur at the workers' firm (identified within Sec. 4a and 4b) as articulated under Sec. 222 of the Act or summarize the reasons you are requesting to amend an existing and active certification. *(Examples: Articles have been/is being shifted to a foreign country; acquisition of articles from a foreign country; firm and/or customer imports of articles from a foreign country; loss of business with a firm that employed a worker group now determined to be eligible to apply for TAA.)*

_____

_____

_____

_____

_____

_____

2. If you possess any additional information or documents that you believe may assist in the determination of whether the group of workers is eligible for TAA benefits, submit that information as an attachment to the Petition Form. Check the box below if you have attached any additional information or supporting documents.

☐ I have attached _____ (# of pages) of additional information or supporting documents.

Section 6. Company Contact Information

Provide contact information for one or more company officials, one of whom should be a supervisor of the group of workers or someone authorized to provide information regarding the group of workers' firm. *(Example: Legal counsel, bankruptcy trustee, etc.)*. Either separately or together, these officials should be familiar with the operations of the group of workers' firm.

	Official 1	Official 2
a) Name of Official*		
b) Title of Official*		
c) Official's Firm Name		
d) Address*		
e) Phone – Main*		
f) Phone – Alternate		
g) Fax		
h) E-mail		

PETITION PROCESS
EFFECTIVE JULY 1, 2021

Petition:
Petitions are requests for (workers who are or were employed at) a specific company to be certified eligible to apply for Trade Adjustment Assistance (TAA).

Trade Act Navigators:
Trade Act Navigators, when appropriate, will file all petitions on behalf of the Office of Workforce Development (OWD). In an effort to increase the filing of petitions, Trade Representatives are asked to refer any possible trade affected layoff information to the Trade Act Navigators to determine if a petition should be filed.

The **Petition Questionnaire (DWD-PO-212)** form has been developed to help Job Center staff identify possible trade affected companies. This form must be completed and submitted to dwdtradeacthelp@dhewd.mo.gov.

The **Petition Questionnaire (DWD-PO-212)** form can be found at:

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Petition

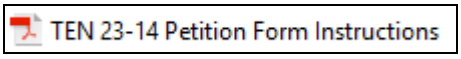
Where to Find the Petition Form:
Petitions can be filed online at United States Department of Labor (USDOL), Employment and Training Administration (ETA) website (https://www.dol.gov/agencies/eta/tradeact) or by petition form. The petition form is also found on USDOL, ETA's website at https://www.dol.gov/agencies/eta/tradeact. (**Note:** USDOL prefers that Trade Act petitions be filed online.)

Besides the USDOL, ETA website, an English and Spanish version of the petition forms is available under:

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Petition

How to Complete a Petition Form:
Please reference **Training and Employment Notice (TEN) 23-14**: *How-To Guide for Completing a Petition for the Trade Adjustment Assistance (TAA) Program and Partnering with Rapid Response Teams to Improve the Quality of State-Filed Petitions*. **TEN 23-14** is available is under:

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Regs-TEGLs-TENs-Operating Instructions



How to File an Amended Petition Form:
You must submit a new petition form. If you want to provide additional evidence, you may contact the USDOL investigator.

Group Eligibility:
Under Trade Reversion 2021, for all petitions filed on or after July 1, 2021, only manufacturing sector is covered.

Certification Criteria:

1. Frist criterion: A significant number of proportion of the workers in the workers' firm, or an appropriate subdivision of such firm, must have become totally or partially separated or be threatened with total or partial separation.

2. Second criterion: The second criterion is satisfied if either A or B below is true:

   A.

   i. Sales or production, or both, at the petitioning workers' firm or subdivision must have decreased absolutely; and

   ii. Imports of articles like or directly competitive with articles produced by the petitioning workers' firm or subdivision have increased; and

   iii. The increased in imports described in (ii) contributed importantly to the petitioning workers' separation or threat of separation and to the decline in sales or production at the firm or subdivision.

   B.

   i. There has been a shift of production by the petitioning workers' firm or subdivision to a foreign country of articles like or directly competitive with the articles which are produced by the firm or subdivision; and

   ii. One of the following conditions applies:

      a. The country to which the workers' firm has shifted production of the articles is a party to a free trade agreement with the United States; or

      b. The country to which the workers'' firm has shifted production of the articles is a beneficiary country under the Andean Trade Preference Act, the African Growth and Opportunity Act, or the Caribbean Basin Economic Recovery Act; or

      c. There has been or is likely to be an increase in imports or the articles that are like or directly competitive with articles which are or were produced by the firm or subdivision.

Shift in Production – Changes in Applicable Nations:
Under Reversion 2021, worker group eligibility based on the "shift in production" criteria is limited to petitions where the shift was to certain specified nations noted in Certification Criteria (prior section). Those nations are the ones that are, "a party to a free trade agreement with the United States, "or, "a beneficiary country under the Andean trade Preference Act, African Growth and Opportunity Act, or the Caribbean Basin Economic Recovery Act," respectively.

1. **Nations with Free Trade Agreements with the Unites States**

   Australia, Bahrain, Canada, Chile, Colombia, Costa Rica, Dominican Republic, El Salvador, Guatemala, Honduras, Israel, Jordan, South Korea, Mexico, Morocco, Nicaragua, Oman, Panama, Peru, Singapore.

2. **Andean Trade Preference Act**

   None

3. **African Growth and Opportunity Act**

   Angola, Benin, Botswana, Burkina Faso, Cabo Verde, Central African Republic, Chad, Comoros, Democratic Republic of the Congo, Republic of the Congo, Cote d'Ivoire, Djibouti, Eswatini (Swaziland), Ethiopia, Gabon, The Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, South Africa, Tanzania, Togo, Uganda, Zambia

4. **Caribbean Basin Economic Recovery Act**

   Antigua and Barbuda, Aruba, The Bahamas, Barbados, Belize, Curacao, Dominica, Grenada, Guyana, Haiti, Jamaica, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, Montserrat, St. Kitts and Nevis, British Virgin Islands

Secondary Workers:
Trade Reversion 2021 provides for the certification of secondarily impacted workers.

Adversely Affected Secondarily Workers – A group of workers shall be certified by the Secretary as eligible to apply for TAA benefits if the Secretary determines that:

1. A significant number or proportion of the workers in the workers' firm or an appropriate subdivision of the firm have become totally or partially separated, or are threatened to become totally or partially separated;

2. The workers' firm (or subdivision) is a supplier or downstream producer to al firm (or subdivision) that employed a group of workers who received a certification of eligibility, and such supply or production is related to the article that was the basis for

such certification; and

3. Either –

   A. The workers' firm is a supplier and the component parts it supplied to the firm (or subdivision) described in paragraph (2) accounted for at least 20 percent of the production or sales of the workers' firm; or

   B. A loss of business by the workers' firm with the firm (or subdivision) described in paragraph (2) contributed importantly to the workers' separation or threat of separation determination under paragraph (1).

Definitions

1. The term "contributed importantly" means a cause which is important but not necessarily more important than any other cause.

2.

   A. Any firm, or appropriate subdivision of a firm, that engages in exploration or drilling for oil or natural gas shall be considered to be a firm producing oil or natural gas.

   B. Any firm, or appropriate subdivision of a firm, that engages in exploration or drilling for oil or natural gas, or otherwise production oil or natural gas, shall be considered to be producing articles directly competitive with imports of oil and with imports of natural gas.

3. Downstream Producer – The term "downstream producer" means a firm that performs additional, value-added production processes for a firm or subdivision, including a firm that performs final assembly or finishing, directly for another firm (or subdivision), for articles that were the basis for a certification of eligibility of a group of workers employed by such other firm, if the certification of eligibility is based on an increase in imports from, or a shift in production to, Canada or Mexico.

4. Supplier – The term "supplier" means a firm that produces and supplies directly to another firm (or subdivision) component parts for articles that were the basis for a certification of eligibility of a group of workers employed by such other firm.

Administration:

There are two groups of workers that can be certified as eligible to apply for adjustment assistance because the workers are secondarily affected – workers who supply components (upstream) to a firm whose workers are certified (primary), or workers who perform additional, value-added production and finishing operations (downstream) for a

firm whose workers are certified (primary). The impacts on downstream workers are limited to Canada and Mexico.

1. Upstream workers must directly supply the primary firm. The articles produced by upstream workers must be directly incorporated into the articles that were the basis for the certification of the primary firm's workers. Supplier chains are often categorized according to "tiers." Firms in the first tier supply components directly to the producer of the final product. Firms in the first tier supply components directly to the producer of the final product. Firms in the second tier supply components to firms in the first tier, and so forth. Secondary-worker coverage applies only to workers employed by firms in the first tier. The components supplied to the primary firm by the upstream workers must either account for at least 20 percent of the production of sales of the upstream firm, or the loss of business with the primary firm by the upstream, firm must have contributed importantly to the upstream workers' separations or threat of separations. For upstream workers to be certified as secondarily affected, the impact on the primary firm from imports can come from increased imports from any country or a shift of production to any of the countries that qualify under the shift-of-production criteria.

2. Downstream workers must directly perform additional, value-added production processes, including final assembly or finishing, on the products of the primary firm. Downstream workers can only be certified as secondarily affected if the workers of the primary firm are certified based on increased imports from Canada or Mexico or a shift of production to Canada or Mexico. Also, the downstream workers' firm must have suffered a loss of business with the primary firm that contributed importantly to the workers' separations or threat of separations.

ATAA Petition Process:

Adversely Affected Workers (AAW) who seek the benefits and services available under Alternative Trade Adjustment Assistance (ATAA) program must file a regular TAA petition which includes a request that the worker group be considered for eligibility to apply for the ATAA program. Effectively July 1, 2021, all worker group will automatically be *considered* for ATAA.

Investigation Process:

In order to establish the petitioning AAWs are eligible to apply for the ATAA program, United States Department of Labor (USDOL) must first determine that all of the criteria for a regular TAA certification are met. In addition, USDOL must find that three additional criteria are met for ATAA certification. These additional criteria are:

1. A significant number of the group of workers in the petitioning workers' firm are 50 years of age or older;

2. The group of workers in the petitioning workers' firm possess job skills that are not easily transferable to other employment; and

3. The competitive conditions within the affected workers' industry are adverse.

Obtaining data and other information necessary to determine that all three of these criteria are satisfied will be part of the normal petition investigation process.

For criterion 1, information will be obtained by communication with the appropriate company official from the subject firm as part of the petition investigation. For this purpose, the term "significant number" means five percent of the adversely affected workforce or 50 workers, whichever is less, or at least three workers with less than 50 adversely affected workers.

For criterion 2, the necessary information will also be obtained through communication with the appropriate company official at the subject firm. Specifically, the company official will be asked to confirm that the worker group for whom a petition has been filed possesses job skills that are not easily transferable to other employment, with a focus on what skills the worker possesses. Should the company official be unable to provide information as to whether the skills are easily transferable, the State (e.g., Rapid Response or appropriate unit) will be asked to furnish the assessment.

For criterion 3, information will be collected from government and industry association sources as part of the petition investigation process. Specifically, the information collected will be used to determine if: (a) the number of firms in the industry if declining; or (b) the conditions (such as declining production and/or employment) in the industry are such that the affected workers are not likely to find new employment within the industry; or (c) aggregate U.S. imports of products like or directly competitive with those produced in the industry are increasing.

Who Can File a Petition:
Petitions may be filed by any of the following:

1) A group of **two** or more workers from the same firm on whose behalf the petition is filed;

2) A certified or recognized union, or other duly authorized representative of the group of workers;

3) The employer(s) of the group or workers; or

4) One-Stop center operator or One-Stop partners, including State workforce officials, employment security agencies, or dislocated worker unit and rapid response team members.

OWD Responsibility (Filing Petition):
OWD is responsible for providing information to workers, employers, and other interested parties, pertaining to their rights and potential eligibility and benefits under Trade Act, as well as providing general information concerning the petition filing process.

Job Center staff will provide petition forms to interested parties and/or guide to USDOL, ETA's website to file online. In addition, they will give advice, information, and technical assistance to workers, employers, or their representatives when preparing a petition.

Filing a Petition:
If a petition is filed on a paper petition form, the petition must be filed simultaneously with **both** the USDOL (using the information listed on the petition form) and the Trade Adjustment Assistance (TAA) Coordinator of the state where the workers' employer is located.

Petition Investigation:
In normal circumstances, once a petition is filed, USDOL is to issue a determination in 40 days. USDOL may issue four types of determinations:

DATE	DEFINITION
Certification:	USDOL determines that the trade-affected company meets the requirement for the Trade Act program.
Denial:	USDOL determines that the company does not meet the requirement for the Trade Act program.
Termination:	USDOL or the petitioner(s) terminate the petition before a final determination is made. USDOL often terminates a petition when the petition form is not filled out completely, the petition is filed more than 60 days prior to the employers scheduled layoff, or USDOL has received duplicate petition forms on the same company.
Amended:	USDOL determines that a subsidiary worker group or on-site leased worker group should have been added to the original certification. USDOL may also issue an amended determination if additional information is provided that can overturn a previous Denial determination.

Each determination will be associated with one or more of the following dates:

DATE	DEFINITION
Filing:	This is the date USDOL acknowledges receipt of the Petition for TAA form or online filing. This date is included in the TAA Decision document.
Impact:	If a Petition for TAA or TAA Decision document is certified or amended, USDOL assigns a date when the company was first impacted by layoffs, etc. due to foreign trade. It is normally one-year prior to the Filing Date of the Petition for TAA. The Impact Date is included in the

	TAA Decision document.
Certification:	If a Petition for TAA is certified, this is the date USDOL certified the petition request. The Certification Date is included in the TAA Decision document.
Denial:	If a Petition for TAA is denied, this is the date USDOL denied the petition request. The Denial Date is included in the TAA Decision document.
Termination:	If a Petition for TAA is terminated, this is the date USDOL or petitioner terminated the petition. A Petition for TAA is normally terminated for: 1) Petition for TAA form was not fully completed; or 2) another source has already submitted a Petition for TAA for the potential trade-affected employer. The Termination Date is included in the TAA Decision document.
Amended:	If a Petition for TAA or TAA Decision document is amended, this is the date USDOL amended their determination and enacted the change. The Amended Date is included in the TAA Decision document.
Expiration:	If a Petition for TAA or TAA Decision document is certified or amended, this is the date USDOL determines the petition certification expires. A petition normally expires two years from the Certification or Amended Date. To be eligible for Trade Act, a client must have a qualifying separation date between the Impact Date and the Expiration Date of the petition. The Expiration Date does NOT mean that benefits and services can no longer be accessed after this date. The Expiration Date is included in the TAA Decision document.

Under normal circumstance, USDOL is required to make a petition determination within 40 days of the Filing Date of the Petition for TAA submittal.

- Each petition certification will include the date (Impact Date) on which the total or partial separation began or threatened to begin.
- Once USDOL makes a determination on a Petition for TAA, a summary of their determination is published:
  - in the Federal Register; and
  - on the USDOL's (https://www.doleta.gov/tradeact/taa/taa_search_form.cfm) website.

As part of the Petition for TAA determination process, USDOL will collect company and industry employment, production, sales, and inventory data outsourcing as well as price, import, and labor turnover data. As appropriate, USDOL will identify potentially eligible workers. An analysis of the information developed will be presented in an investigative report.

Petition Status:
The status of a petition can be checked at USDOL's website:
http://www.doleta.gov/tradeact/taa/taa_search_form.cfm

OWD Responsibility during the Investigation Process:
During the investigation by USDOL, OWD staff (Trade Act Navigators and Central Office Trade Act Unit) will:

A. Assist USDOL investigators by providing information on:
- the trade-affected company;
- Local Market Information (LMI); and
- employment and training outlook for adversely-affected workers.

B. Work closely with the OWD Outreach managing layoffs / possible layoffs at the trade-affected company and when appropriate, maintain an open line of communication with trade-affected company contact, partner staff, workers, etc. so services can be provided promptly if USDOL certifies the Petition for TAA request.

C. Notify Workforce Innovation and Opportunity Act (WIOA) partner of Petition of TAA request, pending determination by USDOL, and possible worker assistance.

D. Accept various Trade Act applications and forms form affected workers to access TAA benefits / services as quickly as possible if Petition for TAA request is certified by USDOL.

Petition Determination:
USDOL will issue a TAA Decision document to indicate whether the layoff(s) that have or will occur is due to foreign trade. The TAA Decision document names the trade-affected employer, including any subdivisions and/or on-site leased workers, etc. In normal circumstances, the determination process must be completed by USDOL within 40 days of the Filing Date of the Petition for TAA submission.

Type of Petition	
Certified:	If USDOL certifies the Petition for TAA, a notice (TAA Decision document) summarizing the findings of the investigation and identifying the group of worker(s) potentially eligible under the assigned petition number is sent to the individual(s) who submitted the Petition for TAA and the State of the trade-affected employer. The TAA Decision document contains the following dates: 1) Filing Date2) Impact Date; 3) Certification Date; and 4) Expiration Date.
Denied:	If USDOL denies the Petition for TAA, a notice (TAA Decision document) summarizing the findings and the reasons of denial under the assigned petition number is sent to the individual(s) who submitted the Petition for TAA and the State of the employer. The TAA Decision document contains the following dates: 1) Filing Date; 2) Impact Date; and 3) Denial Date. In the case of a Petition Denial, the petitioner(s) can request reconsideration by making a written request to USDOL.

Amended:	If USDOL amends the Petition for TAA, a notice (TAA Decision document) summarizing the findings of the investigation and identifying the group of worker(s) potentially eligible under the assigned petition number is sent to the individual(s) who submitted the Petition for TAA and the State of the trade-affected employer. The TAA Decision document contains the following dates: 1) Filing Date; 2) Impact Date; 3) Certification or Amended Date; and 4) Expiration Date.
Terminated:	If USDOL terminates the Petition for TAA, a notice (TAA Decision document) summarizing the findings and the reasons of denial under the assigned petition number is sent to the individual(s) who submitted the Petition for TAA and the State of the employer. The TAA Decision document contains the following dates: 1) Filing Date; 2) Impact Date; and 3) Termination Date. In the case of a Petition Denial, the petitioner(s) can request reconsideration by making a written request to USDOL.

Multiple-State Petitions:
When a Petition for TAA is submitted for a trade-affected employer with locations in multiple states, the first state listed on the petition certification will be the point of contact for the employer. This state will be responsible for providing the worker list to the other impacted state TAA Coordinators.

OWD Responsibility for Certified Petitions:
After USDOL certifies a Petition for TAA,

A. OWD Central Office Trade Act Unit will receive a TAA Decision document.

B. Based off the TAA Decision document, OWD Central Office Trade Act Unit will write and distribute a Petition Memo to the Trade Act Navigators that contains the necessary information for Job Center staff to determine if a client is a member of a worker group certified under the associated petition number and if the petition also qualifies for RTAA/ATAA.

C. OWD Central Office Trade Act Unit will also contact the trade-affected employer(s) (including sub-contractors, on-site leased workers, or temporary workers) to obtain a list of all workers who were separated from trade-affected employer(s) on or after the Impact Date (through the Expiration Date).

D. DES Central Office Trade Act Unit will mail notification letters, to potentially eligible workers, advising them of the petition certification, providing information on filing a Trade Act claim, and directing them to a Missouri Job Center to access TAA benefits / services. The notification letter includes a copy of the Trade Adjustment Assistance for Workers pamphlet (*Trade 2015*: **MODES-INF-195** - http://labor.mo.gov/sites/default/files/pubs_forms/M-INF-195-AI.pdf).

Note: If a client can prove that (s)he never received a notification letter, (s)he may qualify for a 60-day waiver extension.

E. OWD Central Office Trade Act Unit will draft a legal notice for the Division of Employment (DES). DES Central Office Trade Act Unit will arrange for publication of the legal notice in a newspaper in the area of the trade-affected employer(s). OWD and DES may also use press releases and broadcast media to notify potentially eligible workers that the Petition for TAA request has been certified.

F. OWD Central Office Trade Act Unit works with the Communication Unit to post information about the TAA certification on the CICs on the Missouri Job Center(s) in the area of the trade-affected employer(s).

G. OWD Central Office Trade Act Unit works with the Communication Unit to post about the TAA certification on social media and jobs.mo.gov website.

H. OWD Trade Act Navigators will assist workers with initial work registration or updates in MoJobs.

I. OWD Trade Act Navigators will work with employers to develop job opportunities and refer workers to suitable job openings.

J. OWD Trade Act Navigators will identify training needs and work with employers, labor / community groups, and Workforce Innovation and Opportunity Act (WIOA) partners to develop and provide training opportunities, promote acceptance of workers by referring them to other federal, state, and local programs under which training is provided.

K. OWD Trade Act Navigators will seek available funding for training opportunities from all areas, including WIOA partners or other state funded programs, Department of Elementary and Secondary Education (DESE) / Division of Vocational Rehabilitation (VR), Pell Grants, business or private industry, or any other funding source which does not require the individual to reimburse payment for training.

L. OWD Trade Act Navigators will analyze and determine workers' need for counseling, testing, and other supportive services.

M. OWD Trade Act Navigators will accept and process the following from workers requesting / requiring assistance:

- Petition for TAA (**ETA-9042** / **ETA-9042a**) forms;
- TRA-22 (**MODES-TRA-22-3-U** / **MODES-TRA-22-4-U**) forms (when applicable);
- Applicant Rights for Training form (**DWD-PO-272**);
- Training Plan Research Packet form (**DWD-PO-248**);

- Request for Training (**DWD-PO-240-A**);
- Trainee Termination Report (**DWD-PO-240-B**);
- Completion TRA / Benchmark (**DWD-PO-55**, **DWD-PO-235**, and **DWD-PO-236**) forms;
- Request for HSE form (**DWD-PO-244**);
- Relocation Allowance (**DWD-PO-202**) forms;
- Job Search Allowance (**DWD-PO-207-BCE**, **DWD-PO-207-JSAV**, and **DWD-PO-207-P**F) forms;
- On-the-Job Training (OJT) (**DWD-PO-213**, **DWD-PO-214**, **DWD-PO-215**, **DWD-PO-274**, **DWD-PO-219**, **DWD-PO-220**, **DWD-PO-242**, and **DWD-PO-228**) forms;
- Reemployment Trade Adjustment Assistance (RTAA) / Alternative Trade Adjustment Assistance (ATAA) (**MODES-4640-R**) forms;
- Apprenticeship (**DWD-PO-273** and **DWD-PO-273-AD**) form; and
- Job Search Programs form (**DWD-PO-5520**).

N. OWD Trade Act Navigators will determine entitlement to TRA (based on information in DES' UInteract system) and TAA benefits / services in a timely manner to meet the needs of workers.

O. OWD Trade Act Navigators will maintain proper files and case management records as required in the Agreement between OWD (State of Missouri) and USDOL (Secretary of Labor), and make all files and records available for examination in monitoring reviews conducted by federal officials (USDOL).

P. OWD Trade Act Navigators will establish and maintain a relationship with training facilities and employers as workers undergo process for training eligibility and participate in classroom training, distance learning, On-the-Job Training (OJT), and Apprenticeships.

Q. OWD Trade Act Navigators will cooperate with USDOL (Secretary of Labor) and other state / federal agencies in providing reemployment services and Trade Act benefit / service payments.

R. OWD Trade Act Navigators will furnish reports and information relating to the Trade Act program as applicable.

S. OWD Trade Act Navigators will provide information about Job Search Allowances to workers so those who are eligible can participate in approved job search activities that must occur outside their commuting area.

T. OWD Trade Act Navigators will develop suitable jobs leads in and outside of the workers' commuting area(s) as appropriate and refer the workers to job leads. Trade Reps may also refer workers to other staff within the Missouri Job Center with such job leads.

U. OWD Trade Act Navigators will assist workers who cannot find a job or training in their commuting area by providing approvable job search activities that qualify for Job Search Allowance. Job Search Allowance provides workers with advancement or reimbursement (90-100%) of expenses associated with job search activities to include costs such as transportation, lodging, and meals.

V. OWD Trade Act Navigators will obtain evidence of approvable job search activities and receipts / supporting documentation to indicate costs applicable to Job Search Allowance.

W. OWD Trade Act Navigators will provide information about Relocation Allowances to workers. Relocation Allowances provides workers/household with advancement (90-100%) of expenses associated with moving out of his/her commuting area. Reimbursement expenses include costs such as moving expenses, transportation, lodging, and meals.

X. OWD Trade Act Navigators will process Relocation Allowance requests made by workers that requires the Trade Rep to obtain evidence of suitable employment and receipts / supporting documentation to indicate costs applicable to Relocation Allowance.

Y. When applicable, OWD Trade Act Navigator will provide information on RTAA/ATAA programs, assist with completion of the RTAA/ATAA form, and submittal to the Division of Employment Security (DES) for processing.

TAA REFERRAL FORM (DWD-5556)

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 8/3/22

TAA Referral Form
(DWD-5556)

Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
Trade Adjustment Assistance (TAA) Referral Form

SECTION A

Name:	Phone:	Email:	
Address:	City:	State:	Zip Code:

SECTION B

Have you received written notice that you may be eligible to participate in the Trade Adjustment Assistance (TAA) program? ☐ Yes ☐ No ☐ Unknown

Have you filed a TRA Claim/Trade Act Claim with the Missouri Division of Employment Security?
☐ Yes ☐ No ☐ Unknown

Were you, recently or in the past, laid off because of foreign imports? ☐ Yes ☐ No ☐ Unknown
Example: Foreign made vs. made in America. Foreign car sales were high so American car manufacturers were laid off.

Were you, recently or in the past, laid off because your employer moved jobs to a foreign country?
☐ Yes ☐ No ☐ Unknown
Example: You trained someone from a foreign country to do your job. Your department, division or whole company is being moved to another country.

SECTION C *If you marked YES to any of the questions above, please complete this section.*

Employer:	Department/Division worked in:		
Address:	City:	State:	Zip Code:
Petition Number (if known): TA-W		Date of Layoff:	
Perceived Reason for Layoff:			

SECTION D *By signing below, you are self-attesting and acknowledging the information about is true to the best of your knowledge.*

Signature:	Date:

SECTION E - Staff Use Only *If section C is completed, email form to OWDTAAForms@dhewd.mo.gov.*

Staff Making Referral:	Date:
Referred to:	
Client Name:	State ID:

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

TAA Referral Form
(DWD-5556)

The **TAA Referral Form (DWD-5556)** can be accessed by OWD staff at:

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › TAA Referral Form

The **TAA Referral Form (DWD-5556)** is used by the Missouri Job Center staff to identify trade-affected workers. If an individual visits or contacts the Missouri Job Center and either: 1) has received a notice of Trade Adjustment Assistance (TAA) program eligibility from the Missouri Division of Employment Security (DES) or other Liable State; or 2) appears to meet the criteria of a trade-affected worker, the **TAA Referral Form (DWD-5556)** must be completed by the Missouri Job Center staff and the worker/individual.

Once the form is completed, it must be emailed to OWDTAAForms@dhewd.mo.gov for distribution to a Trade Act Navigator. In the subject line of the email, please include the Region and Job Center from which the referral is being made.

The worker/individual will be referred to the appropriate Trade Act Navigator for TAA program services and/or information to file a TAA petition.

In addition to the completion of the **TAA Referral Form (DWD-5556)**, the referring staff person must add a referral in MoJobs to the TAA program (OWDTAAForms@dhewd.mo.gov).

For further clarification on this process, please send an email to DWDTradeActHelp@dhewd.mo.gov.

CO-ENROLLMENT

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 10/24/22

CO-ENROLLMENT

Co-enrollment:
The State must co-enroll trade-affected workers who are eligible for Workforce Innovation and Opportunity Act's (WIOA's) Dislocated Worker program.

- Worker may choose to decline co-enrollment in WIOA.

- A State cannot deny such a worker benefits or services under the TAA Program solely for declining co-enrollment under WIOA.

A State must also make co-enrollment available to trade-affected workers who are eligible for other one-stop partner programs to ensure that all necessary and appropriate services, including supportive services, are available to the worker.

- *Trade-affected worker dislocated worker eligibility.* Most trade-affected workers meet the eligibility criteria of a dislocated worker.

- *Partially separated worker and Adversely-Affected Incumbent Worker (AAIW) dislocated worker eligibility.* In certain circumstances, such as a general announcement of a closure, partially separated workers and AAIWs may meet the eligibility criteria as a dislocated worker under WIOA and must also be co-enrolled.

- *Trade-affected worker dislocated worker ineligibility.* Some trade-affected workers are ineligible for the WIOA dislocated worker program, including those that do not meet the Selective Service registration requirement, and will be exempt from the co-enrollment requirement.

OWD Issuance 08-2021 – Statewide Enrollment & Exit Policy:
Per the issuance, all TAA participants must be co-enrolled in the WIOA Dislocated Worker program.

- The TAA Code of Federal Regulations dictates that all TAA eligible workers must have employment and case management services available, including placement and referrals to supportive services and follow-up services available through partner programs, to trade-affected workers during training, and after completion of training, and for adversely affected workers on a waiver from training.
- Co-enrollment will ensure individuals receive the benefits and services they may be eligible for under the TAA and Title I Dislocated Worker programs.
- Coordination of services and non-duplication through co-enrollment helps Federal resources go further in local areas and provides participants with access to a comprehensive suite of services.

Trade Act Navigators must read the full issuance for details about co-enrollment requirements.

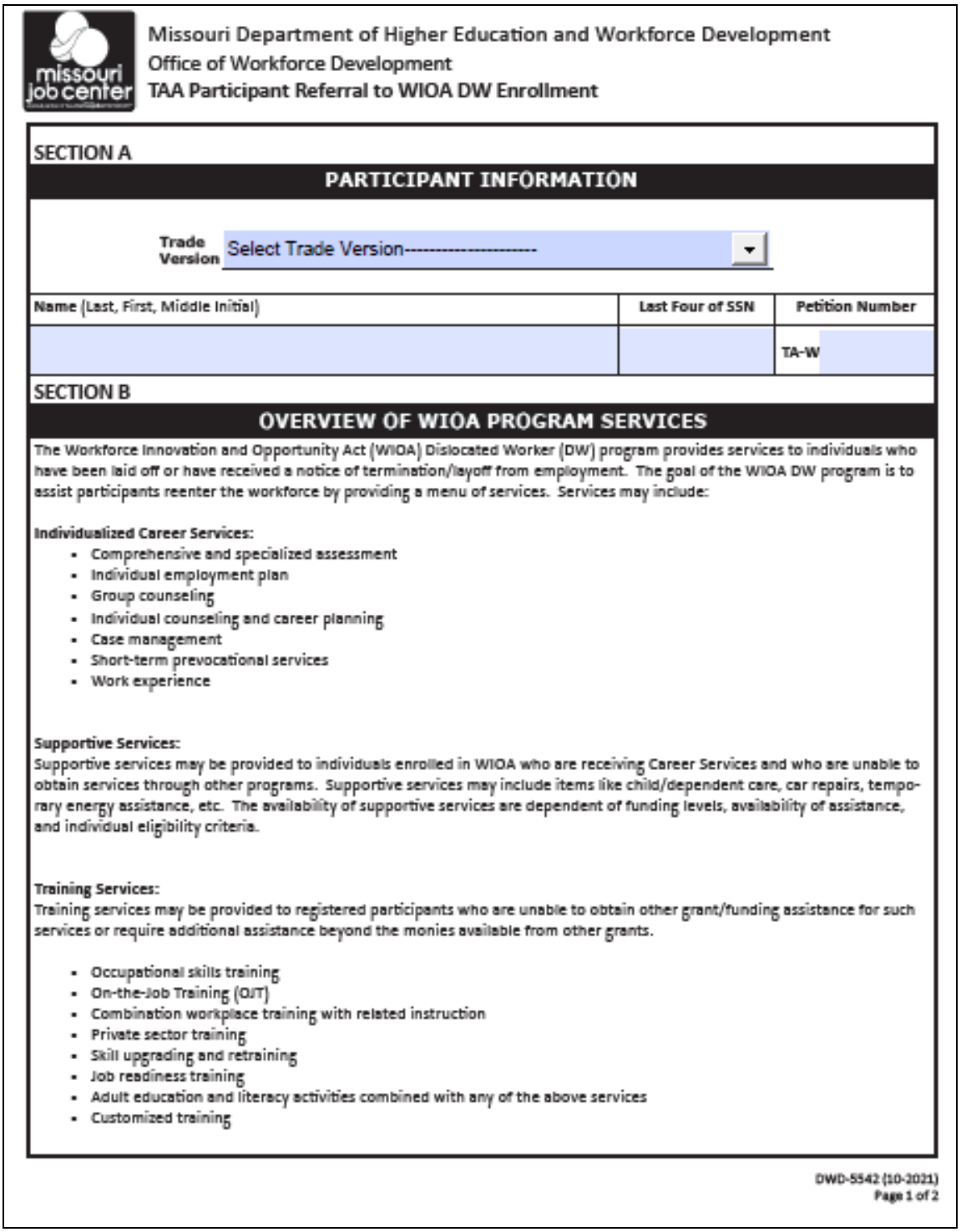
Training & Employment Guidance Letter (TEGL) No. 4-20:
USDOL has issued a TEGL with a subject of “Guidance on Integrating Services for Trade-Affected Workers under the TAA Program with the WIOA Title I Dislocate Worker Program.

Trade Act Navigators must read the full TEGL 4-20 for details.

TAA Participant Referral to WIOA DW Enrollment (DWD-5524)

The (DWD-5524) can be found on

dhewd (\\sdhefilp4367.state.mo.us) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Co-Enrollment



Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
TAA Participant Referral to WIOA DW Enrollment

SECTION A

PARTICIPANT INFORMATION

Trade Version: Select Trade Version----------

Name (Last, First, Middle Initial)	Last Four of SSN	Petition Number
		TA-W

SECTION B

OVERVIEW OF WIOA PROGRAM SERVICES

The Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker (DW) program provides services to individuals who have been laid off or have received a notice of termination/layoff from employment. The goal of the WIOA DW program is to assist participants reenter the workforce by providing a menu of services. Services may include:

Individualized Career Services:

- Comprehensive and specialized assessment
- Individual employment plan
- Group counseling
- Individual counseling and career planning
- Case management
- Short-term prevocational services
- Work experience

Supportive Services:

Supportive services may be provided to individuals enrolled in WIOA who are receiving Career Services and who are unable to obtain services through other programs. Supportive services may include items like child/dependent care, car repairs, temporary energy assistance, etc. The availability of supportive services are dependent of funding levels, availability of assistance, and individual eligibility criteria.

Training Services:

Training services may be provided to registered participants who are unable to obtain other grant/funding assistance for such services or require additional assistance beyond the monies available from other grants.

- Occupational skills training
- On-the-Job Training (OJT)
- Combination workplace training with related instruction
- Private sector training
- Skill upgrading and retraining
- Job readiness training
- Adult education and literacy activities combined with any of the above services
- Customized training

DWD-5542 (10-2021)
Page 1 of 2

SECTION C

REFERRAL TO WIOA DW SERVICES

I have reviewed the information on the WIOA Dislocated Worker program and am aware that pursuant to 20 CFR 618.325 I am being referred for co-enrollment into the program.

Worker's Printed Name	Worker's Signature	Date

Job Center and Code	Job Center Representative	Date
Select--------		

SECTION D

RIGHT TO DECLINE WIOA DW SERVICES

Attestation Statement:
I understand that by signing below, I am waiving the option to enroll into the WIOA Dislocated Worker program and all its benefits thereof. I understand that by declining enrollment into the WIOA Dislocated Worker program, I will not be able to receive the benefits and services of the WIOA Dislocated Worker program including those outlined on the previous page. I understand that declining this enrollment will have no impact on eligibility to receive any benefits, services, and/or employment and case management services offered through the Trade Adjustment Assistance (TAA) program. I also understand that if I wish to seek benefits and services from the WIOA Dislocated Worker program at a later time, I may request to be enrolled at that time, as long as I meet the WIOA Dislocated Worker program eligibility requirements.

Worker's Printed Name	Worker's Signature	Date

Job Center and Code	Job Center Representative	Date
Select--------		

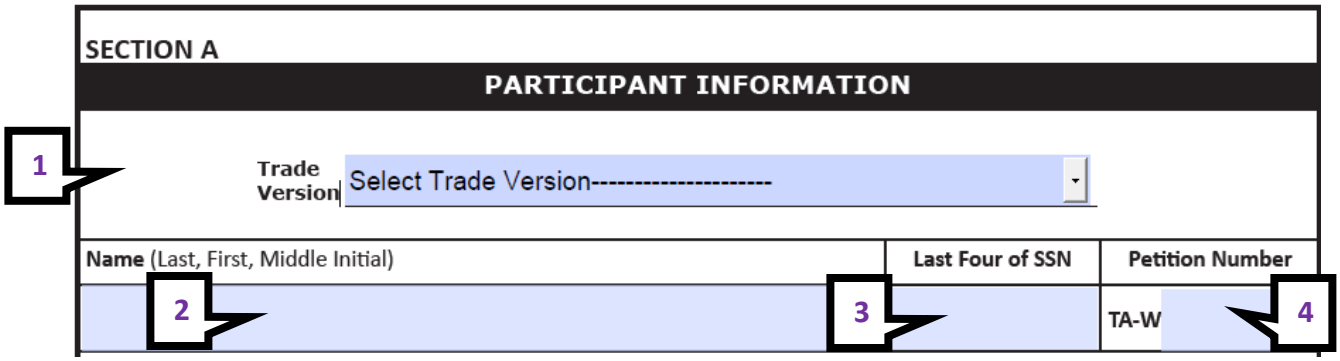
The Missouri Job Center offers multiple programs to which you may be eligible for. If interested, ask a Job Center Staff person for more details.

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

Instructions for TAA Participant Referral to WIOA DW Enrollment (DWD-5524)

General:
The TAA Final Rule mandates the co-enrollment of TAA participants into WIOA Dislocated Worker (DW) program. However, the TAA participant has the right to decline enrollment into the WIOA DW program. The DWD-5524 was developed to document the TAA participants' choice.

The Trade Act Navigator must present the option to enroll in the WIOA DW program to all TAA participants. Whether the TAA participant chooses to enroll in WIOA DW program or declines participation in the program, this form must be completed, signed, and uploaded into the participant's MoJobs record. In addition, a case note must be added to the participant's MoJobs record indicating their choice.



1) **Trade Version** – Depending on the participant's Petition Number, select the appropriate Trade Act version from the drop down menu.

   Trade Act 2002 includes petitions numbered 69,999 or below.

   Trade Act 2009 includes petitions numbered 70,000-79,999.

   Trade Act 2002 Revert includes petitions numbered 80,000-80,999 if Trade 2002 Revert is selected.

   Trade Act 2011 includes petitions numbered 80,000-84,999.

   Trade 2015 includes petitions numbered 85,000-97,999 or above.

   Trade Reversion 2021 includes petitions numbered 98,000 or above.

2) **Name (Last, First, Middle Initial)** – Enter the participant's name in the order of last name, first name, and then middle initial.
3) **Last Four of SSN** – Enter the last four digits of the participant's Social Security Number.
4) **Petition Number** – Enter the petition number. It can be found in MoJobs or UInteract TRA-B, TRA-A, or TRA-C claim screens.

If Missouri acts as the *Agent* state, the *Liable* state must provide the petition number and TRA / TAA eligibility. To search for petition activity/determinations or to find contact information for Trade Act Coordinators in other states, view USDOL's website:

Petition activity/determinations:
https://www.doleta.gov/tradeact/petitioners/taa_search_form.cfm

Trade Act Coordinators: https://www.dol.gov/agencies/eta/tradeact/contact/states

OVERVIEW OF WIOA PROGRAM SERVICES

The Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker (DW) program provides services to individuals who have been laid off or have received a notice of termination/layoff from employment. The goal of the WIOA DW program is to assist participants reenter the workforce by providing a menu of services. Services may include:

Individualized Career Services:

- Comprehensive and specialized assessment
- Individual employment plan
- Group counseling
- Individual counseling and career planning
- Case management
- Short-term prevocational services
- Work experience

Supportive Services:

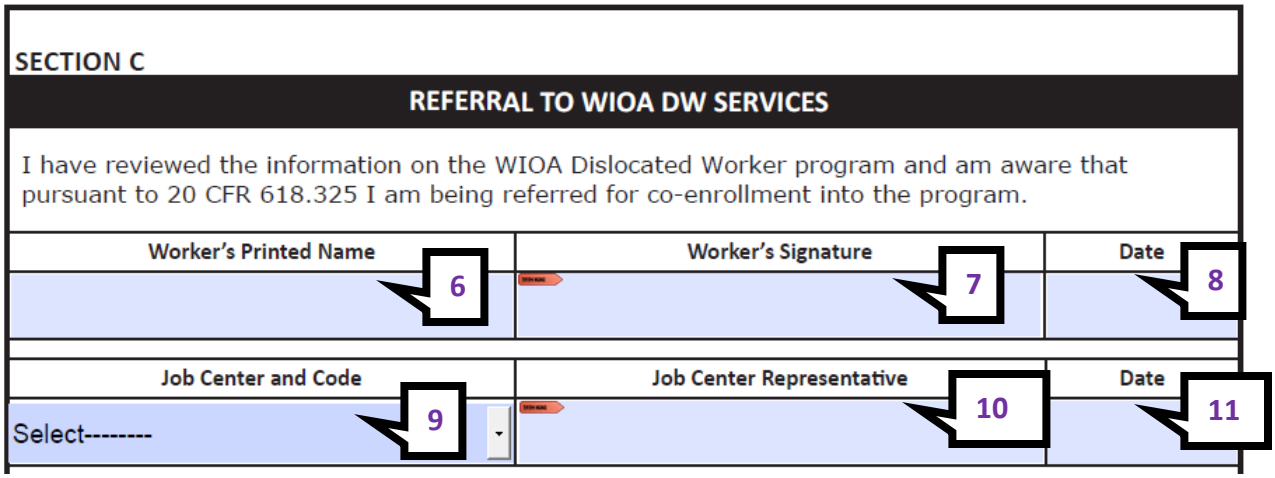
Supportive services may be provided to individuals enrolled in WIOA who are receiving Career Services and who are unable to obtain services through other programs. Supportive services may include items like child/dependent care, car repairs, temporary energy assistance, etc. The availability of supportive services are dependent of funding levels, availability of assistance, and individual eligibility criteria.

Training Services:

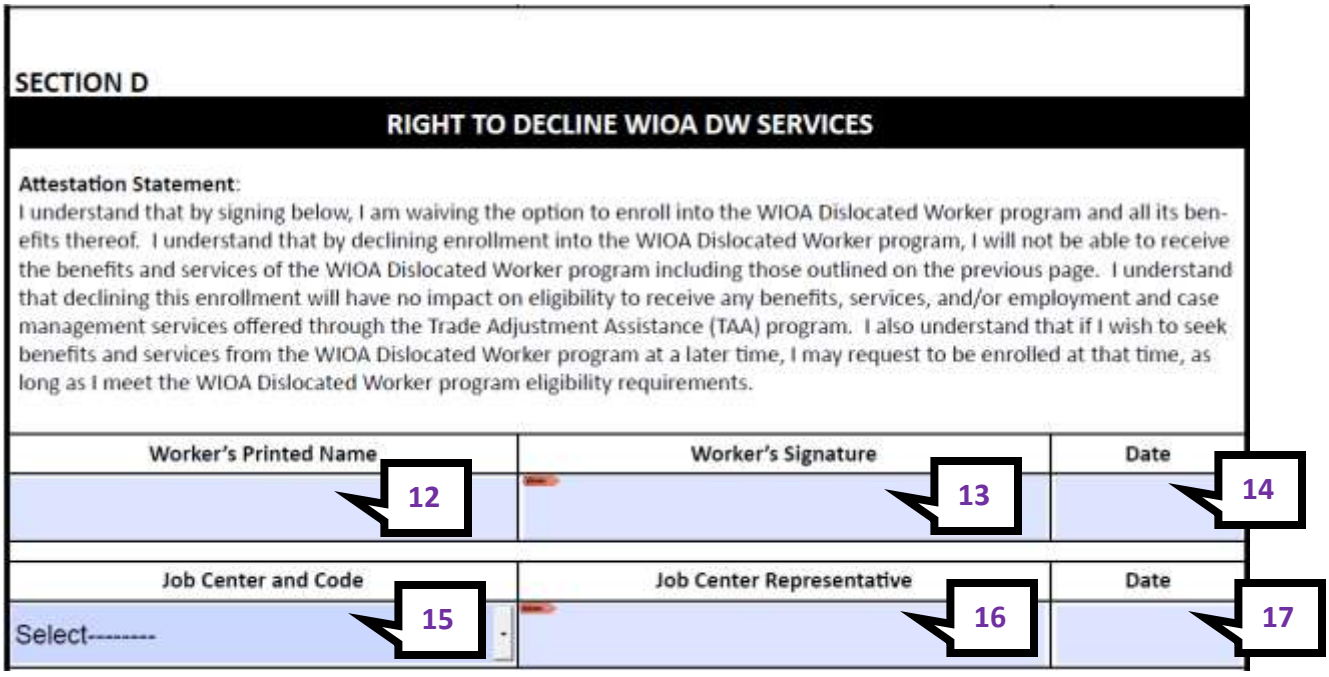
Training services may be provided to registered participants who are unable to obtain other grant/funding assistance for such services or require additional assistance beyond the monies available from other grants.

- Occupational skills training
- On-the-Job Training (OJT)
- Combination workplace training with related instruction
- Private sector training
- Skill upgrading and retraining
- Job readiness training
- Adult education and literacy activities combined with any of the above services
- Customized training

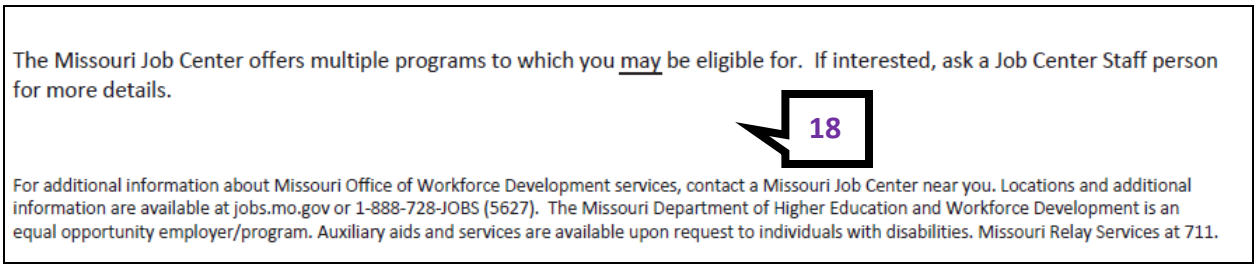
5) **Overview of WIOA Program Services** – The Trade Act Navigator must review the different types of services that may be available to the participant under the WIOA DW program if he/she chooses to enroll.



6) **Worker's Printed Name** – If the participant **is being referred to WIOA DW for enrollment into the program**, he/she must handwrite his or her name in the field.
7) **Worker's Signature Name** – If the participant **is being referred to WIOA DW for enrollment into the program**, he/she must enter his or her written or electronic signature in the field.
8) **Date** – If the participant **is being referred to WIOA DW for enrollment into the program**, he/she must enter the date he/she chose to be referred to WIOA DW.
9) **Job Center and Code** – If the participant **is being referred to WIOA DW for enrollment into the program**, select or enter the appropriate Missouri Job Center and associated code in the field.
10) **Job Center Representative** – If the participant **is being referred to WIOA DW for enrollment into the program**, the Trade Act Navigator must enter his or her written or electronic signature in the field.
11) **Date** – If the participant **is being referred to WIOA DW for enrollment into the program**, the Trade Act Navigator must enter the date he/she signed the form.



12) **Worker's Printed Name** – If the participant **declines referral to WIOA DW program**, he/she must handwrite his or her name in the field.
13) **Worker's Signature Name** – If the participant **declines referral to WIOA DW program**, he/she must enter his or her written or electronic signature in the field.
14) **Date** – If the participant **declines referral to WIOA DW program**, he/she must enter the date he/she declined referral to WIOA DW program.
15) **Job Center and Code** – If the participant **declines referral to WIOA DW program**, select or enter the appropriate Missouri Job Center and associated code in the field.
16) **Job Center Representative** – If the participant **declines referral to WIOA DW program**, the Trade Act Navigator must enter his or her written or electronic signature in the field.
17) **Date** – If the participant **declines referral to WIOA DW program**, the Trade Act Navigator must enter the date he/she signed the form.



18) **Eligibility Statement** – If the participant ask about other programs, please provide additional information or refer to other partner programs.

Distribution:
The original DWD-5524 form must be completed, signed, and uploaded into the participant's MoJobs record. In addition, a case note must be added to the participant's MoJobs record indicating their choice. A copy of the form must be provided to the participant.

WIOA Referral:
If the participant chooses to be referred to WIOA DW for co-enrollment, the Trade Act Navigator must issue a WIOA referral in MoJobs. (Refer to the Wise UP Wednesday video in LMS called WIOA Referral for instructions.) As appropriate, notify the WIOA DW staff of the referral.

BENEFITS & SERVICES

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 10/24/22

BENEFITS AND SERVICES

Purpose:
The purpose of the Trade Adjustment Assistance (TAA) Program is to help workers participating in the program obtain **suitable employment** whenever possible, and to return to employment as quickly as possible.

Suitable employment:

- Substantially equal or higher skill level than the worker's past adversely affected employment;
- Wages for such work are not less than 80% of the worker's average weekly wage; and
- Full-time, long term duration (no part-time, short-term, or threatened employment).

	Manufacturing	Service	Public
Trade 2002	X		
Trade 2009	X	X	X
Trade 2002 Revert	X		
Trade 2011	X	X	
Trade 2015	X	X	
Trade Reversion 2021	X		

Program Operating Instructions:
In most cases, to determine which version of Trade Act a client is participating under, you can check the client's petition number found in UInteract on the *Trade Readjustment Allowance-Basic* claim, *Trade Readjustment Allowance-Additional* claim, and/or *Trade Readjustment Allowance-Completion* claim.

	Petition Number(s)
Trade 2002	**Petitions numbered 69,999 or below**
Trade 2009	**Petitions numbered 70,000-79,999**
Trade 2002 Revert	**Petitions numbered 80,000-80,999** • Clients who received a Trade benefit/service prior to 12/20/11 were allowed to choose between participating under Trade 2002 Revert and Trade 2011 • Only four clients elected to participate under Trade 2002 Revert
Trade 2011	**Petitions numbered 80,000-84,999**
Trade 2015	**Petitions numbered 85,000-97,999**
Trade Reversion 2021	**Petitions numbered 98,000 and above**

TRA Claim:
To determine eligibility for Trade Act benefits and services, a client must file a TRA / Trade Act claim with the Division of Employment Security (DES). DES is responsible for determining individual eligibility.

A TRA / Trade Act claim can be filed by:

1) Calling a Regional Claims Center; OR

   - Toll free number: (800) 320-2519
   - Jefferson City: (573) 751-9040
   - Kansas City: (816) 889-3101
   - Springfield: (417) 895-6851
   - St. Louis: (314) 340-4950

2) Filing a TRA / Trade Act claim through DES' UInteract system: https://uinteract.labor.mo.gov.

Once the Trade Act claim is established, the client will receive an "Entitlement Determination to Trade Adjustment Assistance" letter. The determination advises the client that (s)he may be eligible for reemployment services, which includes Training, Job Search Allowance, Relocation Allowance, and Job Search Program, along with Reemployment Trade Adjustment Assistance (RTAA) / Alternative Trade Adjustment Assistance (ATAA), Trade Readjustment Allowance (TRA), ~~and Health Coverage Tax Credit (HCTC)~~. The Job Center staff must assist the client if (s)he wishes to apply for re-employment services.

Once the Trade Act claim is established, it will appear in UInteract on the *Trade Readjustment Allowance-Basic* claim, *Trade Readjustment Allowance-Additional* claim, and/or *Trade Readjustment Allowance-Completion* claim.

Trade Readjustment Allowance (TRA):
TRA is payable to an adversely affected worker for a week of unemployment. It will be an amount equal to the weekly benefit amount on the UI claim in effect at the time of the qualifying separation. If no claim was in effect, the first UI claim, following the qualifying separation, will determine the weekly TRA amount.

Under **Trade 2002**, **2002 Revert**, and **Trade Reversion 2021**, for a client to maintain eligibility for TRA weekly benefits, the client must be enrolled in training or issued a waiver by the last day of the: 1) 8th week following Trade petition certification; or 2) 16th week following the client's last qualifying separation from the Trade affected employer.

Under **Trade 2009**, **2011**, and **2015**, for a client to maintain eligibility for TRA weekly benefits, the client must be enrolled in training or issued a waiver by the last day of the 1) 26th week following Trade petition certification; or 2) 26th week following the client's last qualifying separation from Trade affected employer.

	8/16 Week Criteria	26/26 Week Criteria
Trade 2002	X	
Trade 2009		X
Trade 2002 Revert	X	
Trade 2011		X
Trade 2015		X
Trade Rev 2021	X	

Depending on which version of Trade the client is participating under, the client may be eligible to receive between 130-156 weeks of UI and TRA weekly benefits. Maximum UI and TRA benefits for each version of Trade:

	130 Weeks UI/TRA	156 Weeks UI/TRA
Trade 2002	X	
Trade 2009		X
Trade 2002 Revert	X	
Trade 2011	X	
Trade 2015	X	
Trade Rev 2021	X	

The breakdown is as follows:

- Up to 20 weeks of UI

- Up to 32 weeks of *Basic* TRA (Weeks of Basic TRA adjusted from 26 weeks to meet the Maximum Benefit Allowance [MBA].)
  - To be eligible for Basic TRA, the client must be issued a waiver or enrolled or participating in training by required deadline.

- Up to 78 weeks of *Additional* TRA (must be attending training)
  - **Trade 2002** = Up to 52 weeks of Additional TRA (in a 52-week period)
  - **Trade 2009** = Up to 78 weeks of Additional TRA (in a 91-week period)
  - **Trade 2002 Revert** = Up to 52 weeks of Additional TRA (in a 52-week period)
  - **Trade 2011** = Up to 65 weeks of Additional TRA (in a 78-week period)
  - **Trade 2015** = Up to 65 weeks of Additional TRA (in a 78-week period)
  - **Trade Reversion 2021** = Up to 65 weeks of Additional TRA (in a 78-week period)

- Up to 26 weeks of *Remedial* TRA (After exhausting all other UI / TRA, the client may claim one week of TRA for each week of remedial training he/she attended; up to 26 weeks.)
  - *Remedial* TRA is only available under **Trade 2002**, **2002 Revert**, and **2009**

- Up to 13 weeks of *Completion* TRA in a 20-week period (After exhausting all other UI / TRA, the client may claim up to 13 additional weeks of Completion TRA to

complete training if the client met the training benchmarks of satisfactory progress and on target training end date. Refer to the Employment Plan and Case Management sections for more details.)

- *Completion* TRA is only available under **Trade 2011**, **2015**, and **Reversion 2021**.
  - *Completion* TRA cannot be drawn on a payable break or if client is attending training such as English as a Second Language (ESL).

	UI	Basic TRA	Additional TRA	Remedial TRA	Completion TRA
Trade 2002	Up to 20 Weeks*****	Up to 32 Weeks*****	Up to 52 weeks	Up to 26 Weeks	N/A
Trade 2009	Up to 20 Weeks*****	Up to 32 Weeks*****	Up to 78 weeks	Up to 26 Weeks	N/A
Trade 2002 Revert	Up to 20 Weeks*****	Up to 32 Weeks*****	Up to 52 weeks	Up to 26 Weeks	N/A
Trade 2011	Up to 20 Weeks*****	Up to 32 Weeks*****	Up to 65 weeks	N/A	Up to 13 weeks
Trade 2015	Up to 20 Weeks*****	Up to 32 Weeks*****	Up to 65 weeks	N/A	Up to 13 weeks
Trade Rev 2021	Up to 20 Weeks*****	Up to 32 Weeks*****	Up to 65 weeks	N/A	Up to 13 weeks

*****The combination of UI and Basic TRA must total 52 weeks.

Re-Employment Services:
Refer to TEGL 3-20 and 4-20 regarding initial assessment, employment and case management services, and mandated co-enrollment with WIOA Dislocated Worker.

When a TAA petition is filed, rapid response services and WIOA career services must be provided to the workers. Every trade affected worker must be provided an initial assessment by either partner staff or Trade Reps / Trade Act Navigators. If the petition is certified and the initial assessment was provided by partner staff, the Trade Reps / Trade Act Navigators must ensure the initial assessment meets all TAA Program requirements.

To ensure the adjustment of adversely affected workers shall occur as quickly and effectively as possible, every effort shall be made to prepare each worker for full-time employment in accordance with the worker's capabilities and prospective employment opportunities. To this end, adversely affected workers shall be offered the full range of services available through the Missouri Job Centers and partner agencies.

- Under **Trade 2009**, **2011**, **2015**, and **Reversion 2021**, a waiver from training cannot be issued until a comprehensive reemployment plan is in place.

- Per USDOL instructions, Trade Act Navigators are required to complete a **TAA Required Checklist** (DWD-PO-234) form [found on DHEWD (W:), Workforce

Development, Programs, Trade, Trade Act Resources, Forms, Case Management for each new TAA client and uploaded into MoJobs.
  - The purpose of the form is to ensure that clients are provided or offered all required case management services.
  - It is also a reminder to add REQUIRED case notes in MoJobs to better develop an Employment Plan and/or Training Plan.

- A TAA Application must be completed in MoJobs on all clients potentially interested in Trade Act. Clients are not included in the performance report until a Participation is created.

All clients must be informed of the benefits and services available to them under Trade Act:

1) **Counseling and Testing:**
   Adversely affected workers should be offered appropriate counseling assistance as one of the available supportive services. The same standards and precautions apply to the use of tests with TAA applicants. In many cases, workers will need to convert their skills to a new occupation. Testing can be useful in helping the workers determine the work, which they will seek. Testing is also a tool to determine the appropriateness of future training. The full range of testing should be made available and used as a step in employability planning. When necessary, individuals may be referred to WIOA and other partner agencies for assessment. **Please note that TAA has Case Management funds available for assessments.**

2) **Employment and Case Management Services:**
   The following case management services are REQUIRED to be offered to all Trade Act eligible clients. (These services can be provided by OWD and/or partner agency staff in the Job Centers.) Workers may refuse employment a case management services. If this occurs, it must be documented as a case note in MoJobs.

   - Comprehensive and specialized assessment of skills level and services needed including diagnostic testing and use of other assessment tools as well as in-depth interviewing and evaluation to identify employment goals and objectives, and appropriate employment goals.

   - Development of individual employment plan to identify employment goals and objectives, and appropriate training to achieve those goals and objectives.

     - Reference OWD Issuance 9-2020: Statewide Individual Employment Plan Development Policy for requirements.

   - Information on training available in local and regional areas, information on individual counseling to determine which training is suitable, and information on how to apply for such training.

- Information on how to apply for financial aid, including referring workers to educational opportunity centers when applicable, and notifying clients that they may request financial aid administrators at institutions of higher education to use current year income data, rather than preceding year income data for determining the amount of need of the client for Federal financial assistance.

- Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills and professional conduct to prepare individuals for employment or training.

- Individual career counseling, including job search and placement counseling, during the period in which the individual is receiving a trade adjustment allowance or training and after receiving such training for purpose of job placement.

- Provision of employment statistics information, including accurate information relating to local, regional, and national job market areas. This should include: job vacancy listings in such labor market areas, information on job skills necessary to obtain jobs identified in vacancy listings, information relating to local occupations that are in demand and earnings potential of such occupations and information on the skill requirements for those jobs.

- Information relating to the availability of supportive services, including services relating to child care, transportation, dependent care, housing assistance, and needs-related payments that are necessary to enable an individual to participate in training.

3) **Training (Remedial, Pre-Requisite, and Skills):** Training is not a benefit; it is an ENTITLEMENT, therefore, it does not expire with time. For a client to be eligible for training, they must not have marketable skills and be unable to obtain suitable employment.

- Under **Trade 2002** and **2002 Revert**, a client must be able to attend training full-time.

- Under **Trade 2009**, **2011**, **2015**, and **Reversion 2021**, a client can attend full or part-time training.

	Full-Time Training	Part-Time Training
Trade 2002	X	
Trade 2009	X	X
Trade 2002 Revert	X	
Trade 2011	X	X
Trade 2015	X	X
Trade Rev 2021	X	X

A client must be able to financially support themselves with TRA or other methods. If client is not eligible for UI or TRA weekly benefits, a financial statement must be recorded on a **Financial Attestation (DWD-5545)** and upload into MoJobs.

In addition, a client cannot pay for any required portion of the training; this includes use of loans of any kinds that must be repaid. Trade clients may obtain personal loans for living expenses, etc., but they may not be applied to Trade approved training.

When serving clients eligible under **Trade 2002**, **2002 Revert**, and **Reversion 2021**, regardless of the client's interest in training during the first visit to the Job Center, (s)he must be instructed to complete and sign the top portion of the DWD-PO-240-A. For a client to maintain eligibility to Additional TRA, the client must make a request for training within 210 days of their last qualifying separation from the Trade employer. Failure to meet this timeframe will result in an 'untimely' application. (**NOTE:** The request for training by the 210 day rule can also be captured in the IEP and case note instead of signing the DWD-PO-240-A.)

- **Trade 2009**, **2011**, and **2015** repealed the "210 day" rule. When serving clients eligible under Trade 2009, 2011, and 2015, they will not be held ineligible for TRA based on the fact that they did not make a timely application for training.

On-the-Job Training (OJT): OJT is an agreement between the employer and the Missouri Office of Workforce Development (OWD).

The employer agrees to hire and train a specified number of people, pay wages agreed to in the subcontract, and train in occupations outlined in subcontract. The OWD agrees to reimburse the employer at a fixed hourly rate based on 50% of the starting wage.

In order for an OJT contract to be approvable, the job(s) must lead to suitable employment and meet certain criteria.

Because OJT is employment, participants will not be eligible for TRA due to the earned wages.

However, the use of the RTAA benefits may be an option for the Trade eligible client who are being training and employed through the OJT. These clients would have to meet all the RTAA approval criteria as well.

Apprenticeship Programs: Under **Trade 2009**, **2011**, **2015**, and **Reversion 2021**, the TAA program can pay for registered apprenticeship and other apprenticeship programs and other apprenticeship program. Apprenticeship programs offer clients employment and a combination of on-the-job learning and related instruction. Since the employer pays all the apprentices' wages, the on-the-job learning does not meet the requirements and should not be considered on-the-job training. Apprentices are employed at the start of their apprenticeship and work through a series of defined

curricula until the completion of their program. The length of the program will vary depending on the specific occupation. Information on these programs can be accessed at:

- **Debra Cremeens-Risinger, State Director**
  (402) 221-3281 Cremeens-Risinger.D@dol.gov

- **Jobs.Mo.Gov – Apprenticeship Missouri**
  https://jobs.mo.gov/content/moapprenticeships

- **Missouri Apprentice Connect**
  https://www.moapprenticeconnect.com/

TAA funds can be used to pay for the required expenses associated with instructional training, tools, uniforms, equipment and/or books for clients participating in a registered apprenticeship and other apprenticeship programs.

Because the apprenticeship program combines classroom training with employment, participants will not be eligible for TRA due to the earned wages.

However, the use of the RTAA benefits may be an option for the Trade eligible client who are being training and employed through an apprenticeship program. These clients would have to meet all the RTAA approval criteria as well.

Customized Training: Under **Trade 2015**, Customized Training is designed to meet the special requirements of a single employer or a group of employers. The training may be conducted by a training provider, a single employer or a group of employers.

Must be conducted with a commitment by the employer of group of employers to employ an adversely-affected worker upon successful completion of the training. For purposes of customized training, a commitment by the employer(s) to employ a worker upon a successful completion of the training, means the employer(s) must enter into an agreement with the State that describes the conditions that must be met for successful completion of the training and the expectation of employment after the training is completed.

The employer must pay at least 50% for the cost of the training.

For Adversely-Affected Incumbent Workers (AAIW), approval is limited to customized training for a position other than their current position in adversely affected employment.

Transportation: A client participating in training outside their commuting area is eligible to receive transportation reimbursement. To be considered outside of your commuting area, you must travel over 10 miles one-way. Reimbursements starts at

mile 11.

Per the latest Federal Travel Regulations (FTR) at www.gsa.gov, transportation allowance is at a reimbursement rate of:

- The lesser of the actual costs by least expensive means between the trainee's home and the training facility; or
- 62.5 cents per mile up to:
    - $78.50 per day for **most of Missouri**
    - $93.50 per day for the **Kansas City** area (Jackson, Clay, Cass, and Platte)
    - $102.50 per day for the **St. Louis** area (St. Louis, St. Louis City, and St. Charles)
        - Clients who elect to claim transportation for each day they attend training outside their "commuting area" are limited to a daily maximum transportation payment.
        - Clients who elect to claim subsistence instead of transportation are not limited to the maximum transportation payment for their travel to the area of training. These clients may claim transportation at 62.5 cents per mile for all miles driven (most direct route) to reach the training facility. A client can receive both transportation and subsistence on the same day only:
            - At the beginning of the training that the worker is attending outside the worker's commuting area and at the end of the training for travel back to the worker's commuting area; or
            - When the worker fails, **for justifiable cause**, to complete the training outside the worker's commuting area, and must return home before the scheduled end of the training.

Subsistence: A client participating in training outside their commuting area is eligible to receive subsistence reimbursement.

To be considered outside of your commuting area, you must travel over 10 miles one-way. To allow a client to maintain a residence out of his/her commuting area, (s)he may receive a subsistence allowance which is a worker's actual costs or 50% of the per diem per Federal Travel Regulations (FTR) at www.gsa.gov, whichever is less.

- Maximum is $78.50 per day ($49 lodging / $29.50 meals) for **most of Missouri**
- Maximum is $93.50 per day ($61.50 lodging / $32 meals) for the **Kansas City** area (Jackson, Clay, Cass, and Platte)
- Maximum is $102.50 per day ($70.50 lodging / $32 meals) for the **St. Louis** area (St. Louis, St. Louis City, and St. Charles)

The client should provide documentation of the estimated actual cost of living expenses for the temporary residence established for the duration of the training

program. This documentation should be provided prior to the training course approval.

4) **Job Search Allowance <u>Trade 2002</u>**, **<u>2002 Revert</u>**, **<u>2011</u>**, **<u>2015</u>**, and **<u>Reversion 2021</u>:** Clients who secure bona fide job interviews, for suitable employment, outside their normal commuting area are eligible to receive a 90% reimbursement of associated travel expenses. Travel expenses include costs for mileage, lodging, and meals. The maximum payment of all eligible job searches cannot exceed $1,250. A request for Job Search Allowance must be made prior to the scheduled job interview. Mileage reimbursement will be made at 62.5 cents per mile.
   - Clients who participate in approvable job search activities are not limited to the maximum transportation payment. These clients may claim transportation at 62.5 cents per mile for all miles driven (most direct route) to reach the approved job search location.

   Job Search Allowance <u>Trade 2009</u>: Clients who secure bona fide job interviews, for suitable employment, outside their normal commuting area are eligible to receive 100% reimbursement of associated travel expenses. Travel expenses include costs for mileage, lodging, and meals. The maximum payment for all eligible job searches cannot exceed $1,500. A request for Job Search Allowance must be made prior to the scheduled job interview. Mileage reimbursement will be made at 62.5 cents per mile.
   - Clients who participate in approvable job search activities are not limited to the maximum transportation payment. These clients may claim transportation at 62.5 cents per mile for all miles driven (most direct route) to reach the approved job search location.

5) **Relocation Allowance <u>Trade 2002</u>**, **<u>2002 Revert</u>**, **<u>2011</u>**, **<u>2015</u>**, and **<u>Reversion 2021</u>:** Clients who secure suitable employment outside their normal commuting area are eligible to receive a 90% reimbursement of moving related expense, as well as a lump sum payment. Relocation Allowance assists the individual and his/her family in the relocation of their household to the area of suitable employment. Related expenses, incurred by the client and family during the move, include mileage, transporting of household goods, lodging, and meals. The amount of the client's lump sum payment is based on three times the weekly wage earned at the Trade affected employer up to a maximum of $1,250. A request for Relocation Allowance must be made prior to the scheduled move. Mileage reimbursement will be made at 22 cents per mile when using a private vehicle.
   - Clients who participate in relocation activities are not limited to the maximum transportation payment. These clients may claim transportation at 22 cents per mile for all miles driven (most direct route) to reach the new area of relocation when using a private vehicle.

   Relocation Allowance <u>Trade 2009</u>: Clients who secure suitable employment outside their normal commuting area are eligible to receive 100% reimbursement of moving related expense, as well as a lump sum payment. Relocation Allowance

assists the individual and his/her family in the relocation of their household to the area of suitable employment. Related expenses, incurred by the client and family during the move, include mileage, transporting of household goods, lodging, and meals. The amount of the client's lump sum payment is based on three times the weekly wage earned at the Trade affected employer up to a maximum of $1,500. A request for Relocation Allowance must be made prior to the scheduled move. Mileage reimbursement will be made at 22 cents per mile when using a private vehicle.

- Clients who participate in relocation activities are not limited to the maximum transportation payment. These clients may claim transportation at 22 cents per mile for all miles driven (most direct route) to reach the new area of relocation when using a private vehicle.

6) **Job Search Program (JSP):** Under TAA Final Rule, JSP means a job search workshop or job finding club.

   A worker who participates in an approved JSP may receive reimbursement for necessary expenses of subsistence and transportation incurred for the worker's participation in approved JSP.

   A State may approved a JSP if:

   - The JSP is provided through WIOA, the public employment service, or any other Federal- or State- funded program; or
   - The JSP is sponsored by the firm (trade-affected employer) from which the worker has been separated.

   Subsistence and transportation costs, whether inside or outside the worker's commuting area, must be approved for workers participating in JSP.

7) **Alternative Trade Adjustment Assistance (ATAA):** ATAA is available only for clients that are eligible under **Trade 2002**, **2002 Revert**, and **Reversion 2021**. ATAA is a program for clients 50 years or older who find qualifying re-employment within 26 weeks of their last qualifying separation from the Trade affected employer. Those that qualify are eligible to receive a subsidy of 50% of the difference between their Trade employment and their new employment for up to two years or $10,000. Re-employment must be expected not to exceed $50,000 annually in gross wages.

   For a client to be eligible for ATAA, the Trade affected employer must also be ATAA certified.

8) **Reemployment Trade Adjustment Assistance (RTAA):** RTAA is only available for clients that are eligible under **Trade 2009**, **2011**, and **2015**. RTAA is a program for clients 50 years or older who find qualifying full-time reemployment OR who has obtained qualifying part-time employment of at least 20 hours per week and is also enrolled in a full-time Trade Act approved training. Those that qualify are eligible to receive a subsidy of 50% of the difference between their Trade employment and

their new employment. All petitions that are certified under Trade 2009, 2011, and 2015 are automatically researched for RTAA eligibility; a separate RTAA certification request is not required.

Under **Trade 2009**, a client may receive RTAA for up to two years or $12,000. Re-employment must be expected not to exceed $55,000 annually in gross wages.

Under **Trade 2011** and **2015**, a client may receive RTAA for up to two years or $10,000. Re-employment must be expected not to exceed $50,000 annually in gross wages.

9) **Appeals Rights:** Job Center staff is responsible to make determinations for requests of waiver issuance, training, training related costs, transportation payments, subsistence payments, job search allowance, and relocation allowance.

When it is determined that a request is not approvable, a written denial should be issued. The client's appeals rights are listed on the form.

- For waivers, a denial form is available under

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Waivers

- For training, training related costs, transportation, and subsistence, a denial should be issued on a DWD-PO-240 form.
- For OJT, a denial should be issued on the OJT Determination (DWD-PO-228 form.
- For job search, a denial should be issued on a **Benefits, Criteria, and Eligibility** (DWD-PO-207-BCE) and/or **Payment Form** (DWD-PO-207-PF) form(s).
- For relocation, a denial should be issued on an ETA-860 form.

If the client wishes to file an appeal to the determination, the client must submit a written request for an appeals hearing. The request for an appeals hearing must include the client's name, Social Security Number, date, and statement regarding their request for an appeals hearing. The client's signature is required on the request.

The client's request for an appeal hearing may be faxed or mailed to:

Missouri Division of Employment Security
Appeals Tribunal
P.O. Box 59
Jefferson City, Missouri 65104
(Fax) 573/751-1321

10) **Fraud:** If a client commits fraud, (s)he will not be eligible for any further Trade Act benefits and services; even if certified under a different Trade petition.

A fraudulent act may result in an overpayment; regardless of the amount. Once an overpayment due to fraud is established on a TRA claim, the client becomes ineligible for any further TRA or TAA payments under the Trade Act. If any TRA had been paid following the week in which the fraud occurred, these weeks will be included in the overpayment.

Additional resources for the worker can be found on the TAA webpage at https://jobs.mo.gov/trade-adjustment-assistance.

TAA SUCCESS STORY FORM (DWD-5557)

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 8/3/22

TAA Success Story Form
(DWD-5557)

Missouri Department of Higher Education & Workforce Development
Office of Workforce Development

TRADE ADJUSTMENT ASSISTANCE (TAA) SUCCESS STORY FORM

SECTION A

Name:		**Phone:**		**Email:**			
Address:		**City:**		**State:**		**Zip Code:**	

SECTION B

What TAA certified company were you laid off from? _____

How did you learn about the TAA Program? _____

Which TAA benefits and/or services did you receive? ☐ Trade Readjustment Allowance (TRA)

☐ Classroom or Distance Learning ☐ On-the-Job Training (OJT) ☐ Apprenticeship ☐ Transportation

☐ Subsistence ☐ Job Search Allowance ☐ Relocation Allowance ☐ Job Search Program

☐ Customized Training ☐ Reemployment Trade Adjustment Assistance (RTAA)

☐ Alternative Trade Adjustment Assistance (ATAA) ☐ Health Coverage Tax Credit (HCTC)

If you participated in Classroom or Distance Learning:

- **What training facility did you attend?** _____
- **What training program did you participate in?** _____
- **What, if any, credential did you earn?** _____

If you participated in Work-Based Learning (On-the-Job Training or Apprenticeship):

- **What employer did you work for?** _____
- **What was your title or positition?** _____
- **What credential did you earn?** _____
- **Are you still working for the employer?** _____

Would you recommend the TAA Program to other workers? ☐ Yes ☐ No

- **Please explain your answer:** _____

Narrative (please provide any other details): _____

SECTION C

By signing below, you are self-attesting and acknowledging the information provided is true to the best of your knowledge.

Signature:		Date:	

SECTION D – Staff Use Only

Staff Submitting Success Story:		Date:	
Missouri Job Center:			
Email Address:		Phone Number:	

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

TAA Success Story Form
(DWD-5557)

The **TAA Success Story Form (DWD-5557)** can be accessed by OWD staff at:

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Success Stories

The **TAA Success Story Form (DWD-5557)** is used by the Missouri Job Center staff to highlight the successes of trade-affected workers. Additionally, obtaining this information as Trade Act Navigators work with workers, allows us the ability to provide success stories to the United States Department of Labor (USDOL) upon their request.

When a Trade Act Navigator begins working with a trade-affected worker, they must include the **TAA Success Story Form (DWD-5557)** in the orientation packet. The form should be completed by the worker and/or the Trade Act Navigator. The form can be updated as the worker receives various TAA benefits and services.

In addition to the **TAA Success Story Form (DWD-5557)** being in the orientation packet, the Trade Act Navigator must also have the worker complete the *DHEWD Media Release form and provide a digital picture*. This process is voluntary and not required for the worker to participate in the TAA program.

Once the **TAA Success Story Form (DWD-5557)** is completed, along with the worker's picture and Media Release form, it must be emailed to DWDTradeActHelp@dhewd.mo.gov.

Because the worker's success story may be used for USDOL purposes, it may be necessary for the worker to complete another medial release form, provided by USDOL, at a later date.

For further clarification on this process, please send an email to DWDTradeActHelp@dhewd.mo.gov.

INITIAL ASSESSMENT

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 12/28/20

INITIAL ASSESSMENT

Initial Assessment and Intake:
The assessment process forms the basis for determining which TAA Program benefits and services, including training, are most appropriate to enable trade-affected workers to successfully become reemployed.

The State must schedule an initial assessment that provides sufficient time and information for the trade-affected worker to consider, request, and enroll in training or obtain a waiver of the training requirement to protect the worker's eligibility to receive Trade Readjustment Allowance (TRA).

Assessments are administered with the cooperation of the trade-affected worker and should include discussion of the worker's interests, skills, aptitudes, and abilities.

The results of the assessment(s) must be documented in the case file, either through case notes or as a stand-alone document.

If an assessment has already been administered by a partner program, it must be reviewed once a worker becomes a trade-affected worker to ensure it has the required components for an initial assessment, and if necessary, for a comprehensive and specialized assessment. If the assessment(s) does not contain the required components, the assessment(s) must be supplemented by the State, in conjunction with the trade-affected worker, to ensure it is fully compliant with TAA Program requirements.

The State must make the trade-affected worker aware of the advantages of receiving an assessment(s). However, a worker may refuse an assessment. Since portions of the assessment(s) are necessary to determine eligibility for certain TAA Program benefits, a worker's refusal to provide necessary information, either as part of the assessment or outside of the assessment process, may result in a denial of those benefits.

Initial Assessment:
The State must carry out an initial assessment for each trade-affected worker as part of the intake process. When applicable, a State must use the results of the assessment developed by a partner program, supplemented if necessary.

The results of the initial assessment will determine the best service strategy to assist the trade-affected worker in obtaining reemployment and provide insight into which benefits and services under the TAA Program and partner programs would be most beneficial to the worker. The initial assessment of the availability of suitable employment to the worker in the local labor market must take in consideration the following factors:

1) Prevailing local labor market conditions, including unemployment rate, local employer skill demands and hiring prerequisites;

2) The worker's knowledge, skills, and abilities from his or her education and previous employment;

3) Transferrable skills that the worker may possess that would be of interest to other local employers;

4) Evaluation of the worker's skill level (including literacy, numeracy, and English language proficiency), aptitudes, abilities (including skills gap), and supportive service needs; and

5) Any barriers to the worker's reemployment, such as:

   - Lack of applicability of skills from the worker's present occupation to other occupations;

   - Skills that are in excess supply in the labor market area; or

   - Other barriers as outlined in WIOA section 3(24)

NOTE: MERIC provided a webinar on this topic and it may be found in LMS under **MERIC Training for TAA Staff**.

Based upon the information gather in the initial assessment, the State may:

1) Determine that suitable employment is available to the trade-affected worker, and if so, the State must make available employment and case management services. If the worker disagrees with the determination, the State must make available to the worker comprehensive and specialized assessments to obtain additional information to determine whether the initial assessment was correct.

2) Determine that NO suitable employment is available to the worker, and if so, the State must make available services (Employment & Case Management Services) and comprehensive and specialized assessments to develop a comprehensive service strategy for trade-affected worker.

If the State determines that suitable employment is NOT available to a trade-affected worker, even with additional employment and case management services, the State must advise the worker to apply for training.

TRADE ACT FILES

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 8/28/19

TRADE ACT FILES

OWD Trade Act records can be purged when all the documents in the file are *at least three years old* and the client has **not** received any Trade Act benefits or services for *at least two years*.

TRADE READJUSTMENT ALLOWANCE (TRA)

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 10/25/22

TRADE READJUSTMENT ALLOWANCE (TRA)

Definitions:

a) For purposes of TRA, an Adversely Affected Worker (AAW) is "participating in approved training" if:

   1) The worker is either attending and taking part in all scheduled classes, required activities, and required events in a given week, or the training provider has excused the worker's absence or failure to take part in accordance with its written policies.

   2) In the case of distance learning, the worker is either meeting all the requirements of the training provider in a given week in accordance with its rules, regulations, and standards, or the training provider has excused the worker's failure to meet those requirements in according with its written policies.

b) For purposes of TRA, the term "training allowance" mean any assistance or payment, excluding Federal student financial assistance, that can be used for the same purpose as funds for the costs of training covered by the TAA Program, and that is given or paid directly to the AAW.

c) For purposes of TRA, the term "adversely affected employment" includes employment at a successor-in-interest, and such wages reported to the State or received by an AAW from a successor-in-interest are included as wages.

Categories of TRA:

a) *Basic TRA.* Basic TRA is payable to an AAW who meets the requirements of 618.720 (TAA Final Rule). Basic TRA is payable for weeks of unemployment after the worker meets the criteria for exhaustion of UI under 618.720(e) (TAA Final Rule) and, consistent with 618.725 (TAA Final Rule), for weeks of unemployment during which the worker either is enrolled in, is participating in, or has completed approved training, or have received a waiver of the training requirement under 618.735 (TAA Final Rule).

b) *Additional TRA.* Additional TRA is payable to an AAW who meets the requirements of 618.760 (TAA Final Rule). Additional TRA is payable only for week of unemployment during which the worker is participating in approved training.

c) *Completion TRA.* Completion TRA is payable to an AAW who meets the requirements of 618.765 (TAA Final Rule). Completion TRA is payable only for weeks of unemployment during which the worker is participating in approved training. Completion TRA is payable only after the worker has exhausted all rights to Basic and Additional TRA.

Applications for TRA and payments:

a) *Timing of applications.*

1) An initial application for TRA must be filed after certification of the appropriate worker group has been made.

2) An application for TRA must be filed within the time limit applicable to claims for regular compensation under the applicable State law.

b) *Applicable procedures.* Applications must be filed in accordance with this subpart (TAA Final Rule – 618.715(b)) and on forms furnished to AAWs by the State. The State's procedures for filing applications for TRA, and for reporting must be consistent with this part and the Department's "Standard for Claim Filing, Claimant Reporting, Job Finding, and Employment Services," Employment Security Manual, part V, sections 5000 through 5004 (appendix A to this part), except that such procedures may allow for the filing and processing of application by paper, telephone, the internet, or other similar methods as provided for in paragraph (e)(2) of this section.

c) *Treatment of determinations.* Determinations on TRA applications are determination to which 618.820 (TAA Final Rule) (determinations of eligibility; notices to individuals), 618.824 (TAA Final Rule) (liable State and agent State responsibilities), and 618.828 (TAA Final Rule) (appeals and hearings) apply. Copies of such applications for TRA and all determines by the State on such applications must be included in the AAW's case file.

d) *Payment of TRA.*

1) A State must not make any payment of TRA until a certification is issued and the State determines that the AAW is a member of a worker group covered under the specified certification.

2) An AAW, if he or she otherwise meets the eligibility requirements of this subpart (TAA Final Rule), including exhaustion of UI, may be entitled to TRA for any week of unemployment that begins on or after the date of the applicable certification.

3) An AAW may receive only one form of TRA (Basic, Additional, or Completion) for any given week.

e) *Taking of application*

1) An initial application is required for TRA and a separate application is required for Completion TRA.

2) Applications may be filed and processed by any means allowed for UI claims in the State.

3) States must provide notice to the worker when a worker begins receipt of Additional TRA. That notice must include the eligibility requirements under which Additional TRA is payable.

Qualifying Requirements for Basic TRA:

To qualify for Basic TRA for a week of unemployment, an AAW must meet each of the requirements in paragraphs (a) through (g):

a) *Certification.* The AAW must be a member of a worker group certified under subpart B of this part (TAA Final Rule).

b) *Separation.* The AAW must have experienced a qualifying separation during the certification period of the certification in paragraph (a).

c) *Wages and employment.* The AAW must meet the following wage and other requirements:

1) In the 52-week period (i.e., 52 consecutive calendar weeks) ending with the week of the AAW's total or partial separation from adversely affected employment during the certification period, the worker must have had at least 26 weeks of employment at wages of $30 or more a week in adversely affected employment with a single firm or, where there is more than one subdivision, the appropriate subdivision of the firm. Evidence that the worker meets the requirement in this paragraph (c)(1) must be obtained as provided in 618.740 (TAA Final Rule). Employment and wages covered under more than one certification may not be combined to qualify for TRA.

2) The categories of weeks in paragraphs (c)(2)(i) through (iv) of this section also must be treated as weeks of employment at wages of $30 or more (for purposes of paragraph (c)(1) of this section), regardless of whether the AAW actually received any wages during such weeks:

i. All weeks, up to a maximum of 7 weeks, during which the AAW is on employer-authorized leave for vacation, sickness, injury, maternity, or inactive duty or active duty military service for training;

ii. All weeks, up to a maximum of 7 weeks, during which the AAW had adversely affected employment interrupted to serve as a full-time representative of a labor organization in the firm or subdivision referenced in paragraph (c)(1) of this section;

iii. All weeks, up to a maximum of 26 weeks, during which the AAW has a disability compensable under a workers' compensation law or plan of a State of the United States; and

iv. All weeks, up to a maximum of 26 weeks, during which the AAW is on call-up for the purpose of active duty in a reserve status in the Armed Forces of the United States, if such active duty is "Federal service" as defined in 5 U.S.C. 8521(a)(1), but not more than 7 weeks, in the case of weeks described in paragraph (c)(2)(i) or (ii) of this section that occur during the active duty. States may waiver provisions of this paragraph (c)(2)(iv) consistent with 618.884.

d) *Entitlement to UI.* The AAW must have been entitled to (or would have been entitled to if the worker had applied therefor) UI for a week within the first benefit period.

e) *Exhaustion of UI.* The AAW must meet the following requirements:

1) The AAW must have exhausted all rights to any UI, except additional compensation that is funded by a State and not reimbursed from any Federal funds to which such workers was entitled (or would have been entitled had such worker applied therefor), and not have any unexpired waiting period applicable to the worker for any such UI, except as provided at 618.720(e)(2) (TAA Final Rule).

2) The AAW may elect to receive TRA instead of UI during may week with respect to which the worker:

i. Is entitled and is able to received UI as a result of a new benefit year based on employment in which the worker engaged after establishing TRA eligibility following a total separation from adversely affected employment. The entitlement must be after the first UI benefit period. It must also be based in whole or in part upon part-time or short-term employment in which the worker engaged after the worker's most recent total separation from adversely affected employment that established such first UI benefit period. This new employment may include the same adversely affected employment ; and

ii. Is otherwise entitled to TRA, except that the AAW need not have exhausted all rights to UI in the new benefit year.

3) For AAWs meeting the requirements in paragraph (e)(2) of this section, the State must provide the AAW a summary of his or her potential UI benefits and potential TRA benefits in writing and document the AAW's choice in the case file. (This applies to **Trade 2015** but not to **Trade Reversion 2021**.)

4) State law governs the status of the UI claim in the second benefit year when the AAW elects to receive TRA instead of UI.

5) If the AAW elects to receive UI benefits in the second benefit year or any subsequent benefit period thereafter in which the option is available, the AAW must exhaust all UI entitlement before resuming TRA eligibility.

6) The AAW must have not unexpired waiting period applicable to such worker for any UI.

f) *Extended Benefits (EB) work test.* The AAW must be able to work and be available for work, as defined in the EB work test in the applicable State law for UI claimants, and must be furnished a classification and a determination as to his or her job prospects as required by 20 CFR 615.8(d). The EB work test must be met for each week by the means described in paragraph (f), unless an exception in paragraph (f)(2) of this section applies.

1) *Criteria.* The EB work test requirement must be met by:

i. Registering for work with the State, in accordance with the applicable provisions of State law that apply to EB claimants and that are consistent with part 615 of this chapter (TAA Final Rule);

ii. Actively engaging in seeking work;

iii. Furnishing the State with tangible evidence of work search efforts each week; and

iv. Accepting any offer of suitable work, including those referred by the State.

2) *Exceptions.* The able and available requirement and the EB work test requirement in this paragraph (f) do not apply for purposes of TRA eligibility:

i. When the AAW is enrolled in or participating in approved training;

ii. During a break in training; or

iii. With respect to claims for TRA for those weeks of unemployment beginning before the filing of an initial claim for TRA, or for any week that begins before the AAW is notified of coverage by a certification and is fully informed of the EB work test requirements. Before such notification and advice, the worker must not be subject to the EB work test requirements for TRA eligibility purposes, nor to any State timely filing requirement, but must be required to be unemployed and able to work and available for work under State law with respect to any such

week except as provided in paragraphs (f)(2)(i) and (ii) of this section for AAWs enrolled in or participating in approved training.

3) *Suitable work.*

i. For purposes of this subpart (TAA Final Rule), suitable work means, with respect to a worker, whichever of the following laws is applicable:

A. Suitable work as defined in the applicable State law for claimants for regular compensation; or

B. Suitable work as defined in applicable State law provisions consistent with section 202(a)(3) of EUCA.

ii. Regardless of which of the laws in paragraph (f)(3)(i)(A) or (B) of this section apply, suitable work does not in any case include self-employment or employment as an independent contractor.

g) *Participation in approved training.*

1) As a condition for receiving Basic TRA, except as provided for in 618.730 (TAA Final Rule), the AAW, after a total or partial separation from the adversely affected employment within the certification period, and by the applicable deadline in 618.725 (TAA Final Rule) must:

i. Be enrolled in training, as defined in subpart A of this part (TAA Final Rule) (part-time TAA approved training is acceptable under **Trade Reversion 2021**);

ii. Be participating in approved training (as defined in 618.705) (TAA Final Rule) (part-time TAA approved training is acceptable under **Trade Reversion 2021**); or

iii. Have a waiver granted under 618.735 (TAA Final Rule) in effect.

2) An AAW who has not met the requirements in paragraph (g)(1) of this section may, if otherwise eligible, receive Basic TRA before expiration of the applicable training enrollment deadline in 618.725 (TAA Final Rule). Once the training enrollment deadline is reached, the training requirements in paragraph (g)(1) of this section must be met. Basic TRA payments must cease beginning the first week for which the requirements in paragraph (g)(1) of this section were required by not met.

3) The requirements in paragraph (g)(1) of this section do not apply to an AAW with respect to claims for Basic TRA for weeks of unemployment beginning

before the filing of an initial claim for TRA after publication of the certification of the appropriate worker group as provided in 618.715(a), nor for any week that begins before the AAW is notified that he or she is covered by a certification and is fully informed of the requirements of this section.

4) An AAW who meets the participation in approved training requirement in paragraph (g)(1) of this section by the applicable deadlines in 618.725 may continue to receive Basic TRA after the AAW has completed training, even if such participation in training was on a part-time basis, provided that the worker meets all other eligibility requirements for Basic TRA.

Training Enrollment Deadlines:

a) *Training enrollment deadlines.* As a condition for receiving Basic TRA, an AAW must meet the participation in approved training requirements in 618.720(g)(1) (TAA Final Rule) not later than the latest of:

1) The last day of the 26th week after the AAW's most recent qualifying separation for **Trade 2015** or the last day of the 8th weeks after the AAW's most recent qualifying separation for **Trade Reversion 2021**;

2) The last day of the 26th week after the week in which the certification was issued for **Trade 2015** or the last day of the 16th weeks in which the certification was issued for **Trade Reversion 2021**; or

3) 45 days after the later of the dates specified in paragraph (a)(1) or (2) of this section, if there are extenuating circumstances that justify an extension of the enrollment period. Extenuating circumstances that justify the 45-day extension of the enrollment period. Extenuating circumstances that justify the 45-day extension are circumstances that would constitute good cause, as established by 618.730 (TAA Final Rule); that is, circumstances under which the AAW acted diligently yet was unable to enroll because of exigent circumstances.

4) In the case of an AAW who fails to enroll by the date required by paragraph (a)(1), (2), or (3) of this section due to a failure by the State to provide the AAW with timely information regarding the applicable training enrollment deadline, the AAW must be enrolled in training or obtain a waiver by the Monday of the first week occurring 60 consecutive calendar days following the date the worker was properly notified (does not apply to **Trade Reversion 2021**); or

5) The Monday of the first week occurring 30 consecutive calendar days (or, if the State is closed that last day because that day falls on a weekend or holiday or for any other reason, the next business day) following the day of terminations, whether by revocation or expiration or revocation of a waiver

under 618.735 (TAA Final Rule).

b) *Exceptions*

1) *Extended training enrollment deadline for delayed approval of application for TRA.*

i. The training enrollment deadlines of paragraph (a) of this section do not apply where:

A. A State's negative determination on an initial application for TRA under 618.715 (TAA Final Rule) has been reversed through redetermination or appeal;

B. The AAW is unable to meet the training enrollment deadline because of the delay in obtaining the reversal of the negative determination; and

C. The delay in obtaining the reversal in not attributable to the AAW.

ii. Where the conditions of paragraph (b)(1)(i) of this section are met, the AAW will have until the last day of the 26th week following the date on which the negative determination was reversed to enroll in training or have a training wavier in effect.

2) *Extended training enrollment deadline for period of duty in military service.* If an AAW who is a member of a reserve component of the Armed Forces and has served a period of duty during the AAW's Basic TRA eligibility period but before enrolling in training, the AAW's training enrollment deadline will be the last day of the 26th week following the last day of the AAW's period of duty. (Does not apply to **Trade Reversion 2021**.)

3) *Good cause.* The training enrollment deadline may be extended for good cause as provided for in 618.730 (TAA Final Rule).

Good Cause:

a) States must waiver the time limitations with respect to an application for TRA, enrollment in training, or receipt of a training waiver in this subpart (TAA Final Rule) if the AAW shows good cause.

b) Good cause exists if the AAW acted diligently yet was unable to complete in a timely manner the relevant task at issue described in paragraph (a) of this section because of exigent circumstances.

c) The State must determine good cause on a worker-by-worker basis.

Waiver of training requirement for Basic TRA:

a) *Waiver for Basic TRA.* A State may issue a waiver of the requirement in 618.720(g) (TAA Final Rule) that an AAW be enrolled in or participating in approved training as a condition of Basic TRA eligibility upon a finding that training for such worker is not feasible or appropriate for one or more reasons identified in paragraph (b) of this section. No waiver of the training requirement is permitted for Additional TRA or Completion TRA eligibility. Waivers must be issued no later than the latest of the applicable deadlines described in 618.725 (TAA Final Rule).

b) *Bases for a waiver.* The State, in order to issue a written waiver to an AAW, must conclude after assessing the worker that training is not feasible or appropriate for one of more of the reasons in paragraphs (b)(1) through (3) of this section.

1) *Health.* The worker is unable to participate in training due to the health of the worker. A waiver granted for this reason does not exempt the worker from requirements relating to the availability for worker, active search for work, or refusal to accept worker under Federal or State unemployment compensation laws.

2) *Enrollment unavailable.* The first available enrollment date for approved training is within 60 consecutive calendar days after the date on which a waiver determination is made or, if later, there are extenuating circumstances, as determined under the criteria in 618.725(a)(3) (TAA Final Rule), that apply to the delay in enrollment in training.

3) *Training not available.* Approved training is not reasonably available to the worker from governmental agencies or private sources, or suitable training is not available at a reasonable cost, or not training funds are available.

c) *Request for a waiver.* States may analyze whether an AAW may qualify for a waiver as part of the AAW's initial assessment, as described in subpart C of this part (TAA Final Rule). An AAW may also request a waiver from the State before the applicable deadline is 618.725 (TAA Final Rule).

d) *Denial of a waiver*. In any case in which a determination is made to deny a waiver under this section, the AAW to whom the denial pertains must be furnished with a notice of the denial of waiver.

e) *Duration of waiver*.

1) A waiver issued under this section may be for a period not to exceed 6 months, or the AAW's period of Basic TRA entitlement, whichever ends first.

2) Notwithstanding the 6-month limitation in paragraph (e)(1) of this section, a State may extend an AAW's waiver beyond 6 months if:

   i. Training continues not to be feasible or appropriate for such worker for one or more of the reasons described in paragraph (b) of this section; and

   ii. Such worker has not yet exhausted his or her Basic TRA entitlement.

3) Waivers must be reviewed 3 months after the date on which the State issues the waiver to determine if one or more of the bases in paragraph (b) of this section continue to apply, and every 30 consecutive calendar days thereafter.

f) *Revocation of a waiver.* The State must revoke a waiver issued under this section if the waiver criteria are no longer met. The State must notify the AAW of the revocation.

Evidence of qualification for Basic, Additional, and Completion TRA:

a) *State action.* When an AAW applies for Basic, Additional, or Completion TRA, the State having jurisdiction under 618.820 (TAA Final Rule) (determinations of eligibility; notices to individual) must obtain information to establish:

1) Whether the AAW meets the qualifying requirements in 618.720 (TAA Final Rule) for Basic TRA, in 618.760 (TAA Final Rule) for Additional TRA, or in 618.765 (TAA Final Rule) for Completion TRA; and

2) For a partially separated AAW, the average weekly hours and average weekly wage in adversely affected employment.

b) *Insufficient data.* If information specified in paragraph (a) of this section is not available from State records or from any employer, the State must require the AAW to submit a signed statement setting forth such information as may be required for the State to make the determination required by paragraph (a) of this section.

c) *Verification.* A statement made under paragraph (b) of this section must be certified by the AAW to be true to the best of the worker's knowledge and belief and must be supported by evidence including W-2 forms, paycheck stubs, union records, income tax returns, or statements of fellow workers, and must, whenever possible, be verified by the employer.

d) *Determinations.* The State must make the necessary determination on the basis of information obtained under this section, except that if, after reviewing information obtained under paragraphs (b) and (c) of this section against other available data, including agency records, it concludes that such information is not reasonably accurate, it must make the determination on the basis of the best available

information.

e) *Timing.* The State must follow the established method used for processing regular UI claims. If an employer does not respond within the timeframe established for UI claims, then the State must act on the best available information.

Weekly amounts of Basic, Additional, and Completion TRA:

a) *TRA amount.* The amount of Basic, Additional, or Completion TRA payable for a week of unemployment (including a week of approved training) is an amount equal to the most recent weekly benefit amount of UI (including dependents' allowance) payable to the AAW for a week of total unemployment preceding the worker's first exhaustion of UI following the worker's first qualifying separation, except that:

1) Where a State calculates a base period amount of UI and calculates dependents' allowances on a weekly supplemental basis, TRA weekly benefit amounts must be calculated in the same manner and under the same terms and conditions as apply to claimants for UI except that the base amount must not change.

2) For partially separated workers, the weekly amount of TRA must be calculated as determined under the applicable State law.

b) *Workers who are undergoing training.* Any AAW in approved training who is thereby entitled for any week to TRA and a training allowance as defined in 618.705 (TAA Final Rule)) under any other Federal law for the training of workers, will be paid for each week in which the AAW is undergoing approved training, TRA in the amount (computed for each week) equal to the amount computed under paragraph (a) of this section, or if greater, the amount of any weekly allowance for such training to which the AAW would be entitled under any other Federal law for the training of workers, if the AAW applied for such allowance. TRA must be paid in lieu of any payment for training made directly to the AAW to which the AAW is entitled under such other Federal law.

c) *Reductions to the TRA weekly amount.* The weekly amount of TRA payable under this section will be reduced (but not below zero) by:

1) Incomes that is deductible from UI under the disqualifying income provisions of the applicable State law or Federal UI law, except the that in the case of an AAW who is participating in approved training, such income must not include earnings from work for such week that are equal to or less than the most recent weekly benefit amount of the UI payable to the worker for a week of total unemployment preceding the worker's first exhaustion of UI (as determined for purposes of section 231(a)(3)(B) of the Act).

2) If the amount of a training allowance as defined in 618.705 (TAA Final Rule) (including training allowance referred to in paragraph (b)of this section) under any Federal law that the AAW receives for such week is less than the amount of TRA otherwise payable to the AAW for a week, the AAW must, when applying for TRA for the week, be paid TRA in an amount not to exceed the difference between the AAW's regular weekly TRA amount, as determined under 618.745 (TAA Final Rule) (regular allowance), and the amount of the training allowance paid to the AAW for the week.

3) Except as provided in paragraph (c)(4) of this section, if a training allowance under any Federal law other than the Act, is paid to an AAW for any week of unemployment with respect to which the AAW would be entitled (determined without regard to any disqualification under paragraph (b) of this section) to TRA, if the AAW applied for TRA, each such week must be deducted from the total number of weeks of TRA otherwise payable to the AAW when the worker applies for and is determined to be entitled to TRA. If such training allowance paid directly to the worker for any week of unemployment is less than the amount of TRA to which the AAW would be entitled if the worker had applied for it, the AAW must receive (when the worker applies for and is determined to be entitled to TRA) TRA for such week equal to such difference.

4) If the training allowance (as defined in 618.705 (TAA Final Rule)) referred to in paragraphs (c)(2) and (3) of this section is Federal student financial assistance, then the amount of TRA will not be reduced. In the case of an AAW to whom the Federal student financial assistance is available, the State will rely on prearrangements for the sharing of training costs under 618.625 (c)(2) (TAA Final Rule) (payment restrictions for training programs) in order to harmonize the provision of Federal student financial assistance with the worker's TRA.

5) Any amount that would be deductible from UI of days of absence from training under the provisions of the applicable State law that applies to AAWs in approved training.

Maximum Amount of Basic TRA:

a) *General rule.* Except as provided in paragraph (b) of this section , the maximum amount of Basic TRA payable to an AAW is the product of 52 multiplied by the TRA weekly amount for a week of total unemployment, calculated under 618.745 (a) (TAA Final Rule) (weekly amounts of TRA), reduced by the total sum of UI (except State-funded additional compensation) that the AAW was entitled or would have been entitled to had the worker applied in such worker's first benefit period.

b) *Exceptions.* The maximum amount of TRA determined under paragraph (a) of this section does not include:

1) The amount of dependents' allowances paid as a supplement to the base weekly amount determined under 618.745 (TAA Final Rule); or

2) The amount of the difference between the AAW's weekly increased allowance determined under 618.745(b) (TAA Final Rule) and such worker's weekly amount determined under 618.745(a) (TAA Final Rule).

Eligibility Period for Basic TRA:

a) Except as provided in paragraph (b) of this section, an AAW is ineligible to receive Basic TRA for any week of unemployment beginning after the close of the 104-week period beginning with the first week following the week in which the AAW's most recent qualifying separation occurred or after certification, whichever is later.

b) A State may not count any period during which a judicial or administrative appeal is pending with respect to a denial of a petition filed under subpart B (TAA Final Rule) of this part for the purpose of calculating the period of separation described in paragraph (a) of this section. The separation will be deemed as having occurred on the certification date and the Basic TRA eligibility period will begin on the week that follows the certification date.

Qualifying Requirements for, and Timing and Duration of, Additional TRA:

a) *Qualifying requirements for Additional TRA.* An AAW is eligible to receive Additional TRA for any week only if:

1) The worker meets all qualifying requirements for receipt of Basic TRA in 618.720 (TAA Final Rule); and

2) Except as provided in 618.775 (TAA Final Rule) for a break in training, the AAW is participating in approved training

3) For **Trade Reversion 2021**, the worker must request training within 210 days of their last qualifying separation from the trade-affected employer.

b) *Timing and duration of Additional TRA.* Additional TRA is payable for up to 65 weeks during the 78 consecutive calendar week period that:

1) Immediately follows the last week of entitlement to Basic TRA otherwise payable to the AAW;

2) Begins with the first week of approved training, if such training begins after the last week described in paragraph (b)(1) of this section; or

3) Begins with the first week in which such training is approved under subpart F (TAA Final Rule) of this part, if such training is approved after the training already has commenced (although Additional TRA or training costs may not

be paid for any week before the week in which the TAA approved training was approved.)

Qualifying requirements for, and timing and duration of, Completion TRA:

a) *Qualifying requirements for Completion TRA.* An AAW is eligible to receive Completion TRA if such worker meets all qualifying requirements for receipt of Basic TRA in 618.720 (TAA Final Rule) and Additional TRA in 618.760 (TAA Final Rule), and if the eligibility criteria in paragraphs (a)(1) through (3) of this section are met for that week. The requirements in this paragraph (a) area applied at the time the State approves payment for a week of Completion TRA. The eligibility criteria are:

1) Payment of Completion TRA is necessary for an AAW to complete the approved training described in paragraph (a)(2) of this section.

2) The AAW is participating in approved training each week that leads to the completion of a degree or industry-recognized credential and the worker's training program will extend for a period longer than the periods during which Basic and Additional TRA are payable under 618.775 (TAA Final Rule) (eligibility period for Basic TRA) and 618.760 (TAA Final Rule) (qualifying requirements for, timing and duration of, Additional TRA), and the requested weeks are necessary for the worker to complete training.

3) The worker -

i. Has substantially met the performance benchmarks in 618.660 (TAA Final Rule) (training benchmarks) established as part of the approved training under subpart F (TAA Final Rule) of this part;

ii. Is expected to continue to make progress toward the completion of the approved training; and

iii. Will complete the approved training during the period of eligibility described in paragraph (c) of this section.

4) If, during the period in which an AAW is eligible to receive Completion TRA, the worker ceases to meet any of the eligibility criteria in paragraphs (a)(1) through (3) of this section, no further Completion TRA is payable to such worker.

b) *Weeks payable.* A total of up to 13 weeks of payments are allowable during the period of eligibility described in paragraph (c) of this section.

c) *Eligibility period.* Completion TRA may be payable during the period of 20-week consecutive calendar period that begins with the first week in which an AAW files a

claim for Completion TRA and seeks compensation for such week, regardless of when the first payment is received. The eligibility period may be extended if justifiable cause exists, in accordance with 618.770(a) (TAA Final Rule).

d) *Start date of Completion TRA.* The State must have a process to take applications for Completion TRA. States must not automatically establish the 20-week period for Completion TRA as the week following either expiration of the eligibility period for Additional TRA, or the exhaustion of Additional TRA; filing a claim after either of those first weeks is permitted. Since training that leads to a degree or industry-recognized credential must be completed during the eligibility period described in paragraph (c) of this section, the first week of Completion TRA claimed should be carefully considered in coordination with case management while the AAW's training program is being developed.

Special Rule for Justifiable Cause:

a) The eligibility period during which Basic, Additional, and Completion TRA area payable to an AAW may be extended for justifiable cause, which has the same meaning as good cause in 618.730 (TAA Final Rule).

b) While the eligibility period for Basic, Additional, and Completion TRA may be extended for justifiable cause as determined by the State, the Maximum benefit amount and number of weeks this benefit may be received must not change.

Payment of TRA during Breaks in Training:

a) Basic and Additional TRA are payable to an otherwise eligible AAW during breaks in training (periods within or between courses, terms (quarters or semesters), and academic years) that do not exceed 30 days (counted in accordance with paragraph (b) of this section), only if:

    1) The AAW participated in approved training of this part immediately before the beginning of the break in training;

    2) The break in training was provided in the established schedule of the training provider; and

    3) The AAW resumes participation in the approved training immediately after the break ends.

b) For the purpose of determining whether a break in training is within the 30-day maximum allowed under this section, all calendar days beginning with the first day of the training break and ending with the last day of the break, as provided in the published schedule of the training provider, must be counted. However, any Saturday, Sunday, or official State or national holiday occurring during the scheduled break in training is excluded from the 30-day count if training normally would not be

scheduled in the training program during those days if there was no break.

c) For Completion TRA, breaks in training are permissible during the 20-week eligibility period. However, payments during break in training are not allowed.

Disqualification:

a) *General rule.* Except as stated in paragraph (b)(1) or (c) of this section and in 618.832(b)(2) (TAA Final Rule) (overpayments; penalties for fraud), an AAW may not be paid TRA for any week of unemployment such worker is or would be disqualified from receiving UI under the disqualification provisions of the applicable State law, including the provisions of the applicable State law that apply to EB claimants and are consistent with EUCA.

b) *Disqualification of trainees* -

1) *State law inapplicable.* A State law may not be applied to disqualify an AAW from receiving UI or TRA because:

i. Such worker is enrolled in or participating in an approved training program;

ii. Such worker refuses work to which the Stat referred such worker because such work either would require discontinuation of approved training or interfere with successful participation in TAA approved training, except that this paragraph (b)(1)(ii) does not apply to an AAW who is ineligible under paragraph (b)(2) of this section;

iii. Such worker quits work that was not suitable employment and it was reasonable and necessary to quit in order to begin or continue approved training. This includes temporary employment the worker may have engaged in during a break in training;

iv. Such worker continues full-time or part-time employment while participating in approved training; or

v. Such worker leaves OJT within the first 30 days because the OJT is not meeting requirement of section 236(c)(1)(b) of the Act (TAA Final Rule).

2) *Disqualifications.* An AAW who, without justifiable cause (as described in paragraph (b)(3)(iii) of this section), fails to begin participation (as described in paragraph (b)(3)(i) of this section) in approved training, or ceases participation (as described in paragraph (b)(3)(ii) of this section) in such training, or for whom a waiver is revoked under 618.730(f) (TAA Final Rule) (waiver of training requirement for Basic TRA), may not receive Basic

TRA for any week in which such failure, cessation, or revocation occurred. The disqualification will continue for any succeeding week thereafter until the week in which such worker begins or resumes participation in an approved training program. A worker who has justifiable cause (as described in paragraph (b)(3)(iii) of this section) for such failure to being, or for ceasing, participation in training may receive Basic TRA for any week in which such failure or cessation occurred if the worker otherwise meets the requirements of this subpart (TAA Final Rule). Such failure, cessation, or revocation normally does not change the eligibility periods in 618.755, 618.760(b), and 618.765(b) and (c) (TAA Final Rule).

3) *Disqualification conditions.* For determining the disqualification of trainees for all TAA approved training, the following provisions apply:

   i. *Failed to begin participation.* A worker will be determined to have failed to begin participation in an approved training program when the worker fails to attend one or more scheduled training classes and other training activities in the first week of the approved training program, without justifiable cause.

   ii. *Ceased participation.* A worker will be determined to have ceased participation in an approved training program when the worker fails to attend all scheduled training classes and other training activities scheduled by the training provider in any week of the approved training program, without justifiable cause.

   iii. *Justifiable cause.* For purposes of this section, justifiable cause has the same meaning as good cause under 618.730 (TAA Final Rule), except that good cause for absence also includes an absence excused under a training provider's written policy.

c) *Disqualification while in OJT.* An AAW may not be paid any TRA for any week during which such worker is engaged in OJT, in accordance with 618.635 (TAA Final Rule).

d) *Disqualification while in part-time training.* An AAW may not be paid any TRA for any week in which the worker is participating in approved training that is part-time. Part-time training is any approved training that does not meet the definition of "full-time training" as defined in 618.110 (TAA Final Rule). (Part-time training is payable under **Trade Reversion 2021**.)

Comparison Charts Based on Trade Act Version

For a worker to be eligible for Basic TRA, he/she must be issued a waiver, enrolled, or participating in training by the 8/16 week or 26/26 week criteria. In rare circumstances, a 45-day or 60-day waiver extension may be granted.

	8/16 Week Criteria	26/26 Week Criteria	45-Day Extension	60-Day Extension
2002	X		X	
2009		X	X	X
2002 Revert	X		X	
2011		X	X	X
2015		X	X	X
Rev 2021	X		X	

A worker may be eligible for up to a maximum of 130 to 156 weeks of combined UI and TRA weekly benefits depending on the Trade Act version that they are certified under and their participation in training.

	130 Weeks UI/TRA	156 Weeks UI/TRA
Trade 2002	X	
Trade 2009		X
Trade 2002 Revert	X	
Trade 2011	X	
Trade 2015	X	
Trade Rev 2021	X	

The breakdown of UI and type of TRA available under each version of Trade Act is shown below.

	UI	Basic TRA	Additional TRA	Remedial TRA	Completion TRA
Trade 2002	Up to 20 Weeks*****	Up to 32 Weeks*****	Up to 52 weeks	Up to 26 Weeks	N/A
Trade 2009	Up to 20 Weeks*****	Up to 32 Weeks*****	Up to 78 weeks	Up to 26 Weeks	N/A
Trade 2002 Revert	Up to 20 Weeks*****	Up to 32 Weeks*****	Up to 52 weeks	Up to 26 Weeks	N/A
Trade 2011	Up to 20 Weeks*****	Up to 32 Weeks*****	Up to 65 weeks	N/A	Up to 13 weeks
Trade 2015	Up to 20 Weeks*****	Up to 32 Weeks*****	Up to 65 weeks	N/A	Up to 13 weeks
Trade Rev 2021	Up to 20 Weeks*****	Up to 32 Weeks*****	Up to 65 weeks	N/A	Up to 13 weeks

*****The combination of UI and Basic TRA must total 52 weeks.

Completion TRA 60-Day Benchmark Requirement Progress Report (DWD-PO-235), has been developed for use by the training facilities to comply with Completion TRA requirements. The DWD-PO-235 form can be found on:

dhewd (\\sdhefilp4367.state.mo.us) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Training

Benchmarks-Completion TRA

Missouri Department Higher Education and Workforce Development
Office of Workforce Development
Trade Adjustment Assistance
Completion TRA 60-Day Benchmark Requirement Progress Report

Review Period Dates: _____

Trade Version Select----------

Client Information:

Name: _____ **Trainee ID#:** _____

Course of Study/Training Plan: _____

Under the Extension Act of 2011, Trade 2015, or Trade Reversion 2021, for a Trade Act client to be eligible for Completion TRA, (s)he must have substantially met the performance benchmarks established in the approved training plan.

1) **Benchmark 1**: The client must maintain satisfactory academic standing.

2) **Benchmark 2**: The client's scheduled training End Date must be within the timeframe identified in the approved training plan.

The client is meeting one or both Benchmarks.

☐ I confirm that the client is currently meeting Benchmark 1.
- The client is making satisfactory progress and in good academic standing per the training facility's policies.

☐ I confirm that the client is currently meeting Benchmark 2.
- The client is scheduled to complete the training plan by the End Date indicated on the DWD-PO-240 form, which was agreed upon by the training facility and the Missouri Division of Workforce Development (DWD/ Missouri Job Center(s).

The client is <u>not</u> meeting one or both Benchmarks.

☐ The client is not currently meeting **Benchmark 1**.
- The client is not making satisfactory progress in one or more courses.
- The client is required to retake one or more courses.
- The client has stopped attending training.
- Other:

AND/OR

☐ The client is not currently meeting **Benchmark 2**.
- The client has withdrawn from one or more courses, which changed the End Date of training.
- The availability of one or more required courses has changed the End Date of training.
- Other:

☐ - *I have included an amended DWD-PO-240 to reflect the current anticipated End Date of training.*

The above answers are in accordance with our records.

Name of Training Facility: _____

Signature of Training Facility Representative: _____ **Date:** _____

Next Review Period: _____

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

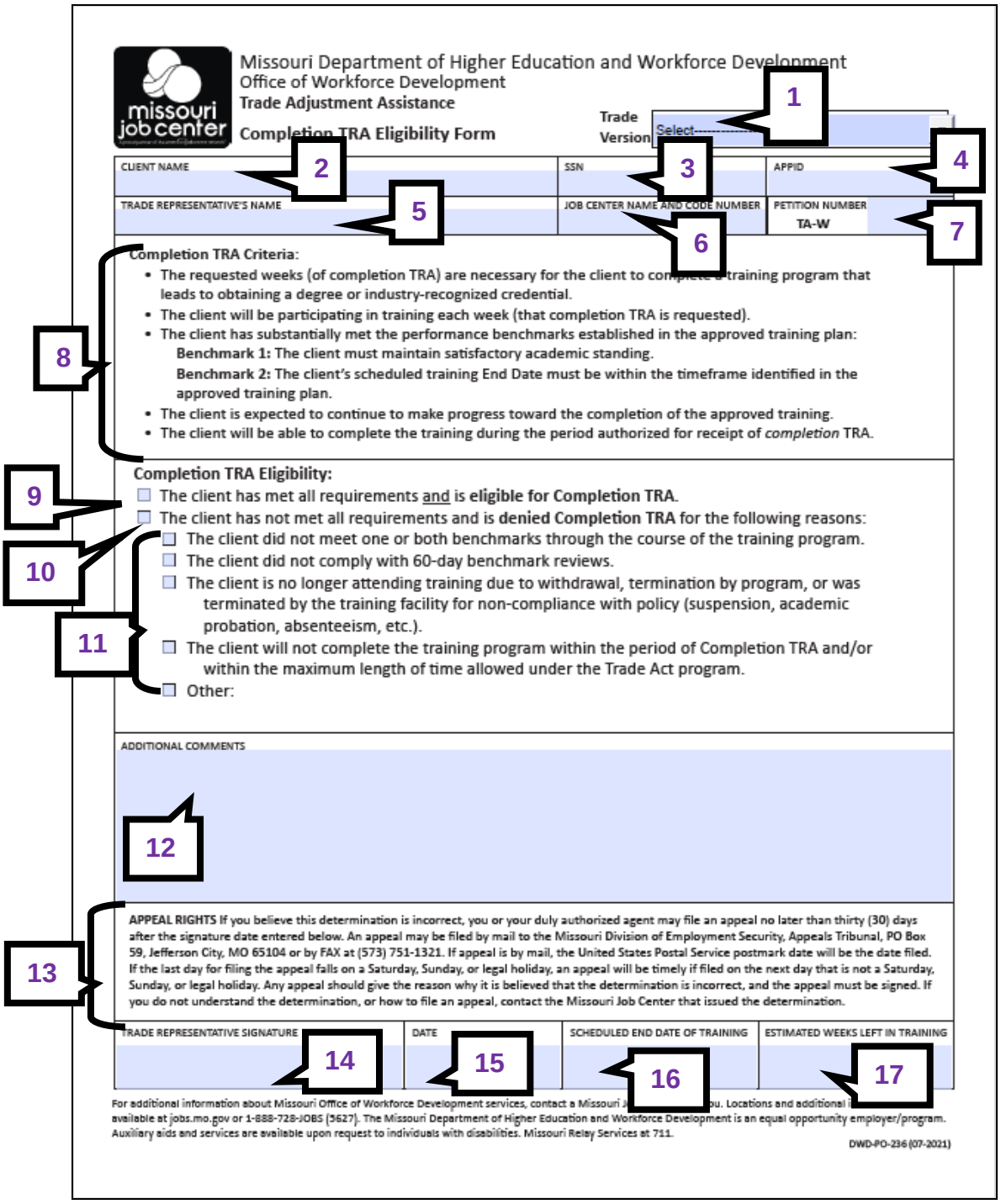
DWD-PO-235 (07-2021)

Completion TRA Eligibility Form (DWD-PO-236)

For a client to be determined eligible for Completion TRA, the Trade Rep must complete the DWD-PO-236 that is found on:

dhewd (\\sdhefilp4367.state.mo.us) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Training

Benchmarks-Completion TRA



Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
Trade Adjustment Assistance

Completion TRA Eligibility Form

Trade Version: Select

CLIENT NAME	SSN	APPID
TRADE REPRESENTATIVE'S NAME	JOB CENTER NAME AND CODE NUMBER	PETITION NUMBER TA-W

Completion TRA Criteria:

- The requested weeks (of completion TRA) are necessary for the client to complete a training program that leads to obtaining a degree or industry-recognized credential.
- The client will be participating in training each week (that completion TRA is requested).
- The client has substantially met the performance benchmarks established in the approved training plan:
  Benchmark 1: The client must maintain satisfactory academic standing.
  Benchmark 2: The client's scheduled training End Date must be within the timeframe identified in the approved training plan.
- The client is expected to continue to make progress toward the completion of the approved training.
- The client will be able to complete the training during the period authorized for receipt of *completion* TRA.

Completion TRA Eligibility:

- ☐ The client has met all requirements and is **eligible for Completion TRA**.
- ☐ The client has not met all requirements and is **denied Completion TRA** for the following reasons:
  - ☐ The client did not meet one or both benchmarks through the course of the training program.
  - ☐ The client did not comply with 60-day benchmark reviews.
  - ☐ The client is no longer attending training due to withdrawal, termination by program, or was terminated by the training facility for non-compliance with policy (suspension, academic probation, absenteeism, etc.).
  - ☐ The client will not complete the training program within the period of Completion TRA and/or within the maximum length of time allowed under the Trade Act program.
  - ☐ Other:

ADDITIONAL COMMENTS

APPEAL RIGHTS If you believe this determination is incorrect, you or your duly authorized agent may file an appeal no later than thirty (30) days after the signature date entered below. An appeal may be filed by mail to the Missouri Division of Employment Security, Appeals Tribunal, PO Box 59, Jefferson City, MO 65104 or by FAX at (573) 751-1321. If appeal is by mail, the United States Postal Service postmark date will be the date filed. If the last day for filing the appeal falls on a Saturday, Sunday, or legal holiday, an appeal will be timely if filed on the next day that is not a Saturday, Sunday, or legal holiday. Any appeal should give the reason why it is believed that the determination is incorrect, and the appeal must be signed. If you do not understand the determination, or how to file an appeal, contact the Missouri Job Center that issued the determination.

TRADE REPRESENTATIVE SIGNATURE	DATE	SCHEDULED END DATE OF TRAINING	ESTIMATED WEEKS LEFT IN TRAINING

For additional information about Missouri Office of Workforce Development services, contact a Missouri J…u. Locations and additional i… available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

DWD-PO-236 (07-2021)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

INSTRUCTIONS FOR THE
COMPLETION TRA ELIGIBLITY FORM

General:
This form is *only* to be used for clients who are participating under **Trade 2011**, **2015**, and **Reversion 2021**.

The *Completion TRA Eligibility Form* is used by Job Center staff to document a client's eligibility for Completion TRA.

Determining Completion TRA Eligibility:
Completion TRA cannot be accessed by a Trade eligible client until they exhaust their (UI, Basic TRA, and) **Additional TRA** and are within 20 weeks of the training end date. In addition, DES-Benefits must be notified of the client's eligibility for Completion TRA and compliance with benchmark requirements.

In order for a client to access Completion TRA, the Trade Act Navigator must submit a **DWD-PO-236** form, to DES-Special Programs, when the client is appropriately two weeks away from reaching the **Additional TRA End Date**. However, before the **DWD-PO-236** is submitted to DES-Benefits, the Trade Rep must also verify that the client is within 20 weeks (or less) of his/her *training end date*. If there is a gap larger than 20 weeks, DES will return the **DWD-PO-236** to the Trade Rep stamped "Not Within 20 Weeks" for submission closer to the *training end date*.

It is important for the Trade Act Navigator to determine the date when the client will be approximately 20 weeks from his/her *training end date*; this includes any amendments. The **DWD-PO-236** contains the fields "Scheduled End Date of Training" and "Estimated Weeks Left in Training". These are good indicators of whether or not to submit the form when the client is nearing the end of Additional TRA or if the Trade Rep needs to wait to submit the form.

It is the responsibility of the Trade Act Navigator to monitor the UInteract screens.

The Trade Act Navigator are responsible for determining Completion TRA eligibility based on requirements listed on the form, including benchmark criteria, client'(s) participation in 60-day reviews, etc.

The **Completion TRA Eligibility Form** does contain Appeal Rights for those clients who are denied Completion TRA.

Completing the DWD-PO-236 Form:

The form must be completed as follows:

1) **Applicable Trade Act Year** – Check the appropriate field.

   Trade 2011 includes petitions numbered 80,000-80,999 and 81,000-84,999.

   Trade 2015 includes petitions numbered 85,000-97,999

   Trade Reversion 2015 includes petitions numbered 98,000 or above.

2) **Name** – Enter the client's name in a format of First Name, Middle Name/Initial, and Last Name.
3) **Social Security Number** – Enter the last four digits of the client's social security number.
4) **State ID** – Enter the client's assigned State ID from MoJobs.
5) **Trade Representative's Name** – Enter the name of the Trade Act Navigator completing the form.
6) **Job Center Name/Code Number** – Enter the Job Center location and Code number.
7) **Petition Number** – Enter the petition number listed on the client'(s) Trade Readjustment Allowance (TRA)-B claim found in UInteract.

   If the client's UI entitlement resides with a state other than Missouri, Missouri acts as the *agent* state and the 'other' state act as the *liable* state. To search petition activity/determinations for other *liable* states or find contact information on their Trade Act Coordinators, view USDOL's website:

   Petition activity/determinations: https://www.dol.gov/agencies/eta/tradeact

   Trade Act Coordinators: https://www.dol.gov/agencies/eta/tradeact

   If the certified petition is from a state other than Missouri, please note qualifying State at the top of the form.

8) **Completion TRA Criteria** – When determining Completion TRA eligibility, the Trade Act Navigator must determine if the client currently meets or has met all the criteria listed including benchmarks and associated 60-day reviews.
9) **The….eligible for Completion TRA** – If the client has met all Completion TRA eligibility criteria, mark this field.
10) **The….denied Completion TRA…reason(s)** – If the client has **not** met all Completion TRA eligibility criteria, mark this field.
11) **Denial reason(s)** – If the client is being denied Completion TRA, mark all fields that apply.

12) **Additional Comments** – This is **not** a required field. However, if the Trade Act Navigator has additional comments relating to the client's eligibility for Completion TRA, they may be included in this field.
13) **Appeal Rights** – If the client is denied Completion TRA, the Trade Act Navigator must inform the client of his/her Appeal Rights and assist them in requesting an appeals hearing (if applicable).
14) **Trade Representative Signature** – Signature of the Trade Act Navigator completing the form.
15) **Date** – Enter the date the form was completed.
16) **Scheduled End Date of Training** – Enter the scheduled end date of training as noted on the DWD-PO-240.
17) **Estimated Weeks Left in Training** – Enter the number of weeks the client has remaining in training between the date of DWD-PO-236 form completion and the "Schedule End Date of Training".

Distribution:
A copy of the DWD-PO-236 form must be provided to the client and another copy uploaded into the client's MoJobs' record. OWD Central Office Trade Act Unit will upload a copy of the DWD-PO-236 into OnBase for DES-Special Programs.

Case Notes:
When a **DWD-PO-236** is completed and submitted to DES-Special Program, the Trade Act Navigator must enter a case note that indicates:

- Whether the client was determined eligible or ineligible for Completion TRA; **AND**
- The date and manner the form was distributed to DES-Special Programs and the client.

If the client is determined ineligible for Completion TRA, the Trade Act Navigator must also include a case note that provides a financial statement about how the client will support himself/herself during the remainder of training (if applicable).

HARDSHIP OVERPAYMENT WAIVER

Clients who have a **Trade Act overpayment**, due to no fault of their own, may be granted a *hardship overpayment waiver*. This means that any client who is overpaid TRA, transportation, subsistence, etc. may request a *hardship overpayment waiver* if it would negatively impact their ability to pay bills, support their family, etc. if (s)he were required to repay the overpayment.

The *hardship overpayment waiver* is not a secret. Clients must be told that this waiver is available to them. However, before the waiver can be applied, the client must make a request to the Division of Employment Security (DES) and provide a statement about his / her financial situation and the impact of paying the overpayment before a determination can be made.

The request for *hardship overpayment waivers* must be made through the Trade Act Navigator (written statement) and emailed to DES-Special Programs at TRASupport@labor.mo.gov.

The Trade Act Navigator must have the client write a statement that includes the following:

- Client's Name
- Last four digits of the client's SSN
- Benefit for which they owe the overpayment
- Written statement about the impact on their household budget to repay overpayment
- Client's signature
- Date

DES will determine if the client is eligible for the *hardship overpayment waiver.*

EARNINGS DISREGARD

General:
For **Trade 2015**, earnings disregard must be discussed with all TAA participants at a Rapid Response (Employee Transition Team) meeting, Trade Orientation meeting, or one-on-one meeting with a Trade Representative. (Earnings disregard does not apply to **Trade Reversion 2021**.)

TRA – Earnings Disregard:
In Missouri, a client that draws TRA and participates in full-time TAA training may earn up to 120% of his/her TRA weekly benefit amount before any earnings will be deducted.

Example:
- The client's TRA amount is $320 per week
- 120% of $320 is $384
- The client may earn $384 before TRA will be reduced

UI – Earnings Disregard:
In Missouri, a client that draws UI and participates in full-time TAA training may earn up to 20% of his/her UI weekly benefit amount before any earnings will be deducted.

Example:
- The client's UI amount is $320 per week
- 20% of $320 is $64
- The client may earn $64 before UI will be reduced

AGENT & LIABLE STATES

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 10/25/22

AGENT & LIABLE STATES

Where a person resides does **not** determine which state automatically becomes an agent or a liable (paying) state. A participant has the ability to seek services where it is most convenient to the participant. As a result, the participant may seek services at **any American Job Center in any state** while wages were earned from adversely affected employment in another state.

Liable State:
Liable State means, with respect to a trade-affected worker making claims for TAA Program benefit, the State whose State UI law is the applicable State law. A State can be both an Agent State and a Liable State.

Agent State:
Agent State means a State, other than a Liable State, that provides benefits or services to a trade-affected worker. A State can be both an Agent State and a Liable State.

Liable State and Agent State Responsibilities:
a) The Liable State is responsible for:

1) Making all determinations, redeterminations, and decisions on appeals on all claims for program benefits, including job search and relocation allowance; Reemployment Trade Adjustment Assistance (RTAA); training; subsistence and transportation payments; Basic, Additional, and Completion Trade Readjustment Allowance (TRA); and waivers and revocations;

2) Providing workers with general program information and assistance;

3)

   i. Providing rapid response assistance and appropriate career services (section 134 of WIOA) to the group of workers in the State covered by the petition upon receiving notice of any such workers for whom a petition is filed.

   ii. This includes making career services authorized under other Federal laws available to the workers covered by the petition to the extent authorized under such laws.

   iii. In certain situations, based on the residency of the group of workers, it may be appropriate for Agent States to also be involved in the provision of these services, but in all instances the Liable State must be ultimately responsible for ensuring the provision of these services;

4) Providing information and assistance to trade-affected workers including providing reemployment services, providing information after issuance of a certification, and specific benefit assistance to workers upon receiving a certification issued by United States Department of Labor (USDOL) with respect to affected workers at a firm or appropriate subdivision in the State;

~~5) Providing a list of eligible TAA recipients and eligible RTAA recipients, for Health Coverage Tax Care (HCTC) purposes, to the Internal Revenue Service; and~~

6) Assisting in other activities and functions required by the Governor-Secretary Agreement including assisting the USDOL in the review of petitions by verifying such information and providing such other assistance as the USDOL may request.

b) The Agent State is response for:

1) Providing interstate claimants with general program information and assistance and petition filing assistance;

2) Cooperating fully with and assisting the Liable State in carrying out its responsibilities, activities, and functions, including the provisions of rapid response and appropriate career services, as needed;

3) Cooperating with the Liable State in taking applications and claims for TAA Program benefits;

4) Providing employment and case management services to trade-affected workers covered by a certification issued by the USDOL;

5) Cooperating with the Liable State by providing information that the Liable State needs for it to issue determinations, and decisions on appeals on all claims for program benefits;

6) Securing, and paying the cost of, any approved training, and payment of subsistence and transportation issued by the Liable State;

7) Paying costs for job search and relocation allowance; and

8) Assisting in other activities and functions required by the Agreement under 618.804 (TAA Final Rule), including assisting in the review of petitions by verifying information and providing such other assistance as the USDOL may request.

c) *Responsibilities:* In most instances, the Liable State and Agent State will be the same State and is responsible for all of the activities and functions described.

The State of Missouri becomes the agent state when a client's UI entitlement is in another state (liable state). A client may seek training or other Trade Act services from Missouri, as the agent state, through the assistance of a Missouri Job Center. When Missouri acts as the agent state, the client should be provided the same services as all other Trade Act clients except with the extra step of obtaining approval for all services from the liable state. (This includes any changes to the client's training program including, but not limited to extending the End Date of training, obligating additional funds, changing from classroom to online training, switching from full-time to part-time status, changing training programs, adding a training component, etc.)

The clients should be able to provide the Job Center staff with documentation showing that they have established eligibility under the Trade Act program through the liable state. If the client does not have such documentation, the Job Center staff should check the United States Department of Labor's website (https://www.dol.gov/agencies/eta/tradeact) for information on the petition certification. The website also includes names and telephone numbers of Trade Act Coordinators in all States. It will be necessary to contact the liable state to verify that the client has established Trade Act eligibility. The liable state can also provide information for Trade Act petition certification.

In most cases a state is both the Liable and Agent State.

	Liable State	Agent State
Makes UI Determination	X	
Pays UI	X	
Makes TRA Determination	X	
Pays TRA	X	
Seeks Approval for Waiver Determination		X
Makes Waiver Determinations	X	
Determine Commuting Area	X	
Seeks Approval for Training and Training Related Costs Determinations		X
Makes Training and Training Related Costs Determination(s)	X	
Pays Training and Training Related Costs		X
Makes Transportation / Subsistence Determination	X	
Pays Transportation / Subsistence		X
Makes Job Search Allowance Determination	X	
Pays Job Search Allowance		X
Makes Relocation Allowance Determination	X	
Pays Relocation Allowance		X
Makes RTAA / ATAA Determinations	X	
Pays RTAA / ATAA	X	
Responsible for Appeals Process	X	
Provide reemployment and case management services		X
Assist the client in working with the Liable State		X

C. Process:

When Missouri acts as the agent state, the client must still meet the same approval criteria. Missouri and the client must research the TAA service/benefit and seek approval from the liable state.

- For training, it is the responsibility of the Missouri Trade Act Navigator to provide training information, recommend training approval based on approval criteria, and pay for training and applicable transportation / subsistence.

- The liable state **must** be contacted regarding a client's request for training. A description of the training program (DWD-PO-240-A) should be provided to the liable state. The liable state **must** be asked to approve Missouri's determination on the training request.

- All liable state determinations must contain their appeal rights.

The enrollment forms must be handled in the usual manner for these clients.

- These clients will **not** have a Trade Act claim with the State of Missouri.
    - Instead, these clients will have some other type of documentation showing eligibility for the Trade Act program from the Liable State. If the client does not have documentation, it will be necessary for the Trade Act Navigator to contact the TAA and/or TRA Coordinator from the Liable State for a determination.

- When listing the petition number on a Trade Act form, please note the liable state. [Example: TAW-50515, Illinois Petition]

In some cases it may be necessary to issue a training waiver for these clients. ***When Missouri acts as the agent state***, it *may be* necessary to issue a waiver on a paper waiver form:

dhewd (\\sdhefilp4367.state.mo.us) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Waivers

The liable state **must** be asked to approve Missouri's determination on the waiver issuance. The effective date of the waiver is the date in which the liable state approves the waiver.

These cases are rare and often unique. For that reason, specific instructions may be necessary. Trade Act claims and training enrollment process vary from State to State. For assistance in these matters, please send an email to dwdtradeacthelp@dhewd.mo.gov.

When Missouri acts as the liable state ONLY, the agent state is required to obtain information and approval from DES' TRA Coordinator (currently Nick Pendleton).

When Missouri acts as the agent state and the client is not TRA eligible, the Trade Act Navigator must still obtain the Liable State's approval on training / training related

items (and all other TAA benefits/services).

In rare circumstances, a client's Liable State can change during the middle of training. If Missouri begins as the Liable State but later, Kansas for example, become the Liable State, Missouri must then get approval on the training, etc. and start following the Agent / Liable process.

Lastly, ***when Missouri is the agent state***, it is okay for Trade Act Navigators to share printed copies of the client's Employment Plan, Case Notes, etc. However, it is the responsibility of the Trade Rep to follow all of OWD's policies including:

- **OWD Issuance 19-2019: Statewide Confidentiality and Information Security Plan Policy (Attachment and FAQ)**

- **DWD Issuance 02-2021 Statewide Case Notes Policy**

- **OWD Issuance 09-2020 Statewide Individual Employment Plan Development Policy and Attachment**

TRA-22

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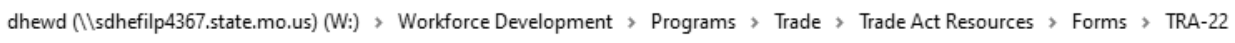
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 10/25/22

TRA-22s

Beginning with the implementation of UInteract, clients will receive computer-generated TRA-22 forms from the DES Regional Claims Centers (RCCs) instead of from the Trade Act Navigator.

- However, if the client is drawing UI and using a MODES-4466 form and needs to claim transportation and/or subsistence, the Trade Act Navigator will need to provide the client a TRA-22 form, which can be found at:



Clients will return the TRA-22 forms directly to DES ***unless*** the client is eligible for transportation and/or subsistence or is participating in distance learning / online training. Trade Act Navigator will maintain responsibility for processing TRA-22 forms for clients in these scenarios.

Clients and Trade Act Navigators must submit their completed TRA-22s to:

Division of Employment Security
Attn: Special Programs
PO Box 59
Jefferson City, Missouri 65104-0059

Information about these changes are found throughout this section of the manual.

Eligibility:
MODES-TRA-22-3 (TRA-22), Weekly Claim for Trade Readjustment Allowances, will only be accepted for weeks in which the client met the eligibility requirements to be paid TRA. Those requirements include one of the following:

- Being “enrolled” in approved training
- Participating in approved training
- Have completed approved training (and on Completed Training Service in MoJobs)
- Have been issued a waiver (in a timely manner) of the training requirement.

In addition to any other eligibility requirements, to be paid Additional TRA under **Trade 2002**, **2002 Revert**, and **Reversion 2021**, a claimant must have a timely application for training.

- A timely application only applies to **Trade 2002**, **2002 Revert**, and **Reversion 2021** and requires the client to sign the DWD-PO-240 within 210 days of their last qualifying separation date from the trade-affected employer.

The Regional Claim Centers (RCCs) will provide clients with TRA-22 forms. The TRA-22 form is used to claim TRA weekly benefits, transportation, and/or subsistence for each week a client attends TAA approved training.

The TRA-22 is used:

- By the client to request TRA, subsistence, and/or transportation payments.
- By the training facility to furnish the required attendance information and certification to determine if the client is entitled to TRA (if Missouri is the Liable State).
- By the Missouri Job Center staff to determine if the client is eligible for transportation and/or subsistence allowance and if appropriate, enter the appropriate amount.

The client initiates the TRA-22 *after* the end of each week. The client completes the name and address portion, answers questions one through twelve (including the work search contacts if applicable), signs and dates the form. The training facility, if appropriate, answers questions fourteen through sixteen and signs the Training Facility Authorized Signature field.

The client and the training facility are instructed to use a **black ink** pen to complete the form. TRA-22s are read by scanning equipment. It is important that the TRA-22s be completed neatly and correctly; otherwise there could be a delay in processing.

Entitlement:
If the client has entitlement to UI, TRA weekly benefits cannot be paid *unless the client has received a choice letter from DES* under **Trade 2009**, **2011**, or **2015**. If the client insists upon claiming a week of TRA for which there is UI entitlement, (s)he will be allowed to do so. UInteract will deny the TRA week by generating a denial notice to the claimant.

Under the **Trade 2002**, **2002 Revert**, and **Reversion 2021**, when a client earned wages after the most recent separation from adversely affected employment, it would qualify the client for a subsequent benefit year of UI at a lower Weekly Benefit Amount (WBA) than for the first benefit year, the client would cease drawing TRA and begin collecting UI based on the lower WBA of the second benefit year. The lowered weekly benefit amount could cause the client to quit training to return to work.

Under the **Trade 2009**, **2011**, and **2015**, the issue above was resolved by allowing the client, notwithstanding the UI exhaustion requirement, to elect to receive TRA instead of UI for any week where the client meets two conditions:

1) The worker is entitled to receive UI as a result of a new benefit year based in whole or in part upon part-time or short-term employment in which the client engaged after the client's most recent total separation from adversely affected employment; and

2) The worker is otherwise entitled to TRA.

Clients may need to establish UI eligibility (or lack thereof) at various times during their TRA claim series. This normally occurs at the end of a benefit year in which the claimant has exhausted UI benefits or at the end of a quarter in which the claimant has filed a “not insured worker” claim.

UInteract will read these dates and generate a letter, Form MODES-TRA-42, directing the client to file a new UI claim. This letter will be sent to the client if a week of TRA is claimed on which the week ending date is two weeks or less from the benefit year ending date/quarter-ending date on the UI files. Only one notice will be generated based on the first week claimed which meets the established criteria for mailing.

By mailing the notice slightly before the claimant is required to establish a new UI claim, the client should have sufficient time to file a new UI claim. This will result in a minimal interruption of benefit payments.

Remaining Balance:
If there is a remaining balance on the UI Claim, but client is in a period of disqualification or ineligibility, (s)he will not be eligible for TRA. If there is a 5 or 10 x WBA requirement on an existing UI claim, the client will be eligible for TRA. TRA-22s, in both of these cases, may be coded and transmitted in the normal manner.

Week Claimed:
If a week of TRA is claimed beyond the client's TRA eligibility period; and 1) the client is eligible under a petition that expired on or after August 23, 1988; and 2) has a remaining balance in Basic TRA, the client will be generated a notice advising him/her to contact the Division of Employment Security (DES) Regional Claim Center (RCC) for a possible re-computation of the eligibility period.

If the above conditions do not exist, the client will be generated a denial notice. Whether or not an appeal is filed to this denial notice, the TRA-22 for any subsequent weeks will be Coded "O" if otherwise eligible and transmitted in the normal manner.

Receipt of TRA-22:
Upon receipt of each TRA-22, review to determine if:

- There are outstanding issues that must be resolved before the TRA-22 is transmitted

- There is a DWD-PO-240-A approving training.
    - If so, for each week claimed after the starting date of the training, the training facility must have completed the appropriate portion on the TRA-22.
    - Check the attendance record to determine the claimant's eligibility.
    - Regardless of the attendance entries shown on the TRA-22, check the DWD-PO-240-A to determine scheduled breaks in training.

For each week that falls, wholly or partially, within 30 days of the starting date of training (per DWD-PO-240) that does not show a systematic and sustained work search, enter "Enrolled in training" in the work search area of the TRA-22.

Any absence without justifiable cause during the week claimed will result in denial of TRA for that week. Even though the TRA may be denied, the client may still be paid transportation / subsistence for the days training was properly attended. The absence without justifiable cause provision applies only to TRA, not regular UI.

During any week, every day of which is a part of a scheduled break in approved training (vacation closing, semester break, summer break, etc.), it must be determined if the week is payable.

- To be payable, the week must be part of a scheduled break that is *less* than 30 days.
  - Example: If the client is drawing Basic TRA and the week is **not** payable, the client cannot overcome this ineligibility by conducting a work search. The length of the break is the sole determining factor of eligibility. This provision for denying TRA during certain breaks applies to both Basic and Additional TRA weeks, but not to regular Missouri UI weeks.

- Under **Trade 2011**, **2015**, and **Reversion 2021**, if a client is on a break, regardless of length, and drawing Completion TRA, the client is **not** eligible for TRA during the break.

If the training facility does not complete their portion of the TRA-22, due to a break in the approved training, the Trade Rep will process the TRA-22 and enter “break in training” on the **Training Facility Authorized Signature** line of the form. This will explain the absence of information when batching. Clients should answer “yes” to question 11 even during breaks in training.

If the client is eligible for subsistence and/or transportation, (s)he is required to submit the TRA-22 form to the Trade Act Navigator for review and entry of the appropriate amount of transportation and/or subsistence. The DWD-PO-240 should be used as a reference.

If the TRA-22 form is submitted to the Missouri Job Center and the training facility indicates that the trainee has terminated training in question fourteen, the Trade Act Navigator must take the following actions:

1. Assure that the training facility promptly completes the Trainee Termination Report (DWD-PO-240-B).
   - If the training facility cannot or will not promptly complete the Trainee Termination Report, the Trade Act Navigator must complete the form to the best of their ability based on available information.

2. Make a determination as to whether the termination from training was for a justifiable or unjustifiable reason.
    - If the termination from training was due to successful completion of the approved training program, **this step is not necessary**.

3. If the client has successfully completed a Trade Act approved training program, a review of the Trade Act claim record should be done to determine if the client has a remaining balance of Basic TRA. If a balance remains, a "Completed Training Service" in MoJobs should be issued to allow the client to draw the remaining balance.
    - The client should submit weekly TRA-22 forms showing the appropriate work searches.

It is extremely important that the termination reports be submitted in a timely manner. Failure to submit termination reports can cause the client to end up with a UI or TRA overpayment. Also by processing termination reports, any outstanding TAA training, transportation, and/or subsistence funds will be de-obligated and returned to the Trade Act general ledger so that funds can be applied to other clients.

MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
DIVISION OF EMPLOYMENT SECURITY

WEEKLY CLAIM FOR TRADE ADJUSTMENT ALLOWANCE

*621 *

Client Name
Address
City, State Zip Code

Social Security No.: XXX-XX-XXX

Week beginning: 00-00-0000 ending: 00-00-0000

(Questions refer to the above week)

Mail To: Division Of Employment Security
P.O. Box 2313
Jefferson City, MO 65102-2313

Complete and mail this form to the address above. If you are enrolled in training and authorized to receive transportation/subsistence allowances, you must take this form to your Trade Act Representative at the Missouri Job Center. Do not mail until after this week has ended.

USE BLACK INK AND COMPLETELY FILL IN CIRCLE. EXAMPLE: ● PRINT NUMBERS AS SHOWN 1 2 3 4 5 6 7 8 9 0

Yes	No	YOU ARE REQUIRED TO MAKE 0 WORK SEARCH CONTACTS.	Dollars	Cents
0	0	1 Did you do any work during the week? If yes, enter the total earnings before deductions. ▸ ▸ ▸ ▸ ▸ ▸ ▸ ▸ ▸		
0	0	2 Did or will you receive vacation, holiday or WARN pay for the week? If yes, enter the total amount before deductions. ▸ ▸ ▸ ▸ ▸ ▸ ▸ ▸ ▸ ▸		
0	0	3 Did you start receiving workers' compensation? OR Has the amount changed for workers' compensation?		
0	0	4 Did you start receiving a pension? OR Has the amount of your pension changed?		
		5 During the week did you: 0 Refuse a Job 0 Quit a Job 0 Get Suspended 0 Get Discharged 0 None		
0	0	6 Were you physically able to work each day of the week?		
0	0	7 Were you available for work each day of the week?		
0	0	8 Are you currently self-employed? If yes, enter the number of hours worked in self-employment during the week ▸		
		9 Enter number of work search contacts made during the week. ▸ ▸ ▸ ▸ ▸ ▸ ▸ ▸ ▸ ▸ ▸ ▸ ▸ ▸		
0	0	10 Did you apply for or begin receiving disability benefits during the week?		

List your contacts below.

Date of Contact	Employer's Name and Address	Means of Contact (In Person, Phone, Resume, Internet)	Person Contacted	Specific Type of Work Sought	Results

Continue on Reverse

MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
DIVISION OF EMPLOYMENT SECURITY

WEEKLY CLAIM FOR TRADE ADJUSTMENT ALLOWANCE

Name: Client Name Social Security No.: XXX-XX-XXXX

Yes	No		
0	0	11	Are you attending school or training or on a scheduled break in approved training? If yes, complete 12 and 13.
0	0	12	Number of days you remained away from your regular residence overnight, for the purpose of training.
0	0	13	Number of one way trips you drove to and from your regular residence for the purpose of training.

TO BE COMPLETED BY TRAINING FACILITY

Yes	No		
0	0	14	During the week, did the worker terminate participation in training? If yes, Date Terminated _____ Last Day Attended _____ Trainee Termination Report must be completed and forwarded to the Workforce Development Job Center which enrolled this worker.
0	0	15	Did you provide this worker lodging and meals during the training week?
		16	ATTENDANCE RECORD

Number of days worker attended training

Number of days worker absent for justifiable cause

Number of days worker absent without justifiable cause

CERTIFICATIONS

CLAIMANT
I certify my statements on this form are true and correct. I am complying with any instructions given regarding reemployment services and am following a service plan, if one has been prepared for me. I know the law provides for penalties for false statements made on this certification.

Claimant's Signature _____

DO NOT FAX
If this form is faxed, it cannot be processed.
Payment will be delayed until original is received.

The above answers are in accordance with our records. Statements made by the worker appear to be complete and correct to the best of my knowledge. The worker attended or had excused absence(s) from all scheduled training. The worker is making satisfactory progress in all scheduled classes. The worker is on schedule to finish training in accordance with the Trade Act approved training program. The worker is attending only those classes required for the Trade Act approved curriculum described on the current TRADE ACT INDIVIDUAL CERTIFICATION AND TRAINING AGREEMENT, MODES-TRA-6.

Training Facility Authorized Signature _____

AGENCY USE ONLY

Prior Training Paid

Subsistence Allowance

Transportation Allowance

Eligible or Denied Code

Yes	No
0	0

ERP Interview

Office ID Number _____ Date _____

Deputy's Signature _____

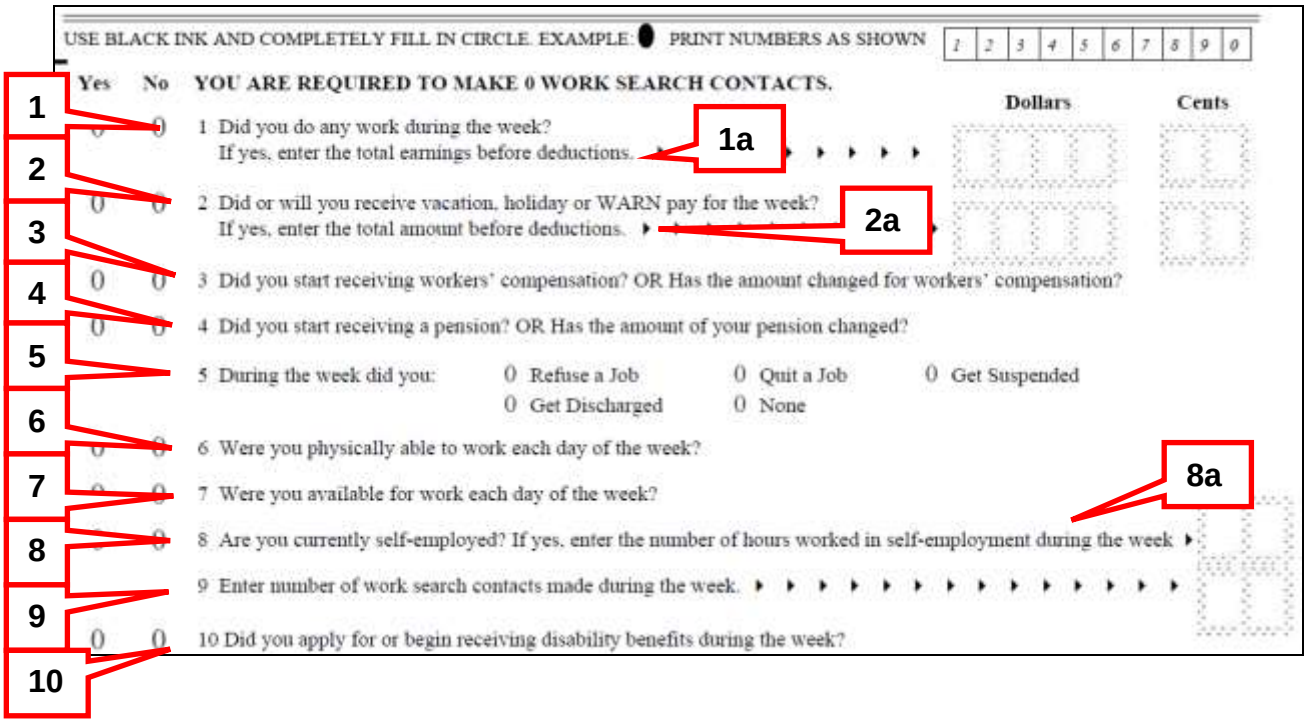
IMPORTANT: If needed, call 573-751-9040 for assistance in the translation and understanding of the information in this document.

¡IMPORTANTE! Si es necesario, llame al 573-751-9040 para asistencia en la traducción y entendimiento de la información en este documento.

Missouri Division of Employment Security is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY: 800-735-2966 Relay Missouri: 711

<u>Completion of TRA-22</u>:
The TRA-22 is completed as outlined in the paragraphs, which follow.

If the client fails to answer the questions, sign, and/or date the form in a timely manner, the processing/payment of the TRA-22 may be delayed.



The client must answer the questions in the first portion of the form including the work search requirements (if applicable).

1) **Did you do any working during the week?** The client must fill-in the "Yes" or "No" circle.
   a) **If <u>yes</u>, enter the total earning before deductions.** If the client filled in the "Yes" circle for Question 1, (s)he must enter the amount of his/her earning for the week before deductions.

2) **Did or will you receive vacation, holiday, or WARN pay for the week?** The client must fill-in the "Yes" or "No" circle.
   a) **If <u>yes</u>, enter the total earning before deductions.** If the client filled in the "Yes" circle for Question 2, (s)he must enter the amount of his/her earning for the week before deductions.

3) **Did you start receiving workers' compensation? OR Has the amount changed for workers' compensation?** The client must fill-in the "Yes" or "No" circle.

4) **Did you start receiving workers' compensation? OR Has the amount of your pension changed?** The client must fill-in the "Yes" or "No" circle.

5) **During the week did you:** The client must fill-in the circles to all answers that apply. The choices include

- Refuse a Job;
- Quit a Job;
- Get Suspended;
- Get Discharged; and/or
- None

6) **Were you physically able to work each day of the week?** The client must fill-in the "Yes" or "No" circle.

Clients participating in Trade Act approved training should answer "Yes" to this question.

7) **Were you available to work each day of the week?** The client must fill-in the "Yes" or "No" circle.

Clients participating in Trade Act approved training should answer "Yes" to this question.

For DES purposes, "available" means that the client was ready and willing to accept full-time work any time during the week.

8) **Are you currently self-employed?** The client must fill-in the "Yes" or "No" circle.
   a) **If <u>yes</u>, enter the number of hours worked in self-employment during the week.** If the client filled in the "Yes" circle for Question 8, (s)he must enter the number of self-employment hours worked during the week.

9) **Enter number of work search contacts made during the week.** The client must enter the number of work search made during the week.

10) **Did you apply for or begin receiving disability benefits during the week?** The client must fill-in the "Yes" or "No" circle.

Clients who are not “enrolled” or participating in TAA approved training are required to make systematic and sustained work searches and must complete the following fields.

List your contacts below.

Date of Contact	Employer's Name and Address	Means of Contact (In Person, Phone, Resume, Internet)	Person Contacted	Specific Type of Work Sought	Results
11	12	13	14	15	16

11) **Date of Contact:** The client must enter the dates (s)he performed work searches during the week. A *minimum* of three contacts are required.

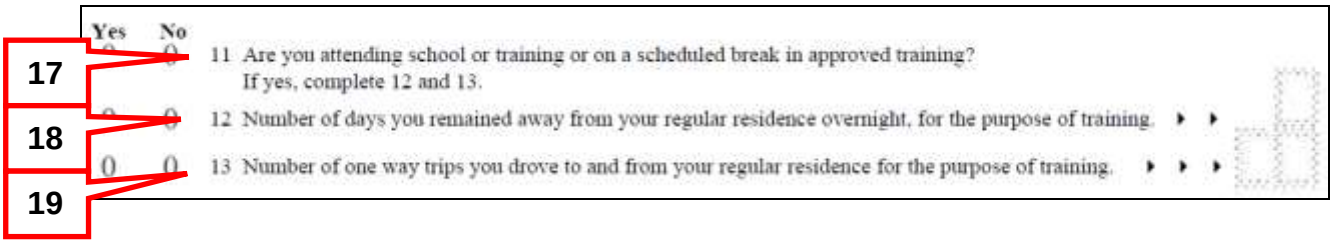
12) **Employer’s Name and Address:** The client must enter the Name(s) and Address of each employer contacted during the week.

13) **Means of Contact (In Person, Phone, Resume, Internet):** The client must enter the manner in which (s)he conducted each work search.

14) **Person Contacted:** The client must enter the names of the people contacted at each employer as a result of the work searches performed during the week.

15) **Specific Type of Work Sought:** The client must enter the job title(s) or field type(s) of each job contact made during the week.

16) **Results:** The client must enter the result(s) of each job contact made during the week.



Clients who are **not** attending TAA approved training should **not** answer questions eleven, twelve, or thirteen.

17) **Are you attending school or training or on a scheduled break in approved training? If yes, complete 12 and 13.** The client must fill-in the "Yes" or "No" circle.

If the client answered **"Yes"** to Question 11, (s)he must answer Question 12 and 13.

If the client answered **"No"** to Question 11, (s)he can skip to Question 14.

18) **Number of days you remained away from your regular residence overnight, for the purpose of training.** This field is used for the calculation of subsistence. Clients who are eligible for subsistence may claim it up to seven days per week.

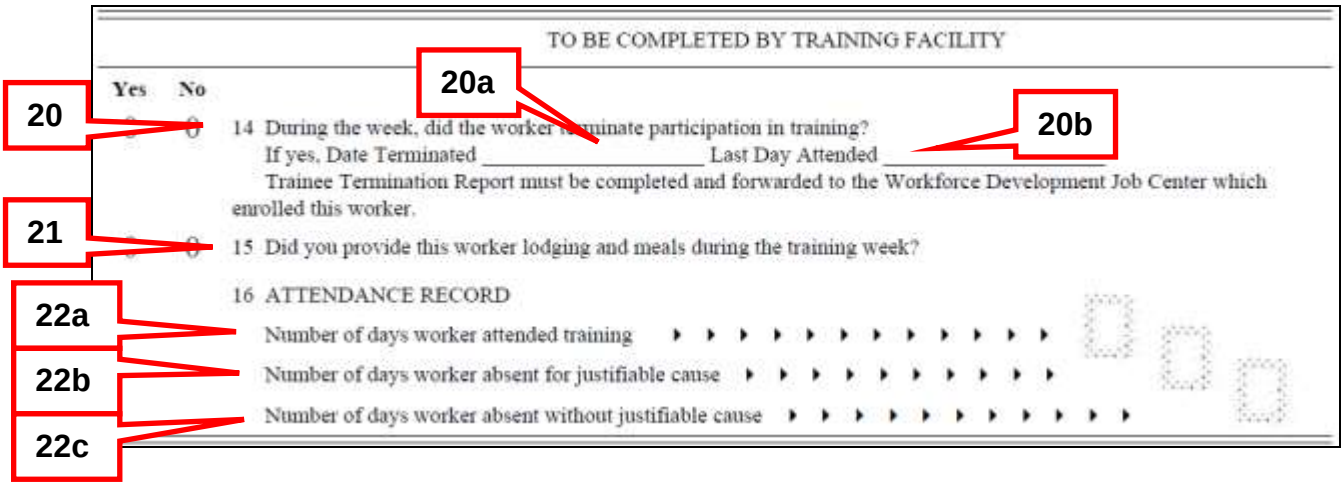
The client must enter the applicable number of nights to which (s)he is eligible for subsistence.

Note: A client cannot claim subsistence and transportation for the same day.

19) **Number of one way trips you drove to and from your regular residence for the purpose of training.** This field is used for the calculation of transportation. Clients who are eligible for transportation may only claim transportation on the days (s)he attended training outside his/her "commuting area". (Transportation cannot be claimed for reasons other than training. It does not cover study groups, trips to the training facility to use the computer lab, etc.)

The client must enter the applicable number of **one way trip** to which (s)he is eligible for transportation.

Note: A client cannot claim transportation and subsistence for the same day in most cases.



The training facility completes the applicable questions and the certification information. The training facility answers each part as appropriate. If the training facility wishes to retain a copy of the form, they may copy it at their discretion.

20) **During the week, did the worker terminate participation in training?** The *training facility* must fill-in the "Yes" or "No" circle.

a) **If "Yes", Date Terminated:** If the client terminated from training during the week, the *training facility* must enter the date the client terminated from training.

b) **Last Day Attended:** If the client terminated from training during the week, the *training facility* must enter the date the client last attended training.

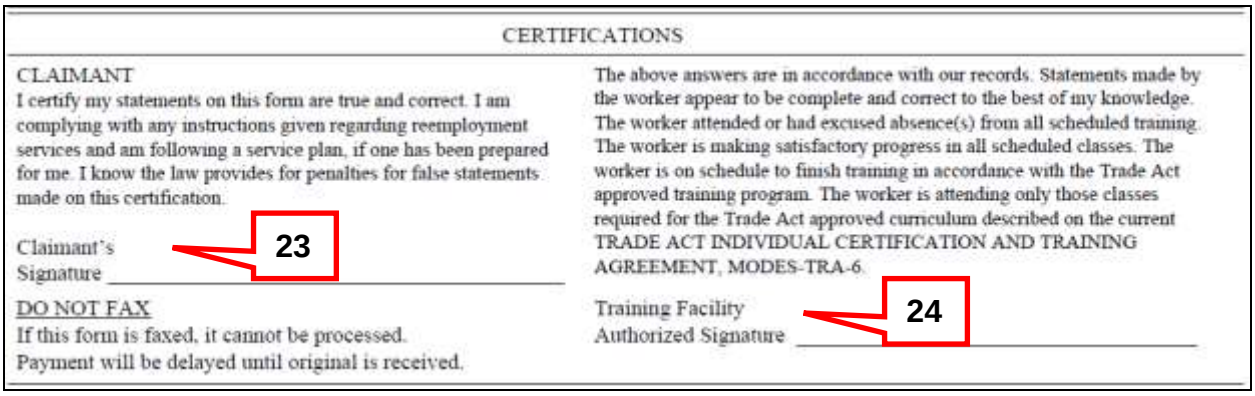
21) **Did you provide this worker lodging and meals during the training week?** The *training facility* must fill-in the "Yes" or "No" circle.

22) **ATTENDANCE RECORD**

a) **Number of days worker attended training:** The *training facility* must enter the number of days the client participated in training during the week.

b) **Number of days worker absent for justifiable cause:** The *training facility* must enter the number of days the client was "justifiably" absent from training during the week.

c) **Number of days worker absent without justifiable cause:** The *training facility* must enter the number of days the client was "unjustifiably" absent from training during the week.



23) **Claimant's Signature:** The client must sign his/her name to certify that the information provided is true.

24) **Training Facility Authorized Signature:** The *training facility* must sign and verify that client participating in Trade Act approved training is making satisfactory progress and attending classes as agreed upon on the DWD-PO-240-A.

Note: If the client is participating in distance learning / online training and the client is unable to obtain a training facility representative's signature, a Trade Rep may enter "Distance Learning/Online Training" accompanied by his/her initials and the date.

If the client is on a payable break from training, the client must submit the TRA-22 to DES and a staff person will make the necessary entry. As a reminder, under Trade 2011, 2015, and Reversion 2015, if a client is drawing Completion TRA no breaks, regardless of length, are payable.

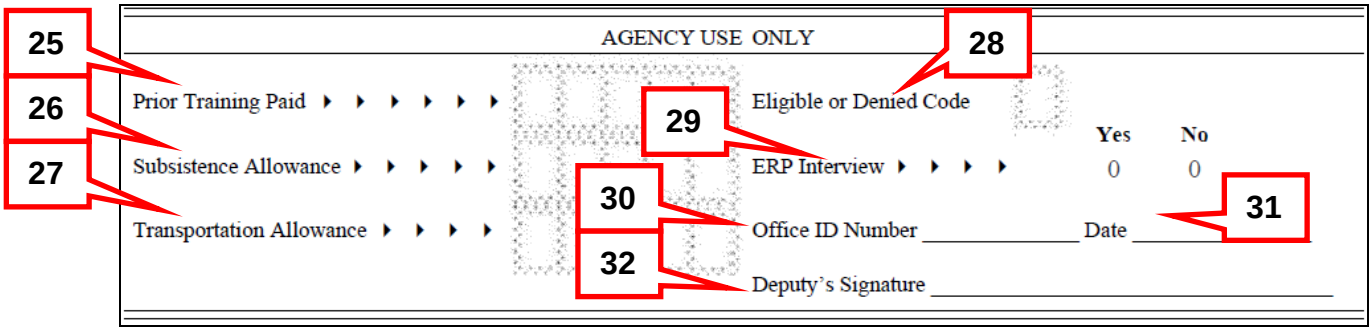
The training facility returns the original TRA-22 to the client.

- Unless the client is receiving transportation and/or subsistence or is participating in distance learning/online training, the TRA-22 form is submitted to DES for processing / payment. If the client is on a break from training, their TRA-22 is submitted to DES for processing/payment as well.

- If the client is receiving transportation and/or subsistence or is participating in distance learning/online training, the TRA-22 form is submitted to the Trade Act Navigator at the Missouri Job Center for appropriate entries. The Trade Rep will then submit the TRA-22 to DES for processing / payment.

TRA-22s cannot be submitted to DES for payment prior to the end of the week. Missouri's claim week runs Sunday through Saturday (last day of the week); TRA-22s should not be submitted until Sunday or after.

When a TRA-22 is received in the Job Center, it should be reviewed and appropriate entries made in the **Agency Use Only** portion of the form. If there are any errors or omissions, take the necessary steps to have the form corrected/completed in the timeliest manner possible.



25) **Prior Training Paid:** This field is no longer used. No entry necessary.

26) **Subsistence Allowance:** If the client is eligible for subsistence, the Trade Act Navigator must enter the amount of subsistence the client is eligible for the week. This should be based off the daily subsistence maximum and the number of overnights the client was away from home for training purposes.

The Trade Act Navigator must enter the appropriate dollar and cents amount(s) without a decimal. *If the client is not eligible to receive subsistence allowance, leave the fields blank.*

If the TRA-22 is prepared only for the purpose of paying subsistence allowances, enter "TRP/SUB ONLY" in the work search area of the form.

27) **Transportation Allowance:** If the client is eligible for transportation, the Trade Act Navigator must enter the amount of transportation the client is eligible for the week. This should be based off the rate per mile and/or daily transportation maximum and the number of one-ways trips back and forth between home and training facility for training purposes.

The Trade Act Navigator must enter the appropriate dollar and cents amount(s) without a decimal. *If the client is not eligible to receive transportation allowance, leave the boxes blank.*

If the TRA-22 is prepared only for the purpose of paying transportation allowances, enter "TRP/SUB ONLY" in the work search area of the form.

28) **Eligible or Denied Code:** Based on the information provided by the client and/or the training facility, the Trade Act Navigator must determine if the client is eligible for TRA weekly benefits. Whether the client is determined eligible or non-eligible, the Trade Rep must enter Code 0 on all TRA-22 forms. UInteract will check the UI non-monetary files for disqualification and ineligibility, and when necessary, will reject TRA-22 as non-payable.

This box cannot be left blank or it will be rejected automatically.

29) **EPR Interview Code:** The Trade Rep can fill-in the "Yes" or "No" circle.

ERP stands for "Eligibility Review Program" and was used by DES to confirm that the client was available and actively seeking full-time employment.

30) **Office ID Number:** The Trade Act Navigator must enter their Job Center office number.

31) **Date:** The Trade Act Navigator must enter the date they complete the form.

32) **Deputy's Signature:** The Trade Act Navigator must sign and confirm they have reviewed the form for accuracy.

Distribution of the TRA-22:

Unless the client receives transportation and/or subsistence or participates in distance learning/online training, the client is responsible for returning the TRA-22 back to DES at:

Division of Employment Security
Attn: Special Programs
PO Box 59
Jefferson City, Missouri 65104-0059

If the client receives transportation and/or subsistence or participates in distance learning/online training, the Trade Rep will mail the original one-page, two-side form to DES (same address as above).

TRA-22 forms are not to be submitted to DES prior to the end of the week claimed.

- For example, if **Sunday, September 4th** is the start of the claims week and **Saturday, September 10th** is the end of the claims week, the first date that a TRA-22 can be submitted to DES for the claims week September 4-10 is **Sunday, September 11th.**

- If a client were to submit a TRA-22 on **Friday, September 9th**, it would be *rejected* because the claims week has not yet ended.

Proper Codes:
When appropriate, Trade Reps will examine the TRA-22 for completion and Code it “0” regardless if the client is eligible or ineligible. UInteract will check the UI non-monetary files for disqualification and ineligibility, and when necessary, will reject TRA-22 as non-payable.

Eligible / Denied:
- Code "0" is entered on all TRA-22 forms processed by the Trade Act Navigator.

  TRA weeks coded "0" will be handled by UInteract as follows:

  1. If there is UI entitlement for the week, TRA will be denied by UInteract.
  2. When the UI claim exhausts, TRA will pay until the UI benefit year ends.
  3. When the benefit year ends or an Extended Benefit (EB) period is declared, the TRA weekly claim(s) will reject.
  4. If the client is not eligible for UI or EB, TRA weeks will process until the following quarter when the weeks will reject again, forcing another UI claim to be taken.

Nonmonetary Determinations (No Systematic & Sustained):
Clients who are on waivers are often held ineligible for TRA for failing to make a systematic and sustained work search.

If a TRA-22 is received and it appears the client failed to make a systematic and sustained work search, TRA weekly benefits will be denied.

If the client fails to make a systematic and sustained work search for reasons beyond their control (such as illness), a denial determination will not be issued.

Ineligibility in each case will be issued based on UI Law. These determinations are issued by DES staff.

System Check:
If a TRA week is coded to pay, UInteract will check the UI non-monetary files for disqualification and ineligibility, and when necessary, will reject TRA-22 as non-payable.

Eligibility Requirements:
Before a week of Basic TRA can be paid, the client must meet the following eligibility requirements. This applies to weeks beginning *after the week* in which the initial Trade Act claim is filed.

Because of RS Mo. 288.040, which requires the Trade Act Navigator to notify the client of the proper number of work search contacts prior to the week being claimed, the systematic and sustained work search should not be applied until the client has been advised concerning the appropriate work search requirements. This should be done at the earliest opportunity when the client exhausts regular UI and reports to begin claiming TRA.

A. If the claimant is not enrolled or participating in training approved under the Trade Act program, the client must make a systematic and sustained work search throughout the week. This means that the client must do something positive each week to find a job. **The client must make one more contact each week than would normally be required while drawing regular UI benefits.**

A client with union hiring/referral facilities is given no special consideration. This means that the client must make three or four contacts each week based on their county of residence.

During the week, the client ***cannot*** seek work in a *single occupation* nor can all of the contacts be made by using the *same method*, unless all the contacts are in person. Any of the following combinations of contact methods are acceptable:

1. All in person;
2. In person and by telephone;
3. In person and by resume;
4. By telephone and resume;
5. In person, by telephone, and by resume.

The work contacts must be made on a minimum of three days during the week.

B. Tangible evidence of the client's search efforts must be submitted, which at a minimum must include:

1. List of employers contacted
2. Dates of contacts
3. Methods of contacts
4. Persons contacted
5. Types of work sought
6. Results

C. If prospects for obtaining work in the client's customary occupation are not good, the client is expected to accept any offer of suitable work. Any work will be considered suitable if it is:

1. Within the physical and mental capabilities of the client to perform the job;
2. The pay equals or exceeds the higher of the federal minimum wage as established by the Fair Labor Standards Act of 1938, as amended, or any state established minimum wage; and,
3. The gross weekly pay exceeds the client's weekly UI benefit amount, plus any supplemental unemployment benefits (SUB) received from a former employer.
4. Prospects will only be considered good if the client has a definite date to return to work within four weeks.

D. The client must meet one of the four training requirements (enrolled, participating, completed, or on a waiver from the training requirement).

Before a week of Additional TRA can be paid, the client must be participating in approved training. Under **Trade 2002**, **2002 Revert**, and **Reversion 2021**, the client must also have made a timely application for training (signed the DWD-PO-240 within 210 days of their last qualifying separation date from the Trade affected employer). *If a client was absent, it must be with justifiable cause as certified by the training facility on the TRA-22.*

Determination Involving Disqualification or Ineligibility:
Any adversely affected worker is subject to disqualification under provisions of the Act if:

A. Without justifiable cause, the client fails to begin any suitable training to which (s)he is referred and which has been approved by OWD.

B. Without justifiable cause, the claimant ceases to participate in suitable training to which (s)he is referred and which has been approved by OWD.

A disqualification imposed under these provisions is for the week in which A or B occurs and for each subsequent week until the client begins or resumes participation in training to which (s)he has been referred or which has been approved for the client by the OWD.

The client is ineligible for any week in which the training facility determines that the client's failure to participate in training was without justifiable cause.

Failure to Begin Approved Training (Additional Weeks):
All of the above procedures apply *except* that justifiable cause is not a factor, which means the client will be ineligible.

Absences:
During any week a client had an absence without justifiable cause, as determined by the training facility, the amount of TRA payable to a trainee will be denied.

Ceases Participation Without Justifiable Cause (Basic Weeks):
If it is determined that the client has ceased to participate in training without justifiable cause, the trainee will be ineligible for TRA for the week in which participation ceased and thereafter for any week until (s)he resumes participation in training. The Trainee Termination Report section of the DWD-PO-240 is used to document facts which support the finding that the client ceased to participate in approved training without justifiable cause. Details should be documented as a case note.

The effective date of the ineligibility is the *first day of the week* in which the client ceased to participate.

Ceases Participation (Additional Weeks):
All of the above procedures apply *except* that justifiable cause is not a factor.

In either of the above circumstances, the Job Center staff must inform the DES-Special Programs Unit that the client has ceased to participate.

MODES-4446 Form:
The MODES-4446 is a computer-generated form from the DES Regional Claims Centers (RCCs) that is sent to Trade Act trainees who are drawing UI rather than TRA. It is similar to the TRA-22 in that it certifies that a client is making satisfactory progress while in training. Because the form is computer-generated from UInteract, Trade Act Navigators are unable to distribute them to the clients.

If the client has not received their MODES-4446 forms two weeks prior to the week they are expected to begin their Trade Act approved training, they should contact their DES RCC.

Training Attendance:
The TRA-22 must be completed for all clients ***each week*** that a client is in TAA training in order to document attendance. This even applies to clients:

- drawing UI and who completes the MODES-4446 form;
- with a Liable State other than Missouri; and
- who are not eligible for TRA and/or transportation/subsistence.

As a Trade Act Navigator, you must be able to access the TRA-22 form from either UInteract or through hard copy to verify attendance of each client; this will be needed for monitoring purposes.

For clients who are attending distance learning/online training, before a Trade Act Navigator can sign off on the TRA-22 on behalf of the training facility, the Trade Act

Navigator must obtain some type of documentation from the training facility, such as an email, indicating the client attended all required training for the week.

BREAK IN TRAINING

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 10/25/22

BREAK IN TRAINING

Payment of TRA during Breaks in Training:

a) Basic and Additional TRA are payable to an otherwise eligible Adversely Affected Worker (AAW) during breaks in training (periods within or between courses, terms (quarters or semesters), and academic years) that do not exceed 30 days (counted in accordance with paragraph (b) of this section), only if:

   1) The AAW participated in approved training of this part immediately before the beginning of the break in training;

   2) The break in training was provided in the established schedule of the training provider; and

   3) The AAW resumes participation in the approved training immediately after the break ends.

b) For the purpose of determining whether a break in training is within the 30-day maximum allowed under this section, all calendar days beginning with the first day of the training break and ending with the last day of the break, as provided in the published scheduled of the training provider, must be counted. However, any Saturday, Sunday, or official State or national holiday occurring during the scheduled break in training is excluded from the 30-day count if training normally would not be scheduled in the training program during those days if there was no break.

c) For Completion TRA, breaks in training are permissible during the 20-week eligibility period. However, payments during break in training are not allowed.

Timeframe:

A client participating in training shall not be paid **TRA** for any week that begins and ends during a scheduled break that is over 30 days in duration.

If the break occurs during the period that the worker is receiving Additional TRA, such weeks *whether paid or denied*, shall be counted against the total weeks of eligibility for Additional TRA. For example, under **Trade 2015**, the client may receive up to 65 weeks of Additional TRA in a 78-week period. If the client draws Additional TRA while on a non-payable break during the summer (approximately 12 weeks), the client's 78 week period would be reduced to 66 weeks. The client would have 66 weeks to draw out the 65 weeks of Additional TRA.

Non-payable breaks do not count against the maximum length of training.

Under **Trade 2011**, **2015**, and **Reversion 2021** clients cannot draw Completion TRA while on a break from training; this includes breaks in training that are less than 30 days in length.

Break in Training:
Breaks in training must be established based on information from the training facility as recorded on the Request for Training (DWD-PO-240-A) form.

To count the number of days during a scheduled break in training, you must include all calendar days during the break including the beginning and ending dates of the break. The exception to this rule is any Saturday or Sunday or any officially recognized national or state holiday that falls during the scheduled break on which training would not normally be held. These days should not be included in the count. In addition, to maintain eligibility for TRA, the client must continue to participate in training after the break ends.

Example #1:
The client attends class Tuesday through Friday. The last day of classes is Friday, December 18, 2020. Classes will resume Wednesday, January 20, 2021. The training institution would not normally hold classes on Christmas Day, New Year's Day, or Martin Luther King Jr's birthday (12/25/20, 1/1/21, and 1/18/21 respectively). Beginning with 12/21/20 and ending with 1/19/21, not counting Saturdays, Sundays, or the previously mentioned holidays, this is a 19 day break. All weeks falling partially or totally within the break are payable. The client does not have to look for work to be eligible for these weeks.

December 2020						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
January 2021						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Example #2:
If a client is drawing **Basic** or **Additional TRA** and the client's first day of summer break starts with Saturday May 29, 2021. The client is scheduled to return to training for the fall semester on Monday, August 16, 2021. Starting with 5/31/21 and ending with 8/13/21, the client is schedule on a 55-day break in training. The 4th of July occurs during this break, but falls on a Sunday during this calendar year. Since Saturdays and Sundays are not counted, this holiday has no impact on the number of days during the break. Since the break is more than 30 days in length, it is a non-payable break and the

client is not eligible to receive TRA weekly benefits. The client cannot overcome the denial of benefits by looking for work.

May 2021						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
June 2021						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
July 2021						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
August 2021						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOTE: If the client is on a payable break from training, refer to the **TRA-22** section for instructions regarding completion of the TRA-22.

WAIVERS

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Missouri Relay Services at 711.

Last Updated 10/27/22

WAIVING PARTICIPATION IN TRAINING

Training Enrollment Deadlines:

a) *Training enrollment deadlines.* As a condition for receiving Basic TRA, an Adversely Affected Worker (AAW) must meet the participation in approved training requirement in 618.720(g)(1) (TAA Final Rule) no later than the latest of:

1) The last day of the 26th week after the AAW's most recent qualifying separation for **Trade 2015** (or the last day of the 8th week after the AAW's most recent qualifying separation for **Trade Reversion 2021**);

2) The last of the of the 26th week after the week in which the certification was issued for **Trade 2015** (or the last of the 16th week after the week in which certification was issued for **Trade Reversion 2021**); or

3) 45 days after the later of the dates specified in paragraph (a)(1) or (2) of this section, if there are extenuating circumstances that justify and extension of the enrollment period. Extenuating circumstances that justify the 45-day extension are circumstances that would constitute good cause, as established by 618.730 (TAA Final Rule); that is, circumstances under which the AAW acted diligently yet was unable to enroll because of exigent circumstances.

4) In the case of an AAW who fails to enroll by the date required by paragraph (a)(1), (2), or (3) of this section due to a failure by the State to provide the AAW with timely information regarding the applicable training enrollment deadline, the AAW must be enrolled in training or obtain a waiver by the Monday of the first week occurring 60 consecutive calendar days following the date the worker was properly notified (does **not** apply to **Trade Reversion 2021**); or

5) The Monday of the first week occurring 30 consecutive calendar day (or, if the State is closed that last day because that day falls on a weekend or holiday or for any other reason, the next business day) following the day of termination, whether by revocation or expiration or revocation of a waiver under 618.735 (TAA Final Rule).

b) *Exceptions*

1) *Extended training enrollment deadline for delayed approval of application for TRA.*

i. The training enrollment deadlines of paragraph (a) of this section do not apply where:

A. A State's negative determination on an initial application for TRA under 618.715 (TAA Final Rule) has been reversed

through redetermination or appeal;

B. The AAW is unable to meet the training enrollment deadline because of the delay in obtaining the reversal of the negative determination; and

C. The delay in obtaining the reversal is not attributable to the AAW.

ii. Where the conditions of paragraph (b)(1)(i) of this section are met, the AAW will have until the last day of the 26th week following the date on which the negative determination was reversed to enroll in training or have a training waiver in effect.

2) *Extended training enrollment deadline for period of duty in military service.* If an AAW who is a member of a reserve component of the Armed Forces and has served a period of duty during the AAW's Basic TRA eligibility period but before enrolling in training, the AAW's training enrollment deadline will be the last day of the 26th week following the last day of the AAW's period of duty (does **not** apply to **Trade Reversion 2021**).

3) *Good cause.* The training enrollment deadline may be extended for good cause as provided for in 618.730 (does **not** apply to **Trade Reversion 2021**).

Good Cause: (does **not** apply to **Trade Reversion 2021**)

a) States must waiver the time limitations with respect to an application for TRA, enrollment in training, or receipt of a training waiver in this subpart if the AAW shows good cause.

b) Good cause exists if the AAW acted diligently yet was unable to complete in a timely manner the relevant task at issue described in paragraph (a) of this section because of exigent circumstances.

c) The State must determine good cause on a worker-by-worker basis.

Equitable Tolling:

a) A TAA Program deadline must be equitably tolled when:

1) An extraordinary circumstance prevented an individual's timely action; and

2) The individual otherwise acted with diligence.

b)

1) When an individual fails to take timely action because the State failed to give notice required under this part, that failure is prima facie evidence of an extraordinary circumstance.

2) If the individual did not receive the required notice, but otherwise received actual notice, but otherwise received actual notice with sufficient time to take timely action, the lack of receipt of the required notice if not evidence of an extraordinary circumstance.

c) A TAA Program deadline equitably tolled under this section is tolled for the time period during which the extraordinary circumstance exists. Once that circumstance is resolve, the time period that was tolled begins to run again.

d) Equitable tolling may extend an otherwise expired TAA Program deadline by no more than 36 months.

Waiver of Training Requirement for Basic TRA:

a) *Waiver for Basic TRA.* A State may issue a waiver of the requirement in 618.720(g) (TAA Final Rule) that an AAW be enrolled in or participating in approved training as a condition of Basic TRA eligibility upon a finding that training for such worker is not feasible or appropriate for one or more reasons identified in paragraph (b) of this section. No waiver of the training requirement is permitted for Additional TRA or Completion TRA eligibility. Waivers must be issued no later than the latest of the applicable deadlines described in 618.725 (TAA Final Rule).

b) *Bases for waiver.* The State, in order, to issue a written waiver to an AAW, must conclude after assessing the worker that training is not feasible or appropriate for one or more of the reasons in paragraph (b)(1) through (3) of this section, which must be cited on the waiver:

1) *Health.* The worker is unable to participate in training due to the health of the worker. A waiver granted for this reason does no exempt the worker from requirements relating to the availability for work, active search for worker, or refusal to accept worker under Federal or State unemployment compensation laws.

2) *Enrollment unavailable.* The first available enrollment date for approved training is within 60 consecutive calendar days after the date on which a waiver determination is made or, if later, there are extenuating circumstances, as determined under the criteria in 618.725(a)(3) (TAA Final Rule), that apply to the delay in enrollment in training.

3) *Training not available.* Approved training is not reasonably available to the worker from governmental agencies or private sources (which may include area vocational education schools, as defined in section 3 of the Strengthening Career and Technical Education for the 21st Century Act (20 U.S.C. 2302), and employers), or suitable training is not available at a reasonable cost, or no training funds area available.

c) *Request for a waiver.* States may analyze whether an AAW may qualify for a waiver as part of the AAW's initial assessment, as described in part C of this part (TAA Final Rule). An AAW may also request a waiver from the State before the applicable deadline in 618.725 (TAA Final Rule).

d) *Denial of a waiver.* In any case in which a determination is made to deny a waiver under this section (TAA Final Rule), the AAW to whom the denial pertains must be furnished with a notice of denial of waiver.

e) *Duration of a waiver.*

1) A waiver issued under this section may be for a period not to exceed 6 months, or the AAW's period of Basic TRA entitlement, whichever ends first;

2) Notwithstanding the 6-month limitation in paragraph (e)(1) of this section, a State may extend an AAW's waiver beyond 6 months if:

i. Training continues not to be feasible or appropriate for such worker for one or more of the reasons described in paragraph (b) of this section; and

ii. Such worker has not yet exhausted his or her Basic TRA entitlement.

3) Waivers must be reviewed 3 months after the date on which the State issued the waiver to determine if one or more of the bases in paragraph (b) of this section continue to apply, and every 30 consecutive calendar days thereafter. (For MoJobs purposes, we review the waiver every 30 days, no exceptions.)

f) *Revocation of a waiver.* The State must revoke a waiver issued under this section if the waiver criteria are no longer met. The State must notify the AAW of the revocation. The notice of revocation must be appealable.

Evaluation:
To maintain eligibility to or draw Trade Readjustment Allowance (TRA), the worker *must* be enrolled (training start date within 30 days) or participating in training by the end of the 26/26 week (or 8/16 week) criteria. In situations in which the worker cannot be

enrolled or participate in training by the end of the 26/26 week (or 8/16 week) criteria, a waiver *may* be issued if the worker meets specific criteria.

When training is not considered to be appropriate or feasible (i.e. no training is available in the next 60 days, the worker has a major health issue that prevents participation in training at the current time, or funds are not available), the Trade Act Navigator must issue a waiver from participation in TAA approved training. Below are some other waiver items that must be considered.

- **Note:** The Liable State is responsible for waiver determinations.

  In this scenario, the Liable State may choose to issue their own waiver OR may ask the Missouri Trade Act Navigator to issue the waiver.

If the worker is nearing the end of his/her 26/26 week (or 8/16 week) criteria before DES has made a TRA claim determination or before the petition information is added to MoJobs, the Trade Act Navigator must issue a waiver on a paper waiver form found on

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Waivers

More information about the paper waiver forms are discussed later in this section.

A complete reemployment plan must be in place prior to issuing a waiver or processing a training enrollment. This includes:

- Initial Assessment
- Completion of the Individual Employment Plan including Completion TRA benchmarks (if applicable) as objectives and training plan;
- Case notes documenting "employment and case management services";
- Completion of the Trade Adjustment Assistance (TAA) Application and Participation sections;
- Issuance of a Trade-related training service – if the waiver is training related (or case note explaining status of the DWD-PO-240-A); and
- Case notes about receipt of doctor's note – if the waiver is health related.

Note: Refer to the **Employment & Case Management**, **Employment Plan**, and **Request for Training** sections of the manual for more information.

Trade Act Navigators must be aware of the worker's 26/26 week (or 8/16 week) timeframe as it could affect his/her eligibility for TRA.

	8/16 Week Criteria	26/26 Week Criteria
Trade 2002	**X**	
Trade 2009		**X**
Trade 2002 Revert	**X**	
Trade 2011		**X**
Trade 2015		**X**
Trade Reversion 2021	**X**	

The Trade Act Navigator must consider the individual's circumstances, as well as the requirements, contained in the following paragraphs in determining the need for a training waiver. Facts pertinent to the issuance of a waiver must be documented as a case note. Supporting documents, if any, should be included in worker's folder or uploaded into MoJobs.

- A waiver is issued to postpone or exempt participation in an approved training program. Each worker must be considered on an individual basis and evaluated according to his/her experiences and education, as well as labor market demands.

  A waiver of training does not release the worker from the systematic and sustained work search requirements.

  If the worker refuses to cooperate in the assessment interview to determine if training is feasible and appropriate, the Trade Act Navigator should issue a waiver denial based on the refusal and should case note the refusal and gather any necessary documentation to include with the waiver denial. This will hold the worker ineligible for TRA benefits.

Waivers should only be issued IF they are appropriate for the worker. Waivers must not be used as a place holder. Before a worker can be issued a training related waiver, you must be able to case note what efforts the worker has attempted to attend training. The worker must actually be seeking training and either has submitted a DWD-PO-240-A selecting a specific training or currently working with a training facility to work out specific details of a training program.

The Trade Act of 1974 regulations indicate that ***workers must be on a waiver to draw Basic TRA***. Training and Employment Guidance Letter (TEGL) 11-02, Change 3 (https://wdr.doleta.gove/directives/attach/TEGL11-02_ch3.pdf), allows an exception to this rule. It permits workers who exhaust Unemployment Insurance (UI) to draw Basic TRA without a waiver until he/she reaches the end of his/her 26/26 week (or 8/16 week) criteria. Currently TEGL 11-02, Change 3, remains in effect.

Note: If a worker attends training that is not TAA approvable or training that is paid for through another funding source, the worker ***cannot*** be issued a waiver from the training requirement. This could affect their future eligibility for TRA weekly benefits.

Criteria for Issuing Waivers:

	Recall	Marketable Skills	Retirement	Health	Enrollment Unavailable	Training Not Available
2002	X	X	X	X	X	X
2009	X	X	X	X	X	X
2002 Revert	X	X	X	X	X	X
2011				X	X	X
2015				X	X	X
Rev 2021				X	X	X

If a worker has completed TAA-approved training and still has remaining Basic TRA funds available. A **336-Trade Completed Training Service*** may be added to Activities/Enrollment/Services in MoJobs once:

- The worker's DWD-PO-240-B – Trainee Termination Report has been received by the Job Center and uploaded into MoJobs. OWD Central Office Trade Act Unit has been notified that the Termination Report is ready to process via dwdtradeacthelp@dhewd.mo.gov.

- The worker's TAA specific training service has been closed with the Actual End date and a Completion Code (outcome) in MoJobs as shown on the DWD-PO-240-B – Trainee Termination Report; and

- The worker's credential is added on the Credentials menu in MoJobs. If applicable, a copy of the credential is uploaded into MoJobs and a Measurable Skill Gain added.

***336-Trade Completed Training Services** are not part of the TAA program federal regulations or operating instructions, but instead is Missouri's way of paying a trade-affected worker their remaining Basic TRA after they complete TAA approved training. Workers issued a **336-Trade Completed Training Services** are required to perform the necessary work searches in order to claim Basic TRA.

Qualifying Reasons for Waivers:
To qualify for Trade Readjustment Allowance (TRA), a worker must be enrolled in training, participating in training, or be issued a waiver by the last day of the 8/16 week (**Trade 2002**, **2002 Revert**, and **Reversion 2021**) or 26/26 week (**Trade 2009**, **2011**, and **2015**) criteria:

- **Trade 2002 / 2002 Revert / Reversion 2021 = 8/16 Week Criteria:**
    - 8 weeks from the Petition Certification Date determined by the United States Department of Labor (USDOL)
    - 16 weeks from the worker's Last Qualifying Separation Date as determined by the Division of Employment Security (DES) on the worker's TRA Claim in UInteract.
- **Trade 2009 / 2011 / 2015 = 26/26 Week Criteria:**
    - 26 weeks from the Petition Certification Date determined by the United States Department of Labor (USDOL)
    - 26 weeks from the worker's Last Qualifying Separation Date as determined by the Division of Employment Security (DES) on the worker's TRA Claim in UInteract.

Under **all versions of Trade Act**, a 45-day extension can be issued when there are extenuating circumstances beyond the worker's control that prevent the worker from meeting the 26/26 week (or 8/16 week) timeframe. Extenuating circumstances would include such situations as: worker suffered illness or injury, training course was cancelled by training provider, etc. When using the 45-day category, it will be necessary to document the reason the 45-day extension was determined to be appropriate.

Under **Trade 2009**, **2011**, and **2015**, a 60-day extension can be issued in cases in which the worker did not receive Trade Act eligibility notification (normally a Notification Letter) in a timely manner. The 60-day period begins with the date on which the worker did receive the eligibility notification.

When using the 60-day category, it will be necessary to document the date on which the worker did receive notification of their Trade Act eligibility. This date is required by DES. In accordance with state UI law

Under **Trade 2011** and **2015**, Federal Good Cause is available. Federal Good Cause allows a worker to meet the 26/26 week criteria even if they are well beyond the deadline if they met one or more of the Good Cause Reasons listed below.

Examples of Good Cause Reasons include:

1) Whether the worker acted in a manner that a reasonably prudent person would have acted under the same or similar circumstance.
2) Whether the worker received timely notice of the need to act before the deadline passed.
3) Whether there were factors outside the control of the worker that prevented the worker from taking timely action to meet the deadline.
4) Whether the worker's efforts to seek an extension of time by promptly notifying the state were sufficient.
5) Whether the worker was physically unable to take timely action to meet the deadline.
6) Whether the worker's failure to meet the deadline was because of the employer warning, instructing, or coercing the worker in any way that prevented the worker's timely filing of an application for TRA or to enroll in training.
7) Whether the worker's failure to meet the deadline was because the worker reasonably relied on misleading, incomplete, or erroneous advice provided by the state.
8) Whether the worker's failure to meet the deadline was because the state failed to perform its affirmative duty to provide advice reasonably necessary for the protection of the worker's entitlement to TRA.
9) Whether there were other compelling reasons or circumstances which would prevent a reasonable person presented from meeting a deadline for filing an application for TRA or enrolling in training, including:

    - neglect, a mistake, or an administrative error by the state
    - illness or injury of the worker or any member of the worker's immediate family
    - the unavailability of mail service for a worker in a remote area
    - a natural catastrophe, such as an earthquake, fire, or flood
    - an employer's failure or undue delay in providing documentation, including instructions, a determination or notice, or pertinent and important information
    - compelling personal affairs or problems that could not reasonably be postponed, such as an appearance in court or an administrative hearing or proceeding, substantial business matters, attending a funeral, or relocation to another residence or area
    - the state failed to effectively communicate in the worker's native language and the worker has limited understanding of English
    - Loss or unavailability of records due to fire, flood, theft, or similar reason. Adequate documentation of the availability of the records includes a police, fire, or insurance report that contains the date of the occurrence and the extent of the loss or damage.

➢ **Note:** In cases where the cause of the worker's failure to meet the deadline for TRA or enrolling in training was the worker's own negligence, carelessness, or procrastination, "good cause" cannot be applied.

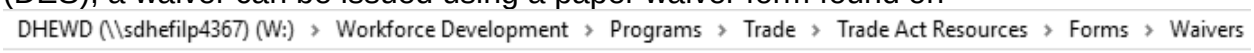
Under **Trade 2011**, **2015**, and **Reversion 2021** Equitable Tolling is available. Equitable Tolling is a doctrine that permits suspension of statutory and administrative deadline where equity demands. Equitable Tolling is rarely used.

	8/16 Week Criteria	26/26 Week Criteria	45-Day Extension	60-Day Extension
Trade 2002	X		X	
Trade 2009		X	X	X
Trade 2002 Revert	X		X	
Trade 2011		X	X	X
Trade 2015		X	X	X
Trade Reversion 2021	X		X	

Note: A waiver only applies to eligibility for Basic TRA, not Additional TRA. In order to receive Additional TRA, a worker must be participating in approved training in each week for which the Additional TRA is paid.

A waiver should not be issued in the MoJobs until the worker has an established TRA claim in UInteract.

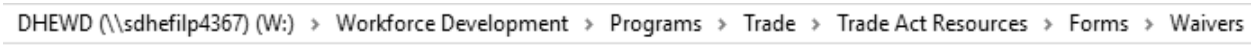
If the end of the 26/26 week (or 8/16 week) criteria is approaching for a worker and the worker does not have a TRA claim established with Division of Employment Security (DES), a waiver can be issued using a paper waiver form found on



Once the TRA claim is established with DES, the waiver information, recorded on the paper waiver form, must be entered into MoJobs. In addition, a case note must be entered if the MoJobs waiver entry dates do not match the paper waiver dates.

Once waiver data has been entered into MoJobs, the Trade Act Navigator cannot make changes to the waiver records. OWD Central Office Trade Act staff has limited override capabilities. If an incorrect waiver entry is made by the Trade Act Navigator, a Change Request must be submitted so that the entry can be corrected.

There are four waiver forms available on



- The form **Trade Act 2002** and **Trade Act 2002 Revert Training Waiver** (DWD-PO-0226) is for petitions numbered 69,999 or below and 80,000-80,999 if Trade 2002 Revert selected.

- The form **Trade Act 2009 Training Waiver** (DWD-PO-0231) is for petitions numbered 70,000-79,999.

- The form **Trade Act 2011 Training Waiver** (DWD-PO-0233) is for petitions numbered 80,000-80,999 and 81,000-84,999.

- The form **Trade Adjustment Assistance Reauthorization Act of 2015** (DWD-PO-238) is for petitions numbered 85,000-97,999.

- The form **Trade Adjustment Assistance Trade Reversion 2021** (DWD-5547) is for petitions numbered 98,000 or above.

The Waiver Entry menu screen in MoJobs will automatically print the correct version of the form. There is only one MoJobs Waiver Entry menu screen. The screen has been updated to reflect the categories and timeframes of **Trade 2002**, **2002 Revert**, **2009**, **2011**, **2015**, and **Reversion 2021**.

Criteria for Issuing Waiver Denials:
A waiver must be denied when:

A. A worker is not certified under a Trade Act petition.

B. A worker is not TRA eligible under a Trade Act certified petition.

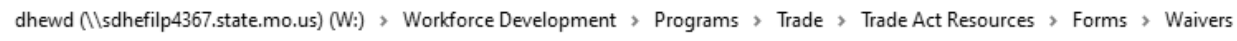
C. The worker does not meet the **8/16** week criteria under **Trade 2002**, **2002 Revert**, or **Reversion 2021** OR qualify for a 45-day waiver extension.

D. The worker does not meet the **26/26** week criteria under **Trade 2009**, **2011**, or **2015** OR qualify for a 45-day or 60-day waiver extension.

E. The worker does not meet one of the waiver categories.

F. The worker is not eligible for Good Cause or Equitable Tolling.

All waiver denials must be issued on paper waivers because MoJobs does not have the capability to issue waiver denials. The Waiver Denial form (DWD-PO-702) can be found at



Criteria for Issuing Waiver Revocations:
A waiver must be revoked when:

A. A worker no longer meets one of the waiver category requirements (example: worker starts training, etc.).

B. A worker is at the end of their eligibility period or no longer has a Basic TRA balance (based on Benefit Year Ending [BYE] date based on his/her Trade Readjustment Allowance – Basic claim) in UInteract.

C. A worker does not keep or reschedule their waiver follow up appointment. **Before a worker's waiver can be revoked for non-participation, the Trade Act Navigator must contact the worker and give them an opportunity to comply**. It is suggested that the worker be mailed correspondence notifying the worker of a deadline to contact you. If the worker does not comply, the Trade Act Navigator should revoke the waiver at that time.

Example of letter correspondence verbiage:

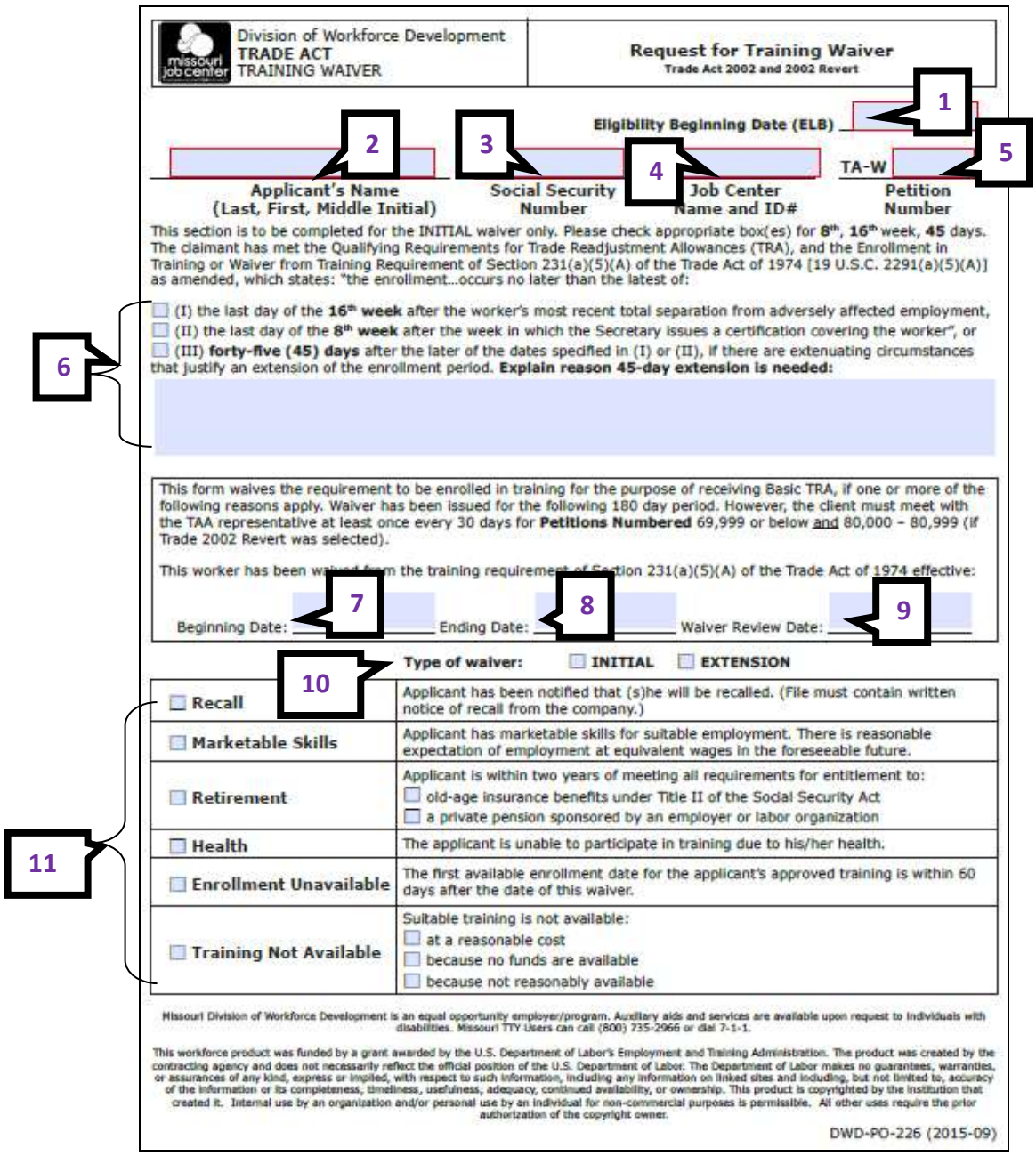
In order for you to meet the "26/26" week (or "8/16" week) training criteria, a "TYPE" waiver was issued for you on "DATE". In Missouri, waiver reviews are required at least once every 28 days. Your waiver review was scheduled for "DATE", but you did not keep the appointment nor reschedule it. I have re-scheduled a waiver review for you on "DATE". Failure to keep this appointment may result in revocation of your waiver and loss of TRA weekly benefit payments.

Issuing Paper Waiver Forms

The Waiver form is printed from the Waiver Entry in MoJobs. Four different paper waiver forms can also be found on DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Waivers. The forms include:

- **Trade Act 2002** and **2002 Revert Training Waiver** (DWD-PO-0226)
- **Trade Act 2009 Training Waiver** (DWD-PO-0231)
- **Trade Act 2011 Training Waiver** (DWD-PO-0233)
- **Trade Adjustment Assistance Reauthorization Act of 2015** (DWD-PO-238)
- **Trade Adjustment Assistance Reversion 2021** (DWD-5547)

Form for Trade 2002 and Trade 2002 Revert



Division of Workforce Development
TRADE ACT
TRAINING WAIVER

Request for Training Waiver
Trade Act 2002 and 2002 Revert

1 — Eligibility Beginning Date (ELB) _____

2 — Applicant's Name (Last, First, Middle Initial) _____

3 — Social Security Number _____

4 — Job Center Name and ID# _____

5 — TA-W Petition Number _____

This section is to be completed for the INITIAL waiver only. Please check appropriate box(es) for **8th**, **16th** week, **45** days. The claimant has met the Qualifying Requirements for Trade Readjustment Allowances (TRA), and the Enrollment in Training or Waiver from Training Requirement of Section 231(a)(5)(A) of the Trade Act of 1974 [19 U.S.C. 2291(a)(5)(A)] as amended, which states: "the enrollment…occurs no later than the latest of:

6 —
- ☐ (I) the last day of the **16th week** after the worker's most recent total separation from adversely affected employment,
- ☐ (II) the last day of the **8th week** after the week in which the Secretary issues a certification covering the worker", or
- ☐ (III) **forty-five (45) days** after the later of the dates specified in (I) or (II), if there are extenuating circumstances that justify an extension of the enrollment period. **Explain reason 45-day extension is needed:**

This form waives the requirement to be enrolled in training for the purpose of receiving Basic TRA, if one or more of the following reasons apply. Waiver has been issued for the following 180 day period. However, the client must meet with the TAA representative at least once every 30 days for **Petitions Numbered** 69,999 or below and 80,000 – 80,999 (if Trade 2002 Revert was selected).

This worker has been waived from the training requirement of Section 231(a)(5)(A) of the Trade Act of 1974 effective:

7 — Beginning Date: _____ 8 — Ending Date: _____ 9 — Waiver Review Date: _____

10 — **Type of waiver:** ☐ **INITIAL** ☐ **EXTENSION**

11 —

☐ **Recall**	Applicant has been notified that (s)he will be recalled. (File must contain written notice of recall from the company.)
☐ **Marketable Skills**	Applicant has marketable skills for suitable employment. There is reasonable expectation of employment at equivalent wages in the foreseeable future.
☐ **Retirement**	Applicant is within two years of meeting all requirements for entitlement to: ☐ old-age insurance benefits under Title II of the Social Security Act ☐ a private pension sponsored by an employer or labor organization
☐ **Health**	The applicant is unable to participate in training due to his/her health.
☐ **Enrollment Unavailable**	The first available enrollment date for the applicant's approved training is within 60 days after the date of this waiver.
☐ **Training Not Available**	Suitable training is not available: ☐ at a reasonable cost ☐ because no funds are available ☐ because not reasonably available

Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY Users can call (800) 735-2966 or dial 7-1-1.

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DWD-PO-226 (2015-09)

12 | 13 | 14

Applicant's Name (Last, First, Middle Initial) | **Social Security Number** | **Eligibility Beginning Date (ELB)**

15

Circumstances Requiring Extension of Waiver Period: (if later than the prescribed 60 days)

- ☐ Training program was abrubtly cancelled
- ☐ First available enrollment date is past the end of the 60-day period
- ☐ Applicant suffered injury or illness adversely affecting his/her ability to enrol in training
- ☐ Other (explain): _____

16

☐ **Waiver Denied:** (Explanation of Denial) _____

17

☐ **Waiver Revocation:**
This waiver shall be revoked when it is determined the reason specified is no longer applicable. Failure to report may cause interruption of benefits or revocation of this waiver.

Waiver is revoked for the following reason(s):

- ☐ Training enrollment is now available
- ☐ Training funds are now available
- ☐ Recall is cancelled
- ☐ Applicant does not have marketable skills
- ☐ Retirement plans changed
- ☐ Health issues resolved.
- ☐ Other (explain):

_____

Effective Date of Revocation: _____

TAA Representative: x _____ **Date:** _____

18

Appeal Rights
If you believe this determination is incorrect, you or your duly authorized agent may file an appeal no later than thirty days after the date entered below. An appeal may be filed by mail to the Missouri Division of Employment Security, Appeals Tribunal, PO Box 59, Jefferson City, Missouri 65104 or by FAX at 573/751-1321. If appeal is by mail, the United States post office postmark date will be the date filed. If the last day for filing the appeal falls on a Saturday, Sunday, or a legal holiday, an appeal will be timely if filed on the next day which is neither a Saturday, Sunday, or legal holiday. Any appeal should give the reason why it is believed the determination is incorrect and must be signed. If you do not understand the determination or how to file an appeal, contact the Missouri Job Center that issued the waiver determination.

19

I understand in order to receive weekly Trade Readjustment Allowances (TRA) while on a waiver, I must follow all provisions of the Missouri Division of Employment Security's work search requirements.

Claimant's Signature: x _____ **Date:** _____ 20

21

DWD TAA Representative: x _____ **Date:** _____ 22

23

Original: Job Center file **(initials, extensions, denials, and revocations)**

Copies: DWD Central Office Trade Act Unit (initials, extensions, denials, and revocations)
Client (initials, extensions, denials, and revocations)

Form for Trade 2002 *and* ***Trade 2002 Revert***

In cases where the worker is close to the end of their 8/16 week criteria and the TRA claim isn't yet established, it is necessary to complete the Waiver form manually. The following are instructions for completing the waiver form.

1) **Eligibility Beginning Date** – Enter the Benefit Year Beginning (BYB) date as noted on the worker's TRA - Basic claim in UInteract.
2) **Applicant's Name** – Self explanatory.
3) **Social Security Number** – Self explanatory.
4) **Job Center Name and ID#** - Self explanatory.
5) **Petition Number** - Enter the petition number as noted on the worker's TRA - Basic claim in UInteract.
6) **8th week, 16th week, or 45 days** – Check appropriate box. The 45-day extension should only be used in cases in which the worker did not meet the 8/16 week deadline for a reason that was no fault of his/her own, such as staff error, training cancelling training, etc. If using the 45-day extension, provide a written explanation as to why a 45-day extension was granted.
7) **Beginning Date** – Enter the Sunday date the '**initial**' waiver was issued. This date should remain the same unless the worker reaches the end of the 180 day waiver. In that case, you would enter the day following the Ending Date of the 180 day waiver.
8) **Ending Date** – Enter the 180th day after the Beginning Date. This date should remain the same unless the worker reaches the end of the 180 day waiver. In that case, you would enter a new date that is 180 days later than the new Beginning Date.
9) **Waiver Review Date** – Enter the date of the worker's waiver review appointment.
10) **Initial or Extension** - Check appropriate box. 'Initial' applies to only the first waiver issued to the worker under the current certified petition.
11) **Recall, Marketable Skills, Retirement, Health, Enrollment Unavailable, or Training Not Available** - Check appropriate waiver category. If a secondary option is included as part of the waiver category, please check box that applies. (The waiver type may change at each waiver review, as appropriate.)
12) **Applicant's Name** – Self explanatory.
13) **Social Security Number** – Self explanatory.
14) **Eligibility Beginning Date** – Enter the Benefit Year Beginning (BYB) date as noted on the worker's TRA - Basic claim in UInteract.
15) **Circumstances Requiring Extension of Waiver Period** – This item only applies to the waiver category "Enrollment Unavailable". This allows the waiver Ending Date to be extended an additional 60 days if it meets one or more of the criteria listed. If this applies, check appropriate box(es).
16) **Waiver Denied** – If worker does not meet the criteria for a waiver, please check the box and provide a written explanation. [Example: Worker did not meet the 8/16 week timeframe.] The worker is required to sign a denial.
17) **Waiver Revocation** – If worker no longer meets the criteria for a waiver, please check the box and corresponding reason. [Example of Other: Worker found

suitable employment.] In addition, enter the effective date of waiver revocation, sign, and date form. The worker is required to sign a revocation.

18) **Appeal Rights** – If a denial or revocation is issued, the worker must be informed of his/her Appeal Rights.
19) **Claimant's Signature** – Signature of worker.
20) **Date** – Enter the date the Trade Act Navigator issued the paper waiver.
21) **OWD TAA Representative** – Signature of Trade Act Navigator.
22) **Date** – Enter the date the Trade Act Navigator issued the paper waiver.
23) **Original/Copies –**

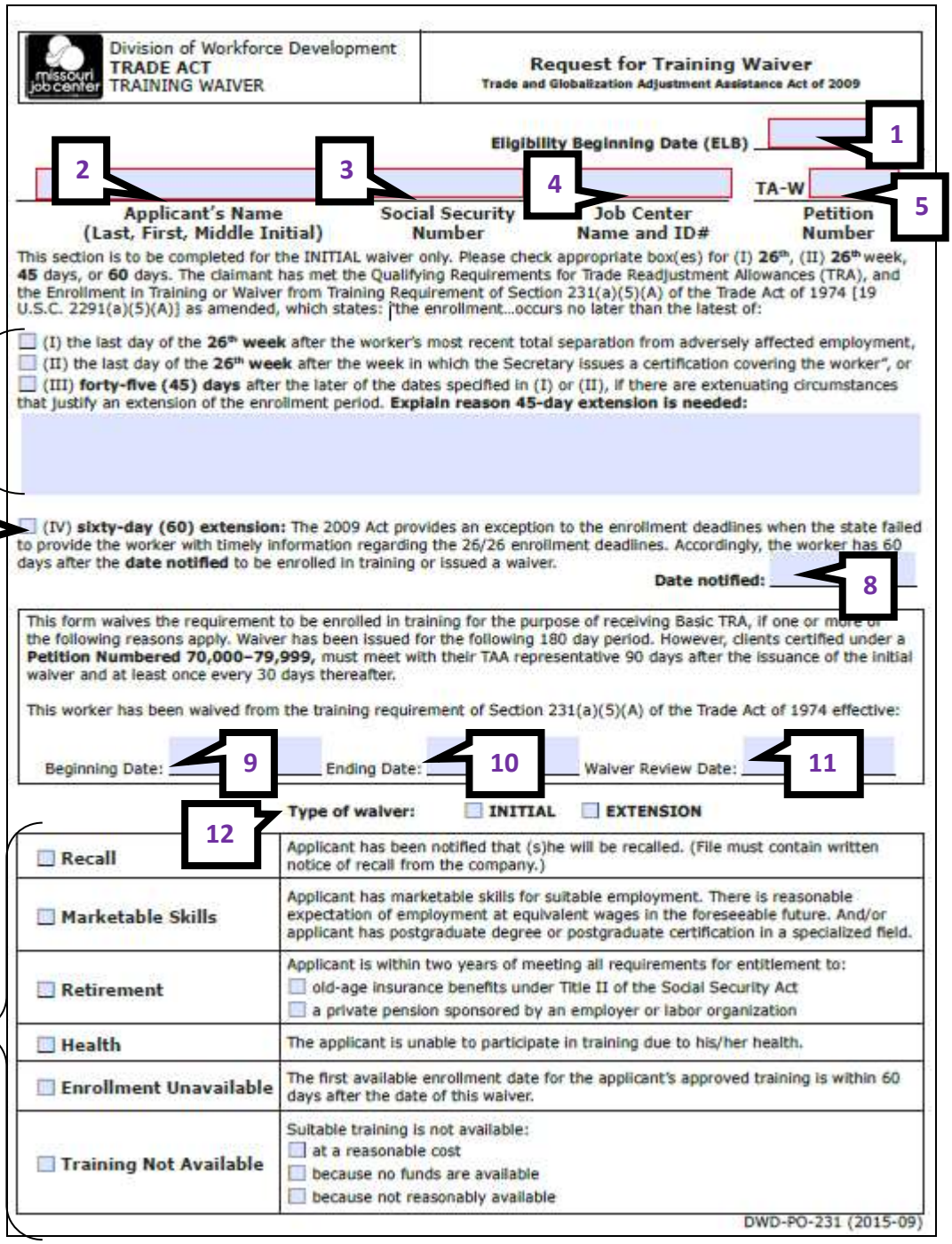
- *Initial Waivers:* Upload **Original** to worker's MoJobs record and notify OWD Central Office Trade Act Unit via dwdtradeacthelp@dhewd.mo.gov that it's ready to process, and **copy** to the worker.

- *Waiver Extensions:* Upload **Original** to worker's MoJobs record and notify OWD Central Office Trade Act Unit via dwdtradeacthelp@dhewd.mo.gov that it's ready to process, and **copy** to the worker.

- *Waiver Revocations:* Upload **Original** to worker's MoJobs record and notify OWD Central Office Trade Act Unit via dwdtradeacthelp@dhewd.mo.gov that it's ready to process, and **copy** to the worker.

- *Waiver Denials:* Upload **Original** to worker's MoJobs record and notify OWD Central Office Trade Act Unit via dwdtradeacthelp@dhewd.mo.gov that it's ready to process, and **copy** to the worker.

Form for Trade 2009



Division of Workforce Development
TRADE ACT
TRAINING WAIVER

Request for Training Waiver
Trade and Globalization Adjustment Assistance Act of 2009

Eligibility Beginning Date (ELB) 1

2 **Applicant's Name (Last, First, Middle Initial)** | 3 **Social Security Number** | 4 **Job Center Name and ID#** | **TA-W** 5 **Petition Number**

This section is to be completed for the INITIAL waiver only. Please check appropriate box(es) for (I) **26th**, (II) **26th** week, **45** days, or **60** days. The claimant has met the Qualifying Requirements for Trade Readjustment Allowances (TRA), and the Enrollment in Training or Waiver from Training Requirement of Section 231(a)(5)(A) of the Trade Act of 1974 [19 U.S.C. 2291(a)(5)(A)] as amended, which states: "the enrollment...occurs no later than the latest of:

6
- ☐ (I) the last day of the **26th week** after the worker's most recent total separation from adversely affected employment,
- ☐ (II) the last day of the **26th week** after the week in which the Secretary issues a certification covering the worker", or
- ☐ (III) **forty-five (45) days** after the later of the dates specified in (I) or (II), if there are extenuating circumstances that justify an extension of the enrollment period. **Explain reason 45-day extension is needed:**

7 ☐ (IV) **sixty-day (60) extension:** The 2009 Act provides an exception to the enrollment deadlines when the state failed to provide the worker with timely information regarding the 26/26 enrollment deadlines. Accordingly, the worker has 60 days after the **date notified** to be enrolled in training or issued a waiver.

Date notified: 8

This form waives the requirement to be enrolled in training for the purpose of receiving Basic TRA, if one or more of the following reasons apply. Waiver has been issued for the following 180 day period. However, clients certified under a **Petition Numbered 70,000–79,999,** must meet with their TAA representative 90 days after the issuance of the initial waiver and at least once every 30 days thereafter.

This worker has been waived from the training requirement of Section 231(a)(5)(A) of the Trade Act of 1974 effective:

Beginning Date: 9 Ending Date: 10 Waiver Review Date: 11

12 **Type of waiver:** ☐ **INITIAL** ☐ **EXTENSION**

13

☐ **Recall**	Applicant has been notified that (s)he will be recalled. (File must contain written notice of recall from the company.)
☐ **Marketable Skills**	Applicant has marketable skills for suitable employment. There is reasonable expectation of employment at equivalent wages in the foreseeable future. And/or applicant has postgraduate degree or postgraduate certification in a specialized field.
☐ **Retirement**	Applicant is within two years of meeting all requirements for entitlement to: ☐ old-age insurance benefits under Title II of the Social Security Act ☐ a private pension sponsored by an employer or labor organization
☐ **Health**	The applicant is unable to participate in training due to his/her health.
☐ **Enrollment Unavailable**	The first available enrollment date for the applicant's approved training is within 60 days after the date of this waiver.
☐ **Training Not Available**	Suitable training is not available: ☐ at a reasonable cost ☐ because no funds are available ☐ because not reasonably available

DWD-PO-231 (2015-09)

14 | 15 | 16

Applicant's Name (Last, First, Middle Initial)	Social Security Number	Eligibility Beginning Date (ELB)

17

Circumstances Requiring Extension of Waiver Period: (if later than the prescribed 60 days).

- ☐ Training program was abruptly cancelled
- ☐ First available enrollment date is past the end of the 60-day period
- ☐ Applicant suffered injury or illness adversely affecting his/her ability to enroll in training
- ☐ Other (explain):

18

☐ **Waiver Denied:** (Explanation of Denial) _____

19

☐ **Waiver Revocation:**
This waiver shall be revoked when it is determined the reason specified is no longer applicable. Failure to report may cause interruption of benefits or revocation of this waiver.

Waiver is revoked for the following reason(s):

- ☐ Training enrollment is now available
- ☐ Training funds are now available
- ☐ Recall is cancelled
- ☐ Applicant does not have marketable skills
- ☐ Retirement plans changed
- ☐ Health issues resolved.
- ☐ Other (explain):

Effective Date of Revocation: _____

TAA Representative: X _____ **Date:** _____

20

Appeal Rights
If you believe this determination is incorrect, you or your duly authorized agent may file an appeal no later than thirty days after the date entered below. An appeal may be filed by mail to the Missouri Division of Employment Security, Appeals Tribunal, PO Box 59, Jefferson City, Missouri 65104 or by FAX at 573/751-1321. If appeal is by mail, the United States post office postmark date will be the date filed. If the last day for filing the appeal falls on a Saturday, Sunday, or a legal holiday, an appeal will be timely if filed on the next day which is neither a Saturday, Sunday, or legal holiday. Any appeal should give the reason why it is believed the determination is incorrect and must be signed. If you do not understand the determination or how to file an appeal, contact the Missouri Job Center that issued the waiver determination.

21

I understand in order to receive weekly Trade Readjustment Allowances (TRA) while on a wai[illegible]t follow all provisions of the Missouri Division of Employment Security's work search requirements.

22

23

Claimant's Signature: X _____ **Date:** _____

DWD TAA Representative: X _____ **Date:** _____

24

25

Original:
Job Center file
(initials, extensions, denials, and revocations)

Copies:
DWD Central Office Trade Act Unit **(initials, extensions, denials, and revocations)**
Client **(initials, extensions, denials, and revocations)**

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Missouri TTY Users can call (800) 735-2966 or dial 7-1-1.
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Form for Trade 2009

In cases where the worker is close to the end of their 26/26 week criteria and the TRA claim isn't yet established, it is necessary to complete the Waiver form manually. The following are instructions for completing the waiver form.

1) **Eligibility Beginning Date** – Enter the Benefit Year Beginning (BYB) date as noted on the worker's TRA - Basic claim in UInteract.
2) **Applicant's Name –** Self explanatory
3) **Social Security Number –** Self explanatory
4) **Job Center Number and ID# -** Self explanatory
5) **Petition Number –** Enter the petition number as noted on the worker's TRA - Basic claim in UInteract.
6) **26th week, 26th week, or 45 days –** check appropriate box. The 45 day extension should only be used in cases in which the worker did not meet the 26/26 week deadline for a reason that was no fault of his/her own, such as staff error, school cancelled training, etc. If using the 45 day extension, provide a written explanation as to why a 45 day extension was granted.
7) **60 day extension –** If the worker did not meet the 26/26 week criteria, nor the 45 day extension, the 60 day extension can be used. However the 60 day extension is only appropriate in cases in which the worker had received no notification of TAA eligibility or petition extension. In those cases the 60 day extension can be granted. The 60 day extension must be granted within 60 days of the date the worker did gain knowledge or received notification of the TAA program petition certification.
8) **Date notified –** Enter the date on which the worker gained knowledge or received notification of the TAA program petition certification.
9) **Beginning Date –** Enter the Sunday date the **'initial'** waiver was issued. This date should remain the same unless the worker reaches the end of the 180 day waiver. In that case, you would enter the day following the Ending Date of the 180 day waiver.
10) **Ending Date –** Enter the 180th day after the Beginning Date. This date should remain the say unless the worker reaches the end of the 180 day waiver. In that case, you would enter a new date that is 180 days later than the new Beginning Date.
11) **Waiver review date –** Enter the date of the worker's waiver review appointment.
12) **Initial or Extension –** Check the appropriate box 'initial' applies to only the first waiver issued the worker under the current certified petition.
13) **Recall, Marketable Skills, Retirement, Health, Enrollment Unavailable, or Training Not Available –** Check the appropriate waiver category. If a secondary option is included as part of the waiver category, please check box that applies. The waiver category can change at each review.
14) **Applicant's Name –** self explanatory.
15) **Social Security Number –** Self explanatory.
16) **Eligibility Beginning Date** – Enter the Benefit Year Beginning (BYB) date as noted on the worker's TRA - Basic claim in UInteract.

17) **Circumstances Requiring Extension of Waiver Period –** This item only applies to the waiver category "Enrollment Unavailable". This allows the waiver Ending Date to be extended an additional 60 days if it meets one or more of the criteria listed. If this applies check the appropriate box(es).
18) **Waiver Denied –** If the worker does not meet the criteria for waiver, please check box and provide written explanation (Example: Worker did not meet the 26/26 week timeframe). The worker is required to sign a waiver denial.
19) **Waiver Revocation –** If the worker no longer meets the criteria for a waiver, please check box and corresponding reason (Example of other: Worker found suitable employment). In addition, enter the effective date of the waiver revocation, sign, and date form. The worker is required to sign a revocation.
20) **Appeals Rights –** If a denial or revocation is issued, the worker must be informed of his/her Appeal Rights.
21) **Claimant's Signature:** Signature of worker.
22) **Date –** Enter the date the Trade Act Navigator issued the paper waiver.
23) **OWD TAA Representative:** Signature of Trade Act Navigator.
24) **Date –** Enter the date the Trade Act Navigator issued the paper waiver.
25) **Original/Copies:**
    - *Initial Waivers:* Upload **Original** to worker's MoJobs record and notify OWD Central Office Trade Act Unit via dwdtradeacthelp@dhewd.mo.gov that it's ready to process, and **copy** to the worker.

    - *Waiver Extensions:* Upload **Original** to worker's MoJobs record and notify OWD Central Office Trade Act Unit via dwdtradeacthelp@dhewd.mo.gov that it's ready to process, and **copy** to the worker.

    - *Waiver Revocations:* Upload **Original** to worker's MoJobs record and notify OWD Central Office Trade Act Unit via dwdtradeacthelp@dhewd.mo.gov that it's ready to process, and **copy** to the worker.

    - *Waiver Denials:* Upload **Original** to worker's MoJobs record and notify OWD Central Office Trade Act Unit via dwdtradeacthelp@dhewd.mo.gov that it's ready to process, and **copy** to the worker.

Form for Trade 2011

Division of Workforce Development
TRADE ACT
TRAINING WAIVER

Request for Training Waiver
Trade Adjustment Assistance Extension Act of 2011

Eligibility Beginning Date (ELB) 1

2 **Applicant's Name (Last, First, Middle Initial)**

3 **Social Security Number**

4 **Job Center Name and ID#**

TA-W 5 **Petition Number**

This section is to be completed for the INITIAL waiver only. Please check appropriate box(es) for (I) **26th**, (II) **26th** week, **45** days, or **60** days. The claimant has met the Qualifying Requirements for Trade Readjustment Allowances (TRA), and the Enrollment in Training or Waiver from Training Requirement of Section 231(a)(5)(A) of the Trade Act of 1974 [19 U.S.C. 2291(a)(5)(A)] as amended, which states: "the enrollment...occurs no later than the latest of:

6
- ☐ (I) the last day of the **26th week** after the worker's most recent total separation from adversely affected employment,
- ☐ (II) the last day of the **26th week** after the week in which the Secretary issues a certification covering the worker", or
- ☐ (III) **forty-five (45) days** after the later of the dates specified in (I) or (II), if there are extenuating circumstances that justify an extension of the enrollment period. **Explain reason 45-day extension is needed:**

7 ☐ (IV) **sixty-day (60) extension:** The 2011 Act provides an exception to the enrollment deadlines when the state failed to provide the worker with timely information regarding the 26/26 enrollment deadlines. Accordingly, the worker has 60 days after the **date notified** to be enrolled in training or issued a waiver.

Date notified: 8

This form waives the requirement to be enrolled in training for the purpose of receiving Basic TRA, if one or more of the following reasons apply. Waiver has been issued for the following 180-day period. However, clients certified under a **Petition Numbered 80,000–84,999** must meet with their TAA representative 90 days after the issuance of the initial waiver and at least once every 30 days thereafter.

This worker has been waived from the training requirement of Section 231(a)(5)(A) of the Trade Act of 1974 effective:

Beginning Date: 9 Ending Date: 10 Waiver Review Date: 11

12 **Type of waiver:** ☐ **INITIAL** ☐ **EXTENSION**

13

☐ **Health**	The applicant is unable to participate in training due to his/her health.
☐ **Enrollment Unavailable**	The first available enrollment date for the applicant's approved training is within 60 days after the date of this waiver.
☐ **Training Not Available**	Suitable training is not available: ☐ at a reasonable cost ☐ because no funds are available ☐ because not reasonably available

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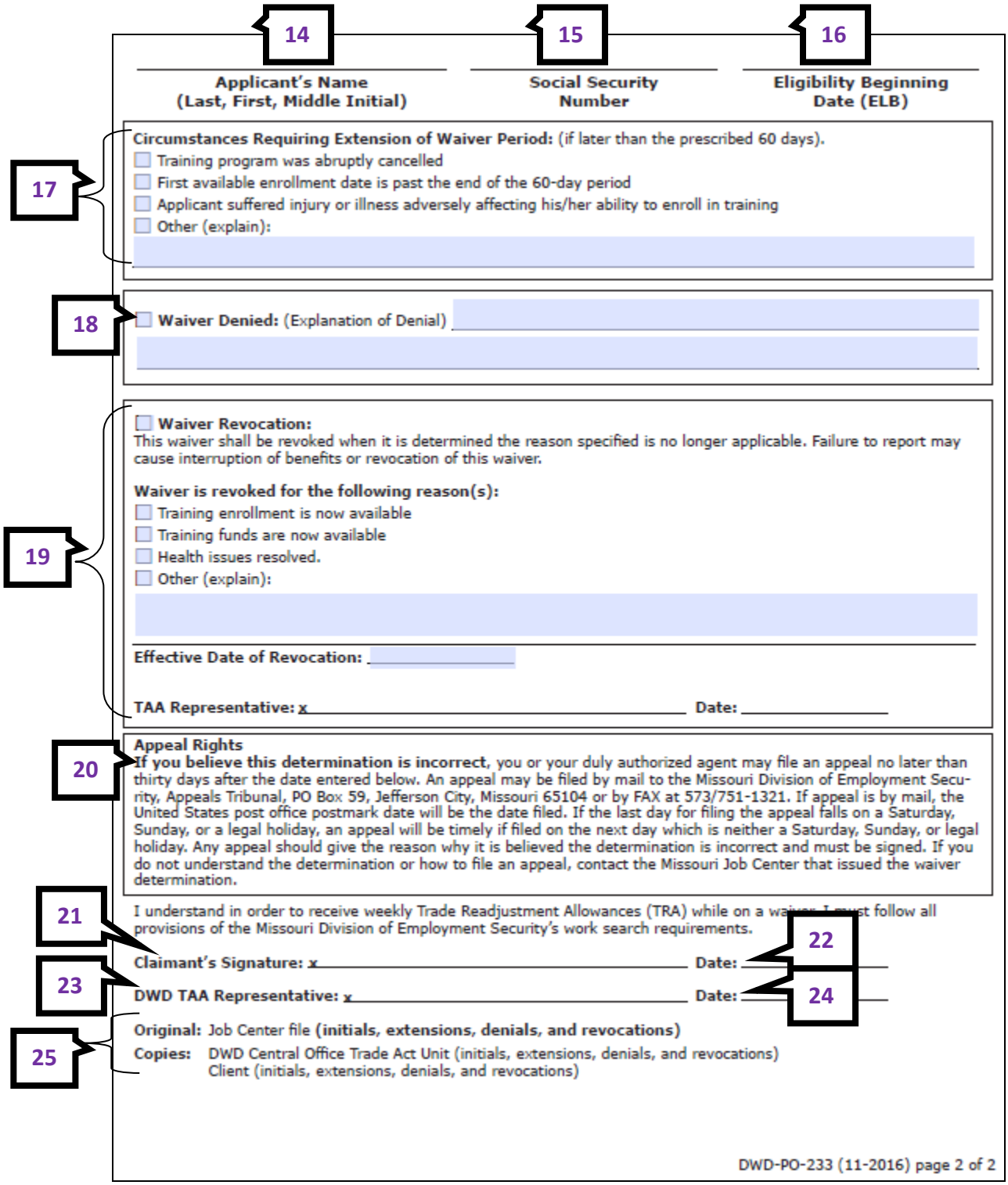
14
15
16
Applicant's Name (Last, First, Middle Initial)
Social Security Number
Eligibility Beginning Date (ELB)
17
Circumstances Requiring Extension of Waiver Period: (if later than the prescribed 60 days).
Training program was abruptly cancelled
First available enrollment date is past the end of the 60-day period
Applicant suffered injury or illness adversely affecting his/her ability to enroll in training
Other (explain):
18
Waiver Denied: (Explanation of Denial)
19
Waiver Revocation:
This waiver shall be revoked when it is determined the reason specified is no longer applicable. Failure to report may cause interruption of benefits or revocation of this waiver.
Waiver is revoked for the following reason(s):
Training enrollment is now available
Training funds are now available
Health issues resolved.
Other (explain):
Effective Date of Revocation:
TAA Representative: x
Date:
20
Appeal Rights
If you believe this determination is incorrect, you or your duly authorized agent may file an appeal no later than thirty days after the date entered below. An appeal may be filed by mail to the Missouri Division of Employment Security, Appeals Tribunal, PO Box 59, Jefferson City, Missouri 65104 or by FAX at 573/751-1321. If appeal is by mail, the United States post office postmark date will be the date filed. If the last day for filing the appeal falls on a Saturday, Sunday, or a legal holiday, an appeal will be timely if filed on the next day which is neither a Saturday, Sunday, or legal holiday. Any appeal should give the reason why it is believed the determination is incorrect and must be signed. If you do not understand the determination or how to file an appeal, contact the Missouri Job Center that issued the waiver determination.
21
I understand in order to receive weekly Trade Readjustment Allowances (TRA) while on a waiver I must follow all provisions of the Missouri Division of Employment Security's work search requirements.
22
Claimant's Signature: x
Date:
23
DWD TAA Representative: x
Date:
24
25
Original: Job Center file (initials, extensions, denials, and revocations)
Copies: DWD Central Office Trade Act Unit (initials, extensions, denials, and revocations)
Client (initials, extensions, denials, and revocations)

Form for Trade 2011

In cases where the worker is close to the end of their 26/26 week criteria and the TRA claim isn't yet established, it is necessary to complete the Waiver form manually. The following are instructions for completing the waiver form.

Under **Trade 2011**, only the health and training related waivers are available. Before a worker can be issued a training related waiver, the worker must have a training program selected and documented on a DWD-PO-240-A. A TAA specific training service and Completion TRA benchmarks must be documented on the worker's Individual Employment Plan (IEP) in MoJobs before a waiver is allowed to be issued (refer to the Employment Plan and Employment & Case Management sections of the manual for more information).

1) **Eligibility Beginning Date** – Enter the Benefit Year Beginning (BYB) date as noted on the worker's TRA - Basic claim in UInteract.
2) **Applicant's Name –** Self explanatory.
3) **Social Security Number –** Self explanatory
4) **Job Center Number and ID# -** Self explanatory.
5) **Petition Number –** Enter the petition number as noted on the worker's TRA - Basic claim in UInteract.
6) **26th week, 26th week, or 45-days –** check appropriate box. The 45-day extension should only be used in cases in which the worker did not meet the 26/26 week deadline for a reason that was no fault of their own, such as staff error, school cancelled training, etc. If using the 45-day extension, provide a written explanation as to why a 45-day extension was granted.
7) **60-day extension –** If the worker did not meet the 26/26 week criteria, nor the 45-day extension, the 60-day extension can be used. However the 60-day extension is only appropriate in cases in which the worker had received no notification of the Trade eligibility or petition extension. In those cases the 60-day extension can be granted. The 60-day extension must be granted within 60-day of the date the worker did gain knowledge or received notification of TAA petition certification.
8) **Date notified –** Enter the date on which the worker gained knowledge or received notification of the TAA petition certification.
9) **Beginning Date –** Enter the Sunday date the **'initial'** waiver was issued. This date should remain the same unless the worker reaches the end of the 180-day waiver. In that case, you would enter the day following the Ending Date of the 180-day waiver.
10) **Ending Date –** Enter the 180th day after the Beginning Date. This date should remain the say unless the worker reaches the end of the 180-day waiver. In that case, you would enter a new date that is 180 days later than the new Beginning Date.
11) **Waiver review date –** Enter the date of the worker's waiver review appointment.
12) **Initial or Extension –** Check the appropriate box 'initial' applies to only the first waiver issued the worker under the current TAA certified petition.

13) **Health, Enrollment Unavailable, or Training Not Available –** Check the appropriate waiver category. If a secondary option is included as part of the waiver category, please check box that applies.
14) **Applicant's Name –** self explanatory.
15) **Social Security Number –** Self explanatory
16) **Eligibility Beginning Date** – Enter the Benefit Year Beginning (BYB) date as noted on the worker's TRA - Basic claim in UInteract.
17) **Circumstances Requiring Extension of Waiver Period –** This item only applies to the waiver category "Enrollment Unavailable". This allows the waiver Ending Date to be extended an additional 60 days if it meets one or more of the criteria listed. If this applies check the appropriate box(es).
18) **Waiver Denied –** If the worker does not meet the criteria for waiver, please check box and provide written explanation (Example: Worker did not meet the 26/26 week timeframe). The worker is required to sign a waiver denial.
19) **Waiver Revocation –** If the worker no longer meets the criteria for a waiver, please check box and corresponding reason (Example of other: Worker started training.). In addition, enter the effective date of the waiver revocation, sign, and date form. The worker is required to sign a revocation.
20) **Appeals Rights –** If a denial or revocation is issued, the worker must be informed of his/her Appeal Rights.
21) **Claimant's Signature:** Signature of worker.
22) **Date –** Enter the date the Trade Act Navigator issued the paper waiver.
23) **OWD TAA Representative:** Signature of Trade Act Navigator.
24) **Date –** Enter the date the Trade Act Navigator issued the paper waiver.
25) **Original/Copies:**
    - *Initial Waivers:* Upload **Original** to worker's MoJobs record and notify OWD Central Office Trade Act Unit via dwdtradeacthelp@dhewd.mo.gov that it's ready to process, and **copy** to the worker.

    - *Waiver Extensions:* Upload **Original** to worker's MoJobs record and notify OWD Central Office Trade Act Unit via dwdtradeacthelp@dhewd.mo.gov that it's ready to process, and **copy** to the worker.

    - *Waiver Revocations:* Upload **Original** to worker's MoJobs record and notify OWD Central Office Trade Act Unit via dwdtradeacthelp@dhewd.mo.gov that it's ready to process, and **copy** to the worker.

    - *Waiver Denials:* Upload **Original** to worker's MoJobs record and notify OWD Central Office Trade Act Unit via dwdtradeacthelp@dhewd.mo.gov that it's ready to process, and **copy** to the worker.

Form for Trade Adjustment Assistance Reauthorization Act (TAARA) of 2015

Division of Workforce Development
TRADE ACT
TRAINING WAIVER

Request for Training Waiver
Trade Adjustment Assistance Reathorization Act of 2015

Eligibility Beginning Date (ELB) 1

2 **Applicant's Name (Last, First, Middle Initial)** | 3 **Social Security Number** | 4 **Job Center Name and ID#** | **TA-W** 5 **Petition Number**

This section is to be completed for the INITIAL waiver only. Please check appropriate box(es) for (I) **26th**, (II) **26th** week, **45** days, or **60** days. The claimant has met the Qualifying Requirements for Trade Readjustment Allowances (TRA), and the Enrollment in Training or Waiver from Training Requirement of Section 231(a)(5)(A) of the Trade Act of 1974 [19 U.S.C. 2291(a)(5)(A)] as amended, which states: "the enrollment…occurs no later than the latest of:

6
- ☐ (I) the last day of the **26th week** after the worker's most recent total separation from adversely affected employment,
- ☐ (II) the last day of the **26th week** after the week in which the Secretary issues a certification covering the worker", or
- ☐ (III) **forty-five (45) days** after the later of the dates specified in (I) or (II), if there are extenuating circumstances that justify an extension of the enrollment period. **Explain reason 45-day extension is needed:**

7 ☐ (IV) **sixty-day (60) extension:** The 2015 Act provides an exception to the enrollment deadlines when the state failed to provide the worker with timely information regarding the 26/26 enrollment deadlines. Accordingly, the worker has 60 days after the **date notified** to be enrolled in training or issued a waiver.

Date notified: 8

This form waives the requirement to be enrolled in training for the purpose of receiving Basic TRA, if one or more of the following reasons apply. Waiver has been issued for the following 180-day period. However, clients certified under a **Petition Numbered 85,000–89,000 (effective 9/28/2015) or 90,000 and above,** must meet with their TAA representative 90 days after the issuance of the initial waiver and at least once every 30 days thereafter.

This worker has been waived from the training requirement of Section 231(a)(5)(A) of the Trade Act of 1974 effective:

Beginning Date: 9 Ending Date: 10 Waiver Review Date: 11

12 **Type of waiver:** ☐ **INITIAL** ☐ **EXTENSION**

13

☐ **Health**	The applicant is unable to participate in training due to his/her health.
☐ **Enrollment Unavailable**	The first available enrollment date for the applicant's approved training is within 60 days after the date of this waiver.
☐ **Training Not Available**	Suitable training is not available: ☐ at a reasonable cost ☐ because no funds are available ☐ because not reasonably available

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14 Applicant's Name (Last, First, Middle Initial)

15 Social Security Number

16 Eligibility Beginning Date (ELB)

17 **Circumstances Requiring Extension of Waiver Period:** (if later than the prescribed 60 days).

- ☐ Training program was abruptly cancelled
- ☐ First available enrollment date is past the end of the 60-day period
- ☐ Applicant suffered injury or illness adversely affecting his/her ability to enroll in training
- ☐ Other (explain):

18 ☐ **Waiver Denied:** (Explanation of Denial)

19 ☐ **Waiver Revocation:**
This waiver shall be revoked when it is determined the reason specified is no longer applicable. Failure to report may cause interruption of benefits or revocation of this waiver.

Waiver is revoked for the following reason(s):

- ☐ Training enrollment is now available
- ☐ Training funds are now available
- ☐ Health issues resolved.
- ☐ Other (explain):

Effective Date of Revocation:

TAA Representative: x _____ **Date:**

20 **Appeal Rights**
If you believe this determination is incorrect, you or your duly authorized agent may file an appeal no later than thirty days after the date entered below. An appeal may be filed by mail to the Missouri Division of Employment Security, Appeals Tribunal, PO Box 59, Jefferson City, Missouri 65104 or by FAX at 573/751-1321. If appeal is by mail, the United States post office postmark date will be the date filed. If the last day for filing the appeal falls on a Saturday, Sunday, or a legal holiday, an appeal will be timely if filed on the next day which is neither a Saturday, Sunday, or legal holiday. Any appeal should give the reason why it is believed the determination is incorrect and must be signed. If you do not understand the determination or how to file an appeal, contact the Missouri Job Center that issued the waiver determination.

21 I understand in order to receive weekly Trade Readjustment Allowances (TRA) while on a waiver, I must follow all provisions of the Missouri Division of Employment Security's work search requirements.

Claimant's Signature: x _____ **Date:** 22

23 **DWD TAA Representative:** x _____ **Date:** 24

25 **Original:** Job Center file **(initials, extensions, denials, and revocations)**

Copies: DWD Central Office Trade Act Unit (initials, extensions, denials, and revocations)
Client (initials, extensions, denials, and revocations)

Form for TAARA 2015

In cases where the worker is close to the end of their 26/26 week criteria and the TRA claim isn't yet established, it is necessary to complete the Waiver form manually. The following are instructions for completing the waiver form.

Under **Trade 2015**, only the health and training related waivers are available. Before a worker can be issued a training related waiver, the worker must have a training program selected and documented on a DWD-PO-240-A. A TAA specific training service and Completion TRA benchmarks must be documented on the worker's Individual Employment Plan (IEP) in MoJobs before a waiver is allowed to be issued (refer to the Employment Plan and Employment & Case Management sections of the manual for more information).

1) **Eligibility Beginning Date** – Enter the Benefit Year Beginning (BYB) date as noted on the worker's TRA - Basic claim in UInteract.
2) **Applicant's Name –** Self explanatory.
3) **Social Security Number –** Self explanatory.
4) **Job Center Number and ID# -** Self explanatory.
5) **Petition Number –** Enter the petition number as noted on the worker's TRA - Basic claim in UInteract.
6) **26th week, 26th week, or 45-days –** check appropriate box. The 45-day extension should only be used in cases in which the worker did not meet the 26/26 week deadline for a reason that was no fault of their own, such as staff error, school cancelled training, etc. If using the 45-day extension, provide a written explanation as to why a 45-day extension was granted.
7) **60-day extension –** If the worker did not meet the 26/26 week criteria, nor the 45-day extension, the 60-day extension can be used. However the 60-day extension is only appropriate in cases in which the worker had received no notification of the TAA eligibility or petition extension. In those cases the 60-day extension can be granted. The 60-day extension must be granted within 60-day of the date the worker did gain knowledge or received notification of the TAA petition certification.
8) **Date notified –** Enter the date on which the worker gained knowledge or received notification of the TAA petition certification.
9) **Beginning Date –** Enter the Sunday date the **'initial'** waiver was issued. This date should remain the same unless the worker reaches the end of the 180-day waiver. In that case, you would enter the day following the Ending Date of the 180-day waiver.
10) **Ending Date –** Enter the 180th day after the Beginning Date. This date should remain the say unless the worker reaches the end of the 180-day waiver. In that case, you would enter a new date that is 180 days later than the new Beginning Date.
11) **Waiver review date –** Enter the date of the worker's waiver review appointment.
12) **Initial or Extension –** Check the appropriate box 'initial' applies to only the first waiver issued the worker under the current certified petition.

13) **Health, Enrollment Unavailable, or Training Not Available –** Check the appropriate waiver category. If a secondary option is included as part of the waiver category, please check box that applies. The waiver category can change at each review.
14) **Applicant's Name –** Self explanatory.
15) **Social Security Number** – Self explanatory.
16) **Eligibility Beginning Date** – Enter the Benefit Year Beginning (BYB) date as noted on the worker's TRA - Basic claim in UInteract.
17) **Circumstances Requiring Extension of Waiver Period –** This item only applies to the waiver category "Enrollment Unavailable". This allows the waiver Ending Date to be extended an additional 60 days if it meets one or more of the criteria listed. If this applies check the appropriate box(es).
18) **Waiver Denied –** If the worker does not meet the criteria for waiver, please check box and provide written explanation (Example: Worker did not meet the 26/26 week timeframe). The worker is required to sign a waiver denial.
19) **Waiver Revocation –** If the worker no longer meets the criteria for a waiver, please check box and corresponding reason (Example of other: Worker started training.). In addition, enter the effective date of the waiver revocation, sign, and date form. The worker is required to sign a revocation.
20) **Appeals Rights –** If a denial or revocation is issued, the worker must be informed of his/her Appeal Rights.
21) **Claimant's Signature:** Signature of worker.
22) **Date –** Enter the date the Trade Act Navigator issued the paper waiver.
23) **OWD TAA Representative:** Signature of Trade Act Navigator.
24) **Date –** Enter the date the Trade Act Navigator issued the paper waiver.
25) **Original/Copies:**

- *Initial Waivers:* Upload **Original** to worker's MoJobs record and notify OWD Central Office Trade Act Unit via dwdtradeacthelp@dhewd.mo.gov that it's ready to process, and **copy** to the worker.

- *Waiver Extensions:* Upload **Original** to worker's MoJobs record and notify OWD Central Office Trade Act Unit via dwdtradeacthelp@dhewd.mo.gov that it's ready to process, and **copy** to the worker.

- *Waiver Revocations:* Upload **Original** to worker's MoJobs record and notify OWD Central Office Trade Act Unit via dwdtradeacthelp@dhewd.mo.gov that it's ready to process, and **copy** to the worker.

- *Waiver Denials:* Upload **Original** to worker's MoJobs record and notify OWD Central Office Trade Act Unit via dwdtradeacthelp@dhewd.mo.gov that it's ready to process, and **copy** to the worker.

Form for Trade Adjustment Assistance Reversion 2021

Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
Trade Adjustment Assistance - Trade Reversion 2021
Request for Training Waiver

Petition Number TA-W 5 **Eligibility Beginning Date (ELB)** 1

2 **Applicant's Name (Last, First, Middle Initial)**

3 **Social Security Number**

Select-------- 4 **Job Center Name and ID#**

This section is to be completed for the **INITIAL** waiver only. Please check appropriate box(es) for **8th**, **16th** week, **45** days. The claimant has met the Qualifying Requirements for Trade Readjustment Allowances (TRA), and the Enrollment in Training or Waiver from Training Requirement of Section 231(a)(5)(A) of the Trade Act of 1974 [19 U.S.C. 2291(a)(5)(A)] as amended, which states: "the enrollment...occurs no later than the latest of:

6

- ☐ (I) the last day of the **16th week** after the worker's most recent total separation from adversely affected employment,
- ☐ (II) the last day of the **8th week** after the week in which the Secretary issues a certification covering the worker", or
- ☐ (III) **forty-five (45) days** after the later of the dates specified in (I) or (II), if there are extenuating circumstances that justify an extension of the enrollment period. **Explain reason 45-day extension is needed:**

This form waives the requirement to be enrolled in training for the purpose of receiving Basic TRA, if one or more of the following reasons apply. Waiver has been issued for the following 180 day period. However, the client must meet with the TAA representative at least once every 30 days for **Petitions Numbered** 98,000 and above. This worker has been waived from the training requirement of Section 231(a)(5)(A) of the Trade Act of 1974 effective:

Beginning Date: 7 Ending Date: 8 Waiver Review Date: 9

Type of waiver: ☐ **INITIAL** ☐ **EXTENSION** 10

11

☐ **Health**	The applicant is unable to participate in training due to his/her health.
☐ **Enrollment Unavailable**	The first available enrollment date for the applicant's approved training is within 60 days after the date of this waiver.
☐ **Training Not Available**	Suitable training is not available: ☐ at a reasonable cost ☐ because no funds are available ☐ because not reasonably available

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Applicant's Name (Last, First, Middle Initial)	Social Security Number	Eligibility Beginning Date (ELB)

15

Circumstances Requiring Extension of Waiver Period: (if later than the prescribed 60 days)

- ☐ Training program was abruptly cancelled
- ☐ First available enrollment date is past the end of the 60-day period
- ☐ Applicant suffered injury or illness adversely affecting his/her ability to enrol in training
- ☐ Other (explain): _____

16

☐ **Waiver Denied:** (Explanation of Denial) _____

17

☐ **Waiver Revocation:**
This waiver shall be revoked when it is determined the reason specified is no longer applicable. Failure to report may cause interruption of benefits or revocation of this waiver.

Waiver is revoked for the following reason(s):

- ☐ Training enrollment is now available
- ☐ Training funds are now available
- ☐ Health issues resolved.
- ☐ Other (explain):

_____

Effective Date of Revocation: _____

OWD TAA Representative: _____ **Date:** _____

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Appeal Rights
If you believe this determination is incorrect, you or your duly authorized agent may file an appeal no later than thirty days after the date entered below. An appeal may be filed by mail to the Missouri Division of Employment Security, Appeals Tribunal, PO Box 59, Jefferson City, Missouri 65104 or by FAX at 573/751-1321. If appeal is by mail, the United States post office postmark date will be the date filed. If the last day for filing the appeal falls on a Saturday, Sunday, or a legal holiday, an appeal will be timely if filed on the next day which is neither a Saturday, Sunday, or legal holiday. Any appeal should give the reason why it is believed the determination is incorrect and must be signed. If you do not understand the determination or how to file an appeal, contact the Missouri Job Center that issued the waiver determination.

I understand in order to receive weekly Trade Readjustment Allowances (TRA) while on a waiver, I must follow all provisions of the Missouri Division of Employment Security's work search requirements.

Claimant's Signature: _____ 19 **Date:** _____ 20

OWD TAA Representative: _____ 21 **Date:** _____ 22

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Original: Job Center file **(initials, extensions, denials, and revocations)**
Copies: OWD Central Office Trade Act Unit (initials, extensions, denials, and revocations)
Client (initials, extensions, denials, and revocations)

Form for Trade Reversion 2021

In cases where the worker is close to the end of their 8/16 week criteria and the TRA claim isn't yet established, it is necessary to complete the Waiver form manually. The following are instructions for completing the waiver form.

Under **Trade Reversion 2021**, only the health and training related waivers are available. Before a worker can be issued a training related waiver, the worker must have a training program selected and documented on a DWD-PO-240-A. A TAA specific training service and Completion TRA benchmarks must be documented on the worker's Individual Employment Plan (IEP) in MoJobs before a waiver is allowed to be issued (refer to the Employment Plan and Employment & Case Management sections of the manual for more information).

1) **Eligibility Beginning Date** – Enter the Benefit Year Beginning (BYB) date as noted on the worker's TRA - Basic claim in UInteract.
2) **Applicant's Name –** Self explanatory.
3) **Social Security Number –** Self explanatory.
4) **Job Center Number and ID# -** Self explanatory.
5) **Petition Number –** Enter the petition number as noted on the worker's TRA - Basic claim in UInteract.
6) **8th week, 16th week, or 45-days –** check appropriate box. The 45-day extension should only be used in cases in which the worker did not meet the 26/26 week deadline for a reason that was no fault of their own, such as staff error, school cancelled training, etc. If using the 45-day extension, provide a written explanation as to why a 45-day extension was granted.
7) **Beginning Date –** Enter the Sunday date the **'initial'** waiver was issued. This date should remain the same unless the worker reaches the end of the 180-day waiver. In that case, you would enter the day following the Ending Date of the 180-day waiver.
8) **Ending Date –** Enter the 180th day after the Beginning Date. This date should remain the say unless the worker reaches the end of the 180-day waiver. In that case, you would enter a new date that is 180 days later than the new Beginning Date.
9) **Waiver review date –** Enter the date of the worker's waiver review appointment.
10) **Initial or Extension –** Check the appropriate box 'initial' applies to only the first waiver issued the worker under the current certified petition.
11) **Health, Enrollment Unavailable, or Training Not Available –** Check the appropriate waiver category. If a secondary option is included as part of the waiver category, please check box that applies. The waiver category can change at each review.
12) **Applicant's Name –** Self explanatory.
13) **Social Security Number** – Self explanatory.
14) **Eligibility Beginning Date** – Enter the Benefit Year Beginning (BYB) date as noted on the worker's TRA - Basic claim in UInteract.

15) **Circumstances Requiring Extension of Waiver Period –** This item only applies to the waiver category "Enrollment Unavailable". This allows the waiver Ending Date to be extended an additional 60 days if it meets one or more of the criteria listed. If this applies check the appropriate box(es).
16) **Waiver Denied –** If the worker does not meet the criteria for waiver, please check box and provide written explanation (Example: Worker did not meet the 8/16 week timeframe). The worker is required to sign a waiver denial.
17) **Waiver Revocation –** If the worker no longer meets the criteria for a waiver, please check box and corresponding reason (Example of other: Worker started training.). In addition, enter the effective date of the waiver revocation, sign, and date form. The worker is required to sign a revocation.
18) **Appeals Rights –** If a denial or revocation is issued, the worker must be informed of his/her Appeal Rights.
19) **Claimant's Signature:** Signature of worker.
20) **Date –** Enter the date the Trade Act Navigator issued the paper waiver.
21) **OWD TAA Representative:** Signature of Trade Act Navigator.
22) **Date –** Enter the date the Trade Act Navigator issued the paper waiver.
23) **Original/Copies:**
    - *Initial Waivers:* Upload **Original** to worker's MoJobs record and notify OWD Central Office Trade Act Unit via dwdtradeacthelp@dhewd.mo.gov that it's ready to process, and **copy** to the worker.

    - *Waiver Extensions:* Upload **Original** to worker's MoJobs record and notify OWD Central Office Trade Act Unit via dwdtradeacthelp@dhewd.mo.gov that it's ready to process, and **copy** to the worker.

    - *Waiver Revocations:* Upload **Original** to worker's MoJobs record and notify OWD Central Office Trade Act Unit via dwdtradeacthelp@dhewd.mo.gov that it's ready to process, and **copy** to the worker.

    - *Waiver Denials:* Upload **Original** to worker's MoJobs record and notify OWD Central Office Trade Act Unit via dwdtradeacthelp@dhewd.mo.gov that it's ready to process, and **copy** to the worker.

EMPLOYMENT PLAN

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Missouri Relay Services at 711.

Last Updated 10/28/22

EMPLOYMENT PLAN

Refer to OWD Issuance 09-2020: Statewide Individual Employment Plan Development Policy for other Employment Plan requirements.

Individual Employment Plans for Trade-Affected Workers:

a) A State must:

   1) Make available an Individual Employment Plan (IEP); and

   2) Document an IEP for any trade-affected worker seeking training under subpart F (TAA Final Rule) of this part or a job search allowance under subpart D (TAA Final Rule) of this part, before the worker receives those benefits and services.

b) An IEP must use the results of the initial and, if available, comprehensive and specialized assessment to assist in documenting a strategy to provide the trade-affected worker with the services needed to obtain employment, including the items listed in paragraph (c) of this section.

c) An IEP must document:

   1) The trade-affected worker's employment goal, including the targeted occupation and industry;

   2) The training program proposed, if any;

   3) Any services that will be needed by the worker to obtain suitable employment, including career services, supportive services provided through partner programs, and post-training case management services;

   4) If applicable, any supplement assistance (**subsistence and/or transportation payments**) required for participation in training and the basis for their calculation; and

   5) The worker's responsibilities under the plan.

d) If an IEP has been previously development with a trade-affected worker by a partner program, it must be reviewed once the worker becomes TAA Program-eligible to ensure it has the components required by paragraph (c) of this section. If the IEP does not contain the components, the IEP must be supplemented by the State in conjunction with the worker to ensure it is fully compliant with the TAA Program requirements in this part.

e) The State must monitor the progress of the trade-affected worker in meeting the worker's responsibilities as listed in the IEP, including attendance and achievement

in approved training programs.

f)

1) The State must modify the IEP as necessary to facilitate a successful performance outcome for the trade-affected worker.

2) The modification must be done with the worker's input.

3) At a minimum, the IEP must be modified when there is a change in the training program, receipt of supplement assistance (transportation or subsistence), or both.

g) The State must make the trade-affected worker aware of the advantages of receiving an IEP. However, a worker must refuse to complete an IEP. Since portions of the IEP are necessary to determine eligibility for job search allowance under subpart D (TAA Final Rule) of this part and training under subpart F (TAA Final Rule) of this part, a worker's refusal to provide necessary information, either as part of the IEP or outside of the IEP process, may result in a denial of those benefits and services. This is detailed further in subparts D and F (TAA Final Rule) of this part.

Employment Plan:
All TAA eligible workers must be fully registered in MoJobs.

In order to assure the readjustment of adversely affected workers as quickly and effectively as possible, such workers are afforded, when appropriate, the full range of reemployment services. In cooperation with partner agency staff, the Employment Plan (unless refused), as well as other required MoJobs screens, must be completed to document the assessment of the worker's needs and approval of required re-employment services. Assessment of the workers skills, knowledge and abilities; identification of potential barriers to employment; employment counseling, when warranted; and an outline of a step by step process to achieve reemployment are required in order to assist the worker in making realistic and successful occupational goal decisions.

Please reference the **Employment & Case Management** section of this manual for a complete list of employment and case management services that must be provided to TAA workers (unless refused). In addition, for all new TAA workers, Trade Act Navigators are *required* to complete and retain, in the worker's MoJobs record, a **TAA Case Management Checklist** form (DWD-PO-234). Case notes must be entered to indicate the date and method the items on the **TAA Case Management Checklist** (DWD-PO-234) were discussed.

A comprehensive reemployment plan be completed and an assessment must be done on each worker before a waiver can be issued or a training plan approved.

- **Note:** Waivers should only be issued if they are appropriate for the worker. Waivers should not be used as a place holder. Before a worker can be issued a training related waiver, the Trade Act Navigator must be able to case note what efforts the worker has attempted to enroll in or participate in training. The worker must actually be seeking training and either has submitted a DWD-PO-240-A selecting a specific training or currently working with a training facility to work out specific details of a training program.

Completion TRA Benchmarks:
Under **Trade 2011**, **2015**, and **Reversion 2021**, for workers who participate in TAA approved training, two benchmarks must be met to qualify for Completion TRA. Completion TRA is available to workers who need additional weekly benefits to complete their Trade approved training after they have exhausted their UI and Basic/Additional TRA if they meet the benchmarks of "satisfactory progress" and "training end date on schedule". **Trade Act Navigators are responsible for determining Completion TRA eligibility.** (Reference the **TRA** section for additional information.)

For all **Trade 2011**, **2015**, and **Reversion 2021** workers interested in training and Completion TRA, associated *benchmarks* must be discussed. The *benchmarks* must be documented in MoJobs as *Objectives* and included with at least one Goal. At the time the *benchmarks* are discussed, the Trade Act Navigator must enter a case note to confirm the date and manner in which the worker was notified of the benchmark requirements. In addition, all workers in training must have their training plans reviewed at least once every 60 days (beginning with the Start Date of training). Each time the benchmarks are reviewed with the worker, the Completion TRA Benchmark module under the TAA Application in MoJobs must be completed.

1) Upon failure to meet a benchmark, the State must provide a warning to the Adversely-Affected Worker (AAW) that his or her eligibility for Completion TRA is in jeopardy. The warning may be provided verbally, in writing, or both, and must be documented in the AAW's case notes. In consultation with the AAW, the State may amend a worker's training program as described in 618.665 (TAA Final Rule).

2) If a worker who has previously failed to meet a benchmark fails to meet a benchmark during a subsequent review, the State must notify the worker of his or her ineligibility for Completion TRA. The worker may elect to continue in the approved training but will not receive any Completion TRA payment; OR the training program must be amended, according to 618.665 (TAA Final Rule), and Completion TRA may resume.

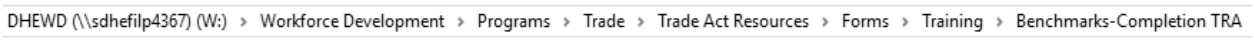
- **Note:** Although benchmarks and 60-day reviews are not required under **Trade 2002**, **2002 Revert**, or **2009**, it is required that a similar process be used to document Employment Plan and Training Program progress.

The Division of Employment Security (DES) will review case notes to confirm compliance of the 60-day benchmark reviews and verify eligibility for Completion TRA. With agreement from DES, the following criteria will be taken into consideration:

- A worker will not be disqualified for Completion TRA for:
    - Missing one 60-day benchmark review;
    - Exceeding the 60-day timeframe by up to seven days; or
    - Job Center / Trade Act Navigator error(s).

- Effective 11/28/12, the training facility must be informed of the 60-day review criteria and be willing to comply with benchmark verification before training can be TAA approved. This requirement does not apply to workers who have been enrolled or participating in TAA approved training prior to 11/28/12. (The **DWD-PO-55** was developed as a tool for notifying the training facility of benchmark requirements.)

    - The **Completion TRA 60-Day Benchmark Requirement Progress Report (DWD-PO-235)** has been developed for use by the training facilities. Following is a screen shot of the form, which can be found on



Missouri Department Higher Education and Workforce Development
Office of Workforce Development

Trade Adjustment Assistance
Completion TRA 60-Day Benchmark
Requirement Progress Report

Review Period Dates:

Trade Version Select----------

Client Information:

Name: **Trainee ID#:**

Course of Study/Training Plan:

Under the Extension Act of 2011, Trade 2015, or Trade Reversion 2021, for a Trade Act client to be eligible for Completion TRA, (s)he must have substantially met the performance benchmarks established in the approved training plan.

1) **Benchmark 1:** The client must maintain satisfactory academic standing.

2) **Benchmark 2:** The client's scheduled training End Date must be within the timeframe identified in the approved training plan.

The client is meeting one or both Benchmarks.

☐ I confirm that the client is currently meeting Benchmark 1.
- The client is making satisfactory progress and in good academic standing per the training facility's policies.

☐ I confirm that the client is currently meeting Benchmark 2.
- The client is scheduled to complete the training plan by the End Date indicated on the DWD-PO-240 form, which was agreed upon by the training facility and the Missouri Division of Workforce Development (DWD/ Missouri Job Center(s).

The client is <u>not</u> meeting one or both Benchmarks.

☐ The client is not currently meeting **Benchmark 1.**
- The client is not making satisfactory progress in one or more courses.
- The client is required to retake one or more courses.
- The client has stopped attending training.
- Other:

AND/OR

☐ The client is not currently meeting **Benchmark 2.**
- The client has withdrawn from one or more courses, which changed the End Date of training.
- The availability of one or more required courses has changed the End Date of training.
- Other:

☐ - *I have included an amended DWD-PO-240 to reflect the current anticipated End Date of training.*

The above answers are in accordance with our records.

Name of Training Facility:

Signature of Training Facility Representative: **Date:**

Next Review Period:

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- If the training facility does not comply with verification of the benchmarks once training has begun, the worker may provide other (dated) proof that shows **satisfactory progress**. (Examples include progress report, grade printout, or school portal grade printout.)
    - TRA-22 forms that have been signed by the training official can be used to show satisfactory progress, but cannot be used to verify the End Date of training.

- If the training facility does not comply with verification of the benchmarks once training has begun, the Job Center staff is required to discuss the **timely End Date of training** with the worker during the 60-day review. This includes items such as:

    - Confirmation that the worker has not dropped any class(es) that may impact the scheduled End Date of training;
    - Confirmation that the worker has not failed any class(es) or required to retake any class(es) that will impact the scheduled End Date of training;
    - Discussion or confirmation about the worker's acceptance into a skills training program when the worker is in pre-requisite training; and
    - Availability of class(es) that may impact completion of training by the scheduled End Date.

- Workers may participate in the 60-day benchmark review by telephone or email as long as the appropriate verification of "satisfactory progress" and "timely End Date" can be obtained prior to the scheduled review. In addition, if it is determined that the worker is not meeting one or both benchmarks **or** the appropriate verification cannot be obtained from the school or worker, an in-person review would be appropriate.

- **Note:** In order for a worker to *draw* Completion TRA, the Trade Act Navigator must complete a **Completion TRA Eligibility Form (DWD-PO-236)** showing the worker complied with all requirements and submit it to DES-Benefits. The form must be completed when the worker is within 20 weeks of his/her End Date of training and about to exhaust his/her Additional TRA. Refer to the **TRA** section for more details.

Training Plan Development:

During the development of the worker's Employment Plan, if the worker has interest in training, the Trade Act Navigator must discuss the need for a training plan.

Per USDOL, a training plan must contain all training components including remedial, pre-requisite, and skills training (and if appropriate OJT, Apprenticeship, or desired job). The training plan must be outlined in the Goal field on the Employment Plan tab and all training specific details documented in case notes.

For example, under Trade 2015, if a worker's main goal is to become an LPN, but the worker does not possess a high school diploma or HiSET certificate, the training plan

must contain verbiage about obtaining a HiSET, attending pre-requisites, and being accepted into and attending LPN training. The Goal on the Employment Plan would be to obtain suitable employment as an LPN by obtaining a HiSET and completing LPN training including required pre-requisite courses within a maximum of 130 weeks. The training details should be specified in case notes with such details as when the worker took the DWD-PO-240-A to the HiSET training provider for completion, when the worker obtained HiSET certificate, when a DWD-PO-240-A was completed for pre-requisite and LPN training, and any other milestones. Be sure to include the worker's progress.

In addition, for workers who require more than one component (remedial, pre-requisites, and skills) of training, USDOL indicated in order for the training plan to meet the "one training program per person per Trade certification", the plan must be documented prior to beginning training, and a worker cannot be allowed to "complete" a component of training without having the next component approved (processed amended training forms).

For example, if a worker is near the test date for their HiSET and they plan to attend pre-requisite and LPN training, the IEP and DWD-PO-240-A must be amended to show the pre-requisite and LPN training prior to the worker "completing" (obtaining HiSET) the remedial training.

Note: A TAA Application and Participation should **not** be completed in MoJobs for the worker until the Trade Act Navigator is ready to issue a waiver or service.

Sharing Employment Plan Information:
When Missouri is the Agent State, it is okay for the Trade Act Navigator to share Employment Plan, case notes, etc. with the Liable State as long as the following OWD policies are followed:

- **OWD Issuance 19-2019: Statewide Confidentiality and Information Security Plan Policy:**
  - Trade Act Navigators must limit any worker's SSN to the last four digits.
  - Don't provide any unnecessary information.
  - Include the Confidentiality Statement on all emails and fax correspondence.

> *"CONFIDENTIALITY STATEMENT: This message and any attachments are intended only for those to whom it is addressed and may contain information which is privileged, confidential, and prohibited from disclosure or unauthorized use under applicable law. If you are not the intended recipient of this message, you are hereby notified that any use, dissemination, or copying of this email or the information contained in this message is strictly prohibited by the sender. If you have received this transmission in error, please return the material received to the sender and delete all copies from your system."*

- **Equal Opportunity (EO):**

Include the Confidentiality Statement on all emails and fax correspondence.

EQUAL OPPORTUNITY: The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

- **OWD Issuance 02-2021: Statewide Case Note Policy:**
  - Do not include statements about medical issues, learning disabilities, previous criminal history, etc.

- **OWD Issuance 09-2020: Statewide Individual Employment Plan Development Policy:**
  - Before you provide a copy of an Employment Plan to a Liable State, make sure all required information is included in the Employment Plan or designated area.

ALIEN VERIFICATION

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Last Updated 10/28/22

Alien Verification

Verification of Eligibility for Program Benefits:

a) *Overall program eligibility.* In addition to all other eligibility criteria contained in this part, an individual must also be authorized to work in the United States to receive benefits under the TAA Program. States are required to verify the status of participants who are not a citizen or national of the United States.

b) *Initial verification.* All States are required, under section 1137(d) of SSA (42 U.S.C. 132b-7(d)), to initially verify the immigration status of self-reporting aliens who apply for UI through the system designated by the U.S. Customs and Immigration Service or (USCIS), currently the Systematic Alien Verification for Entitlement (SAVE) program. No further verification is required except as described in paragraph (c) of this section.

c) *Reverification.*

1) Once a State has verified satisfactory immigration status initially, the State must re-verify the worker's immigration status if the documentation provided during initial verification will expire during the period in which that worker is potentially eligible to receive benefits under this subchapter (TAA Final Rule).

2) The State must conduct such redetermination in a timely manner, using the immigration status verification system described in section 1137(d) of SSA (42 U.S.C. 1320b-7(d)) or by review of other documentation, as described in that provision.

The state must verify the immigration status of workers who are not a citizen or national of the United States. The Job Center staff is required to verify the immigration status of self-reporting aliens who apply for TAA services. The alien is required to provide an alien registration document with an alien registration number, or provide such other documents to verify reasonable evidence indicating a satisfactory immigration status.

The UInteract system includes programming that alerts their staff of the expiration of satisfactory immigration status for UI/TRA workers. If the Job Center is unable to verify immigration status of a worker, the information can be accessed by contacting the Division of Employment Security (DES).

The workers' immigration status must be re-verified if the immigration documentation originally provided will expire during the period in which that worker is eligible to receive TAA services. The re-verification must be conducted in a timely manner.

If the original verification indicates that the immigration status will not expire during the time the worker is potentially eligible to receive TAA services, no further action is necessary.

- **Note:** If a worker's satisfactory immigration status expires, that worker is no longer entitled to TAA benefits and services.

One of the six training approval criteria is that there will be a reasonable expectation of employment following the completion of the training program. Therefore, a training program cannot be approved if the immigration status will expire prior to the completion of the training program.

CASE MANAGEMENT

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Last Updated 10/28/22

Case Management

Prior to workers being offered employment and case management services, the worker is provided an Initial Assessment. Please refer to the **Initial Assessment** section of the manual for more details.

Per United States Department of Labor (USDOL) instructions, Trade Act Navigators are *required* to complete a **TAA Required Checklist (DWD-PO-234)** for each new TAA worker. Trade Act Navigators are required to maintain the form in the worker's MoJobs record and case note the date and manner the information was provided to the worker. The **DWD-PO-234** can be found at

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Case Management

The purpose of the form is to ensure that workers are provided all required employment and case management services. The DWD-PO-234 is also used to remind Trade Act Navigators to add case notes in MoJobs to develop a better Employment Plan and/or Training Plan. Workers can refuse to participate in employment and case management services. However, refusal to participate in employment and case management services may result in denial of training and/or job search allowance.

The following page shows a screenshot of the **DWD-PO-234**.

Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
TAA Case Management Checklist

- ☐ Confirm participant's TAA/TRA eligibility
- ☐ Provide an overview of TAA Benefits and Services
- ☐ Review TAA Participant Right to WIOA DW Enrollment (DWD-5542) form with participant and obtain participant's signature.
- ☐ Provide Initial Assessment and Intake
- ☐ Copy of Assessments results discussed with client.
- ☐ Develop Individual Employment Plan with the client, including identifying goals, objectives, skills gaps, and 60-day benchmarks and transportation subsistence.
- ☐ Print Individual Employment Plan; requires the signature of the client and the Job Center representative.
- ☐ Identify any barriers, and goals to overcome barriers, to participate in training.
- ☐ Discuss training interests and options.
- ☐ Discuss RTAA/ATAA program, including required criteria, and how to apply.
- ☐ Discuss HCTC program, requirements, and how to apply.
- ☐ Refer to financial aid administrators.
- ☐ Discuss workshops available at the Job Center.
- ☐ Discuss job search requirements for TAA benefits and services including UI and TRA.
- ☐ Discuss Labor Market Information (example MERIC, O*NET).
- ☐ Refer to partners and to WIOA services for supportive services (child/dependent care, transportation, and housing assistance) and other needs-related payments.
- ☐ Notify client of 26/26 or 8/16 week criteria for training or waiver.
- ☐ If client is participating under Trade 2011, Trade 2015, or Trade Reversion 2021, notify client of Completion TRA Benchmark requirements.
- ☐ Discuss Equal Opportunities and Complaint and Grievance policies/process and complete the appropriate form(s).
- ☐ Determine if client attended Employee Transition Team (ETT)/Rapid Response meeting.

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- [ ] At a minimum, case note the following information as discussed or information is obtained:
  - [ ] Trade affected employer and petition number
  - [ ] Date overview of TAA Benefits and Services provided
  - [ ] Upload the DWD-5542 and participant's decision to co-enrollment into WIOA Dislocated Worker program
  - [ ] Results of Initial Assessment and Intake
  - [ ] Date Employment & Case Management Services were provided (do not have to be provided all on the same day), declined, or referred to partner staff for these services (Trade Reversion 2021)
  - [ ] Results of assessments
  - [ ] Date the **Individual Employment Plan** was developed
  - [ ] **Training** interest and next steps
    - [ ] Reasonable cost comparison
    - [ ] Length of training
    - [ ] Types of training (remedial, prerequiste, skills, OJT, and/or apprenticship)
    - [ ] Training attendance (full or part-time and classroom or online training/distance learning)
    - [ ] Funding source(s) of training
    - [ ] Skills gap(s)
  - [ ] TRA eligibility (types of TRA) and/or Financial Statement (if applicable)
  - [ ] Date RTAA/ATAA was discussed
  - [ ] Date HCTC was discussed
  - [ ] Referral to other staff/agencies or discussion of **financial aid, workshops, job search, Labor Market Information**, and **WIOA services**, including supportive services and needs-related payments
  - [ ] Date the client was notified of the **26/26** or **8/16** week crieria
  - [ ] If applicable, date the client was notified of the **Completion of TRA Benchmarks**
  - [ ] Types of barriers and goals to overcome barriers identified

The State must make available the employment and case management service to trade-affected workers who apply for or are seeking receipt of TAA Program benefits and services, and ensure that those workers are informed of the availability of:

1. **Comprehensive and specialized assessment** of skill level and service needs, including through:

   a) Diagnostic testing and use of other assessment tools; and

   b) In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.

2. Development of an **individual employment plan (IEP)** to identify employment goals and objectives, and appropriate training to achieve those goals and objectives.

3. **Information on training available in local and regional areas**, information on individual counseling to determine which training is suitable training, and information on how to apply for such training.

4. **Information on how to apply for financial aid**, including referring workers to educational opportunity centers described in Section 402F of the Higher Education Act of 1965, as amended (HEA) (20 U.S.C. 107a-16), where applicable, and notifying workers that they may request financial aid administrators at institutions of higher education (as defined in section 102 of HEA (20 U.S.C. 1002)) use the administrators' discretion under section 479A of HEAL (20 U.S.C. 1087tt) to use current year income data, rather than preceding-year income data, for determining the amount of the workers' need for Federal financial assistance under title IV of HEA (20 U.S.C. 1070 *et seq.*).

5. **Short-term prevocational services**, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct to prepare trade-affected workers for employment or training.

6. **Individual and group career counseling**, including job search and placement counseling, during the period in which the worker is receiving a trade adjustment allowance or training, and after receiving such training for purposes of job placement and employment retention.

7. Provision of **employment statistics information**, including the provision of accurate information relating to local, regional, and national labor market areas, including -

   a) Job vacancy listing in such labor market areas

b) Information on job skills necessary to obtain jobs identified in job-vacancy listings (described in item “a” above)

c) Information relating to local occupations that are in demand and earnings potential of such occupations; and

d) Skills requirements for local occupations (described in item “c” above)

8. **Information relating to availability of supportive services**, available through partner programs, including services relating to childcare, transportation, dependent care, housing assistance, and needs related payments that are necessary to enable a trade-affected worker to participate in training.

Effective September 21, 2020, with TAA Final Rule, co-enrollment is mandated between TAA and Workforce Innovation and Opportunity Act (WIOA) Dislocated Workers Programs except in rare case. An example of when co-enrollment is not required is when a trade-affected worker is not enrollment in selected services. Selective services registration is a requirement for WIOA Dislocated Workers Program. In this instance, co-enrollment is not allowable because the trade affected worker does not meet WIOA Dislocated Workers Program requirements. Also note that a trade-affected worker can refuse to be co-enrolled into WIOA Dislocated Workers Program.

Co-enrollments and multiple enrollments allow trade-affected workers to receive supportive services and follow up services that may assist in a quicker transition to work. It is vital that the Job Center develop a comprehensive and complete re-employment plan in order to determine the needs for training and reemployment needs. This data will also be used to make accurate employability and waiver determinations.

Early assessment will give case management staff the information necessary to advise, counsel, and refer workers to appropriate partner agencies and training providers.

The re-employment plan and case notes must demonstrate that all eight items listed above have been provided or offered to the workers. If the worker refuses employment and case management services, case notes must reflect the date the service(s) were offered and refused. This documentation must be uploaded in MoJobs and recorded as a case note. There must also be documentation that each worker has been notified of the 26/26 week (or 8/16 week) criteria for training enrollments and/or issuance of a waiver.

The purpose of the case management services is to provide workers the necessary information and support for them to achieve sustainable employment. Therefore, these services must be made available to workers over the course of their participation in the Trade Act program, in an integrated manner that suits their individual needs at a particular time.

- For workers participating in classroom training or distance learning, employment and case management services must be offered to the trade-affected worker at the 60-

day Completion TRA benchmark reviews.

- For workers participating in On-the-Job Training or Apprenticeship training, employment and case management services must be offered at least once every 90 days (or once a quarter).

Skills assessments must be geared towards evaluating whether the worker meets the TAA training criteria or matches up to specific career opportunities. The individual employment plan must use and be guided by the results of the skill assessments. The employment plan should, in turn, lead to support for finding suitable/sustainable employment and/or development of a training plan that addresses any skill gap made evident by the assessments, including remedial or prerequisite training where appropriate. Career counseling and labor market information should be included as part of the development of the employment and training plans. Information on financial aid and supportive services must be available for the workers. Career counseling and other informational resources must also be available after an individual completes training.

Early intervention services that include orientation; initial assessment of skill levels, aptitudes and abilities; provision of labor market information; job search assistance; and financial management workshops continue to be a priority for workers in the TAA program.

Under **Trade 2009**, **2011**, and **2015**, TAA case management funds are provided. If the Trade Act Navigator provides employment and case management services to a worker certified under **Trade 2009**, **2011**, and **2015**, those services must be charged to **Trade Case Management (170-385)**.

Under **Trade 2002**, **2002 Revert**, and **Reversion 2021**, TAA case management funds are not provided. If the Trade Act Navigator provides employment and case management services to a worker certified under **Trade 2002**, **2002 Revert**, and **Reversion 2021**, those services must be charged to **Wagner-Peyser (205-385)**.

Under all versions of Trade Act, any administrative services (or "NON" employment and non-case management services) provided by Trade Act Navigators are charged to **Trade Admin (170-501)**.

Under all versions of the TAA program, any OWD staff person that participates in training about *Trade Act Case Management* are to charge their time to **Trade Act Case Management Training (170-503)**.

- **Trade Case Management (170-385)** funds can be used to fund the following services / activities:
  - Provide required "employment and case management" services:
    - Administer **Assessment(s)** to workers
    - Development of **Reemployment Plans**
    - Provide **Information on Available Training** and the application process
    - Provide information on how to apply for **Financial Aid**

        - Provide information on **Prevocational Services** (workshops)
        - Provide **Individual Career Counseling**
        - Provide **Employment Statistics Information**
        - Provide information relating to the availability of **Supportive Services**
    - Participate in business service activities that contribute to the employment of TAA Customer
        - Employee Transition Team (ETT) Meetings
        - Trade Act Orientations
    - Assist workers with completion of Membership Screens and/or initial intake
    - Provide job development and/or placement services
    - Administer test(s) to workers
    - Assist workers with completing the employment registration (jobs.mo.gov)
    - Assist workers with staff-assisted job search (jobs.mo.gov)
    - Explain / notify workers of Trade Act benefits and services
    - Make necessary entries into the case management system
    - Recommend and review training waivers
    - Issue, approve, extend, and/or revoke training waivers
    - Provide and/or Accept TRA-22 forms
    - Approve or deny a request for training or OJT (including transportation and/or subsistence)
    - Develop training plans and/or OJT contracts
    - Explain / notify workers of Completion TRA benchmark requirements
    - Hold Completion TRA 60-day benchmark reviews
    - Complete a Job Search Allowance form(s)
    - Complete a Relocation Allowance form(s)
    - Assist a worker complete a RTAA / ATAA form
    - Provide Trade Act training to TAA and non-TAA staff
    - Pay for assessment / test fees related to being accepted into a training component or training program (reference the **Invoice section** of the manual for more details).

- **Trade Admin (170-501) funds can be used to fund the following services / activities:**
    - Complete and submit a Trade Act petition (form or online)
    - File individual TRA/Trade Act claims for workers (DES Central Office)
    - Send notification letters to Trade affected workers (DES Central Office staff)
    - Place legal notice in local newspaper in area of layoff (DES Central Office staff)
    - Process Trade Act training or On-the-Job Training (OJT) invoices
    - Process High School Equivalency (HSE) / HiSET testing requests
    - Process TRA-22s for TRA and/or transportation / subsistence (DES Central Office staff)
    - Issue TRA payments (DES Central Office staff)
    - Issue transportation and/or subsistence payments (DES Central Office staff)
    - Issue a Completion TRA eligibility determination
    - Approve or deny a request for Job Search Allowance
    - Issue Job Search Allowance payment (DES Central Office staff)

- Approve or deny a request for Relocation Allowance
- Issue Relocation Allowance payment (DES Central Office staff)
- Approve or deny a request for RTAA / ATAA (DES Central Office staff)
- Issue an RTAA / ATAA payment (DES Central Office staff)
- Participate in appeal process for a Trade Act Benefits or Service
- Participate in appeal process for any Training Related Costs (Book, Supply, Fee, etc.)
- ~~Submit worker records to IRS for Health Coverage Tax Credit (HCTC) purposes (DES Central Office staff)~~
- Conduct or participate in TAA program monitoring / auditing

TAA workers must be made aware of services available at other agencies. This allows the workers to receive supportive services that may assist in a quicker transition to work. Assessments must be done to provide data for the Job Center staff to use in making determinations regarding training enrollments, issuance of waivers, and reemployment needs.

Workers must have a complete assessment, TAA Application, Participation, and concise reemployment plan (Individual Employment Plan) recorded in MoJobs before the worker can receive a waiver or service.

- Waivers must only be issued if they are appropriate for the worker.

- Waivers must not be used as a place holder.

  Before a worker can be issued a training related waiver, you must be able to case note what efforts the worker has attempted to attend training. The worker must actually be seeking training and either has submitted a DWD-PO-240 selecting a specific training or currently working with a training facility to work out specific details of a training program.

Under **Trade 2002**, **2002 Revert**, and **Reversion 2021**, workers interested in TAA funded training must be notified of Completion TRA benchmarks. The benchmarks must be listed as Objectives related to Goals on the Individual Employment Plan (IEP). The notification of Completion TRA benchmarks, must be documented as a case note in MoJobs. The results of the Completion TRA 60-day reviews must be documented under the Benchmark module within the TAA Application in MoJobs. (Reference the TRA and Employment Plan sections for additional information.)

- Although benchmarks and 60-day reviews are not required under **Trade 2002**, **2002 Revert**, or **2009**, it is required that a similar process be used to document Employment Plan and Training Program progress.

Information about 60-day Completion TRA benchmark reviews can be found in the Employment Plan section of the manual.

Note: The Trade Adjustment Assistance (TAA) Application and Participation in MoJobs must not be completed until the Trade Act Navigator is ready to issue a waiver or service.

	Trade Case Management (170-385)	Wagner-Peyser (205-385)	Trade Admin (170-501)	Trade Act Case Management Training (170-503)
2002		X	X	
2009	X		X	X
2002 Revert		X	X	
2011	X		X	X
2015	X		X	X
Rev 2021		X	X	

Case Notes:
A large part of case managing a worker is adding details in case notes. Case notes must be added to the worker's MoJobs record for the following:

- To document the date and manner in which the required "employment and case management" services were provided or offered.
- To document the date and manner in which the worker was notified of the Completion TRA benchmark requirements (if applicable).
- To document the date and manner in which a Trade Act form was submitted to either OWD or DES Central Office.
- To document the worker's overall training plan (components: remedial, pre-requisites, skills, OJT, and/or Apprenticeship). As details become available, they must be added to case notes (dates, schools, etc.).
- To document the date and manner in which an invoice was submitted to OWD Central Office (be sure to include the date of the invoice or the semester the invoice covers, the amount of the invoices, and the name of the school).
- To document any interaction between the Trade Act Navigator (or other OWD staff person) and the worker including the date, the reason, the result, and any required follow up.
- To document information about comparing "similar or like" training for training approval or research for most "reasonably priced" training facility.
- To document the need to exceed the soft cap.
- To document any Third Party request.
- To document the approval of any non-ETPS training facility or program.
- To document early attempts of encouraging a worker to participate in training through the waiver process.
- To document receipt and completion of TRA-22 forms including attendance and if applicable the amount of transportation and/or subsistence. The case note should also note if the TRA-22 form was submitted to Division of Employment Security

(DES) or uploaded into the worker's MoJobs record (attendance only TRA-22 forms).

- If the worker is participating under **Trade Reversion 2021**, the worker must review and sign the **ATAA or TAA Choice Document (DWD-5546)**. The form must be uploaded via case note into MoJobs.

Be sure your case note follows **OWD Issuance 02-2021: Statewide Case Note Policy** and the Equal Opportunity (EO) requirements.

REQUEST FOR TRAINING

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 11/1/22

TAA FINAL RULE SCOPE

Training provided must be at a reasonable cost and as quickly as possible, assist a trade-affected worker in obtaining the necessary skills to have a reasonable expectation of reemployment. All else being equal, States should prefer training that replaces 100% or more of a trade-affected worker's wage in adversely affected employment or that qualifies as suitable employment.

Additional Training Information:

- Training and Employment Guidance Letter (TEGL) 3-20
- OWD Issuance 06-2020: TAA Reasonable Cost of Training Policy - https://jobs.mo.gov/sites/jobs/files/owdissuance06-2020_taa_reasonable_cost_policy_09162020.pdf

Soft Cap for TAA Approved Training

Soft Cap for TAA Funded/Approved Training (all versions of the TAA program):

Training under the TAA program cannot be denied solely on costs. In Missouri, to allow TAA training funds to be available for all trade-affected workers interested and eligible for training, a soft cap has been established. All training caps are 'soft' caps meaning that higher cost training can be approved with documentation to show it is the most appropriate training for the worker.

Per USDOL, trade-affected workers must not be required to use their Pell Grants or WIOA training funds towards TAA approved training if TAA training funds are available. If a worker wishes to participate in training that exceeds the soft cap, but a "similar or like" training program is found that is at a more reasonable cost, the "similar or like" training will be approved.

The soft cap for skills training is set at $20,000 for all versions of the Trade Act program.

If a worker requests training that exceeds the soft cap, the Trade Act Navigator is responsible for verifying that there is no "similar or like training" available at a more reasonable cost within the worker's "commuting area". When the Trade Act Navigator calculates the cost of the "similar or like training", the costs for transportation and/or subsistence must be included if applicable.

If no "similar or like training" is found and the requested training exceeds the soft cap, the Trade Act Navigator must obtain approval from the OWD Central TAA Unit; for documentation purposes, it is requested that the OWD Central TAA Unit be contacted via email at dwdtradeacthelp@dhewd.mo.gov. Prior to contacting the OWD Central TAA Unit, the Trade Act Navigator must enter a case note in MoJobs regarding the results of the "similar or like training" verification. In addition, the case note must include the statement that the training requested is the most appropriate training for the worker.

Trade Act Navigators must refer to **OWD Issuance 06-2020, Trade Adjustment Assistance Reasonable Cost of Training Policy** (https://jobs.mo.gov/sites/jobs/files/owdissuance06-2020_taa_reasonable_cost_policy_09162020.pdf) for additional information.

Trade Act Training Approval:

Per Federal Regulation 20 CFR 618.625(d)(2)(i), "*A training program must not be approved if the trade-affected worker is required to pay any of the costs of the training program from funds belonging to the worker, including funds from relatives or friends, or from personal or educational loans that will require repayment.*" Workers cannot pay for any part of their required TAA training; this includes reimbursement of any required costs, including but not limited to, fees, tuition, books, supplies, equipment, etc. Any worker the does not follow this regulation, may jeopardize his/her eligibility to TAA approved training.

Trade Reform 2002

- Worker must have a qualifying separation from the trade-affected employer.
- Worker must have established TRA claim (if Missouri is the Liable State).
- Training must be full-time.
- Remedial education is an approvable form of training. Remedial classes consist of HSE, ABE, ESL, or LEP.
- Prerequisite classes are approvable but are NOT eligible for **Remedial TRA**.
- Training enrollments can be a combination of remedial, pre-requisite, and skills training.
- Maximum length of pre-requisite and skills training is 104 weeks.
- Up to an additional 26 weeks of training is available for those workers who attend remedial classes.
- Total training weeks 130.
- For training that extends beyond the length of weekly benefit payment eligibility, the worker must be able to document that they are able to support themselves while attending school and not receiving weekly benefit payments (financial statement).
- For eligibility for Additional TRA, the worker must make a timely request for TAA approved training with 210 days of their first qualifying separation or petition certification date.
- The soft cap for skills training is set at $20,000 for all versions of the TAA program.

Trade and Globalization Adjustment Assistance Act (TGAAA) of 2009

- Workers can be enrolled in TAA approved training prior to being separated from the Trade affected employer (adversely affected incumbent worker).
- Worker must have established a TRA claim (if Missouri is the Liable State) unless they are an adversely affected incumbent worker.
- Registered apprenticeship and other apprenticeship programs can be approved as a form of training.
- Full-time and part-time training is approvable.
    - Part-time training is not eligible for TRA weekly benefits.

- Prerequisite classes are approvable and eligible for **Remedial TRA**.
- Training enrollments can be a combination of remedial training, prerequisites and skills training.
- Maximum length of training is 156 weeks.
- For training that extends beyond the length of weekly benefit payment eligibility, the worker must be able to document that they are able to support themselves while attending school and not receiving weekly benefit payments (TAA Financial Attestation).
- The soft cap for skills training is set at $20,000 for all versions of the TAA program.

Trade 2002 Revert

- Worker must have qualifying separation from the trade-affected employer.
- Worker must have established a TRA claim (if Missouri is the Liable State).
- Training must be full-time.
- Remedial education is an approvable form of training. Remedial classes consist of HSE, ABE ESL, or LEP.
- Prerequisite classes are approvable but are NOT eligible for **Remedial TRA**.
- Training enrollments can be a combination of remedial, pre-requisite, and skills training.
- Maximum length of pre-requisite and skills training is 104 weeks.
- Up to an additional 26 weeks of training is available for those workers who attend remedial classes.
- Total training weeks 130.
- For training that extends beyond the length of weekly benefit payment eligibility, the worker must be able to document that they are able to support themselves while attending school and not receiving weekly benefit payments (TAA Financial Attestation).
- For eligibility for Additional TRA, the worker must make a timely request for TAA approved training with 210 days of their first qualifying separation or petition certification date.
- The soft cap for skills training is set at $20,000 for all versions of the TAA program.

Trade Adjustment Assistance Extension Act (TAAEA) of 2011

- Workers can be enrolled in TAA approved training prior to being separated from the trade-affected employer (adversely affected incumbent worker).
- Worker must have established a TRA claim (if Missouri is the Liable State) unless they are an adversely affected incumbent worker.
- Registered apprenticeship and other apprenticeship programs can be approved as a form of training.

- Full-time and part-time training is approvable.
    - Part-time training is not eligible for TRA weekly benefits.
- Training enrollments can be a combination of remedial training, prerequisites, and skills training.
- Maximum length of training is 130 weeks.
- For training that extends beyond the length of weekly benefit payment eligibility, the worker must be able to document that they are able to support themselves while attending school and not receiving weekly benefit payments (TAA Financial Attestation).
- The soft cap for skills training is set at $20,000 for all versions of the TAA program.

Trade Adjustment Assistance Reauthorization Act of (TAARA) of 2015

- Workers can be enrolled in Trade Act approved training prior to being separated from the Trade affected employer (adversely affected incumbent worker).
- Worker must have established a TRA claim (if Missouri is the Liable State) unless they are an adversely affected incumbent worker.
- Registered apprenticeship and other apprenticeship programs can be approved as a form of training.
- Full-time and part-time training is approvable.
    - Part-time training is not eligible for TRA weekly benefits.
- Training enrollments can be a combination of remedial training, prerequisites, and skills training.
- Maximum length of training is 130 weeks.
- For training that extends beyond the length of weekly benefit payment eligibility, the worker must be able to document that they are able to support themselves while attending school and not receiving weekly benefit payments (TAA Financial Attestation).
- The soft cap for skills training is set at $20,000 for all versions of the TAA program.

Trade Adjustment Assistance Reversion 2021

- Worker must have established a TRA claim (if Missouri is the Liable State).
- Registered apprenticeship and other apprenticeship programs can be approved as a form of training.
- Full-time and part-time training is approvable.
    - Part-time training **IS ELIGIBILT** for TRA weekly benefits.
- Training enrollments can be a combination of remedial training, prerequisites, and skills training.
- Maximum length of training is 130 weeks.

- For training that extends beyond the length of weekly benefit payment eligibility, the worker must be able to document that they are able to support themselves while attending school and not receiving weekly benefit payments (TAA Financial Attestation).
- For eligibility for Additional TRA, the worker must make a timely request for TAA approved training with 210 days of their first qualifying separation or petition certification date.
- The soft cap for skills training is set at $20,000 for all versions of the TAA program.

Full-Time Training:
Workers who want to participate in classroom training / distance learning under **Trade 2002** and **2002 Revert** must attend full-time*.

Workers who want to draw TRA while participating in classroom training / distance learning under **Trade 2009**, **2011**, and **2015** must participate in full-time* training.

Workers who want to draw TRA while participating in classroom training / distance learning under **Trade Reversion 2021** must participate in full-time **or** part-time training.

Full-time training is defined by the training institution. [**Note:** For distance learning, there must be benchmarks or ways to measure (assignments, tests, etc.) that the worker is meeting full-time training standards in order to draw TRA.]

*The only exception to full-time participation is the final semester of training. If the training institution does not offer enough courses for a worker to be deemed full-time, United States Department of Labor (USDOL) allows the worker to be considered full-time for TAA purposes. In all other semesters, the worker *must* meet the training institution's definition of full-time.

If there is a semester or semesters in which the training institute does not offer a course or courses required for a worker's training program, the worker may attend filler courses. USDOL recommends that the filler courses be employment related but the linkage is not required. The worker cannot exceed the maximum weeks in training.

Part-Time Training:
Under **Trade 2009**, **2011**, and **2015**, part-time training is approvable for trade-affected workers. Workers attending part-time training will not be eligible for TRA weekly benefits. Participation in part-time training can allow a worker to work full-time in non-suitable employment. (Under Trade Reversion 2021, part-time training is approvable and workers are allowed to draw TRA weekly benefits.)

To be eligible for TAA approved part-time training under **Trade 2009**, **2011**, and **2015**, the worker:

1) Will not be eligible for TRA weekly benefits.

2) Must select training that meets Trade Act approval criteria

3) Must demonstrate financial ability to support him/herself.

	Full-Time Training	Part-Time Training
Trade 2002	X	
Trade 2009	X	X
Trade 2002 Revert	X	
Trade 2011	X	X
Trade 2015	X	X
Trade Reversion 2021	X	X

	Maximum Training Weeks
Trade 2002	104 – 130 Weeks
Trade 2009	156 Weeks
Trade 2002 Revert	104 – 130 Weeks
Trade 2011	130 Weeks
Trade 2015	130 Weeks
Trade Reversion 2021	130 Weeks

Adversely Affected Incumbent Workers (Pre-Separation Training):
Trade 2009, **2011**, and **2015** allows for training to be approved before separation for adversely affected incumbent workers. The Act defines an adversely affected incumbent worker as a worker who:

1) Is a member of a group of workers certified as eligible to apply for the TAA Program;

2) Has not been totally or partially separated from adversely affected employment;

3) The Department determines, on an individual basis, is threatened with total or partial separation (has a documented threat of layoff).

Job Center Determination – The Trade Act Navigator must determine that the worker has been individually threatened with layoff from a TAA certified employer based on a layoff letter, notice of termination, or similar documentation. The Job Center may accept other documentation of a threat of total or partial separation from the firm or other reliable source in making a determination that a worker is an adversely affected worker entitled to pre-separation training.

- **Note:** It will be necessary for the Job Center staff to document their findings in case notes and upload any supporting documentation in MoJobs as the Division of Employment Security (DES) will not allow these workers to file TRA claims unless they have a qualifying separation from the trade affected employer.

Trade Incumbent Worker Training vs. WIOA Incumbent Worker Training – Trade incumbent worker training is not the same as WIOA incumbent worker training. WIOA incumbent worker training programs is retraining the worker with new skills to allow the

worker to *continue* employment with an employer. TAA incumbent worker training is intended to allow earlier intervention where layoffs are planned in advance and the employer can specifically identify which workers will be affected. Trade incumbent worker training allows a worker who has received a documented threat of layoff from a TAA certified employer to receive TAA services, including training, while still employed with the TAA certified employer.

Purpose for Incumbent Worker Training – Adversely affected incumbent workers may begin training prior to layoff, thereby lessening the amount of time needed to complete the training program after the separation occurs and lessening the worker's overall length of unemployment.

Services for Trade Eligible Incumbent Workers – The services to be provided to the incumbent workers are the same as for adversely affected workers. The incumbent workers are entitled to employment and case management services to ensure that they have the same assistance in development of a reemployment plan.

Incumbent Worker Training Limitations – The following items should be considered when making a determination on incumbent worker training requests:

1) Incumbent worker training does not include On-the-Job Training (OJT).

2) Incumbent worker training may include customized training for another position with the current employer, but only if the position is not similarly threatened by trade (i.e. the new position is outside of a subdivision with a trade-certified worker group).

3) Incumbent worker training program that began prior to the worker's separation, counts as the one and only training program allowed under that petition certification.

4) It should be determined that the incumbent worker training program will meet the long term needs of the worker (based on the expectation that they will be laid off).

5) Incumbent worker training cannot exceed the 156-week maximum for **Trade 2009** OR the 130-week maximum for **Trade 2011** or **2015** training allowances.

6) While attending incumbent worker training, workers will not be eligible for TRA weekly benefits (or need to file a TRA claim).

7) If the threat of layoff disappears, the worker must be terminated from the incumbent worker training program.

Verification of Threat of Separation for Workers enrolled in Incumbent Worker Training

The Job Center must continue to evaluate whether the threat of total or partial separation continues**. This can be done by verifying with the employer on a regular basis that the threat of separation still exists. This should be done before each subsequent portion of training is funded. (Such as prior to the beginning of each semester or session.)**

Once the worker is laid off from the trade affected employer, it is appropriate for the worker to file a TRA/Trade Act claim with the Division of Employment Security (DES).

Loss of Threat of Separation – If the threat of separation is removed during an incumbent worker training program, funding of the training must cease. The worker would be eligible to complete any portion of the training program where TAA funds have already been expended, but would not be eligible for further TAA funding of the training program due to the absence of a threatened or actual separation from the adversely affected employment.

The worker may resume the approved training program upon the return of the threat of layoff OR in the event of total qualifying separation.

	Incumbent Workers
Trade 2002	
Trade 2009	X
Trade 2002 Revert	
Trade 2011	X
Trade 2015	X
Trade Reversion 2021	

	Incumbent Worker Maximum Training Weeks
Trade 2002	N/A
Trade 2009	156 Weeks
Trade 2002 Revert	N/A
Trade 2011	130 Weeks
Trade 2015	130 Weeks
Trade Reversion 2021	N/A

Apprenticeship:

Under **Trade 2009**, **2011**, **2015**, and **Reversion 2021**, the TAA program can pay for apprenticeship programs. Apprenticeship programs offer workers employment and a combination of on-the-job learning and related classroom instruction/training.

Because the employer pays the worker's wages during the apprenticeship programs,

the on-the-job learning portion of apprenticeship training disqualifies the worker for Trade Readjustment Allowance (TRA). However, workers who are 50 years old or older are also eligible to participate in Reemployment Trade Adjustment Assistance (RTAA) under **Trade 2009**, **2011**, and **2015**. Combining Apprenticeship and Alternative Trade Adjustment Assistance (ATAA) under **Trade Reversion 2021** is not allowable.

Apprentices are employed at the start of their apprenticeship programs. The length of registered apprenticeship and other apprenticeship programs varies depending on the specific occupation and/or the version of the TAA program the worker is eligible under.

Adversely affected workers can access apprenticeship programs by contacting their State's Registered Apprenticeship Office. The contact person for Missouri is:

Debra Cremeens-Risinger, State Director
Phone (402) 221-3281.

Information is also available on Jobs.Mo.Gov – Apprenticeship Missouri at https://jobs.mo.gov/content/moapprenticeships and Missouri Apprentice Connect at https://www.moapprenticeconnect.com/.

	Apprenticeship
Trade 2002	
Trade 2009	X
Trade 2002 Revert	
Trade 2011	X
Trade 2015	X
Trade Reversion 2021	X

The length of the paid work-based learning (or on-the-job learning) component must not exceed 130 weeks. However, the length of the educational or instructional training component may exceed 130 weeks and continue through the scheduled completion of that specific apprenticeship training.

REQUEST FOR TRAINING

All workers interested in classroom training and/or distance learning must review and sign the **Notice of Applicant's Rights for TAA Training (DWD-PO-272)** form.

Training Plan Development:

- During the development of the worker's Individual Employment Plan (IEP), if the worker has interest in training, the Trade Act Navigator must discuss the need for a training plan. Under TAA Final Rule, a worker can refuse to participate in the development of an IEP, but his/her training may be denied.

  Per USDOL, a training plan must contain all training components including remedial, pre-requisite, skills training, On-the-Job Training, and/or Apprenticeship. The training plan must be outlined in the Goal portion of the IEP in MoJobs and all training specific details documented in case notes.

  For example, under **Trade 2015**, if a worker's main goal is to become an LPN, but the worker does not possess a high school diploma or HSE certificate, the training plan must contain verbiage about obtaining a HiSET, attending pre-requisites, and being accepted and attending LPN training. The Goal of the IEP in MoJobs would be to obtain suitable employment as an LPN by obtaining a HiSET and completing LPN training including required pre-requisite courses within a maximum of 130 weeks. (Refer to the **Employment Plan** section of the manual for more requirements.) The training details should be specified in case notes with such details as when the worker took the DWD-PO-240-A to the HiSET school for completion, when the worker plans to take the HiSET test, when the worker plans to start the pre-requisite and skills training for LPN degree/certificate, when the worker obtains his/her HiSET certificate, when a DWD-PO-240-A is completed for pre-requisite and LPN training, and any other milestones. Be sure to include the worker's progress.

- When developing and/or amending a training plan, the Trade Act Navigator must enter a case note on the worker's MoJobs record to include at a minimum:
  - Estimated start and end dates of training
  - Name of training facility
  - Name of training program
  - All necessary training components (remedial, pre-requisites, and/or skills training)
  - If transportation and/or subsistence is applicable

- For **Trade 2011**, **2015**, and **Reversion 2021** training, workers that intend to participate in training must be informed of the Completion TRA benchmark requirements; the date and manner in which the worker is informed must be documented as a case note in MoJobs. When a worker is placed in a TAA specific service, the two required benchmarks must be added to the worker's Employment Plan. Additionally, for workers to remain eligible for Completion TRA, (s)he must

participate in benchmark reviews at least once every 60-days beginning with the start date of training; the results of the benchmark reviews must be documented in the "Training Benchmarks" module under the TAA Application in MoJobs. For **Trade 2002**, **2002 Revert**, and **2009** training, USDOL requires a similar approach as the benchmark 60-day reviews to document the worker's training progress.

- Additionally, for workers who require more than one component (remedial, pre-requisites, skills, OJT, and/or Apprenticeship) of training, USDOL indicates in order for the training plan to meet the "one training program per person per TAA certification", the entire plan must be documented prior to beginning training, and a worker cannot be allowed to "complete" a component of training without having the next component approved (processed amended training forms).

  For example, if a worker is near the test date for their HiSET and (s)he plans to attend pre-requisites and LPN training, the DWD-PO-240-A form must be amended to show the pre-requisite and LPN training prior to the worker "completing" (obtaining HSE/HiSet) the remedial training.

Overall Request Process:
The DWD-PO-240-A form is required in the request for training. When a worker is interested in training, the normal steps to request training are as follows:

1. The worker establishes TRA claim with DES.
2. The Trade Act Navigator reviews the Applicant Rights for Training (DWD-PO-272) form with the worker and obtains signature.
3. The Worker is provided with the Client Follow up Tasks (DWD-PO-265) form. It requires the worker to complete a few tasks before jumping right into training.
4. The worker is provided the Training Plan Research Packet (DWD-PO-248) form. This form requires the worker to research three training options for comparison.
5. The worker signs the "Trainee Information" section of the DWD-PO-240 to establish a timely application. The timely application process applies only to workers eligible under **Trade 2002**, **2002 Revert**, and **Reversion 2021**. **Trade 2009**, **2011**, and **2015** repealed the timely application requirement.
6. The worker is given a Request for Training (DWD-PO-240-A) form that (s)he must take to the training facility they plan to attend. It should be accompanied by:
   - DWD-PO-270 Letter
   - Individual Certification and Training Agreement - Instructions
   - Benchmark Notification (DWD-PO-55)
   - DWD-PO-55 Instructions
7. The training facility completes the "Individual Certification and Training Agreement" section of the DWD-PO-240-A with information pertaining to the type, cost, and length of training.
8. Either the worker or the training facility returns the DWD-PO-240-A to the Job Center.
9. The Job Center staff reviews the request for appropriateness and must determine whether or not the training is approvable. **Note:** ***Training determinations are the***

responsibility of the Job Center staff. If the training does not meet **ALL** training criteria, **DO NOT SEND THE DWD-PO-240-A TO OWD CENTRAL OFFICE TAA UNIT**.

- If the training is not approvable, the Job Center issues the worker a denial in the "Agency Determination" section of the DWD-PO-240-A. The worker is informed of his/her appeal rights. The DWD-PO-240-A is uploaded into MoJobs via case note. The Trade Act Navigator send an email about the denial to DWDTradeActHelp@dhewd.mo.gov.
- If the training is approvable, the Job Center completes the "Training Justification and Request for Obligation of Funds", "Transportation / Subsistence", "Training Dates", "Agency Determination", and "Request for Trade Readjustment Allowance (TRA) While in Training" sections of the DWD-PO-240-A, uploads it into MoJobs via case note.
- The Trade Act Navigator sends an email to dwdtradeacthelp@dhewd.mo.gov that contains the worker's name and StateID so the OWD Central Office TAA Unit can download the DWD-PO-240-A from MoJobs, process it, and assign a Trainee ID (as appropriate).

10. The OWD Central Office TAA Unit collaborates with DHEWD Financial Management to obligate funds to cover training and training related costs.
11. OWD Central Office TAA Unit provides a copy of the processed DWD-PO-240-A to Division of Employment Security (DES). The OWD Central Office TAA Unit upload a processed copy of the DWD-PO-240-A into the worker's MoJobs record and notifies the appropriate Trade Act Navigator.
12. The Trade Act Navigator will provide a copy of the processed form to the worker.
13. The Trade Act Navigator will send a TRA-19 Letter (DWD-PO-221), along with a processed copy of the DWD-PO-240-A, DWD-PO-240-B, and Termination Report - Instructions, to the training facility.
14. The Job Center Trade Act Navigator receives and reviews invoices submitted from the training facility on behalf of the worker. Trade Act Navigator upload invoices into MoJobs. They send an email to dwdtradeacthelp@dhewd.mo.gov that contain the worker's name and StateID to let the TAA Central Office Staff know the invoice is ready to process.
15. When the worker completes or terminates from training, the training facility completes the DWD-PO-240-B and submits it to the appropriate Job Center. The Trade Act Navigator reviews the Termination Report and completes necessary fields, such as Justifiable or Unjustifiable if the worker does not complete training. The Trade Act Navigator uploads a copy of the Termination Report (DWD-PO-240-B) into MoJobs via case note. They send an email to dwdtradeacthelp@dhewd.mo.gov that contain the worker's name and StateID to let the OWD Central Office TAA Unit know the Termination Report (DWD-PO-240) is ready to process. The Trade Act Navigator is also responsible for providing the worker a copy of the Termination Report. OWD Central Office TAA Unit then provides a copy of the Termination Report to DES.

Complete instructions follow in this section.

Eligibility:
For a worker to be eligible for training, the worker must lack marketable skills and unable to obtain suitable employment without additional training. The worker must also meet the six training approval criteria printed on the DWD-PO-240-A. Evidence that the worker meets the six training approval criteria have to be documented in MoJobs in the Training Applications module under the TAA Application and in case notes (or attach the **TAA Six Training Approval [DWD-PO-274]**).

Timely Application:
During the first visit with the worker, it is important for the worker to complete and sign the "Trainee Information" section of the DWD-PO-240-A. For an application of training to be considered timely, it must be signed within 210 days of the worker's first qualifying separation from the Trade affected employer. Failure to do so could jeopardize their eligibility for Additional TRA. This only applies to **Trade 2002**, **2002 Revert**, and **Reversion 2021**.

Trade 2009, **2011**, and **2015** repealed the timely application requirement. Workers certified under **Trade 2009**, **2011**, and **2015** do not have to have a timely application for training to remain eligible for the additional weeks of TRA weekly benefit payments.

8/16 week criteria:
Under **Trade 2002**, **2002 Revert**, and **Reversion 2021**, for a worker to maintain eligibility for TRA weekly benefits, the worker must be enrolled in training or issued a waiver by the last day of the:

- 8th week following TAA petition certification; or
- 16th week following the worker's last qualifying separation from the trade affected employer.

26/26 week criteria:
Under **Trade 2009**, **2011**, and **2015**, for a worker to maintain eligibility for TRA weekly benefits the worker must be enrolled in training or issued a waiver by the last day of the:

- 26th week following the TAA petition certification; or
- 26th week following the worker's last qualifying separation from the trade affected employer.

45-Day Extension of the Training Enrollment
A 45-day training enrollment extension can be granted. This allows 45 days after the end of the 26/26 week criteria (or the 8/16 week criteria). The 45-day extension can be granted when there are extenuating circumstances justifying the extension. Extenuating circumstances are situations beyond the control of the worker. This would include situations which training programs are abruptly cancelled; worker suffers illness or injury, etc.

In most cases, a 45-days training enrollment extension should only be issued if the worker meets a ***Federal Good Cause*** or ***Equitable Tolling*** reason. ***Federal Good***

Cause applies to **Trade 2011**, **2015**, and **Reversion 2021**. ***Equitable Tolling*** only applies to **Trade 2011** and **2015**.

Examples of ***Equitable Tolling*** include:

- Equitable tolling is a doctrine that permits suspension of statutory and administrative deadlines where equity demands.
- Equitable tolling of a deadline may only apply in egregious circumstances where an individual acted with due diligence to meet that deadline.
- Equitable tolling should be applied in situations in which it would be unfair to deny a worker TRA, job search allowance, and/or relocation allowance based on a missed deadline.

Examples of ***Federal Good Cause*** include:

1) Whether the worker acted in a manner that a reasonably prudent person would have acted under the same or similar circumstance.
2) Whether the worker received timely notice of the need to act before the deadline passed.
3) Whether there were factors outside the control of the worker that prevented the worker from taking timely action to meet the deadline.
4) Whether the worker's efforts to seek an extension of time by promptly notifying the state were sufficient.
5) Whether the worker was physically unable to take timely action to meet the deadline.
6) Whether the worker's failure to meet the deadline was because of the employer warning, instructing, or coercing the worker in any way that prevented the worker's timely filing of an application for TRA or to enroll in training.
7) Whether the worker's failure to meet the deadline was because the worker reasonably relied on misleading, incomplete, or erroneous advice provided by the state.
8) Whether the worker's failure to meet the deadline was because the state failed to perform its affirmative duty to provide advice reasonably necessary for the protection of the worker's entitlement to TRA.
9) Whether there were other compelling reasons or circumstances which would prevent a reasonable person presented from meeting a deadline for filing an application for TRA or enrolling in training, including:
    - neglect, a mistake, or an administrative error by the state
    - illness or injury of the worker or any member of the worker's immediate family
    - the unavailability of mail service for a worker in a remote area
    - a natural catastrophe, such as an earthquake, fire, or flood
    - an employer's failure or undue delay in providing documentation, including instructions, a determination or notice, or pertinent and important information
    - compelling personal affairs or problems that could not reasonably be postponed, such as an appearance in court or an administrative hearing or proceeding, substantial business matters, attending a funeral, or relocation to another residence or area
    - the state failed to effectively communicate in the worker's native language and the worker has limited understanding of English

- Loss or unavailability of records due to fire, flood, theft, or similar reason. Adequate documentation of the availability of the records includes a police, fire, or insurance report that contains the date of the occurrence and the extent of the loss or damage.

Note: In cases where the cause of the worker's failure to meet the deadline for TRA or enrolling in training was the worker's own negligence, carelessness, or procrastination, "good cause" cannot be applied.

Federal Good Cause should be used more often than ***Equitable Tolling***. ***Equitable Tolling*** should only be used in very rare circumstances.

The extension can be issued by completing the **45-Day Extension (DWD-PO-230)** found on DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Training. The form should be attached in front of the DWD-PO-240-A when it is submitted for processing.

45-Day Extension (DWD-PO-230)

Division of Workforce Development
TRADE ACT
REQUEST FOR 45-DAY EXTENSION

Request for 45-day extension for enrollment in approved training under the Trade Act Program

Petition No. 1 Name 2 SSN 3

I request consideration for a 45-day extension to enroll in approved training because of the following circumstances:

4

5 Applicant Signature

7 Interviewer Signature

6 Date

8 Date

Missouri Division of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri TTY Users can call (800) 735-2966 or dial 7-1-1.

FOR CENTRAL OFFICE USE ONLY

9

I find that extenuating circumstances ☐ DO ☐ DO NOT exist and a 45-day extension

☐ HAS ☐ HAS NOT been granted.

Trade Act Coordinator

Date

DWD-PO-230 (2013-08)

1) Petition Number – Enter the petition number listed on the worker's TRA Claim.

2) Name – Worker's name

3) SSN – Worker's Social Security Number

4) 45-Day Extension Request – Enter a concise statement regarding the extenuating circumstances that prevented the worker from obtaining a timely training enrollment.

5) Applicant Signature – The worker must enter his/her signature

6) Date – The worker must enter the date (s)he signed the form

7) Interviewer Signature – The Trade Act Navigator enter his/her signature

8) Date – The Trade Act Navigator must enter the date (s)he signed the form

9) For Central Office Use Only – The OWD Central Office TAA Unit will review the form, make a determination, sign and date the form and return a copy to the Job Center along with a copy of the processed DWD-PO-240-A.

Training Consideration:

The soft cap for skills training is set at $20,000 for all versions of the TAA program.

If a worker requests training at a rate that exceeds the soft cap, the OWD Central Office TAA Unit must be contacted for training approval; reference the soft cap policy described in the beginning of the **Request for Training** section of the manual. Student loans or other types of loans are not approvable funding sources. A worker may not pay any portion of their required training.

Trade Act Navigator must refer to **OWD Issuance 06-2020, Trade Adjustment Assistance Reasonable Cost of Training Policy** (https://jobs.mo.gov/sites/jobs/files/owdissuance06-2020_taa_reasonable_cost_policy_09162020.pdf) for additional information.

Training Weeks for Trade 2002 and **2002 Revert:**
A worker is eligible for 104 – 130 weeks of training.

- 104 weeks of training available for remedial, pre-requisite, and/or skills training.
- If needed, up to 26 additional weeks are available for remedial training.
- Maximum weeks of training is 130 weeks.

Training Weeks for Trade 2009:
A worker is eligible for 156 weeks of training in any combination of remedial, pre-requisites, and/or skills training.

Training Weeks for Trade 2011, 2015, and Reversion 2021:
A worker is eligible for 130 weeks of training in any combination of remedial, pre-requisites, and/or skills training.

	Maximum Training Weeks
Trade 2002	**104 – 130 Weeks** (104 weeks can be used for remedial, prerequisite, and or skills training. 26 weeks can only be used strictly for remedial training.)
Trade 2009	**156 Weeks**
Trade 2002 Revert	**104 – 130 Weeks** (104 weeks can be used for remedial, prerequisite, and or skills training. 26 weeks can only be used strictly for remedial training.)
Trade 2011	**130 Weeks**
Trade 2015	**130 Weeks**
Trade Reversion 2021	**130 Weeks**

Counting Training Weeks:
- If the worker attends training at least one day of a week, it is counted towards the maximum weeks of training.

Training Assistance:
Training is an entitlement under the TAA program. Training is to be considered if and when it is determined that no suitable employment is available for the applicant, but would be if the applicant received appropriate training. Entitlement to training will be determined on an individual basis and can only be provided under existing funding limitations. Because of limited funding, the Office of Workforce Development must carefully manage funds made available for Training Assistance. For additional information on the approval of training, please review Training and Employment Guidance 3-20
(TEGL 3-20).

Training assistance means providing funds for the payment of tuition, subsistence, transportation, and other training related costs such as tools, supplies, books, etc., which are required as a necessary part of the training course.

- TAA training funds **can** be used to cover:
  - **Required books** and **supplies**;
  - **Basic supplies** such as pens, pencils, paper, notebooks, folders, etc.;
  - One average priced **USB drive** (unless more are required);
  - **Shipping and handling** charges for books and supplies if the worker does not have access to a school sponsored bookstore;
  - **Ammunition** for Police Academy training; and
  - **Internet Service** for workers attending distance learning / online training if the worker does not have Internet service and it is required for training (Refer to Instructions for Training Invoices section of the manual for more details).
  - **Parking Fees** to allow the worker to park on campus at the training facility
  - **Housing Deposit** required by training provider that will be refunded at the end of training. (The training facility must include this costs included under the "Other" categories within the *Individual Certification and Training Agreement* section of the DWD-PO-240-A.)

- TAA training funds do **not** cover:
  - **Backpacks** or **book bags**;
  - **Laptops**, **computers**, or **iPads** (or related equipment such as printers unless required);
  - **Computer software** including products such as Microsoft Office (TAA funds can be used to pay for specialized software required for a specific training program);
  - **Animals**
  - **Guns** for Police Academy; and
  - **Late fees**, **penalties**, **parking tickets**, etc. that are incurred due to a worker oversight.

Training is an entitlement to be utilized as a tool leading to employment. The mechanism for determining the suitability of a training program and employment prospects at the completion of that program is a comprehensive employment plan for each individual.

A. Request for Training. A Request for Training (DWD-PO-240-A) must be made through a Missouri Job Center. The "Request for TRA While in Training" section of the DWD-PO-240-A is to be completed when the worker is approved for and referred to training.

   A Request for Training (DWD-PO-240-A) must never be refused. However, not all training requests will be approved. When a worker's request is denied, a written determination must be issued to ensure the worker has the right to appeal the training denial.

B. Approval of Training. A Request for Training (DWD-PO-240-A) may be approved, if the worker established eligibility under the program. Eligibility determinations refer to TRA claims, and are the responsibility of the DES Regional Claim Center (RCC) staff. Trade Act Navigators must make sure the following six criteria are met.

1. **There is no suitable employment available for the trade-affected worker.**

   - There is no suitable employment available for a trade-affected worker in either the commuting area or another area outside the commuting area to which the worker intends to relocate, and there is no reasonable prospect of such suitable employment becoming available for the worker in the foreseeable future.

   - If a training program, or an application for training, is denied under the bullet above, the State must document the availability of suitable employment through traditional and real-time labor market information including, but not limited to, projections data, job postings, and job vacancy surveys.

2. **The trade-affected worker would benefit from appropriate training.**

   - The worker would benefit from appropriate training when training, skills training, or remedial education would increase the likelihood of obtaining employment. Appropriate training should improve the worker's chances of obtaining employment at higher wages than in the absence of training or place the worker on a pathway to do so.

   - The worker must have the knowledge, skills, and abilities to undertake, make satisfactory progress in, and complete the training program.

3. **There is a reasonable expectation of employment following completion of training. (Given the labor market conditions expected to exist at the time of the completion of the training program, a reasonable expectation, fairly and objectively considered, exists that the trade-affected worker is likely to find employment, using the skills and education acquired while in training upon completion of approved training. The labor market conditions considered must be limited to those in the worker's commuting area, or in the area where the worker intends to relocate.)**

   - "A reasonable expectation of employment" does not require that employment opportunities for the worker be available, or offered, immediately upon the completion of the approved training program. When initially approving such training, there must be projection, based on labor market information, of employment opportunities expected to

exist at the time of completion of the training program.

- The State must measure expected job market conditions using pertinent labor market data, including but not limited to job order activity, short-term projections data, job vacancy surveys, business visitation programs, and local and regional strategic plans. This labor market information should be documented in the trade-affected worker's case file. The State should also work with the Local Workforce Development Boards (LWDBs) and their one-stop partners, especially business team members, to understand current labor market conditions and opportunities for work-based learning.

- When a worker desires to relocate with the United States, but outside the worker's present commuting area, upon completion of training, the State must document the labor market information, described in the previous bullet, for the area of the planned relocation.

- A reasonable expectation of employment may exist in a limited demand occupation for a single, trained worker in the worker's commuting area or in an area to which the worker desire to relocate. A limited demand for such an occupation does not preclude the approval of training in an occupation where the State has determined that there is a reasonable expectation that the worker can secure employment in that occupation. States must verify with businesses in the commuting area or in the area of intended relocation that demand exists for an individual with such training. These efforts must be documented in the trade-affected workers case file. Before approving training in occupations with limited demand, the State must consider the number of individuals currently enrolled in training that are likely to meet that demand before enrolling additional worker in training for that occupation.

- A State may approved a training program in an occupation if it finds that there is a reasonable expectation that the training will lead to self-employment in the occupation for which the worker requests training and that such self-employment will provide the worker with wages or earnings at or near the worker's wages in adversely affected employment.

- Training programs that consists solely of On-the-Job Training (OJT) or contain an OJT component are not approvable if they are not expected to lead to suitable employment, with the employer providing the OJT.

4. **Training is reasonably available to the trade-affected worker. (In determining whether training is reasonably available, States must first consider training opportunities available within the worker's commuting area. Whether the training is in or outside the commuting area, the training program must be available at a reasonable costs.)**

   - Trade Act Navigators must refer to **OWD Issuance 06-2020, Trade Adjustment Assistance Reasonable Cost of Training Policy** (https://jobs.mo.gov/sites/jobs/files/owdissuance06-2020_taa_reasonable_cost_policy_09162020.pdf) for additional information.

5. **The trade-affected worker is qualified to undertake and complete such training.** States must ensure the following:

   - The worker's knowledge, skills, abilities, educational background, work experience, and financial resources are adequate to undertake and complete the specific training program being considered.

   - Any initial assessment, comprehensive and specialized assessment, and Individual Employment Plan (IEP) developed must be consulted to support the trade-affected worker's ability to undertake and complete the training program.

   - Where the worker's remaining available weeks of Unemployment Insurance (UI) and Trade Readjustment Allowance (TRA) payments will not equal or exceed the duration of the training program, that the worker will have sufficient financial resources to support completion of the training program within the time limits. In making this determination, the State must consider:

     - The worker's remaining weeks of UI and TRA payments in relation to the duration of the proposed training program;

     - Other sources of income support available to the worker, including severance, earnings of other family members, and other family resources;

     - Other fixed financial obligations and expenses of the worker and family;

     - The availability of Federal student financial assistance or any State-funded student financial assistance or any private funding designated for student financial assistance including, but not

limited to nongovernmental scholarships, awards, or grants; and

- Whether or not the worker is employed while attending training.

- The State must document whether or not the trade-affected worker has sufficient financial resources to complete the training program that exceeds the duration of UI and TRA payments.

- If a worker has insufficient financial resources to complete the worker's proposed training program that exceeds the duration of UI and TRA payments, then the State must not approve that training program and must instead consider other training opportunities available to the worker.

6. **Such training is suitable for the trade-affected worker and available at a reasonable cost.**

- *Suitable for the worker*. The training program being considered must address bullet #1 & #2 under criteria 5 and be determined by the State to be appropriate given the worker's knowledge, skills and abilities, background, and experience relative to the worker's employment goal, and criteria 3.

- *Available at a reasonable costs*.

  - Costs of a training program may include but are not limited to, tuition and related expenses (e.g., books, tools, computers and other electronic devices, internet access, uniforms and other training-related clothing such as goggles and work boots, laboratory fees, and other academic fees required as part of the approved training program) as well as supplemental assistance (subsistence expenses and transportation expenses). States may pay the costs of initial licensing and certification testing and fees where a license or certification is required for employment.

    - The State must ensure and document that the training program costs are reasonable by researching costs for similar training programs, whether it is classroom or work-based training.

    - Related expenses must be necessary for the worker to complete the training program. Other options should be explored before purchasing equipment or related materials

- Available at a reasonable cost means that training must not be approved at one provider when, all costs being considered, training better or substantially similar quality, content, and results can be obtained from another provider at a lower total cost within a similar time frame. Training must not be approved when the costs of the training are unreasonably high in comparison with the average costs of training other workers in similar occupations at other providers. The State may approve a higher cost training if that training is reasonably expected to result in a higher likelihood of employment, employment retention, or greater earnings, or to return the worker to employment in a significantly shorter duration.

- Training at facilities outside the worker's commuting area requiring transportation or subsistence payments that add substantially to the total cost of the training program may not be approved if other appropriate training is available in the commuting area at a lower cost, unless it meets the exception described in the previous bullet.

Failures / Retakes:
If a worker fails a class, they do not have to be terminated automatically.

- The worker *may be given a second opportunity to pass* the course using Trade funding. However, the Trade Act Navigator must identify the factors that contributed to the failure. It may be necessary to amend the worker's training plan and/or include additional assistance (tutoring, etc.) or change the training goal within the same industry (certificate vs. degree, etc.).

- Amending the worker's training plan, including the retake of a failed class, cannot cause the worker to exceed the maximum length of training allowed.

- If a worker fails or drops a course or courses, Trade Act funds may be used to pay for the course(s) to be retaken *IF*:

    - The worker is made aware that dropping a course may make their participation in training less than full-time.
        - If a worker participating in training under **Trade 2002** OR **2002 Revert**, drops below full-time status, they must be terminated.
    - If a worker participating in training under **Trade 2009**, **2011** OR **2015** drops below full-time status, they may become ineligible for TRA.

- The worker is made aware that dropping a course or courses may make their training program exceed their maximum length of training, which could result in termination from training.

- Workers who seek guidance from a Trade Act Navigator about possibly dropping a course or courses should:

- Be informed of implications of dropping the course or courses:
    - Possible termination from training.
    - Possible loss of TRA weekly benefits.

- Be encouraged to continue with the course(s):
    - To expose the worker to the full content of the course; this could make the second attempt easier.
        - This should be considered on an individual case-by-case basis.
    - Unless there is a health, family, or personal issue that prevents them from attending.
        - Any health, family, or personal issue must be case noted in MoJobs (following OWD Statewide Case Note Policy).

- TAA training funds are not limited to paying for a course or courses twice.
    - There is no set limit, but rather guiding criteria that must be considered.
        - Trade Act Navigators should rely on good judgment and apply appropriate Trade Act rules (timeframes, length of training, etc.) to each scenario.
        - Retaking courses should be considered on an individual case-by-case basis that includes the worker's best interest, commitment to training, and progression in the program.

- TAA training funds may be used to pay for HSE testing more than twice.
    - There is no set limit, but rather guiding criteria that must be considered.
        - Trade Act Navigators should rely on good judgment and apply appropriate Trade Act rules (timeframes, length of training, etc.) to each scenario.
        - Retaking the HSE test should be considered on an individual case-by-case basis that includes the worker's best interest.

- The Trade Act Navigator must communicate with the HSE instructor to determine the worker's commitment to training and progression in the program.

- <u>TRA Allowances While Attending Training</u>. An adversely affected worker who has been determined entitled to TRA and who has enrolled in a *full-time* Trade Act approved training course may be paid TRA while attending such training. Approvable training, for this purpose, means attending *full-time* as defined by the training institute. In Missouri, for *remedial training*, 6 credit or clock hours per week must be maintained as a minimum. Prerequisite training is approvable under **all versions of the TAA program**.

  A worker who is drawing TRA and is enrolled in (DWD-PO-240-A processed and submitted to DES and within 30 days of training begin date) or participating in

approved training is not subject to the "Available for Work" provision of the Missouri Employment Security Law.

Approval of a training course under the TAA program will qualify the applicant to continue drawing Unemployment Insurance Benefits or Trade Readjustment Allowances, where eligibility exists, while *enrolled* (DWD-PO-240-A processed and the worker is within 30 days of starting training) in such approved training.

- Additional TRA During Weeks of Training.

1. To assist an individual to complete approved training, Additional TRA payments may be made:
   - Up to 52 additional weeks in a 52-week period under **Trade 2002**
   - Up to 78 additional weeks in a 91-week period under **Trade 2009**
   - Up to 52 additional weeks in a 52-week period under **Trade 2002 Revert**
   - Up to 65 additional weeks in a 78-week period under **Trade 2011**
   - Up to 65 additional weeks in a 78-week period under **Trade 2015**
   - Up to 65 additional weeks in a 78-week period under **Trade Reversion 2021**

	Weeks of Additional TRA	TRA Drawing Period
Trade 2002	52 weeks	52-week period
Trade 2009	78 weeks	91-week period
Trade 2002 Revert	52 weeks	52-week period
Trade 2011	65 weeks	78-week period
Trade 2015	65 weeks	78-week period
Trade Reversion 2021	65 weeks	78-week period

2. TRA payments may be made in a period that:

   a. Follows the last week of entitlement to Basic TRA otherwise payable to the individual; or

   b. Begins with the first week of such training if the training is approved after the last week described above.

   Under **Trade 2002** and **2002 Revert**, for a worker who must undergo remedial education as part of the worker's retraining plan, the maximum number of weeks of additional TRA is 78 (Additional TRA = 52 / Remedial TRA = 26).

   Under **Trade 2009**, for a worker who must undergo remedial and/or prerequisite education as part of the worker's retraining plan, the maximum number of weeks of additional TRA is 104 (Additional TRA = 78 / Remedial TRA = 26).

   Under **Trade 2011**, **2015**, and **Reversion 2021**, a worker may receive 78 weeks of additional TRA (Additional TRA = 65 / Completion TRA = 13). To qualify for the last 13 weeks (Completion TRA), the worker must meet two benchmarks to

qualify. The two benchmarks include “making satisfactory progress in training” and “the scheduled training end date is on target”. Refer to the **TRA**, **Employment Plan** and **Employment & Case Management** sections for additional information.

3. **Trade 2009**, **2011**, and **2015** repealed the 210-day rule. However, under **Trade 2002**, **2002 Revert**, and **Reversion 2021**, to be eligible for additional weeks of TRA, a worker must make a bona fide application for such training:

   a. Within 210 days after the date of the first certification under which the individual is covered; or

   b. If later, within 210 days after the date of the individual's first qualifying separation from the affected employer. This separation is to be used only for timeliness of the application for training and may be either a partial or total separation.

4. Payment of TRA for additional weeks may be made only for those weeks in the eligibility period during which the worker is participating in (including payable breaks) a Trade Act approved training program. Workers on a waiver or waiver extension are not eligible for additional TRA.

5. The trainee may be paid Subsistence and/or Transportation Allowances for additional weeks, if (s)he meets the requirements for the payment of such allowances, and funds are available for that purpose.

- Maximum Period for Training Program. Under **Trade 2002** and **2002 Revert**, workers may be approved for a training program lasting up to 104 to 130 weeks. Skills training cannot exceed 104 weeks. Under **Trade 2002** and **2002 Revert**, up to an additional 26 weeks of training is available for workers who are required to attend remedial training.

  Under **Trade 2009**, workers may be approved for a training program lasting up to 156 weeks.

  Under **Trade 2011**, **2015**, and **Reversion 2021**, workers may be approved for a training program lasting up to 130 week.

When training is approved for a worker who is not eligible for TRA or who does not have enough TRA to complete approved training, the Job Center staff must document a financial statement as a case note in MoJobs by attaching a completed TAA Financial Attestation (DWD-5545). The financial statement should indicate how the worker plans to support him/herself while attending training without any TRA for income.

An adversely affected worker may be approved for training if the Job Center staff determines that there is a possibility that sustainable employment will be available upon the completion of training.

	Maximum Weeks of Training	8/16 Week Criteria	26/26 Week Criteria
Trade 2002	104-130 weeks	X	
Trade 2009	156 weeks		X
Trade 2002 Revert	104-130 weeks	X	
Trade 2011	130 weeks		X
Trade 2015	130 weeks		X
Trade Rev 2021	130 weeks	X	

- Training Types. Eligible trade-affected workers must be provided training using either one, or a combination of, the following method:

1) **Work-based training**, such as apprenticeships, OJT, or customized training, may be approved for Adversely Affected Workers (AAWs). Customized training with the worker's current employment may only be approved for Adversely Affected Incumbent Workers (AAIWs) if the training is for a position other than the AAIS's threaten position. See 618.655(c)(2) (TAA Final Rule). AAIWs must not be approved for OJTs. See 618.655(c)(1) (TAA Final Rule). The State must inform the worker of the potential negative effects of work-based training on TRA ~~and the Health Coverage Tax Credit (HCTC), if available~~; or

2) **Institutional training**, including training at public area career and technical education schools, as well as community colleges, may be approved alone or in combination with work-based training. This also includes distance learning, including online training, where a worker may complete all or part of an educational or vocational program in a geographical location apart from the institution hosting the training program, and where the final certificate or degree conferred is equivalent in standard of achievement and content to the same program completed on campus or at another institutional training location.

    1. A provider of the distance learning must be based in the United States for training provided to be approved. In addition, the worker must be physically within the United States when participating in distance learning to remain eligible for benefits.

    2. Distance learning is subject to all training approval criteria.

    3. The State must establish and monitor the milestones of a distance-learning program based on the worker's IEP, if available.

4. A worker who does not meet the requirements or milestones of a distance-learning program may be determined to have ceased participation in training.

3) **Higher education** includes any training or coursework at an accredited institution, as described in section 102 of the Higher Education Act of 1965, as amended (20 U.S.C. 1002), including training or coursework for the purpose of obtaining a degree or certification, or for completing a degree or certification that the worker had begun previously at an accredited institution of higher education. Higher education may be approved along or in combination with work-based training. The distance learning requirements of this section also apply to this paragraph.

4) **Other Training.** In addition to the training programs discussed in this section, training programs that may be approved under 618.610 (TAA Final Rule) (criteria for approval of training) include, but are not limited to:

1.

i. Any program of remedial education, include ABE courses and other remedial education courses, ELA courses, and HSE preparation courses.

ii. Remedial education may occur before, or while participating in , the requested training program;

- Under **Trade 2002**, **2009**, and **2002 Revert**, up to an additional 26 weeks of TRA are available for remedial courses.

- Under **Trade 2011**, **2015**, and **Reversion 2021**, per Training and Guidance Employment Letter (TEGL) 5-15 TAARA 2015 - Attachment A, only a training program that leads to completion of a degree of *industry-recognized credential*, as described in TEGL 15-10 allows for payment of Completion TRA. ESL does not meet the criteria of *industry-recognized credential*.

2. Career and technical education;

3. Any training program approvable under 618.610 (TAA Final Rule) for which all, or any portion, of the costs of training the trade-affected worker are paid:

i. Under any other Federal or State program other than the TAA Program; or

ii. From any source other than this part;

4. Any training program provided by a State pursuant to title I of WIOA or any training program approved by an LWDB established under section 102 of

WIOA;

5. Any program of prerequisite education or coursework required by a training provider before advancing to further training; or

    - Pre-requisite training is approvable under **all versions of the TAA program**.
        - Under **Trade 2002** and **2002 Revert**, pre-requisite training does NOT qualify the worker for **Remedial TRA.**
        - Under **Trade 2009**, pre-requisite training DOES qualify for **Remedial TRA**.

6. Any other training program approved by the State that complies with this subpart.

5) **Advanced degrees.** Training programs that will lead to an advanced degree may be approved; however the time limits described at 618.615(d)(3) (TAA Final Rule) must be met. States may not restrict access to advanced degrees where the other criteria of this subpart are met. All training programs must be evaluated on their individual merit.

Miscellaneous:

- Eligible Training Provider System (ETPS)
  It is preferred that the training facility / program be certified on the Eligible Training Provider System (ETPS) [MOSCORES] https://scorecard.mo.gov/Search list. However, non-ETPS certified training facilities and programs can be approved. These situations must be reviewed on a case-by-case basis with the OWD Trade Act Unit.

    - Under **Trade 2002** and **2002 Revert**, all trainings must be ETPS certified.

    - Under **Trade 2009**, **2011**, **2015**, and **Reversion 2015**, it is not required for the training facility / program to be certified on the ETPS. However, non-ETPS trainings require approval from the OWD Central Office TAA Unit.

- Interstate Training
  The Agent State in which a TAA worker applies for training, and other reemployment services, is responsible for the selection and approval (or obtaining approval) of the training.

  The Agent State will pay for any training and training related cost, including costs for transportation and/or subsistence allowance if applicable. The Liable State's (state of worker's UI entitlement) is responsible for payment of TRA allowances if applicable. The Agent State must assist the worker in applying for such TRA

allowances. The Liable State is responsible for the training determination (approval or denial) and for the appeals process.

- Payment Restrictions for Training Programs:
  a) Funding of training programs. The costs of a training program approved under the Act may be paid:

     1) Solely from TAA Program funds;

     2) Solely from other public or private funds; or

     3) Partly from TAA Program funds and partly from other public or private funds.

  b) No duplication of costs allowed.

     1) Any use of TAA Program funds to duplicate the payment of training costs by another source is prohibited.

     2) When the payment of the costs of training has already been made under any other Federal law, or the costs are reimbursable under any other Federal law and a portion of the costs has already been paid under other such Federal law, payment of such training costs may not be made from TAA Program funds.

     3) When the direct cost of a training program approvable under 618.610 (TAA Final Rule) (criteria for approval of training) are payable from TAA Program funds and are also wholly or partially payable from any other source, the State must establish procedures to ensure TAA Program funds will not duplicate funds available from the other source(s). This preclusion of duplication does not prohibit and should not discourage sharing of costs under prearrangements authorized under paragraph (c)(2) of this section.

  c) Cost sharing permitted.

     1) TAA Program funds are the primary source of Federal assistance to trade-affected workers, as identified in 618.804(h)(4) (TAA Final Rule). If the costs of training a trade-affected worker can be paid under the TAA Program, not other payment for such costs may be made under any other provision of Federal law.

     2) States may share training costs with authorities administering other non-Federal, State, and private funding sources. Sharing training costs with other Federal sources may only occur if TAA Program funds are not available to cover the total cost of training as described in

paragraph (d)(2)(ii) of this section.

3) Sharing the future costs of training is authorized where prior costs were paid from another source, but this paragraph (c)(3) does not authorize reimbursement from TAA Program funds of any training costs that were accrued before the date the training program was approved under the TAA Program.

4) When a mix of TAA Program funds and other funds are used for paying the costs of a training program approved under this subpart (TAA Final Rule), the State must enter into a prearrangement with any entity providing the other source of funds. Any such prearrangement must contain specific commitments from the other authorities to pay the costs they agree to assume and must comply with the non-duplication provisions contained in this part (TAA Final Rule).

    i. Agreements may be entered into on a case-by-case basis to address specific training situations of workers or they may be part of an overall statewide strategy to effectively use and maximize available resources from the TAA Program, workforce development, and other programs.

    ii. Where training costs are shared between the TAA Program and any other funding source, the State must enter into a prearrangement with the other funding source to agree upon the proportion of TAA Program funds and other funds to be used to pay the costs of a training program. A prearrangement must be a specific, binding agreement with the other source(s) to pay the costs they agree to assume, and must be entered into before any TAA Program funds are obligated. If, after TAA Program funds are already committed to a training program, other funds become available to pay for that training, the State may decide to share the costs of the remainder of training program of the State may continue funding the training program in full using TAA Program funds. If the State decides to share the costs, it must enter into a prearrangement with respect to the newly available funds. If the State makes a change to how the training program will be funded going forward, the existing training program must be amended in accordance with 618.665 (TAA Final Rule).

    iii. Before approving any training program under this subpart (TAA Final Rule), which may involve the sharing of training costs under the authority of paragraph (a)(3) (TAA Final Rule).of this section, the State must require the worker to enter into a written agreement with the State, under which TAA Program funds will

not be applied for or used to pay any portion of the costs of the training the worker has reason to believe will be paid by any other source.

5)

i. A State may not take into account Federal student financial assistance, including Pell Grants, or any funds provided under any other provision of Federal law that are used for purposes other than the direct payment of training costs, even though they may have the effect of indirectly paying all or a portion of the training costs.

ii. States must ensure that upon the approval of a training program under this subpart (TAA Final Rule), payments of Federal student financial assistance cease to be applied to the training participant's tuition or other training-related costs covered by TAA Program funds.

iii. If payments of Federal student financial assistance or other training allowances from other Federal funding sources were made to the training provider instead of the worker and were applied towards the worker's approved training costs, the State must deduct the amount of those other payments from the amount of TAA Program funds payable to the training provider in order to prevent duplication in the payment of training costs.

iv. A worker may use Federal student financial assistance for other expenses, as allowable under applicable rules for such financial assistance.

6) If the worker's trade-affected firm agrees to fund all or a portion of the worker's training costs, the State must if the training is otherwise approvable, enter into a prearrangement with the firm to assume any unfunded training costs on the worker's behalf.

d) No training fees of costs to be paid by trade-affected worker from TAA Program funds.

1) A training program must not be approved if the trade-affected worker is required to reimburse any portion of the costs of such training program from TAA Program funds, or from wages paid under such training program.

2)

i. A training program must not be approved if the trade-affected worker is required to pay any of the costs of the training program from funds belonging to the worker, including funds from relatives or friends, or from personal or educational loads that will require repayment.

ii. As required by 618.940 (TAA Final Rule), if the Department determines that the amount of funds necessary to provide Training and Other Activities (TaOA) will exceed the annual cap under 618.900 (TAA Final Rule) in a fiscal year, the Department will promptly inform the States. If a State estimates that it will exceed all available TAA Program training funds (including TaOA funds remaining from current or prior fiscal years) then the State must seek funding from other sources (other than from trade-affected workers), including WIOA national dislocated worker grants under part 687 of this chapter (TAA Final Rule) to cover the costs of training approved under 618.610(TAA Final Rule). To the extent that a State is unable to fund training costs from those other sources, the agency may approve training where the worker pays those unfunded costs. Where the worker chooses to pay those unfunded costs under this paragraph (d)(2)(ii), the State is not liable for paying those costs and must document this prearrangement in the worker's case file. Where the worker chooses not to pay the unfunded costs, the State must waiver the training requirement in 618.720(g) (TAA Final Rule) on the basis that training is not available, in order to preserve any remaining Basic TRA eligibility under 618.735(b)(3) (TAA Final Rule) (waiver of training requirement for Basic TRA).

- Training of reemployment trade-affected workers:
  a) An adversely affected workers (AAW) who obtains new employment and who has been approved for a training program may elect to terminate the employment, reduce the hours worked in the employment, or continue in full- or part-time employment. Such a worker is not subject to ineligibility or disqualification for UI or TRA as a result of such termination or reduction in employment. A worker who continues such full- or part-time employment while a participant in training under 618.780(b) (TAA Final Rule) (disqualification). If the worker continues in full- or part-time employment while a participant in an approved training program, the State must inform the worker in writing that such employment may have negative effects on UI and TRA benefit amounts and duration due to income earned from the employment (and also because of worker participating in part-time training is not eligible for TRA), ~~which could also lead to the loss of HCTC, if available~~.

The State must apply the earning disregard provisions in subpart G of this part (TAA Final Rule), as appropriate.

b) An AAW who has been totally separated as described in paragraph (a) of this section (TAA Final Rule) may also be eligible for job search and relocation allowances under subpart D of this part (TAA Final Rule).

Commuting Area:
It is anticipated that most of the training to which an adversely affected worker will be referred, or which will be approved for the worker, will be in the commuting area of the worker's residence.

When an adversely affected worker is referred to training outside the commuting area of his/her residence, the referral shall meet with the approval of both the worker and the Job Center staff. Missouri has determined the commuting area to be 10 miles one-way.

A worker's commuting area must be calculated based on the most direct route between the worker's regular place of residence and the location of the training facility.

Workers who began training on or after September 21, 2020, with the enactment of TAA Final Rule, will have their mileage (transportation) reimbursed beginning at mile 11.

Reporting Requirements:
A worker attending TAA approved training is not subject to the State UI reporting requirements.

Appeals of Determinations Denying Trade Adjustment Assistance (TAA):
Regulation requires the state agency to notify the affected worker in writing of any determination, or re-determination as to entitlement or denial of adjustment assistance (TRA, Training, Job Search and Relocation Allowances, and any other right or benefit provided for adversely affected workers by the Act). In addition, each determination or re-determination shall inform the individual of the right to reconsideration or appeal in the same manner as a determination under State Law. Denials of TRA weekly benefits are issued by DES. Denials of training, training related costs, transportation, or subsistence are issued by OWD Job Center staff.

State Appeals:
The regular state appeals system will be used for all determinations made under the Act.

TRANSPORTATION & SUBSISTENCE

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 11/1/22

SUPPLEMENTAL ASSISTANCE

Supplement Assistance:

a) General. Supplemental assistance in the form of subsistence and transportation payments must be provided to the trade-affected workers who training has been approved under 618.610 (Criteria for approval of training) (TAA Final Rule), to defray reasonable subsistence and transportation expenses while the worker attends training at a facility outside the worker's commuting area. The need for such subsistence and transportation payments must be documented on the worker's Individual Employment Plan (IEP), if available, or in the worker's case file. Subsistence and transportation payments may also be documented on a training approval form, or other such form as the State chooses, to ensure that the supplemental assistance is documented in the worker's case file.

b) Applications for supplemental assistance. A trade-affected worker must submit an application for subsistence or transportation payments in accordance with subpart H of this part (TAA Final Rule) and processes established by the State. A determination on an application submitted under this section (TAA Final Rule) is subject to 618.820 (determination of eligibility; notices to individual) and 618.828 (appeals and hearings) (TAA Final Rule).

c) Subsistence payments.

1) General. Subsistence payments must be made for the reasonable costs of meals and incidental expenses, and of separate maintenance, which means maintaining temporary living quarters, when the training facility is located outside the trade-affected worker's commuting area.

2) Requirements for subsistence payments.

i. A trade-affected worker must be reimbursed for subsistence only for the period when the worker is not receiving or authorized to receive reimbursement or separate payments for such costs from any other source.

ii. Subsistence payments must not be made for any day such worker receives a daily commuting transportation payment from TAA Program funds or from any other source, except as specified in paragraph (e) of this section (TAA Final Rule).

iii. Subsistence payments must not be made for any day of unexcused absences from the training program, as certified by the training provider.

3) Amount of subsistence payments. The State may make a subsistence payment to a trade-affected worker only for the lesser of:

   i. The worker's actual per diem expenses for subsistence; or

   ii. 50 percent of the prevailing per diem allowance rate authorized under FTR (see 41 CFR chapters 300 through 304) (www.gsa.gov) for the location of the training facility.

4) Timing of subsistence payments. The State must make subsistence payments upon a worker's completion of a week of training, but may advance a subsistence payment for a week if the State determines that such advance is necessary to enable the worker to participate in the approved training.

d) Transportation payments. A trade-affected worker must be reimbursed for transportation expenses when commuting to and from a training facility located outside the worker's commuting area. Transportation expenses, funded by the TAA Program, are payable only for the actual days traveled. Mileage eligible for reimbursement is, round-trip, from the **first mile outside the boundary of the worker's commuting area to the location of the training facility**.

1) Transportation payments must not be paid when:

   i. Transportation is arranged and paid for by the State for one or more workers;

   ii. Such payments are being provided under any other law; or

   iii. The worker is authorized to be paid or reimbursed for such expenses from any other source.

2) The daily transportation payment may not exceed the amount of a daily subsistence payment that would be payable under paragraph (c)(3) of this section (TAA Final Rule) if the worker resided temporarily in the area of the training.

3) In addition, while other forms of transportation may be used, transportation payment to a worker may not exceed the cost per mile at the prevailing personal vehicle mileage rate authorized under the FTR. See http://www.gsa.gov.

4) A worker must receive transportation payments promptly after completion of a week of approved training, but at a minimum on a monthly basis. These payments also may be made in advance in order to facilitate the worker's attendance at the training.

e) When payment can be made for both subsistence and transportation. A trade-affected worker receiving subsistence payments may also receive transportation payments only:

1) At the beginning of the training that the worker is attending outside the worker's commuting area and at the end of the training for travel back to the worker's commuting area; or

2) When the worker fails, for justifiable cause, as described in 618.780 (b)(3)(iii) (TAA Final Rule), to complete the training outside the worker's commuting area, and must return home before the scheduled end of the training.

f) Adjustments to subsistence and transportation payment advances. If the State advances subsistence or transportation funds, the State must adjust subsequent subsistence and transportation payments to take into account the amount of the advance that is more or less than the amount that the trade-affected worker is entitled to receive under paragraphs (c) and (d) of this section (TAA Final Rule).

g) Worker evidence. The trade-affected worker must provide receipts for all lodging, purchased transportation expenses (plane, train, Uber, bus, etc.), and meals.

COMMUTING AREA

Commuting Area:

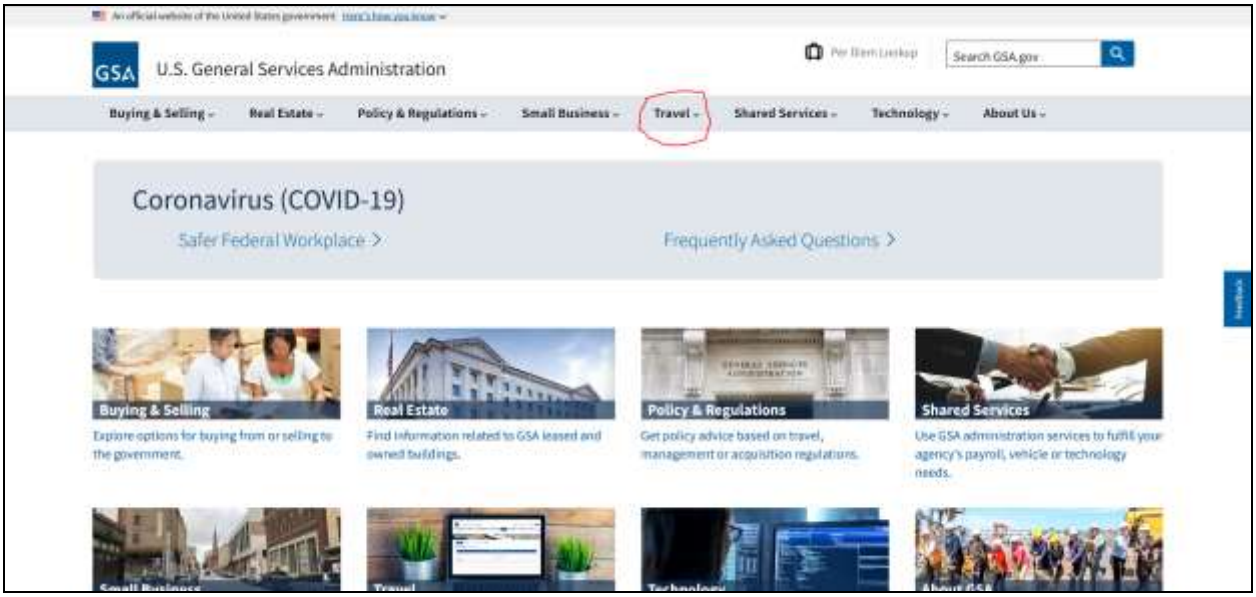
It is anticipated that most of the training to which an adversely affected worker will be referred, or which will be approved for the worker, will be in the commuting area of the worker's residence.

When an adversely affected worker is referred to training outside the commuting area of his/her residence, the referral shall meet with the approval of both the worker and the Job Center staff. Missouri has determined the commuting area to be 10 miles one-way.

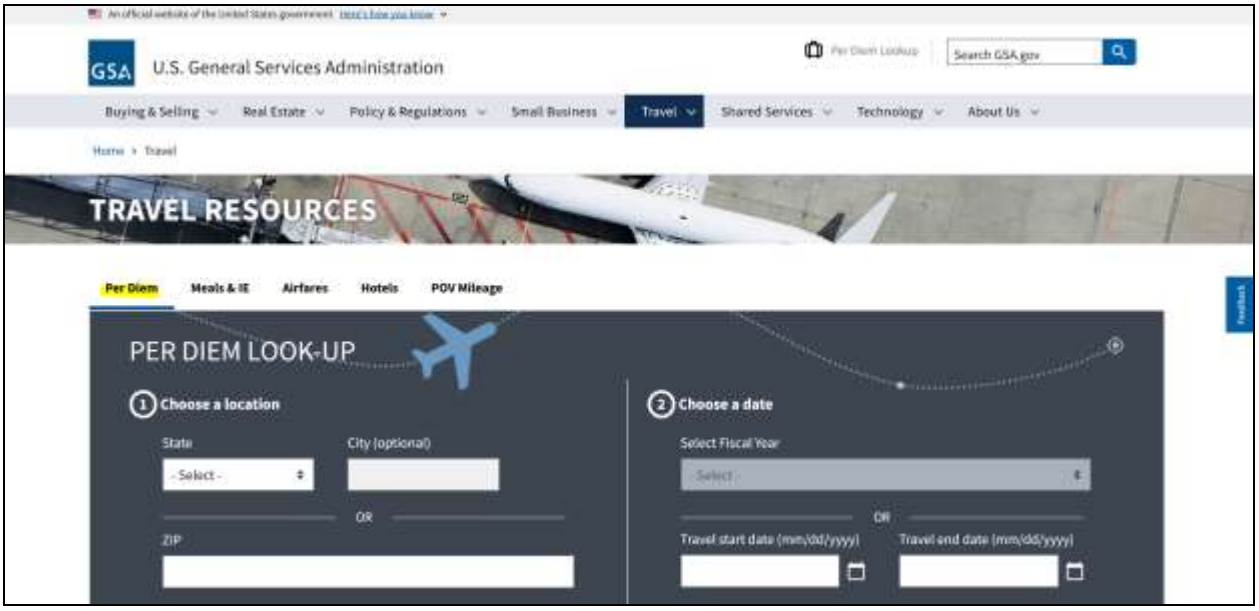
A worker's commuting area must be calculated based on the most direct route between the worker's regular place of residence and the location of the training facility.

Workers who began training on or after September 21, 2020, with the enactment of TAA Final Rule, will have their mileage (transportation) reimbursed beginning at mile 11.

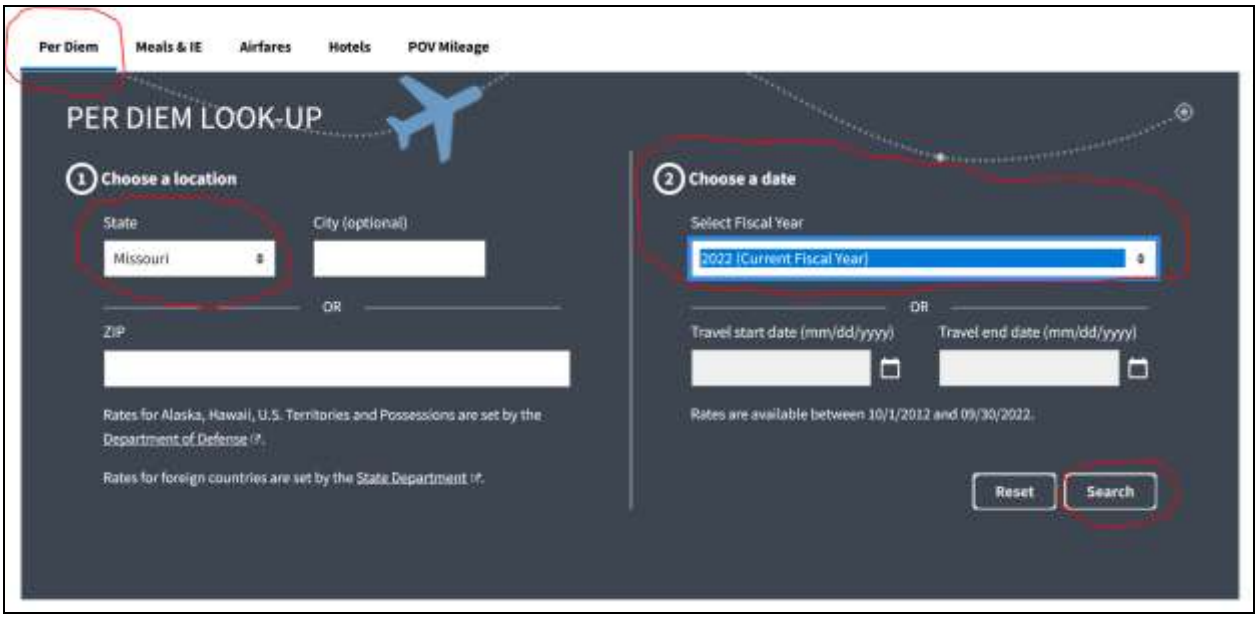
WWW.GSA.GOV



Once on the www.gsa.gov website, click the "**Travel**" menu.



Under Travel Resources, choose "**Per Diem**".



Select the appropriate State and City (option) OR Zip Code for where the worker will be participating in training and claiming transportation and/or subsistence AND either the Fiscal Year or the travel date. Click the "**Search**" button.

The top part of the page will show you **lodging information** and the bottom part of the page will show you **meals & incidentals information**.

Under **Lodging by Month**, if you look under October 2022, you can see that Kansas City has a rate of $123 per night (excluding tax), St. Louis has a rate of $141 per night (excluding tax), and the rest of Missouri has a rate of $98 per night (excluding tax).

If you have a worker participating in training in a different state, you would apply the same principles, but choose the appropriate State.

Meals & Incidentals (M&IE) Breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Kansas City	Jackson / Clay / Cass / Platte	$64	$14	$16	$29	$5	$48.00
St. Louis	St. Louis / St. Louis City / St. Charles	$64	$14	$16	$29	$5	$48.00
Standard Rate	Applies for all locations without specified rates	$59	$13	$15	$26	$5	$44.25

Showing 1 to 3 of 3 entries

Under **Meals & Incidentals (M&IE) Breakdown**, there is a rate of:

- $64 per day for Kansas City ($14 breakfast, $16 lunch, $29 dinner, $5 IE);
- $64 per day for St. Louis ($14 breakfast, $16 lunch, $29 dinner, $5 IE), and
- $59 per day for the rest of Missouri ($13 breakfast, $15 lunch, $26 dinner, $5 IE).

A worker claiming **subsistence** is eligible to be reimbursed at the lesser amount of:

- Actual costs; or

- 50% of the per diem

    - Kansas City = $93.50
        - Lodging = $123.00
        - Meals & Incidentals = $64.00
        - TOTAL per diem = $187.00

    - St. Louis = $102.50
        - Lodging = $141.00
        - Meals & Incidentals = $64.00
        - TOTAL per diem = $205.00

    - Rest of Missouri = $78.50
        - Lodging = $98.00
        - Meals & Incidentals = $59.00
        - TOTAL per diem = $157.00

A worker claiming **transportation** is eligible to be reimbursed for mileage at a rate of .625. The worker must be required to travel outside of his/her commuting area (10 miles one-way) and effective September 21, 2020, reimbursement will start at mile 11.

The worker cannot receive daily **transportation** reimbursement that exceeds the maximum daily subsistence amount for the area in which he/she is training in. For example, if the worker was training in Kansas City, since the maximum daily subsistence amount is $93.50, the worker cannot receive more than $93.50 in daily transportation amount. The maximum daily amount of subsistence in St. Louis is $102.50 so the maximum amount of transportation a worker could be reimbursed to for is $102.50. For the remainder of Missouri, the maximum daily amount of subsistence is $78.50 so the maximum amount of transportation a worker could be reimbursement for is $78.50.

Appeals of Determinations Denying Trade Adjustment Assistance (TAA):
Regulation requires the state agency to notify the affected worker in writing of any determination, or re-determination as to entitlement or denial of adjustment assistance (TRA, Training, Job Search and Relocation Allowances, and any other right or benefit provided for adversely affected workers by the Act). In addition, each determination or re-determination shall inform the individual of the right to reconsideration or appeal in the same manner as a determination under State Law. Denials of TRA weekly benefits are issued by DES. Denials of training, training related costs, transportation, or subsistence are issued by OWD Job Center staff.

State Appeals:
The regular state appeals system will be used for all determinations made under the Act.

Subsistence Payments:
Weekly subsistence payments may be made to a trainee who is participating in training at a facility located outside the commuting area of his/her regular place of residence. A subsistence payment is payable to defray the expense of separate maintenance for each day the worker is away over night from his/her regular place of residence in order to attend training. A subsistence payment in lieu of a transportation payment shall not be made.

Subsistence payments are made to the worker when expenses are claimed on their weekly TRA-22. Subsistence payments are not made to the training facility. If meals and lodging are provided as part of a training program estimate, the Trade Act Navigator must inform the training facility that subsistence costs owed to them are to be paid by the worker and not OWD or DES. The training facility should not include these costs on invoices sent to OWD.

Transportation Allowances:

Weekly transportation payments may be made to a trainee who is participating in training at a facility located outside the commuting area of his/her regular place of residence. A transportation payment is payable to defray the worker's transportation expense.

A transportation allowance may also be paid for daily commuting instead of a subsistence payment. The transportation allowance for daily commuting shall not exceed the amount which otherwise would be payable as a subsistence payment.

If a worker has chosen to receive subsistence allowances, the worker will not be eligible to receive transportation payments for intermittent trips back to the worker's regular place of residence (such as weekends or breaks in training).

If a group of trade affected workers commute to a training facility outside their commuting area, only the worker driving will be eligible to claim a transportation allowance. The workers may work with the Job Center staff to develop a driving schedule and an individual determination for transportation eligibility. In addition, if a worker is receiving transportation assistance through another funding source, they are not eligible to receive transportation allowance under the TAA program.

For TAA program purposes, "commuting area" will be considered the normal distance that workers in an area usually travel to and from work without being expected to relocate. Unless unusual circumstances exist, the worker would not be considered outside commuting distance unless (s)he would be required to travel over 10 miles to attend training. Mileage calculations should be done using the most direct route between regular place of residence & location of training facility.

Note1: In rare circumstances, if a worker is participating in a required internship for TAA approved training that requires the worker to use his/her home as the *home base* for internship, the worker is allowed to claim different routes of transportation daily.

For example, an internship in HVAC may require the worker to travel from his/her home to the first customer's home, to the shop, to the next customer's home, etc. All required (most direct) travel may be included in the roundtrip for the transportation calculation.

Note2: In order for a worker to be eligible for transportation (or subsistence), the worker must be attending an instructor led training. Worker who take certification exams, for example, are not eligible to draw transportation/subsistence or TRA because the exam is not instructor led.

For example, a worker participating in Accounting training and needs to take his CPA exam. The worker is not eligible for TRA or transportation/subsistence for the day of the CPA exam.

Claiming Transportation and/or Subsistence:
Workers participating in training (classroom, OJT, and/or Apprenticeship) are reimbursed transportation and/or subsistence on the TRA-22 form on a weekly basis.

For more information, please refer to the TRA-22 section of the manual.

Trade Adjustment Assistance/Trade Readjustment Allowance Client Follow-Up Tasks DWD-PO-265

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 11/2/22

DWD-PO-265
TAA/TRA Client Follow-Up Tasks

The **TAA/TRA Client Follow-Up Tasks** (DWD-PO-265) can be found

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Training › Client Follow Up Tasks

Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
Trade Adjustment Assistance/Trade Readjustment Allowance
Client Follow-Up Tasks

To move forward in the Trade training process, you must complete each of the items below:

1) Review and sign the TAA Notice of Applicant's Rights for Training (DWD-PO-272) form.

2) Schedule assessment(s):

Assessment: _____ Date: _____

Assessment: _____ Date: _____

Assessment: _____ Date: _____

3) Complete the online FAFSA (Federal Student Aid) form at https://www.fafsa.ed.gov.

4) Research occupations on O•Net at http://online.onetcenter.org or other labor market research sites.
- Provide copies of labor market research from O•Net, etc. to Trade Representative.
- Labor market research must show job openings and a growth in the occupation in which you desire to train.

5) Complete the TAA Training Plan Research Packet (DWD-PO-248).
You may complete the packet on your own or request assistance from a Trade Representative.

- Research the Training Providers
  a) Identify three training providers (schools) that provide training for your occupational training goals.
  b) Identify all required training costs to complete occupational training goals.
     - ☐ Do not pay for any costs at this time.

- Research the Occupation
  a) Contact three individuals who work in your desired field.
  b) Conducted additional research on your occupation through Missouri Economic Research and Information Center (MERIC) – https://www.missourieconomy.org.

- Request for Training
  a) Provide a Request for Training (DWD-PO-240) form to the training provider for completion.
     - ☐ Selected training provider must be most appropriate training for you based on cost, availability of training, credential attained, job placement rates, etc.
  b) Submit the completed Request for Training (DWD-PO-240) to your Trade Representative.

Trade Representative: _____ Telephone Number: _____

Email Address: _____

For additional information about the Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Office of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

DWD-PO-265 (10-2019)

INSTRUCTIONS FOR DWD-PO-265

General:
The purpose of the **TAA/TRA Client Follow-Up Tasks** form is to assist the worker in following the necessary steps to participate in TAA approved training.

The TAA/TRA Client Follow-Up Tasks (DWD-PO-265) form is required for any worker interested in TAA funded training. It must be accompanied along with the following forms as a minimum:

1) TAA Notice of Applicant's Rights for Training (DWD-PO-272)
2) TAA Training Plan Research Packet (DWD-PO-248)

Distribution:
The TAA/TRA Client Follow-Up Tasks (DWD-PO-265) form is provided to the worker.

For documentation purposes, a case note must be added to the worker's MoJobs record to indicate the above referenced form(s) were given to the worker.

Trade Adjustment Assistance Training Plan Research Packet DWD-PO-248

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 11/2/22

DWD-PO-248
Trade Adjustment Assistance Training Plan Research Packet

The **Trade Adjustment Assistance Training Plan Research Packet** (DWD-PO-248) can be found on

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Training › Training Plan Research Packet

Missouri Department of Higher Education and Workforce Development
Office of Workforce Development

Trade Adjustment Assistance (TAA)
Training Plan Research Packet

Purpose:

The purpose of this exercise is to guide you, the participant, through information gathering steps that support your occupational goals. Deciding on a training program is an important decision. The more information you have regarding your training and occupational goal, the more successful you can be in your classes and in securing employment in your desired industry.

Timeframe:

Your Training Plan Research Packet must be completed and reviewed with your Trade Representative prior to consideration of your TAA training plan. Prompt attention to this task is required.

Instructions:

Researching the Training Provider:

1. Identify three training providers (schools) that provide training for your occupational training goal.
2. Research the three chosen training providers by calling and scheduling a one-on-one appointment with a school official/academic advisor. If a trip to the training provider is not possible, conduct research online or through other campus resources.
   - Inform the representative that you are working with the Missouri Job Center and the Trade Adjustment Assistance program, and you are only interested in information and not registering/enrolling or providing payment. NOTE: No funding has been approved for you at this point. Do not give the school the impression that the Missouri Job Center and/or the Trade Adjustment Assistance program is going to pay for your program until you are formally approved.
3. It is IMPORTANT to identify all costs of your chosen training (including tuition, fees, books, supplies, required tool costs, graduation rates, placement rates, mileage, etc.)

Researching the Occupation:

1. Contact three individuals who work in your desired field or three companies who hire for positions in your chosen field. Individuals may be friends, family, neighbors, etc. Additional research can be conducted on Missouri Economic Research and Information Center (MERIC) – https://meric.mo.gov.
2. Be sure to answer all questions on the form completely.
3. Remember, when conducting research for your occupational goal, keep in mind things such as wage/salary information, hours/shifts, etc. to be sure that this is a field in which you are willing to work.

Request for Training (DWD-PO-240):

1. The Request for Training (DWD-PO-240) form must be completed by a school official.
2. Please supply a copy of the Request for Training (DWD-PO-240) form to the school official to complete and submit to your Trade Representative.

TAA Training Plan Research Packet Checklist

- ☐ Ensure that you have participated in assessment services at a Missouri Job Center. The assessment will measure your interests and aptitudes to help you identify the career fields that best suit you.
- ☐ Researching the Training Provider worksheet
- ☐ Researching the Occupation worksheet
- ☐ Be Prepared to Discuss
  1. Why have you chosen this occupation?
  2. What type of job opportunities will you have if you receive this training?
  3. Why have you chosen the training provider indicated in your training plan?
  4. How will you maintain your financial needs while in training if your income support (UI/TRA) exhausts?
- ☐ Complete the online FAFSA (Federal Student Aid) form at https://www.fafsa.ed.gov
- ☐ Research occupations on O*Net at http://online.onetcenter.org

For additional information about the Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Office of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

Missouri Department of Higher Education and Workforce Development
Office of Workforce Development

Trade Adjustment Assistance (TAA)
Training Plan Research Packet

Name: _____ **Email:** _____ **Phone:** _____

Identify three training providers that provide training for your chosen occupational/training objective. Research potential training providers online or call to make an appointment with an admissions representative. Inform the representative that you are working with the Missouri Job Center and the Trade Adjustment Assistance program, and you are only interested in information and not registering/enrolling or providing payment. NOTE: No funding has been approved for you at this point. Do not give the school the impression that the Missouri Job Center and/or the Trade Adjustment Assistance program is going to pay for your program until you are formally approved. Answer all questions specifically and accurately. **IMPORTANT: Identify all of the COSTS for your entire training.**

	School 1	School 2	School 3
	School Name: _____ City/State: _____ Title of Program: _____	School Name: _____ City/State: _____ Title of Program: _____	School Name: _____ City/State: _____ Title of Program: _____
What is the school representative's names?			
How many miles is this school from your home? (Must provide internet mapping: MapQuest / Google Maps)			
What are the admission requirements, do you qualify, if not, how can you qualify?			
When do classes begin?			
What is the total calendar length of the training?			
What is the placement rate and graduation rate of the chosen course of study?			
Estimation of how many credit hours you will be attending classes?			

TAA Researching the Training Provider (cont'd)

Name: _____ Email: _____ Phone: _____

	School 1	School 2	School 3
Does the school offer placement services?			
Is this school public or private?			
Estimated Total Program Cost	Tuition: _____ Fees: _____ Books: _____ Supplies: _____ Required Tools: _____ Other: _____ TOTAL: 0.00	Tuition: _____ Fees: _____ Books: _____ Supplies: _____ Required Tools: _____ Other: _____ TOTAL: 0.00	Tuition: _____ Fees: _____ Books: _____ Supplies: _____ Required Tools: _____ Other: _____ TOTAL: 0.00

For additional information about the Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Office of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

Missouri Department of Higher Education and Workforce Development
Office of Workforce Development

Trade Adjustment Assistance (TAA)
Training Plan Research Packet

Name: _____ **Email:** _____ **Phone:** _____

Speak to three different people who work in the occupation you are considering. These people can be friends, family, neighbors, etc. If you don't know who to contact, check the yellow pages, ask a Trade Representative, etc. to find companies that are related to the occupation/training objective for the required information. Make sure you answer ALL the questions on the form completely.

	Contact 1	Contact 2	Contact 3
	Company Name: _____ City/State: _____ Title of Position: _____	Company Name: _____ City/State: _____ Title of Position: _____	Company Name: _____ City/State: _____ Title of Position: _____
Is the company currently hiring for this position?			
What are the entry-level education/training requirements for this position?			
What is the entry-level wage range for this position?			
What are the typical benefits? (PTO, retirement, insurance, etc.)			
Describe the position duties/ responsibilities.			
What is the best way to gain knowledge, skills, and abilities for this position?			
What are the growth and advancement opportunities for this position?			
What are the potential drawbacks of the position?			

INSTRUCTIONS FOR DWD-PO-248

General:
The purpose of the **Trade Adjustment Assistance Training Plan Research Packet** is to assist the worker in finding the most appropriate training. Although the form is directed at the worker to do most of the research, it is encouraged for Trade Act Navigator to also be engaged in the process.

The form is broken into three sections:

1) **Researching the Training Provider:** This requires the worker to research a training program at three different training facilities. In rare circumstances, researching two different training facilities can be accepted in cases of rural areas and/or a unique training program.

2) **Researching the Occupation:** This requires the worker to research the occupation in which he/she plans to train. This can be a combination of labor market information and interviews with individuals who work in the field.

3) **Request for Training (DWD-PO-240):** After the worker has submitted his/her TAA Training Plan Research Packet (DWD-PO-248), the Trade Act Navigator must provide a Trade Act Request for Training (DWD-PO-240-A) form and Benchmark Requirement Notification (DWD-PO-55) form to the most appropriate training facility based on reasonable cost comparison.

The TAA Training Plan Research Packet (DWD-PO-248) is required for any worker interested in any classroom and/or distance learning. However, Trade Act Navigators are allowed to deviate from the form as long as all the same information outlined in the TAA Training Plan Research Packet is obtained.

Distribution:
The TAA Training Plan Research Packet (DWD-PO-248) form and any supporting documentation must be uploaded to the worker's MoJobs.

Trade Act Request for Training DWD-PO-240-A DWD-PO-240-B

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

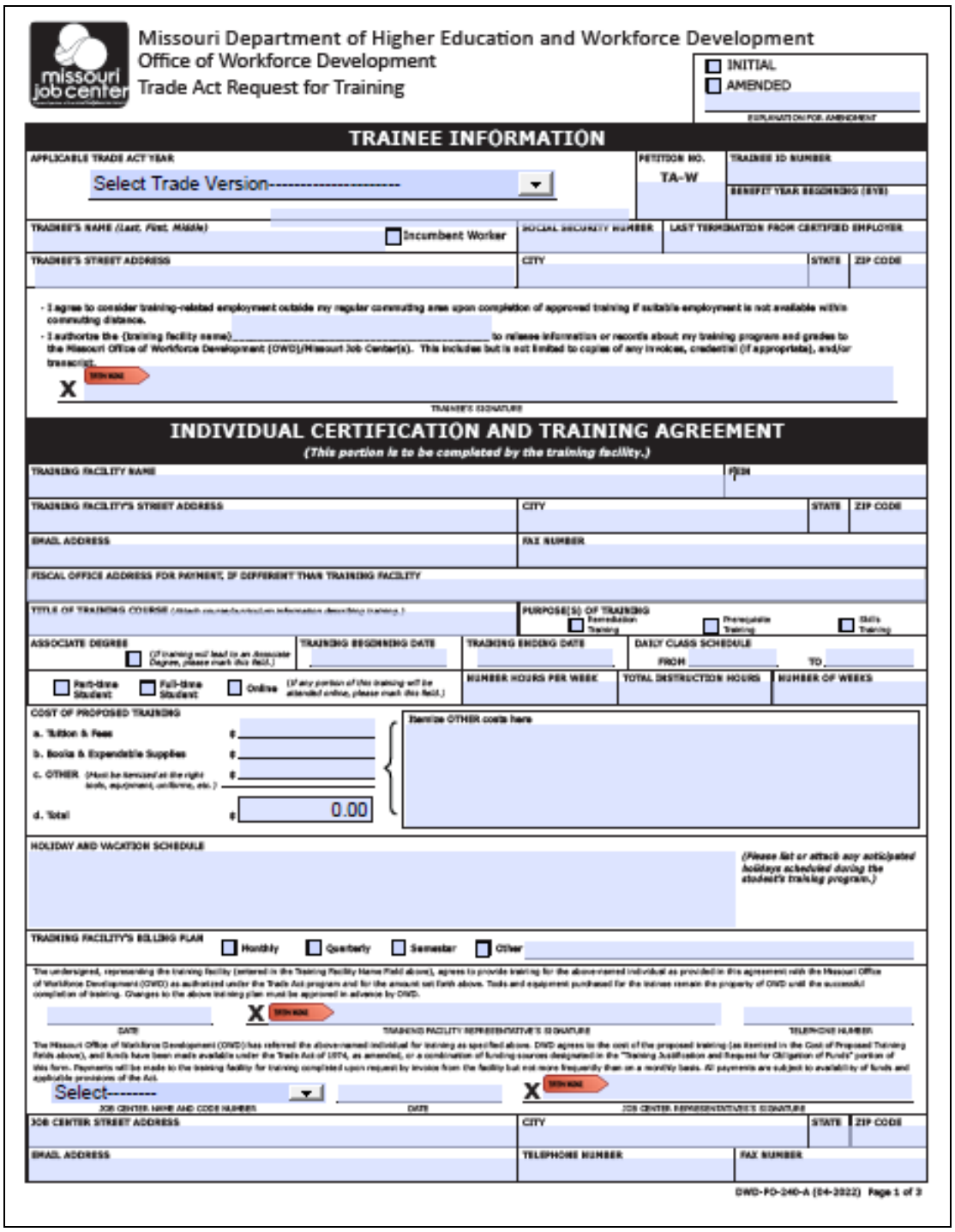
Last Updated 11/2/22

DWD-PO-240-A & DWD-PO-240-B
Trade Act Request for Training

The **Trade Act Request for Training** (DWD-PO-240-A) (DWD-PO-240-B) can be found on

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Training

DWD-PO-240-A



Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
Trade Act Request for Training

☐ INITIAL
☐ AMENDED

EXPLANATION FOR AMENDMENT

TRAINEE INFORMATION

APPLICABLE TRADE ACT YEAR: Select Trade Version----------

PETITION NO.: TA-W

TRAINEE ID NUMBER

BENEFIT YEAR BEGINNING (BYB)

TRAINEE'S NAME (Last, First, Middle) ☐ Incumbent Worker

SOCIAL SECURITY NUMBER

LAST TERMINATION FROM CERTIFIED EMPLOYER

TRAINEE'S STREET ADDRESS

CITY

STATE

ZIP CODE

- I agree to consider training-related employment outside my regular commuting area upon completion of approved training if suitable employment is not available within commuting distance.
- I authorize the (training facility name)_____ to release information or records about my training program and grades to the Missouri Office of Workforce Development (OWD)/Missouri Job Center(s). This includes but is not limited to copies of any invoices, credential (if appropriate), and/or transcript.

X SIGN HERE

TRAINEE'S SIGNATURE

INDIVIDUAL CERTIFICATION AND TRAINING AGREEMENT

(This portion is to be completed by the training facility.)

TRAINING FACILITY NAME

FEIN

TRAINING FACILITY'S STREET ADDRESS

CITY

STATE

ZIP CODE

EMAIL ADDRESS

FAX NUMBER

FISCAL OFFICE ADDRESS FOR PAYMENT, IF DIFFERENT THAN TRAINING FACILITY

TITLE OF TRAINING COURSE (Attach course description information describing training.)

PURPOSE(S) OF TRAINING ☐ Remediation Training ☐ Prerequisite Training ☐ Skills Training

ASSOCIATE DEGREE ☐ (If training will lead to an Associate Degree, please mark this field.)

TRAINING BEGINNING DATE

TRAINING ENDING DATE

DAILY CLASS SCHEDULE FROM _____ TO _____

☐ Part-time Student ☐ Full-time Student ☐ Online (If any portion of this training will be attended online, please mark this field.)

NUMBER HOURS PER WEEK

TOTAL INSTRUCTION HOURS

NUMBER OF WEEKS

COST OF PROPOSED TRAINING

a. Tuition & Fees $

b. Books & Expendable Supplies $

c. OTHER (Must be itemized at the right - tools, equipment, uniforms, etc.) $

d. Total $ 0.00

Itemize OTHER costs here

HOLIDAY AND VACATION SCHEDULE

(Please list or attach any anticipated holidays scheduled during the student's training program.)

TRAINING FACILITY'S BILLING PLAN ☐ Monthly ☐ Quarterly ☐ Semester ☐ Other

The undersigned, representing the training facility (entered in the Training Facility Name Field above), agrees to provide training for the above-named individual as provided in this agreement with the Missouri Office of Workforce Development (OWD) as authorized under the Trade Act program and for the amount set forth above. Tools and equipment purchased for the trainee remain the property of OWD until the successful completion of training. Changes to the above training plan must be approved in advance by OWD.

DATE

X SIGN HERE

TRAINING FACILITY REPRESENTATIVE'S SIGNATURE

TELEPHONE NUMBER

The Missouri Office of Workforce Development (OWD) has referred the above-named individual for training as specified above. OWD agrees to the cost of the proposed training (as itemized in the Cost of Proposed Training fields above), and funds have been made available under the Trade Act of 1974, as amended, or a combination of funding sources designated in the "Training Justification and Request for Obligation of Funds" portion of this form. Payments will be made to the training facility for training completed upon request by invoice from the facility but not more frequently than on a monthly basis. All payments are subject to availability of funds and applicable provisions of the Act.

Select--------

JOB CENTER NAME AND CODE NUMBER

DATE

X SIGN HERE

JOB CENTER REPRESENTATIVE'S SIGNATURE

JOB CENTER STREET ADDRESS

CITY

STATE

ZIP CODE

EMAIL ADDRESS

TELEPHONE NUMBER

FAX NUMBER

DWD-PO-240-A (04-2022) Page 1 of 3

TRAINING JUSTIFICATION AND REQUEST FOR OBLIGATION OF FUNDS

(This portion is to be completed by the Division of Workforce Development (DWD).)

1. There is no suitable employment (which may include technical and professional employment) available for an adversely affected worker.	☐ Yes	☐ No
2. The worker would benefit from appropriate training.	☐ Yes	☐ No
3. There is a reasonable expectation of employment following completion of training.	☐ Yes	☐ No
4. Training approved by the Secretary is reasonably available to the worker from either governmental agencies or private sources (which may include area vocational education schools, as defined in Section 195(2) of the Vocational Education Act of 1963, and employers).	☐ Yes	☐ No
5. The worker is qualified to undertake and complete such training.	☐ Yes	☐ No
6. Such training is suitable for the worker and available at a reasonable cost.	☐ Yes	☐ No

FUNDING SOURCES

	Funding Amount ($)	Effective Date		Funding Amount ($)	Effective Date
TAA Funds			WIOA		
			Other Government		
RELL Grant			Private		

I certify that I am not required to reimburse any portion of training costs to any other funding source from either TAA funds provided, wages paid under such training, or from my personal funds or income. I also understand and agree that the Missouri Division of Workforce Development (DWD) shall not be required to pay the portion of the cost of training that I have reason to believe will be paid from other approved source(s) as documented.

X _____ _____

TRAINEE'S SIGNATURE DATE

TRANSPORTATION / SUBSISTENCE

If a trainee attends training outside of his/her commuting area, (s)he may receive **Transportation** and/or **Subsistence Allowance**. In the State of Missouri, a "commuting area" is defined as 10 miles one way from the trainee's home residence. To be eligible for transportation *or* subsistence, the trainee must travel over 10 miles one way from his/her residence to the training facility to participate in eligible training.

To calculate the distance from the trainee's home to the requested training facility, the Job Center staff must use one or more Internet-based map applications (MapQuest, Google Maps, etc.). If a trainee disagrees with the mileage calculated using the Internet-based map application(s), (s)he may provide additional documentation to confirm that the training facility is outside his/her "commuting area." In cases where the trainee believes the calculation is incorrect, and can provide documentation, Job Center staff may add up to three (3) miles to the Internet application(s) calculation(s) to qualify the "commuting area." Job Center staff is required to document the trainee's "commuting area," and eligibility for transportation and/or subsistence, including retaining hard copies of Internet-based map application(s) calculation(s) in the trainee's hard file.

If the trainee requests **Transportation Allowance** to assist him/her while attending training, it must be calculated using the most direct route from his/her home to the training facility.

If the trainee requests **Subsistence Allowance** to assist him/her while attending training, (s)he may receive assistance with meals and lodging while maintaining a separate residence outside his/her "commuting area."

A trainee cannot receive **Transportation** and **Subsistence** Allowance on the same day.

TRAINEE'S STREET ADDRESS	CITY	STATE	ZIP CODE
TRAINING FACILITY'S STREET ADDRESS	CITY	STATE	ZIP CODE

Does the trainee request Transportation and/or Subsistence Allowance?		☐ Yes	☐ No
If "Yes," which does the trainee request?	☐ Transportation ☐ Subsistence		☐ Both
Is the trainee's Trade-approved training outside his/her commuting area?		☐ Yes	☐ No
Was additional documentation needed to verify that training is outside the trainee's commuting area?		☐ Yes	☐ No

If "Yes," what documentation was used? (List): _____

NUMBER OF MILES FROM TRAINEE'S REGULAR PLACE OF RESIDENCE TO TRAINING FACILITY (WHOLE NUMBER OF MILES)	DATE OF DEPARTURE

	Estimated Total Costs			Funding Amount	Effective Date
	Transportation	Subsistence			
You are entitled to Subsistence Allowance at the rate of _____ per day.					
You are entitled to Transportation Allowance at the rate of _____ One-way cost, beginning _____			TAA Transportation Obligation:		
_____ Roundtrip Cost, beginning _____			TAA Subsistence Obligation:		

ADVANCE PAYMENT OF TRANSPORTATION / SUBSISTENCE

TRAINEE: I REQUEST ADVANCE PAYMENT OF

☐ Subsistence Allowance

☐ Transportation Allowance

☐ TRAINEE: I authorize deduction from my future allowance payments until the advancement is repaid. I will repay any amount not deducted.

The following amount(s) are approved for payment:

_____ Subsistence Allowance

_____ Transportation Allowance

The trainee is not able to enter training without advance payments.

I give this information to support my request for entitlement to allowances while attending _____ (type of training) training under the Trade Act of 1974, as amended. The information contained in this request is correct and complete to the best of my knowledge. I understand that penalties are provided for willful misrepresentation made to obtain allowances to which I am not entitled. I further understand my entitlement to Unemployment Insurance (UI) benefits and/or Trade Readjustment Allowance (TRA) may be of shorter duration than the approved training period.

X _____ _____

TRAINEE'S SIGNATURE DATE

TRAINING DATES

TAA FUND OBLIGATION DATE | Enter the actual number of weeks the trainee will attend training. (If the trainee attends training one day of any week, it must be counted toward maximum training weeks.)

LIST ANY PERIODS OF PART-TIME ATTENDANCE

Enter the EXACT dates of ALL breaks in training:

From	Through	Payable	Not Payable	From	Through	Payable	Not Payable
From	Through	Payable	Not Payable	From	Through	Payable	Not Payable
From	Through	Payable	Not Payable	From	Through	Payable	Not Payable
From	Through	Payable	Not Payable	From	Through	Payable	Not Payable
From	Through	Payable	Not Payable	From	Through	Payable	Not Payable
From	Through	Payable	Not Payable	From	Through	Payable	Not Payable

HOLIDAYS

AGENCY DETERMINATION

Your request for ☐ Training ☐ Transportation ☐ Subsistence has been APPROVED under the Trade Act program as outlined herein and agreed upon by the Division of Workforce Development (DWD) and the associated training facility.

Your request for ☐ Training Course Approval ☐ Training-related Costs ☐ Transportation ☐ Subsistence is DENIED for the following reasons:

Select-------

JOB CENTER NAME AND CODE NUMBER | DATE | X [Signature] JOB CENTER REPRESENTATIVE'S SIGNATURE

REQUEST FOR TRADE READJUSTMENT ALLOWANCE (TRA) WHILE IN TRAINING

(This portion is to be completed by the Division of Workforce Development [DWD].)

BENEFIT YEAR BEGINNING (BYB)	DATE OF LAST QUALIFYING SEPARATION	DATE OF QUALIFYING SEPARATION	DATE OF PETITION CERTIFICATION

☐ Your request for additional weeks of TRA is denied because your request for training on _____ was not within 210 days of your date of qualifying or last separation, whichever is later. **(This only applies to Trade 2002 and Trade 2002 Revert)**

☐ Your request for TRA under the Trade Act is denied because your enrollment in training was not within 10 weeks of your qualifying or last separation or by the 8th week of the petition certification. **(This only applies to Trade 2002 and Trade 2002 Revert)**

☐ Your request for TRA under the Trade Act is denied because your enrollment in training was not within 26 weeks of your qualifying or last separation or by the 26th week of the petition certification. **(This only applies to Trade 2009, Trade 2011, and Trade 2015)**

APPEAL RIGHTS

If you believe this determination is incorrect, you or your duly authorized agent may file an appeal no later than thirty (30) days after the date entered below. An appeal may be filed by mail to the Missouri Division of Employment Security, Appeals Tribunal, PO Box 59, Jefferson City, MO 65104, or by FAX at (573)751-1101. If appeal is by mail, the United States Postal Service postmark date will be the date filed. If the last day for filing the appeal falls on a Saturday, Sunday, or a legal holiday, an appeal will be timely if filed on the next day which is neither a Saturday, Sunday, or legal holiday. Any appeal should give the reason why it is believed the determination is incorrect and must be signed. If you do not understand the determination or how to file an appeal, contact the Missouri Job Center that issued the determination.

FOR OWD CENTRAL OFFICE USE ONLY

ACCOUNT

X [Signature] OWD CENTRAL OFFICE TRADE ACT UNIT INITIALS | DATE

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-3085 (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

DWD-PO-240-B

Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
Trade Act Request for Training

TRAINEE TERMINATION REPORT

(This portion is to be completed by the training facility.)

TRAINEE'S NAME *(Last, First, Middle)*	SOCIAL SECURITY NUMBER	TRAINEE ID NUMBER

TRAINING FACILITY NAME	PETITION NO. TA-W
TITLE OF TRAINING COURSE	

This portion of the form is to be completed by the training facility immediately following the trainee's termination of training. If the trainee attends multiple components of training (remedial, prerequisite, and/or skills training) at your facility, it may be necessary to submit a copy of this form's "Trainee Termination Report" to the Missouri Job Center noted on this form.

☐ A copy of the trainee's credential and/or transcript is attached (If applicable)

ACTUAL TRAINING

Actual Start Date _____ Actual End Date _____

NATURE OF TERMINATION

☐ Completed Course—Achieved Training Objective ☐ Did Not Achieve Training Objective

EMPLOYMENT STATUS AT TIME OF TERMINATION

- ☐ Employment found in training-related field
- ☐ Employment found in non-training-related field
- ☐ Unemployed—looking for work
- ☐ Other *(Explain)*: _____
- ☐ Remedial termination only; scheduled to attend skills training

NAME AND ADDRESS OF EMPLOYER, IF KNOWN

STARTING WAGE, IF KNOWN _____ per _____

NAME AND TITLE OF TRAINING FACILITY REPRESENTATIVE

X _____ _____
TRAINING FACILITY REPRESENTATIVE'S SIGNATURE DATE

X _____ _____
JOB CENTER REPRESENTATIVE'S SIGNATURE DATE JOB CENTER NAME AND CODE NUMBER

Missouri Military-Related Services Questionnaire

Have you or an immediate family member ever served in the U.S. Armed Forces? ☐ Yes ☐ No

If YES, would you like information about military-related services in Missouri? ☐ Yes ☐ No

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-1085 (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

TRAINING TERMINATION DETERMINATION

This portion of the form is to be completed by the Trade Representative immediately following the trainee's termination of training. Please review Trainee Appeal Rights below with Trainee.

Actual Number of Weeks Attended _____

☐ The worker's TAA Training is terminated for unjustifiable reasons, therefore, is unable to return to training at a future date. Unjustifiable termination from training may be subject to a training overpayment.

☐ The worker's TAA Training was terminated for justifiable reasons, therefore, may return to training at a future date if eligibility criteria is met.

☐ Remedial Training Only

☐ Prerequisite Training Only

☐ Skills Training Only

TRAINING DENIAL STATEMENT

☐ The Trade Act of 1974, as amended, and Federal Regulations at Part 618 provide that the worker should benefit from appropriate training. The client is terminated from Trade Act approved/funded training because (s)he failed to make satisfactory progress in the required course(s). Therefore, the training is terminated effective _____

☐ The Trade Act of 1974, as amended, and Federal Regulations at Part 618 provide that training cannot exceed _____ weeks. Only weeks in which the worker actually attends training are counted in determining the length of training. The training is denied because the worker would be attending classes for _____ weeks, which exceeds the maximum allowed.

☐ The Trade Act of 1974, as amended, and Federal Regulations at Part 618 provide that the worker would benefit from appropriate training and is qualified to undertake and complete such training. The worker was terminated from training for failure to attend training and/or contact the school or Job Center staff. Training is terminated effective _____

☐ The Trade Act of 1974, as amended, and Federal Regulations at Part 618 provide _____

_____ Therefore, training is terminated effective _____

X _____

TRADE REPRESENTATIVE'S SIGNATURE

JOB CENTER STREET ADDRESS	CITY	STATE	ZIP CODE

EMAIL ADDRESS	TELEPHONE NUMBER	FAX NUMBER

TRAINEE APPEAL RIGHTS

If you believe this determination is incorrect, you or your duly authorized agent may file an appeal no later than thirty (30) days after the date of the Job Center Representative's signature. An appeal may be filed by mail to the Missouri Division of Employment Security, Appeals Tribunal, PO Box 59, Jefferson City, MO 65104, or by FAX at (573) 751-1321. If an appeal is by mail, the United States Postal Service postmark date will be the date filed. If the last day for filing the appeal falls on a Saturday, Sunday, or a legal holiday, an appeal will be timely if filed on the next day which is neither a Saturday, Sunday, or a legal holiday. Any appeal should give the reason why it is believed the determination is incorrect and must be signed. If you do not understand the determination or how to file an appeal, contact the Missouri Job Center that issued the determination.

FOR OWD CENTRAL OFFICE USE ONLY

TAA FUND OBLIGATION BALANCE _____

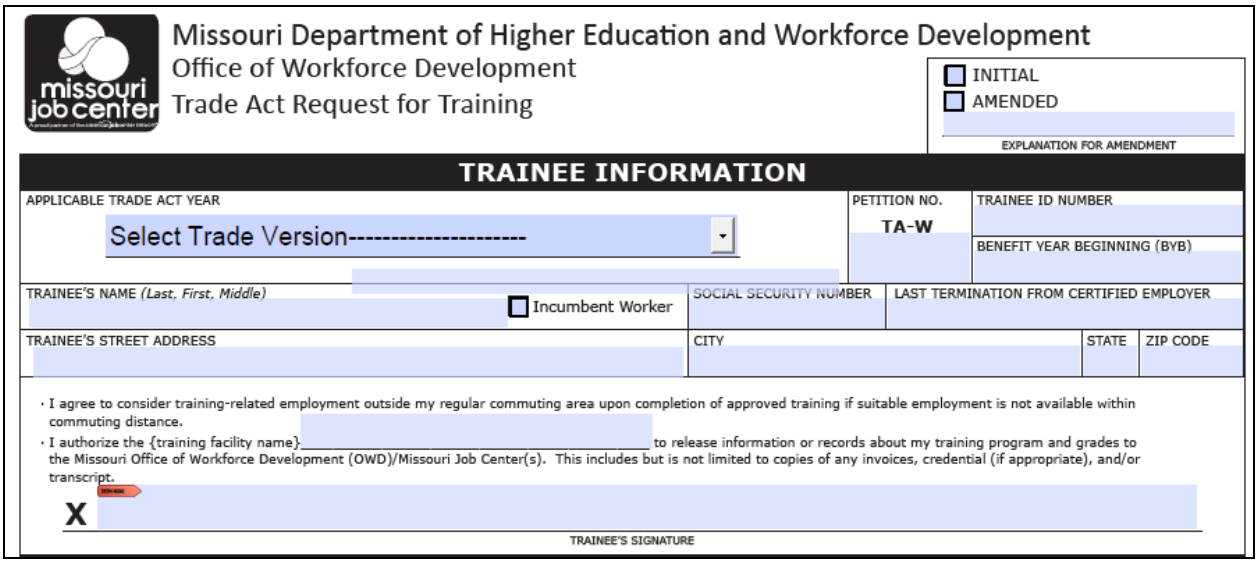
For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

INSTRUCTIONS FOR DWD-PO-240-A & DWD-PO-240-B

General:

The DWD-PO-240-A and DWD-PO-240-B is broken into 15 sections:

1) **Trainee Information:** This section contains general information about the worker and must be completed by the Trade Act Navigator and/or worker. It also includes the Trainee Signature line to meet the 210-day timely application requirement for ***Trade 2002***, ***2002 Revert***, and ***Reversion 2021***.



Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
Trade Act Request for Training

☐ INITIAL
☐ AMENDED
EXPLANATION FOR AMENDMENT

TRAINEE INFORMATION

APPLICABLE TRADE ACT YEAR: Select Trade Version----------
PETITION NO. TA-W
TRAINEE ID NUMBER
BENEFIT YEAR BEGINNING (BYB)
TRAINEE'S NAME *(Last, First, Middle)* ☐ Incumbent Worker
SOCIAL SECURITY NUMBER
LAST TERMINATION FROM CERTIFIED EMPLOYER
TRAINEE'S STREET ADDRESS
CITY
STATE
ZIP CODE

- I agree to consider training-related employment outside my regular commuting area upon completion of approved training if suitable employment is not available within commuting distance.
- I authorize the {training facility name}_____ to release information or records about my training program and grades to the Missouri Office of Workforce Development (OWD)/Missouri Job Center(s). This includes but is not limited to copies of any invoices, credential (if appropriate), and/or transcript.

X
TRAINEE'S SIGNATURE

2) **Individual Certification and Training Agreement:** This section contains an outline of training program information as completed by the Training Facility Representative. It requires the signature of both the Training Facility Representative and Trade Act Navigator if training is approved.

INDIVIDUAL CERTIFICATION AND TRAINING AGREEMENT

(This portion is to be completed by the training facility.)

TRAINING FACILITY NAME | FEIN

TRAINING FACILITY'S STREET ADDRESS | CITY | STATE | ZIP CODE

EMAIL ADDRESS | FAX NUMBER

FISCAL OFFICE ADDRESS FOR PAYMENT, IF DIFFERENT THAN TRAINING FACILITY

TITLE OF TRAINING COURSE *(Attach course/curriculum information describing training.)*

PURPOSE(S) OF TRAINING ☐ Remediation Training ☐ Prerequisite Training ☐ Skills Training

ASSOCIATE DEGREE ☐ *(If training will lead to an Associate Degree, please mark this field.)*

TRAINING BEGINNING DATE | TRAINING ENDING DATE | DAILY CLASS SCHEDULE FROM ____ TO ____

☐ Part-time Student ☐ Full-time Student ☐ Online *(If any portion of this training will be attended online, please mark this field.)*

NUMBER HOURS PER WEEK | TOTAL INSTRUCTION HOURS | NUMBER OF WEEKS

COST OF PROPOSED TRAINING

a. Tuition & Fees $ ____

b. Books & Expendable Supplies $ ____

c. OTHER *(Must be itemized at the right: tools, equipment, uniforms, etc.)* $ ____

d. Total $ 0.00

Itemize OTHER costs here

HOLIDAY AND VACATION SCHEDULE

(Please list or attach any anticipated holidays scheduled during the student's training program.)

TRAINING FACILITY'S BILLING PLAN ☐ Monthly ☐ Quarterly ☐ Semester ☐ Other ____

The undersigned, representing the training facility (entered in the Training Facility Name Field above), agrees to provide training for the above-named individual as provided in this agreement with the Missouri Office of Workforce Development (OWD) as authorized under the Trade Act program and for the amount set forth above. Tools and equipment purchased for the trainee remain the property of OWD until the successful completion of training. Changes to the above training plan must be approved in advance by OWD.

DATE | X [SIGN HERE] TRAINING FACILITY REPRESENTATIVE'S SIGNATURE | TELEPHONE NUMBER

The Missouri Office of Workforce Development (OWD) has referred the above-named individual for training as specified above. OWD agrees to the cost of the proposed training (as itemized in the Cost of Proposed Training fields above), and funds have been made available under the Trade Act of 1974, as amended, or a combination of funding sources designated in the "Training Justification and Request for Obligation of Funds" portion of this form. Payments will be made to the training facility for training completed upon request by invoice from the facility but not more frequently than on a monthly basis. All payments are subject to availability of funds and applicable provisions of the Act.

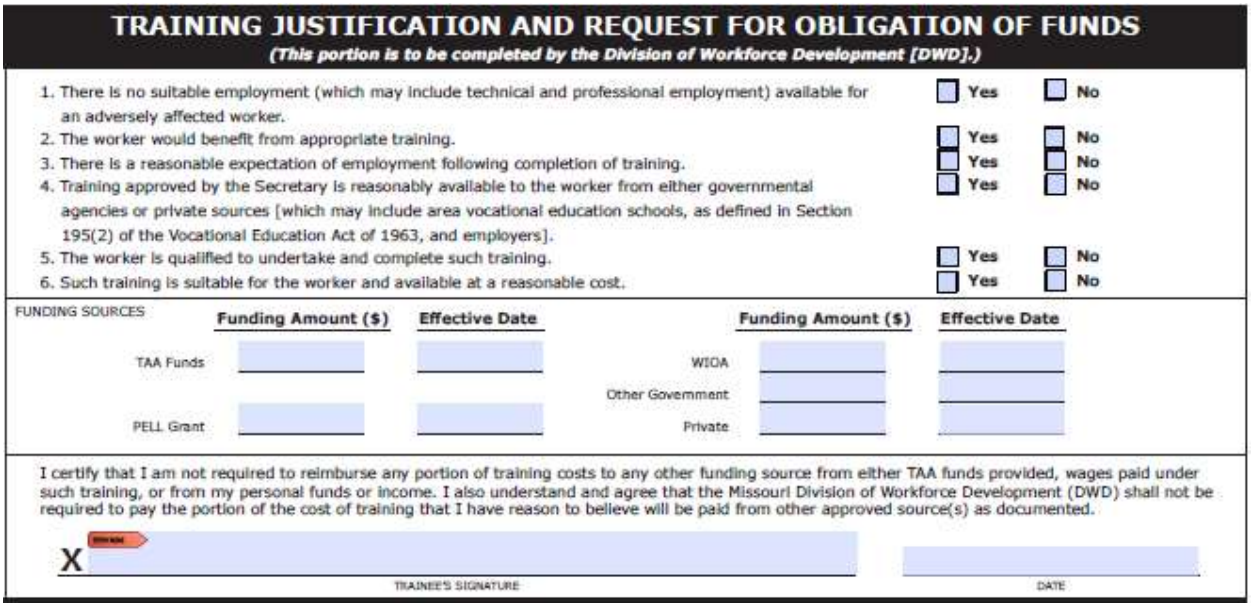
Select-------- | DATE | X [SIGN HERE]

JOB CENTER NAME AND CODE NUMBER | DATE | JOB CENTER REPRESENTATIVE'S SIGNATURE

JOB CENTER STREET ADDRESS | CITY | STATE | ZIP CODE

EMAIL ADDRESS | TELEPHONE NUMBER | FAX NUMBER

3) **Training Justification and Request for Obligation of Funds:** This section is completed by the Trade Act Navigator to show TAA training approval and fund obligation. The worker is required to sign this portion of the form if training is approved.



TRAINING JUSTIFICATION AND REQUEST FOR OBLIGATION OF FUNDS

(This portion is to be completed by the Division of Workforce Development [DWD].)

1. There is no suitable employment (which may include technical and professional employment) available for an adversely affected worker. ☐ Yes ☐ No
2. The worker would benefit from appropriate training. ☐ Yes ☐ No
3. There is a reasonable expectation of employment following completion of training. ☐ Yes ☐ No
4. Training approved by the Secretary is reasonably available to the worker from either governmental agencies or private sources [which may include area vocational education schools, as defined in Section 195(2) of the Vocational Education Act of 1963, and employers]. ☐ Yes ☐ No
5. The worker is qualified to undertake and complete such training. ☐ Yes ☐ No
6. Such training is suitable for the worker and available at a reasonable cost. ☐ Yes ☐ No

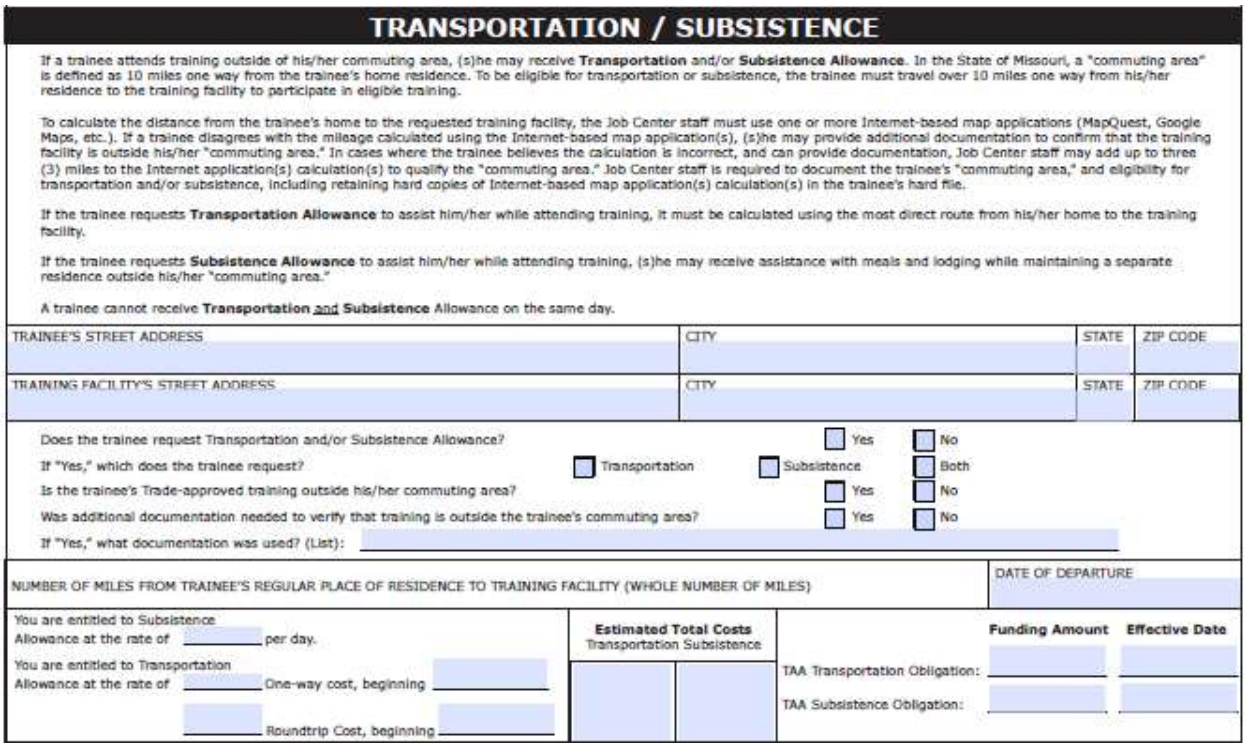
FUNDING SOURCES	Funding Amount ($)	Effective Date		Funding Amount ($)	Effective Date
TAA Funds			WIOA		
			Other Government		
PELL Grant			Private		

I certify that I am not required to reimburse any portion of training costs to any other funding source from either TAA funds provided, wages paid under such training, or from my personal funds or income. I also understand and agree that the Missouri Division of Workforce Development (DWD) shall not be required to pay the portion of the cost of training that I have reason to believe will be paid from other approved source(s) as documented.

X _____ _____

TRAINEE'S SIGNATURE DATE

4) **Obligation of Transportation / Subsistence:** This section is completed by the Trade Act Navigator to show eligibility for transportation and/or subsistence.



TRANSPORTATION / SUBSISTENCE

If a trainee attends training outside of his/her commuting area, (s)he may receive **Transportation** and/or **Subsistence Allowance**. In the State of Missouri, a "commuting area" is defined as 10 miles one way from the trainee's home residence. To be eligible for transportation or subsistence, the trainee must travel over 10 miles one way from his/her residence to the training facility to participate in eligible training.

To calculate the distance from the trainee's home to the requested training facility, the Job Center staff must use one or more Internet-based map applications (MapQuest, Google Maps, etc.). If a trainee disagrees with the mileage calculated using the Internet-based map application(s), (s)he may provide additional documentation to confirm that the training facility is outside his/her "commuting area." In cases where the trainee believes the calculation is incorrect, and can provide documentation, Job Center staff may add up to three (3) miles to the Internet application(s) calculation(s) to qualify the "commuting area." Job Center staff is required to document the trainee's "commuting area," and eligibility for transportation and/or subsistence, including retaining hard copies of Internet-based map application(s) calculation(s) in the trainee's hard file.

If the trainee requests **Transportation Allowance** to assist him/her while attending training, it must be calculated using the most direct route from his/her home to the training facility.

If the trainee requests **Subsistence Allowance** to assist him/her while attending training, (s)he may receive assistance with meals and lodging while maintaining a separate residence outside his/her "commuting area."

A trainee cannot receive **Transportation** and **Subsistence** Allowance on the same day.

TRAINEE'S STREET ADDRESS	CITY	STATE	ZIP CODE
TRAINING FACILITY'S STREET ADDRESS	CITY	STATE	ZIP CODE

Does the trainee request Transportation and/or Subsistence Allowance? ☐ Yes ☐ No

If "Yes," which does the trainee request? ☐ Transportation ☐ Subsistence ☐ Both

Is the trainee's Trade-approved training outside his/her commuting area? ☐ Yes ☐ No

Was additional documentation needed to verify that training is outside the trainee's commuting area? ☐ Yes ☐ No

If "Yes," what documentation was used? (List): _____

NUMBER OF MILES FROM TRAINEE'S REGULAR PLACE OF RESIDENCE TO TRAINING FACILITY (WHOLE NUMBER OF MILES)	DATE OF DEPARTURE

You are entitled to Subsistence Allowance at the rate of _____ per day.

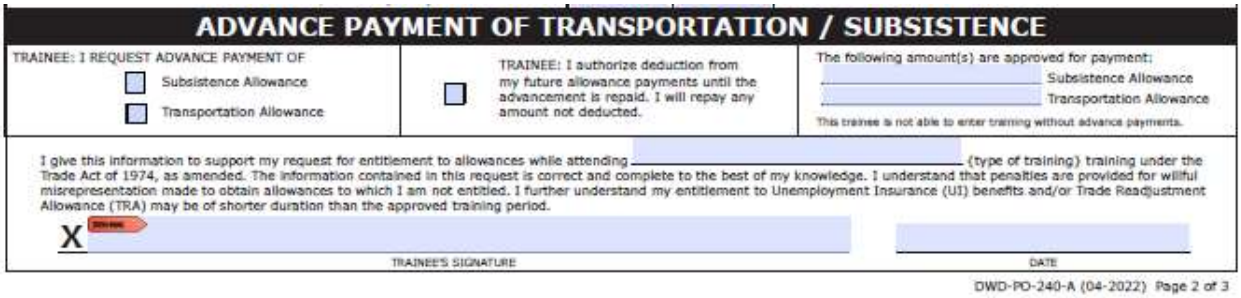
You are entitled to Transportation Allowance at the rate of _____ One-way cost, beginning _____

_____ Roundtrip Cost, beginning _____

Estimated Total Costs	Transportation	Subsistence

	Funding Amount	Effective Date
TAA Transportation Obligation:		
TAA Subsistence Obligation:		

5) **Advanced Payment of Transportation / Subsistence:** This section must only be completed to request advanced payment of transportation and/or subsistence. It is completed by the Trade Act Navigator and signed by the worker.



ADVANCE PAYMENT OF TRANSPORTATION / SUBSISTENCE

TRAINEE: I REQUEST ADVANCE PAYMENT OF
☐ Subsistence Allowance
☐ Transportation Allowance

☐ TRAINEE: I authorize deduction from my future allowance payments until the advancement is repaid. I will repay any amount not deducted.

The following amount(s) are approved for payment:
_____ Subsistence Allowance
_____ Transportation Allowance
This trainee is not able to enter training without advance payments.

I give this information to support my request for entitlement to allowances while attending _____ (type of training) training under the Trade Act of 1974, as amended. The information contained in this request is correct and complete to the best of my knowledge. I understand that penalties are provided for willful misrepresentation made to obtain allowances to which I am not entitled. I further understand my entitlement to Unemployment Insurance (UI) benefits and/or Trade Readjustment Allowance (TRA) may be of shorter duration than the approved training period.

X _____ TRAINEE'S SIGNATURE _____ DATE

DWD-PO-240-A (04-2022) Page 2 of 3

6) **Training Dates:** This section is completed by the Trade Act Navigator to show any scheduled payable or non-payable breaks in training.

TRAINING DATES

TAA FUND OBLIGATION DATE | Enter the actual number of weeks the trainee will attend training. *(If the trainee attends training one day of any week, it must be counted toward maximum training weeks.)*

LIST ANY PERIODS OF PART-TIME ATTENDANCE

Enter the EXACT dates of ALL breaks in training:

From	Through	☐ Payable	☐ Not Payable	From	Through	☐ Payable	☐ Not Payable
From	Through	☐ Payable	☐ Not Payable	From	Through	☐ Payable	☐ Not Payable
From	Through	☐ Payable	☐ Not Payable	From	Through	☐ Payable	☐ Not Payable
From	Through	☐ Payable	☐ Not Payable	From	Through	☐ Payable	☐ Not Payable
From	Through	☐ Payable	☐ Not Payable	From	Through	☐ Payable	☐ Not Payable
From	Through	☐ Payable	☐ Not Payable	From	Through	☐ Payable	☐ Not Payable

HOLIDAYS

7) **Agency Determination:** This section is completed by the Trade Act Navigator to show which TAA training / training-related benefits / services the worker is eligible or ineligible to receive. It also includes the Appeal Rights and requires the signature of the Trade Act Navigator.

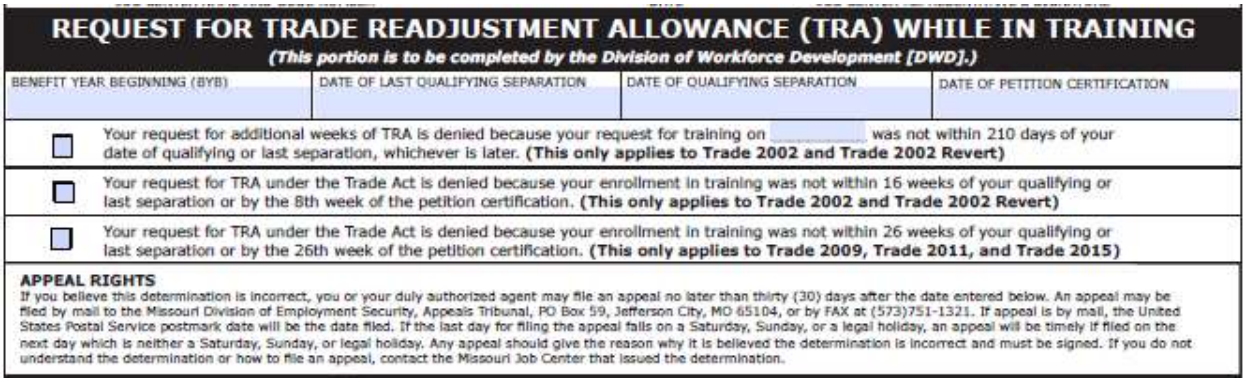
AGENCY DETERMINATION

Your request for ☐ Training ☐ Transportation ☐ Subsistence has been APPROVED under the Trade Act program as outlined herein and agreed upon by the Division of Workforce Development (DWD) and the associated training facility.

Your request for ☐ Training Course Approval ☐ Training-related Costs ☐ Transportation ☐ Subsistence is **DENIED** for the following reasons:

Select-------- JOB CENTER NAME AND CODE NUMBER _____ DATE X _____ JOB CENTER REPRESENTATIVE'S SIGNATURE

8) **Request for Trade Readjustment Allowance (TRA) While in Training:** This section is completed by the Trade Act Navigator to reflect the worker's eligibility for TRA. It also includes the Appeal Rights.



REQUEST FOR TRADE READJUSTMENT ALLOWANCE (TRA) WHILE IN TRAINING

(This portion is to be completed by the Division of Workforce Development [DWD].)

BENEFIT YEAR BEGINNING (BYB)	DATE OF LAST QUALIFYING SEPARATION	DATE OF QUALIFYING SEPARATION	DATE OF PETITION CERTIFICATION

☐ Your request for additional weeks of TRA is denied because your request for training on _____ was not within 210 days of your date of qualifying or last separation, whichever is later. **(This only applies to Trade 2002 and Trade 2002 Revert)**

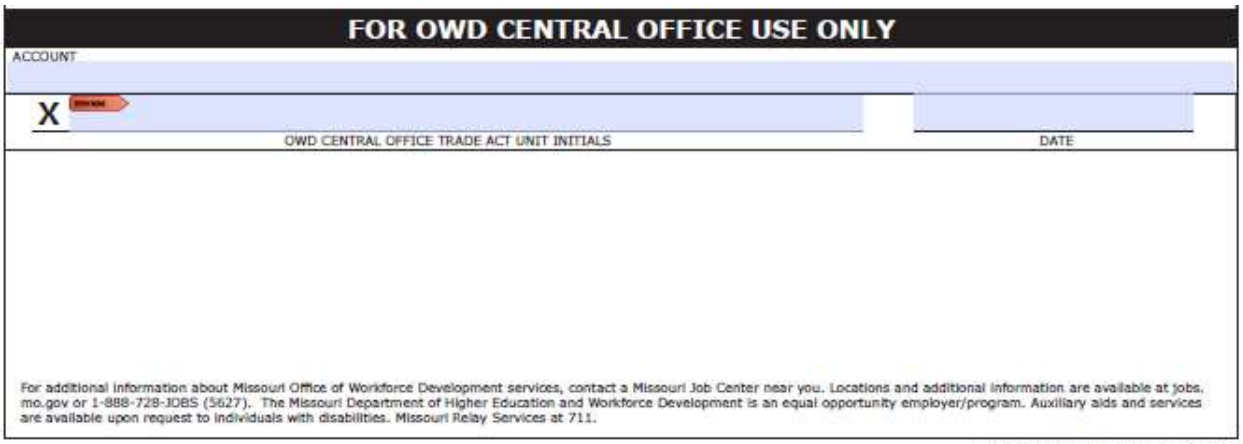
☐ Your request for TRA under the Trade Act is denied because your enrollment in training was not within 16 weeks of your qualifying or last separation or by the 8th week of the petition certification. **(This only applies to Trade 2002 and Trade 2002 Revert)**

☐ Your request for TRA under the Trade Act is denied because your enrollment in training was not within 26 weeks of your qualifying or last separation or by the 26th week of the petition certification. **(This only applies to Trade 2009, Trade 2011, and Trade 2015)**

APPEAL RIGHTS

If you believe this determination is incorrect, you or your duly authorized agent may file an appeal no later than thirty (30) days after the date entered below. An appeal may be filed by mail to the Missouri Division of Employment Security, Appeals Tribunal, PO Box 59, Jefferson City, MO 65104, or by FAX at (573)751-1321. If appeal is by mail, the United States Postal Service postmark date will be the date filed. If the last day for filing the appeal falls on a Saturday, Sunday, or a legal holiday, an appeal will be timely if filed on the next day which is neither a Saturday, Sunday, or legal holiday. Any appeal should give the reason why it is believed the determination is incorrect and must be signed. If you do not understand the determination or how to file an appeal, contact the Missouri Job Center that issued the determination.

9) **For OWD Central Office Use Only:** This section is completed by OWD Central Office TAA Unit, which includes the fund ledger (Account), initials/signature of a Trade Act staff person, and date the form was processed.



FOR OWD CENTRAL OFFICE USE ONLY

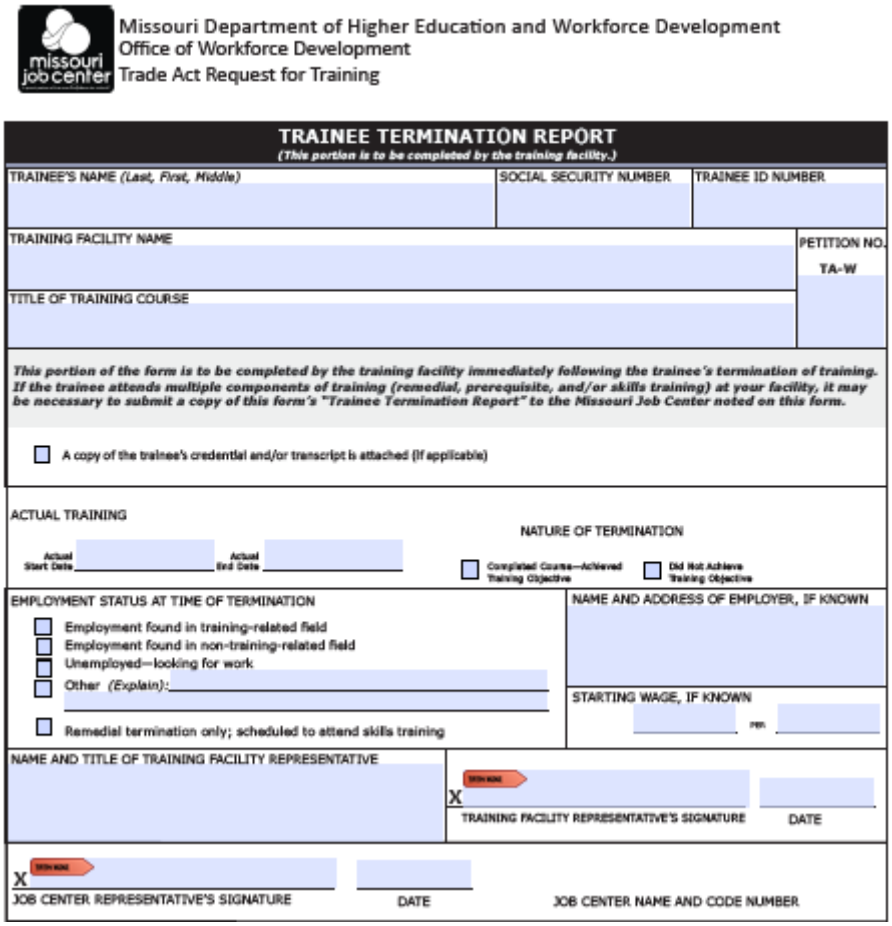
ACCOUNT

X _____ OWD CENTRAL OFFICE TRADE ACT UNIT INITIALS

_____ DATE

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

10) **Trainee Termination Report:** In most cases, this section is completed and signed by the Training Facility Representative to reflect the worker's termination from training and reason for termination. It also requires the signature of the Trade Act Navigator.



Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
Trade Act Request for Training

TRAINEE TERMINATION REPORT
(This portion is to be completed by the training facility.)

TRAINEE'S NAME (Last, First, Middle)	SOCIAL SECURITY NUMBER	TRAINEE ID NUMBER

TRAINING FACILITY NAME	PETITION NO. TA-W
TITLE OF TRAINING COURSE	

This portion of the form is to be completed by the training facility immediately following the trainee's termination of training. If the trainee attends multiple components of training (remedial, prerequisite, and/or skills training) at your facility, it may be necessary to submit a copy of this form's "Trainee Termination Report" to the Missouri Job Center noted on this form.

☐ A copy of the trainee's credential and/or transcript is attached (if applicable)

ACTUAL TRAINING
Actual Start Date _____ Actual End Date _____

NATURE OF TERMINATION
☐ Completed Course—Achieved Training Objective ☐ Did Not Achieve Training Objective

EMPLOYMENT STATUS AT TIME OF TERMINATION
☐ Employment found in training-related field
☐ Employment found in non-training-related field
☐ Unemployed—looking for work
☐ Other *(Explain)*: _____
☐ Remedial termination only; scheduled to attend skills training

NAME AND ADDRESS OF EMPLOYER, IF KNOWN

STARTING WAGE, IF KNOWN _____ per _____

NAME AND TITLE OF TRAINING FACILITY REPRESENTATIVE

X _____ TRAINING FACILITY REPRESENTATIVE'S SIGNATURE _____ DATE

X _____ JOB CENTER REPRESENTATIVE'S SIGNATURE _____ DATE _____ JOB CENTER NAME AND CODE NUMBER

11) **Missouri Military-Related Services Questionnaire:** If possible, these questions must be answered by the worker when the termination report is processed.

Missouri Military-Related Services Questionaire		
Have you or an immediate family member ever served in the U.S. Armed Forces?	☐ Yes	☐ No
If YES, would you like information about military-related services in Missouri?	☐ Yes	☐ No

12) **Training Termination Determination:** The Trade Act Navigator must determine:
- the actual number of weeks the worker has attended training; and

- if the termination was justifiable / unjustifiable (only applies to workers who did not complete training) and the training component(s) from which the worker was terminated.

TRAINING TERMINATION DETERMINATION

This portion of the form is to be completed by the Trade Representative immediately following the trainee's termination of training. Please review Trainee Appeal Rights below with Trainee.

Actual Number of Weeks Attended _____

☐ The worker's TAA Training is terminated for unjustifiable reasons, therefore, is unable to return to training at a future date. Unjustifiable termination from training may be subject to a training overpayment.

☐ The worker's TAA Training was terminated for justifiable reasons, therefore, may return to training at a future date if eligibility criteria is met.

☐ Remedial Training Only

☐ Prerequisite Training Only

☐ Skills Training Only

13) **Training Denial Statement:** This is to be completed by the Trade Act Navigator when a worker does not complete training. This section provides candid denial/termination statements and a "free flow" statement. This section requires the signature of the Trade Act Navigator.

TRAINING DENIAL STATEMENT

☐ The Trade Act of 1974, as amended, and Federal Regulations at Part 618 provide that the worker should benefit from appropriate training. The client is terminated from Trade Act approved/funded training because (s)he failed to make satisfactory progress in the required course(s). Therefore, the training is terminated effective _____

☐ The Trade Act of 1974, as amended, and Federal Regulations at Part 618 provide that training cannot exceed _____ weeks. Only weeks in which the worker actually attends training are counted in determining the length of training. The training is denied because the worker would be attending classes for _____ weeks, which exceeds the maximum allowed.

☐ The Trade Act of 1974, as amended, and Federal Regulations at Part 618 provide that the worker would benefit from appropriate training and is qualified to undertake and complete such training. The worker was terminated from training for failure to attend training and/or contact the school or Job Center staff. Training is terminated effective _____

☐ The Trade Act of 1974, as amended, and Federal Regulations at Part 618 provide _____

_____ Therefore, training is terminated effective _____

X _____
TRADE REPRESENTATIVE'S SIGNATURE

JOB CENTER STREET ADDRESS	CITY	STATE	ZIP CODE

EMAIL ADDRESS	TELEPHONE NUMBER	FAX NUMBER

14) **Trainee Appeal Rights:** If a denial/termination statement is issued to a worker who does not complete training, the worker must be advised of his/her appeal rights.

TRAINEE APPEAL RIGHTS
If you believe this determination is incorrect, you or your duly authorized agent may file an appeal no later than thirty (30) days after the date of the Job Center Representative's signature. An appeal may be filed by mail to the Missouri Division of Employment Security, Appeals Tribunal, PO Box 59, Jefferson City, MO 65104, or by FAX at (573) 751-1321. If an appeal is by mail, the United States Postal Service post-mark date will be the date filed. If the last day for filing the appeal falls on a Saturday, Sunday, or a legal holiday, an appeal will be timely if filed on the next day which is neither a Saturday, Sunday, or a legal holiday. Any appeal should give the reason why it is believed the determination is incorrect and must be signed. If you do not understand the determination or how to file an appeal, contact the Missouri Job Center that issued the determination.

15) **OWD Central Office Use Only:** The Central Office TAA Unit enters the TAA Fund Obligation Balance reflected in their records.

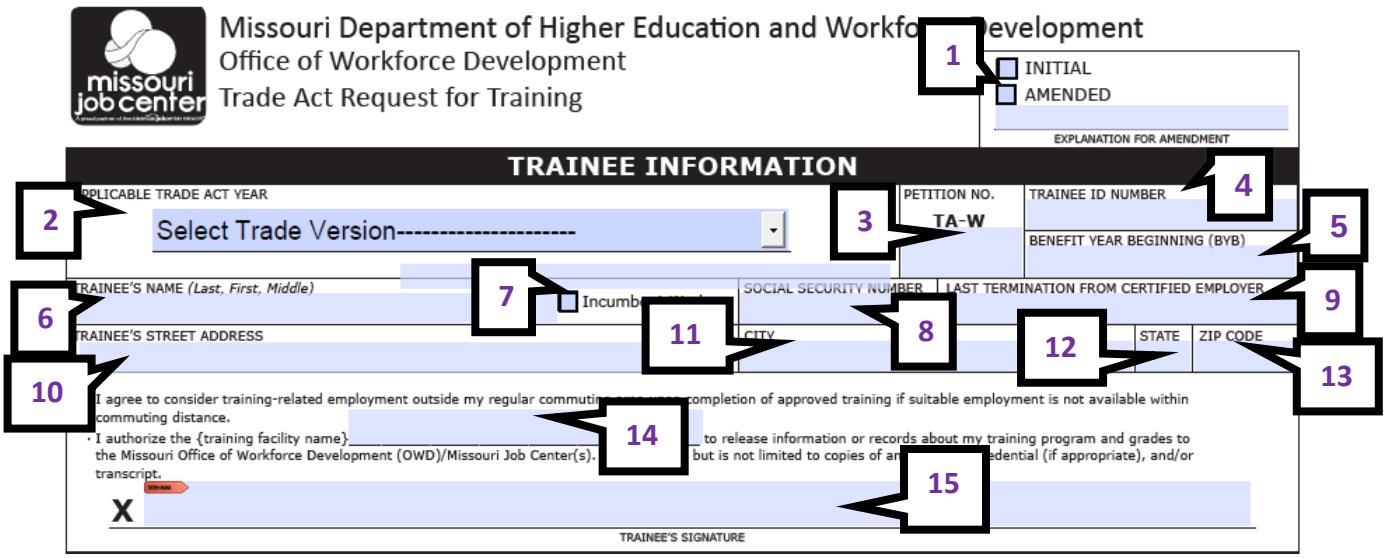
FOR OWD CENTRAL OFFICE USE ONLY
TAA FUND OBLIGATION BALANCE _____

Completing the "Trainee Information" Section

The *Trade Act Request for Training* **(DWD-PO-240)**, *Trade Act 2011, 2015, and Reversion 2021 Benchmark Requirement Information* **(DWD-PO-55)**, along with the **DWD-PO-270** (for completing the DWD-PO-240-A: *Letter, Training Agreement, and DWD-PO-55*) and must be provided to the Training Facility by either the worker or the Trade Act Navigator.

For DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms purposes, the breakdown of forms is:

- Request for Training (DWD-PO-240-A)
- Trainee Termination Report (DWD-PO-240-B)
- Benchmark Notification (DWD-PO-55)
- DWD-PO-270 Letter (Include with DWD-PO-240-A to Training Provider)
- Individual Certification and Training Agreement - Instructions
- DWD-PO-55 Instructions



19) Initial / Amended: The Trade Act Navigator must check the appropriate field; **only one**.

Initial refers to the very first 'approvable' request submitted for fund obligation.

Amended refers to any other requests submitted to make changes to the worker's training programs or to obligate / de-obligate training, transportation and/or subsistence funds. If an *amended* request is submitted, you must include a brief description of change(s) made.

20) **Application Trade Act Year** – Depending on the worker's Petition Number, the Trade Act Navigator must select the appropriate version of TAA from the dropdown box.

Trade Act 2002 includes petitions numbered 69,999 or below.

Trade Act 2009 includes petitions numbered 70,000-79,999.

Trade Act 2002 Revert includes petitions numbered 80,000-80,999 if Trade 2002 Revert is selected.

Trade Act 2011 includes petitions numbered 80,000-84,999.

Trade 2015 includes petitions numbered 85,000-97,999.

Trade Reversion 2021 includes petitions numbered 98,000 and above.

21) **Petition No.** – The Trade Act Navigator must enter the petition number. It can be found in MoJobs or UInteract TRA-B, TRA-A, or TRA-C claim screens.

If Missouri acts as the ***Agent*** state, the ***Liable*** state must provide the petition number, TRA / TAA eligibility, and approve the training request prior to submitting to OWD Central Office TAA Unit. To search for petition activity/determinations or to find contact information for Trade Act Coordinators in other states, view USDOL's website:

Petition activity/determinations:
https://www.doleta.gov/tradeact/petitioners/taa_search_form.cfm

Trade Act Coordinators: https://www.dol.gov/agencies/eta/tradeact/contact/states

22) **Trainee ID#** – If the DWD-PO-240-A is an "Initial" request, OWD Central Office TAA Unit will assign a Trainee ID#.

If the DWD-PO-240-A is an "Amended" request, the Trade Act Navigator must enter the Trainee ID# assigned by OWD Central Office Trade Act.

23) **Benefit Year Beginning (BYB):** – The Trade Act Navigator must enter the BYB date found in UInteract TRA-B, TRA-A, or TRA-C claim.

If Missouri is the Agent state, this information must be obtained from the Liable state.

Trade Act Coordinators: https://www.dol.gov/agencies/eta/tradeact/contact/states

24) **Trainee's Name** – The worker, Trade Act Navigator, or training facility must enter the worker's name.

25) **Incumbent Worker** – If the worker is an adversely affected incumbent worker under **Trade 2009**, **2011**, or **2015**, the Trade Act Navigator must check this field.

26) **Social Security Number** – The worker, Trade Act Navigator, or training facility must enter the last four digits of the worker's social security number.
27) **Last Termination from Certified Employer –** The Trade Act Navigator must enter the worker's last layoff date from the trade affected employer. To qualify for the TAA program, it must fall between the Impact Date and Expiration Date of the certified petition. This date can be found in UInteract TRA-B claim under the *List of Claims* link and the latest Separation Date found under the *855 Response* section.

    If Missouri is the ***Agent*** state, the Trade Act Navigator must contact the ***Liable*** state's Trade Act Coordinator unless the worker can provide supporting documentation.

28) **Trainee's Street Address** – The worker, Trade Act Navigator, or training facility must enter the worker's street address.
29) **City** – The worker, Trade Act Navigator, or training facility must enter the worker's city.
30) **State** – The worker, Trade Act Navigator, or training facility must enter the worker's state.
31) **Zip Code** – The worker, Trade Act Navigator, or training facility must enter the worker's zip code.
32) **Training Facility Name** – Enter the name of the training facility that the worker plans to attend.
33) **Trainee's Signature (Date)** – To make the request official, the worker must enter his/her signature on the form.

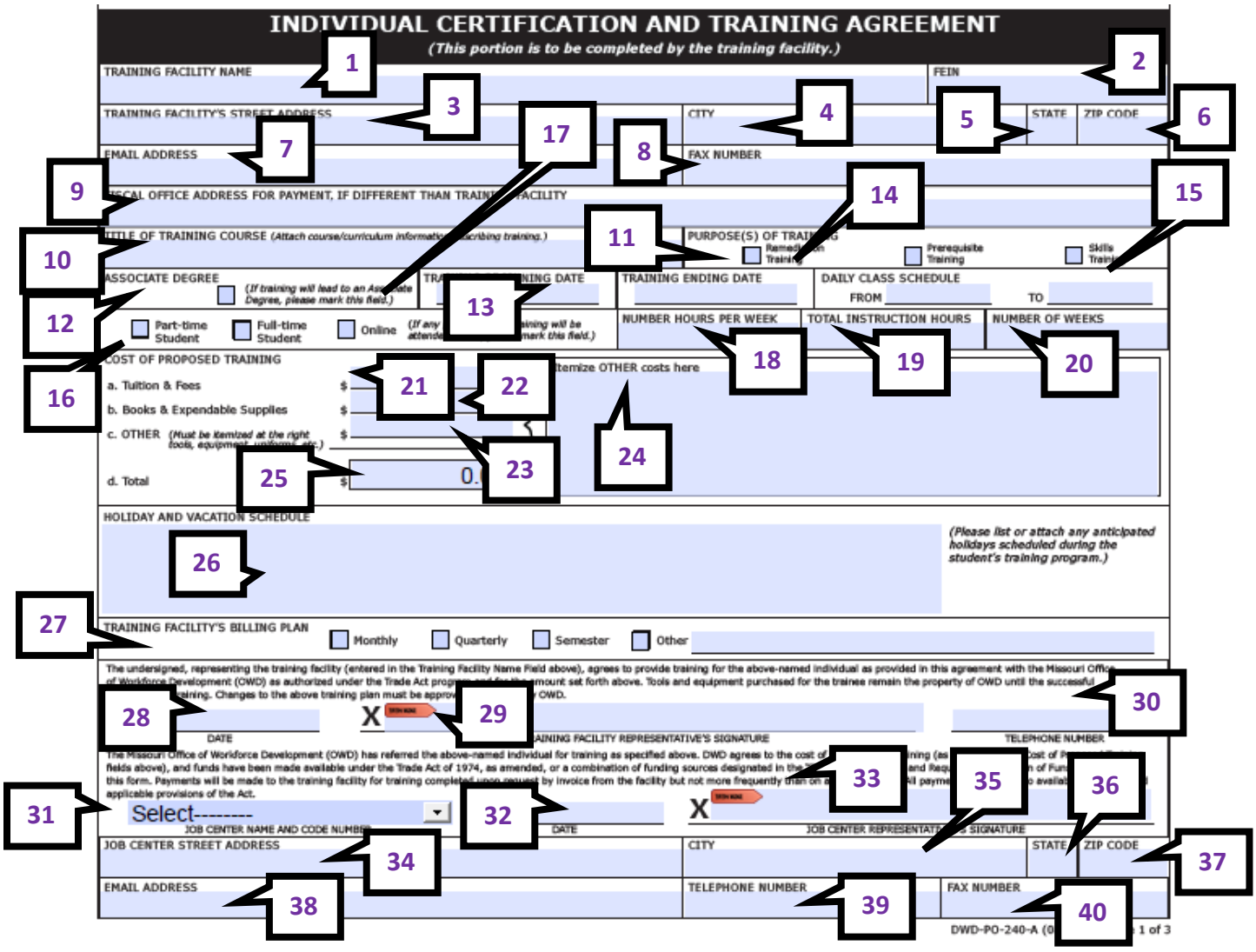
    Under **Trade 2002, 2002 Revert**, and **Reversion 2021**, for the DWD-PO-240-A to be considered a timely request for training, the top portion must be completed (including the worker's signature) within 210 days of the worker's last qualifying separation from the Trade affected employer. This can also be accomplished by signing the IEP instead of the DWD-PO-240-A. The worker's signature must be obtained during the first visit to the Job Center.

- **Note:** Under **Trade 2009**, **2011**, and **2015**, the timely training request criterion does not apply.

- If the worker uses the electronic signature, the form will include the date. If the worker manually signs the form, the worker must also date the form.

Completing the "Individual Certification and Training Agreement" Section

This portion of the form must be completed by the Training Facility.



1) **Training Facility Name** – The training facility representative must enter the name of the training facility.
2) **FEIN** – The training facility representative must enter the training facility's Federal Employer Identification Number.
3) **Training Facility's Street Address** – The training facility representative must enter the training facility's street address (location where training is to be held).
4) **City** – The training facility representative must enter the training facility's city (location where training is to be held).

5) **State** – The training facility representative must enter the training facility's state (location where training is to be held).
6) **Zip Code** – The training facility representative must enter the training facility's zip code (location where training is to be held).
7) **Email Address** – The training facility representative must enter his or her email address.
8) **Fax Number** – The training facility must enter the training facility's fax number.
9) **Fiscal Office Address for Payment, if Different than Training Facility** – If applicable, the training facility representative must enter a different fiscal office address.
10) **Title of Training Course** – The training facility must enter the name of the training course and include a copy of course / curriculum information describing the training program.
11) **Purpose of Training –** The training facility must mark all required training components (Remediation, Prerequisites, and/or Skills) that apply.
12) **Associate Degree** – If the worker is attending TAA approved training that will lead to an Associate Degree, the training facility must check this field.
13) **Training Beginning Date** – The training facility must enter the anticipated start date of the training course.
14) **Training Ending Date** – The training facility must enter the anticipated end date of the training course.
15) **Daily Class Scheduled From / To** – The training facility must enter the anticipated daily start and end time of the training program.
16) **Part-Time / Full-Time Training –** The training facility must mark the appropriate box to show if the worker will be participating in full-time or part-time training.

    In order for training to be approved under **Trade 2002** or **2002 Revert**, training must be ***full-time*** as deemed by the training facility.

    Under **Trade 2009**, **2011**, and **2015**, ***full-time*** and ***part-time*** training are approvable. However, workers participating in ***part-time*** training are not eligible for TRA weekly benefits and must be able to demonstrate that they are financially able to support themselves while in training. A worker must be able to financially support themselves with TRA or other methods. If worker is not eligible for UI or TRA weekly benefits, a financial statement must be recorded on a **Financial Attestation (DWD-5545)** and upload into MoJobs.

    Under **Trade Reversion 2021**, ***full-time*** and ***part-time*** training are approvable. Workers participating in ***part-time*** training remain eligible for TRA weekly benefits.

17) **Online** – If the worker attends **any** portion of training online (distance learning), the training facility must check this field. Self paced training is not approvable under TAA.
18) **Number of Hours Per Week-** The training facility must enter the approximate number of training hours scheduled per week.

    In Missouri, workers participating in remedial training must attend at least 6 clock

hours per week.

19) **Total Instruction/Credit Hours** – The training facility must enter the number of anticipated instruction / credit hours to be received as a result of the training program.
20) **# of Weeks** – The training facility must enter the length of training by weeks.
21) **Tuition & Fees** – The training facility must enter the estimated costs of tuition and fees for the entire training program.
22) **Books & Expendable Supplies** – The training facility must enter the estimated costs of books and supplies for the entire training program. If available, include an itemized list.
23) **Other** – The training facility must enter the estimated costs of tools, equipment, uniforms, etc. for the entire training program.

    If a training provider requires a refundable deposit for housing, it would be included in this field.
24) ***Itemize OTHER costs here** – If applicable, the training facility must enter an itemized list of costs associated with the 'Other' line item.

    If necessary, additional items can be listed on a separate piece of paper.

    The costs for subsistence (meals and lodging) should not be included in the estimate.

    Other expenses must always be itemized. If there is not enough space to include the itemization on the form, a separate sheet can be attached. 'Other' expenses include tools, uniforms, parking fees, lab fees, and all other costs that cannot be identified as tuition, books, and supplies. All contents of kits, such as tool kits, must be listed. If a training provider requires a refundable deposit for housing, it would also be detailed in this field.

25) **Total** – The training facility must enter the sum of all costs for "Tuition & Fees", "Books & Supplies", and "Other". This total must match the sum of all combined training funds obligated. Types of training funds include TAA, WIOA, Grants, Scholarships, etc.

    The request should reflect the entire costs of training, including any costs covered by another funding source. It must also display the costs necessary for tuition, books/supplies, and other (itemized expenses). Each expense must be recorded in the proper space on the form.
26) **Holiday and Vacation Schedule** – The training facility must enter the anticipated holiday schedule (such as days off for Christmas, Easter, Labor Day, etc.) and vacation schedule (such as time off between semesters or summer weeks) or attach the training facility's holiday / vacation schedule OR academic schedule.
27) **Training Facility's Billing Plan**: The training facility must mark the field of the normal billing cycle of the training facility.

If the “Other” field is marked, an explanation must be included. The billing cycle cannot be more than once a month.

28) **Date** – The training facility must enter the date the form was completed.
29) **Training Facility Representative’s Signature** – The training facility representative must enter their written or electronic signature. This is required before a training request can be considered approved.
30) **Telephone Number** – The training facility representative must enter their telephone number.
31) **Job Center Name and Code Number** – The Trade Act Navigator must choose from the drop down list OR type the appropriate Job Center location and associated code number.
32) **Date** – The Trade Act Navigator must enter the date the training request is determined approvable.
33) **Job Center Representative’s Signature** – The Trade Act Navigator must enter their written or electronic signature. This is required before a training request can be considered approved.

NOTE: If the DWD-PO-240-A is amended, it requires approval of both the training facility and the worker. The worker’s approval may be a signature on the DWD-PO-240-A, an email stating that (s)he agrees with X, Y, and Z changes, etc.

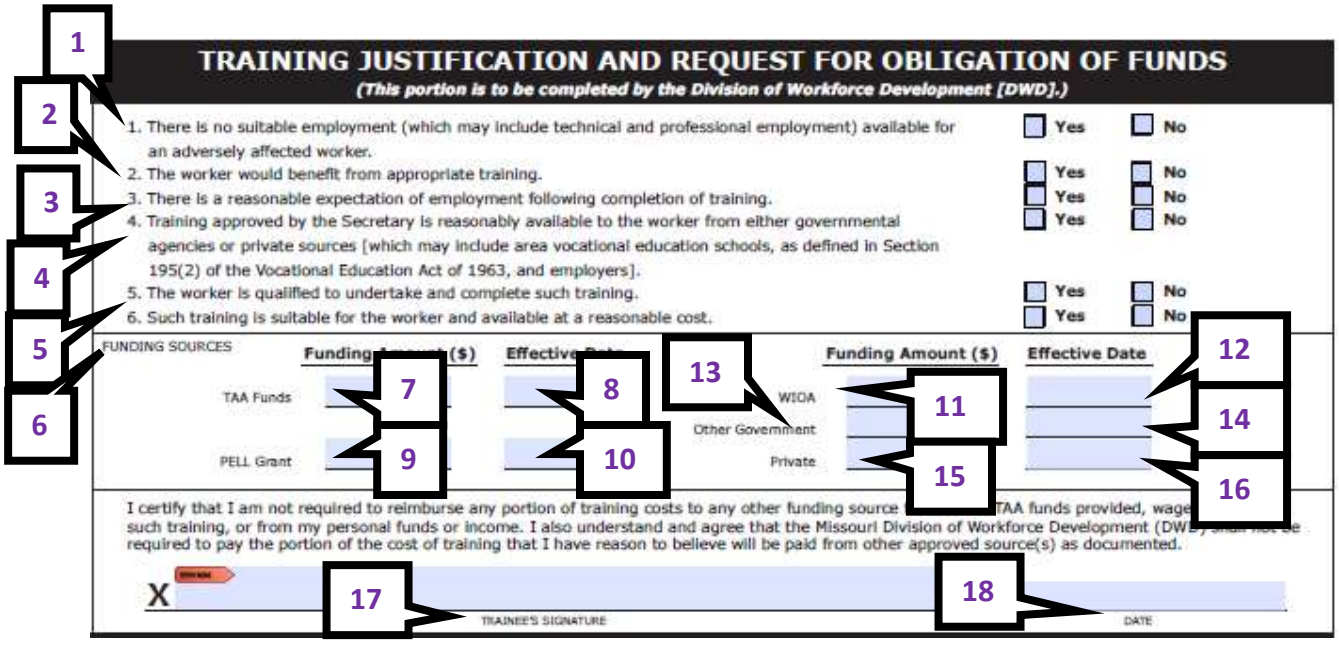
34) **Job Center Street Address** – The Trade Act Navigator must enter the street address of his/her Missouri Job Center.
35) **City** – The Trade Act Navigator must enter the City of his/her Missouri Job Center.
36) **State** – The Trade Act Navigator must enter the State of his/her Missouri Job Center.
37) **Zip Code** – The Trade Act Navigator must enter the Zip Code of his /her Missouri Job Center.
38) **Email Address** – The Trade Act Navigator must enter his/her email address.
39) **Telephone Number** – The Trade Act Navigator must enter his/her telephone number.
40) **Fax Number** – The Trade Act Navigator must entire his/her fax number.

Completing the "Training Justification/Request for Obligation of Funds" Section

This portion of the form is used by Trade Act Navigators to request the obligation of TAA funds to pay for approved training and training related costs for a trade affected worker. TAA funds are the primary funding source for trade affected workers. This means if TAA funds are available, they should be the first funding source used to pay for training.

Training courses are approved by Trade Act Navigators, **not** OWD Central Office. When the DWD-PO-240-A is received by OWD Central Office TAA Unit, it is assumed a training course has been approved by the designated Trade Act Navigator. OWD Central Office will review case notes and other MoJobs entries to ensure that the appropriate process was followed.

NOTE: The initial requests for training and any required amendments to the training program require a **new** DWD-PO-240-A form to be completed. When it is necessary to amend a training program, do **not** submit previously processed DWD-PO-240-A forms (that contain ledger assignment, Trade Act staff initials, and date processed). Additionally, amended DWD-PO-240-A forms must be approved by the training facility and worker.



1) **There is no suitable employment available for an adversely affected worker. –** Check the yes or no field.

   There is no suitable employment available for a trade-affected worker in either the commuting area or another area outside the commuting area to which the worker intends to relocate, and there is not reasonable prospect of such suitable employment becoming available for the worker in the foreseeable future.

If a training program, or an application for training is denied for not meeting this criteria, the State must document the availability of suitable employment through traditional and real-time labor market information including, but not limited to, projections data, job openings, and job vacancy surveys (not currently available in Missouri).

2) **The worker would benefit from appropriate training.** – Check the yes or no field.

The worker would benefit from appropriate training when training, skills training, or remedial education would increase the likelihood of obtaining employment. Appropriate training should improve the worker's changes of obtaining employment at higher wages than in the absence of training or place the worker on a pathway to do so.

The worker must have the knowledge skills, and abilities to undertake, make satisfactory progress in, and complete the training program.

3) **There is a reasonable expectation of employment following completion of training.** – Check the yes or no field.

There is reasonable expectation of employment following completion of such training. Given the labor market conditions expected to exist at the time of the completion of the training program, a reasonable expectation, fairly and objectively considered, exists that the trade-affected worker is likely to find employment, using the skills and education acquired while in training, upon completion of approved training. The labor market conditions considered must be limited to those in the worker's commuting area, or in the area where the worker intends to relocate.

1. "A reasonable expectation of employment" does not require that employment opportunities for the worker be available, or offered, immediately upon the completion of the approved training program. When initially approving such training, there must be a projection, based on labor market information, of employment opportunities expected to exist at the time of completion of the training program.

2. The State must measure expected job market conditions using pertinent labor market data, including but not limited to job order activity, short-term projections data, job vacancy surveys (not currently available in Missouri), business visitation programs, and local and regional strategic plans. This labor market information should be documented in the trade-affected worker's case file. The State should also worker with the LWDBs and their one-stop partners, especially business team members, to understand current labor market conditions and opportunities for work-based learning.

3. When a worker desires to relocate within the United States, but outside the worker's present commuting area, upon completion of training, the State must document the labor market information, described in the previous item 2, for the area of the planned relocation.

4. A reasonable expectation of employment may exist in a limited demand occupation for a single, trained worker in the worker's commuting area or in an area to which the worker desires to relocate. A limited demand for such an occupation does not preclude the approval of training in an occupation where the State has determined that there is a reasonable expectation that the worker can secure employment in the occupation. States must verify with businesses in the commuting area or in the area of intended relocation that demand exists for an individual with such training. These efforts must be documented in the trade-affected workers case file. Before approving training in occupations with limited demand, the State must consider the number of individuals currently enrolled in training that area likely to meet that demand before enrolling additional workers in training for that occupation.

5. A State may approve a training program in an occupation if it finds that there is a reasonable expectation that the training will lead to **self-employment** in the occupation for which the worker requests training and that such **self-employment** will provide the worker with wages or earnings at or near the worker's wages in adversely affected employment.

6. Training programs that consist solely of OJT or contain an OJT component area not approvable if they are NOT expected to lead to suitable employment, with the employment providing the OJT, in compliance with section 236(c)(1)(B)(i) of the Act (TAA Final Rule).

- At a minimum, refer workers to:

    - Missouri Economic Research and Information Center (MERIC) (http://meric.mo.gov)

    - O*Net Online (https://www.onetonline.org)

- LMI may be considered in other states / regions if the worker is willing to relocate.

  Before approving training, Trade Act Navigators must case note all applicable LMI information including the source of the LMI. At a minimum, case notes must include:

  - Missouri and United States projected increase/decrease in the field and projected annual job openings.

- Whether the jobs are high demand and/or green jobs.

- If the worker is willing to relocate for employment.

- Self-employment and related wages.

- Based on WIOA sector strategies:
    - Grade
    - Occupational Outlook (Region / Statewide)
    - Real-Time Job Openings (Region / Statewide)

4) Training approved by the Secretary is reasonably available to the worker from either governmental agencies or private sources. – Check the yes or no field.

Training is reasonably available to the trade-affected worker. In determining whether training is reasonably available, States must first consider training opportunities within the worker's commuting area. State may approve training outside the commuting area if none is available at the time in the worker's commuting area. Whether the training is in or outside the commuting area, the training program must be available at a reasonable costs as described in criteria #6.

5) The worker is qualified to undertake and complete such training. – Check the yes or no field.

States must ensure the following:

1. The worker's knowledge, skills, abilities, educational background, work experience, and financial resources are adequate to undertake and complete the specific training program being considered.

2. Any initial assessment, comprehensive and specialized assessment, and IEP developed under subpart C of this part (TAA Final Rule) must be consulted to support the trade-affected worker's ability to undertake and complete the training program.

3. Where the worker's remaining available weeks of UI and TRA payments will not equal or exceed the duration of the training program, that the worker will have sufficient financial resources to support completion of the training program within the time limits noted in 618.615(d) (TAA Final Rule). In making this determination, the State must consider:

    i. The worker's remaining weeks of UI and TRA payments in relation to the duration of the proposed training program;

ii. Other sources of income support available to the worker, including severance, earning of other family members, and other family resources;

iii. Other fixed financial obligations and expenses of the worker and family;

iv. The availability of Federal and student financial assistance or any State-funded student financial assistance of any private funding designated for student financial assistance include, but not limited to, nongovernmental scholarships, awards, or grants; and

v. Whether or not the worker is employed while attending training.

4. The State must document whether or not the trade-affected worker has sufficient financial resources to complete the training program that exceeds the duration of UI and TRA payments.

5. If a worker has insufficient financial resources to complete the worker's proposed training program that exceeds the duration of UI and TRA payments, then the State must not approve that training program and must instead consider other training opportunities available to the worker.

   A worker must be able to financially support themselves with TRA or other methods. If worker is not eligible for UI or TRA weekly benefits, a financial statement must be recorded on a **Financial Attestation (DWD-5545)** and upload into MoJobs.

6) Such training is suitable for the worker and available at a reasonable cost. – Check the yes or no field.

1. *Suitable for the worker.* The training program being considered must address the criteria set out in criteria #5 (Item #1 & 2) and be determined by the State to be appropriate given the worker's knowledge, skills and abilities, background, and experience relative to the worker's employment goal, and criteria set out in criteria #3.

2. *Available at a reasonable cost.*

   i. Costs of a training program may include but are not limited to, tuition and related expenses (e.g., books, tools, computers and other electronic devices, internet access, uniforms and other training-related clothing such as goggles and work boots, laboratory fees, and other academic fees required as part of the approved training program) as well as supplemental assistance (subsistence expenses and transportation expenses as described in 618.40(c) and (d)) (TAA Final Rule). States must pay the costs of initial licensing and certification tests and fees where

a license or certification is required for employment.

A. The State must ensure and document costs are reasonable by researching costs for similar training programs, whether it is classroom or work-based training.

B. Related expenses must be necessary for the worker to complete the training program. Other options should be explored before purchasing equipment or related materials.

ii. Available at a reasonable cost means that training must not be approved at one provided when, all costs being considered, training better or substantially similar in quality, content, and results can be obtained from another provider at a lower total cost within a similar time frame. Training must not be approved when the costs of the training are unreasonably high in comparison with the average costs of training other workers in similar occupations at other providers. The State may approve a higher cost training if that training is reasonably expected to result in a higher likelihood of employment, employment retention, or greater earnings, or to return the worker to employment in a significantly shorter duration.

iii. Training at facilities outside the worker's commuting area requiring transportation or subsistence payments that add substantially to the total cost of the training program may not be approved if other appropriate training is available in the commuting area at a lower cost, unless the exception described in criteria #6 (Item 2 ii) applies.

iv. Approval of training under criteria #6 is also subject to the provisions of 618.650 (TAA Final Rule).

Please refer to the **OWD Issuance 06-2020: Trade Adjustment Assistance Reasonable Cost of Training Policy:** https://jobs.mo.gov/sites/jobs/files/owdissuance06-2020_taa_reasonable_cost_policy_09162020.pdf.

7) **TAA Funds** – If TAA funds are being used to cover all or part of the training costs outlined on the training request, enter the amount of TAA funds that need to be obligated. TAA funds can only be used to cover required training costs.

The soft cap***** for skills training is set at $20,000 for all versions of the TAA program.

*****Training costs can exceed the soft cap with approval from the OWD Central Office TAA Unit. Other consideration includes "Reasonable Costs", "Public vs. Private", "Similar or Like Training", "Transportation/Subsistence Allowance", etc. For more information, reference the **OWD Issuance 06-2020: Trade Adjustment Assistance Reasonable Cost of Training Policy:**

https://jobs.mo.gov/sites/jobs/files/owdissuance06-2020_taa_reasonable_cost_policy_09162020.pdf.

Per the TAA Final Rule, TAA funds are the primary funding source for trade affected workers. This means if TAA funds are available, they must be the first funding source used to pay for training.

8) **TAA Effective Date** – If applicable, enter the date that TAA funds are available to fund the training. This may be at the beginning of training or at a natural break in training if the worker is co-enrolled in training prior to the TAA petition certification.
9) **PELL Grant** – If PELL Grant funds are used to cover all or part of the training cost, enter the amount of PELL Grant funds that have been obligated.

   Workers are not required to apply their PELL Grant towards their TAA approved training.

   If the worker has received a PELL Grant but is not applying it towards Trade approved training, leave this field blank.

   PELL Grants are not deductible from UI or TRA weekly benefit payments.

10) **Pell Grant Effective Date** – If PELL Grant funds will be applied towards training, enter the date that PELL Grant funds will cover all or a portion of training.
11) **WIOA** – If WIOA funds are used to cover all or part of the training costs, enter the amount of WIOA funds that have been obligated.
12) **WIOA Effective Date** If WIOA funds will be applied towards training, enter the date that WIOA funds will cover all or a portion of training.
13) **Other Government** – If Other Government funds are being used to cover all or part of the training costs, enter the amount of Other Government funds that have been obligated.
14) **Other Government Effective Date** – If Other Government funds will be applied towards training, enter the date that Other Government funds will cover all or a portion of training.
15) **Private** – If Private funds are being used to cover all or part of the training costs, enter the amount of funds that have been obligated.
16) **Private Effective Date** – If Private funds will be applied towards training, enter the date that Private funds will cover all or a portion of training.
17) **Trainee's Signature** – The worker must enter written or electronic signature.
18) **Date** – The worker must enter the date he/she signed the request for training.

Completing the "Transportation / Subsistence" Section

This portion of the form is used by Trade Act Navigators to document the distance between a worker's residence and their training facility while attending classroom training (remedial, prerequisite, and/or skills training), and to determine if the training requires the worker to travel outside of his/her commuting area.

In Missouri, a commuting area has been determined to be 10 miles one-way.

Effective September 21, 2020, with the enactment of the TAA Final Rule, transportation reimbursement begind with the first mile outside of the commuting area (in Missouri this would be mile 11).

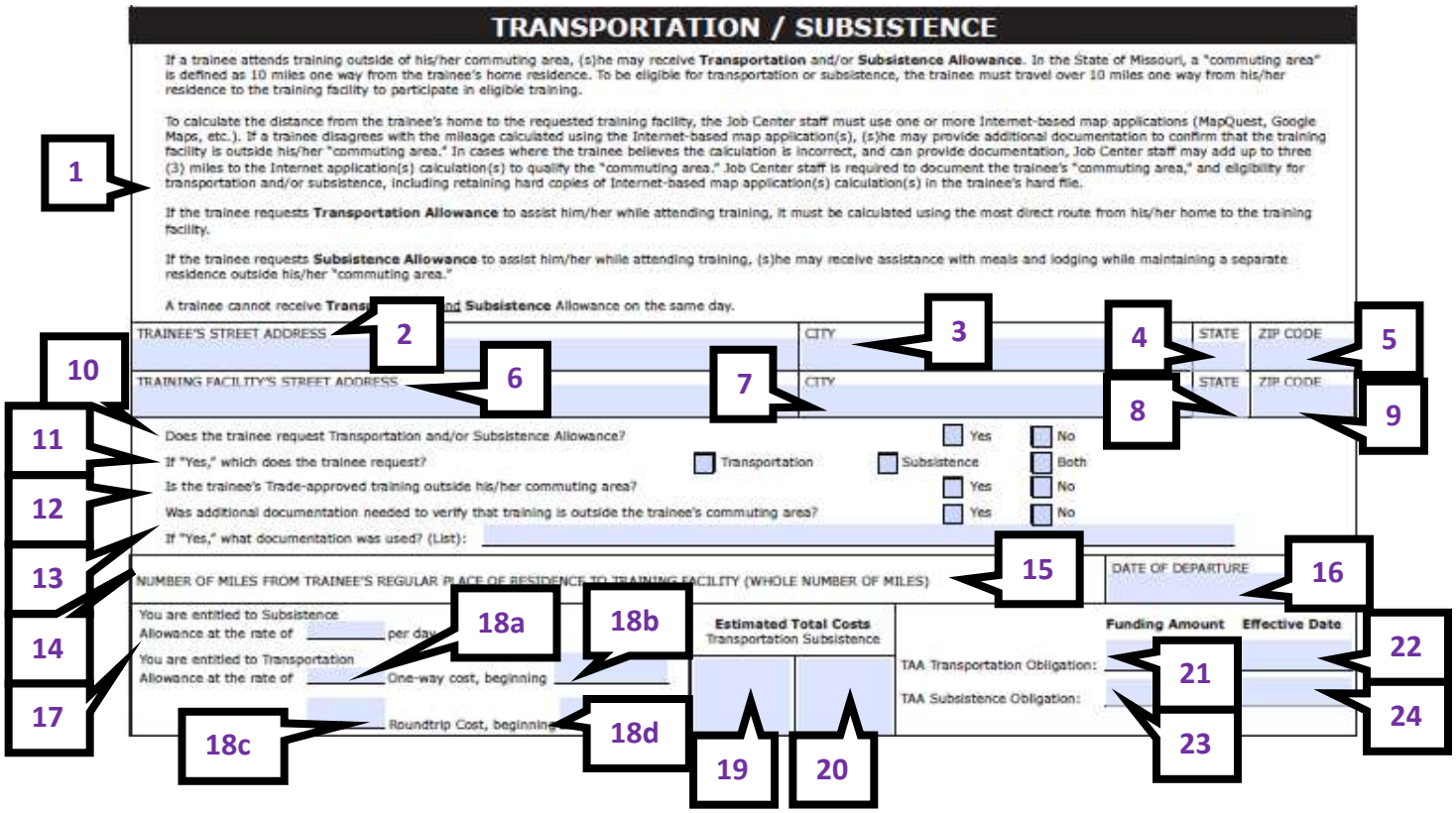
Calculating the Commuting Area:

To determine if the approved training is outside the worker's commuting area, the Trade Act Navigator is required to use one or more internet-based map applications (MapQuest, Google Maps, etc.) to confirm the distance between the worker's residence and their approved training facility is over **10 miles** one-way. If the worker request transportation and/or subsistence allowance, the Trade Act Navigator is required to complete the **Transportation / Subsistence** section of the form to document their findings.

Because the internet-based map application(s) are not always exact due to circumstances such as new construction, ongoing road construction, single address for large campus (colleges and hospitals), etc., Trade Act Navigators may allow up to three (3) additional miles only if the worker protests the calculation and provides documentation. If the worker does not believe the internet-based map application mileage calculation is correct, the worker may also provide other documentation, including a written, signed, self-attestation document, map of training facility campus, report of road closures for highway construction, etc.

The **Transportation / Subsistence** section of the form must be completed any time a worker requests transportation and/or subsistence allowance. In addition, a worker's eligibility for transportation and/or subsistence allowance, if requested, must be documented as a case note in MoJobs.

The **Agency Determination** section of the form is used to issue a written determination.



1) **Requirements and General Information** – This information must be reviewed with the worker prior to calculating the worker's commuting area.
2) **Trainee's Street Address** – Enter the worker's street address.
3) **City** – Enter the worker's city of residence.
4) **State** – Enter the worker's state of residence.
5) **Zip Code** – Enter the worker's zip code of residence.
6) **Training Facility's Street Address** – Enter the street address of training facility location.
7) **City** – Enter the city of training facility location.
8) **State** – Enter the state of training facility location.
9) **Zip Code** – Enter the zip code of training facility location.
10) **Does the client request Transportation and/or Subsistence Allowance?** – Select Yes or No.
11) **If "Yes", which does the client request?** – Select Transportation, Subsistence, or Both.
12) **Is the client's Trade-approved training outside his/her commuting area?** – Select Yes or No.
13) **Was additional documentation needed to verify that training is outside the client's commuting area?** – Select Yes or No.
14) **If "Yes", what documentation was used?** – List source(s) of documentation.
15) **Number of Miles from Regular Place of Residence to Training Facility** – Enter the actual ONE-WAY mileage from the worker's place of residence to their training

site. This entry should be completed for all workers, regardless of their eligibility for transportation and/or subsistence allowances.

Mileage calculations should be based on the most direct route between the worker's residence and their primary training location. The number of miles entered must be calculated using one or more internet-based map applications (MapQuest, Google Maps, etc.) and must be documented on the form and rounded to the nearest who mile. Alternative documentation can be used to verify the commuting distance.

Include information about transportation / subsistence eligibility in MoJobs along with the manner used to calculation the distance between the worker's residence and training facility.

Effective September 21, 2020, with the enactment of the TAA Final Rule, transportation reimbursement begin with the first mile outside of the commuting area (in Missouri this would be mile 11).

16) **Date of Departure** – If applicable, enter the date transportation and/or subsistence is effective.

17) **You are entitled to Subsistence Allowance at the rate of _____ per day** – Enter the lesser amount of actual cost of Subsistence Allowance per day or 50% of the per diem.

Refer to the **Transportation & Subsistence** section of the manual for further explanation. To be eligible for subsistence, the worker must be attending training outside his/her commuting area and maintaining a separate residence.

18) **You are entitled to Transportation Allowance at the rate of** –

a) **One-way costs:** Enter the ONE-WAY cost from the worker's regular place of residence to training facility outside his/her commuting area. To calculate the one-way cost:

(# of Miles One-Way – 10 miles) x mileage reimbursement rate per mile = **One-way costs**

Daily transportation cannot exceed the maximum subsistence rate per day. Refer to the **Transportation & Subsistence** section of the manual for further explanation. To be eligible for transportation, the worker must be attending training outside his/her commuting area and driving back and forth between his/her regular residence and training site. EXCEPTION: One-way trip at the beginning/end of training when claiming subsistence.

b) **Beginning** – If the worker is eligible for transportation, enter the date the worker is eligible to start drawing transportation.

c) **Roundtrip costs:** Enter the ROUNDTRIP cost from the worker's regular place of residence to training facility outside his/her commuting area. To calculate the roundtrip cost:

"**One-way costs**" x 2 = **Roundtrip costs**

d) **Beginning** – If the worker is eligible for transportation, enter the date the worker is eligible to start drawing transportation.

19) ***Estimated Total Costs*** **Transportation:** If applicable, based on the length of the worker's training program, enter the estimated total cost of transportation.

20) ***Estimated Total Costs*** **Subsistence:** If applicable, based on the length of the worker's training program, enter the estimated total cost of subsistence.

Workers are eligible to draw subsistence seven days per week while in training based on the lesser of actual costs or 50% of the per diem. Refer to the **Transportation & Subsistence** section of the manual.

21) **TAA Transportation Obligation** – If the worker is attending training outside his/her commuting area and is eligible for transportation allowance, enter the estimated amount of Transportation Allowance that is needed for the entire length of training.

22) **Effective Date** – If worker is eligible for transportation, enter the date transportation funds need to be available.

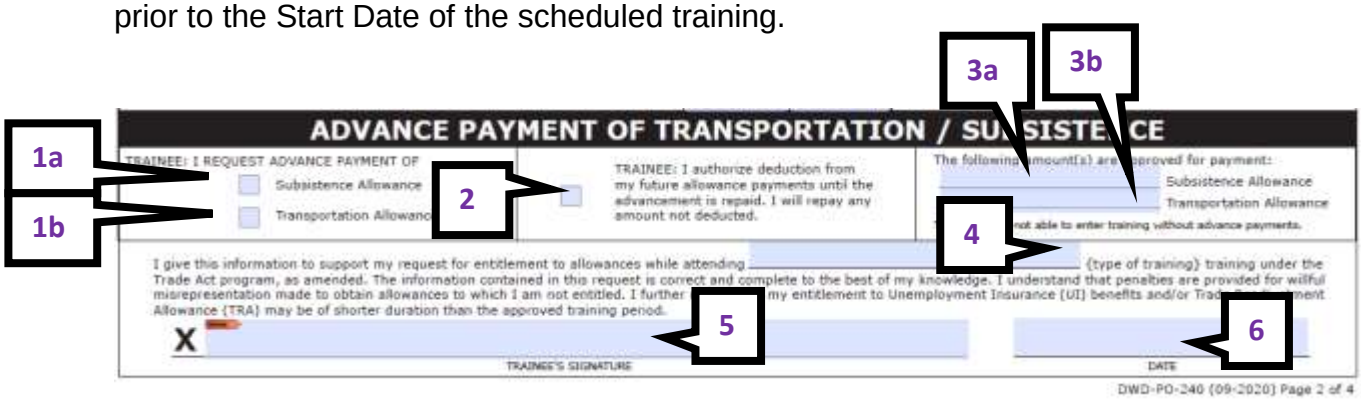
23) **TAA Subsistence Obligation** – If the worker is attending training outside his/her commuting area and is eligible for subsistence allowance, enter the estimated amount of Subsistence Allowance that is needed for the entire length of training.

Workers are eligible to draw subsistence seven days per week while in training based on the lesser of actual costs or 50% of the per diem. Refer to the **Transportation & Subsistence** section of the manual.

24) **Effective Date** – If worker is eligible for subsistence, enter the date subsistence funds need to be available.

Completing the "Advanced Payment of Transportation / Subsistence" Section

If the worker requires advanced payment of either Subsistence and/or Transportation Allowance, the Trade Act Navigator and the worker must complete this section of the form. Please note that an advanced payment cannot be paid more than **ten (10) days** prior to the Start Date of the scheduled training.



1) **Trainee: I request advance payment of** – If the worker is eligible and requests an advance of subsistence or transportation allowance, check the appropriate box(es).

   a) **Subsistence Allowance** – If the worker requests advanced subsistence allowance, check this box.

   b) **Transportation Allowance** - If the worker requests advanced transportation allowance, check this box.

2) **Trainee: I authorize deduction from my future allowance payments until the advance payment is repaid. I will repay any amount not deducted.** – If the request is approved, check this box. In order to repay the advanced allowance payment, this field indicates the worker's authorization to deduct the "advanced payment" from future allowance payments. If the "advanced funds" cannot be fully repaid from the allowance payments, the worker must acknowledge responsibility to repay the remaining amount.

   Advance payments should be done on a limited basis, and only considered when the worker can provide documentation that no other financial resources are available to cover costs pending a reimbursement.

   If an advance payment is requested, the submission of forms should be expedited to allow DES - Special Unit additional time to issue the payment.

   In addition to the DWD-PO-240-A form, if the worker is receiving a paper check (vs. direct deposit), **a memorandum must be submitted to DES-Special Unit to provide mailing instructions for the advance check**. The advance check may be

sent: 1) Directly to the worker; 2) To the training facility for delivery to the worker; or 3) To the Job Center for delivery to the worker.

3) **The following amount(s) are approved for payment** – Enter the amount of advanced payment the worker is eligible to receive.

   a) **Subsistence Allowance** – If appropriate, enter the amount of advanced funds approved for subsistence. This should be calculated for up to one week's worth of subsistence.

      Subsistence is to cover the daily cost of meals and lodging. Subsistence is calculated on the lesser of actual costs or 50% of the per diem. Reference the **Transportation & Subsistence** section of the manual.

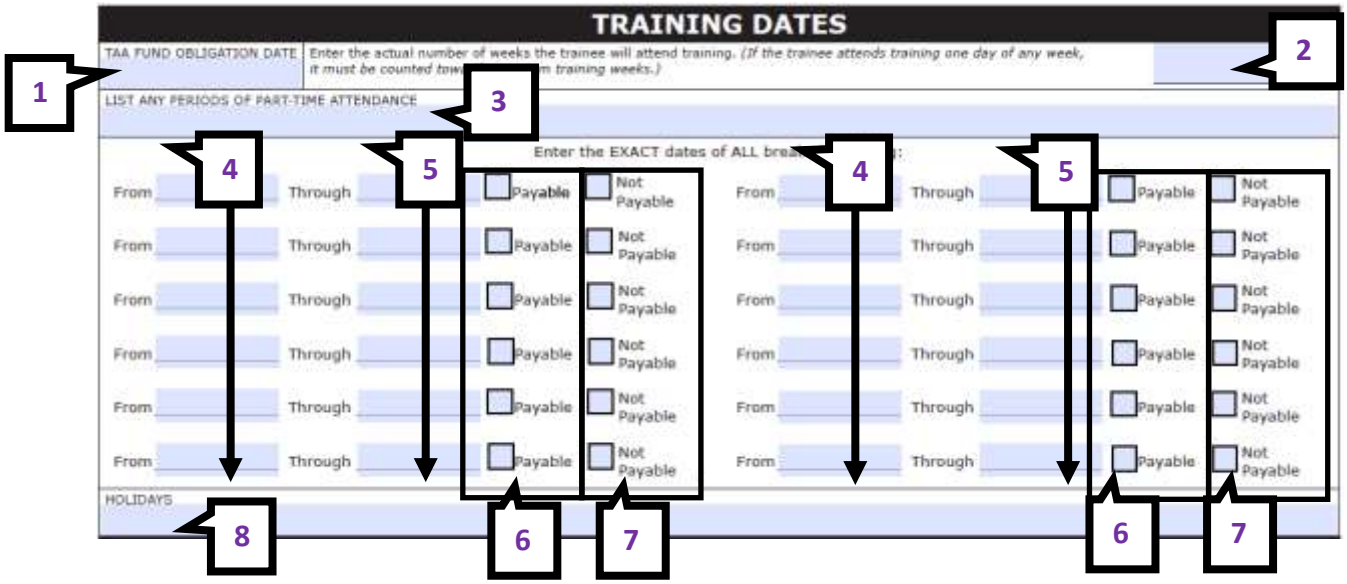
   b) **Transportation Allowance** – If appropriate, enter the amount of advanced funds approved for transportation. This should be calculated for up to one week's work of transportation.

      Transportation is to cover the daily mileage of traveling back and forth between the worker's residence and training facility when the training facility is outside the commuting area. The commuting area in Missouri is 10 miles one way. (Effective September 21, 2020, per the TAA Final Rule, mile reimbursement starts with the first mile outside the commuting area. In Missouri, this would start with mile 11.) Transportation cannot exceed the maximum daily subsistence amount. Reference the **Transportation & Subsistence** section of the manual.

4) **Type of Training** – Enter the title of the training program.
5) **Trainee's Signature** – The worker is only required to sign this portion of the form in order to receive advanced payment. By signing this field, the worker agrees to the repayment of advanced funds through deduction of future subsistence or transportation allowance payments. The worker also agrees to repay any advanced funds that cannot be recovered through future allowance deductions on the TRA-22.
6) **Date** – The worker enters the date he/she signs the DWD-PO-240-A.

Completing the "Training Dates" Section

This section of the form is completed by the Trade Act Navigator based on the scheduled dates and times of training provided by the Training Facility.



1) **TAA Fund Obligation Date** – Enter the date that TAA is scheduled to begin funding the training program. If the training is completely funded with TAA funds, enter the start date of training. If the training is partially funded by Trade, but also funded by another source, enter the date that TAA becomes responsible for the training costs.

   Example, if the worker began training under WIOA Dislocated Worker in a co-enrollment scenario, TAA would begin funding the training at the next natural break in training. The Trade Act Navigator would enter the date TAA would begin funding the training.

2) **Enter the actual number of weeks the trainee will attend training** – Entire the calculated amount of weeks the worker is scheduled to attend training.

   If the worker attends training one day during any week, it must be counted towards the maximum training weeks. Do not count any weeks in which the worker does not attend at least one day of training.

3) **List Any Periods of Part-Time Attendance** – If applicable, for workers participating in Trade 2009, 2011, 2015, or Reversion 2021 enter any periods of part-time attendance. Workers who participate in training on a part-time basis under **Trade 2009**, **2011**, and **2015** are not entitled to TRA weekly benefits. However, workers who participated in training on a part-time basis under **Trade Reversion 2021** ARE entitled to TRA weekly benefits.

Part-time training is not an option under Trade 2002 and 2002 Revert.

4) **From** – For all scheduled breaks in training, enter the start date of each break.

   Note, breaks include two or more days in which the worker will be off school.

5) **Through** – For all scheduled breaks in training, enter the end date of each break.

   Note, breaks include two or more days in which the worker will be off school.

6) **Payable** – If the associated break is payable, check this field.

   A break that is less than 30 days in length is payable. Breaks in training do not count towards the maximum length of training. Refer to the **Break in Training** portion of the manual for additional instructions, including how to count breaks in training. Workers drawing Completion TRA are not eligible to receive TRA during breaks, even if they meet the definition of a payable break.

7) **Not Payable** – If the associated break is not payable, check this field.

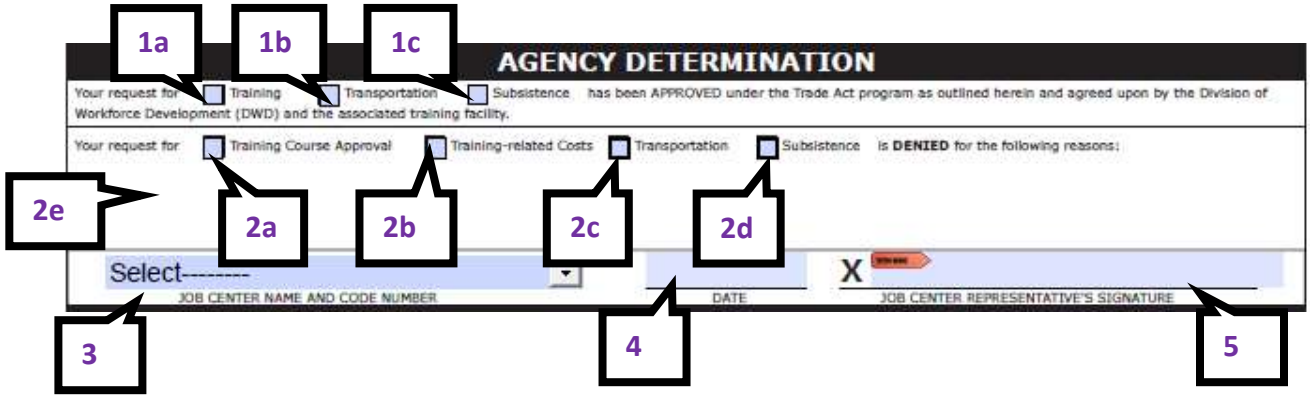
   A break that is 30 days or longer in length is not payable.

   Breaks in training do not count towards the maximum length of training. Refer to the **Break in Training** portion of the manual for additional instructions, including how to count breaks in training.

8) **Holiday** - Record all scheduled holidays provided by the Training Facility. Holidays should be considered as one day away from training. Anything longer than this should be considered a break in training.

Completing the "Agency Determination" Section

This section of the form is completed by the Trade Act Navigator to provide a written determination of eligibility or denial of training, training related costs, transportation, and/or subsistence.



1) **Your Request for** – If the worker's request for training, transportation, and/or subsistence is approved, mark all applicable boxes.

   a) **Training** - If a training program is approved, check this box.
   b) **Transportation** – If transportation allowance is approved, check this box.
   c) **Subsistence** – If subsistence allowance is approved, check this box.

2) **Your Request for** – If the worker's request for training, training related costs, transportation, and/or subsistence is being denied, mark all applicable boxes.

   a) **Training Course Approval** - If a training program is being denied, check this box.
   b) **Training Related Costs is Denied for the Following Reasons** – If a training related cost (tools, computer, uniform, etc.) is being denied, check this box.
   c) **Transportation** - If transportation allowance is being denied, check this box.
   d) **Subsistence** - If subsistence allowance is being denied, check this box.
   e) **Reason(s)** – In addition to marking the appropriate denial boxes, a written denial statement must be included; it must be written in a clear and concise manner, and be within the provisions of the Act. Start all denial statements with: "*The Trade Act of 1974, as amended including TAA Final Rules, and Federal Regulations at Part 618 provide:*" (Refer to the "Issuing a Denial of Training or Related Expense" portion of the manual for additional instructions.)

      Because there is only a small area to type in the denial statement, it is acceptable to type in "See Attached" and include a Word document that includes

the full denial statement.

3) **Job Center Name and Code Number** - The Trade Act Navigator must choose from the drop down list OR type the appropriate Job Center location and associated code number.
4) **Date** – The Trade Act Navigator must enter the date the denial was issued.
5) **Job Center Representative's Signature** – The Trade Act Navigator must enter their written signature or use the electronic signature on the form.

Completing the "Request for TRA While in Training" Section

This section of the form is completed by the Trade Act Navigator to provide TRA eligibility information to DES' staff.

1) Benefit Year Beginning (BYB) – The Trade Act Navigator must enter the BYB date that is found on the *UInteract* TRA-B, TRA-A, or TRA-C claim.

If Missouri is the Agent state, this information must be obtained from the Liable state.

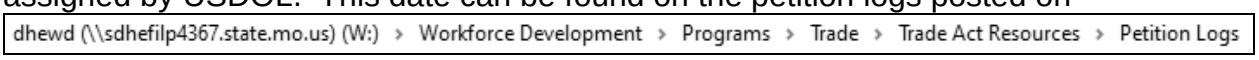
2) Date of Last Qualifying Separation – Enter the date of the worker's last qualifying separation date from the trade-affected employer that falls between the impact date and expiration date of a TAA certified petition. This date can be found in *UInteract* on the Claim Details screen on a TRA-B, TRA-A, or TRA-C claim under the *855 Response* section.

If Missouri is the Agent state, this information must be obtained from the Liable state.

3) Date of Qualifying Separation – Enter the date of the worker's first qualifying separation date from the trade-affected employer that falls between the impact date and expiration date of a TAA certified petition. This date can be found in *UInteract* on the Claim Details screen on a TRA-B, TRA-A, or TRA-C claim under the *855 Response* section.

If Missouri is the Agent state, this information must be obtained from the Liable state.

4) Date of Petition Certification – Enter the TAA petition certification date as assigned by USDOL. This date can be found on the petition logs posted on



or on USDOL's website (https://www.doleta.gov/tradeact/taa/taa_search_form.cfm).

5) **Your Request for Additional Weeks of TRA is Denied…** – This only applies to Trade 2002, 2002 Revert, and Reversion 2021. If the worker did not request training (sign the top portion of the form) within 210 days of their total or partial separation date from the trade-affected employer or the certification date of the petition under which the worker is covered (whichever is later), their request for training is not considered to be timely. If the worker did not have a timely application for training, this item should be checked to deny Additional TRA.

   a) Date: Enter the date the worker requested training.

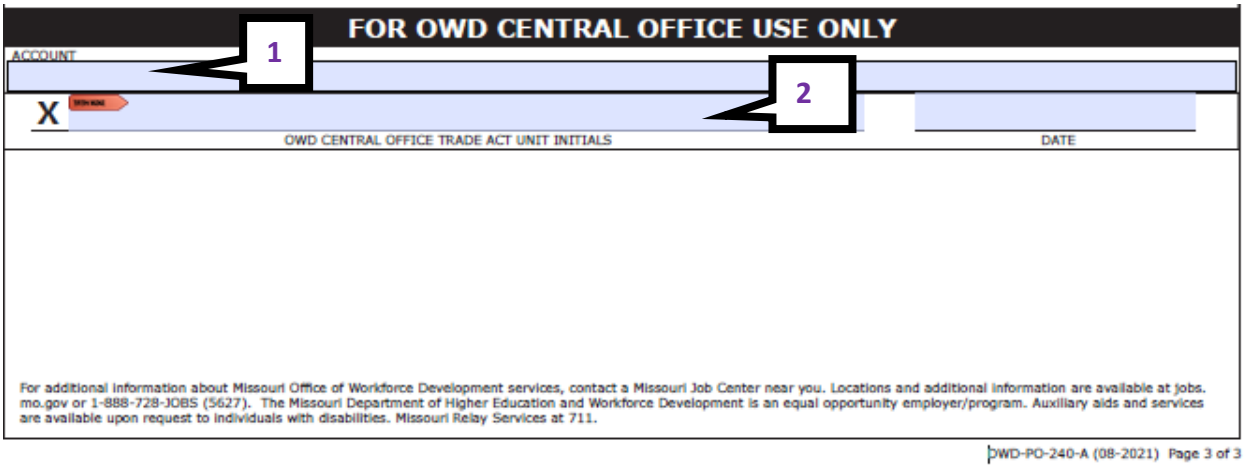
6) **Your Request for TRA under the Trade Act is Denied…** – This only applies to Trade 2002, 2002 Revert, and Reversion 2021. If the worker was not enrolled in training, issued a waiver, or issued a 45-day extension (waiver or training) within the 8/16 week enrollment criteria, this item should be checked to deny all TRA weekly benefits.

7) **Your Request for TRA under The Trade Act is Denied…Certification** – This only applies to Trade 2009, 2011, and 2015. If the worker was not enrolled in training, issued a waiver, issued a 45-day extension (waiver or training) or 60-day extension within the 26/26 week enrollment criteria, this item should be checked to deny all TRA weekly benefits. (Equitable Tolling or Federal Good Cause may also be applied to Trade 2011 or 2015. Equitable Tolling may be applied to Trade Reversion 2021.)

8) **Appeal Rights** – If the worker is issued a denial, they must be made aware of their rights for an appeals hearing. (Refer to the “Appeals” portion of the manual for additional instructions.)

Completing the "Fiscal Information" Section

This section of the form is completed by OWD Central Office TAA staff to record the ledger (Account) and TAA fund obligation date.



1) **Account** –OWD Central Office TAA staff enters a ledger number into this field.

2) **OWD Central Office Trade Act Unit Initials** –OWD Central Office TAA staff either enters their initial and dates or uses an electronic signature which includes the date.

Submission Date:
It is requested that the DWD-PO-240-A be submitted to OWD Central Office TAA Unit for fund obligation within 21 - 60 days prior to the start date of training. If the DWD-PO-240-A cannot be submitted within the noted timeframe, ***it is necessary to contact the OWD Central Office TAA Unit with an explanation prior to submission at DWDTradeActHelp@dhewd.mo.gov***. Each case will be considered on a case-by-case basis. If it is determined that an extraordinary circumstance exist, the Trade Act Navigator will be allowed to submit the DWD-PO-240-A for processing.

Trade Act Navigators must upload the DWD-PO-240-A and any corresponding documentation into the worker's MoJobs record. An email must be sent to DWDTradeActHelp@dhewd.mo.gov, and include the worker's name and StateID, to notify OWD Central Office Trade Act Unit that an initial DWD-PO-240-A is ready for processing. All necessary MoJobs entries, including case notes, must be made on the TAA Application prior to submitting a DWD-PO-240-A for processing. MoJobs case notes include, but are not limited to:

Before a DWD-PO-240-A is submitted to OWD Central Office TAA Unit for processing, MoJobs must be updated to include:

- Employment and Case Management Services
- TRA Benchmark Notification
- Reasonable Cost / Training Comparison
- Training Details
- Six Training Approval Criteria

Other MoJobs entries include, but are not limited to:

- Completion of the TAA Application and Participation
- Individual Employment Plan
- Appropriate TAA training service(s) under Activities/Enrollments/Services
- Revocation of a Waiver and Waiver service
- Approved Training Applications module under TAA Application
- Travel Allowance Application module under TAA Application

Distribution:
When all sections of the DWD-PO-240-A form are completed, with exception of the **For OWD Central Office Use Only** section:

- The original DWD-PO-240-A form, along with the DWD-PO-55, must be uploaded into MoJobs and an email submitted to DWDTradeActHelp@dhewd.mo.gov to notify OWD Central Office TAA Unit.
- The OWD Central Office TAA Unit will provide a processed copy of the DWD-PO-240-A form, along with the DWD-PO-55, to DES.
- A copy of the processed DWD-PO-240-A is provided to the appropriate Trade Act Navigator / Job Center either by email or uploaded into the worker's MoJobs record.

- The Trade Act Navigator provides the worker with a copy of the DWD-PO-240-A and DWD-PO-55 form.
- The Trade Act Navigator provides a copy of the DWD-PO-240-A, DWD-PO-55, and DWD-PO-240-B forms to the training facility along with the TRA-19 Letter (DWD-PO-221) and Termination Report - Instructions.

NOTE: If Missouri is the Agent state, the Liable state must approve the training program (as outlined on the DWD-PO-240-A) before submitting the DWD-PO-240-A to OWD Central Office TAA Unit for processing.

When the Trade Act Navigator provides approved copies of the DWD-PO-240-A and DWD-PO-55 forms to the training facility, they must also provide copies to the Liable state.

Amendments:
When one or more sections of the DWD-PO-240-A form needs to be revised, the form must be marked "AMENDED" at the top of the form. A clear explanation of the amendment(s) needed must also be included at the top of the form. It is required to include the worker's assigned Trainee ID number (which is assigned on the initial training request – DWD-PO-240-A).

Lastly, the DWD-PO-240-A or other documentation must show that both the training facility and worker agree to any change(s) made to the DWD-PO-240-A. This can be done through either written or electronic signature or by attaching approval emails.

Distribution (Amended):
When the DWD-PO-240-A is amended:

- All pages of the "amended" DWD-PO-240-A form are uploaded into MoJobs and an email submitted to DWDTradeActHelp@dhewd.mo.gov to notify OWD Central Office TAA Unit.
- The OWD Central Office TAA Unit processes the request for obligation of funds.
- The OWD Central Office TAA Unit will provide a processed copy of the "amended" DWD-PO-240-A form to DES.
- A processed copy of the "amended" DWD-PO-240-A form is provided to the appropriate Trade Act Navigator / Job Center either by email or loaded into the worker's MoJobs record.
- The Trade Act Navigator provides the worker with a copy of the "amended" DWD-PO-240-A form, and also maintains a copy.
- The Trade Act Navigator provides a copy of the "amended" DWD-PO-240-A form to the training facility. The training facility must be instructed to complete the **Trainee Termination Report** (DWD-PO-240-B) form at the time of the worker's completion or termination of training.

NOTE: If Missouri is the Agent state, the Liable state must approve amendments to the training program (as outlined on the DWD-PO-240)-A before uploading the DWD-PO-240-A into MoJobs for processing.

When the Trade Act Navigator provides a copy of the approved amended DWD-PO-240-A form to the training facility, they must also provide a copy to the Liable state.

Completing "Trainee Termination Report" Section

At the time a worker's training is approved, the Training Facility is provided a **TRA-19** (transmittal letter), along with a signed/processed copy of the **DWD-PO-240-A** (Individual Certification and Training Agreement section), a blank **DWD-PO-240-B** and the **DWD-PO-270** (for completing the DWD-PO-240-B: Trainee Termination Report).

For purposes, the breakdown of forms is:

- TRA-19 Letter (DWD-PO-221)
- *Processed* Request for Training (DWD-PO-240-A)
- *Blank* Trainee Termination Report (DWD-PO-240-B)
- Termination Report - Instructions

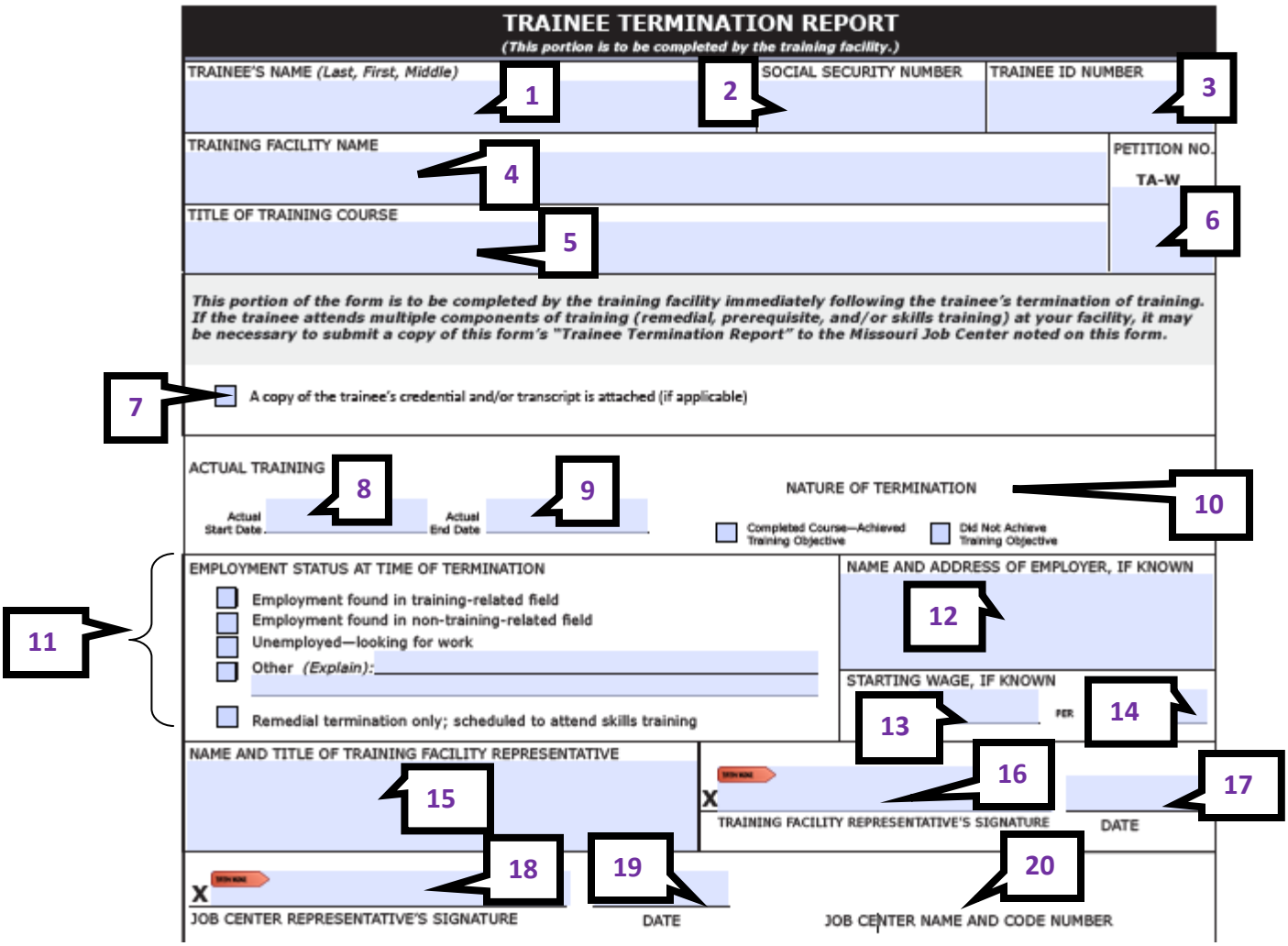
Using the most recently processed DWD-PO-240-A, the Training Facility is also asked to complete the **Trainee Termination Report** (DWD-PO-240-B) after the completion (or termination) of each training module (if applicable) and return the form to the specified Trade Act Navigator.

Completion of the Trainee Termination Report section:

If a worker does not start scheduled training, the **Trainee Termination Report** (DWD-PO-240-B) does not need to be completed. Instead, the DWD-PO-240-A should be amended to de-obligate training and show the worker did not start training. The **Training Justification and Request for Obligation of Funds** and **Transportation / Subsistence** (if applicable) sections of the DWD-PO-240-A form also needs to be completed to de-obligate any TAA training, transportation, and/or subsistence funds.

If you are unable to get the Training Facility to complete the Trainee Termination Report (DWD-PO-240-B) after multiple documented attempts, you (Trade Act Navigator) may complete the Termination Report based on information obtained from either the worker, training facility, or both. In the Training Facility Representative Signature field, enter your name and where you obtained the information to complete the Termination Report.

Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
Trade Act Request for Training



1) **Trainee's Name** – The Trade Act Navigator or Training Facility must enter the worker's Last, First, and Middle name.
2) **Social Security Number** – The Trade Act Navigator or Training Facility must enter the last four digits of the worker's SSN.
3) **Trainee ID Number** – The Trade Act Navigator or Training Facility must enter the worker's assigned Trainee ID Number (from the initial training request – DWD-PO-240-A).
4) **Training Facility Name** – The Training Facility must enter the name of their institution.
5) **Title of Training Course** – The Training Facility must enter the title of the training program the worker was participating in.
6) **Petition No** – The Trade Act Navigator must enter the petition number under which the worker is eligible to participate in the Trade Act program.

7) **A Copy of the Trainee's Credential and/or Transcript is Attached (if Applicable)** – The Training Facility must check this field if applicable.

8) **Actual Start Date** – The Training Facility must enter the Actual Start Date of training; first date of attendance. If worker was co-enrolled, this would be the date that TAA became responsible for funding the training

9) **Actual End Date** – The Training Facility must enter the Actual End Date of training; last date of attendance.

This date should be used as the **End Date** for the TAA specific **training services** in MoJobs. If MoJobs will not allow you to enter the **End Date** listed, the End Date and Completion Code fields of the **training services** **should be left blank**. The OWD Central Office TAA Unit will close the service once the form is received.

10) **Nature of Termination** – The Training Facility must check the appropriate box.

- **Completed Course – Achieved Training Objective** – Worker successfully completed the training program as approved.
- **Did Not Achieve Training Objective** – Worker did not successfully complete the training program within the time parameter and Trade guidelines.
    - If this field is selected, a determination of justifiable cause or non-justifiable cause must be made by the Job Center staff.
    - If the worker obtained a lesser degree (certificate vs. scheduled Associate Degree), the lesser certification must be recorded in the Credential module in MoJobs under the TAA Application.

11) **Employment Status at Time of Termination** – The Training Facility must check the appropriate box(es):

- **Employment found in a training-related field:** Worker has found employment in a field related to training received through the TAA program.
- **Employment found in non-training-related field:** Worker has found employment in a field unrelated to the training received through the TAA program.
- **Unemployed – Looking for Work:** Worker is currently unemployed and looking for work.
- **Other:** Worker is not employed or looking for work. A text field is available for other details.

  Examples include recovering from a health issue, on a temporary break, etc.

- **Remedial termination only; scheduled to attend skills training:** Worker has terminated from remedial training and is scheduled to attend pre-requisite and/or skills training.

12) **Name and Address of Employer, if known** – If the worker is employed, the Training Facility must enter the name and address of the employer.

13) **Starting Wage if known (wage) –** If the worker is employed, the Training Facility must enter the expected wage.

14) **Starting Wage if known (frequency)** – The Training Facility must enter the frequency associated with the wage amount (hourly, monthly, annual, etc.).

15) **Name and Title of Training Facility Representative** – The Training Facility must enter the name and title of the individual at the training facility who is responsible for tracking the status of the worker.

16) **Training Facility's Signature** – The Training Facility must enter the written name of the Training Facility Representative who completed the form.

If the Trade Act Navigator is unable to obtain termination information from the Training Facility, the Trade Act Navigator must complete the termination information based on information obtained from the worker and/or Training Facility. In the "Signature of Training Facility Representative" field, the Trade Act Navigator must sign and indicate where the information was obtained to complete the document.

17) **Date** – The Training Facility must enter the date the Training Facility Representative completed and signed the document.

If the Trade Act Navigator completes the termination information, they must enter the date the document was signed.

18) **Job Center Representative's Signature** – The Trade Act Navigator must enter their written or electronic signature on the form.

19) **Date** – The Trade Act Navigator must enter the date they processed the form.

20) **Job Center Name and Code Number** – The Trade Act Navigator must choose from the drop down list OR type the appropriate Job Center location and associated code number.

Special Termination Scenario 1:

If worker participates in non-instructor led exam (or thesis work) after training program, a Termination Report needs to be submitted to indicate the Actual End Date of classroom training. This is the date to be entered into MoJobs.

If the worker passes the exams / gains credential, an amended Termination Report needs to be submitted to show credential and the credential needs to be added to the TAA Application in MoJobs.

Special Termination Scenario 2:

If worker participates in instructor led exam after training program, a Termination Report needs to be submitted to indicate the Actual End Date of classroom training. This is the date to be entered into MoJobs.

If the worker passes the exams / gains credential, an amended Termination Report needs to be submitted to show newer Actual End Date of credential. The training service Actual End Date needs to be updated and the credential needs to be added to the TAA Application in MoJobs.

Completing the “Missouri Military Related Services Questionnaire” Section

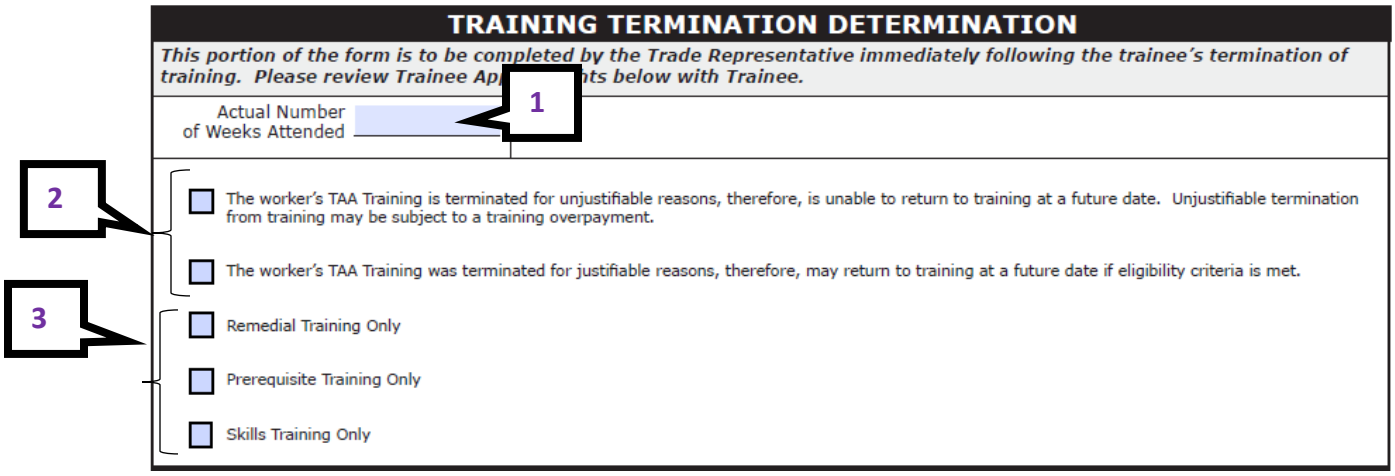
This section of the form is completed by the Trade Act Navigator based on responses from the worker.

Missouri Military-Related Services Questionaire		
Have you or an immediate family member ever served in the U.S. Armed Forces?	☐ Yes	☐ No
If YES, would you like information about military-related services in Missouri?	☐ Yes	☐ No

If the worker responds yes to both questions, please provide a referral of the worker to the Veterans staff.

Completing the "For Job Center Use Only – Attn: Trade Reps" Section

This section of the form is completed by the Trade Act Navigator **and** OWD Central Office TAA Unit.



1) **Actual Number of Weeks Attended** – The Trade Act Navigator must enter the total number of training weeks used from the Start Date of the first training component to the End Date of the current training component. The Trade Act Navigator is responsible for subtracting any weeks in which the worker did not attend at least one day of training.

2) **Justifiable / Non-Justifiable Cause** – These fields only apply to workers who terminate from training prior to the completion of the training program. The Trade Act Navigator must mark the appropriate field based on the *Nature* and *Reason for Termination* included on the form.

- **Justifiable Cause:** This type of termination allows a worker to return to the same type of training at approximately the same place they left off at a later date (as along as all other training criteria is met). Examples of justifiable cause include, but are not limited to, health issue, employment, family emergency, etc.

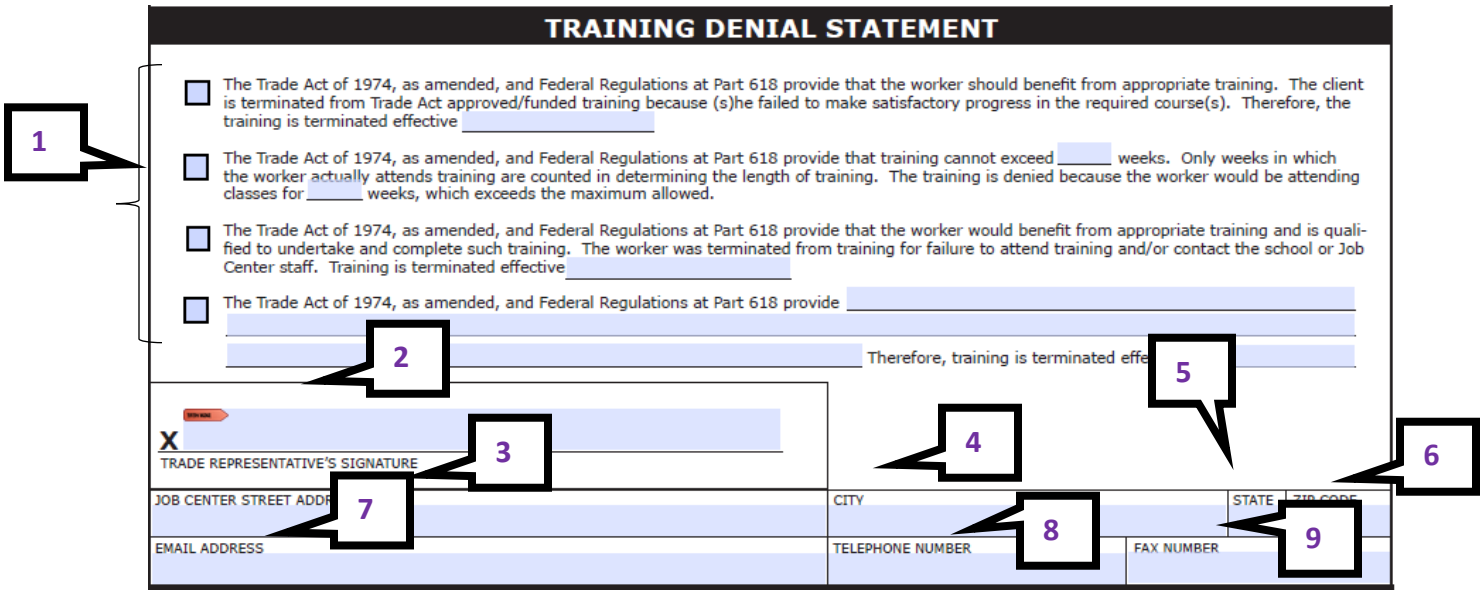
- **Non-Justifiable Cause:** This type of termination does not allow a worker to return to training. Examples of non-justifiable cause include, but are not limited to, excessive absenteeism, failure to maintain satisfactory progress, disciplinary issues at the training facility, etc.

  This type of termination may lead to an overpayment. Those workers who are issued overpayments have the ability to request a hardship waiver.

3) **Remedial Only / Prerequisite Only / Skills Training Only** – The Trade Act Navigator must mark all applicable fields to designate the type(s) of training from which the worker terminated. These fields help DES determine if a worker is eligible for TRA (if applicable) and if the worker will continue in training.

Completing the "Training Denial Statement" Section

This section of the form is completed by the Trade Act Navigator if the worker is terminated from training (did not complete training).



1) **Termination / Denial Statements** – If the worker did not complete training and is being terminated from training, the Trade Act Navigator must select one of the candid denial/termination statements or issue a "free flow" denial/termination statement.
2) **Trade Representative's Signature** – The Trade Act Navigator must enter his/her written or electronic signature on the form.
3) **Job Center Street Address** – The Trade Act Navigator must enter their Missouri Job Center street address.
4) **City** – The Trade Act Navigator must enter their Missouri Job Center city address.
5) **State** – The Trade Act Navigator must enter their Missouri Job Center state address.
6) **Zip Code** – The Trade Act Navigator must enter their Missouri Job Center zip code address.
7) **Email Address** – The Trade Act Navigators must enter their DHEWD/OWD email address.
8) **Telephone Number** – The Trade Act Navigator must enter his DHEWD/OWD telephone number.
9) **Fax Number** – The Trade Act Navigator must enter his DHEWD/OWD fax number.

Reviewing the “Trainee Appeal Rights” Section

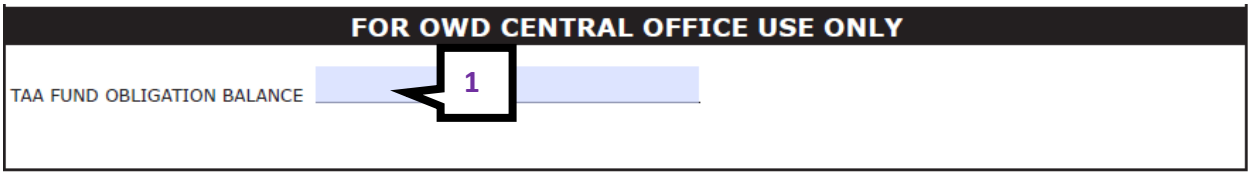
This section of the form must be reviewed by the Trade Act Navigator with the worker. If the worker is not available to review this section with, be sure to highlight the section when you email or mail a copy of the Termination Report to the worker.

TRAINEE APPEAL RIGHTS

If you believe this determination is incorrect, you or your duly authorized agent may file an appeal no later than thirty (30) days after the date of the Job Center Representative's signature. An appeal may be filed by mail to the Missouri Division of Employment Security, Appeals Tribunal, PO Box 59, Jefferson City, MO 65104, or by FAX at (573) 751-1321. If an appeal is by mail, the United States Postal Service post-mark date will be the date filed. If the last day for filing the appeal falls on a Saturday, Sunday, or a legal holiday, an appeal will be timely if filed on the next day which is neither a Saturday, Sunday, or a legal holiday. Any appeal should give the reason why it is believed the determination is incorrect and must be signed. If you do not understand the determination or how to file an appeal, contact the Missouri Job Center that issued the determination.

Completing the "For OWD Office Use Only" Section

This section of the form is completed by the OWD Central Office TAA Unit.



1) TAA Fund Obligation Balance – This is for OWD Central Office TAA use only. The Trade Act Navigator does not have to complete this field.

Distribution of the Termination Report:
Final distribution of the Termination Report (DWD-PO-240-B) will be made when all sections of the form have been completed. The DWD-PO-240-B form must be uploaded into MoJobs and an email submitted to dwdtradeacthelp@dhewd.mo.gov to notify OWD Central Office TAA Unit that the Termination Report is ready to process.

OWD Central Office TAA Unit will provide DES with a copy of the Termination Report. The Trade Act Navigator must also provide a copy of the Termination Report to the worker and maintain a copy.

If Missouri is the Agent state, the Liable state must also be provided a copy of the Termination Report.

DWD-PO-55

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

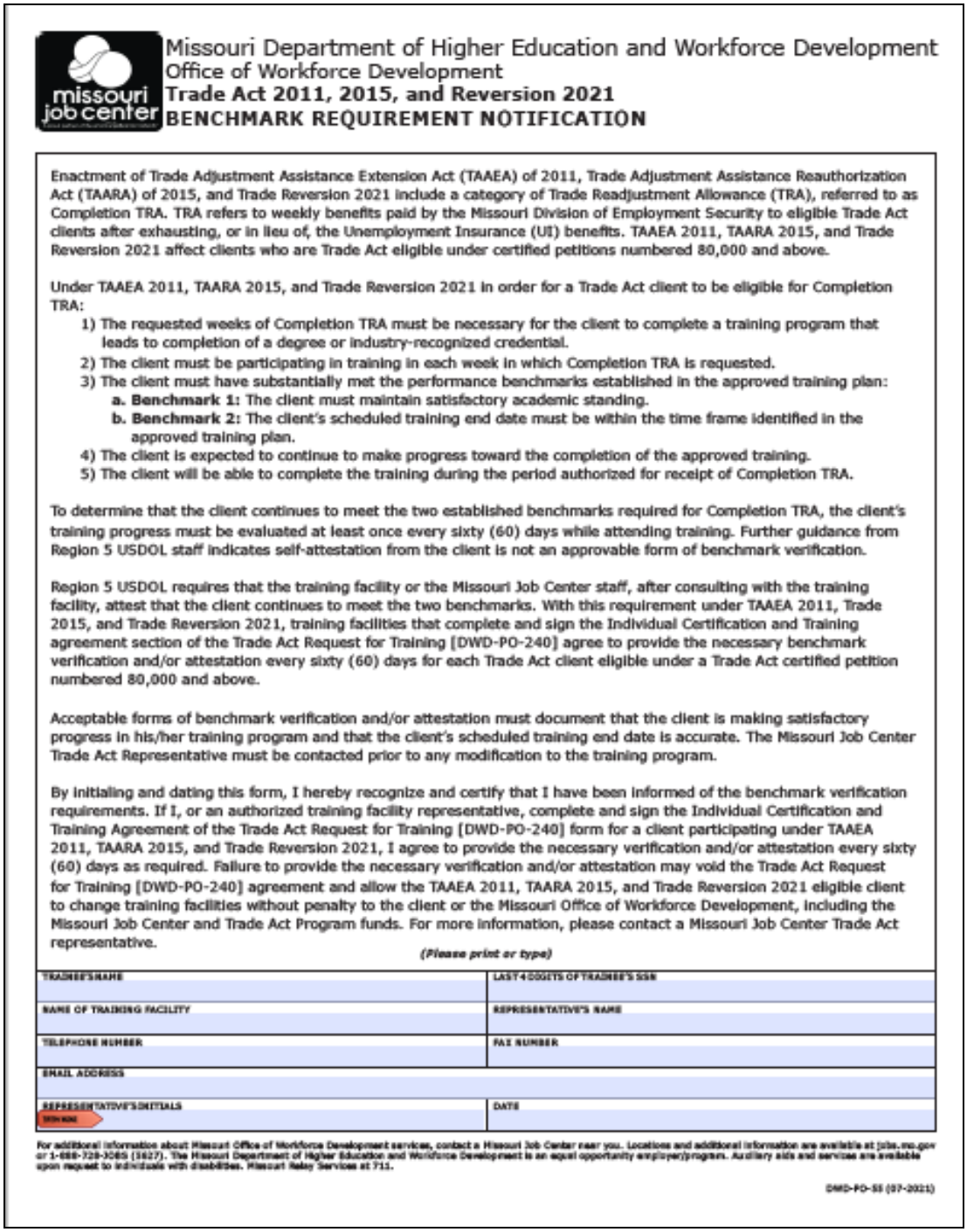
Last Updated 11/2/22

DWD-PO-55

Trade Act 2011, 2015, an Reversion 2021 Benchmark Notification Requirement

The **Benchmark Notification (DWD-PO-55)** form can be found on

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Training › Benchmarks-Completion TRA



Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
Trade Act 2011, 2015, and Reversion 2021
BENCHMARK REQUIREMENT NOTIFICATION

Enactment of Trade Adjustment Assistance Extension Act (TAAEA) of 2011, Trade Adjustment Assistance Reauthorization Act (TAARA) of 2015, and Trade Reversion 2021 include a category of Trade Readjustment Allowance (TRA), referred to as Completion TRA. TRA refers to weekly benefits paid by the Missouri Division of Employment Security to eligible Trade Act clients after exhausting, or in lieu of, the Unemployment Insurance (UI) benefits. TAAEA 2011, TAARA 2015, and Trade Reversion 2021 affect clients who are Trade Act eligible under certified petitions numbered 80,000 and above.

Under TAAEA 2011, TAARA 2015, and Trade Reversion 2021 in order for a Trade Act client to be eligible for Completion TRA:

1) The requested weeks of Completion TRA must be necessary for the client to complete a training program that leads to completion of a degree or industry-recognized credential.
2) The client must be participating in training in each week in which Completion TRA is requested.
3) The client must have substantially met the performance benchmarks established in the approved training plan:
   a. **Benchmark 1:** The client must maintain satisfactory academic standing.
   b. **Benchmark 2:** The client's scheduled training end date must be within the time frame identified in the approved training plan.
4) The client is expected to continue to make progress toward the completion of the approved training.
5) The client will be able to complete the training during the period authorized for receipt of Completion TRA.

To determine that the client continues to meet the two established benchmarks required for Completion TRA, the client's training progress must be evaluated at least once every sixty (60) days while attending training. Further guidance from Region 5 USDOL staff indicates self-attestation from the client is not an approvable form of benchmark verification.

Region 5 USDOL requires that the training facility or the Missouri Job Center staff, after consulting with the training facility, attest that the client continues to meet the two benchmarks. With this requirement under TAAEA 2011, Trade 2015, and Trade Reversion 2021, training facilities that complete and sign the Individual Certification and Training agreement section of the Trade Act Request for Training [DWD-PO-240] agree to provide the necessary benchmark verification and/or attestation every sixty (60) days for each Trade Act client eligible under a Trade Act certified petition numbered 80,000 and above.

Acceptable forms of benchmark verification and/or attestation must document that the client is making satisfactory progress in his/her training program and that the client's scheduled training end date is accurate. The Missouri Job Center Trade Act Representative must be contacted prior to any modification to the training program.

By initialing and dating this form, I hereby recognize and certify that I have been informed of the benchmark verification requirements. If I, or an authorized training facility representative, complete and sign the Individual Certification and Training Agreement of the Trade Act Request for Training [DWD-PO-240] form for a client participating under TAAEA 2011, TAARA 2015, and Trade Reversion 2021, I agree to provide the necessary verification and/or attestation every sixty (60) days as required. Failure to provide the necessary verification and/or attestation may void the Trade Act Request for Training [DWD-PO-240] agreement and allow the TAAEA 2011, TAARA 2015, and Trade Reversion 2021 eligible client to change training facilities without penalty to the client or the Missouri Office of Workforce Development, including the Missouri Job Center and Trade Act Program funds. For more information, please contact a Missouri Job Center Trade Act representative.

(Please print or type)

TRAINEE'S NAME	LAST 4 DIGITS OF TRAINEE'S SSN
NAME OF TRAINING FACILITY	REPRESENTATIVE'S NAME
TELEPHONE NUMBER	FAX NUMBER
EMAIL ADDRESS	
REPRESENTATIVE'S INITIALS	DATE

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-3085 (1627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

DWD-PO-55 (07-2021)

INSTRUCTIONS FOR DWD-PO-55

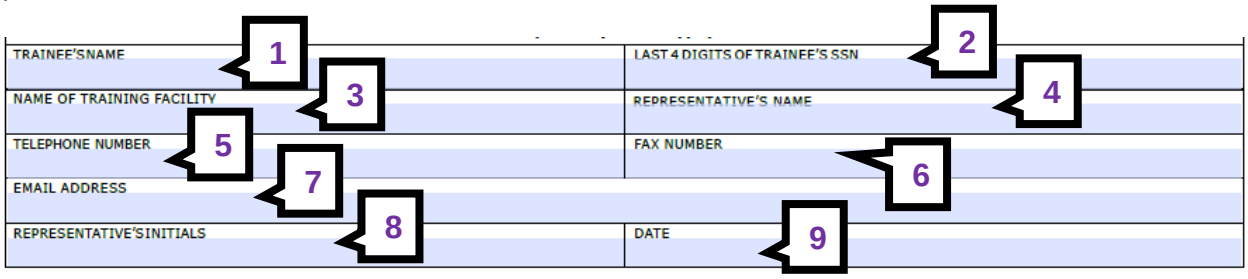
General:
Under Trade 2011, 2015, and Reversion 2021, for a worker to qualify for Completion TRA, he/she must be attending a training program that leads to completion of a degree of industry-recognized credential and meet two benchmarks (reference the **TRA**, **Employment Plan**, and **Employment & Case Management** sections).

Information about the industry-recognized credentials requirement for Completion TRA can be found in the TAA Final Rule under **618.765**.

Note: English as a Second Language (ESL) and/or Limited English Proficiency (LEP) training are not defined as industry-recognized credentials.

Per guidance from USDOL, verification of the benchmark requirements cannot be made through worker self-attestation. This form *must* be used to notify the training facility of the benchmark requirements for each worker participating in training under Trade 2011, 2015, and Reversion 2021. Failure of the training facility to provide the necessary benchmark verification may void the Trade Act Request for Training (DWD-PO-240-A) agreement.

The DWD-PO-55 and the Trade Act Request for Training (DWD-PO-240-A) must be provided to the training facility at the same time. If necessary, OWD Job Center Trade Act Navigator must provide all training facility instructions for completing the bottom portion of the DWD-PO-55.



1) **Trainee's Name** – The Training Facility Official, Trade Act Navigator, or worker must enter the worker's name.
2) **Last 4 Digits of Trainee's SSN** – The Training Facility Official, Trade Act Navigator, or worker must enter the last four digits of the worker's SSN.
3) **Name of Training Facility** – The Training Facility Official must enter the name of the Training Facility they represent.
4) **Representative's Name** – The Training Facility Official must print or type their name (first and last).
5) **Telephone Number** – The Training Facility Official must enter his/her telephone number.
6) **Fax Number** – The Training Facility Official must enter his/her fax number.
7) **Email Address** – The Training Facility Official must enter his/her email address.

8) **Representative's Initials** – If the Training Facility Official agrees to the terms outlined for Trade 2011, 2015, or Reversion 2021 Completion TRA Benchmark requirements, (s)he must initial the DWD-PO-55.
9) **Date** – The Training Facility Official must enter the date he/she initialed the DWD-PO-55.

Distribution:
Final distribution of the DWD-PO-55 will be made when all sections of the Trade Act Request for Training (DWD-PO-240-A) have been completed.

The DWD-PO-240-A, along with the DWD-PO-55, must be uploaded into the worker's MoJobs record and an email submitted to dwdtradeacthelp@dhewd.mo.gov to notify OWD Central Office TAA Unit the DWD-PO-240-A is ready to process.

OWD Central Office TAA Unit will provide DES with a processed copy of the DWD-PO-240-A.

A processed copy of the DWD-PO-240-A will be provided to the Trade Act Navigator.

Copies of the DWD-PO-240-A/DWD-PO-55 must be provided to the worker and maintained by the Trade Act Navigator. The Trade Act Navigator must also provide a copy of each to the training facility along with the TRA-19 (transmittal letter) and attachments.

Training Attendance

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 11/2/22

TRAINING ATTENDANCE

General:
While workers are participating in classroom training or distance learning, their attendance must be tracked. In Missouri, we use the TRA-22 as our main attendance form.

The TRA-22 form must be completed for all workers ***each week**** when they are attending TAA training in order to document attendance. This even applies to workers:

- who are drawing UI and completes the MODES-4446 form;
- with a Liable State other than Missouri; and
- who are not eligible for TRA and/or transportation/subsistence.

***Exception:** For Trade Act Coordinators using the DWD-PO-222 described below, attendance would only be captured every 60 days. This form is not preferred except in rare cases.

If a worker is not receiving TRA or transportation/subsistence, only page two of the TRA-22 form needs to be completed. Page one only needs to be completed if the worker is trying to claim a week of TRA.

As a Trade Act Coordinator, you must be able to access the TRA-22 form from either the UInteract system or through another means (hard copy file or uploaded into MoJobs) to verify attendance of each worker; this will be needed for monitoring purposes. If you can access the TRA-22 through UInteract, you do not have to upload a copy into MoJobs, but instead, **you must case note verification of attendance each week**.

Refer to the TRA-22 section of the manual for more details about the TRA-22 form.

The TRA-22 form must be received no later than the Friday following the week ending date of the TRA-22 form. Failure to comply with this requirement may result in termination from TAA training.

If a worker fails to comply, written notification must be mailed to the worker notifying him/her of consequences for failure to comply. In the TAA program, we use Warning Letters. Refer to the **Utilization Guide for TAA Warning Notices** section for further information on using Warning Letters.

There are two *optional* forms that can be used to track attendance, in rare circumstances, when the worker is *not eligible for TRA or transportation/subsistence*:

1) **Weekly Training Attendance Report (DWD-PO-223)*:** A weekly attendance form that requires the instructor of each class to initial the form daily.
2) **Training Attendance Report (DWD-PO-222)*:** A 60-day attendance form that can be completed by the training facility at the same time as the 60-Day Benchmark

Review (DWD-PO-235) form that only requires the training facility to list any days of non-attendance.

Both forms can be found under:

Distance Learning:
To confirm the worker is meeting weekly/monthly attendance, the Trade Act Coordinator and training facility must set parameters at the beginning of training to determine what acceptable attendance is or defines appropriate progress to determine the worker is meeting weekly/monthly goals.

If possible, the training facility should completed the TRA-22 form or one of the *attendance forms*. However, if necessary, the Trade Act Coordinator can complete the TRA-22 form or one of the *attendance forms* with communication from the training facility. For workers who are attending distance learning/online training, before a Trade Act Coordinator can sign off on the TRA-22 form or one of the *attendance forms* on behalf of the training facility, the Trade Act Coordinator must obtain some type of documentation from the training facility, such as an email, indicating the worker attended all required training for the week.

Refer to the Request for Training section of the manual for more details about Distance Learning.

Breaks in Training:
Workers who are on a scheduled break from training, payable or non-payable, do not need to submit an attendance form (DWD-PO-222 or DWD-PO-223) if the scheduled break encompasses the entire week.

Also, if the worker's only attendance for a week is to participate in finals, an attendance form does not need to be submitted. Because finals are not instructed led, they do not qualify for TRA weekly benefits or transportation/subsistence.

WEEKLY TRAINING ATTENDANCE REPORT
DWD-PO-223

The Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
Trade Adjustment Assistance

Weekly Training Attendance Report

Name: _____ Week Ending Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

MONDAY

	Campus	Class	Daily Attendance: *The worker is making satisfactory progress in class:*	Instructor(s) Signature
1)				
2)				
3)				
4)				

TUESDAY

	Campus	Class	Daily Attendance: *The worker is making satisfactory progress in class:*	Instructor(s) Signature
1)				
2)				
3)				
4)				

WEDNESDAY

	Campus	Class	Daily Attendance: *The worker is making satisfactory progress in class:*	Instructor(s) Signature
1)				
2)				
3)				
4)				

THURSDAY

	Campus	Class	Daily Attendance: *The worker is making satisfactory progress in class:*	Instructor(s) Signature
1)				
2)				
3)				
4)				

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

FRIDAY

	Campus	Class	Daily Attendance: *The worker is making satisfactory progress in class:*	Instructor(s) Signature
1)				
2)				
3)				
4)				

SATURDAY

	Campus	Class	Daily Attendance: *The worker is making satisfactory progress in class:*	Instructor(s) Signature
1)				
2)				
3)				
4)				

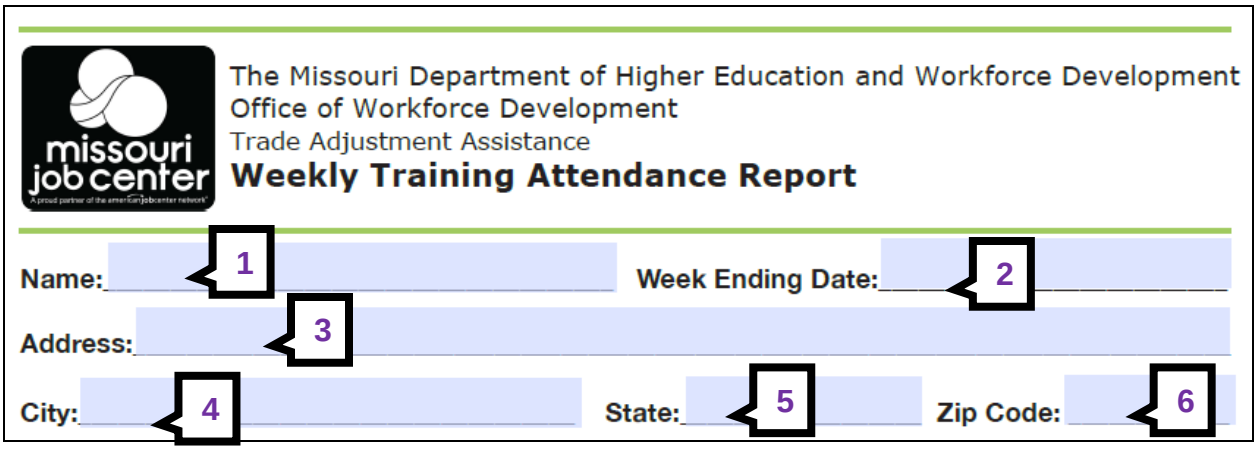
SUNDAY

	Campus	Class	Daily Attendance: *The worker is making satisfactory progress in class:*	Instructor(s) Signature
1)				
2)				
3)				
4)				

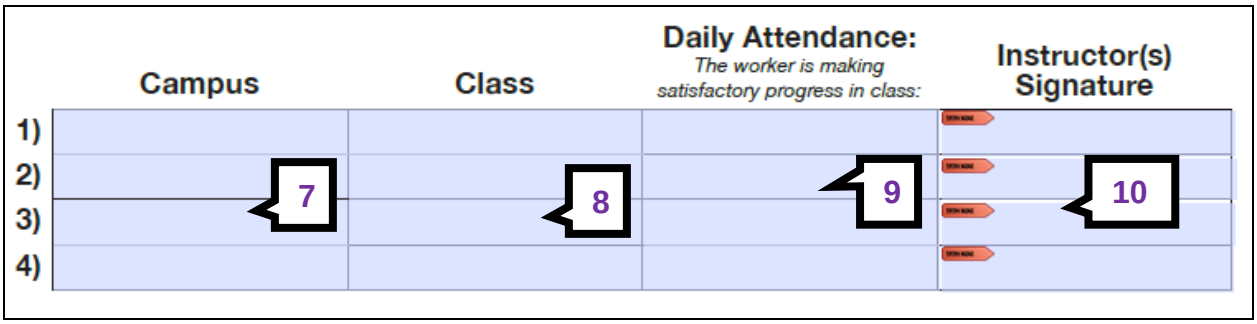
For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

INSTRUCTIONS FOR DWD-PO-223

If the Trade Act Coordinator use the **Weekly Training Attendance Report (DWD-PO-223)** form, follow the instructions below.



1) **Name:** Enter the name of the worker.
2) **Week Ending Date:** For the week of training, enter the Sunday date.
3) **Address:** Enter the worker's street address.
4) **City:** Enter the worker's city.
5) **State:** Enter the worker's state.
6) **Zip Code:** Enter the worker's zip code.



For each applicable day, Monday through Sunday, complete the following fields.

7) **Campus:** Enter the campus (or place of internship) for each class.
8) **Class:** Enter the name of the class (or internship).
9) **Daily Attendance:** The *instructor* must enter "Yes" or "No".
10) **Instructor(s) Signature:** The *instructor* must enter his/her written or electronic signature on the form to confirm attendance.

Distribution:
If used, the **Weekly Training Attendance Report (DWD-PO-223)** form must be uploaded into the worker's MoJobs' record through a case note.

TRAINING ATTENDANCE REPORT
DWD-PO-222

Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
Trade Adjustment Assistance

Training Attendance Report

Training Attendance Period: _____ to _____

CLIENT INFORMATION:

Name: _____ Trainee ID#: _____

Course of Study / Training Plan: _____

TRAINING FACILITY INFORMATION:

Training Facility: _____

Representative Name: _____

Telephone#: _____ Email: _____

ATTENDANCE:

1) During the Training Attendance Period referenced above, did the client miss any scheduled days of training? ☐ Yes ☐ No

2) If yes, please list all dates that the client did not attend required training: _____

_____

_____

The above answers are in accordance with our records.

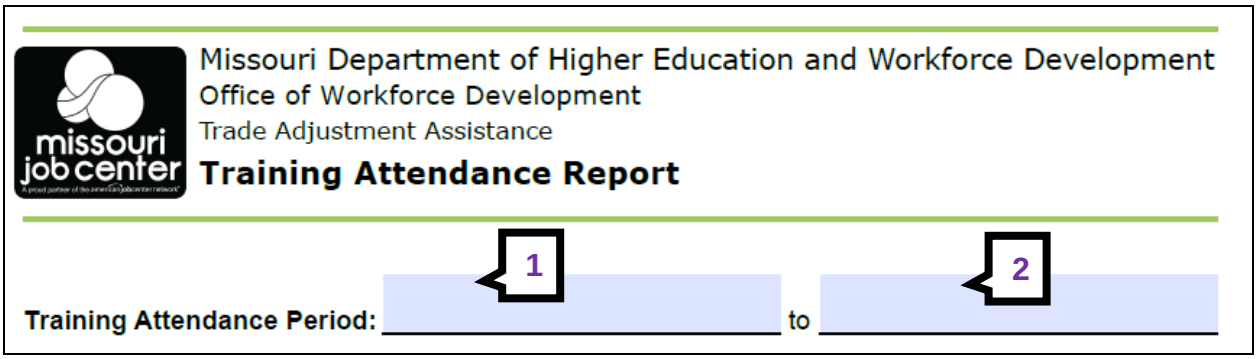
Signature of Representative: _____

Date: _____

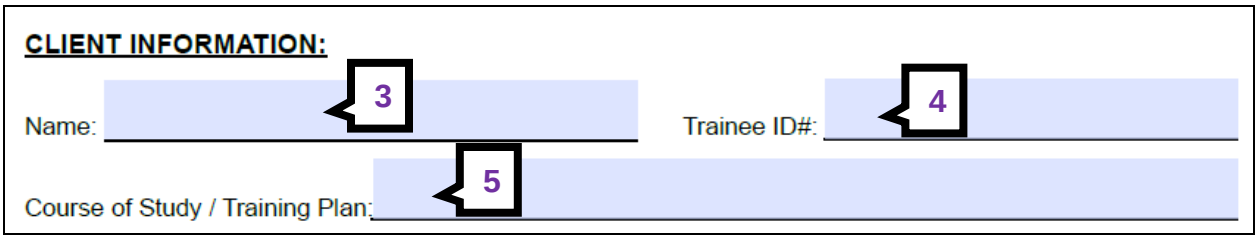
For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

INSTRUCTIONS FOR DWD-PO-222

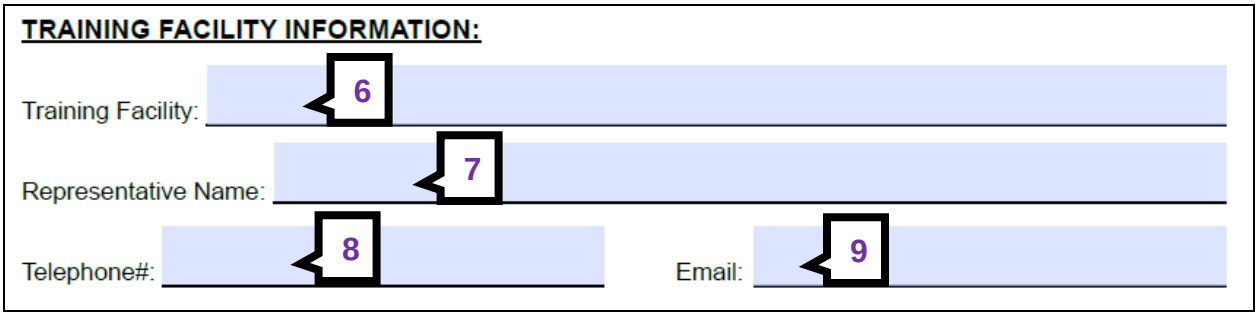
If the Trade Act Coordinator uses the **Training Attendance Report (DWD-PO-222)** form, follow the instructions below.



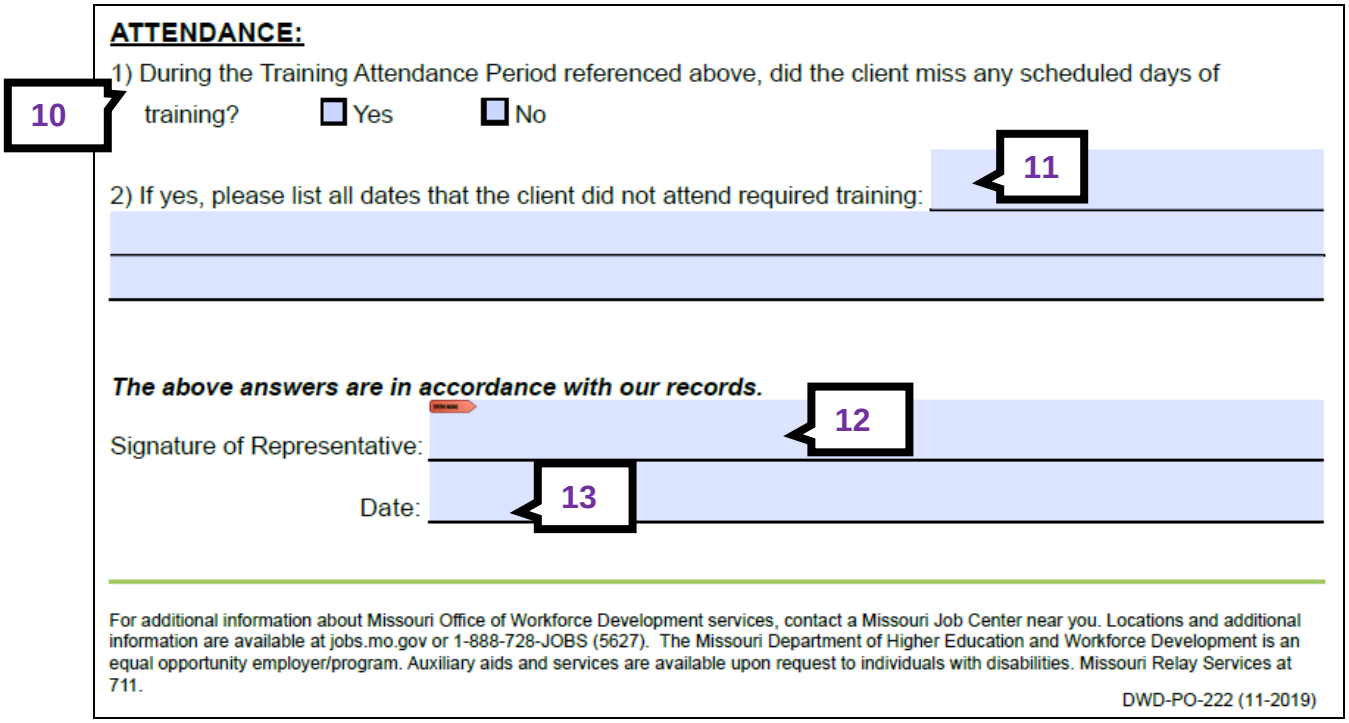
1) **Training Attendance Period:** In accordance with the worker's 60-day benchmark period, enter the corresponding beginning date. If the worker is not eligible or not going to participate in Completion TRA, enter a beginning date of a sixty day period.
2) **To:** In accordance with the worker's 60-day benchmark period, enter the corresponding ending date. If the worker is not eligible or not going to participate in Completion TRA, enter a ending date of a sixty day period.



3) **Name:** Enter the worker's name.
4) **Trainee ID#:** Enter the worker's Trainee ID# as assigned by the OWD Central Office TAA Unit.
5) **Course of Study/Training Plan:** Enter the worker's course of study / training program.



6) **Training Facility:** The Training Facility Representative or Trade Act Coordinator can enter the name of the training facility.
7) **Representative Name:** The Training Facility Representative or Trade Act Coordinator can enter the name of the training facility representative.
8) **Telephone#:** The Training Facility Representative or Trade Act Coordinator can enter the training facility representative's telephone number.
9) **Email:** The Training Facility Representative or Trade Act Coordinator can enter the training facility representative's email address.



10) **During the Training Attendance Period referenced above, did the client miss any scheduled days of training:** The Training Facility Representative must check the appropriate Yes or No box.
11) **If yes, please list all dates that the client did not attend required training:** If the Training Facility Representative marked Yes to Question #1, the Trade Facility Representative must list all dates the worker missed required training.
12) **Signature of Representative:** The Training Facility Representative must enter his/her written or electronic signature.
13) **Date:** The Training Facility Representative must enter the date he/she signed the DWD-PO-222 form.

Distribution:
The **Training Attendance Report (DWD-PO-222)** form must be uploaded into the worker's MoJobs' record through a case note.

TRA-19
(DWD-PO-221)

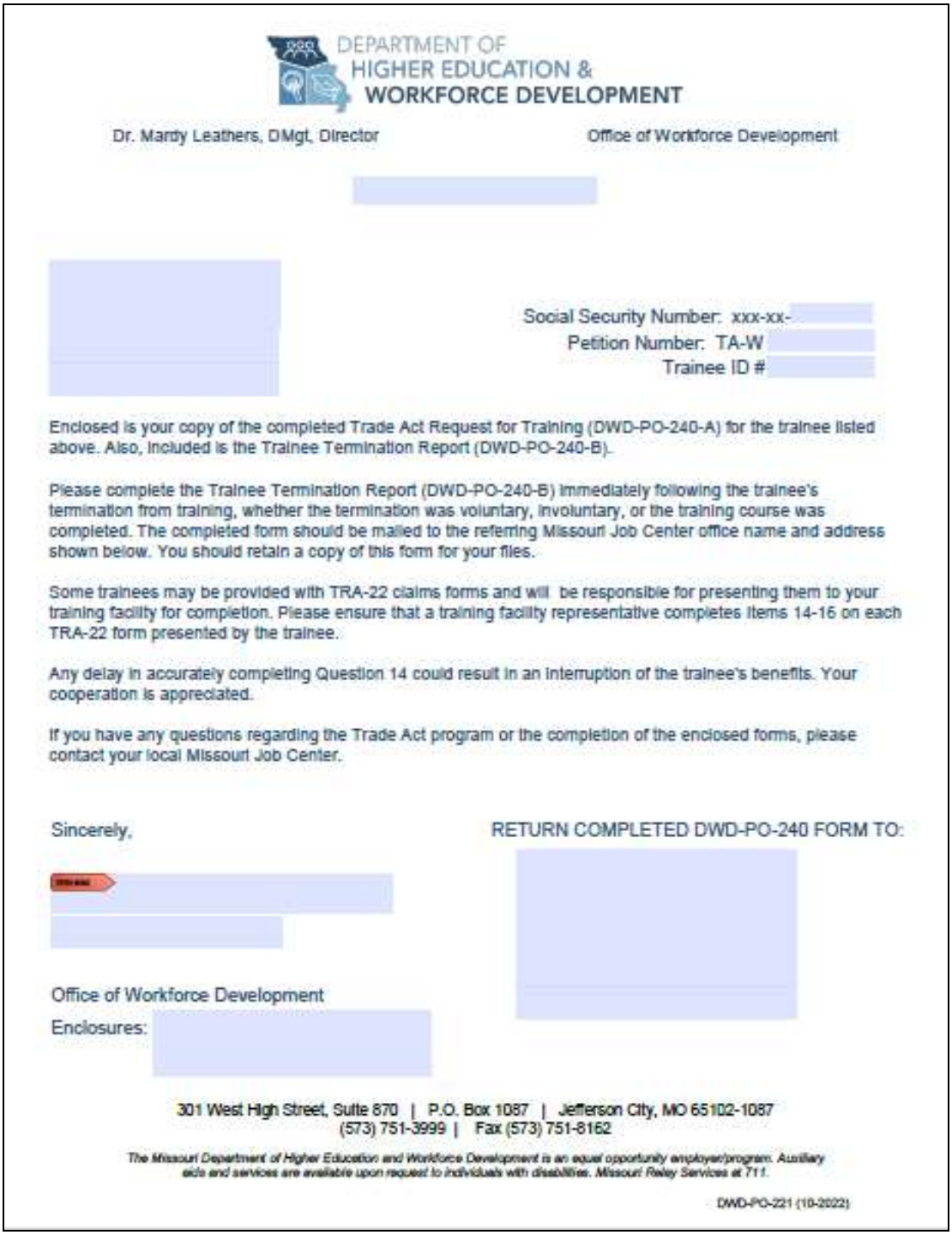
The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 11/2/22

TRA-19 (DWD-PO-221)
Termination Report Transmittal Letter

The **TRA-19 Letter (DWD-PO-221)** can be found on

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Training



DEPARTMENT OF HIGHER EDUCATION & WORKFORCE DEVELOPMENT

Dr. Mardy Leathers, DMgt, Director

Office of Workforce Development

Social Security Number: xxx-xx-
Petition Number: TA-W
Trainee ID #

Enclosed is your copy of the completed Trade Act Request for Training (DWD-PO-240-A) for the trainee listed above. Also, included is the Trainee Termination Report (DWD-PO-240-B).

Please complete the Trainee Termination Report (DWD-PO-240-B) immediately following the trainee's termination from training, whether the termination was voluntary, involuntary, or the training course was completed. The completed form should be mailed to the referring Missouri Job Center office name and address shown below. You should retain a copy of this form for your files.

Some trainees may be provided with TRA-22 claims forms and will be responsible for presenting them to your training facility for completion. Please ensure that a training facility representative completes items 14-16 on each TRA-22 form presented by the trainee.

Any delay in accurately completing Question 14 could result in an interruption of the trainee's benefits. Your cooperation is appreciated.

If you have any questions regarding the Trade Act program or the completion of the enclosed forms, please contact your local Missouri Job Center.

Sincerely,

Office of Workforce Development

Enclosures:

RETURN COMPLETED DWD-PO-240 FORM TO:

301 West High Street, Suite 870 | P.O. Box 1087 | Jefferson City, MO 65102-1087
(573) 751-3999 | Fax (573) 751-8162

The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

DWD-PO-221 (10-2022)

TRA-19 (DWD-PO-221)
Termination Report Transmittal Letter

Once the original **DWD-PO-240** form has been processed through OWD Central Office Trade Act Unit, a processed copy will be provided to the appropriate Trade Act Coordinator.

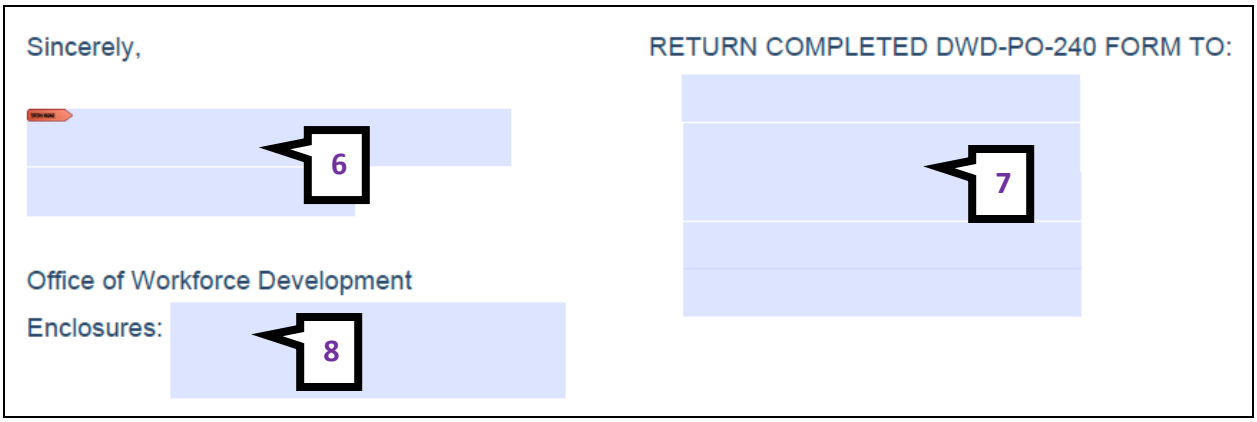
The **TRA-19** is used to transmit signed copies of the **DWD-PO-240** and **DWD-PO-55** forms to the training facility.

In addition, the training facility must be provided a **DWD-PO-270** (instructions for completing the *Trainee Termination Report* section of the DWD-PO-240 form). The **DWD-PO-270** can be found on

A copy of the letter and attachments should be uploaded into the worker's MoJobs file.

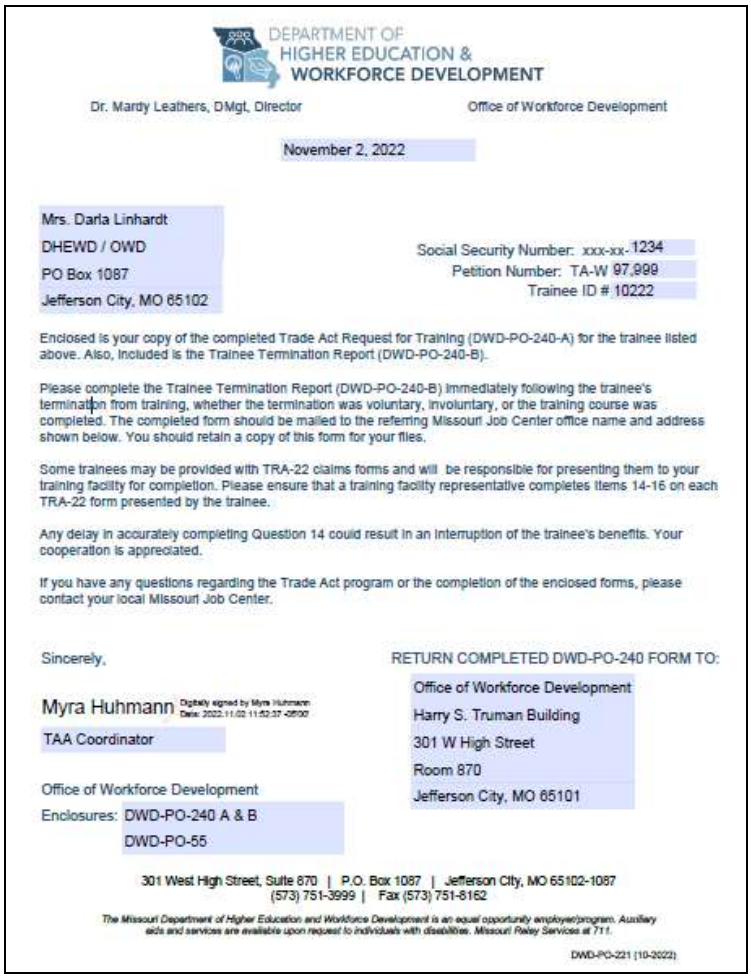
Please reference the following instructions when completing the TRA-19:

1) **Date:** Enter the current date.
2) **Recipient:** Enter the Training Facility Representative's name, school, and address.
3) **Social Security Number:** Enter the last four digits of the worker's Social Security Number.
4) **Petition Number:** Enter the petition number under which the worker is trade-affected and eligible to participate in the Trade Act program.
5) **Trainee ID#:** Enter the Trainee ID# assigned to the worker by the OWD Central Office Trade Act Unit.



6) **Trade Rep's Name:** Enter your name and job title.
7) **Job Center Name / Address:** Enter the name and address of your Missouri Job Center.
8) **Enclosures:** List any enclosures included with the TRA-19 Letter (DWD-PO-221).

Below is a sample letter:



DEPARTMENT OF HIGHER EDUCATION & WORKFORCE DEVELOPMENT

Dr. Mardy Leathers, DMgt, Director — Office of Workforce Development

November 2, 2022

Mrs. Darla Linhardt
DHEWD / OWD
PO Box 1087
Jefferson City, MO 65102

Social Security Number: xxx-xx-1234
Petition Number: TA-W 97,999
Trainee ID # 10222

Enclosed is your copy of the completed Trade Act Request for Training (DWD-PO-240-A) for the trainee listed above. Also, included is the Trainee Termination Report (DWD-PO-240-B).

Please complete the Trainee Termination Report (DWD-PO-240-B) immediately following the trainee's termination from training, whether the termination was voluntary, involuntary, or the training course was completed. The completed form should be mailed to the referring Missouri Job Center office name and address shown below. You should retain a copy of this form for your files.

Some trainees may be provided with TRA-22 claims forms and will be responsible for presenting them to your training facility for completion. Please ensure that a training facility representative completes items 14-16 on each TRA-22 form presented by the trainee.

Any delay in accurately completing Question 14 could result in an interruption of the trainee's benefits. Your cooperation is appreciated.

If you have any questions regarding the Trade Act program or the completion of the enclosed forms, please contact your local Missouri Job Center.

Sincerely,

Myra Huhmann Digitally signed by Myra Huhmann Date: 2022.11.02 11:52:37 -05'00'

TAA Coordinator

Office of Workforce Development

Enclosures: DWD-PO-240 A & B
DWD-PO-55

RETURN COMPLETED DWD-PO-240 FORM TO:

Office of Workforce Development
Harry S. Truman Building
301 W High Street
Room 870
Jefferson City, MO 65101

301 West High Street, Suite 870 | P.O. Box 1087 | Jefferson City, MO 65102-1087
(573) 751-3999 | Fax (573) 751-8162

The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

DWD-PO-221 (10-2022)

MONITORING CLASSROOM TRAINING

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Missouri Relay Services at 711.

Last Updated 11/2/22

MONITORING CLASSROOM TRAINING

Once a worker is attending TAA training, it is necessary to monitor their progress to avoid any problems or setbacks in the successful completion of the training program. It is necessary for the worker to report to the Job Center routinely. Suggested times for these visits are during scheduled breaks, when grades are received, etc. These visits should be convenient for the worker and not interrupt his/her school schedule.

Under **Trade 2011**, **2015**, and **Reversion 2021**, for a worker to qualify for Completion TRA, he/she must meet two (2) benchmarks. Benchmarks have to be reviewed with workers in TAA approved training at least once every 60 days. Refer to the **TRA**, **Employment Plan**, and **Case Management** sections of the manual for more information.

Per USDOL, even though benchmarks and 60-day reviews are not required under **Trade 2002**, **2002 Revert**, or **2009**, a similar process must be followed for clients attending TAA approved training. This allows the Trade Act Coordinator to track progress of the worker's training and employment plans.

It is important to review grades at the end of each session/semester, as well as review their class schedule at the beginning of each session/semester. In an effort to help monitor the worker's progress, he/she should be instructed to complete an "Authorization to Release Information" form (see below). The form can be found on

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Training

Authorization to Release Info (DWD-PO-227).pdf.

Similar language is included on the Request for Training (DWD-PO-240-A) form.

Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
Trade Act
Authorization To Release Information

I, _____, have been advised by appropriate personnel within the Office of Workforce Development that participation and satisfactory progress must be maintained in each class to continue eligibility for the Trade Adjustment Assistance (TAA) Program. Satisfactory progress is defined by the training institution.

In order for the Office of Workforce Development to monitor participation and progress in training, I authorize _____ to release all, attendance records, assessment records, and grades in each class to the Office of Workforce Development.

X _____ _____

INSTRUCTIONS FOR TRAINING INVOICES

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Missouri Relay Services at 711.

Last Updated 11/2/22

INSTRUCTIONS FOR TRAINING INVOICES

General:
(TAA Final Rule at 618.610 (f)(i)) Costs of a training program may include, but are not limited to, tuition and related expenses (e.g., books, tools, computers and other electronic devices, internet access, uniforms and other training-related clothes such as goggles and work boots, laboratory fees, and other academic fees required as part of the approved training program). States must pay the costs of initial licensing and certification tests and fees where a license or certification is required for employment.

(TAA Final Rule at 618.610 (f)(i)(B)) Related expenses must be necessary for the worker to complete the training program. Other options should be explored before purchasing equipment or related materials.

All training invoices must be routed through the Job Center for comparison with the DWD-PO-240-A to verify accuracy and to track funding before submittal to OWD Central Office TAA Unit for payment. Invoices cannot be processed until the worker has started training.

The Trade Act Coordinator is responsible for ensuring all books and supplies purchased with TAA funds are in accordance with the training program's major or course of study.

TAA training funds **can** be used to cover:

- **Required books** and **supplies**;
- **Basic supplies** such as pens, pencils, paper, notebooks, folders, etc.;
- One average priced **USB drive** (unless more are required);
- **Shipping and handling** charges for books and supplies if the worker does not have access to a school sponsored bookstore; and
- **Ammunition** for Police Academy training;
- **Work boots** and **prescription goggles** (if required)
  - If a worker requires a vision exam to obtain a prescription for the goggles, TAA funds will not cover the cost of the exam – only the costs of the goggles.
- **Internet service** for workers participating in distance learning / online training:
  - If a worker request assistance to pay for internet service, this request can be approved and paid with TAA funds if the worker does not currently have Internet service. To get internet service paid using TAA funds, the following process must be followed:
    - The training facility must provide documentation listing the "minimum" internet connection requirements to participate in the distance learning / online training;
    - The worker must provide documentation from their internet service provider proving the costs associated for the "minimum" internet connection required;
    - The internet service costs (covering all applicable months in distance learning/online training) must be included in the "Other" category on the DWD-PO-240-A form under the "Training Justification and Request for Obligation of Funds" section;

- The training facility must be willing to accept receipts / documentation from the worker in order to bill OWD / TAA for the costs;
- The training facility must submit an invoice (along with receipts / documentation) to OWD / TAA for payment; and
- The training facility must agree to reimburse the worker after payment is received from OWD / TAA.

NOTE: This process can also be achieved using the Third Party Billing process.

- **Refundable Housing Deposit** for workers participating in training and claiming subsistence. This type of expense should be listed in the "Other" expense field on the *Request for Training (DWD-PO-240-A)* form. The school or housing company must guarantee return of deposit to OWD assuming no damage is made to housing.
- **Tutors**
  - Must case note need for a tutor.
  - The worker must provide 2-3 estimates for tutors. Generally, tutors through the training facility are less expensive than private tutors.
  - Must apply "reasonable cost" guidelines to determine which tutor is most appropriate to use. All details must be included in case notes.
  - Payment for tutors will likely have to follow the "Third Party Billing" unless the training facility will bill OWD for the costs.
  - Assuming this is an additional cost, the DWD-PO-240-A form must be amended to include the cost and the cost is chargeable to TAA training funds.

TAA training funds do **not** cover:

- **Backpacks** or **book bags**
- **Laptops**, **computers**, or **iPads** (or related equipment such as printers unless required)
  - Some training facilities are transitioning from paper textbooks to digital textbooks. If an iPad is required to participate in a program using digital textbooks, TAA funds can be used to purchase the iPad. This requires documentation from the training facility indicating that the iPad is a REQUIREMENT and not optional.
  - Under the TAA program, any tools, supplies, etc., including laptops, computers, iPads, and other electronic equipment, remains the property of the TAA program unless and until the worker successfully completes his/her training program.
- **Computer software** including products such as Microsoft Office
  - TAA funds can be used to pay for specialized software required for a specific training program
- **Guns** for Police Academy
- **Animals**
- **Late fees**, **penalties**, **parking tickets**, etc. that are incurred due to a worker's oversight.

Under the TAA program, the training facility can only be reimbursed for expenses required for the worker while participating in training. Logo items, such as notebooks,

which are more expensive than regular notebooks, are not approvable unless that is the only type the training facility's bookstore carries. When reviewing the invoice, supporting documentation (such as receipts) must be attached for each itemized expense. This means that each item the worker received must be identified by name and cost.

For an invoice to be considered approvable, it must:

- Contains the worker's name, Trainee ID number, and last four digits of the worker's social security number;
- Be addressed to the Department of Higher Education and Workforce Development;
- Identify the training facility and include an address for payment;
- Be within the amount of training funds obligated and currently available to the worker;
- **Not include charges for tax** (DHEWD / OWD is a tax exempt organization and its tax exempt letter can be found on the intranet.)
    - If the training provider is outside the state of Missouri, they may not recognize DHEWD / OWD's tax exemption. In that scenario, taxes can be paid.

All materials purchased by the TAA program remains the property of the state until the worker satisfactorily completes his/her training program. If a worker terminates training before completing, the Job Center staff should make an attempt to gather any books, supplies, tools, etc. from the worker. If possible, any recovered books should be returned to the training facility's bookstore for a full or partial credit. Any materials that cannot be returned or cannot be used by another student must be given to the OWD Central Office TAA Unit. Unused materials are sold at State surplus.

Questions received from the training facility or the worker about an outstanding payment should be directed to OWD Central Office TAA Unit staff. The same applies to unique questions about the use of outside vendors or a billing from a secondary school.

Distribution:
Once the Trade Act Navigator reviews an invoice, it must be uploaded into MoJobs and an email submitted to dwdtradeacthelp@dhewd.mo.gov to notify OWD Central Office TAA Unit. The email must contain the worker's name, Trainee ID#, and StateID#.

Case Notes:
When an **invoice** is submitted for payment, the Trade Act Navigator must enter a case note on the worker's MoJobs record to include at a minimum:

- Invoice Period or Invoice Date
- Name of Training Facility
- Amount of Invoice
- The date and manner the invoice was distributed to OWD Central Office TAA Unit.

TAA Case Management Funds:
Items, such as assessments / testing, background checks, etc., that are required for a worker to be accepted into a training component (remedial, prerequisite, or skills training) and/or training program must be charged to TAA Case Management Funds.

A training facility may invoice OWD for any assessment / testing fees that are required for acceptance into a training component / program. However, on all invoices, the Trade Act Coordinator is responsible for identifying both TAA Case Management charges and TAA Training charges.

TAA Case Management charges cannot be deducted from the TAA Training funds obligated on the Request for Training (DWD-PO-240-A) form because DHEWD Fiscal & Budget tracks the charges separately.

Trade Act Coordinators are encouraged to maintain a log for each worker to track obligations and expenditures. Below is an example of a log that includes TAA Case Management charges:

Trainee ID:	88888	Training Facility		TAA Funds	$ 20,000.00	
Name:	Myra Huhmann	Hogwarts		WIOA		
SSN:	123-45-6789			Other		
Petition	TA88,888			Transport.		
Local Office:	450-0133	Beginning & Ending Dates		Subsistence		
Remedial:						
Skills Trng:	Witchcraft / Wizardry	1/1/16 - 12/31/18				
		Tuition	Books & Supplies	Misc	Balance	
Date	Per Training Agreement	$15,000.00	$5,000.00		$20,000.00	
01/15/16	Spring 2016 Semester	$1,875.00	$625.00			
	Balance	$13,125.00	$4,375.00		$17,500.00	
01/15/16	Case Management Charges	$0.00	$0.00			12/15/2015 $250 Case Mgmt ($100 Assessment / $150 Testing)
	Balance	$13,125.00	$4,375.00		$17,500.00	
07/01/16	Summer 2016 Semester	$1,875.00	$625.00			
	Balance	$11,250.00	$3,750.00		$15,000.00	
09/15/16	Fall 2016 Semester	$1,875.00	$625.00			
	Balance	$9,375.00	$3,125.00		$12,500.00	

Using TAA Funds to Pay a Third Party:
Third Party Billings are items/services that are through a third party that the training facility will not submit an invoice to DHEWD/OWD for payment.

Trade Act Navigators must submit these type of request to dwdtradeacthelp@dhewd.mo.gov. If a training facility or employer (OJT / Apprenticeship) requires a specific brand or use of a company, that must be documented and submitted with the request. (This must also be documented in case notes.)

Per OWD Issuance 06-2020: TAA Reasonable Cost of Training Policy (https://jobs.mo.gov/sites/jobs/files/owdissuance06-2020_taa_reasonable_cost_policy_09162020.pdf), Trade Act Navigators must provide 2-3 estimates of items (tools, equipment, uniforms, computers, etc.) when submitting a

request for third party billing and apply reasonable cost comparison. The Trade Act Navigator must document the reasonable cost comparison in case notes and provide with the third party request.

Depending on the item to be purchased, DHEWD Fiscal & Budget staff may require staff to follow the procurement process and purchase from the state contracts. (This is why it is important to specify if the training facility or employer require a specific brand or use of a specific company.) For more information on the state contracts procurement process, reference the **Trade Rep Navigator Call – Third Party Billing** training in LMS (https://molearning.csod.com/client/molearning/default.aspx).

Darla Linhardt processes the Third Party Request that are submitted through dwdtradeacthelp@dhewdh.mo.gov. She needs to know:

- Item(s) or service(s) that needs to be purchased
- if there is a specific brand or company required
- information on cost comparison
- if the item(s) are on the state contract
- detailed information on the worker
- if applicable, where the item(s) need to be shipped

Using the information provided, Darla completes a Purchase Request form, which is then forward to DHEWD Fiscal & Budget for processing.

When DHEWD Fiscal & Budget staff purchase the Third Party item(s) or service(s), they notify Darla. She will provide the appropriate Trade Act Navigator with the purchase information.

Darla uses the Third Party information to add a voucher to the worker's MoJobs record and updates the OWD Central Office TAA Unit's financial log.

NOTE: State Contracts must be used unless the school **requires** a specific item, there is a short timeframe for obtaining the item, etc. There must be a justifiable reason for not using the state contracts.

INSTRUCTIONS FOR HSE TESTING REQUESTS

The Missouri Office of Workforce Development is an equal opportunity employer/program.
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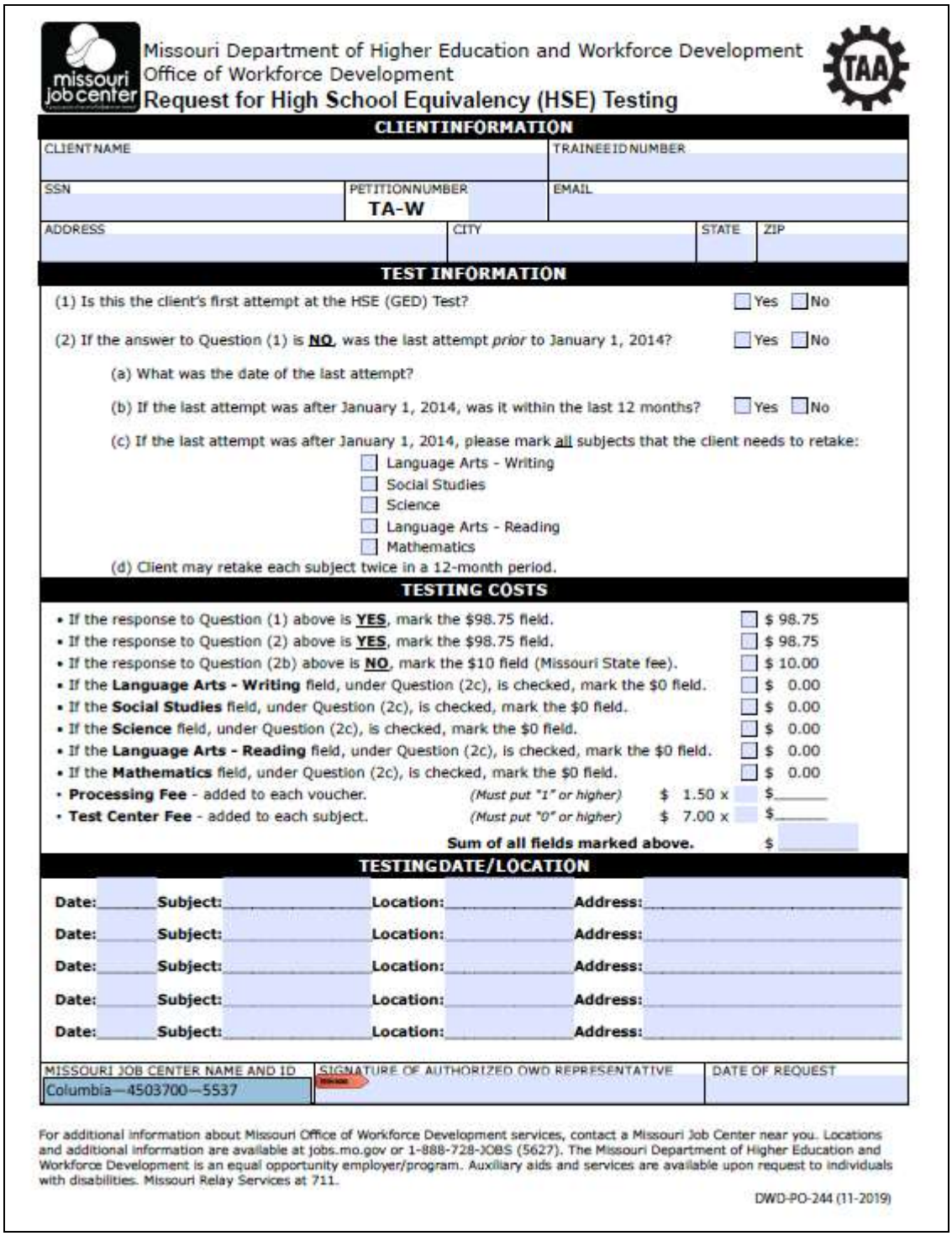
Missouri Relay Services at 711.

Last Updated 11/2/22

DWD-PO-244
Request for High School Equivalency (HSE) Testing

The **Request for HSE (DWD-PO-244)** form can be found on

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Training



Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
Request for High School Equivalency (HSE) Testing

CLIENT INFORMATION

CLIENT NAME		TRAINEE ID NUMBER
SSN	PETITION NUMBER TA-W	EMAIL
ADDRESS	CITY	STATE / ZIP

TEST INFORMATION

(1) Is this the client's first attempt at the HSE (GED) Test? ☐ Yes ☐ No

(2) If the answer to Question (1) is **NO**, was the last attempt *prior* to January 1, 2014? ☐ Yes ☐ No

(a) What was the date of the last attempt?

(b) If the last attempt was after January 1, 2014, was it within the last 12 months? ☐ Yes ☐ No

(c) If the last attempt was after January 1, 2014, please mark all subjects that the client needs to retake:

- ☐ Language Arts - Writing
- ☐ Social Studies
- ☐ Science
- ☐ Language Arts - Reading
- ☐ Mathematics

(d) Client may retake each subject twice in a 12-month period.

TESTING COSTS

• If the response to Question (1) above is **YES**, mark the $98.75 field.	☐	$ 98.75
• If the response to Question (2) above is **YES**, mark the $98.75 field.	☐	$ 98.75
• If the response to Question (2b) above is **NO**, mark the $10 field (Missouri State fee).	☐	$ 10.00
• If the **Language Arts - Writing** field, under Question (2c), is checked, mark the $0 field.	☐	$ 0.00
• If the **Social Studies** field, under Question (2c), is checked, mark the $0 field.	☐	$ 0.00
• If the **Science** field, under Question (2c), is checked, mark the $0 field.	☐	$ 0.00
• If the **Language Arts - Reading** field, under Question (2c), is checked, mark the $0 field.	☐	$ 0.00
• If the **Mathematics** field, under Question (2c), is checked, mark the $0 field.	☐	$ 0.00
• **Processing Fee** - added to each voucher. *(Must put "1" or higher)*	$ 1.50 x	$_____
• **Test Center Fee** - added to each subject. *(Must put "0" or higher)*	$ 7.00 x	$_____
Sum of all fields marked above.		$

TESTING DATE/LOCATION

Date:	**Subject:**	**Location:**	**Address:**
Date:	**Subject:**	**Location:**	**Address:**
Date:	**Subject:**	**Location:**	**Address:**
Date:	**Subject:**	**Location:**	**Address:**
Date:	**Subject:**	**Location:**	**Address:**

MISSOURI JOB CENTER NAME AND ID	SIGNATURE OF AUTHORIZED DWD REPRESENTATIVE	DATE OF REQUEST
Columbia—4503700—5537		

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

DWD-PO-244 (11-2019)

INSTRUCTIONS FOR HSE TESTING REQUESTS

General:
When a worker is ready to test, (s)he must notify the Job Center Trade Act Coordinator.

The Trade Act Coordinator completes the Request for High School Equivalency Testing form (DWD-PO-0244), which provides the necessary information to schedule and pay for a worker's HSE test.

The cost of HSE testing varies per worker. Any worker who did not pass all portions of the paper-based GED test by December 31, 2013 and requests to retake the test after January 1, 2014 must retake the entire HSE computer-based test.

All workers who take the HSE computer-based test for the first time after 1/1/14 will be required to pay a $100.25 fee. This breaks down to:

- $10.75 per test subject (5 x $10 = $53.75)
- $7 per test center fee per test subject (5 x $7 = $35)
- $10 Missouri State fee, and $1.50 Processing Fee (voucher)

$53.75 + $35 + $10 + $1.50 = $100.25

Any additional HSE computer-based test, for retakes, will require a $7.00* test center fee per subject.

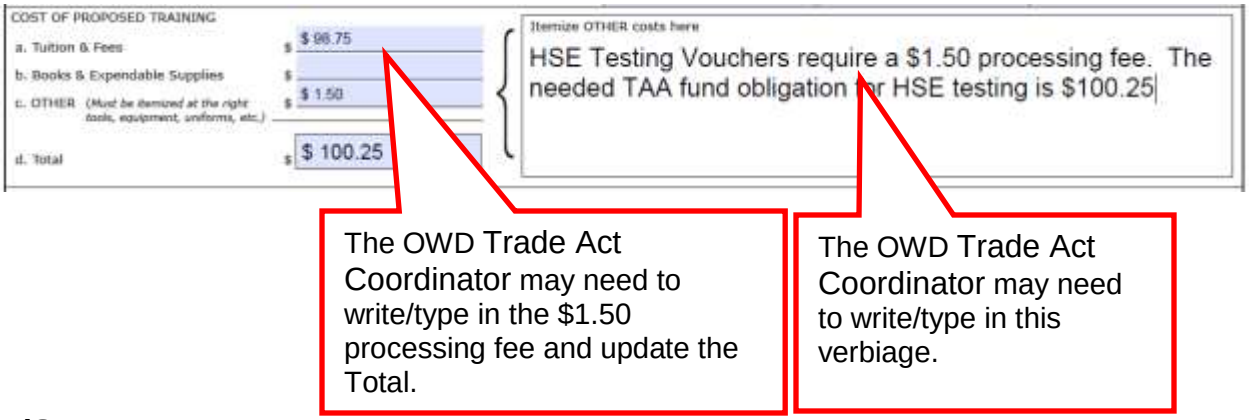
The $10* Missouri State fee is valid for a 12-month period. (The 12-month period starts with the date that the HSE test is scheduled using the ETS / HiSET system.)

- If a worker retakes the HSE computer-based test within the 12-month period of scheduling the initial test, the $10 Missouri State fee will not need to be paid again.

- If the worker is required to retake the HSE computer-based test and it's been over 12 months since the initial test was scheduled, the $10 Missouri State fee will need to be paid again.

*In addition, since OWD is using vouchers as payment for HSE testing, ETS / HiSET also requires a $1.50 Processing Fee for each voucher.

Since the DWD-PO-240-A is completed by the training facility and they are unaware of the $1.50 Processing Fee, it will be necessary to add this information to the DWD-PO-240-A before signing and returning the processed DWD-PO-240-A form to the training facility. You will also need to obligate the $1.50 processing fee on the DWD-PO-240-A with the appropriate HSE testing amount. See example of screen shot on the following page.



HiSET Account:

The worker, with the assistance of the Trade Act Coordinator, must set up an account using the HiSET online system (http://hiset.ets.org/).

HSE Test Payment(s):

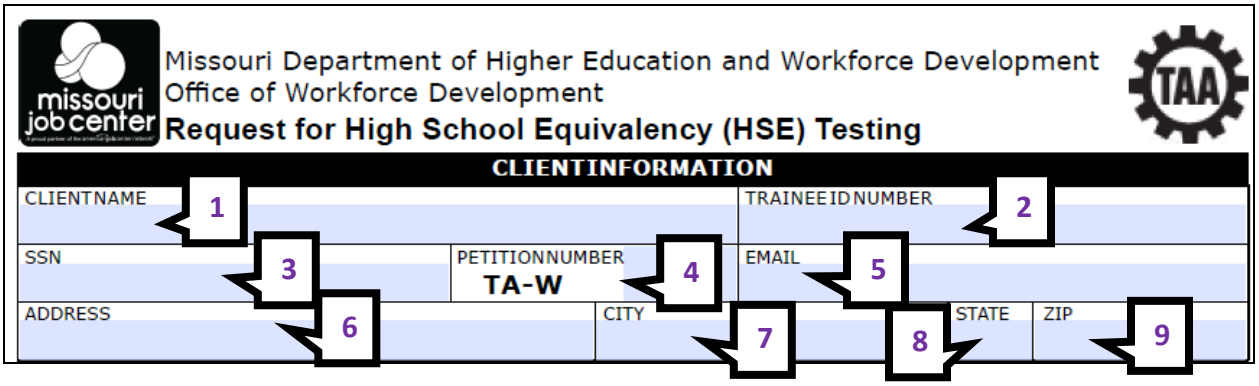
The OWD Central Office TAA Unit and DHEWD Fiscal & Budget staff will work directly with ETS / HiSET to obtain payment vouchers.

The DWD-PO-244 form must be submitted to OWD Central Office TAA Unit at least **7 days** prior to the worker's anticipated testing date. Once the DWD-PO-244 is received, the OWD Central Office TAA Unit will provide a voucher number to the appropriate Trade Act Coordinator.

HSE Test Scheduling:

When the worker and Trade Act Coordinator schedule the HSE test(s), the worker and/or Trade Act Coordinator may be required to enter the voucher number, as the form of payment, into the HiSET system OR contact the HiSET Vouchers customer service at (855) 694-4738 [option 2 and then 3]. The HiSET Vouchers customer service business hours are Monday through Friday from 7:00am-3:30pm. (Depending on the test center, the worker may *not* be able to take the entire test battery in one day. Testing may need to be scheduled on multiple days.)

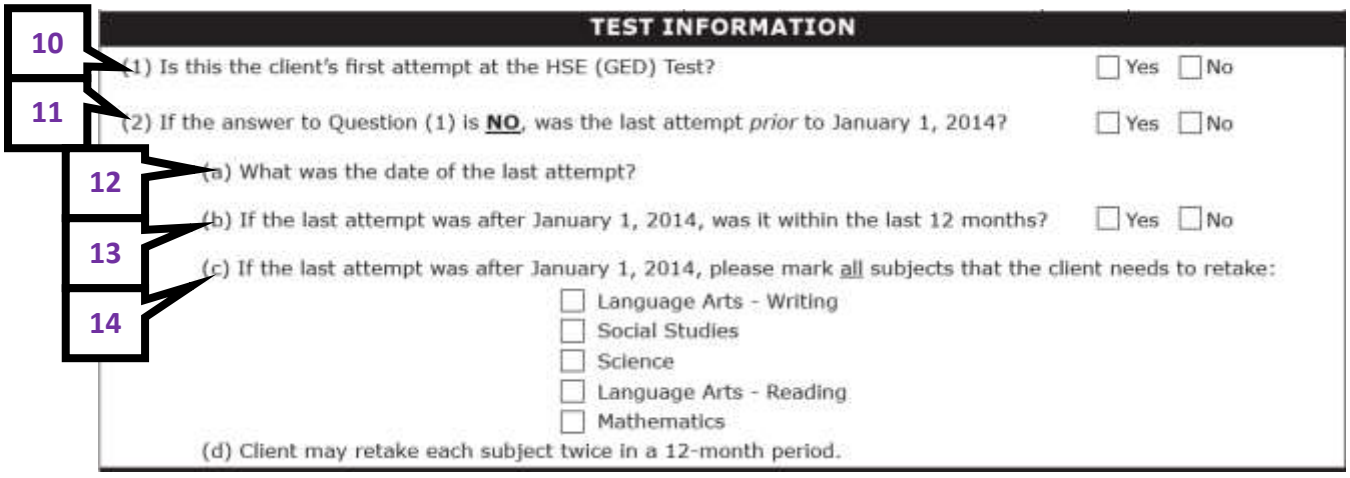
The following items on the DWD-PO-244 form should be completed as follows:



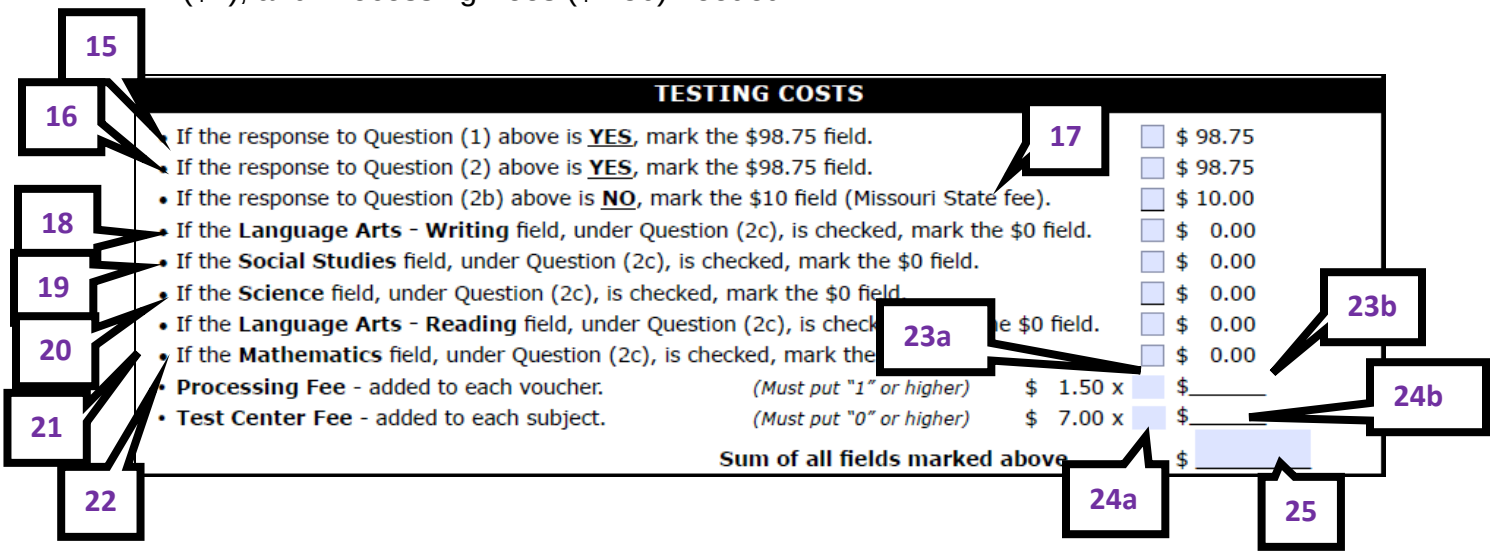
1) **Client Name** – Enter the worker's name.
2) **Trainee ID Number** – Enter the Trainee ID# assigned to the worker on the DWD-PO-240-A by OWD Central Office TAA Unit.
3) **SSN** – Enter the last four digits of the worker's SSN.
4) **Petition #** – Enter the worker's petition number as found on his/her TRA-B, TRA-A, or TRA-C claim in UInteract.

   If Missouri is the Agent state, the worker will not have a TRA claim in Missouri (UInteract) and staff should refer to eligibility documentation provided by the Liable state. If necessary, the Trade Act Coordinator may need to contact the Liable State. Per the USDOL's website, the Liable State TAA/TRA Coordinators can be found at: https://www.dol.gov/agencies/eta/tradeact/contact/states.

5) **Email** – Enter the worker's email address.
6) **Address** – Enter the worker's street address.
7) **City** – Enter the worker's city.
8) **State** – Enter the worker's state.
9) **Zip** – Enter the worker's zip code.



10) **Is this the client's first attempt at the HSE (GED) test?** – Mark either the Yes or No field. This question is to determine if the worker is taking the test for the first time or if it is a retake / retest.
11) **If the answer to Question #1 is NO, was the last attempt *prior* to January 1, 2014?** – If applicable, mark either the Yes or No field. This question is to determine if the $10 Missouri State test fee needs to be paid.
12) **What was the date of the last attempt?** – If applicable, enter or select the date the worker last took the HSE or GED test.
13) **If the last attempt was after January 1, 2014, was it within the last 12 months?** – If applicable, mark either the Yes or No field. This question is to determine if the worker has been tested in the last 12 months and/or if the $10 Missouri State test fee needs to be paid.
14) **If the last attempt was after January 1, 2014, please mark all subjects that the client needs to retake?** – If applicable, mark each test subject that applies. This question is to determine the amount of Test Subject Fees ($10), Test Center Fees ($7), and Processing Fees ($1.50) needed.



15) **If the response to Question #1 above is Yes, mark the $98.75 field?** – If applicable, mark the $98.75 field. This field identifies the need for the entire $98.75 fee. You must also enter 1 in the **Processing Fee** field.
16) **If the response to Question #2 above is Yes, mark the $98.75 field?** – If applicable, mark the $98.75 field. This field identifies the need for the entire $98.75 fee because the worker is required to retake the entire computer-based HSE test. You must also enter 1 in the **Processing Fee** field.
17) **If the response to Question #2b above is No, mark the $10 field (Missouri State fee)?** – If applicable, mark the $10 field. This field identifies the need for the *$10 test fee* to be paid so the worker can retake the HSE computer-based test. This fee needs to be paid once every 12 months. If this field is marked, you also need to enter 1 in the **Processing Fee** field
18) **If the Language Arts – Writing field, under Question #2c, is checked, mark the $0 field?** – If applicable, mark the $0 field. This field identifies the need for the *$0 Test Subject fee* to be paid so the worker can retake the *Language Arts – Writing*

subject of the HSE computer-based test. You must also enter the number of Test Subjects the worker needs to retake in the **Test Center Fee** field and **Processing Fee** field. Each Test Subject retake requires an individual voucher. To waive the test subject fee, you must call 1-855-MyHiSET (1-855-694-4738).

19) **If the Social Studies field, under Question #2c, is checked, mark the $0 field?** – If applicable, mark the $0 field. This field identifies the need for the *$0 Test Subject fee* to be paid so the worker can retake the *Social Studies* subject of the HSE computer-based test. You must also enter the number of Test Subjects the worker needs to retake in the **Test Center Fee** field and **Processing Fee** field. Each Test Subject retake requires an individual voucher. To waive the test subject fee, you must call 1-855-MyHiSET (1-855-694-4738).

20) **If the Science field, under Question #2c, is checked, mark the $0 field?** – If applicable, mark the $0 field. This field identifies the need for the *$0 Test Subject fee* to be paid so the worker can retake the *Science* subject of the HSE computer-based test. You must also enter the number of Test Subjects the worker needs to retake in the **Test Center Fee** field and **Processing Fee** field. Each Test Subject retake requires an individual voucher. To waive the test subject fee, you must call 1-855-MyHiSET (1-855-694-4738).

21) **If the Language Arts – Reading field, under Question #2c, is checked, mark the $0 field?** – If applicable, mark the $0 field. This field identifies the need for the *$0 Test Subject fee* to be paid so the worker can retake the *Language Arts – Reading* subject of the HSE computer-based test. You must also enter the number of Test Subjects the worker needs to retake in the **Test Center Fee** field and **Processing Fee** field. Each Test Subject retake requires an individual voucher. To waive the test subject fee, you must call 1-855-MyHiSET (1-855-694-4738).

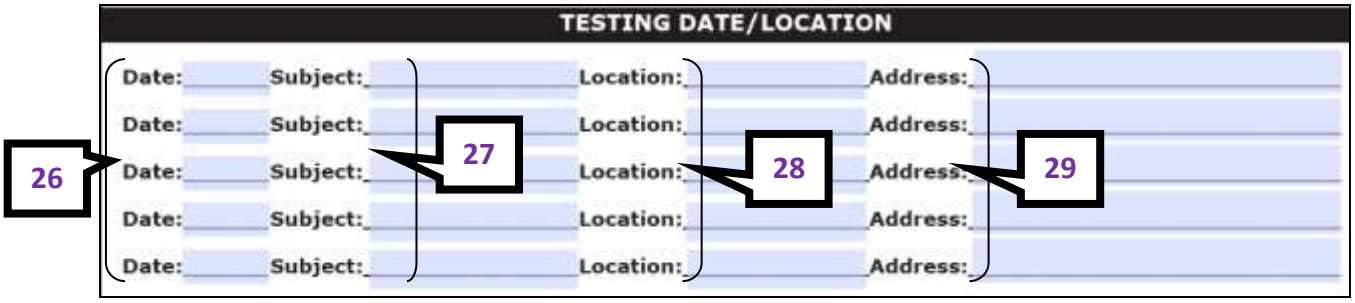
22) **If the Mathematics field, under Question #2c, is checked, mark the $0 field?** – If applicable, mark the $0 field. This field identifies the need for the *$0 Test Subject fee* to be paid so the worker can retake the *Mathematics* subject of the HSE computer-based test. You must also enter the number of Test Subjects the worker needs to retake in the **Test Center Fee** field and **Processing Fee** field. Each Test Subject retake requires an individual voucher. To waive the test subject fee, you must call 1-855-MyHiSET (1-855-694-4738).

23) **Processing Fee – added to each voucher.**
   a. Enter the number of vouchers requested. For an entire battery of test, the worker will only need 1 voucher. However, if the worker has to retake any Test Subjects, each test requires one voucher. For example, if the worker has to retake the Science and Math test, the worker requires two Test Center Fee vouchers; the total vouchers needs is two (2).
   b. Enter the result of the calculation of multiplying the number of vouchers by $1.50.

24) **Test Center Fee – added to each subject.**
   a. Enter the number of Test Subjects the worker has to retake / requested.
   b. Enter the result of the calculation of multiplying the number of Test Subjects by $7.00.

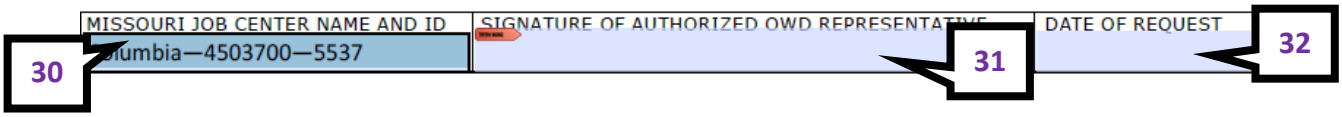
25) **Enter the sum of all fields marked above:** – Enter the costs associated with the worker to take the HSE computer-based for the first time or as a retake.

If you need assistance completing the form because you are unsure of the number of vouchers needed, please send an email to dwdtradeacthelp@dhewd.mo.gov.



26) **Date(s)*:** – *This is an optional field.* If the worker's estimated test information is available, enter or select the worker's anticipated test date(s), based on ETS / HiSET online system availability.
27) **Subject(s)*:** – *This is an optional field.* If the worker's estimated test information is available, enter the worker's anticipated test subject(s), as selected by the worker.
28) **Location(s)*:** – *This is an optional field.* If the worker's estimated test information is available, enter the anticipated testing location(s), as selected by the worker, based on ETS / HISET online system availability.
29) **Address(s)*:** – *This is an optional field.* If the worker's estimated test information is available, enter the anticipated address of the each testing location.

***NOTE:** Test dates, subjects, locations, and address must be detailed in case notes.



30) **Missouri Job Center Name and ID:** – Type or select, from form list, the appropriate Job Center name and I.D. number.
31) **Signature of Authorized OWD Representative** – The Trade Act Coordinator must enter their written or electronic signature.
32) **Date** – Enter the date the request was completed and signed by Trade Act Coordinator.

Miscellaneous:

- Under Trade, there is not a limit on the number of times a worker may take their HSE/HiSET test. However, the Trade Act Coordinator must consult with the HSE instructor to confirm that the worker is making satisfactory progress and use good judgment to determine if retaking the HSE/HiSET test is appropriate for the individual worker. (Refer to the "Request for Training" section of the manual for more details.)

- Please note that DESE / ETS-HiSET system only allows a worker to take the entire HSE test three times during a 12-month period.

- The Trade Act Coordinator must remind the worker to bring his/her photo ID and ETS / HiSET assigned confirmation number with them to each HSE test.

Distribution:
The completed **DWD-PO-244** form must be uploaded into the worker's MoJobs record and an email submitted to dwdtradeacthelp@dhewd.mo.gov to notify OWD Central Office TAA Unit. The email must contain the worker's name, Trained ID#, and StateID#.

Case Notes:
When a **DWD-PO-244** is submitted to OWD Central Office TAA Unit for processing, the Trade Act Coordinator must enter a case note on the worker's MoJobs record to include at a minimum:

- HSE Testing Date(s)
- HSE Testing Location
- Amount of Testing Fees required
- The date and manner the form was distributed to OWD Central Office TAA Unit.

ISSUING A DENIAL OF TRAINING OR RELATED EXPENSE

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 11/2/22

ISSUING A DENIAL OF TRAINING OR RELATED EXPENSE

Training Criteria:
To be eligible for training, the worker must be able to answer 'yes' to the six training approval criteria listed on the DWD-PO-240-A. For more information about the six training approval criteria, refer to the TAA Final Rule at **618.610**.

1) There is no suitable employment (which may include technical or professional employment) available for an adversely affected worker.
2) The worker would benefit from appropriate training.
3) There is a reasonable expectation of employment following completion of training.
4) Training approved by the Secretary is reasonably available to the worker from either governmental agencies or private sources (which may include area vocational education schools, as defined in Section 195(2) of the Vocational Education Act of 1963, and employers.)
5) The worker is qualified to undertake and complete such training.
6) Such training is suitable for the worker and available at a reasonable cost.

Trade Act Navigators must also reference Training and Employment Guidance Letter 3-20 (TEGL 3-20).

In additional to the six criteria, under **Trade 2002** and **Trade 2002 Revert** the training facility and/or training program must also be on the approved Eligible Training Provider System (ETPS) (MoSCORES) list. The ETPS (MoSCORES) can be accessed at https://scorecard.mo.gov/Search.

In rare cases, non-certified ETPS (MoSCORES) training facilities and/or programs can be approved. These situations will be reviewed on a case by case basis. These cases must be discussed with the OWD Central Office TAA Unit.

Under **Trade 2009**, **2011**, **2015**, and **Reversion 2021**, it is not a requirement for the training facility and/or training program to be on the approved ETPS list; however, it is still encouraged.

Denial of Training or Related Costs:
Denials of training or training related costs must be issued on the DWD-PO-240-A, under Agency Determination. If training is not approvable, check "Training Course Approval". If a training related cost (such as computer, guns, etc.) is not approvable, check "Training Related Costs".

All denials of training or related costs require a written determination. The denial statement must be stated in a clear and concise manner and be within the provision of Trade Act.

Trade Act Navigators are required to sign and date the DWD-PO-240-A. The worker must be advised of his/her appeal rights listed on the DWD-PO-240-A.

Sample Denial Statements:
This section includes sample denial statements. For assistance in writing a denial statement not covered, contact the OWD Trade Act Unit.

All **Trade Act** determinations must begin with the phrase:
The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide:

- **Suitable / Sustainable Employment:**

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that for training to be approved, there is not suitable employment available for the worker. The request for this training is denied because the worker is currently employed. His/her current job as a JOB TITLE is at a skill level that equals or exceeds the past adversely affected employment and the wages for this work exceed 80 percent of the worker's average weekly wage at the trade-affected employment as determined by the Office of Workforce Development (OWD) in accordance with the Regulations.

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that for training to be approved, no reasonable prospect for suitable employment should exist for the worker. This training program is denied because current labor market information indicates that the worker does have prospects for suitable employment as evidenced by _____.

- **Marketable Skills:**

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that the worker should benefit from appropriate training. The worker's application for this training as a JOB TITLE is denied because the worker has EXPERIENCE / EDUCATION in this type of work. The worker would not benefit from additional training.

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that for training to be approved, no reasonable prospect for suitable employment should exist for the worker. The worker has prospects for suitable employment as evidence by his recently acquisition of a DEGREE/CERTICATE/ LICENSE in TITLE OF TRAINING; the worker has marketable skills.

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that for training to be approved, no reasonable prospect for suitable employment should exist for the worker. The worker is currently employed at EMPLOYER NAME as a JOB TITLE, which is at a skill level that is higher than the one held at the trade affected employer. The training

request for TITLE OF TRAINING; is denied because the worker has marketable skills and currently working in suitable employment.

- **Length of Training:**

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that training cannot exceed # of MAXIMUM WEEKS weeks. Only weeks in which the worker actually attends training are counted in determining the length of training. The training is denied because the worker would be attending classes for # of WEEKS weeks, which exceeds the maximum allowed under Trade TRADE VERSION-YEAR.

- **Appropriate Training:**

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that a worker would benefit from appropriate training and that the worker is qualified to undertake and complete such training. Information gathered by the Office of Workforce Development (OWD) staff provides that the worker has been enrolled in remedial education courses since START DATE OF TRAINING. Testing data provided by the TRAINING FACILITY NAME shows that the worker has currently achieved a LEVEL grade level. The training request for TITLE OF TRAINING at TRAINING FACILITY NAME is denied on the basis that it is unlikely that the worker will be able to make satisfactory progress in this training program.

- **LMI:**

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that there be a reasonable expectation of employment following training. This training is denied because the expected number of job openings for JOB TITLE is # OF OPENING in the next # OF MONTHS months. There are currently # OF TRAINEES trainees in this field expected to enter the local labor market in the next # OF MONTHS months so a reasonable expectation of employment does not exist.

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that for training to be approved, no reasonable prospect for suitable employment should exist for the worker. This training program is denied because current Labor Market Information (LMI) indicates that the worker does have prospects for suitable employment. The worker graduated from TRAINING FACILITY in MONTH / YEAR with a degree in TRAINING PROGRAM / JOB TITLE and since then has had # OF MONTHS / YEARS experience as a JOB TITLE which is an in-demand occupation.

- The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that for training to be approved, no reasonable prospect for suitable employment should exist for the worker. The training program is denied because current Labor Market Information (LMI) indicates that the worker has prospects for suitable employment as evidence by his recently acquisition of a DEGREE / CERTICATE / LICENSE in TITLE OF TRAINING and other transferable skills.

- The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that a reasonable expectation of employment should exist following completion of training. The worker requested TITLE OF TRAINING training. According to Labor Market Information (LMI), this is not an occupation that is in-demand and there is no reason to believe that the worker could obtain sustainable employment following training. The request for TITLE OF TRAINING training is denied.

- **Commuting Area:**

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that there be a reasonable expectation of employment following training. The worker is willing to commute # OF MILES miles to a job and will not relocate. The application for this training as a JOB TITLE is denied because the nearest JOB TITLE is located # OF MILES (OVER NUMBER OF MILES WILLING TO COMMUTE) miles from the worker's home so a reasonable expectation of employment does not exist.

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that reimbursement for transportation costs can only be made to those participants who must travel outside their commuting area to attend a training program. The regulations provide that when determining the distance, the participant must use the most direct route. The regulations also provide that States may establish standards and procedures regarding such costs. Missouri has established the distance or commuting area to be 10 miles one-way. This worker's request for transportation allowance is denied because he/she stated the required distance to travel is # OF MILES (less than 10) miles.

- **"Similar or Like" Training:**

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that training be available for the worker and available at a reasonable cost. The worker's application for training at TRAINING FACILITY NAME costing COST OF TRAINING is denied because similar [or identical] training is available at TRAINING FACILITY NAME at a substantially lower cost of COST OF TRAINING.

- The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that training be reasonable and available to the worker and that primary consideration be given to training within the worker's commuting area. The worker's application for this training in STATE OTHER THAN MISSOURI as a JOB TITLE is denied because similar [or identical] training is available within # OF MILES miles of the worker's home.

- The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that the States may establish standards and procedures with respect to selecting training institutions in which training is approved; this includes the cost of training. Missouri has a soft cap of $20,000. This request for training is denied because the costs of training exceeds Missouri's soft cap and similar or like training is available at a lower costs.

- The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that training may not be approved at one training facility, when training that is substantially similar in quality, content, and result can be obtained from another training facility at a lower total cost within a similar timeframe. The request for training in TITLE OF TRAINING is denied because a similar training is offered at TRAINING FACILITY NAME in TITLE OF TRAINING with similar content and results and at a lower cost.

- **Unjustifiable Termination:**

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that the worker would benefit from appropriate training and is qualified to undertake and complete such training. This worker's new request to attend TITLE OF TRAINING training at TRAINING FACILITY NAME is denied because the worker previously attended training at TRAINING FACILITY NAME for TITLE OF TRAINING training from START DATE to END DATE. The worker was terminated from training unjustifiably for failure to attend training and/or contact the school or Job Center staff and for making failing grades and dropping out of class.

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that the worker should benefit from appropriate training. The worker is participating in training and making unsatisfactory progress. The worker is pursuing a DEGREE / CERTICATE / LICENSE in TITLE OF TRAINING. During the SEMESTER, he/she had NUMBER OF CLASSES class(es) that resulted in a BAD GRADE in TITLE OF TRAINING COURSE and a GRADE in TITLE OF TRAINING COURSE. The TRAINING FACILITY NAME has placed the worker on academic probation at this time and because he/she cannot take all classes needed to complete his/her DEGREE / CERTICATE / LICENSE by DATE. He/she has not demonstrated commitment and a desire to succeed in this training program. Therefore, the training program is terminated

effective DATE.

- The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that that the worker should benefit from appropriate training. Further training has been denied. Contact with the TRAINING FACILITY NAME indicated the worker failed # OF CLASSES classes in the first semester of training. The TRAINING FACILITY NAME was very concerned that what they refer to as "procedures" was failed. It was stated that the "procedural" process is one of the most important parts of the training and without success in this area; it would not be possible for the student to pass the training program or gain suitable employment in the JOB TITLE field. The TRAINING FACILITY NAME also stated that two more classes were not passed in the second semester. Since satisfactory progress has not been made for two semesters, further training is terminated.

- The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that that the worker should benefit from appropriate training. The worker is terminated from TAA approved/funded training because he/she failed to make satisfactory progress in the required course(s) of TITLE OF TRAINING COURSE when enrolled at TRAINING FACILITY NAME for TITLE OF TRAINING. Therefore, the training is terminated effective DATE.

- **Transportation Allowance:**

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that the worker can be paid a transportation/subsistence allowance if the training is located outside of the commuting area. As authorized by the Regulations, the Office of Workforce Development (OWD) has defined commuting area as 10 miles. Transportation allowances area denied because the worker lives # OF MILES (LESS THAN 10) miles from the school.

- **Trade Act Training Funds Not Available:**

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that funding is available to pay the full costs of the training and any transportation / subsistence expenses which are payable under the Regulations. This training application is denied because at the current time there is not adequate funding available to cover the cost of the training program. *Optional additional sentence if appropriate:* This determination may be reviewed for possible reconsideration at such time as adequate funding is available.

- **Short Notice:**

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that TAA services, including training, shall be delivered with the greatest promptness that is administratively feasible. The worker submitted an application for this training program on DATE REQUESTED TRAINING. This training program was scheduled to being on START DATE OF TRAINING. Because of this short timeframe between the worker's application and the scheduled beginning date, it is not administratively feasible to approve this application for training. *Optional:* This denial does not prevent the worker from applying for similar training with a later beginning date that would allow for reasonable administrative procedures.

- **Legal Conviction:**

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that the worker must be qualified to undertake and complete the training. The worker's application for this training as a JOB TITLE is denied because the completion of this training requires an internship with a licensed JOB TITLE. The worker cannot work in a JOB TITLE as an intern because of a prior conviction for FELONY OR OTHER RELATED OFFENSE.

- **Financial Statement:**

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that the worker must be qualified to undertake and complete the training. The worker's application for # OF WEEKS OF TRAINING weeks of training as a JOB TITLE is denied because there is reason to believe that the worker could not complete the training. The worker's primary income is unemployment insurance and/or Trade Readjustment Allowances. These payments will exhaust approximately # OF MONTHS months before the end of training. Without this income, the worker cannot reasonably be expected to complete the training. *Optional additional sentence if supported by recorded facts:* The worker has not demonstrated that personal or family resources will be available to the worker to complete training.

- **Full-Time (Trade 2002** and **2002 Revert):**

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that approved training be full-time in accordance with the established hours and days of the training provider. The worker's application to attend this training be # OF HOURS hours per week is denied because full-time training at this facility is # OF HOURS hours per week.

- The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that approved training shall be full-time in accordance with the established hours and days of the training provider. The worker's application to attend this training # OF HOURS hours per week, at night, is denied because these hours are not classified as full-time training at the facility. The facility holds full time classes during the day only.

- **One Training Plan:**

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that no worker shall be entitled to more than one training program under a single certification. This application for training is denied because the worker previously attended [or completed] a training program for TRAINING TYPE / JOB TITLE approved under this certification.

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that training designed to enhance the employability of individuals by upgrading LEVEL [REMEDIAL / PRE-REQS / SKILLS] skills. The request for TRAINING TYPE / JOB TITLE training is denied because the training program does not consist of a single course or a group of courses approved by the State agency for an individual to meet a specific occupational goal.

- **ETPS Approved (Trade 2002 and 2002 Revert):**

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that only those training facilities meeting the State's certifying agency's approval criteria can be considered for enrollment of Trade Act eligible workers. In Missouri, Department of Higher Education and Workforce Development (DHEWD) has been designated as the certifying agency. This training program is denied because it does not meet DHEWD's approval criteria.

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that for training to be approved, Department of Higher Education and Workforce Development (DHEWD) / Office of Workforce Development (OWD) must be able to show that the school is approved by DHEWD. This training is denied because this school is not approved by DHEWD.

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that only those training facilities meeting the State's certifying agency's approval criteria can be considered for enrollment of TAA eligible workers. The TRAINING FACILITY NAME and TRAINING TYPE courses are not on the State Missouri's or the State of STATE OTHER THAN MISSOURI's approved list of training providers/courses. Furthermore, there is

no documentation that this type of training will lead to sustainable employment.

- **Fraud:**

  - The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide that if a state agency finds that any person has knowingly made a false statement or false representation of material or information, or has knowingly failed to disclose information, and these actions have caused the individual to receive payments for which they are not entitled, the individual will be ineligible for any further benefits or services under the TAA program. Investigation by the Division of Employment Security (DES), including information gated by the Office of Workforce Development (OWD), reveals that this worker is ineligible for TAA benefits and services because the worker FRAUDULENT ACT. On DATE, the DES issued a determination, denying LIST BENEFIT OR OVERPAYMENT. This denial was effective DATE. In accordance with the federal regulations and the determination rendered by DES, the worker's TAA funded training program is no longer approvable. The request for continued approval of this training program is denied. Termination of this training program is effective DATE.

Distribution of DWD-PO-240:
A copy of the DWD-PO-240-A denial must uploaded into the worker's MoJobs record and an email submitted to dwdtradeacthelp@dhewd.mo.gov to notify OWD Central Office TAA Unit. The email must contain the worker's name, State ID#, and Trainee ID# (if applicable).

Appeals:
Refer to the Appeals section of the manual for instructions.

Utilization Guide for Trade Adjustment Assistance Warning Notices DWD-PO-264

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 11/8/22

DWD-PO-264
Utilization for Trade Adjustment Assistance Warning Notices

Purpose:
When TAA workers fall outside of compliance requirements for the TAA program, the three-stage Warning Notices, described in this section, will serve as an opportunity for the worker to correct/address any issues with hopes of salvaging the approved training plan and/or related benefits and avoid a premature training exit.

PLEASE NOTE:
These warning notifications **DO NOT** exit a participant from the TAA program, therefore case management is required to continue until the worker gains reemployment and/or a program exit becomes available. These warning notices **ONLY** exit a worker from *TAA approved-training* and/or *training related benefits*. Other TAA benefits may be available upon termination from TAA-approved training.

The three-stage warning notices are **REQUIRED** for non-compliance. Trade Act Navigators are required to send these notifications to contact workers regarding potential compliance issues with their TAA approved-training plan. These are the **ONLY** notices approved for TAA workers; NO edits/modifications are permitted. The goal is simple: We wish to SAVE plans "prior" to having them fall out of compliance with the TAA program and potentially end in a premature termination from training.

Potential Reasons for Utilization of Warning Letters by Trade Act Navigators:
Includes, but not limited to,
- failure to comply with the 60-day benchmark review process;
- failure to provide TRA-22 / attendance form in a timely manner;
- failure to provide copies of class schedule or grades;
- failure to notify Trade Act Navigators of failing course or struggling with course/attendance;
- attempting to modify a training plan without prior approval from Trade Act Navigator; and
- unable to complete training within the allowable TAA time constraints

A worker's response to one of the Warning Notices does not always equate to a salvaged plan – but, it does permit the Trade Act Navigator some leverage to get issues resolved and avoid premature training exits.

Instructions for Use:
In the Warning Notice documents, at the top, enter the:
- date;
- worker's name and address;
- last four digits of the worker's social security number; and
- worker's petition number

In the Warning Notices documents, at the bottom, enter the:

- Trade Act Navigator's name;
- address;
- telephone number; and
- email address

This is the only permitted format. No other changes are permitted.

First Warning Notice (DWD-PO-264-1):
Complete the First Warning Notice and save it electronically. Mail the First Warning Notice to the worker and upload a copy into the worker's MoJobs record. In addition, you may also email the First Warning Notice to the worker. Enter a case note; see sample case note below.

Case Note Example: *Worker has fallen out of compliance with the requirement of the Trade Adjustment Assistance program. [Provide Trade Act Navigator insight/details here.] A First Warning Notice was sent to the worker today, requesting him/her to contact me to review eligibility requirements. First Warning Notice mailed and given 7-calendar days to respond.*

Second Warning Notice (DWD-PO-264-2):
If the worker does not respond within 7-days of the First Warning Notice AND fails to resolve all outstanding TAA compliance issues, send the Second Warning Notice.

Complete the Second Warning Notice and save it electronically. Mail the Second Warning Notice to the worker and upload a copy into the worker's MoJobs record. In addition, you may also email the Second Warning Notice to the worker. Enter a case note; see sample case note below.

Case Note Example: *Worker has fallen out of compliance with the requirement of the Trade Adjustment Assistance program and has not resolved all issues. A Second Warning Notice was sent to the worker today, requesting him/her to contact me to address outstanding issues. Second Warning Notice mailed and given 7-day calendar days to respond.*

Third Warning Notice (DWD-PO-264-3):
If the worker does not respond within 7-days of the Second Warning Notice AND fails to resolve all outstanding TAA compliance issues, send the Third Warning Notice.

Complete the Third Warning Notice and save it electronically. Also, issue a written denial and termination of TAA training on the Request for Training (DWD-PO-240-B) form. Mail the Third Warning Notice, along with the denial, to the worker and upload a copy into the worker's MoJobs record. In addition, you may also email the Third Warning Notice to the worker. Enter a case note; see sample case note below.

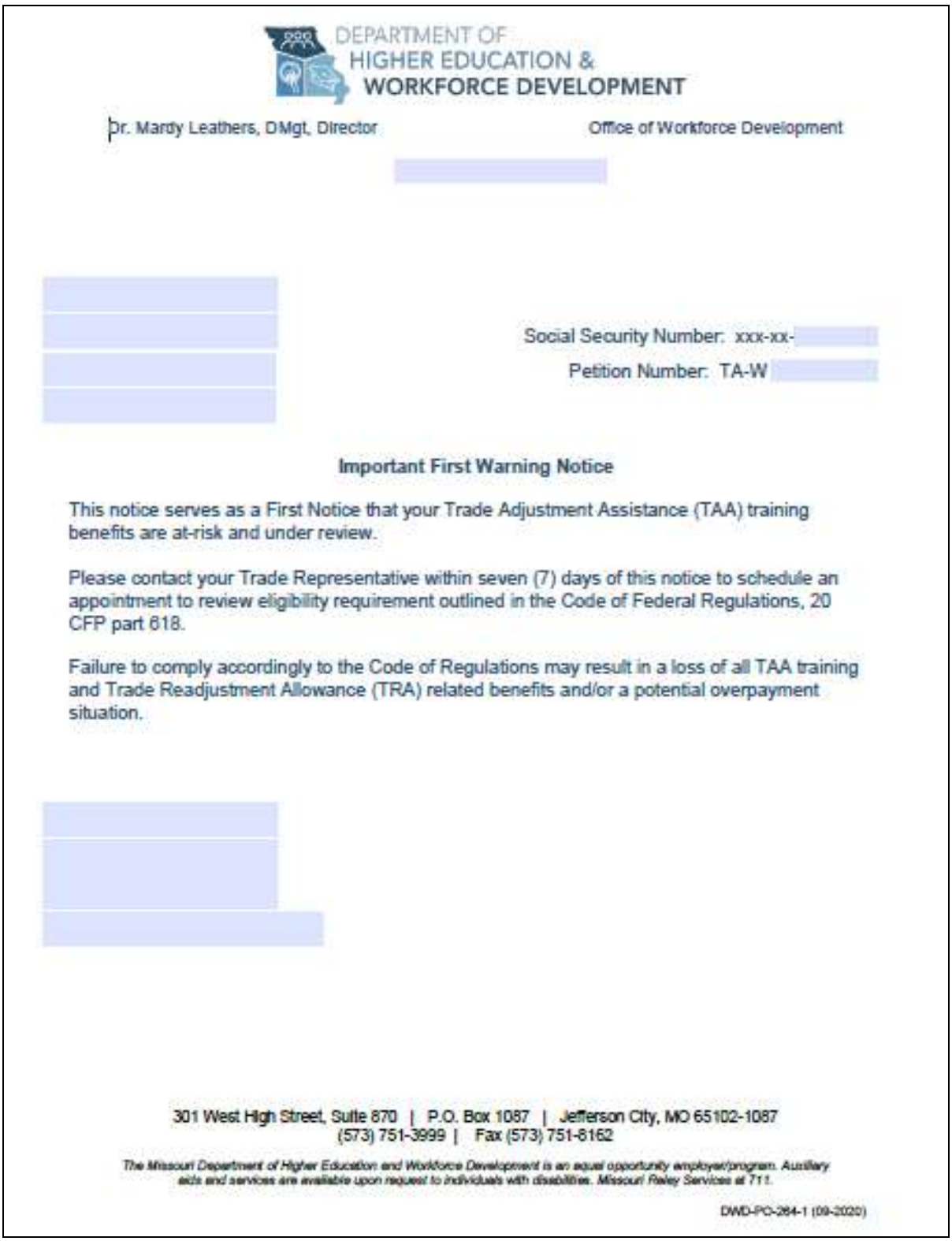
Case Note Example: *Worker has fallen out of compliance with the requirement of the Trade Adjustment Assistance program and compliance issues. A Third Warning Notice was sent to the worker today, notifying him/her that his/her TAA training and TRA related benefits are terminated. A written denial and termination of TAA training was issued on the DWD-PO-240-B form that contains appeal rights.*

If a denial and termination is issued on the DWD-PO-240-B form, the Trade Act Navigator must:

- advise the worker of appeal rights;
- advise the training facility of the worker's termination from training;
- request a Termination Report from the training facility;
- make appropriate entries in MoJobs; and
- notify dwdtradeacthelp@dhewd.mo.gov of the written denial and termination.

The **TAA First Warning Notice** (DWD-PO-264-1) can be found on

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Warning Notice



DEPARTMENT OF HIGHER EDUCATION & WORKFORCE DEVELOPMENT

Dr. Mardy Leathers, DMgt, Director

Office of Workforce Development

Social Security Number: xxx-xx-

Petition Number: TA-W

Important First Warning Notice

This notice serves as a First Notice that your Trade Adjustment Assistance (TAA) training benefits are at-risk and under review.

Please contact your Trade Representative within seven (7) days of this notice to schedule an appointment to review eligibility requirement outlined in the Code of Federal Regulations, 20 CFP part 618.

Failure to comply accordingly to the Code of Regulations may result in a loss of all TAA training and Trade Readjustment Allowance (TRA) related benefits and/or a potential overpayment situation.

301 West High Street, Suite 870 | P.O. Box 1087 | Jefferson City, MO 65102-1087
(573) 751-3999 | Fax (573) 751-8162

The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

DWD-PO-264-1 (09-2020)

Example:

DEPARTMENT OF
HIGHER EDUCATION &
WORKFORCE DEVELOPMENT

Dr. Mardy Leathers, DMgt, Director — Office of Workforce Development

April 6, 2021

Darla Lnhardt
301 W High Street
Jefferson City, MO 65101

Social Security Number: xxx-xx-1234
Petition Number: TA-W 94,888C

Important First Warning Notice

This notice serves as a First Notice that your Trade Adjustment Assistance (TAA) training benefits are at-risk and under review.

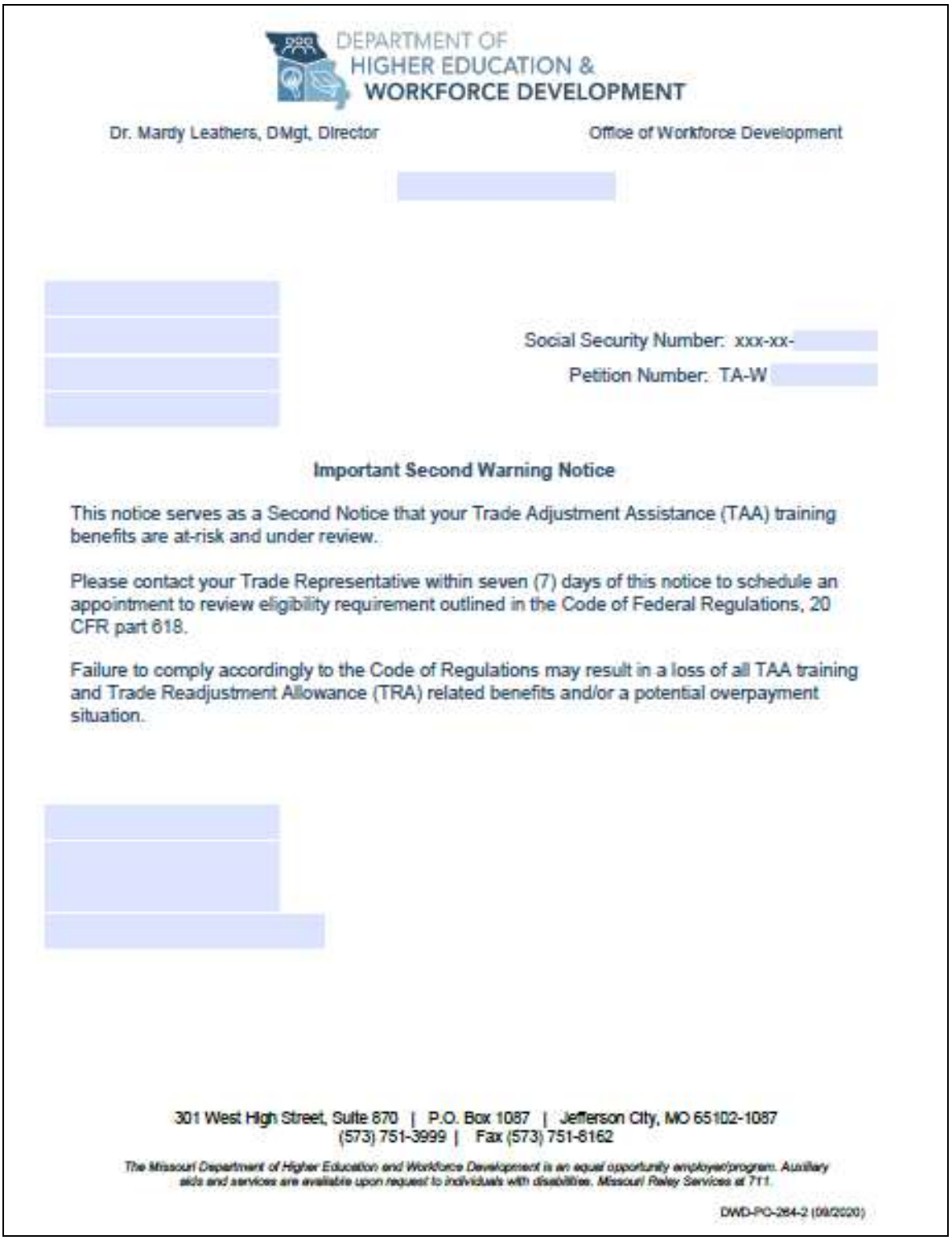
Please contact your Trade Representative within seven (7) days of this notice to schedule an appointment to review eligibility requirement outlined in the Code of Federal Regulations, 20 CFP part 618.

Failure to comply accordingly to the Code of Regulations may result in a loss of all TAA training and Trade Readjustment Allowance (TRA) related benefits and/or a potential overpayment situation.

Myra Huhmann
PO Box 1087
Jefferson City, MO 65102
myra.huhmann@dhewd.mo.gov

The **TAA Second Warning Notice** (DWD-PO-264-2) can be found on

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Warning Notice



DEPARTMENT OF HIGHER EDUCATION & WORKFORCE DEVELOPMENT

Dr. Mardy Leathers, DMgt, Director

Office of Workforce Development

Social Security Number: xxx-xx-

Petition Number: TA-W

Important Second Warning Notice

This notice serves as a Second Notice that your Trade Adjustment Assistance (TAA) training benefits are at-risk and under review.

Please contact your Trade Representative within seven (7) days of this notice to schedule an appointment to review eligibility requirement outlined in the Code of Federal Regulations, 20 CFR part 618.

Failure to comply accordingly to the Code of Regulations may result in a loss of all TAA training and Trade Readjustment Allowance (TRA) related benefits and/or a potential overpayment situation.

301 West High Street, Suite 670 | P.O. Box 1087 | Jefferson City, MO 65102-1087
(573) 751-3999 | Fax (573) 751-8162

The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

DWD-PO-264-2 (09/2020)

Example:

DEPARTMENT OF
HIGHER EDUCATION &
WORKFORCE DEVELOPMENT

Dr. Mardy Leathers, DMgt, Director

Office of Workforce Development

April 13, 2021

Darla Linhardt
301 W High Street
Jefferson City, MO 65101

Social Security Number: xxx-xx-1234
Petition Number: TA-W 94,888C

Important Second Warning Notice

This notice serves as a Second Notice that your Trade Adjustment Assistance (TAA) training benefits are at-risk and under review.

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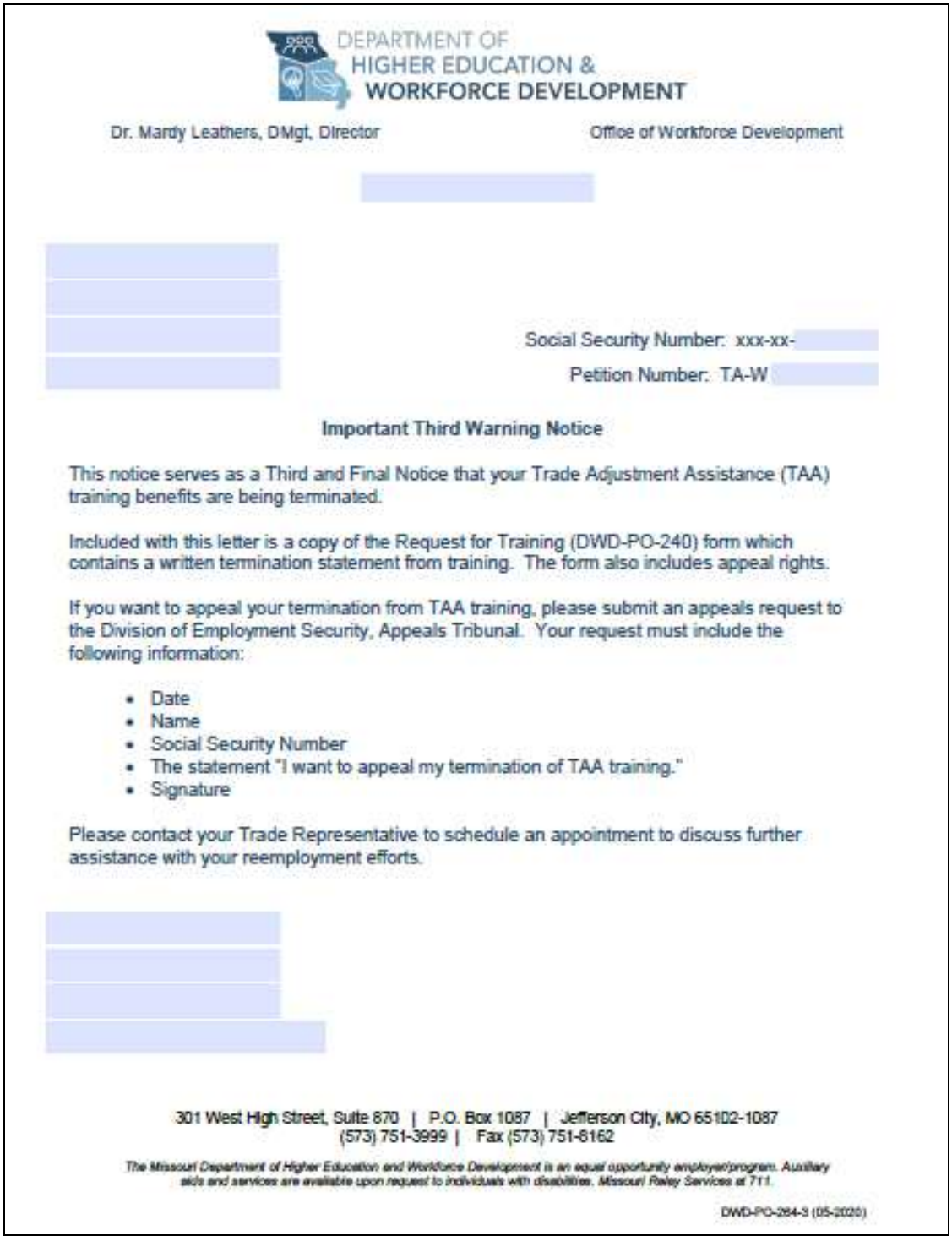
Failure to comply accordingly to the Code of Regulations may result in a loss of all TAA training and Trade Readjustment Allowance (TRA) related benefits and/or a potential overpayment situation.

Myra Huhmann
PO Box 1087
Jefferson City, MO 65102
myra.huhmann@dhewd.mo.gov

The **TAA Third Warning Notice** (DWD-PO-264-3) can be found on

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Warning Notice



DEPARTMENT OF HIGHER EDUCATION & WORKFORCE DEVELOPMENT

Dr. Mardy Leathers, DMgt, Director — Office of Workforce Development

Social Security Number: xxx-xx-

Petition Number: TA-W

Important Third Warning Notice

This notice serves as a Third and Final Notice that your Trade Adjustment Assistance (TAA) training benefits are being terminated.

Included with this letter is a copy of the Request for Training (DWD-PO-240) form which contains a written termination statement from training. The form also includes appeal rights.

If you want to appeal your termination from TAA training, please submit an appeals request to the Division of Employment Security, Appeals Tribunal. Your request must include the following information:

- Date
- Name
- Social Security Number
- The statement "I want to appeal my termination of TAA training."
- Signature

Please contact your Trade Representative to schedule an appointment to discuss further assistance with your reemployment efforts.

301 West High Street, Suite 870 | P.O. Box 1087 | Jefferson City, MO 65102-1087
(573) 751-3999 | Fax (573) 751-8162

The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

DWD-PO-264-3 (05-2020)

Example:

DEPARTMENT OF
HIGHER EDUCATION &
WORKFORCE DEVELOPMENT

Dr. Mardy Leathers, DMgt, Director — Office of Workforce Development

April 20, 2021

Darla Linhardt
301 W High Street
Jefferson City, MO 65101

Social Security Number: xxx-xx-1234
Petition Number: TA-W 94,888C

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- Date
- Name
- Social Security Number
- The statement "I want to appeal my termination of TAA training."
- Signature

Please contact your Trade Representative to schedule an appointment to discuss further assistance with your reemployment efforts.

Myra Huhmann
PO Box 1087
Jefferson City, MO 65102
myra.huhmann@dhewd.mo.gov

Request for Job Search Allowance

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 11/8/22

Request for Job Search Allowance

The Request for Job Search Allowance consists of four forms:

1) **Benefits, Criteria, and Eligibility** (DWD-PO-207-BCE);
2) **Participant Reimbursement Information** (DWD-PO-207-PRI);
3) **Job Search Activity Verification** (DWD-PO-207-JSAV); and
4) **Payment Form** (DWD-PO-207-PF).

All of these forms can be found on

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Job Search

Previously, Job Search Allowance was only available to workers who had secured a bona fide interview for "suitable employment" in an area outside their commuting area. To assist workers in their pursuit of suitable employment, additional job search activities are now available. In addition to the interviews, the following activities qualify workers for Job Search Allowance if they occur in an area outside his/her commuting area:

- Completing a job application in person with a potential employer who is expected to have openings for "suitable employment".
    - To gauge whether an employer is expected to have openings for "suitable employment", the worker can provide documentation such as a web or classified job posting, information obtained through a job fair, job posting through a Missouri Job Center or jobs.mo.gov, etc. Trade Act Navigators should use good judgment to determine if a worker qualifies for this activity. If the Trade Act Navigator is unsure, they can contact the OWD Central Office Trade Act Unit for verification.
- Traveling to a Missouri Job Center to:
    - Print, copy, mail, email, or fax a job application and/or resume
    - Use online job matching system, including jobs.mo.gov, to search for job matches, request referrals, submit applications or resumes, and/or apply for jobs
    - Participate in pre-vocational workshops (soft skills, resume writing, interviewing skills, etc.)
    - Obtain and follow up on job referrals from Missouri Job Center staff
- Attending a job fair.

In order for these activities to count towards Job Search Allowance, the worker must complete a **Benefits, Criteria, and Eligibility** (DWD-PO-207-BCE) form to show a timely request *prior* to the activity / activities. A **Benefits, Criteria, and Eligibility** (DWD-PO-207-BCE) form allows a worker to participate in Job Search Allowance for 30 days. After 30 days, if the worker has not reached his/her Job Search Allowance maximum or found employment, the worker is required to complete another **Benefits, Criteria, and Eligibility** (DWD-PO-207-BCE) form for each 30-day period until the worker draws out the maximum Job Search Allowance or finds employment.

The **Participant Reimbursement Information** (DWD-PO-207-PRI) form must be provided to the worker as well to inform him/her of the Job Search Allowance reimbursement rate for their petition number, the definition of "suitable employment" and "commuting area", and provide the travel, meals, and lodging information.

To obtain verification of all job search activities, a **Job Search Activity Verification** (DWD-PO-207-JSAV) form has been developed to capture the type of job search activity and the name, contact information, and signature of the Employer or Service Provider. The worker is required to have the **Job Search Activity Verification** (DWD-PO-207-JSAV) form completed for each job search activity.

Lastly, the **Payment Form** (DWD-PO-207-PF) form must be completed by the Trade Act Navigator to document job search activity, calculate approvable Job Search Allowance (if any), and/or issue a denial of Job Search Allowance.

Job Search Allowance

General:
A State must grant a Job Search Allowance to an Adversely Affected Worker (AAW) to help the worker secure suitable employment within the United States if the AAW meets the requirements. A Job Search Allowance, for approvable job search activities, outside of the worker's commuting area may be approved if it meets all requirements and deadlines.

The State may not approve a relocation allowance and a job search allowance for an AAW at the same time.

Eligibility Requirements:
To be eligible for Job Search Allowances the worker must meet the following requirements:

A. The worker must make a timely request for Job Search. This requires the worker to sign the **Benefits, Criteria, and Eligibility** (DWD-PO-207-BCE) *prior* to any job search activity / activities.

B. The worker's request for Job Search Allowance must be filed before the later:
- the 365th day after the petition was certified under which the worker is eligible; or
- the 365th day after the worker's last qualifying separation; or
- the 182nd day after the date of concluding approved training.

C. Be an AAW totally separated from the job covered under the certification when beginning the job search.

D. Receive a determination by the State that the AAW:

i. Cannot reasonably expect to secure suitable employment in the commuting area (the "**commuting area**" in Missouri is **10 miles one-way)**; and

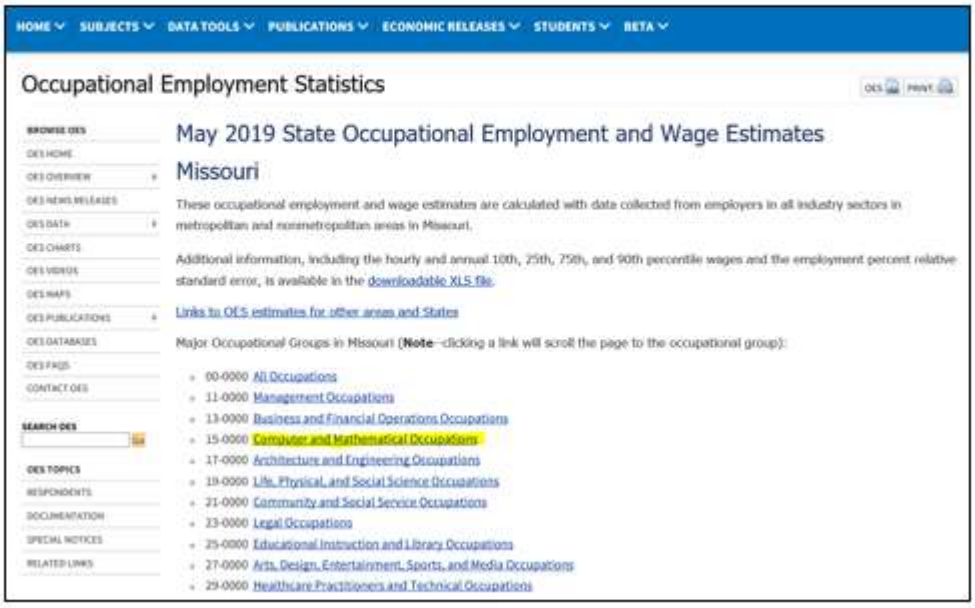
ii. Can reasonably expect to obtain, in the area of job search, either:

A. Suitable employment; or

B. Employment that pays a wage of at least the 75th percentile of national wages, as determined by the National Occupational Employment Wage Estimates (https://www.bls.gov/oes/current/oessrcst.htm), and otherwise meets the definition of suitable employment;

- https://www.bls.gov/oes/current/oessrcst.htm
- **Click on Missouri**

- **Click on Major Occupational Group**



- **Click on a Detail Occupation**

15-0000	**Computer and Mathematical Occupations**	major	88,190	2.8%	31.266	1.01	$37.08	$38.40	$79,860	1.4%
15-1211	Computer Systems Analysts	detail	10,990	7.6%	3.895	0.97	$38.98	$40.02	$83,240	1.8%
15-1212	Information Security Analysts	detail	2,890	8.3%	1.025	1.20	$40.81	$41.52	$86,360	1.6%
15-1221	Computer and Information Research Scientists	detail	210	22.9%	0.075	0.36	$48.62	$57.40	$119,400	8.1%
15-1231	Computer Network Support Specialists	detail	5,830	6.8%	2.067	1.64	$25.41	$28.26	$58,780	3.0%
15-1232	Computer User Support Specialists	detail	12,050	5.0%	4.272	0.97	$22.29	$23.91	$49,740	1.1%
15-1241	Computer Network Architects	detail	3,270	8.6%	1.158	1.12	$44.92	$45.82	$95,300	2.2%
15-1244	Network and Computer Systems Administrators	detail	7,840	6.3%	2.779	1.15	$40.04	$41.38	$86,060	2.2%
15-1245	Database Administrators and Architects	detail	3,470	5.8%	1.230	1.44	$38.25	$40.19	$83,600	1.3%
15-1251	Computer Programmers	detail	4,120	13.0%	1.459	1.07	$38.76	$39.46	$82,080	3.3%

- **Identify the 75th Percentile**

Occupational Employment Statistics

OES PRINT

BROWSE OES
OES HOME
OES OVERVIEW +
OES NEWS RELEASES
OES DATA +
OES CHARTS
OES VIDEOS
OES MAPS
OES PUBLICATIONS +
OES DATABASES
OES FAQS
CONTACT OES

SEARCH OES
Go

OES TOPICS
RESPONDENTS
DOCUMENTATION
SPECIAL NOTICES
RELATED LINKS

Occupational Employment and Wages, May 2019

15-1251 Computer Programmers

Create, modify, and test the code and scripts that allow computer applications to run. Work from specifications drawn up by software and web developers or other individuals. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

National estimates for this occupation
Industry profile for this occupation
Geographic profile for this occupation

National estimates for this occupation: Top

Employment estimate and mean wage estimates for this occupation:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
199,540	1.6 %	$44.53	$92,610	1.4 %

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	$24.11	$31.62	$41.61	$53.91	$67.43
Annual Wage (2)	$50,150	$65,760	$86,550	$112,120	$140,250

E. Receive a determination by the State that the worker cannot reasonably expect to secure suitable employment by alternatives to being physically present in the area of the job search, such as by searching and interviewing for employment by

means of the internet and other technology;

F. Not previously have received a relocation allowance under the same certification; and

G. Complete a State-approved job search within 30 calendar days after the worker leaves the commuting area to being the job search.

Additional eligibility requirements:
To qualify for Job Search Allowance, the worker must participate in one or more of the following job search activities for suitable employment*, outside his/her commuting area:

- Participate in a bona fide interview
- Complete a job application in person with a potential employer who is expected to have openings for suitable employment
- Travel to a Missouri Job Center to:
  - Print, copy, mail, email, or fax a job application and/or resume;
  - Use online job matching systems, including jobs.mo.gov, to search for job matches, request referrals, submit applications or resumes, and/or apply for jobs;
  - Participate in pre-vocational workshops (soft skills, resume writing, interviewing skills, etc.); and/or
  - Obtain and follow up on job referrals from Missouri Job Center staff.
- Attend a job fair

Workers requesting Job Search must have an established TRA Claim prior to requesting Job Search Allowance. If the worker has a Liable State other than Missouri, the Trade Act Navigator must obtain the approval of the Liable State prior to submitting the Job Search Allowance request to OWD Central Office TAA Unit for processing and payment. The State TAA/TRA Contacts can be found on USDOL's website at https://www.dol.gov/agencies/eta/tradeact/contact/states.

If a worker claims TRA during a week approved for Job Search Allowance, the worker is not necessarily relieved of the work acceptance and the active search for work requirements. All Claims reporting requirements still apply.

Calculating the Commuting Area:
To determine if the suitable employment is outside the worker's commuting area, Trade Act Navigator is required to use one or more internet-based map applications (MapQuest, Google Maps, etc.) to confirm the distance between the worker's residence and the address of the employer is over 10 miles (one-way) away. In addition, the Trade Act Navigator is required to document their findings in the worker's MoJobs record as a case note.

Completion of Job Search Allowance:
A. An AAW has completed a Job Search Allowance when the worker either

- Obtains a bona fide offer of employment; or

- Has, with State verification, as provided in (TAA Final Rule) 618.420(a)(2), contacted each employer the worker planned to contact, or to whom the State or other one-stop partner referred the worker as part of the job search.

B. The job search is complete when one of the actions above occurs, whichever comes first. For purposes of "bona fide offer of suitable employment" means the offer of suitable employment is made in good faith by a prospective employer.

Maximum Amount of Job Search Payable:
Under **Trade 2002**, **2002 Revert**, **2011**, **2015**, and **Reversion 2021**, the maximum amount of all combined requests for Job Search cannot exceed $1,250.

Under **Trade 2009**, the maximum amount of all combined requests for Job Search cannot exceed $1,500.

	$1,250 Maximum	$1,500 Maximum
Trade 2002	X	
Trade 2009		X
Trade 2002 Revert	X	
Trade 2011	X	
Trade 2015	X	
Trade Reversion 2021	X	

Payment:
Under **Trade 2002, 2002 Revert**, **2011**, **2015**, and **Reversion 2021**, the Job Search Allowance is 90% of the total cost of the AAW's travel and lodging and meals up to $1,250.

Under **Trade 2009**, the Job Search Allowance is 100% of the total cost of the AAW's travel and lodging and meals up to $1,500.

Job Search Allowance payments will be issued by the *Agent State*.

- A request for Job Search allowance must be approved by the *Liable State* prior to submittal to OWD Central Office TAA Unit for processing and payment. The State TAA/TRA Contacts can be found on USDOL's website at https://www.dol.gov/agencies/eta/tradeact/contact/states. If a worker resides in an Agent State (State other than the Liable State) at the time the Request for Job Search Allowance is filed, the allowances for job search expenses will be reimbursed after the completion of the job search. **Note:** A worker may request a 60% advance request on Job Search Allowance.

- The Trade Act Navigator must provide the *Liable State* with copies of all relevant Job Search Allowance forms and associated documentation and estimates.

In Missouri, the Job Search Allowance payments are recorded in UInteract, under the TRA link (found on the Claim Summary screen). The entry will show the type and amount of the payment and the date the payment was issued.

Travel Allowance:
Under **Trade 2002**, **2002 Revert**, **2011**, **2015**, and **Reversion 2021**, the worker's allowable travel expense may not exceed 90% of the prevailing cost per mile by privately owned vehicle (currently 62.5 cents per mile) under 41 CFR chapters 300 through 304, the Federal Travel Regulation (FTR), found at https://www.gsa.gov/, for round trip travel by the usual route from the worker's home to the job search area, though other forms of transportation may be utilized.

Under **Trade 2009**, the worker's allowable travel expense may not exceed 100% of the prevailing cost per mile by privately owned vehicle (currently 62.5 cents per mile) under 41 CFR chapters 300 through 304, the Federal Travel Regulation (FTR), found at https://www.gsa.gov/, for round trip travel by the usual route from the worker's home to the job search area, though other forms of transportation may be utilized.

	90% Reimbursement	100% Reimbursement
Trade 2002	X	
Trade 2009		X
Trade 2002 Revert	X	
Trade 2011	X	
Trade 2015	X	
Trade Reversion 2921	X	

Travel by Privately Owned Automobile. The worker may receive a rate of **62.5** cents per mile when traveling by privately owned automobile and driving the most common route from the worker's place of residence to the area in which the job search will be conducted. The worker's is also eligible for the same rate for the return trip from the area of job search to place of residence.

Mileage is calculated at 62.5 cents per mile *with no maximum*.

Example: Under **Trade 2015**, if the worker traveled 400 miles and qualified for 62.5 cents per mile reimbursement, you would calculate as follow:

(# of Miles Traveled) x (Rate per Mile) x (Reimbursement Rate) = Worker Reimbursement Amount

400 miles x 62.5 cents x 90% = $225.00 **OR** 400 x .625 x .90 = $225.00

Choice of mode of transportation. An AAW may elect to use a different mode of transportation than the one for which the State calculated the applicable reimbursement amount. However, the State must limit the reimbursement to the worker to the amount calculated under privately owned vehicle under 41 CFR chapters 300 through 304, the Federal Travel Regulation (FTR), found at https://www.gsa.gov/, for round trip travel by the usual route from the worker's home to the job search area.

Lodging and Meals:
A worker's allowable lodging and meals costs cannot exceed the less of:

- The actual costs for lodging and meals while engaged in the job search; or
- 50% of the prevailing per diem allowance under the FTR, found at https://www.gsa.gov/, for the worker's job search area.

	90% Reimbursement	100% Reimbursement
Trade 2002	X	
Trade 2009		X
Trade 2002 Revert	X	
Trade 2011	X	
Trade 2015	X	
Trade Reversion 2021	X	

Below is the **October 2022 / September 2023** per diem rates for the State of Missouri authorized under the federal travel regulations (https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/?action=perdiems_report&fiscal_year=2022&city=&state=MO&zip=).

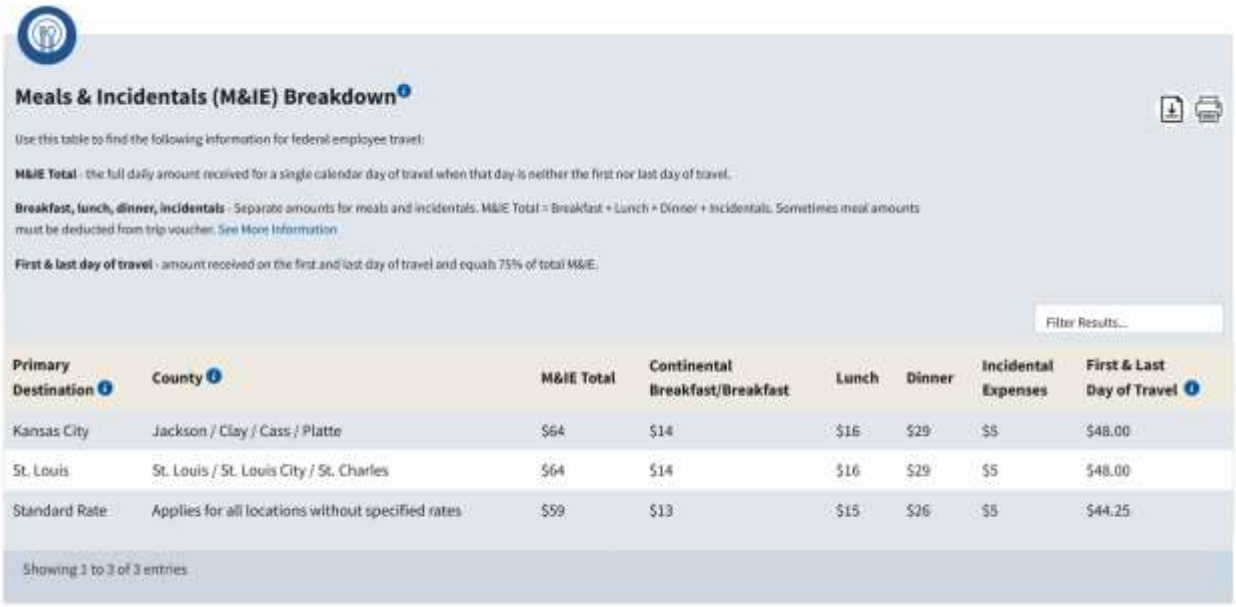
Daily lodging rates (excluding taxes) | October 2022 - September 2023

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

Filter Results...

Primary Destination	County	2022 Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Kansas City	Jackson / Clay / Cass / Platte	$123	$123	$123	$123	$123	$123	$123	$123	$123	$123	$123	$123
St. Louis	St. Louis / St. Louis City / St. Charles	$141	$141	$141	$141	$141	$141	$141	$141	$141	$141	$141	$141
Standard Rate	Applies for all locations without specified rates	$98	$98	$98	$98	$98	$98	$98	$98	$98	$98	$98	$98

Showing 1 to 3 of 3 entries



Meals & Incidentals (M&IE) Breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Kansas City	Jackson / Clay / Cass / Platte	$64	$14	$16	$29	$5	$48.00
St. Louis	St. Louis / St. Louis City / St. Charles	$64	$14	$16	$29	$5	$48.00
Standard Rate	Applies for all locations without specified rates	$59	$13	$15	$26	$5	$44.25

Showing 1 to 3 of 3 entries

There are three set of rates in Missouri: 1) Standard; 2) Kansas City; and 3) St. Louis.

The **Standard Rate** should be used for every part of Missouri except for Kansas City and St. Louis. As noted previously, reimbursement rate is reimbursed at 90% / 100% of actual costs or 50% of the per diem.

Using the prior charts, to figure the per diem for October 2022:

- **Standard Rate = $157.00**
  - Lodging = $98.00
  - Meals & Incidentals = $59.00
    - Breakfast = $13.00
    - Lunch = $15.00
    - Dinner = $26.00
    - Incidental Expenses = $5.00

- **Standard Rate = $157.00 / 2 = $78.50 = 50% of the per diem**
  - Lodging = $98.00 / 2 = $49.00
  - Meals & Incidentals = $59.00 / 2 = $29.50
    - Breakfast = $13.00 / 2 = $6.50
    - Lunch = $15.00 / 2 = $7.50
    - Dinner = $26.00 / 2 = $13.00
    - Incidental Expenses = $5.00 / 2 = $2.50

- **Kansas City = $187.00**
  - Lodging = $123.00
  - Meals & Incidentals = $64.00
    - Breakfast = $14.00
    - Lunch = $16.00
    - Dinner = $29.00
    - Incidental Expenses = $5.00

- **Kansas City = $187.00 / 2 = $93.50 = 50% of the per diem**
  - Lodging = $123.00 / 2 = $61.50
  - Meals & Incidentals = $64.00 / 2 = $32.00
    - Breakfast = $14.00 / 2 = $7.00
    - Lunch = $16.00 / 2 = $8.00
    - Dinner = $29.00 / 2 = $14.50
    - Incidental Expenses = $5.00 / 2 = $2.50

- **St. Louis = $205.00**
  - Lodging = $141.00
  - Meals & Incidentals = $64.00
    - Breakfast = $14.00
    - Lunch = $16.00
    - Dinner = $29.00
    - Incidental Expenses = $5.00

- **St. Louis = $205.00 / 2 = $102.50 = 50% of the per diem**
  - Lodging = $141.00 / 2 = $70.50
  - Meals & Incidentals = $64.00 / 2 = $32.00
    - Breakfast = $14.00 / 2 = $7.00
    - Lunch = $16.00 / 2 = $8.00
    - Dinner = $29.00 / 2 = $14.50
    - Incidental Expenses = $5.00 / 2 = $2.50

Example 1: Using the **Standard Rate**, a worker certified under **Trade 2015** participated in a Job Search on 10/5/22. The worker submitted a hotel receipt for $114 and food receipts of $5 for breakfast, $8 for lunch, and $25 for supper. The sum of the receipts is $152.

(Lodging + Food Costs) x (Reimbursement Rate) = Worker Reimbursement Amount up to daily maximum

$152 x 90% = $136.80 – This amount exceeds the daily maximum amount of $78.50. This worker will only be reimbursed $78.50.

Example 2: Using the **Standard Rate**, a worker is certified under **Trade 2015** participated in a Job Search on 10/5/22. The worker submitted a hotel receipt for $35 and food receipts of $2.50 for breakfast, $5 for lunch, and $10 for supper. The sum of the receipts is $52.50.

(Lodging + Food Costs) x (Reimbursement Rate) = Worker Reimbursement Amount up to daily maximum

$52.50 x 90% = $47.25 – This amount is less than the daily maximum amount of $77.50. This worker will be reimbursed $52.50 (actual costs).

Job Search Activities and Expenses:
The worker is required to provide a **Job Search Activity Verification** (DWD-PO-207-JSAV) form for each job search activity conducted as well as receipts for meals and lodging associated with approved job search(es). This information must be recorded on the **Payment Form** (DWD-PO-207-PF) form along with the worker's mode of transportation to and from the area of job search(es).

Completion of Job Search Activities:
Once the worker has signed **Benefits, Criteria, and Eligibility** (DWD-PO-207-BCE) form, completes his/her job search activity or activities, and submits the **Job Search Activity Verification** (DWD-PO-207-JSAV) form the job search is deemed to be complete. Because the job search activities have been explained, the worker may submit each job search activity individually or submit multiple job search activities at one time.

If the worker does not reach the maximum Job Search Allowance or find employment within 30 days of signing the **Benefits, Criteria, and Eligibility** (DWD-PO-207-BCE) form, (s)he must continue to sign a new **Benefits, Criteria, and Eligibility** (DWD-PO-207-BCE) form every 30-days to keep the Request for Job Search Allowance "active".

Payment:
If the AAW makes a timely application, is covered under a certification, and is otherwise eligible, the State must make payment promptly after the worker has completed a job search and complied with the Job Search Allowance requirement, provided that funds are available.

Advances:
Once the State determines that the AAW is eligible for a job search allowance, it may advance the worker up to 60% of the estimated amount of the job search allowance subject to the limit in (TAA Final Rule) 618.425(b), but not exceeding $750, within 5 days before the commencement of a job search. The State must deduct the advance from any maximum payment.

Worker Evidence:
After the AAW completes a job search, the AAW must certify to the State as to the employment contacts made and must provide documentation of expenses in accordance with FTR and Uniform Guidance at 2 CFR 200 part 200. This may include receipts for all lodging, purchased transportations (bus, plane, train, Uber, etc.), or other expenses. If an advance the worker received was more or less than the actual

allowance, the State must make an appropriate adjustment and pay the balance entitled, or the worker must repay the excess received.

Overpayments of Job Search Allowances:
If a trade-affected worker fails, with good cause, to complete a job search, any payment or portion of a payment made to such person or individual properly and necessarily expended in attempting to complete such job search is not an overpayment.

If a trade-affected worker fails, without good cause, to complete job search, then the portion of payment for the non-completed component of a benefit is an overpayment. Costs for the completed portions of the job search are not an overpayment.

Good cause exists if the worker acted diligently yet was unable to complete a job search because of exigent circumstances. The State must determine good cause on a worker-by-worker basis.

An overpayment established must be recovered or waived.

Benefits, Criteria, and Eligibility
(DWD-PO-207-BCE)

Missouri Department of Higher Education and Workforce Development
Office of Workfore Development
Request for Job Search Allowance
Benefits, Criteria, and Eligibility

Trade Version: Select Trade Version----------

APPLICATION INFORMATION

APPLICANT'S NAME (Last, First, Middle)	SOCIAL SECURITY NUMBER	DATE OF REQUEST (Month, Day, Year)

PETITION NO.
TA-W

LAST QUALIFYING SEPARATION DATE:	PETITION CERTIFICATION DATE:	TRAINING END DATE (IF APPLICABLE):

JOB SEARCH ACTIVITY DATE RANGE *(Cannot exceed 90 days)*:
TO

Job Search Allowance Remaining Balance: $

CRITERIA AND ELIGIBILITY:

SUITABLE EMPLOYMENT:
Job Search Allowance provides a reimbursement for expenses occurred as a result of job-search activities for "suitable employment," which is defined as employment:

- That is equal to or at a higher skill level than at the Trade-affected company;
- That provides 80% of wages received at the Trade-affected company; and
- That is full-time, long-term duration (not temporary)

OR

- Employment that pays a wage of at least the 75th percentile of national wages (www.bls.gov).
- That is equal to or a higher skill level than at the Trade-affected company
- This is full-time, long-term duration (not temporary).

ELIGIBILITY CRITERIA:
To be eligible for Job Search Allowance:

- You must be eligible for Trade Adjustment Assistance (TAA).
- You must apply and be approved for Job Search Allowance prior to starting a job-search activity and/or incurring any expenses.
- The job-search activity must be outside your "commuting area," as defined by Internet-based mapping such as MapQuest. The "*commuting area*" is the distance between your residence and the address of your job-search activity. In Missouri, the "commuting area" is defined as 10 miles one-way.
- "*Suitable employment*" must not be available within your "commuting area."
- You must be totally separated from employment with your Trade-affected company.
- You must complete a Job Search Allowance request within:
  - 365 days of most recent qualifying separation;
  - 365 days of petition certification; or
  - 182 days after completing Trade Act approved training.
- Job-search activities are limited to the United States.

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

CRITERIA AND ELIGIBILITY *(continued)*

PAYMENT CRITERIA:

TAA Job Search Allowance funds provide:

- A reimbursement of all reasonable and necessary expenses associated with job-search activity:
  - Trade Act 2002, 2002 Revert, 2011, Trade 2015 and Trade Reversion 2021 provides a reimbursement of 90% up to $1,250.
  - Trade Act 2009 provides a reimbursement of 100% up to $1,500.
- Payments for travel costs, lodging, and meals.
  - Travel must be by the least-expensive method and for the shortest duration of time. Vehicle reimbursement is paid at 56 cents per mile
  - Lodging and meals will be paid up to either 50% of the federal-allowable daily rate for the travel destination or the actual cost, whichever is less.
    - To qualify, you must be in a 12-hour travel status.
  - Only job-search activities (as described in **Job Search Activity Definitions**) will be reimbursed.
  - Job-search activities must conclude 30 days after beginning.
  - You must complete a Job Search Allowance Payment form, including receipts and supporting documentation (as described in **Required Documentation for Reimbursement**), in order to receive payment.
- Request for Advanced Payment of Job Search Allowance may result in an overpayment. If you receive an overpayment, you must pay back the overpayment to the Missouri Department of Higher Education & Workforce Development.

JOB SEARCH ACTIVITIES:

Under TAA Job Search Allowance, the following job-search activities are approved:

- Participating in a job interview with a potential employer.
- Completing a job application in person with a potential employer who is expected to have openings.
- Traveling to a Missouri Job Center:
  - To print, copy, mail, email, or fax a job application and/or résumé;
  - To use online job-matching systems, including jobs.mo.gov, to search for job matches, request referrals, to submit applications or résumés, and/or to apply for jobs;
  - To participate in pre-vocational workshops (soft skills, résumé writing, interviewing skills, etc.); and/or
  - To obtain and follow up on job referrals from Missouri Job Center staff.
- Attending a job fair.

REQUIRED REIMBURSEMENT DOCUMENTATION:

- A Request for Job Search Allowance: Benefits, Criteria, and Eligibility form fully completed and signed by all applicable parties.
- A Request for Job Search Allowance: Job Search Activity Verification form fully completed and signed by all applicable parties. Types of required signatures include, but are not limited to:
  - Missouri Job Center staff; and/or
  - Potential employer.
- A Request for Job Search Allowance: Payment Form fully completed and signed by all applicable parties.
- Travel receipts/documentation to include, but are not limited to:
  - Internet-based mapping (such as MapQuest) directions.
  - Receipts for transportation, meals, and/or lodging.

PARTICIPATION ATTESTATION

- By signing this form, I affirm the following:
  - I have read and understand the terms of TAA Job Search Allowance requests.
  - I was given the opportunity to ask questions about Job Search Allowance and was provided satisfactory answers to all my questions.
  - I understand that any deliberate falsifications, misrepresentations, or omissions of facts may be considered fraud and result in my termination from the Trade Act program, in which case I will be held financially responsible for all incurred costs.
  - I understand that this job-search application will expire on _____ and that any job-search activities conducted after that date will not be covered.
  - I understand that upon expiration of this application, I can reapply for further allowances if I have not exhausted the maximum Job Search Allowance.
  - I will be responsible for submitting a completed and signed *Request for Job Search Allowance: Payment Form*, along with documentation (as described in **Required Reimbursement Documentation**), in order to receive payment.

PARTICIPANT'S SIGNATURE	DATE SIGNED
X	

OWD DETERMINATION

- Is the client eligible for TAA? ☐ Yes ☐ No
- Is "suitable employment" available within the client's "commuting area"? ☐ Yes ☐ No
- Is the client totally separated from employment with the Trade-affected company? ☐ Yes ☐ No
- Is the Date of Request within:
  - 365 days of most recent qualifying separation date from Trade-affected company? ☐ Yes ☐ No
  - 365 days of petition certification date? ☐ Yes ☐ No
  - 182 days after completing Trade Act approved training? ☐ Yes ☐ No

APPEAL ACTIVITIES

SIGNATURE OF AUTHORIZED OWD REPRESENTATIVE	MISSOURI JOB CENTER NAME AND ID	DATE SIGNED
	Select--------	

If you believe this determination is incorrect, you or your duly authorized agent may file an appeal no later than thirty days after the date entered above. An appeal may be filed by mail to the Missouri Division of Employment Security, Appeals Tribunal, PO Box 59, Jefferson City, MO 65104-0059, or by FAX at (573) 751-1321. If appeal is by mail, the United States Postal Service postmark date will be the date filed. If the last day for filing the appeal falls on a Saturday, Sunday, or a legal holiday, an appeal will be timely if filed on the next day which is neither a Saturday, Sunday, or legal holiday. Any appeal should give the reason why it is believed the determination is incorrect, and the appeal must be signed. If you do not understand this determination or how to file an appeal, contact the Missouri Job Center listed below that issued the determination.

Instructions for Completing the
Benefits, Criteria, and Eligibility (DWD-PO-207-BCE)

1) **Applicable Trade Act Year** – Check the appropriate field.

   TA2002 – for petitions numbered 69,999 and below or 80,000-80,999 if Trade 2002 Revert is selected

   TA 2009 – for petitions numbered 70,000-79,999

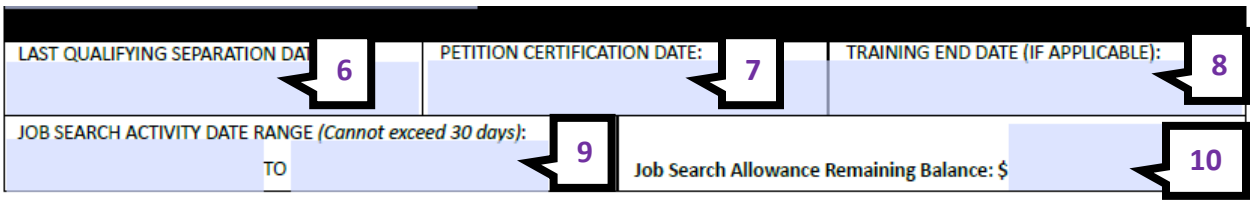
   TA 2011 – for petitions numbered 80,000-84,999

   TA 2015 – for petitions numbered 85,000-97,999

   TA Reversion 2021 – for petitions numbered 98,000 and above

2) **Applicant's Name** – Enter the worker's name.
3) **Social Security Number** – Enter the last four digits of the worker's social security number.
4) **Date of Request** – Enter the date the worker made the request for Job Search Allowance.
5) **Petition Number** – Enter the petition number listed on the worker's TRA-B, TRA-A, or TRA-C Claim found in UInteract.

   If the worker has a Liable State other than Missouri, obtain the petition number and eligibility information from the Liable State. You may contact the Liable State's TAA/TRA Coordinator, which can be found on USDOL's website, at: https://www.dol.gov/agencies/eta/tradeact/contact/states.



6) **Last Qualifying Separation Date** – Enter the date of the worker's last qualifying separation date from the trade affected employer that occurred between the impact date and expiration date of a certified petition. This date can be found in UInteract under the Claim Details screen under the 855 Response section of the TRA-B, TRA-A, or TRA-C claim.

   If the worker has a Liable State other than Missouri, obtain this date from the Liable State

7) **Petition Certification Date** – Enter the certification date of petition under which the worker qualifies for TAA. This date can be found in UInteract on the Claim Summary screen of the TRA-B, TRA-A, or TRA-C claim; on Petition Logs found on

   DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Petition Logs

   ; or on USDOL's website: https://www.doleta.gov/tradeact/petitioners/taa_search_form.cfm.

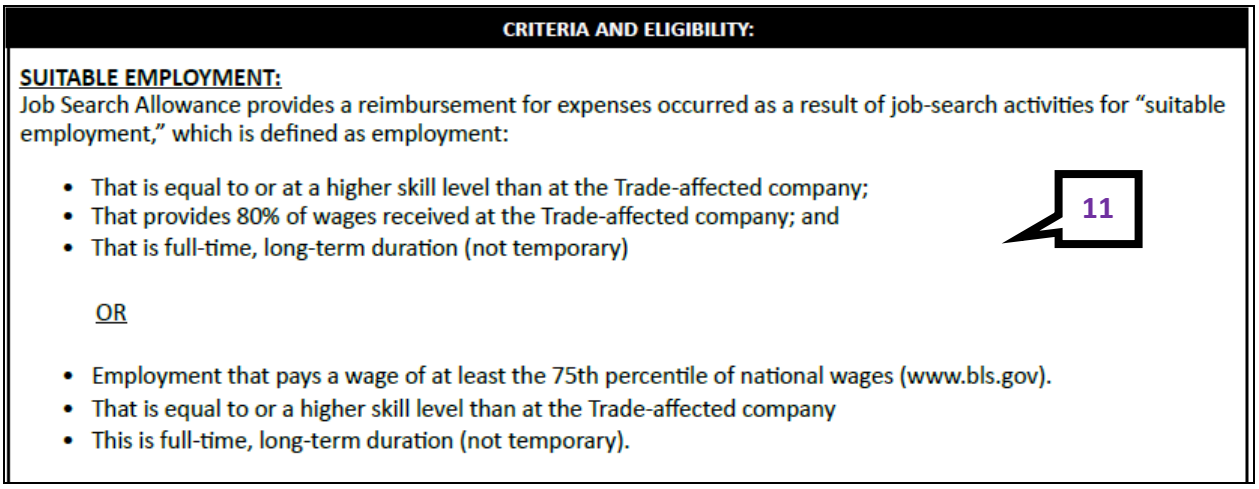
8) **Training End Date (if applicable)** – Enter the End Date of the worker's TAA approved training program.

9) **Job Search Activity Date Range (cannot exceed 30 days)** – Enter the date the worker reviews and signs the **Benefits, Criteria, and Eligibility** (DWD-PO-207-BCE) form and 30 days later. For example, if the worker signed the form on 10/8/22, the date range would be 10/8/22 – 11/7/22.

10) **Job Search Allowance Remaining Balance** – Enter the worker's remaining Job Search Allowance balance.

	$1,250 Maximum	$1,500 Maximum
Trade 2002	X	
Trade 2009		X
Trade 2002 Revert	X	
Trade 2011	X	
Trade 2015	X	
Trade Reversion 2021	X	

On the first request for Job Search Allowance, enter either $1,250 or $1,500. Any subsequent Job Search Allowance request requires an entry of the "maximum" amount of Job Search Allowance minus any Job Search Allowance payments issued.



CRITERIA AND ELIGIBILITY:

SUITABLE EMPLOYMENT:
Job Search Allowance provides a reimbursement for expenses occurred as a result of job-search activities for "suitable employment," which is defined as employment:

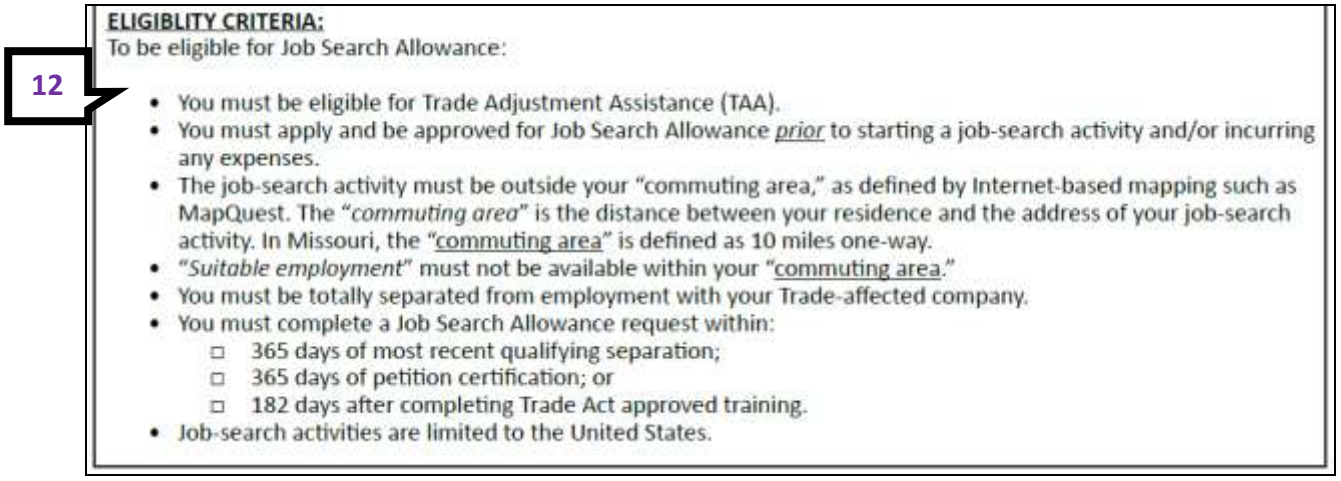
- That is equal to or at a higher skill level than at the Trade-affected company;
- That provides 80% of wages received at the Trade-affected company; and
- That is full-time, long-term duration (not temporary)

11

OR

- Employment that pays a wage of at least the 75th percentile of national wages (www.bls.gov).
- That is equal to or a higher skill level than at the Trade-affected company
- This is full-time, long-term duration (not temporary).

11) Suitable Employment – The Trade Act Navigator is responsible for reviewing the definition of "suitable employment" with the worker and explaining how it relates to their job search activities.



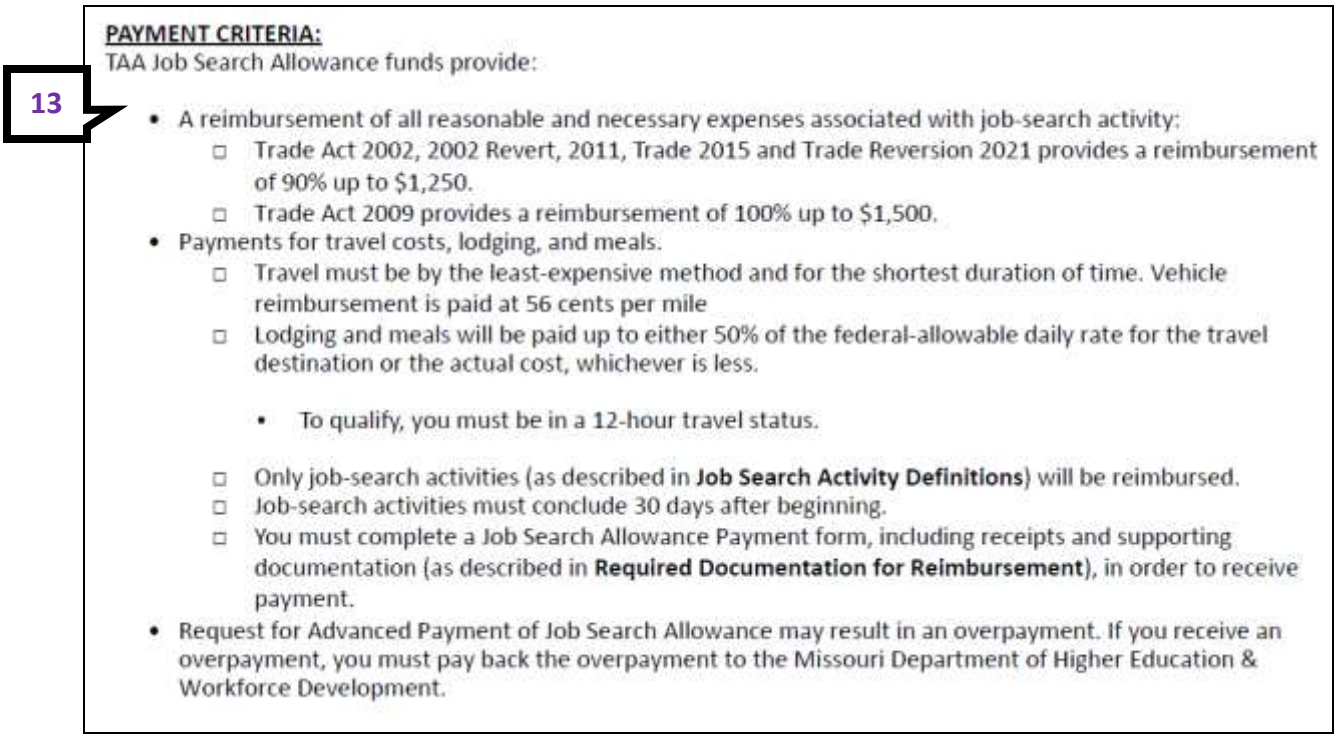
12

ELIGIBLITY CRITERIA:
To be eligible for Job Search Allowance:

- You must be eligible for Trade Adjustment Assistance (TAA).
- You must apply and be approved for Job Search Allowance *prior* to starting a job-search activity and/or incurring any expenses.
- The job-search activity must be outside your "commuting area," as defined by Internet-based mapping such as MapQuest. The "*commuting area*" is the distance between your residence and the address of your job-search activity. In Missouri, the "commuting area" is defined as 10 miles one-way.
- "*Suitable employment*" must not be available within your "commuting area."
- You must be totally separated from employment with your Trade-affected company.
- You must complete a Job Search Allowance request within:
  - 365 days of most recent qualifying separation;
  - 365 days of petition certification; or
  - 182 days after completing Trade Act approved training.
- Job-search activities are limited to the United States.

12) Eligibility Criteria – The Trade Act Navigator is responsible for reviewing the eligibility criteria with the worker and explaining how it relates to their job search activities. This includes explaining:

- TAA eligibility
- Request prior to job search activities
- "Commuting area" definition
- "Suitable employment" not available in the "commuting area"
- Separation from the trade affected employer
- Job Search Allowance timeframes
- Job Search area



PAYMENT CRITERIA:

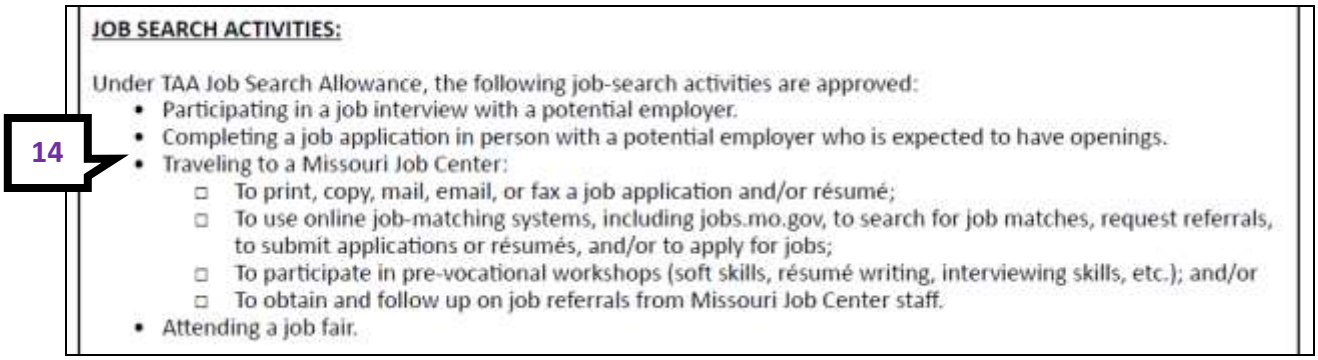
TAA Job Search Allowance funds provide:

13

- A reimbursement of all reasonable and necessary expenses associated with job-search activity:
  - Trade Act 2002, 2002 Revert, 2011, Trade 2015 and Trade Reversion 2021 provides a reimbursement of 90% up to $1,250.
  - Trade Act 2009 provides a reimbursement of 100% up to $1,500.
- Payments for travel costs, lodging, and meals.
  - Travel must be by the least-expensive method and for the shortest duration of time. Vehicle reimbursement is paid at 56 cents per mile
  - Lodging and meals will be paid up to either 50% of the federal-allowable daily rate for the travel destination or the actual cost, whichever is less.
    - To qualify, you must be in a 12-hour travel status.
  - Only job-search activities (as described in **Job Search Activity Definitions**) will be reimbursed.
  - Job-search activities must conclude 30 days after beginning.
  - You must complete a Job Search Allowance Payment form, including receipts and supporting documentation (as described in **Required Documentation for Reimbursement**), in order to receive payment.
- Request for Advanced Payment of Job Search Allowance may result in an overpayment. If you receive an overpayment, you must pay back the overpayment to the Missouri Department of Higher Education & Workforce Development.

13) worker

- Reimbursement rate
- Job Search Allowance maximum
- Mileage rate
- Meals / lodging rates



JOB SEARCH ACTIVITIES:

Under TAA Job Search Allowance, the following job-search activities are approved:

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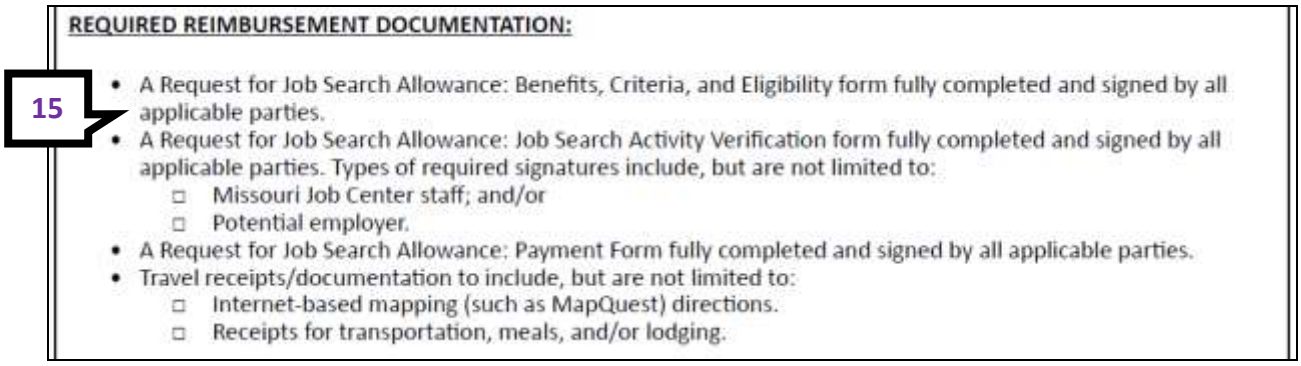
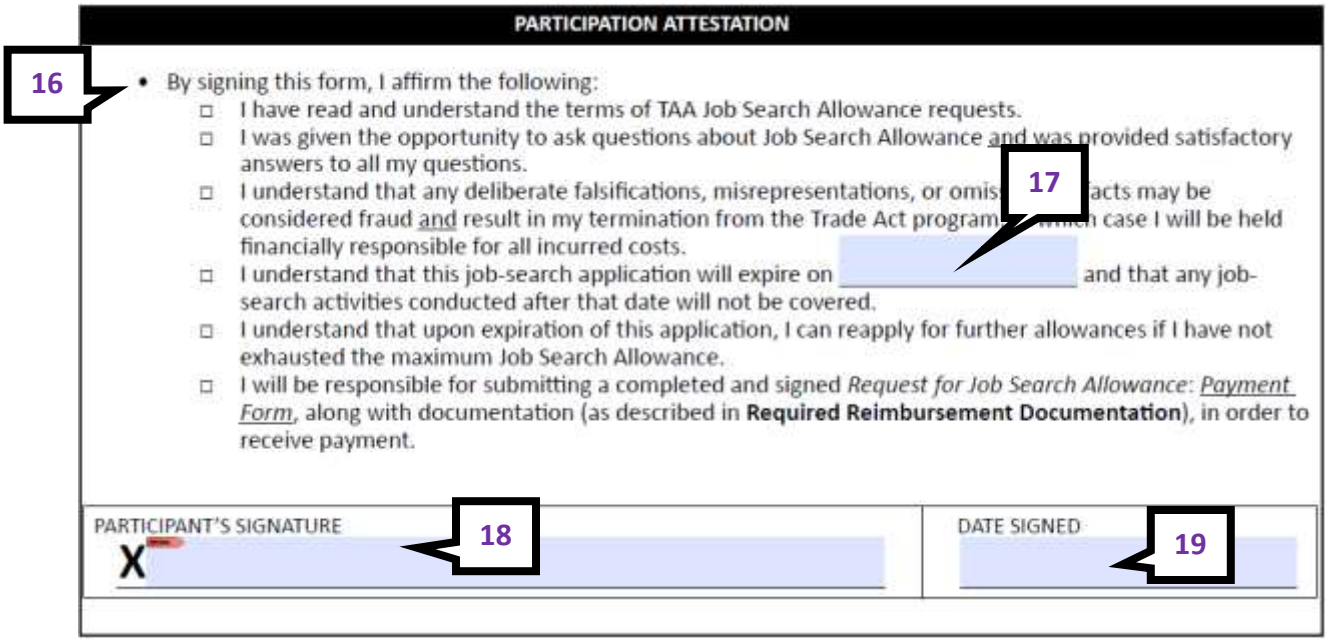
- Participating in a job interview with a potential employer.
- Completing a job application in person with a potential employer who is expected to have openings.
- Traveling to a Missouri Job Center:
  - To print, copy, mail, email, or fax a job application and/or résumé;
  - To use online job-matching systems, including jobs.mo.gov, to search for job matches, request referrals, to submit applications or résumés, and/or to apply for jobs;
  - To participate in pre-vocational workshops (soft skills, résumé writing, interviewing skills, etc.); and/or
  - To obtain and follow up on job referrals from Missouri Job Center staff.
- Attending a job fair.

14) Job Search Activities – The Trade Act Navigator is responsible for reviewing the approvable job search activities eligible under Job Search Allowance.

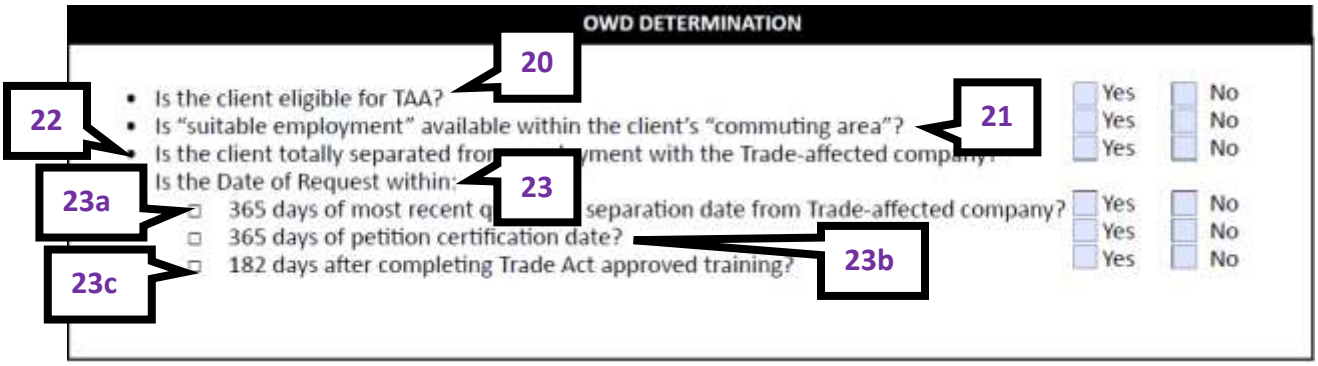


15) Required Reimbursement Documentation – The Trade Act Navigator is responsible for reviewing the types of documentation that is required to receive Job Search Allowance payments. This includes:

- Reviewing and signing the **Benefits, Criteria, and Eligibility** (DWD-PO-207-BCE) form
- Providing a signed and completed **Job Search Activity Verification** (DWD-PO-207-JSAV) form for each job search activity
- Providing internet-based mapping (i.e. MapQuest) directions for each job search activity to show distance
- Receipts for transportation (if other than private vehicle), meals, and/or lodging



16) **Participant Attestation** – The Trade Act Navigator is responsible for verifying the worker understands what is expected of him/her. This includes:
   - Reviewing the **Benefits, Criteria, and Eligibility** (DWD-PO-207-BCE) form
   - Allowing the worker to ask questions
   - Reviewing the impact of fraud on his/her current and future TAA benefits and services.
   - Explaining that the **Benefits, Criteria, and Eligibility** (DWD-PO-207-BCE) form is good for 30 days or until Job Search Allowance maximum is reached.
   - The **Benefits, Criteria, and Eligibility** (DWD-PO-207-BCE) form can be renewed in 30-day increments.
   - The worker must provide completed **Job Search Activity Verification** (DWD-PO-207-JSAV) forms, internet-based mapping directions, and/or receipts for transportation (if other than private vehicle), meals, and/or lodging.
17) **Date** – Enter the date that is 30 days after **Benefits, Criteria, and Eligibility** (DWD-PO-207-BCE) form is reviewed and signed. For example, if the worker signed the form on 10/8/22, date entered would be 11/7/22.
18) **Participant Signature** – The worker must enter his or her written or electronic signature attesting that the Job Search Allowance requirements were explained to him / her and that he/she understands.
19) **Date** – Enter the date the worker signed the **Benefits, Criteria, and Eligibility** (DWD-PO-207-BCE) form.



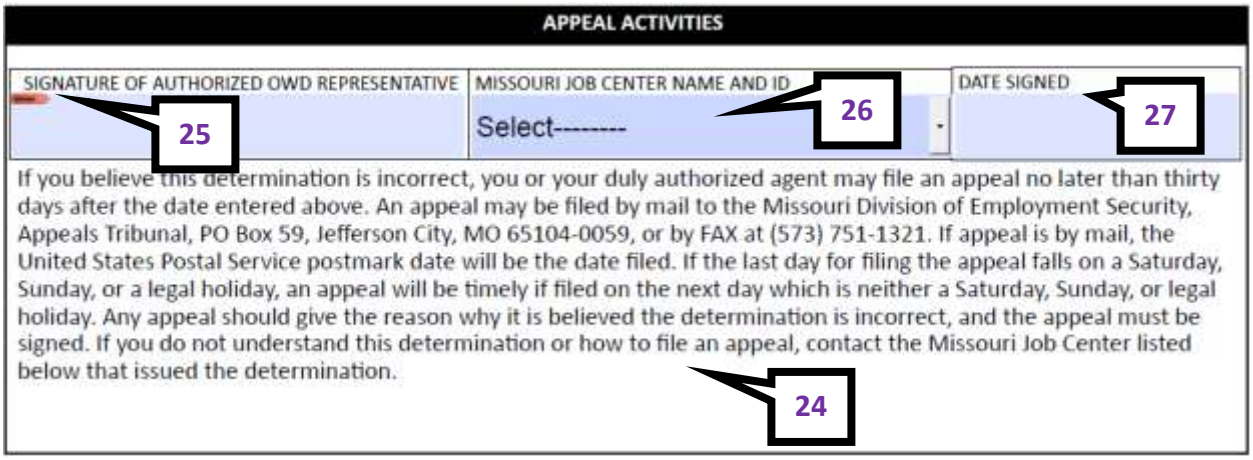
20) **Is the client eligible for TAA?** – Mark either the Yes or No box. Trade Act Navigators must verify TAA eligibility by reviewing the worker's TRA claim within UInteract.
21) **Is "suitable employment" available within the client's "commuting area"?** – Mark either the Yes or No box. Trade Act Navigators must verify if the worker's commuting area is 10 miles one-way.
22) **Is the client totally separated from employment with the Trade affected company?** – Mark either the Yes or No box. Trade Act Navigators must verify separation by reviewing the UInteract Claim Details screen under the 855 Response section associated with the worker's TRA-B, TRA-A, or TRA-C claim; wages records within UInteract, under the Monetary screen; and/or by reviewing the worker's employment history tab in MoJobs.

23) Is the Date of Request within:

a) **365 days of most recent qualifying separation date from Trade affected company?** Mark either the Yes or No box. Trade Act Navigators must verify the timeframe criteria using the information entered in the ***Last Qualifying Separation Date*** field.

b) **365 days of petition certification date?** Mark either the Yes or No box. Trade Act Navigators must verify the timeframe criteria using the information entered in the ***Petition Certification Date*** field.

c) **182 days after completing Trade Act approved training?** Mark either the Yes or No box. Trade Act Navigators must verify the timeframe criteria using the information entered in the ***Training End Date (if applicable)*** field.



24) Appeal Rights – If the worker is issued a denial, they must be made aware of their rights for an appeal. (Refer to the "Appeals" portion of the manual for additional instructions.)

25) Signature of Authorized OWD Representative – The Trade Act Navigator must enter his/her written or electronic signature.

26) Missouri Job Center Name and ID – The Trade Act Navigator must choose from the drop down list OR type the appropriate Job Center location and associated ID number.

27) Date Signed – The Trade Act Navigator must enter the date of the determination.

Participant Reimbursement Information
(DWD-PO-207-PRI)

Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
Request for Job Search Allowance
Participant Reimbursement Information

Clients certified under Trade 2002, 2002 Revert, 2011, 2015, and Reversion 2021 will be reimbursed at 90%.
(Petitions numbered 60,000–69,999 and 80,000 or above)

Clients certified under Trade 2009, will be reimbursed at 100%.
(Petitions numbered 70,000–79,999)

For a job-search activity to be approved for Job Search Allowance under the Trade Act program, it must at least meet the following requirements:

- The job-search activity must be for employment that is considered to be "suitable employment." **Suitable Employment** is defined as employment:
  - That is equal to or at a higher skill level than at the Trade-affected company.
  - That provides wages at 80% of wages received at Trade-affected company.
  - That is full-time, long-term duration (not temporary)

  OR
  - Employment that pays a wage of at least the 75th percentile of national wages (www.bls.gov).
  - That is equal to or at a higher skill level than at the Trade-affected company.
  - That is full-time, long-term duration (not temporary).

- The job-search activity must be outside your "commuting area" as defined by Internet-based mapping such as MapQuest. In Missouri, the **Commuting Area** is defined as 10 miles one-way.

Clients participating in qualifying job-search activities may be reimbursed:

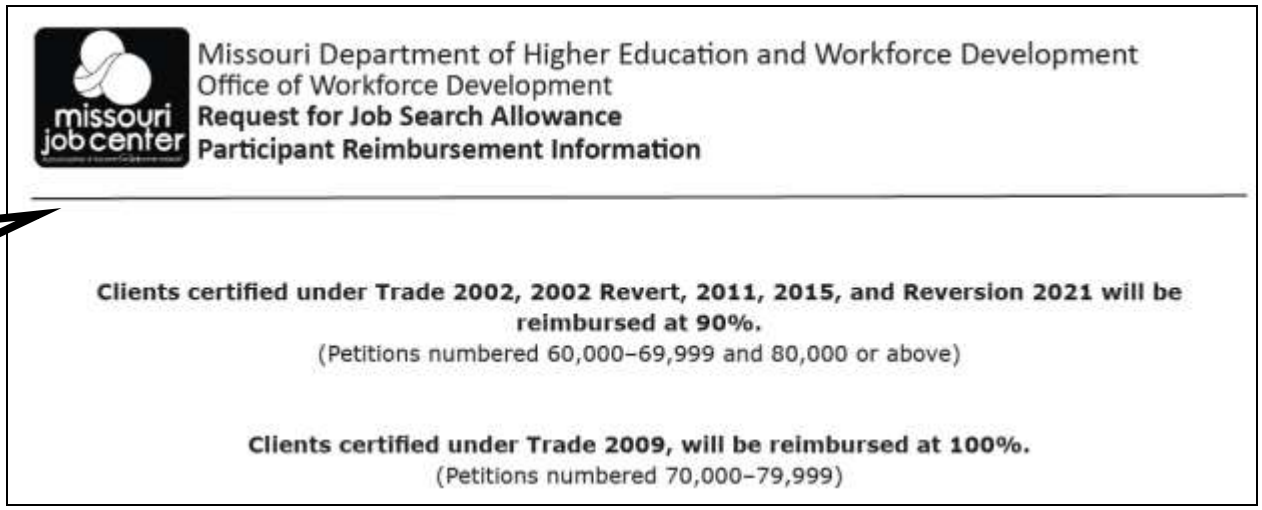
- Transportation costs:
  - If by vehicle, the reimbursement rate is 56 cents per mile
  - If by other mode of transportation such as bus, train, airplane, etc., the reimbursement will be for the least-expensive costs and/or shortest duration.

- Meals/Lodging costs will be paid up to either 50% of the federal-allowable daily rate or the actual costs, whichever is less.
  - To qualify for lodging/meals you must be in a 12 hour travel status.

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

Instructions for Explaining the
Participant Reimbursement Information (DWD-PO-207-PRI)

This form is an informational guide for workers interested in Job Search Allowance. The Trade Act Navigator must review the information with the worker and answer any questions. *The worker must be notified that they must request Job Search Allowance prior to conducting any job search activities for which they want to be reimbursed.*


Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
Request for Job Search Allowance
Participant Reimbursement Information

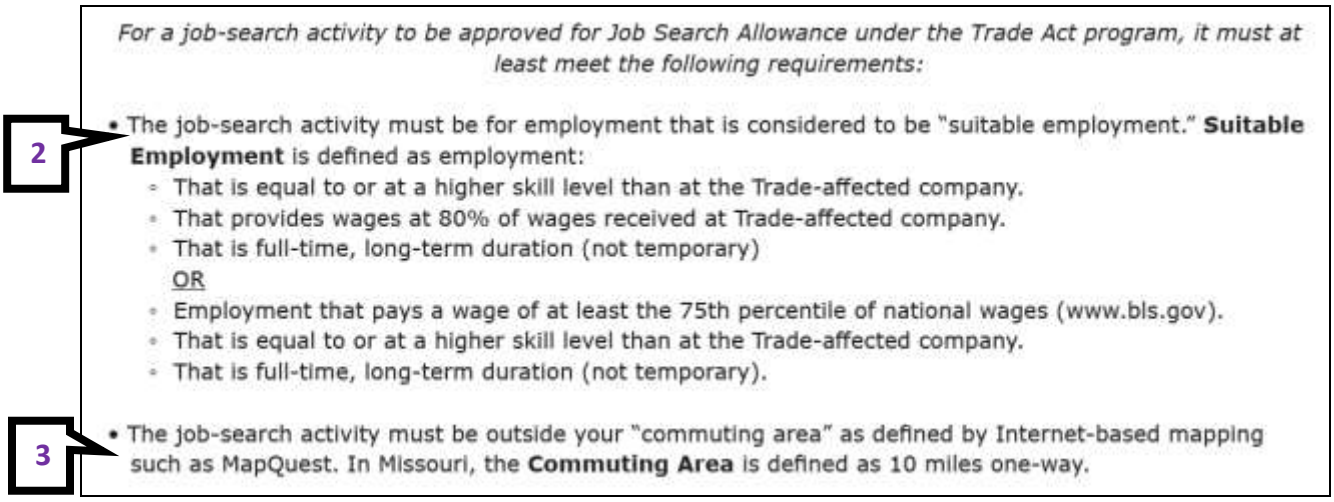
1

Clients certified under Trade 2002, 2002 Revert, 2011, 2015, and Reversion 2021 will be reimbursed at 90%.
(Petitions numbered 60,000–69,999 and 80,000 or above)

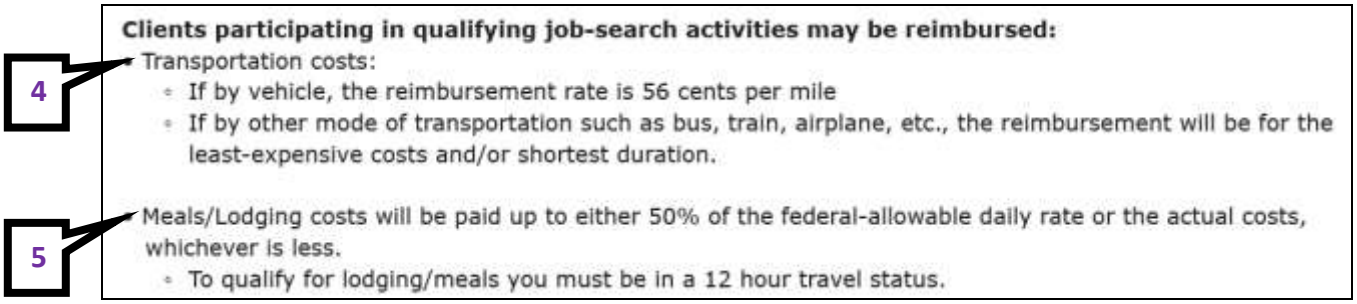
Clients certified under Trade 2009, will be reimbursed at 100%.
(Petitions numbered 70,000–79,999)

1) **Trade 2002, 2002 Revert, 2009, 2011, 2015, and Reversion 2021** – The Trade Act Navigator must notify the worker what Job Search Allowance reimbursement rate and maximum applies to him/her based on their petition number.

	90% Reimbursement	100% Reimbursement
Trade 2002	X	
Trade 2009		X
Trade 2002 Revert	X	
Trade 2011	X	
Trade 2015	X	
Trade Reversion 2021	X	



2) **Suitable Employment** – The Trade Act Navigator must provide the worker with the definition of "suitable employment". The worker must also be notified that for any job search activities to be approved, they must be for jobs that meet the "suitable employment" definition.
3) **Commuting area** – The Trade Act Navigator must provide the worker with the definition of "commuting area" and indicate which "commuting area" applies them. The worker must also be notified that for any job search activities to be approved, they must be conducted outside of their "commuting area".



4) **Transportation** – The Trade Act Navigator must explain the types of transportation that qualifies for Job Search Allowance and the mileage reimbursement rate that applies to them for use of their private vehicle in qualifying job search activities.

5) **Meals / Lodging** – The Trade Act Navigator must explain to the worker the maximum reimbursement that applies to them. The worker should also be informed that reimbursement will be paid for ***actual*** costs up to the maximum rate per day.

Job Search Activity Verification (DWD-PO-207-JSAV)

Missouri Department of Higher Education and Workforce Development
Office of Workforce Development

Request for Job Search Allowance

Job Search Activity Verification

Dear Sir or Madam:

Whether you provide direct job offers or a service that is utilized for successful job search strategies, we would like to thank you for being an integral part of the workforce system for Trade affected workers. We greatly appreciate your efforts in returning Missourians to suitable employment.

By signing the statement below, you provide the necessary documentation for the Missouri Office of Workforce Development to reimburse a Trade Act program participant for costs incurred with eligible job search activities.

Thank you in advance for your collaboration!

Sincerely,
Missouri Office of Workforce Development
Trade Act Unit

Participant Name	SSN (For OWD Agency Use Only)

EMPLOYER / SERVICE PROVIDER

Contact Name	Employer or Service Provider Name	Title

Telephone Number	Email Address
Street Address	**City, State, and Zip Code**
Job Search Activity Date	**Job Search Activity Time**

JOB SEARCH ACTIVITY

The Employer / Service Provider is asked to check all job search activities performed by the client during visit.

☐ Participated in a *job interview* with a potential employer

☐ Completed a *job application* in person with a potential employer who is expected to have openings

☐ Traveled to a Missouri Job Center:

- ☐ To print, copy, mail, email, or fax a *job application and/or resume*
- ☐ To use online job matching systems, including jobs.mo.gov, to search for *job matches*, request *referrals*, submit applications or resumes, and/or apply for jobs
- ☐ To participate in pre-vocational workshops (soft skills, resume writing, interviewing skills, etc.)
- ☐ To obtain and follow up on job referrals from Missouri Job Center staff

☐ Attended a *job fair*

By signing below, I certify the information provided above is correct to the best of my knowledge. I understand that willful misrepresentation made to obtain Job Search Allowance(s) to which the participant is not entitled may result in an overpayment of benefits (for the participant).

Comment(s):

Employer / Service Provider Signature	Date

DEPARTMENT OF
HIGHER EDUCATION &
WORKFORCE DEVELOPMENT

Dr. Mardy Leathers, DMgt, Director | Office of Workforce Development

Dear Sir or Madam:

Thank you again for assisting the participant in his/her search for employment. Below are brief instructions to help you complete the form. If you have questions about the form or need assistance, please contact your local Trade Act Representative.

- The **Participant Name** field may be completed by you or the participant.
- The **SSN** field will be completed by the Trade Act Representative at the Missouri Job Center once the form is returned.
- Please complete the following information:

  - In the **Contact Name** field, please enter your name.

  - If you are an employer, please enter your company name in the **Employer or Service Provider Name** field or if you are a service provider, please enter your Job Center location.

  - Please enter your **Job Title, Telephone Number, Email Address** and **Street Address** including your **City, State,** and **Zip Code.**

  - In the **Job Search Activity Date** and **Time** fields, please enter the date and time-frame in which the client participated in a job search activity or activities.

- The **Job Search Activity** section provides a list of approvable job search activities. Please mark all fields associated with the type of job search activity or activities performed by the participant during his/her visit.
- Please review the verification statement, enter any additional **Comments,** and sign and date the form.

The form can be returned to the participant or the Trade Act Representative at the nearest Missouri Job Center. To locate a Job Center near you, please visit our website at http://jobs.mo.gov/.

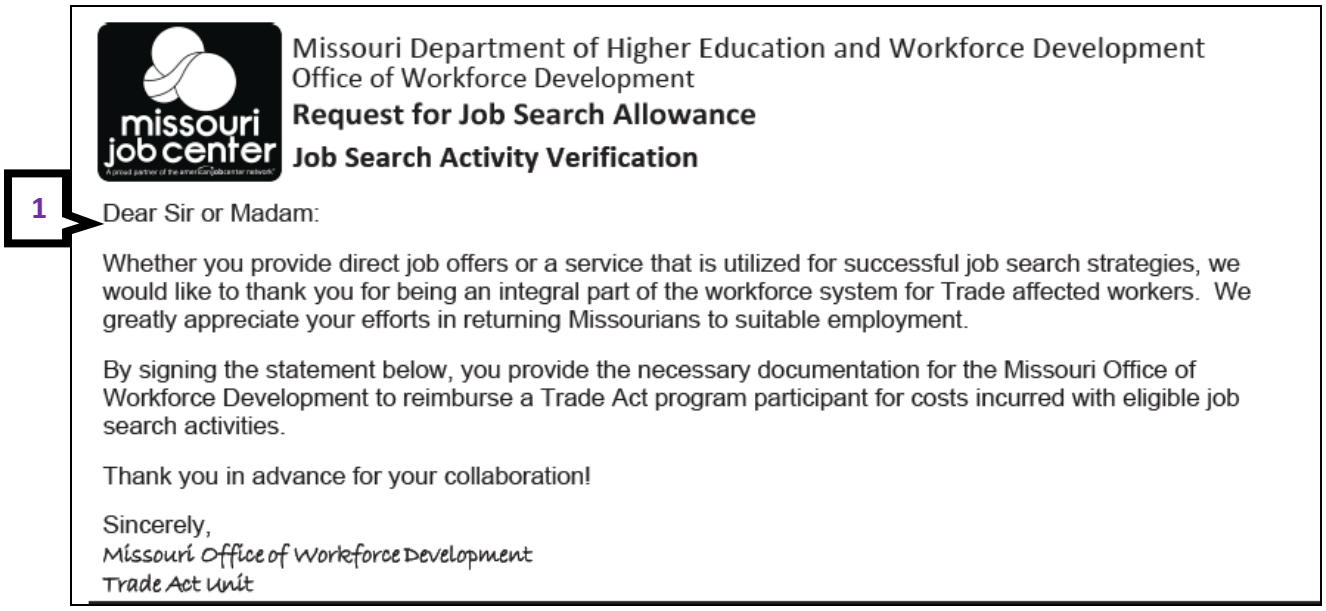
Sincerely,
Missouri Office of Workforce Development
Trade Act Unit

301 West High Street, Suite 870 | P.O. Box 1087 | Jefferson City, MO 65102-1087
(573) 751-3999 | Fax (573) 751-8162

The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

Instructions for Completing the
Job Search Activity Verification (DWD-PO-207-JSAV)

This form is provided to either an employer or staff person at a Missouri Job Center as a way of verifying a worker's job search activity or activities. If the worker participates in a qualifying job fair, he/she may need to have multiple copies of this form completed by prospective employers.



Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
Request for Job Search Allowance
Job Search Activity Verification

1

Dear Sir or Madam:

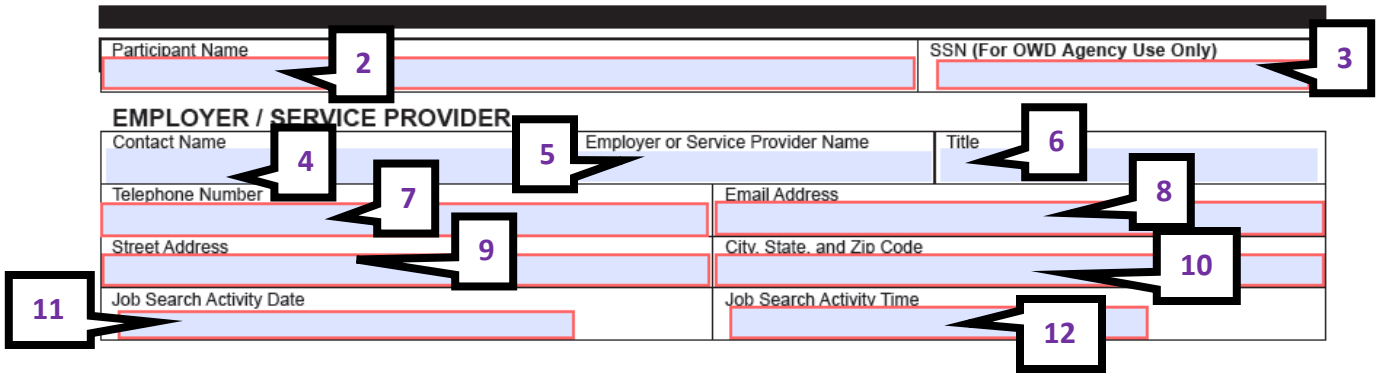
Whether you provide direct job offers or a service that is utilized for successful job search strategies, we would like to thank you for being an integral part of the workforce system for Trade affected workers. We greatly appreciate your efforts in returning Missourians to suitable employment.

By signing the statement below, you provide the necessary documentation for the Missouri Office of Workforce Development to reimburse a Trade Act program participant for costs incurred with eligible job search activities.

Thank you in advance for your collaboration!

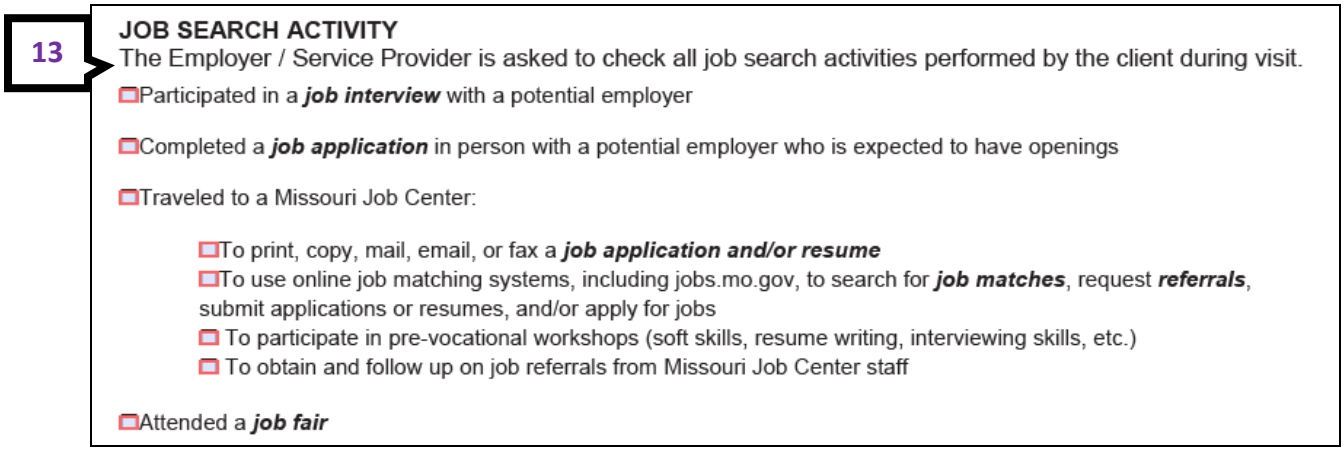
Sincerely,
Missouri Office of Workforce Development
Trade Act Unit

1) **Greeting / Explanation:** This provides a brief explanation to the employer or Job Center staff person the reason for the form and the need for completion.

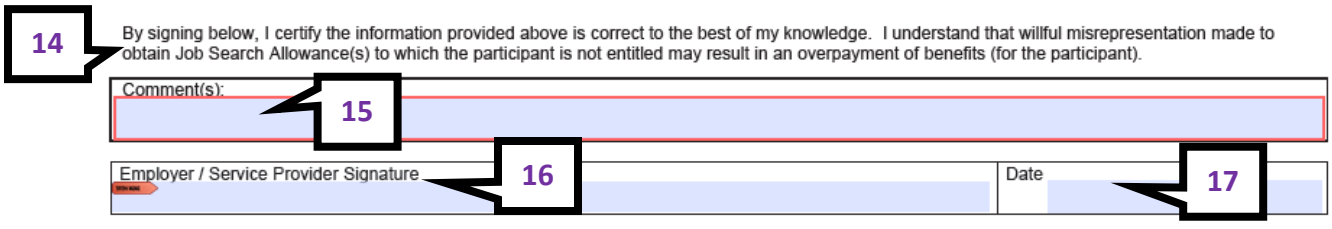


2) **Participant Name:** The worker, employer, or Job Center staff person must enter the worker's name.
3) **SSN (For OWD Agency Use Only):** The Trade Act Navigator must enter the worker's Social Security Number *after* the form has been completed and returned by the worker, employer, or Job Center staff person.
4) **Contact Name:** The employer or Job Center staff person must enter their name.
5) **Employer or Service Provider Name:** The employer or Job Center staff person must enter their company's name or Job Center location.

6) **Title:** The employer or Job Center staff person must enter their title.
7) **Telephone Number:** The employer or Job Center staff person must enter their telephone number.
8) **Email Address:** The employer or Job Center staff person must enter their email address.
9) **Street Address:** The employer or Job Center staff person must enter their street address.
10) **City, State, and Zip Code:** The employer or Job Center staff person must enter their city, state, and zip code.
11) **Job Search Activity Date:** The employer or Job Center staff person must enter the date the worker performed the job search activity / activities.
12) **Job Search Activity Time:** The employer or Job Center staff person must enter the time the worker performed the job search activity / activities.



13) **Job Search Activity:** The employer or Job Center staff person must check all applicable reasons related to the job search activities performed by the worker during their visit.



14) **Employer or Service Provider Verification Statement:** The employer or Job Center staff person must review this statement before signing the form.
15) **Comments:** The employer or Job Center staff person may provide additional comments. This is not a required field.
16) **Employer or Service Provider Signature:** The employer or Job Center staff person must enter their written or electronic signature.
17) **Date:** The employer or Job Center staff person must enter the date they completed and signed the form.

The second page of the form is to provide general guidance to the Employer / Service Provider in completing the **Job Search Activity Verification** (DWD-PO-207-JSAV) form.

Payment Form (DWD-PO-207-PF)

Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
Request for Job Search Allowance
Payment Form

Request #:

Select Trade Version----------

APPLICATION INFORMATION

APPLICANT'S NAME (Last, First, Middle)	SOCIAL SECURITY NUMBER	PETITION NO. TA-W	DATE OF REQUEST (Month, Day, Year)

Maximum Job Search Allowance Funds ☐ $1,250 ☐ $1,500 Current Balance

ACTUAL PAYMENT

Travel Type*: ☐ Vehicle ** ☐ Bus ☐ Train ☐ Airplane ☐ Other

* "Commuting area" means the distance between the client's residence and the job-search activity location. In Missouri, it is defined as 10 miles one-way. ** Mileage reimbursement at 56¢ per mile.

_____ miles X $0.625 = $ 0.00

DEPARTURE			ARRIVAL			Travel Costs (a)	Actual Meal Costs or % Per Diem (b)	Lodging Costs or % Per Diem (c)
Date	Location	Time	Date	Location	Time			
				SUBTOTALS		$ 0.00	$ 0.00	$ 0.00
				TOTAL COSTS (a) + (b) + (c)				$ 0.00
☐ Paid at 90% Reimbursement *(Otherwise, paid at 100% Reimbursement)*								
☐ Deduct Advance Payment *(if applicable)*				--				
				TOTAL REIMBURSEMENT				

ADVANCE PAYMENT REQUESTED ☐ YES ☐ NO *(If "Yes," Trade Rep to complete fields below.)*
[An advanced payment cannot be paid out more than ten (10) days prior to a scheduled job-search activity.]

DEPARTURE			ARRIVAL			Travel Costs (a)	Actual Meal Costs or % Per Diem (b)	Lodging Costs or % Per Diem (c)
Date	Location	Time	Date	Location	Time			
						$ 0.00		
				SUBTOTALS		$ 0.00	$ 0.00	$ 0.00
				PROJECTED TOTAL COSTS (a) + (b) + (c)				$ 0.00
				REQUESTED ADVANCE PAYMENT *(Up to 60% of Projected Total Costs)*				

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

PARTICIPANT AFFIRMATION

By signing below, I affirm the following:

- All information provided above is complete and accurate to the best of my knowledge.
- I understand that any deliberate falsifications, misrepresentations, or omissions of facts may be considered fraud and result in my termination from the Trade Act program, in which case I will be held financially responsible for all incurred costs.
- If requesting "Advanced Payment," I will provide all necessary documentation, as detailed in the Request for Job Search Allowance: Benefits, Criteria, and Eligibility form, and reconcile all costs incurred upon completion of my job search activities, including possible overpayments.
- If an "Advanced Payment" results in an overpayment of Job Search Allowance funds, the participant is to a mail a check, for the overpayment amount to:

  Missouri Department of Higher Education & Workforce Development
  Attn: Fiscal & Budget (TAA)
  P.O. Box 1469
  Jefferson City, Missouri 65101

PARTICIPANT'S SIGNATURE	DATE SIGNED
X	

Please submit this form, along with the ***Request for Job Search Allowance: Job Search Activity Verification*** form and any receipts or supporting documentation, to any Missouri Job Center for eligibility determination.

OWD DETERMINATION

You are **eligible** to receive Job Search Allowance in the amount of

You are **eligible** to receive "Advanced" Job Search Allowance in the amount of

You have received an **overpayment** of Job Search allowance in the amount of

- The overpayment must be repaid to the Missouri Division of Employment Security at the address listed above.

Your request of Job Search Allowance has been **denied** for the following reason(s).

Remaining Job Search Allowance Balance:

APPEAL RIGHTS

If you believe this determination is incorrect, you or your duly authorized agent may file an appeal no later than thirty days after the date entered above. An appeal may be filed by mail to the Missouri Division of Employment Security, Appeals Tribunal, PO Box 58, Jefferson City, MO 65104-0058, or by FAX at (573) 751-2423. If appeal is by mail, the United States Postal Service postmark date will be the date filed. If the last day for filing the appeal falls on a Saturday, Sunday, or a legal holiday, an appeal will be timely if filed on the next day which is neither a Saturday, Sunday, or legal holiday. Any appeal should give the reason why it is believed the determination is incorrect, and the appeal must be signed. If you do not understand this determination or how to file an appeal, contact the Missouri Job Center listed below that issued the determination.

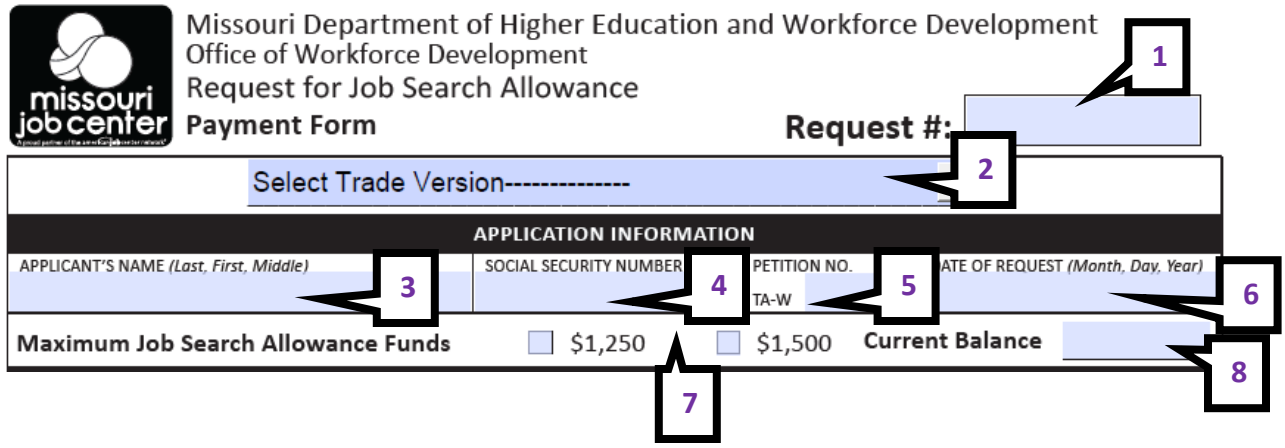
SIGNATURE OF AUTHORIZED DWD REPRESENTATIVE	MISSOURI JOB CENTER NAME AND ID	DATE SIGNED
X		

RESULTS OF JOB SEARCH ACTIVITY

	Location of Job Search Activity	Date of Job Search Activity	Contact at location of Job Search Activity	Results of Job Search Activity
1				
2				
3				

Instructions for Completing the Payment Form (DWD-PO-207-PF)

The worker may request his / her Job Search Allowance after each job search activity or may wait and requests it for multiple job search activities. Each job search activity requires a **Job Search Activity Verification** (DWD-PO-207-JSAV) form and internet-based mapping directions. If the worker request reimbursement for meals, lodging, or transportation (other than private vehicle), receipts are required. In addition, the worker must have signed a **Benefits, Criteria, and Eligibility** (DWD-PO-207-BCE) form requesting Job Search Allowance *prior* to the job search activity or activities. The **Benefits, Criteria, and Eligibility** (DWD-PO-207-BCE) form must be reviewed and re-signed every 30 days while requesting Job Search Allowance. Failure to have a current **Benefits, Criteria, and Eligibility** (DWD-PO-207-BCE) form active at the time of a job search activity will result in a denial of reimbursement.



1) **Request#** - Enter the current number of Job Search Allowance requests (including the current one) made by the worker under his/her current petition number. For example, you would enter 1 on the first request or 5 on the fifth request.
2) **Applicable Trade Act Year** – Check the appropriate field.

   TA 2002 – for petitions numbered 69,999 and below or 80,000-80,999 if Trade 2002 Revert is selected

   TA 2009 – for petitions numbered 70,000-79,999

   TA 2011 – for petitions numbered 80,000-84,999

   TA 2015 – for petitions numbered 85,000-97,99

   TA Reversion 2021 – for petitions numbered 98,000 or above

3) **Applicant's Name** – Enter the worker's name.
4) **Social Security Number** – Enter the worker's social security number.

5) **Petition Number** – Enter the petition number listed on the worker's TRA-B, TRA-A, or TRA-C Claim found in UInteract.

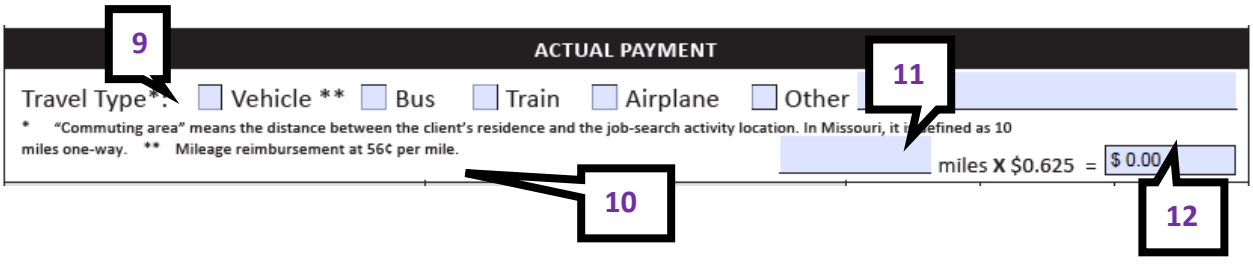
   If the worker has a Liable State other than Missouri, the Liable State must approve the Job Search Allowance request before Missouri, as the Agent State, can process and pay the request.

   Individual TAA eligibility must be also be documented by the Liable State. The Liable State TAA/TRA contacts can be found on USDOL's website at: https://www.dol.gov/agencies/eta/tradeact/contact/states.

6) **Date of Request** – Enter the date the worker made the request for Job Search Allowance [reference the information entered in the "Date of Request" field on the **Benefits, Criteria, and Eligibility** (DWD-PO-207-BCE) form that was active at the time of the current job search activity].
7) **Maximum Job Search Allowance Funds** – Select either the *$1,250* or the *$1,500* amount.

	$1,250 Maximum	$1,500 Maximum
Trade 2002	X	
Trade 2009		X
Trade 2002 Revert	X	
Trade 2011	X	
Trade 2015	X	
Trade Reversion 2021	X	

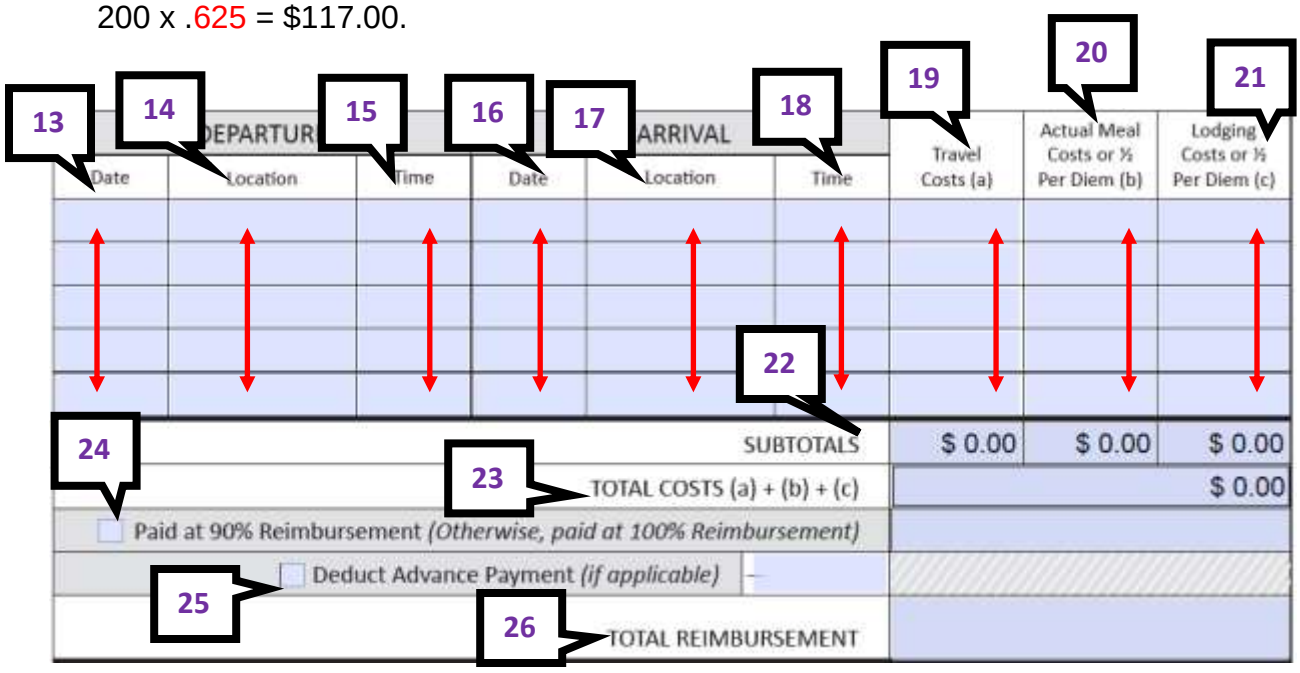
8) **Current Balance** – Enter the amount of Job Search Allowance available to the worker prior to processing his/her current request (this only applies to the current petition number). For example, if the worker was participating under **Trade 2015** and made his first request, you would enter $1,250. However, if the worker under **Trade 2015** has already received $88.88 from a previous request, you would enter $1,161.12 ($1,250 - $88.88 = $1,161.12).



9) **Travel Type** – Mark all applicable types of travel the worker used during job search activity or activities.
   - If the "Other" field is selected, a description must be included.
10) **Mileage reimbursement at** – The mileage rate is 62.5 cents. This applies to private vehicle reimbursement.
11) **Miles** –Enter the number of miles that worker traveled during his / her job search activities. The Trade Act Navigator must apply the "commuting area" definition to

the worker based on the date the worker started participating in TAA. This applies to private vehicle reimbursement.

12) **Mileage reimbursement rate** – The amount of mileage reimbursement will auto calculate and populate on the form. If the Trade Act Navigator completes the form manually, multiply the "Number of Miles" x "Mileage Rate". For example, if the worker was participated in an approvable job search activity outside of his "commuting area" on 4/14/21, the worker would qualify for reimbursement at the rate of 62.5 cents per mile. The manual calculation for a worker who traveled 200 miles roundtrip would be
200 x .625 = $117.00.



13) **DEPARTURE Date** – Enter the date of the departure for each job search activity. This may be the date the worker left his/her residence ("commuting area").

14) **DEPARTURE Location** – Enter the departure location (city, state) for each job search activity. This may be the city/state of the worker's residence.

15) **DEPARTURE Time** – Enter the departure time for each job search activity. This may be the time the worker left his/her residence ("commuting area"). This may establish eligibility for food/lodging if applicable.

16) **ARRIVAL Date** – Enter the date of the arrival for each job search activity. This may be the date the worker arrived in the area of the employer/service provider.

17) **ARRIVAL Location** – Enter the arrival location (city, state) for each job search activity. This may be the city/state of the employer/service provider.

18) **ARRIVAL Time** – Enter the arrival time for each job search activity. This may be the time the worker arrived at the area of the employer/service provider. This may establish eligibility for food/lodging if applicable.

One line of **DEPARTURE Date** / **Location** / **Time** through **ARRIVAL Date** / **Location** / **Time** accounts for "one-way" of the job search activity.

Example: Deb left Jefferson City on 2/28/17 at 6:00am for an interview in St. Louis. She arrived in St. Louis at 9:00am for a 10am interview. After her interview and eating lunch, she left St. Louis at 1:00pm and arrived back in Jefferson City at 4pm.

Below is the correct way to record the roundtrip.

DEPARTURE			ARRIVAL		
Date	Location	Time	Date	Location	Time
Feb 28, 2017	Jefferson City, MO	6:00am	February 28,	St. Louis, MO	9:00am
Feb 28, 2017	St. Louis, MO	1:00pm	Feb 28, 2017	Jefferson City, MO	4:00pm

19) **Travel Costs** – Enter the total costs of travel for each job search activity. This includes mileage reimbursement for use of private vehicles and/or the costs of a ticket for train, plane, bus, etc.

20) **Actual Meal Costs or ½ Per Diem** – Enter the worker's *actual* meal expenses or maximum per diem for each job search activity; whichever is less.

Job Search Allowance does NOT cover the meal costs of anyone other than the worker.

21) **Actual Lodging Costs or ½ Per Diem** – Enter the worker's *actual* lodging expenses or maximum per diem for each job search activity; whichever is less.

Job Search Allowance does NOT cover the lodging costs of anyone other than the worker.

22) **SUBTOTALS** – The subtotal for the columns of **Travel Costs**, **Actual Meal Costs or ½ Per Diem**, and **Actual Lodging Costs or ½ Per Diem** will auto calculate and populate on the form. If the Trade Act Navigator completes the form manually, the Trade Act Navigator must find the sum of each row.

23) **TOTAL** – The sum of the **SUBTOTALS** fields will auto calculate and populate on the form. If the Trade Act Navigator completes the form manually, the Trade Act Navigator must find the sum.

24) **Paid at 90% Reimbursement** – If the worker is certified under **Trade 2002**, **2002 Revert**, **2011**, **2015**, or **Reversion 2021**, mark this field to reimburse the worker at 90%. The form should auto calculate and populate the 90% rate.

If the worker is certified under **Trade 2009**, do **NOT** mark this field. The form is set to auto calculate the amount at 100% unless this field is checked.

If the Trade Act Navigator completes the form manually, the Trade Act Navigator must find the sum of the *Travel Costs*, *Actual Meal Costs or ½ Per Diem*, and *Actual*

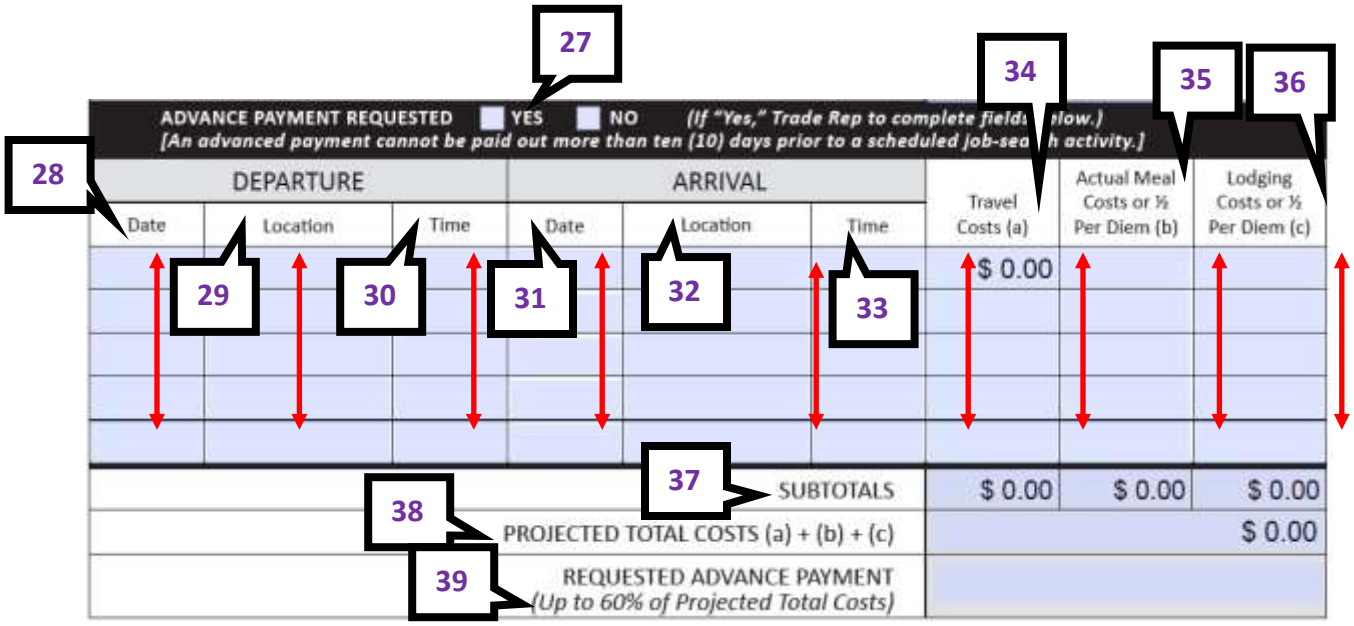
Lodging Costs or ½ Per Diem **TOTAL(s)** and multiply the sum by either .90 (for 90%) or list actual cost (for 100%).

***90% Reimbursement Example*:** If the worker was participating in an approved job search activity on 10/13/21 and submitted a job search activity request for an overnight stay ($49.00 – Standard Rate), meals ($29.50 – Standard Rate), and mileage (300 miles x 62.5 cents = $187.50) for an interview outside her commuting area, to calculate the reimbursement, you would find the sum of all costs ($49.00 + $29.50 + $187.50 = $266.00) and multiply it by 90% ($266.00 x .90 = $239.4). In this scenario, the worker would be eligible for a reimbursement of $239.40.

***100% Reimbursement Example*:** If the worker was participating in an approved job search activity on 10/13/21 and submitted a job search activity request for an overnight stay ($49.00 – Standard Rate), meals ($29.50 – Standard Rate), and mileage (300 miles x 62.5 cents = $187.50) for an interview outside her commuting area, to calculate the reimbursement, you would find the sum of all costs ($49.00 + $29.50 + $187.50 = $266.00). In this scenario, the worker would be eligible for a reimbursement of $266.00.

25) **Deduct "Advanced Payment" (if applicable)** – If the worker received an advanced Job Search Allowance payment, mark this field and enter the amount of advancement.
26) **Total Reimbursement** – The form should auto calculate and populate the total reimbursement owed to the worker. If the Trade Act Navigator completes the form manually, Trade Act Navigator must subtract the "**Deduct Advanced Payment**" amount from EITHER the "**Paid at 90% Reimbursement**" or "**Paid at 100% Reimbursement**".

For example, if the worker was eligible for a $266.00 reimbursement, but was advanced $159.60 to assist him in his job search activity, the Trade Act Navigator would find the difference the worker was owed: $266.00 - $159.60 = $106.40. In this scenario, the worker would be eligible for a reimbursement of $106.40.



27) **Advanced Payment Requested?** – Mark the Yes or No field. If Yes, complete the rest of the section.

28) **(Advanced) DEPARTURE Date** – Enter the *planned* date of the departure for each job search activity. This may be the date the worker *plans* to leave left his/her residence ("commuting area") or the employer/service provider.

29) **(Advanced) DEPARTURE Location** – Enter the *planned* departure location (city/state) for each job search activity. This may be the city/state of the worker's residence or the city/state of the employer/service provider.

30) **(Advanced) DEPARTURE Time** – Enter the *planned* departure time for each job search activity. This may be the time the worker plans to leave his/her residence ("commuting area"). This may establish eligibility for food/lodging if applicable.

31) **(Advanced) ARRIVAL Date** – Enter the *planned* date of the arrival for each job search activity. This may be the date the worker plans to arrive in the area of the employer/service provider.

32) **(Advanced) ARRIVAL Location** – Enter the *planned* arrival location for each job search activity. This may be the planned city/state of the employer/service provider.

33) **(Advanced) ARRIVAL Time** – Enter the *planned* arrival time for each job search activity. This may be the time the worker plans to arrive at the area of the employer/service provider. This may establish eligibility for food/lodging if applicable.

34) **(Advanced) Travel Costs** – Enter the total *estimated* costs of travel for each job search activity. This includes mileage reimbursement for use of private vehicles and/or the costs of a ticket for train, plane, bus, etc.

35) **(Advanced) Actual Meal Costs <u>or</u> ½ Per Diem** – Enter the worker's *estimated* meal expenses for each job search activity.

Job Search Allowance does NOT cover the meal costs of anyone other than the worker.

36) **(Advanced) Actual Lodging Costs <u>or</u> ½ Per Diem** – Enter the worker's *planned* lodging expenses for each job search activity.

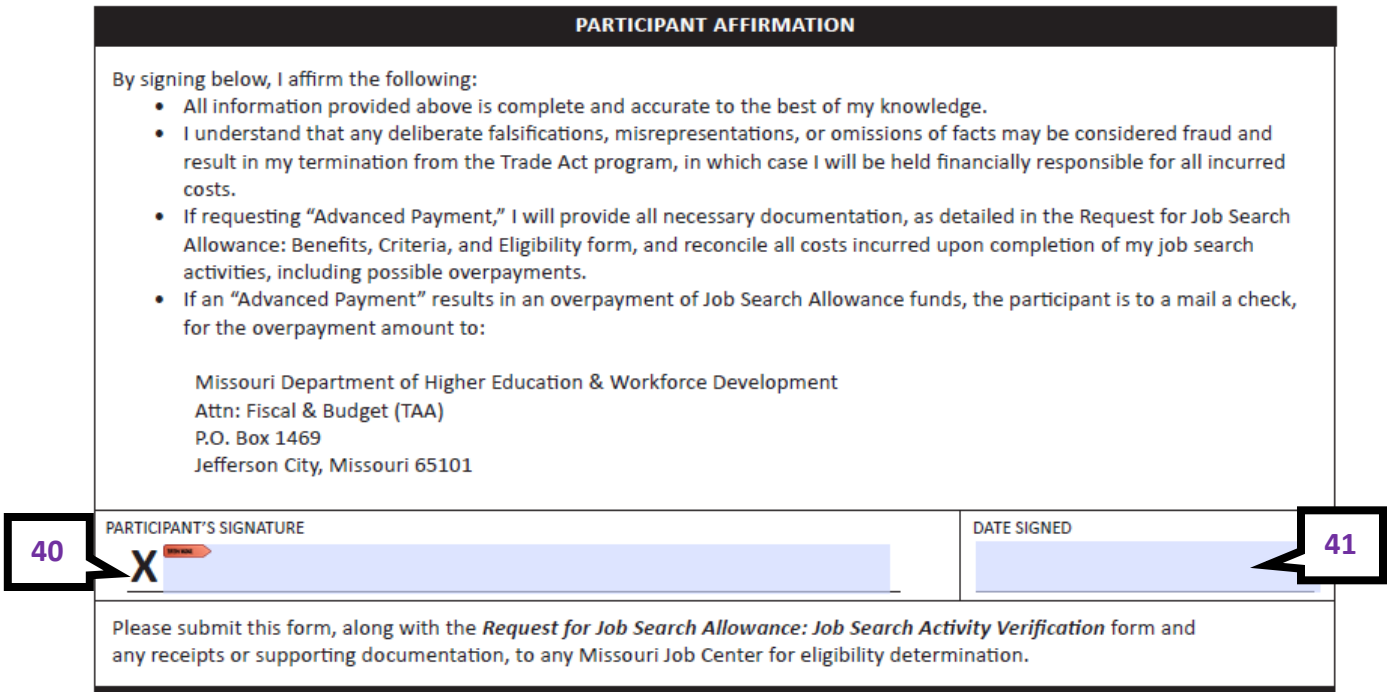
    Job Search Allowance does NOT cover the lodging costs of anyone other than the worker.

37) **(Advanced) SUBTOTALS** – The totals for the columns of **Travel Costs**, **Actual Meal Costs <u>or</u> ½ Per Diem**, and **Actual Lodging Costs <u>or</u> ½ Per Diem** will auto calculate and populate on the form. If the Trade Act Navigator completes the form manually, the Trade Act Navigator must find the sum of each row.

38) **Projected Total Costs (a) + (b) + (c)** –The form should auto calculate and populate the sum of the *<u>Travel Costs</u>*, *<u>Actual Meal Costs or ½ Per Diem</u>*, and *<u>Actual Lodging Costs or ½ Per Diem</u>* **TOTAL(s)**. If the Trade Act Navigator completes the form manually, the Trade Act Navigator must find the sum of the *<u>Travel Costs</u>*, *<u>Actual Meal Costs or ½ Per Diem</u>*, and *<u>Actual Lodging Costs or ½ Per Diem</u>* **TOTAL(s)**.

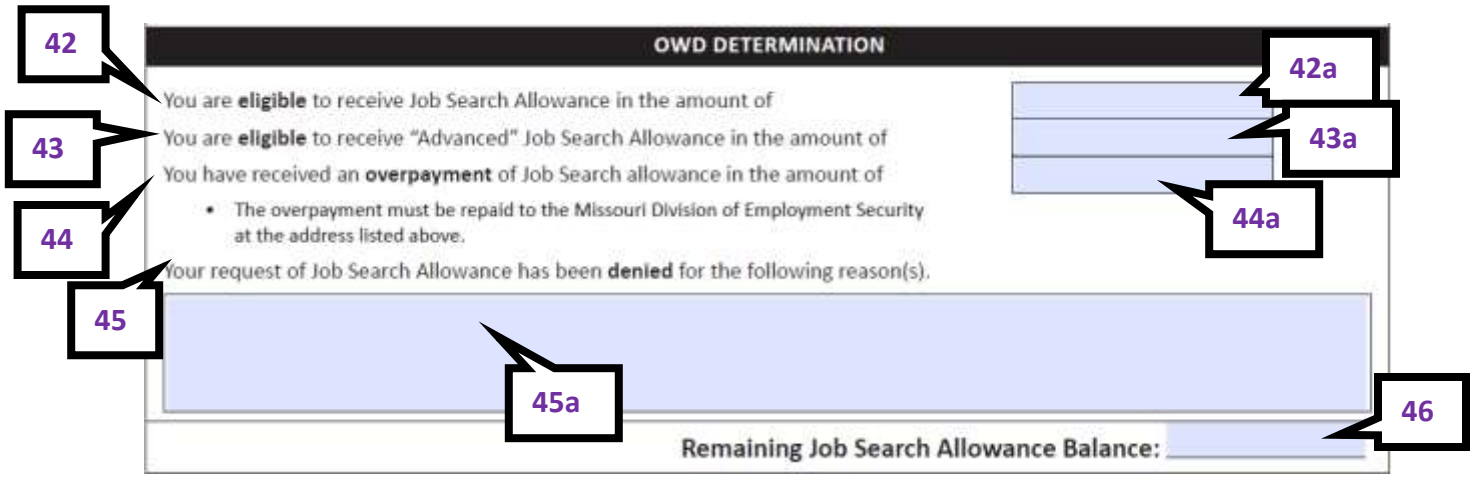
39) **Requested Advance Payment (60%)** – The form should auto calculate and populate the 60% of the "Projected Total Costs". If the Trade Act Navigator completes the form manually, the Trade Act Navigator must multiply the "Projected Total Costs" amount by .60.

    For example, if the worker requested advanced Job Search Allowance on 10/1/22 for an all day job search activity planned on 10/27/22 to a location that was 125 miles from his residence and did not plan any overnight stays, you would estimate the transportation (62.5 cents per mile x 250 roundtrip miles = $156.25 transportation reimbursement <u>OR</u> .625 x 250 = $156.25) and meals ($29.50 – Standard Rate). You would then find the sum and multiply it by 60%
    ($156.25 + $29.50 = $185.75)
    ($185.75 x .60 = $111.45).
    In this scenario, the worker would be eligible for an advanced payment of $111.45.



40) Participant Signature – After reviewing the fraud and overpayment clauses, the worker must enter his / her written or electronic signature.

41) Date – Enter the date the worker signed the form.



42) You are eligible to receive Job Search Allowance in the amount of – If the worker is eligible to receive a Job Search Allowance payment, mark this field.

a) Enter the amount listed in the (90% or 100%) "**Total Reimbursement**" field under the *Actual Payment* section.

43) You are eligible to receive "Advanced" Job Search Allowance in the amount of – If the worker is eligible to receive an advanced Job Search Allowance payment, mark this field.

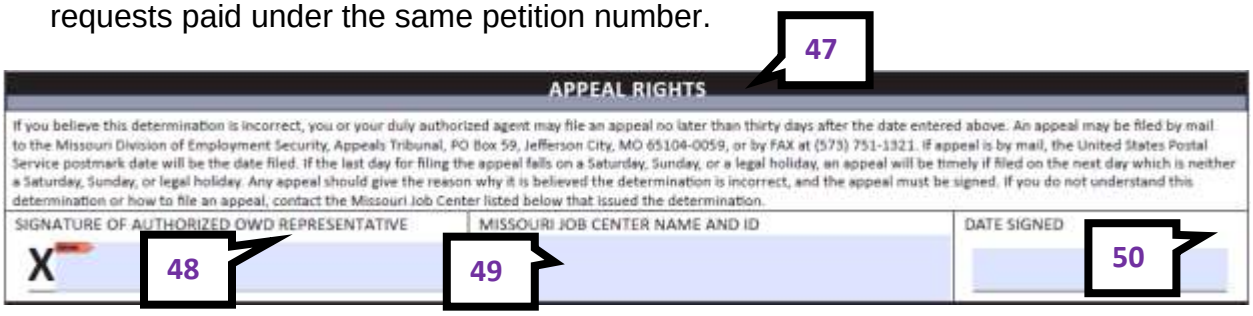
a) Enter the amount listed in the "**Requested Advance Payment**" under the *Advanced Payment Requested* section.

44) **You have received an overpayment of Job Search Allowance in the amount of** – If the worker previously received an advanced Job Search Allowance payment that exceeded the *Actual Costs or Per Diem Rate* or the worker did not participate in the job search activity, mark this field.
   a) If the worker's overpayment was due to an excessive Advanced Job Search Allowance payment, enter the amount listed in the (90% or 100%) "**Total Reimbursement**" field (will be a negative number) under the *Actual Payment* section. If the worker's overpayment was due to a worker's non-participation in a job search activity, enter the amount listed in the "**Requested Advance Payment**" under the *Advanced Payment Requested* section.

45) **Your request for Job Search Allowance has been denied for the following reason(s)** – If the worker is not eligible to receive Job Search Allowance, mark this field.
   a) Enter a written statement that describes the reason for the denial. The statement must start with the phrase "*The Trade Act of 1974, as amended including TAA Final Rule, and Federal Regulations at Part 618 provide*".

   The following list provides some general denial reasons (not all inclusive):
   - Not eligible for the Trade Act program
   - Request is beyond the qualifying timeframes (365 day and/or 182 day periods)
   - Job search activity not outside of the worker's "commuting area"
   - The interview was not for "suitable employment"
   - The worker has reached the maximum Job Search Allowance
   - The worker requests reimbursement for food, lodging, and/or travel costs (other than private vehicle), but unable to provide a receipt or other documentation.

46) **Remaining Job Search Allowance Balance** – Enter the amount of Job Search Allowance available to the worker after processing his/her current request. The Trade Act Navigator should also deduct any previously paid Job Search Allowance requests paid under the same petition number.



47) **Appeal Rights** – If the worker was denied Job Search Allowance, the Trade Act Navigator must review the Appeal Rights section with him / her and explain the processing for filing an appeal. If necessary, the Trade Act Navigator may assist the worker in writing his / her appeal request and submit it to DES' Appeals Tribunal. An appeal request must contain the worker's name and SSN, date, written signature,

and a request to appeal a denial determination, such as, "*I want to appeal my denial of Job Search Allowance*".

48) **Signature of Authorized OWD Representative** – The Trade Act Navigator must enter their written or electronic signature.

49) **Missouri Job Center Name and ID** – The Trade Act Navigator must choose from the drop down list OR type the appropriate Job Center location and associated ID number.

50) **Date Signed** – The Trade Act Navigator must enter the date of the determination.

51) **Location of Job Search Activity** – Enter the employer's or service provider's location (city/state).

52) **Date of Job Search Activity** – Enter the date the worker participated in the job search activity.

53) **Contact at Location of Job Search Activity** – Enter the "**Contact Name**" included on the **Job Search Activity Verification** (DWD-PO-207-JSAV) form associated with the job search activity.

54) **Result(s) of Job Search Activity** – Enter the result of the worker's participation in each job search activity. Appropriate entries include, but are not limited to:

- For **applications**, **resumes**, **referrals**, and **job fairs**: Interview scheduled
- For **interviews**: Called back for second interview
- For **interviews**: Not hired
- For **interviews**: Hired
- For **any job search activity**: No response received
- For **Job Center workshops**: Gained skills
- For **job matching**: Referred to a job

Distribution:

The original **Payment Form** (DWD-PO-207-PF), **Benefits, Criteria, and Eligibility** (DWD-PO-207-BCE), and **Job Search Activity Verification** (DWD-PO-207-JSAV), along with receipts and internet mapping calculation, must be uploaded into the worker's MoJobs record. An email must be submitted to dwdtradeacthelp@dhewd.mo.gov to notify OWD Central Office TAA Unit that the Job Search Allowance request is ready to process. The email must contain the worker's name and StateID and note that it is a Job Search Allowance Request. A copy of the forms and supporting documentation must be provided to the worker.

Request for Job Search Program

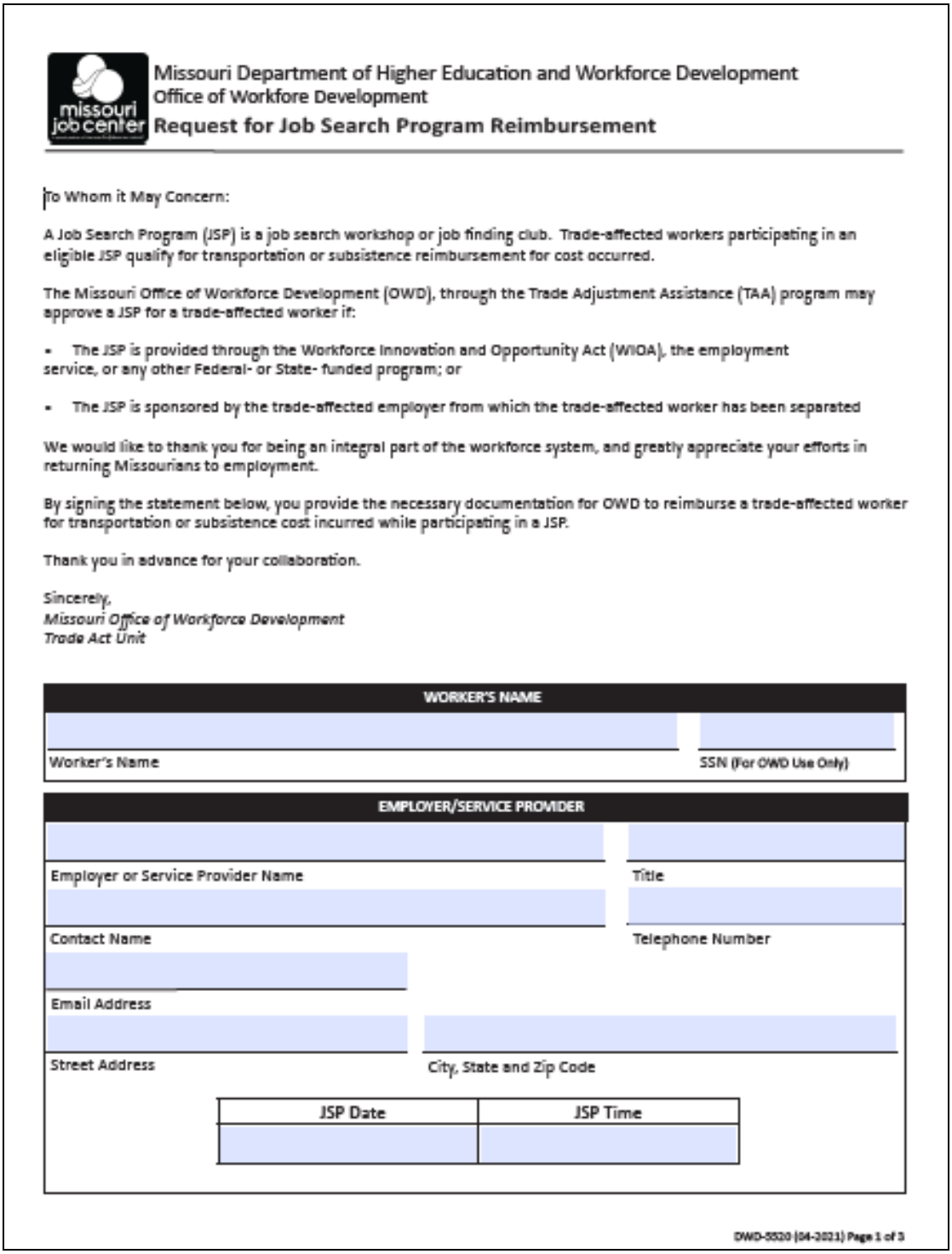
The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 11/8/22

Request for Job Search Program

The Request for Job Search Program (DWD-5520) reimbursement can be found on:

dhewd (\\sdhefilp4367.state.mo.us) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Job Search Program



Missouri Department of Higher Education and Workforce Development
Office of Workfore Development
Request for Job Search Program Reimbursement

To Whom it May Concern:

A Job Search Program (JSP) is a job search workshop or job finding club. Trade-affected workers participating in an eligible JSP qualify for transportation or subsistence reimbursement for cost occurred.

The Missouri Office of Workforce Development (OWD), through the Trade Adjustment Assistance (TAA) program may approve a JSP for a trade-affected worker if:

- The JSP is provided through the Workforce Innovation and Opportunity Act (WIOA), the employment service, or any other Federal- or State- funded program; or
- The JSP is sponsored by the trade-affected employer from which the trade-affected worker has been separated

We would like to thank you for being an integral part of the workforce system, and greatly appreciate your efforts in returning Missourians to employment.

By signing the statement below, you provide the necessary documentation for OWD to reimburse a trade-affected worker for transportation or subsistence cost incurred while participating in a JSP.

Thank you in advance for your collaboration.

Sincerely,
Missouri Office of Workforce Development
Trade Act Unit

WORKER'S NAME

Worker's Name | SSN (For OWD Use Only)

EMPLOYER/SERVICE PROVIDER

Employer or Service Provider Name | Title

Contact Name | Telephone Number

Email Address

Street Address | City, State and Zip Code

JSP Date	JSP Time

DWD-5520 (04-2021) Page 1 of 3

JOB SEARCH PROGRAM (JSP)

The Employer/Service Provider is asked to check the applicable field(s) below:

☐ The Worker participated in a JSP provided through WIOA, the employment servcie, or other Federal- or State-funded program.

☐ The Worker participated in a JSP sponsored by the trade-affeced employment which the worker has been seperated.

By signing below, I certify the information provided above is correct to the best of my knowledge. I understand that willful misrepresentation made to obtain JSP transportation or subsistence reimbursement to which the worker is not entitled may result in an overpayment of benefit (for the worker).

COMMENTS

EMPLOYER/SERVICE PROGRAM SIGNATURE

Signature

Date

PARTICIPANT SIGNATURE

Signature

Date

FOR OWD USE ONLY

☐ Worker's request for Job Search Program is approved in the amount of $_____.

☐ Worker's request for Job Search Program denied. _____

Signature of Authorized OWD Representative

Date

Select---------

Job Center

APPEAL RIGHTS

If you believe this determination is incorrect, you or your duly authorized agent may file an appeal no later than thirty days after the date entered above. An appeal may be filed by mail to the Missouri Division of Employment Security, Appeals Tribunal, PO Box 59, Jefferson City, MO 65104-0059, or by FAX at (573) 751-1321. If appeal is by mail, the United States Postal Service postmark date will be the date filed. If the last day for filing the appeal falls on a Saturday, Sunday, or a legal holiday, an appeal will be timely if filed on the next day which is neither a Saturday, Sunday, or legal holiday. Any appeal should give the reason why it is believed the determination is incorrect, and the appeal must be signed. If you do not understand this determination or how to file an appeal, contact the Missouri Job Center listed below that issued the determination.

For additional information about Missouri Office of Workforce Development, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employment/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

Job Search Program

General:
An Adversely Affected Worker (AAW) who participated in an approved Job Search Program (JSP), may receive reimbursement for necessary expenses of subsistence and transportation incurred for the worker's participation in the approved JSP, regardless of the workers' approval for, or receipt of a job search allowance under (TAA Final Rule) 618.420 and 618.430.

Eligibility Requirements:
A state may approve a JSP if:

1) The JSP is provided through WIOA, the public employment service, or any other Federal- or State-funded program, and meets the definition provided in (TAA Final Rule) 618.110; or

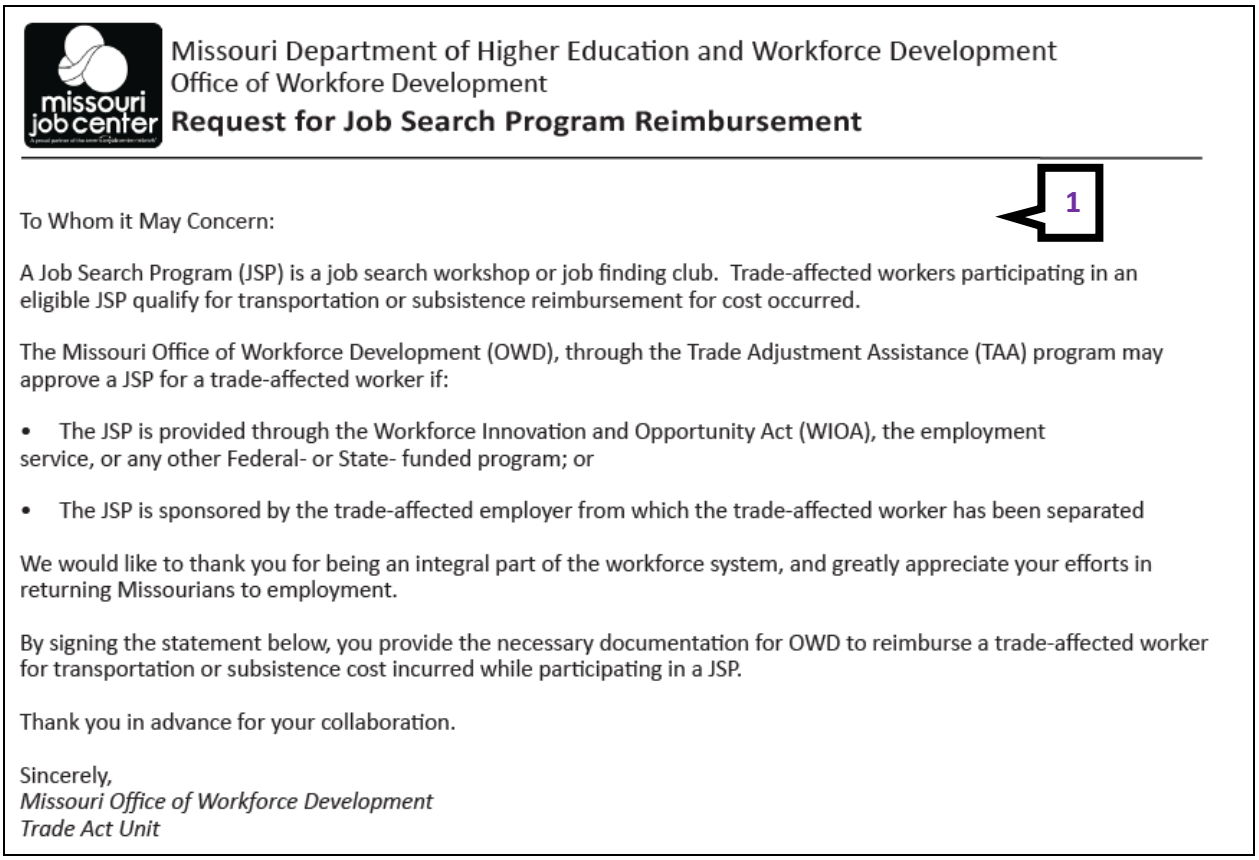
2) The JSP is sponsored by the firm (trade-affected employer) from which the AAW has been separated.

Subsistence and transportation costs, whether inside or outside the AAW's commuting area, must be approved for workers participating in JSPs in accordance with (TAA Final Rule) 618.640(a) (Supplemental Assistance – transportation / subsistence) and within available State funding levels.

Instructions for Completing the Request for Job Search Program
(DWD-5520)

The Trade Act Navigator must review the Job Search Program eligibility information with the worker.

Copies of the form are provided to the worker to provide to either an employer or a service provider for completion to verify the worker's participation in a qualifying Job Search Program activity.



Missouri Department of Higher Education and Workforce Development
Office of Workfore Development

Request for Job Search Program Reimbursement

1

To Whom it May Concern:

A Job Search Program (JSP) is a job search workshop or job finding club. Trade-affected workers participating in an eligible JSP qualify for transportation or subsistence reimbursement for cost occurred.

The Missouri Office of Workforce Development (OWD), through the Trade Adjustment Assistance (TAA) program may approve a JSP for a trade-affected worker if:

- The JSP is provided through the Workforce Innovation and Opportunity Act (WIOA), the employment service, or any other Federal- or State- funded program; or
- The JSP is sponsored by the trade-affected employer from which the trade-affected worker has been separated

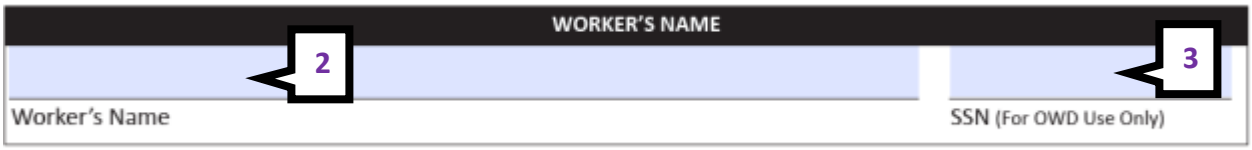
We would like to thank you for being an integral part of the workforce system, and greatly appreciate your efforts in returning Missourians to employment.

By signing the statement below, you provide the necessary documentation for OWD to reimburse a trade-affected worker for transportation or subsistence cost incurred while participating in a JSP.

Thank you in advance for your collaboration.

Sincerely,
Missouri Office of Workforce Development
Trade Act Unit

11) **Overview** – This provides information to the employer and/or the service provider about the Job Search Program requirements.



WORKER'S NAME

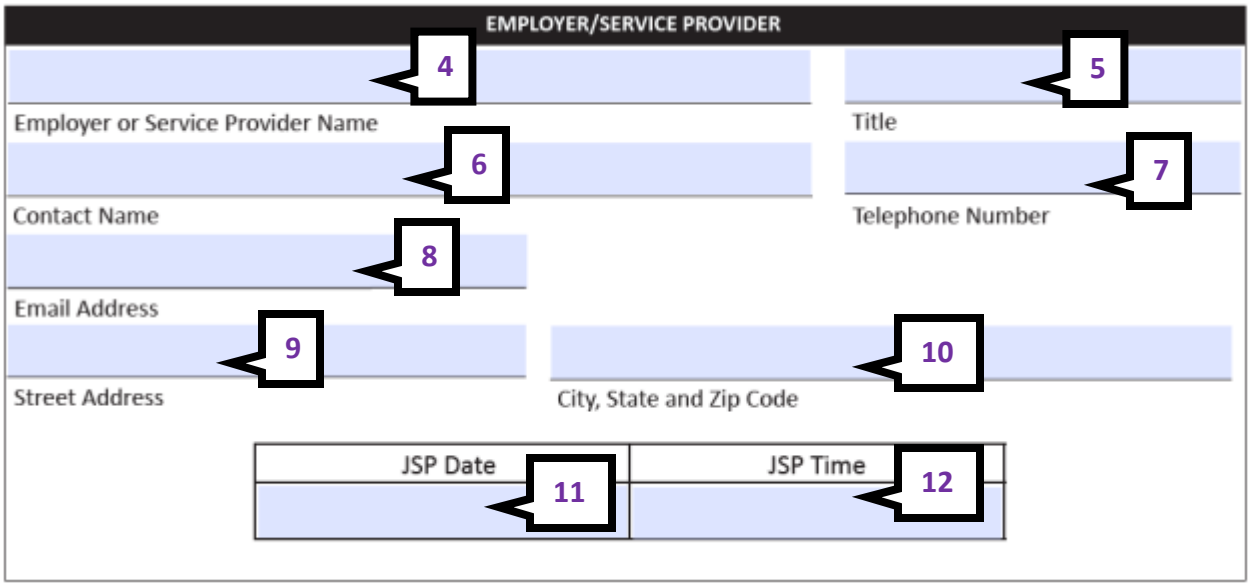
2

3

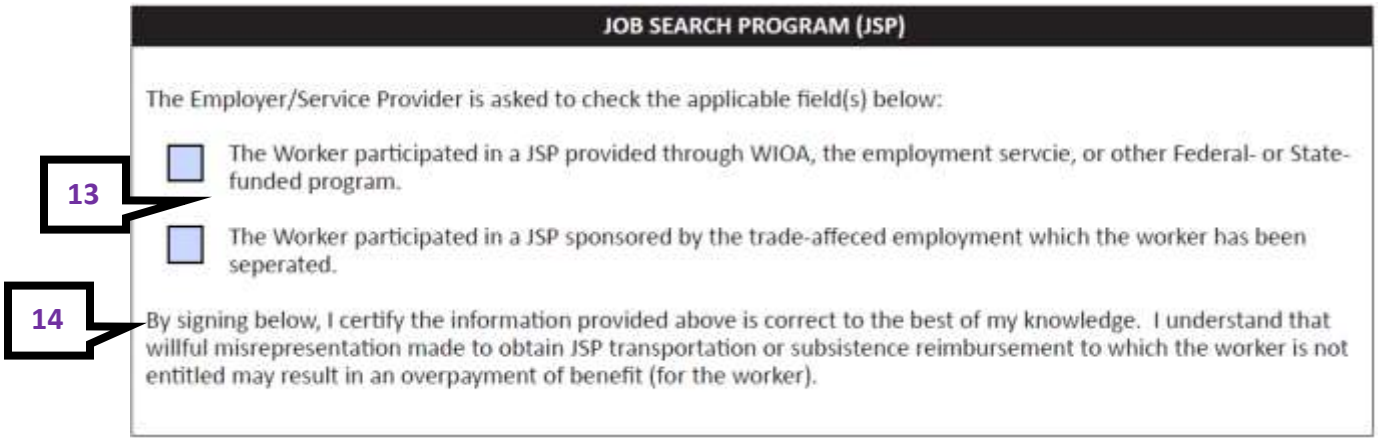
Worker's Name

SSN (For OWD Use Only)

12) **Worker's Name** – The Trade Act Navigator must enter the worker's name.
13) **SSN** – The Trade Act Navigator must enter the last four digits of the worker's Social Security Number.



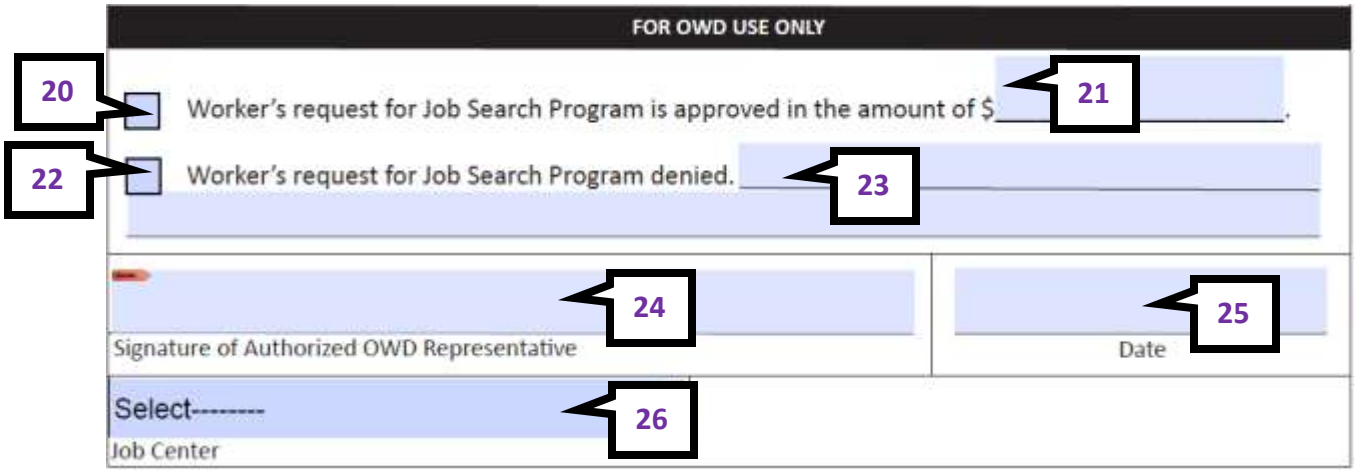
14) **Employer or Service Provider Name** – The employer or service provider representative enters the name of their company.
15) **Title** – The employer or service provider representative enters their title.
16) **Contact Name** – The employer or service provider representative enters their name.
17) **Telephone Number** – The employer or service provider representative enters their telephone number.
18) **Email Address** – The employer or service provider representative enters their email address
19) **Street Address** – The employer or service provider representative enters their company's street address.
20) **City, State and Zip Code** – The employer or service provider representative enters their company's City, State, and Zip Code.
21) **JSP Date** – The employer or service provider representative enters the date the worker participated in the Job Search Program activity.
22) **JSP Time** – The employer or service provider representative enters the time the worker participated in the Job Search Program activity.



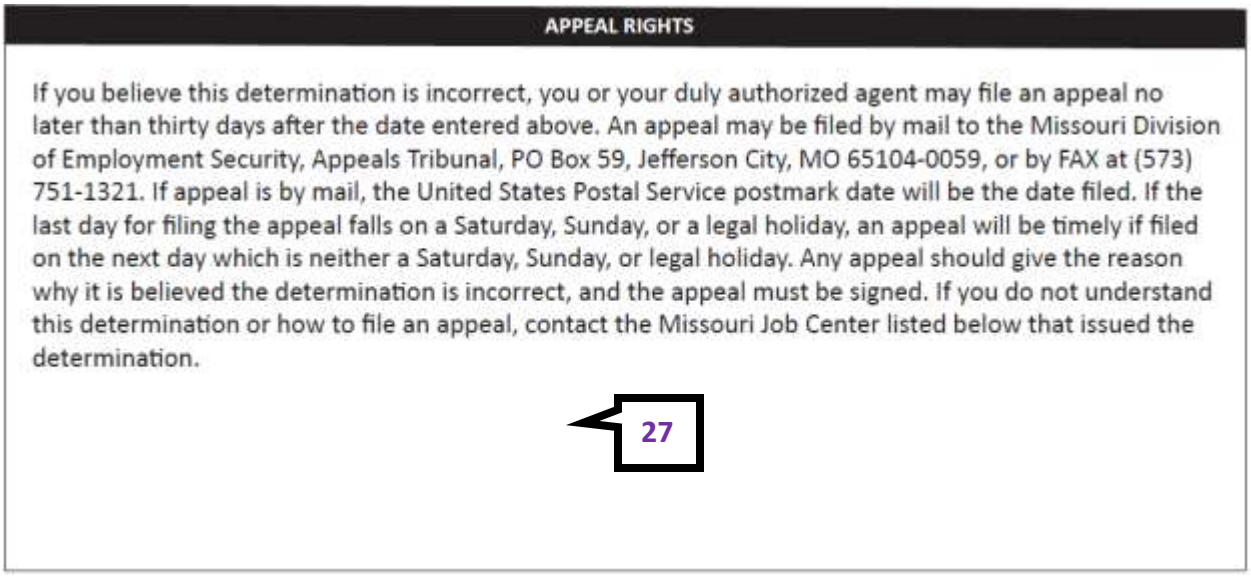
23) **Eligible JSP** – The employer or service provider representative must check the appropriate field that represents type of JSP the worker is participating in.
24) **Disclosure** – The employer or services providers is provided disclosure information against providing misinformation and the possible consequences to the worker.

25) **Comments** – The employer or services providers may provide comments or additional details about the Job Search Program activity.

26) **Signature** – The employer or services provider must enter his/her written or electronic signature.
27) **Date** – The employer or services provider must enter the date he/she signs the Request for Job Search Program form.
28) **Signature** – The participant must enter his/her written or electronic signature.
29) **Date** – The participant must enter the date he/she signs the Request for Job Search Program form.



30) **Worker's request…is approved in the amount of $** – If the participant's request for Job Search Program is approved, the Trade Act Navigator must check this box.
31) **$** - If appropriate, the Trade Act Navigator enters the appropriate amount of transportation and/or subsistence the participant is entitled to.
32) **Worker's request for Job Search Program denied**. – If the participant's request for Job Search Program is denied, the Trade Act Navigator must check this box.
33) **.** – If appropriate, the Trade Act Navigator must enter a denial statement as to why the worker is ineligible for Job Search Program. If necessary, attach another page or type denial statement on a Word document.
34) **Signature of Authorized OWD Representative** – The Trade Act Navigator must enter his/her written or electronic signature.
35) **Date** – The Trade Act Navigator must enter the date he/she signs the Request for Job Search Program form.
36) **Job Center** – The Trade Act Navigator must enter or select his/her Job Center and associated code from the drop down list.



37) **Appeal Rights** – If the participant if denied Job Search Program benefits, the Trade Act Navigator must review the Appeal Rights with the participant.

Distribution:

The original **Request for Job Search Program** (DWD-5520) form, along with receipts and internet mapping calculation, must be uploaded into the worker's MoJobs record. An email must be submitted to dwdtradeacthelp@dhewd.mo.gov to notify OWD Central Office TAA Unit that the Job Search Program request is ready to process. The email must contain the worker's name and StateID and note that it is a Request for Job Search Program. A copy of the form(s) and supporting documentation must be provided to the worker.

Request for Relocation Allowance

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 11/9/22

Relocation Allowance

General:
A Relocation Allowance may be granted to an adversely affected worker and family (household), if any, to relocate within the United States, subject to the terms and conditions of the Act and the regulations.

Provide the worker with a copy of the **Request for Relocation Allowance Informational Handout (DWD-PO-245)**, review it with him/her, and obtain the worker's signature. Workers are required to provide two to three estimates of any moving related expenses *prior* to their Relocation Allowance request being approved. Under TAA Final Rule, Relocation Allowance funds are required to be advanced to the worker 10 days prior to his or her move up to the day of their relocation.

Eligibility Requirements:
To be eligible for Relocation Allowances, the Adversely Affected Worker (AAW) must:

a) File an application (on an Request for Relocation Allowance form [ETA-860/ DWD-PO-202]), for Relocation Allowance, before either:

- The later of the 425th day after the date of the certification under which the worker is covered, or the 42th day after the date of the worker's last total separation; or

- The 182nd day after the date of the concluded training;

b) Be an AAW totally separated from adversely affected employment when the relocation begins;

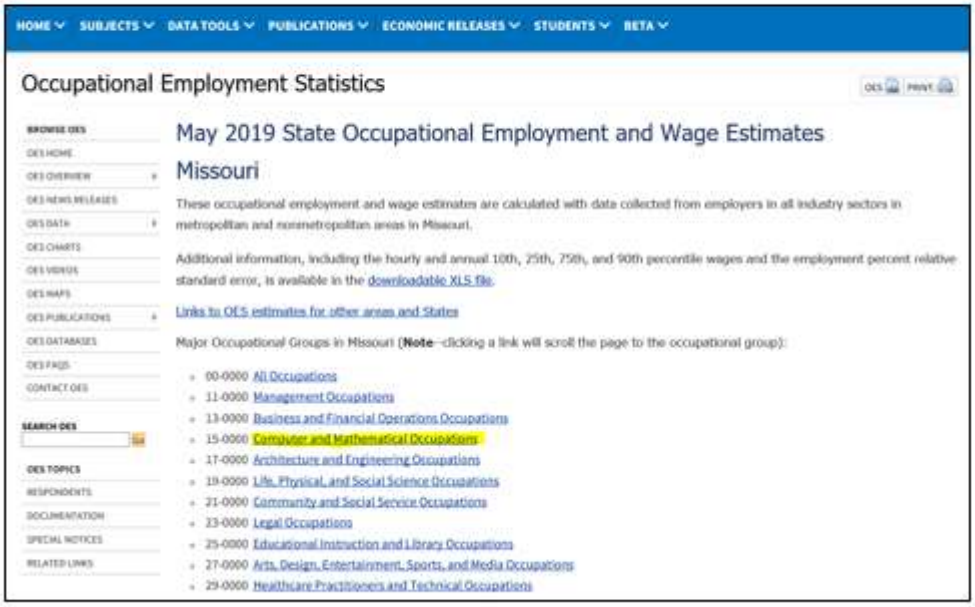
c) Not have already received a relocation allowance under the same certification;

d) Relocate within the United States but outside the worker's commuting area (10 miles one-way in Missouri);

e) Receive a determination by the State that the worker has no reasonable expectation of securing suitable employment in the commuting area, and has obtained either suitable or employment that pays a wage of at least the 75th percentile of national wages, as determined by the National Occupational Employment Wage Estimates (https://www.bls.gov/oes/current/oessrcst.htm), and otherwise meets the suitable employment requirements, or a bona fide offer of such employment, in the area of intended relocation;

- https://www.bls.gov/oes/current/oessrcst.htm
- **Click on Missouri**

- **Click on Major Occupational Group**



- **Click on a Detail Occupation**

15-0000	**Computer and Mathematical Occupations**	major	88,190	2.8%	31.266	1.01	$37.08	$38.40	$79,860	1.4%
15-1211	Computer Systems Analysts	detail	10,990	7.6%	3.895	0.97	$38.98	$40.02	$83,240	1.8%
15-1212	Information Security Analysts	detail	2,890	8.3%	1.025	1.20	$40.81	$41.52	$86,360	1.6%
15-1221	Computer and Information Research Scientists	detail	210	22.9%	0.075	0.36	$48.62	$57.40	$119,400	8.1%
15-1231	Computer Network Support Specialists	detail	5,830	6.8%	2.067	1.64	$25.41	$28.26	$58,780	3.0%
15-1232	Computer User Support Specialists	detail	12,050	5.0%	4.272	0.97	$22.29	$23.91	$49,740	1.1%
15-1241	Computer Network Architects	detail	3,270	8.6%	1.158	1.12	$44.92	$45.82	$95,300	2.2%
15-1244	Network and Computer Systems Administrators	detail	7,840	6.3%	2.779	1.15	$40.04	$41.38	$86,060	2.2%
15-1245	Database Administrators and Architects	detail	3,470	5.8%	1.230	1.44	$38.25	$40.19	$83,600	1.3%
15-1251	Computer Programmers	detail	4,120	13.0%	1.459	1.07	$38.76	$39.46	$82,080	3.3%

- **Identify the 75th Percentile**

Occupational Employment Statistics

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Occupational Employment and Wages, May 2019

15-1251 Computer Programmers

Create, modify, and test the code and scripts that allow computer applications to run. Work from specifications drawn up by software and web developers or other individuals. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

National estimates for this occupation
Industry profile for this occupation
Geographic profile for this occupation

National estimates for this occupation: Top

Employment estimate and mean wage estimates for this occupation:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
199,540	1.6 %	$44.53	$92,610	1.4 %

Percentile wage estimates for this occupation:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	$24.11	$31.62	$41.61	$53.91	$67.43
Annual Wage (2)	$50,150	$65,760	$86,550	$112,120	$140,250

f) Begin the relocation as promptly as possible after the date of certification but no later than:

- 182 days after the worker filed the application for a relocation allowance; or
- 182 days after the conclusion of an approved training program, if the worker entered a training program that received supplemental assistance approved under (TAA Final Rule) 618.640(c) (subsistence payments) and (d) (transportation payments), for training outside the worker's commuting area; and

g) Complete the relocation, as described in (TAA Final Rule) 618.460(f), within a reasonable time (Missouri allows workers one year to complete a relocation) as determined in accordance with FTR with the State giving consideration to, among other factors, whether:

- Suitable housing is available in the area of relocation;
- The worker can dispose of the worker's residence;
- The worker or a family member is ill; and
- A member of the family is attending school, and when the family can best transfer the member to a school in the area of relocation.

The State may **not** approve a relocation allowance and a job search allowance for an AAW at the same time. However, if the worker has received a job search allowance, the worker may receive a relocation allowance at a later time or receive a relocation allowance as a result of a successful job search for which the worker received a job search allowance.

Workers requesting Relocation Allowance must have an established TRA Claim prior to requesting Relocation Allowance. If the worker has a Liable State other than Missouri, the Trade Act Navigator must obtain the approval of the Liable State prior to submitting the Relocation Allowance request to OWD Central Office TAA Unit for processing and payment. The State TAA/TRA Contacts can be found on USDOL's website at https://www.dol.gov/agencies/eta/tradeact/contact/states.

Findings Required for a Relocation Allowance:

a) *Findings by Liable State*. Before the Liable State may approve final payment of a relocation allowance, the Liable State must make the following findings:

1) That the AAW meets the eligibility requirements for a relocation allowance specified in (TAA Final Rule) 618.445(a)(1) through (7) and is not also simultaneously receiving a job search allowance as specified in (TAA Final Rule) 618.445(b);

2) That the worker submitted the application for a relocation allowance with the time limits specified in (TAA Final Rule) 618.445(a)(1);

3) That the worker began and completed the relocation within the time limitations specified in (TAA Final Rule) 618.445(a)(6) and (7); and

4) That the worker obtained suitable employment, or a bona fide offer of such suitable employment, in the area of intended relocation, in accordance with (TAA Final Rule) 618.445(a)(5). The Liable State must verify (directly or through the Agent State) the suitable employment, or the bona fide offer, with the employer.

b) *Assistance by the Agent State*.

1) When an AAW relocates to an Agent State, the Agent State is responsible for:

i. Assisting the worker in relocating to the State, completing an application for a relocation allowance with the Liable State, and paying the relocation allowance; and

ii. Assisting the Liable State by furnishing any information required for the Liable State's determination on the claim.

2) The Agent State must cooperate with the Liable State in carrying out its activities and functions with regard to relocation applications. When requested by the Liable State, the Agent State must verify with the employer and report to the Liable State whether the worker has obtained suitable employment, or a bona fide offer of suitable employment.

Determining the Amount of a Relocation Allowance:
The AAW's relocation allowance includes the information in paragraphs (a) through (c) of this section as applicable:

a) *Reimbursement*

1) *Travel*

i. The State my reimburse the AAW for up to 90% of the prevailing cost per mile by privately owned vehicle under the Federal Travel Regulations (FTR), found at https://www.gsa.gov/, for travel from the AAW's old home to the AAW's new home.

ii. Separate travel of a family member or members who, for good cause and with the approval of the State, must travel separately to their new home, may also be reimbursed. For purposes of this paragraph (a)(1)(ii), good cause includes, but is not limited to, reasons such as a

family member's health, schooling, job, or economic circumstances.

2) *Lodging and meals.* The State may reimburse the worker for 90% of lodging and meal expenses for the worker and his or her family while they are in transit, but such costs may not exceed the lesser of:

   i. The actual lodging and meals cost to the worker and his or her family while they are traveling; or

   ii. 50% of the prevailing per diem allowance under the FTR, found at https://www.gsa.gov/, for the relocation area for those days while the worker and his or her family are traveling.

3) *Movement of household goods.*

   i. The State may reimburse the worker for 90% of the allowable costs of moving the workers and family's household good and personal effects in accordance with the FTR (41 CFR chapter 302). This includes 90% of the costs of moving by the most economical commercial carrier the State can reasonably expect the worker to use, moving by rental truck or trailer (for rental, mileage, and fuel), or moving a house trailer or mobile home. It also includes 90% percent of the costs of temporary storage of household good for up to 60 days. In approving the move of a house trailer or mobile home, the State must follow the specific requirements of the FTR, found at https://www.gsa.gov.

   ii. For a commercial carrier move of household good or house trailer or mobile home, the worker must obtain an estimate of the moving cost and provide this to the liable State. The estimate may include the cost of insuring such goods and effects for their actual value or $40,000 as delineated in the FTR, whichever is less, against loss or damage in transit.

   iii. If more economical, the State may make direct arrangements for moving and insuring a worker's household goods and personal effects with a carrier and insurer selected by the worker and may make payment of 90% of moving and insurance costs directly to the carrier and insurer. No such arrangement releases a carrier from liability otherwise provided by law or contract for loss or damage to the worker's goods and effects. Any contract for moving and insuring an AAW's household goods must provide that the United States must not be or becomes liable to either part for personal injury or property loss damage under any circumstances.

   iv. The maximum net weight of the household good relocated from the worker's old home to the relocation area may not exceed that set by

the FTR.

4) *Lump Sum.* As part of the relocation allowance, the worker will receive a lump sum equivalent to three time the worker's average weekly wage, not to exceed $1,250.

b) *Reduction.* If the AAW is eligible to receive of has received moving expenses from any other source for the same relocation, the State must deduct the amount received from the amount of the relocation allowance as determined in paragraphs (a)(1) through (3) of this section.

c) *Limitation.* In no case may the State pay a travel allowance for the AAW or a family member more than once for a single relocation.

Determinations and Payment of a Relocation Allowance:

a) *Determinations.* The State must promptly make and record determinations necessary to assure an AAW's eligibility for a relocation allowance. (TAA Final Rule) Sections 618.820 (determinations of eligibility; notifications to individuals) and 618.828 (appeals and hearings) apply to these determinations. The State must include copies of such applications and all determinations by the State in the AAW's case file.

b) *Payment.* If the AAW makes a timely application, is covered under a certification, and is otherwise eligible, the State must make payment as promptly as possible.

c) *Travel allowances.*

1) *Payment.* The State must pay the allowances computer under (TAA Final Rule) 618.455 no earlier than 10 days in advance of, and no later than at the time of, the AAW's scheduled departure to begin relocation. The State must make the payment for a family member approved for separate travel 10 days in advance of, or at the time of that family member's scheduled departure.

2) *Worker evidence.* After an AAW completes the relocation, the AAW must certify to the State the expenses associated with the relocation, in accordance with the FTR and Uniform Guidance in 2 CFR part 200. This may include receipts for all lodging, purchased transportation, or other expenses. If an advance the worker received was more or less than the actual allowance, the State must make an appropriate adjustment and pay the balance entitled, if any, or the worker must repay and excess received, if any.

d) *Movement of household goods.* The State must pay the amount equal to 90% of the estimate of the costs of moving the AAW's household goods by the most economical commercial carrier the State can reasonably expect the worker to use (as described in (TAA Final Rule) 618.455(a)(3) (determining the amount of a relocation

allowance) as follows:

1) *Commercial carrier.* If a commercial carrier moves the worker's household goods and personal effects, the State must provide the worker with an advance equal to 90% of the estimated cost of the move, including any other charges that the State has approved, such as insurance. The State must advance the funds to the worker no earlier than 10 days in advance of, and no later than at the time of, the scheduled shipment. If more economical, the State may make direct arrangements for moving and insuring a worker's household goods and personal effects with a carrier and insurer selected by the worker and may make payment of 90% of moving and insurance costs directly to the carrier and insurer subject to the conditions of (TAA Final Rule) 618.455(a)(3)(iii). The State must deliver payment to the carrier and insurer no earlier than 10 days in advance of, and no later than at the time of, the scheduled shipment.

    i. On completion of the move, as determined under paragraph (f) of this section, the worker must promptly submit to the State a copy of the carrier's bill of lading, including a receipt showing payment of moving costs.

    ii. If the amount the worker received as an advance is greater than 90% of the actual approved moving costs, the worker must reimburse the State for the difference. If the advance the worker received is less than 90% of the actual moving costs approved by the State, the State must reimburse the worker for the difference.

2) *Private truck and trailer, rental truck or trailer, or house trailer move -*

    i. *Private vehicle with trailer.* If the move is by private vehicle and trailer, the State must advance 90% of the estimated cost for the use of the private vehicle within 10 days in advance of the scheduled move.

    ii. *Truck and trailer rental.* If the move is by rental truck or rental trailer, the State must advance 90% of the estimated rental cost within 10 days in advance of the scheduled move. The State may make payment to either the worker or the rental company.

    iii. *House trailer.* If a house trailer or mobile home is moved by commercial carrier, the State must advance 90% of the approved estimated cost to the worker within 10 days in advance of the scheduled move. The State may make payment to either the worker or the carrier.

    iv. *Itemized receipt.* Upon completion of the move, the worker must promptly submit an itemized receipt to the State for payment of the

rental charges and fuel costs. If the amount the worker received as an advance is greater than 90 percent of the actual moving costs, the worker must reimburse the State for the difference. If the advance the worker received is less than 90% of the actual moving costs approved by the State, the State must pay the worker for the difference.

3) *Temporary storage.* If temporary storage, not to exceed 60 days, of household good and personal effects is necessary for the relocation, then the State must advance 90% of the approved estimated cost within 10 days in advance of the scheduled move. The State may make payment to either the worker or the rental agency.

e) *Lump sum allowance.* The State must pay the lump sum allowance provided in (TAA Final Rule) 618.455(a)(4) when arrangements for the relocation are finalized, but not more than 10 days before the earlier of the AAW's anticipated departure from his or her old home, or the anticipated date of shipment of the worker's household good and personal effects.

f) *Relocation completed.* An AAW completes a relocation when the worker and family, if any, along with household goods and personal effects are delivered to the new residence in the area of relocation or to temporary storage. If the worker moves no household good and personal effects, then a worker completes relocation when the worker and family, if any, arrive in the area of relocation and establish a residence in the new area. When a family member is approved for separate travel, the later arrival of such family member does not alter the date on which the State must consider the relocation completed.

Calculating the Commuting Area:

To determine if the suitable employment is outside the worker's commuting area, Job Center staff is required to use one or more internet-based map applications (MapQuest, Google Maps, etc.) to confirm the distance between the worker's residence and address of employer is over 10 miles (one way) away. In addition, Job Center staff is required to document their findings in MoJobs as a case note.

Job Center Responsibility:

When a worker applies for Relocation Allowance, the Job Center must determine whether or not the worker can reasonably be expected to obtain suitable employment within their commuting area.

If the Job Center determines that a worker cannot reasonably be expected to obtain suitable employment within their commuting area, the worker may qualify for Relocation Allowance provided he/she meets the other eligibility criteria. However, if it is determined that a worker can reasonably be expected to obtain suitable employment within their commuting area, the worker is ineligible for Relocation Allowances.

Place of Residence:
When a worker requests Relocation Allowances, the Job Center in the area of the planned relocation will determine whether or not they obtained employment or offered employment meets the definition of suitable employment. Required information may be obtained by telephone or from documentation furnished by the worker.

Request:
A worker may request Relocation Allowances by signing the **ETA-860 (DWD-PO-202)** prior to the relocation.

The worker must be provided a copy of a **TRA-24 (DWD-PO-206) Final Statement of Transportation Costs**. It can be found on

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Relocation

Payment:
Relocation Allowance **determinations** are issued by the *Liable State* (State of UI entitlement).

Relocation Allowance **payments** are issued by the *Agent State*.

In Missouri, the Relocation Allowance payments are recorded in UInteract, under the TRA link (found on the Claim Summary screen). The entry will show the type and amount of the payment and the date the payment was issued.

Only one request for Relocation Allowance may be granted for the worker per TAA certification. Only one request for Relocation Allowance may be granted per household.

- Examples: If a husband and wife are both eligible for Relocation Allowance, only one request may be granted. If a mother and son, who live in the same home, are both eligible for Relocation Allowance and will be relocating to the same new area, only one request may be granted.
- Exceptions: Unmarried partners or roommates, who live in the same residence, are both eligible for Relocation Allowance and will be relocating to the same new area, each may be granted Relocation Allowance if each found qualifying “suitable employment”.

Reduction:
If the trade affected employer or new employer (suitable employment) provides funds towards the travel or moving costs of the worker / household, the amount of the Relocation Allowance will be reduced by that amount provided. This reduction will not affect the lump sum payment.

Travel Allowance:
A Travel Allowance may be paid to defray the necessary expense incurred in transporting the worker and family, if any, to the area of relocation.

	90% Reimbursement	100% Reimbursement
Trade 2002	X	
Trade 2009		X
Trade 2002 Revert	X	
Trade 2011	X	
Trade 2015	X	
Trade Reversion 2021	X	

Under **Trade 2002**, **2002 Revert**, **2011**, **2015**, and **Reversion 2021**, the worker's allowable travel expense may not exceed 90% of the prevailing cost per mile by privately owned vehicle (currently 22 cents per mile), the Federal Travel Regulation (FTR), found at https://www.gsa.gov/.

Under **Trade 2009**, the worker's allowable travel expense may not exceed 100% of the prevailing cost per mile by privately owned vehicle (currently 22 cents per mile), the Federal Travel Regulation (FTR), found at https://www.gsa.gov/.

Travel by Privately Owned Automobile.

Mileage is calculated at 22 cents per mile *with no maximum*.

Example: Under **Trade 2015**, if the worker traveled 400 miles and qualified for 22 cents per mile reimbursement, you would calculate as follow:

(# of Miles Traveled) x (Rate per Mile) x (Reimbursement Rate) = Worker Reimbursement Amount

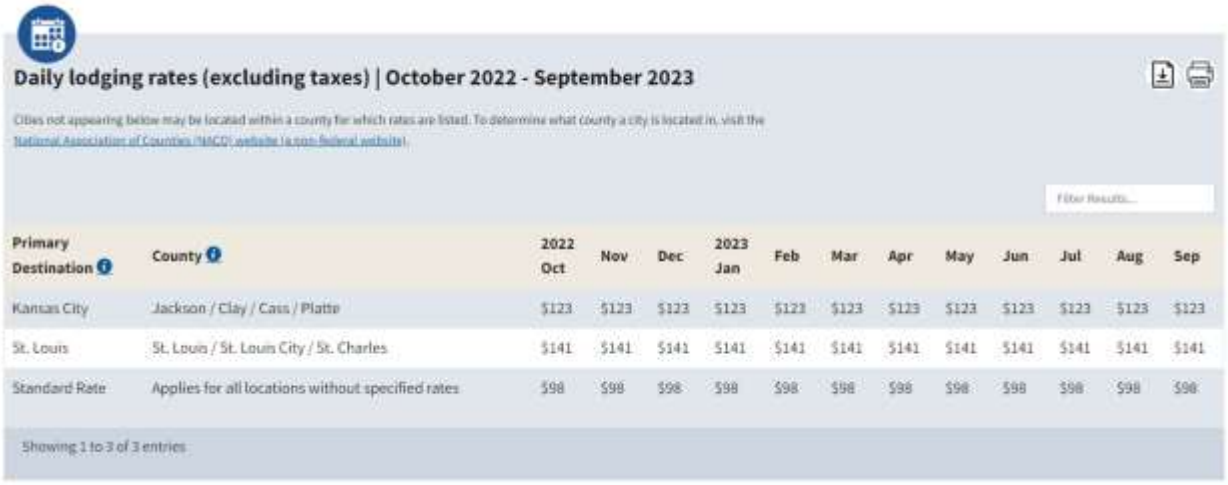
400 miles x 22 cents x 90% = $79.20 **OR** 400 x .22 x .90 = $79.20

Lodging and Meals:
Allowable lodging and meals costs cannot exceed the less of:

- The actual lodging and meals cost to the worker and his or her family while they are traveling; or
- 50% of the prevailing per diem allowance under the FTR, found at https://www.gsa.gov/, for the relocation area for those days while the worker and his or her family are traveling.

	90% Reimbursement	100% Reimbursement
Trade 2002	X	
Trade 2009		X
Trade 2002 Revert	X	
Trade 2011	X	
Trade 2015	X	
Trade Reversion 2021	X	

Below is the **October 2022 / September 2023** per diem rates for the State of Missouri authorized under the federal travel regulations (https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/?action=perdiems_report&fiscal_year=2022&city=&state=MO&zip=).



Daily lodging rates (excluding taxes) | October 2022 - September 2023

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

Primary Destination	County	2022 Oct	Nov	Dec	2023 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Kansas City	Jackson / Clay / Cass / Platte	$123	$123	$123	$123	$123	$123	$123	$123	$123	$123	$123	$123
St. Louis	St. Louis / St. Louis City / St. Charles	$141	$141	$141	$141	$141	$141	$141	$141	$141	$141	$141	$141
Standard Rate	Applies for all locations without specified rates	$98	$98	$98	$98	$98	$98	$98	$98	$98	$98	$98	$98

Showing 1 to 3 of 3 entries

Meals & Incidentals (M&IE) rates and breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Kansas City	Jackson / Clay / Cass / Platte	$64	$14	$16	$29	$5	$48.00
St. Louis	St. Louis / St. Louis City / St. Charles	$64	$14	$16	$29	$5	$48.00
Standard Rate	Applies for all locations without specified rates	$59	$13	$15	$26	$5	$44.25

Showing 1 to 3 of 3 entries

There are three set of rates in Missouri: 1) Standard; 2) Kansas City; and 3) St. Louis.

The **Standard Rate** should be used for every part of Missouri except for Kansas City and St. Louis. As noted previously, reimbursement rate is reimbursed at 90% / 100% of actual costs or 50% of the per diem.

Using the prior charts, to figure the per diem for October 2022:

- **Standard Rate = $157.00**
  - Lodging = $98.00
  - Meals & Incidentals = $59.00
    - Breakfast = $13.00
    - Lunch = $15.00
    - Dinner = $26.00
    - Incidental Expenses = $5.00

- **Standard Rate = $157.00 / 2 = $78.50 = 50% of the per diem**
  - Lodging = $98.00 / 2 = $49.00
  - Meals & Incidentals = $59.00 / 2 = $29.50
    - Breakfast = $13.00 / 2 = $6.50
    - Lunch = $15.00 / 2 = $7.50
    - Dinner = $26.00 / 2 = $13.00
    - Incidental Expenses = $5.00 / 2 = $2.50

- **Kansas City = $187.00**
  - Lodging = $123.00
  - Meals & Incidentals = $64.00
    - Breakfast = $14.00
    - Lunch = $16.00
    - Dinner = $29.00
    - Incidental Expenses = $5.00

- **Kansas City = $187.00 / 2 = $93.50 = 50% of the per diem**
  - Lodging = $123.00 / 2 = $61.50
  - Meals & Incidentals = $64.00 / 2 = $32.00
    - Breakfast = $14.00 / 2 = $7.00
    - Lunch = $16.00 / 2 = $8.00
    - Dinner = $29.00 / 2 = $14.50
    - Incidental Expenses = $5.00 / 2 = $2.50

- **St. Louis = $205.00**
  - Lodging = $141.00
  - Meals & Incidentals = $64.00
    - Breakfast = $14.00
    - Lunch = $16.00
    - Dinner = $29.00
    - Incidental Expenses = $5.00

- **St. Louis = $205.00 / 2 = $102.50 = 50% of the per diem**
  - Lodging = $141.00 / 2 = $70.50
  - Meals & Incidentals = $64.00 / 2 = $32.00
    - Breakfast = $14.00 / 2 = $7.00
    - Lunch = $16.00 / 2 = $8.00
    - Dinner = $29.00 / 2 = $14.50
    - Incidental Expenses = $5.00 / 2 = $2.50

Example 1: Using the **Standard Rate**, a worker certified under **Trade 2015** participated in a Relocation Allowance on 10/5/22. The worker submitted a hotel receipt for $114 and food receipts of $5 for breakfast, $8 for lunch, and $25 for supper. The sum of the receipts is $152.

(Lodging + Food Costs) x (Reimbursement Rate) = Worker Reimbursement Amount up to daily maximum

$152 x 90% = $136.80 – This amount exceeds the daily maximum amount of $78.50. This worker will only be reimbursed $78.50.

Example 2: Using the **Standard Rate**, a worker is certified under **Trade 2015** participated in a Relocation Allowance on 10/5/21. The worker submitted a hotel receipt for $35 and food receipts of $2.50 for breakfast, $5 for lunch, and $10 for supper. The sum of the receipts is $52.50.

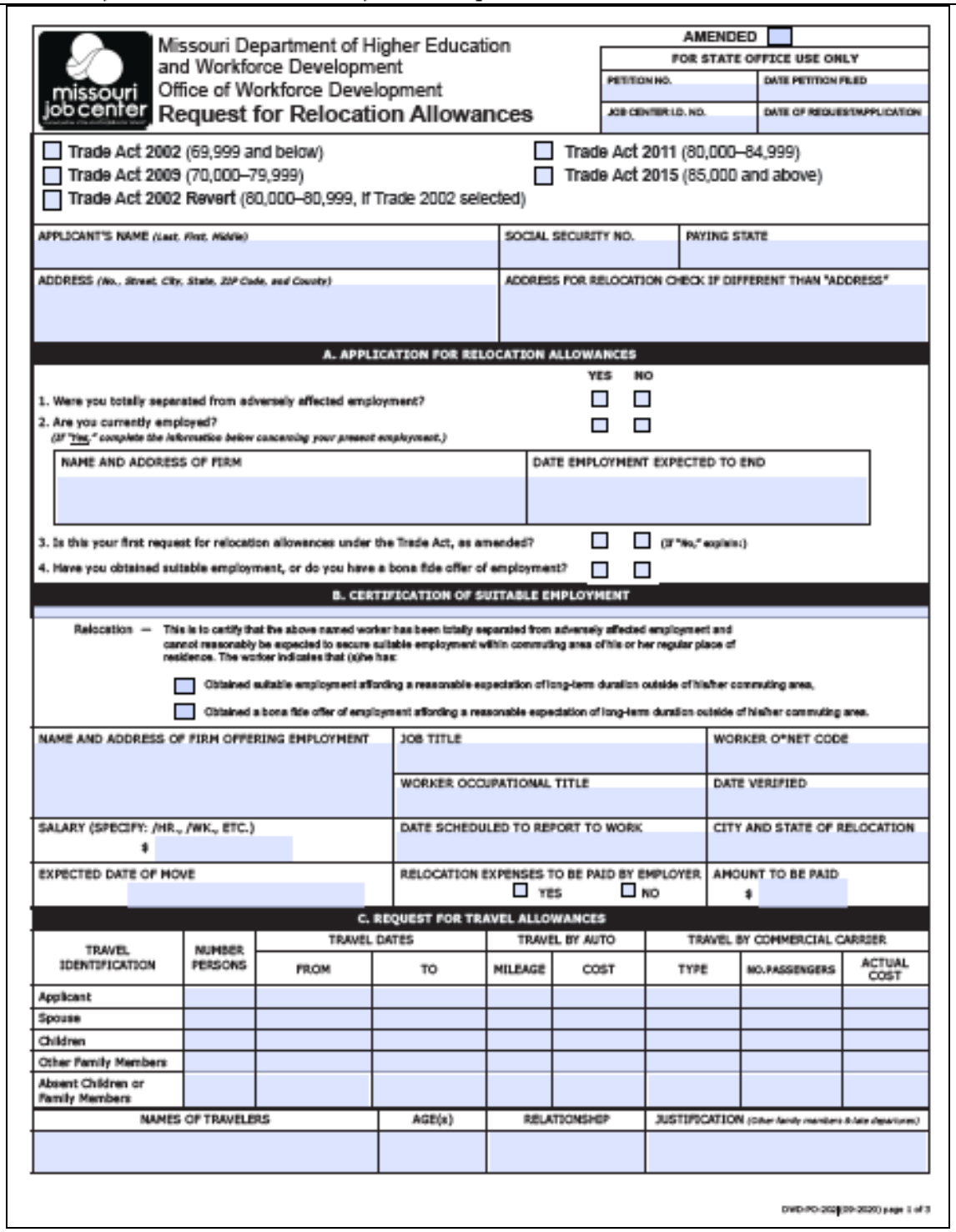
(Lodging + Food Costs) x (Reimbursement Rate) = Worker Reimbursement Amount up to daily maximum

$52.50 x 90% = $47.25 – This amount is less than the daily maximum amount of $78.50. This worker will be reimbursed $52.50 (actual costs).

ETA-860 (DWD-PO-202)
Request for Relocation Allowances

The ETA-860 (DWD-PO-202) can be found on

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Relocation



Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
Request for Relocation Allowances

AMENDED ☐

FOR STATE OFFICE USE ONLY

PETITION NO.	DATE PETITION FILED
JOB CENTER I.D. NO.	DATE OF REQUEST/APPLICATION

☐ Trade Act 2002 (69,999 and below)
☐ Trade Act 2009 (70,000–79,999)
☐ Trade Act 2002 Revert (80,000–80,999, if Trade 2002 selected)
☐ Trade Act 2011 (80,000–84,999)
☐ Trade Act 2015 (85,000 and above)

APPLICANT'S NAME (Last, First, Middle)	SOCIAL SECURITY NO.	PAYING STATE
ADDRESS (No., Street, City, State, ZIP Code, and County)	ADDRESS FOR RELOCATION CHECK IF DIFFERENT THAN "ADDRESS"	

A. APPLICATION FOR RELOCATION ALLOWANCES

	YES	NO
1. Were you totally separated from adversely affected employment?	☐	☐
2. Are you currently employed? (If "Yes," complete the information below concerning your present employment.)	☐	☐

NAME AND ADDRESS OF FIRM	DATE EMPLOYMENT EXPECTED TO END

3. Is this your first request for relocation allowances under the Trade Act, as amended? ☐ ☐ (If "No," explain:)
4. Have you obtained suitable employment, or do you have a bona fide offer of employment? ☐ ☐

B. CERTIFICATION OF SUITABLE EMPLOYMENT

Relocation — This is to certify that the above named worker has been totally separated from adversely affected employment and cannot reasonably be expected to secure suitable employment within commuting area of his or her regular place of residence. The worker indicates that (s)he has:

☐ Obtained suitable employment affording a reasonable expectation of long-term duration outside of his/her commuting area.
☐ Obtained a bona fide offer of employment affording a reasonable expectation of long-term duration outside of his/her commuting area.

NAME AND ADDRESS OF FIRM OFFERING EMPLOYMENT	JOB TITLE	WORKER O*NET CODE
	WORKER OCCUPATIONAL TITLE	DATE VERIFIED
SALARY (SPECIFY: /HR., /WK., ETC.) $	DATE SCHEDULED TO REPORT TO WORK	CITY AND STATE OF RELOCATION
EXPECTED DATE OF MOVE	RELOCATION EXPENSES TO BE PAID BY EMPLOYER ☐ YES ☐ NO	AMOUNT TO BE PAID $

C. REQUEST FOR TRAVEL ALLOWANCES

TRAVEL IDENTIFICATION	NUMBER PERSONS	TRAVEL DATES		TRAVEL BY AUTO		TRAVEL BY COMMERCIAL CARRIER		
		FROM	TO	MILEAGE	COST	TYPE	NO. PASSENGERS	ACTUAL COST
Applicant								
Spouse								
Children								
Other Family Members								
Absent Children or Family Members								

NAMES OF TRAVELERS	AGE(s)	RELATIONSHIP	JUSTIFICATION (Other family members & late departures)

DWD-PO-202 (09-2020) page 1 of 3

D. REQUEST FOR TRANSPORTATION OF HOUSEHOLD GOODS (ESTIMATED)

COMMERCIAL CARRIER			TRAILER HAULED BY AUTO			COMMERCIAL CARRIER AND/OR TRUCK RENTAL			STORAGE RENTAL	
TYPE OF SERVICE	NO. MILES	ESTIMATED CHARGES	TYPE OF SERVICE		ESTIMATED CHARGES	TYPE OF SERVICE	NO. MILES	ESTIMATED CHARGES	TYPE OF SERVICE	ESTIMATED CHARGES
Moving			Trailer Rental			Truck Rental or Trailer by Hour ☐			Storage Rental ☐	
Accessories			Mileage Rate Only if Privately Owned Trailer	NO. MILES						
Insurance						Trailer/House Trailer Hauled by Commercial Carrier ☐			Storage Pod ☐	
TOTAL			TOTAL			TOTAL			TOTAL	

NAME AND ADDRESS OF COMMERCIAL CARRIER AND/OR RENTAL COMPANY:

E. REQUEST FOR TRANSPORTATION OF HOUSEHOLD GOODS (ACTUAL)

COMMERCIAL CARRIER			TRAILER HAULED BY AUTO			COMMERCIAL CARRIER AND/OR TRUCK RENTAL			STORAGE RENTAL	
TYPE OF SERVICE	NO. MILES	ACTUAL CHARGES	TYPE OF SERVICE		ACTUAL CHARGES	TYPE OF SERVICE	NO. MILES	ACTUAL CHARGES	TYPE OF SERVICE	ACTUAL CHARGES
Moving			Trailer Rental			Truck Rental or Trailer by Hour ☐			Storage Rental ☐	
Accessories			Mileage Rate Only if Privately Owned Trailer	NO. MILES						
Insurance						Trailer/House Trailer Hauled by Commercial Carrier ☐			Storage Pod ☐	
TOTAL			TOTAL			TOTAL			TOTAL	

NAME AND ADDRESS OF COMMERCIAL CARRIER AND/OR RENTAL COMPANY:

F. APPLICANT CERTIFICATION

I give this information to support my request for relocation allowances. The information contained in this request is correct and complete to the best of my knowledge. I understand that penalties are provided for willful misrepresentation made to obtain allowances to which I am not entitled. I further certify that the funds received will be used for the intended purpose and that I will provide proof of such expenditures as required.

SIGNATURE OF APPLICANT | DATE

G. REQUEST FOR LUMP SUM PAYMENT

AVERAGE WEEKLY WAGE _____ [*Multiplied by three (× 3)*] _____

H. STATE AGENCY DETERMINATION

1. You are NOT ELIGIBLE to receive Relocation Allowances because:

(a) ☐ You were not totally separated from adversely affected employment.
(b) ☐ You did not apply for Relocation Allowances within 425 days of the date you were certified as eligible to apply for Trade Adjustment Allowances or within 425 days of the date of your first separation from adversely affected employment
(c) ☐ You did not apply for Relocation Allowances within 182 days after the date you concluded training.
(d) ☐ You were not totally separated from employment when your relocation began.
(e) ☐ You can reasonably be expected to obtain suitable employment in the area in which you reside.
(f) ☐ You have not obtained suitable employment or a bona fide offer of suitable employment in the area of intended relocation.
(g) ☐ Your relocation did not occur within 182 days from date your application was filed.
(h) ☐ You did not begin the relocation within 182 days after the conclusion of an approved training program in which you received supplemental assistance (transportation/subsistence), for training outside your commuting area.
(i) ☐ Your relocation was completed before date of application.
(j) ☐ Other (Explain):

II. ☐ Relocation Allowances are approved for payment of the following cost:	TOTAL ADVANCED		ADJUSTMENT AND FINAL PAYMENTS				
	90% (PETITION NUMBERS 69,999 and below or 80,000 and above)	100% (PETITION NUMBERS 70,000-79,999)	ACTUAL COST	AMOUNT PAID @ 90% (PETITION NUMBERS 69,999 and below or 80,000 and above)	AMOUNT PAID @ 100% (PETITION NUMBERS 70,000-79,999)	AMOUNT UNDERPAID	AMOUNT OVERPAID
(a) ☐ TRAVEL EXPENSE (1) Enter # of privately owned vehicles _____ Enter total # miles for all vehicles _____ Enter the reimbursement rate per mile _____ Total vehicle reimbursement _____ (2) Enter total commercial carrier reimbursement _____							
(b) ☐ LODGING AND MEALS (select one) (1) Enter actual expense _____ or (2) Enter daily subsistence amount _____ (50% federal daily living allowance)	_____ _____	_____ _____					
(c) ☐ MOVING ALLOWANCE (select all that apply) (1) Enter cost for commercial carrier or trailer hauled by commercial carrier or rental trailer; or truck _____ (2) Enter the # of miles a vehicle was used to haul a trailer or house trailer _____ Enter reimbursement rate per mile _____ Total trailer hauling expense _____ (3) Enter the rate of storage rental/pod _____ Enter the # of days storage rented (not to exceed 60) _____ Total storage expense _____	_____ _____ _____	_____ _____ _____					
(d) ☐ Enter the client's average weekly wage multiplied by three (3x) _____ Enter the client's lump sum _____ • (lump sum amount) not to exceed $1,250 for petition numbers 69,999 and below or 80,000 and above. • (lump sum amount) not to exceed $1,500 for petition numbers 70,000–79,999.	AMOUNT ADVANCED 100%	AMOUNT ADVANCED 100%	AMOUNT ADVANCED 100%	AMOUNT ADVANCED 100%	AMOUNT ADVANCED 100%		
TOTALS							

SIGNATURE OF STATE AGENCY REPRESENTATIVE [redacted] | TITLE | DATE

I. APPEAL RIGHTS

If you believe this determination is incorrect, you or your duly authorized agent may file an appeal no later than thirty days after the date entered above. An appeal may be filed by mail to the Missouri Division of Employment Security, Appeals Tribunal, PO Box 59, Jefferson City, Missouri 65104 or by FAX at 573/751-1321. If appeal is by mail, the United States post office postmark date will be the date filed. If the last day for filing the appeal falls on a Saturday, Sunday, or a legal holiday, an appeal will be timely if filed on the next day which is neither a Saturday, Sunday, or legal holiday. Any appeal should give the reason why it is believed the determination is incorrect and must be signed. If you do not understand the determination or how to file an appeal, contact the Missouri Job Center that issued the determination.

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

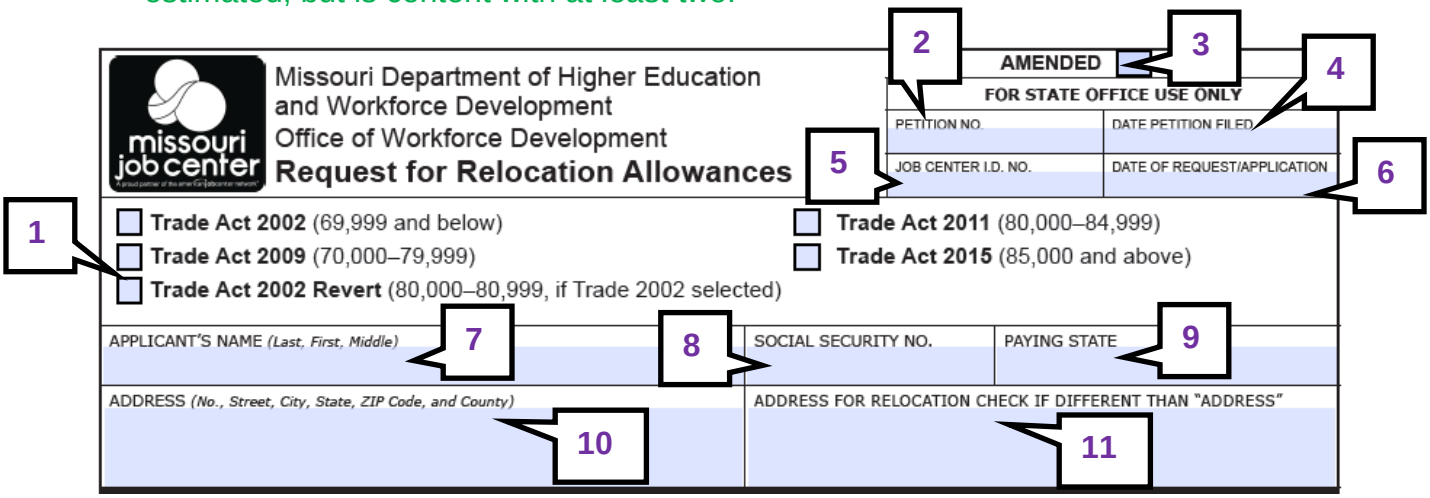
INSTRUCTIONS FOR ETA-860 (DWD-PO-202)

All Relocation Allowance request that are approved must be paid up to prior to scheduled move. The advanced payment may be up to 10 days prior or on the day of relocation.

Notes from United States Department of Labor (USDOL):

- Missouri allows a worker / household one year to complete their entire move. According to USDOL, the worker and each of his/her household members can only be reimbursed for one trip from the commuting area to the new area of residence. This includes mileage for private vehicles, lodging, meals, etc. Any additional trips that are required can be covered with the worker's Lump Sum. However, multiple household relocation methods (rental truck/trailer, moving company, etc.) can continue to be covered until all household items are relocated or until the one year period has been reached.

- Any worker who is interested in receiving Relocation Allowance must provide 2 to 3 estimates for such costs as a moving company, rental truck/trailer, storage units/pods, commercial carriers, etc. USDOL would like workers to provide three estimated, but is content with at least two.



1) Applicable Trade Act Year – Check the appropriate field.

Trade 2002 includes petitions numbered 69,999 or below.

Trade 2009 includes petitions numbered 70,000-79,999.

Trade 2002 Revert includes petitions numbered 80,000-80,999 if Trade 2002 Revert selected.

Trade 2011 includes petitions numbered 80,000-80,999 and 81,000-84,999.

Trade 2015 includes petitions numbered 85,000 or above.

2) **Petition Number** – Enter the petition number listed on the worker's TRA-B, TRA-A, or TRA-C Claim found in UInteract. If Missouri is the Agent State, the Trade Act Navigator must contact the Liable State for the worker's TAA eligibility and Relocation Allowance determination.

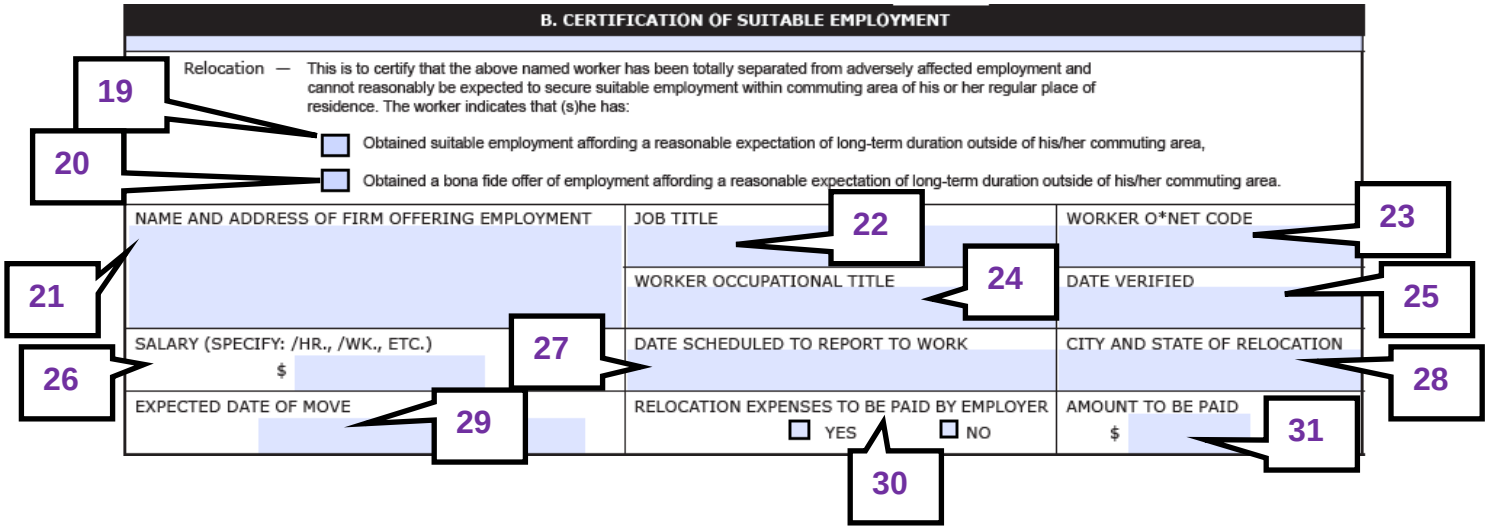
   The Liable State contacts can be found at https://www.dol.gov/agencies/eta/tradeact/contact/states.

3) **Amended** – If an amendment is required to the ETA-860 (DWD-PO-202), check this field.

   Examples of amendments include providing actual receipts after relocation is complete, late departure of a household member, separate shipment of household goods, etc.

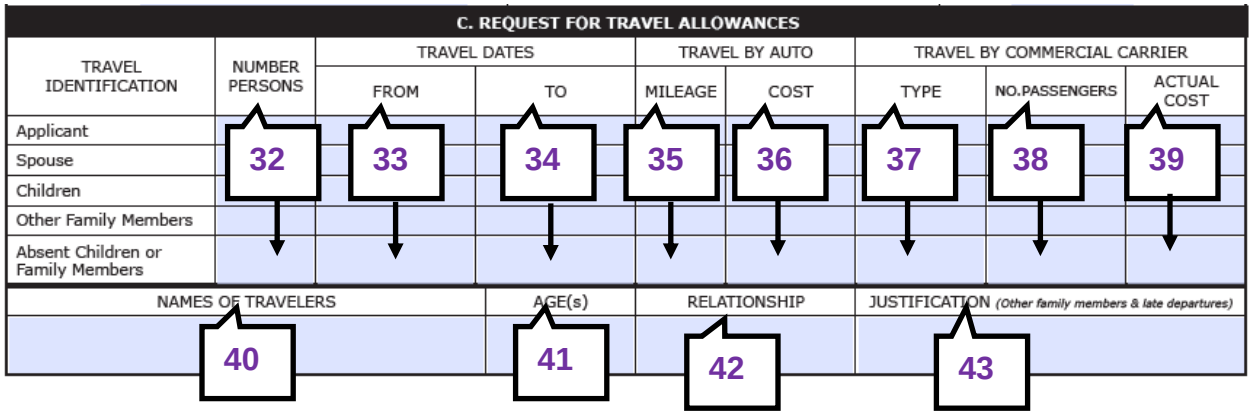
4) **Date Petition Filed** – In reference to the Petition Number, enter the date the petition was filed. This information can be found on the petition log that is distributed by OWD Central Office Trade Act Unit of on USDOL's website at https://www.doleta.gov/tradeact/petitioners/taa_search_form.cfm.
5) **Job Center I.D. No.** – Job Center's I.D. Number.
6) **Date of Application** – The date the worker made the request for Relocation Allowance and signed the ETA-860 (DWD-PO-202).
7) **Applicant's Name** – Enter the worker's name in the format of Last Name, First Name, and Middle Name/Initial.
8) **Social Security Number** – Enter the last four digits of the worker's Social Security Number.
9) **Paying State** – Under TAA Final Rules, the paying state will be the Agent State of the state providing reemployment services. However, the Liable State (the state that holds UI entitlement) is responsible for making the Relocation Allowance determination.
10) **Address** – Enter the worker's current address.
11) **Address For Relocation Check If Different Than "Address"** – If the worker is receiving a paper check and it needs to be sent to an address other than the address listed in the "Address" field, please enter the address here. As a reminder, under TAA Final Rule, all Relocation Allowance request are advanced up to 10 days prior to the relocation of the worker / household.

12) **Were you total separated…employment?** – Check appropriate box for the worker.
13) **Are you currently employed?** – Check appropriate box for the worker.
14) **Name and Address of Firm** – The name and address of current (general trade affected) employer.
15) **Date of Employment Expected to End** – If applicable, the date the current employment is expected to end or has ended.
16) **Is this your first request…as amended?** – Check appropriate box for the worker.
17) **If "No", explain** – If appropriate, enter a brief explanation.
18) **Have you obtained…of employment?** – Check appropriate box for the worker.



19) **Obtained suitable employment…area** – If the worker has obtained suitable employment outside his/her commuting area, check this box.
20) **Obtained a bona fide offer…area** – If the worker has been offered suitable employment outside his/her commuting area, check this box.
21) **Name and Address of Firm Offering Employment** – The name and address of employer who offered employment.
22) **Job Title** – The job title of offered employment.
23) **Worker O*Net Code** – The appropriate O*Net Code of the job title
24) **Worker Occupational Title** – The title as it applies to the occupation (associated with O*Net Code).
25) **Date Verified –** The date the employment information was verified.

26) **Salary** – The expected salary and applicable pay schedule
27) **Date Scheduled to Report to Work –** The date the worker is scheduled to start "new" employment.
28) **City and State of Relocation** – The City and State of scheduled relocation
29) **Expected Date of Move** – The date the worker is expected to move.
30) **Relocation Expenses to be Paid by Employer** – Indicate whether any expenses will be paid by trade-affected employer or firm offering employment
31) **Amount to be Paid –** If applicable, amount that will be paid by the trade affected employer or firm offering employment.

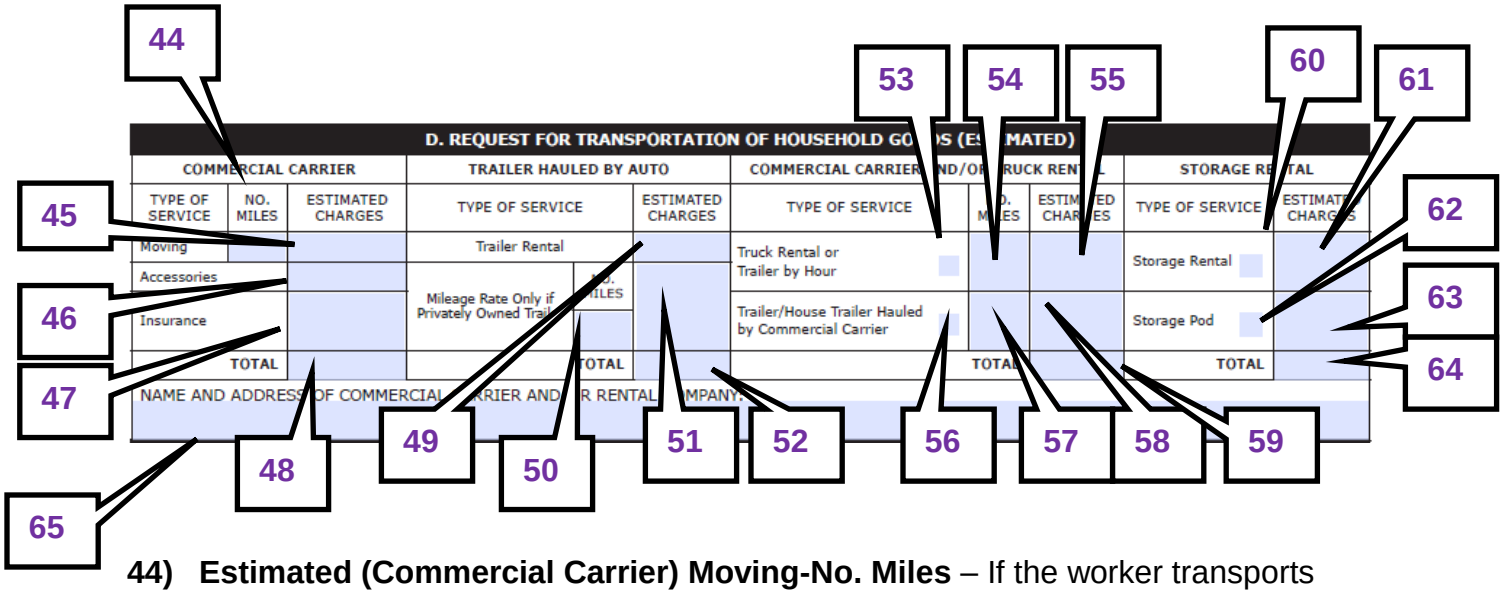


32) **Number Persons** – The number of people applicable for the categories: 1) Worker; 2) Spouse; 3) Children; 4) Other Family Members; and 5) Absent Children or Family Members.
33) **(Travel Dates) From** – The first day of travel relating to the relocation of worker and family members, if any, from current residence to the new area of relocation.
34) **(Travel Dates) To** – The last day of travel relating to the relocation of worker and family members, if any, from current residence to the new area of relocation.
35) **(Travel by Auto) Mileage** – If the travel is by private vehicle, the number of miles driven. If worker, spouse, or household family member(s) travel in separate vehicles, enter the mileage for all.

    Mileage should be figured using the most common route from the worker's area of residence to the area of relocation. Additional mileage allowance is not allowed for family members accompanying the worker on the same trip and in the same vehicle.

36) **(Travel by Auto) Cost** – If travel is by private vehicle, the mileage cost at **22** cents per mile (prevailing mileage rate authorized under Federal travel regulations). If worker, spouse, or household family member(s) travel in separate vehicles, enter the mileage costs for all vehicles.
37) **(Travel by Commercial Carrier) Type** – If travel is by commercial carrier, the type of carrier used, such as bus, airplane, train, etc.
38) **(Travel by Commercial Carrier) No. Passengers** – If travel is by commercial carrier, the number of passengers traveling.

39) **(Travel by Commercial Carrier) Actual Cost** – If travel is by commercial carrier, the actual cost of the transportation. Receipts are required for any commercial travel.
40) **Name of Travelers** – For absent children or family members who will be relocating later, enter the names in the space provided.
41) **Age** – In reference to 'Name of Travelers', enter the ages in the space provided.
42) **Relationship** – In reference to 'Name of Travelers', enter the relationship to worker in the space provided.
43) **Justification** – In reference to 'Name of Travelers', enter the justification for late departure in the space provided.



44) **Estimated (Commercial Carrier) Moving-No. Miles** – If the worker transports household goods by a commercial carrier from his/her residence to the new area of relocation, enter the number of miles.
45) **Estimated (Commercial Carrier) Charges for Moving** – Before using a Commercial Carrier to move household goods, the worker must submit an estimate from the carrier that includes costs associated with moving charges, accessory charges, and insurance charges.

    Enter the estimated moving charges.

46) **Estimated (Commercial Carrier) Charges for Accessories** – Enter the estimated accessories charges.
47) **Estimated (Commercial Carrier) Charges for Insurance** – Enter the estimated insurance charges.
48) **Estimated (Commercial Carrier) Total** – The estimated total costs of commercial carrier.
49) **Estimated (Trailer Hauled by Auto) Charges-Trailer Rental** – Before using a rented trailer to move household goods from his/her residence to the new area of relocation, the worker must submit an estimate from a trailer rental company.

For Trailer Rental, enter the estimated costs.

50) **Estimated (Trailer Hauled by Auto) Mileage Rate…Trailer / No. Miles** – If the worker uses a privately owned trailer to transport household goods from his/her residence to the new area of relocation, the number of miles must be entered.

    Mileage must be figured using the most common route from the worker's area of residence to the area of relocation.

51) **Estimated (Trailer Hauled by Auto) Mileage Rate…Trailer** – Enter the mileage cost at **22** cents per mile (prevailing mileage rate authorized under Federal travel regulations).
52) **Estimated (Trailer Hauled by Auto) Total** – The estimated total costs of trailer rental.
53) **Estimated (Commercial Carrier &/or Truck Rental) Truck Rental or Trailer by Hour** – If the worker transports household goods by truck rental/hour trailer from his/her residence to the new area of relocation, check the box.
54) **Estimated (Comm Carrier/Truck Rental) Truck Rental/Hour Trailer-No. Miles** – If the worker transports household goods by truck rental/hour trailer from his/her residence to the new area of relocation, enter the number of miles.
55) **Estimated (Comm Carrier/Truck Rental) Truck Rental/Hour Trailer-Charges** – Before using a rental truck/hour trailer to move household goods, the worker must submit an estimate from the carrier. The rental truck estimate must include costs associated with daily rental fees and necessary fuel costs. The hour trailer estimate must include mileage computed at **22** cents per mile (prevailing mileage rate authorized under Federal travel regulations.

    For rental truck/hour trailer, enter combined estimate.

56) **Estimated (Commercial Carrier &/or Truck Rental) Trailer/House Trailer Hauled by Commercial Carrier** – If the worker transports a house trailer or mobile home by a commercial carrier from his/her residence to the new area of relocation, check the box.

    Before moving, the worker must submit an estimate of the cost of moving the house trailer or mobile home by commercial carrier firm regularly engaged in and equipped for such service.
57) **Estimated (Comm Carrier/Truck Rental) Trailer Hauled…Carrier -No. Miles** – If the worker transports house trailer or mobile home by a commercial carrier from his/her residence to the new area of relocation, enter the number of miles.
58) **Estimated (Comm Carrier/Truck Rental) Trailer Hauled…Carrier - Charges** – Before moving house trailer or mobile home by a commercial carrier, the worker must submit an estimate from the carrier.

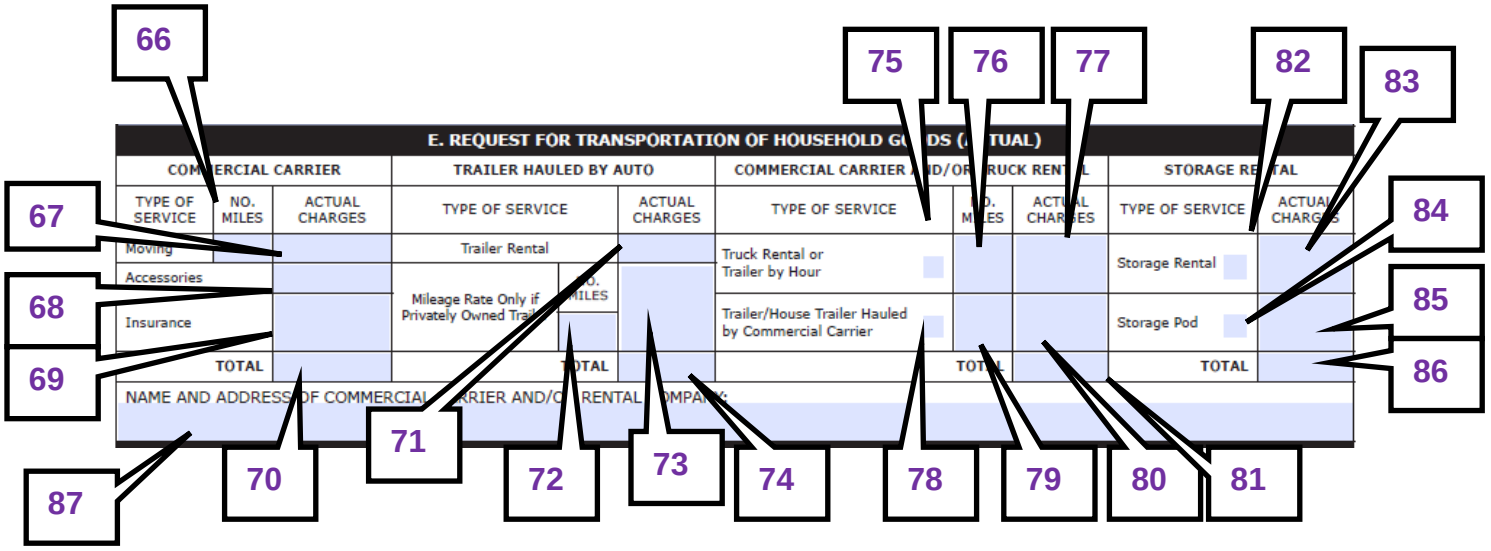
    For house trailer or mobile home by a commercial carrier, enter the estimated

costs.

59) **Estimated (Commercial Carrier/Truck Rental) Total** – The estimated total costs of truck rental/hour trailer/house trailer hauled.
60) **Estimated (Storage Rental) Storage Rental** – If temporary storage of household goods and personal effects is necessary, the cost of such temporary storage can be reimbursed for up to 60 days. Before using a *storage rental* or *storage pod*, the worker must submit an estimate from storage facility.

If the worker requires the use of a temporary storage rental, check the box.
61) **Estimated (Storage Rental) Storage Rental –Charges** – Enter the estimated costs for the storage rental.
62) **Estimated (Storage Rental) Storage Pod** – The OWD Trade Act Unit must be contacted prior to approving reimbursement of a storage pod. A storage rental is preferred to a storage pod due to costs. However, in unique situations, a storage pod may be approved.

If the worker requires the use of a temporary storage pod, check the box.
63) **Estimated (Storage Rental) Storage Pod – Charges** – Enter the estimated costs for the storage pod.
64) **Estimated (Storage Rental) Total** – Enter the estimated total costs of temporary storage rental or storage pod.
65) **(Estimated) Name & Address of Commercial Carrier &/or Rental Company** – Commercial Carrier or Rental Company's name and address.



66) **Actual (Commercial Carrier) Moving-No. Miles** – If the worker transports household goods by a commercial carrier from his/her residence to the new area of relocation, enter the number of miles.
67) **Actual (Commercial Carrier) Charges for Moving** – Enter the actual moving charges.

68) **Actual (Commercial Carrier) Charges for Accessories** – Enter the actual accessories charges.
69) **Actual (Commercial Carrier) Charges for Insurance** – Enter the actual insurance charges.
70) **Actual (Commercial Carrier) Total** – The actual total costs of commercial carrier.
71) **Actual (Trailer Hauled by Auto) Charges-Trailer Rental** – For Trailer Rental, enter the actual costs.

72) **Actual (Trailer Hauled by Auto) Mileage Rate…Trailer / No. Miles** – If the worker uses a privately owned trailer to transport household goods from his/her residence to the new area of relocation, the number of miles should be entered.

    Mileage should be figured using the most common route from the worker's area of residence to the area of relocation.

73) **Actual (Trailer Hauled by Auto) Mileage Rate…Trailer** – Enter the mileage cost at **22** cents per mile (prevailing mileage rate authorized under Federal travel regulations).
74) **Actual (Trailer Hauled by Auto) Total** – The actual total costs of trailer rental.
75) **Actual (Commercial Carrier &/or Truck Rental) Truck Rental or Trailer by Hour** – If the worker transports household goods by truck rental/hour trailer from his/her residence to the new area of relocation, check the box.
76) **Actual (Comm Carrier/Truck Rental) Truck Rental/Hour Trailer-No. Miles** – If the worker transports household goods by truck rental/hour trailer from his/her residence to the new area of relocation, enter the number of miles.
77) **Actual (Comm Carrier/Truck Rental) Truck Rental/Hour Trailer-Charges** – For rental truck/hour trailer, enter combined actual cost.
78) **Actual (Commercial Carrier &/or Truck Rental) Trailer/House Trailer Hauled…Carrier** – If the worker transports a house trailer or mobile home by a commercial carrier from his/her residence to the new area of relocation, check the box.
79) **Actual (Comm Carrier/Truck Rental) Trailer/House Trailer Hauled…Carrier - No. Miles** – If the worker transports house trailer or mobile home by commercial carrier from his/her residence to the new area of relocation, enter the number of miles.
80) **Actual (Comm Carrier/Truck Rental) Trailer/House Trailer Hauled…Carrier-Charges** – If the worker transports house trailer or mobile home by commercial carrier from his/her residence to the new area of relocation, enter the actual costs.
81) **Actual (Commercial Carrier/Truck Rental) Total** – The actual total costs of truck rental/hour trailer/trailer hauled.
82) **Actual (Storage Rental) Storage Rental** – If temporary storage of household goods and personal effects is necessary, the cost of such temporary storage can be reimbursed for up to 60 days. If the worker requires the use of a temporary storage rental, check the box.
83) **Actual (Storage Rental) Storage Rental – Charges** – Enter the actual costs for the storage rental.

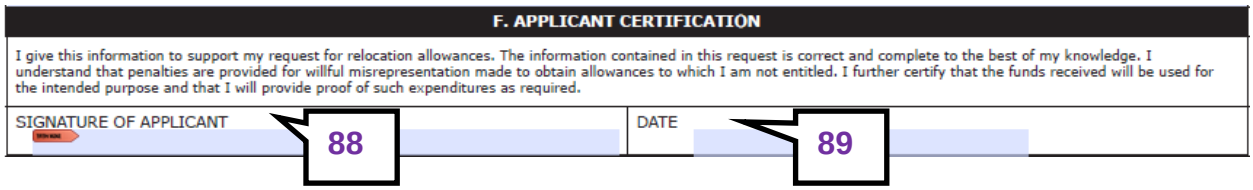
84) **Actual (Storage Rental) Storage Pod** – The OWD Trade Act Unit must be contacted prior to approving reimbursement of a storage pod. A storage rental is preferred to a storage pod due to costs. However, in unique situations, a storage pod may be approved.

If the worker requires the use of a temporary storage pod, check the box.

85) **Actual (Storage Rental) Storage Pod – Charges** – Enter the actual costs for the storage pod.

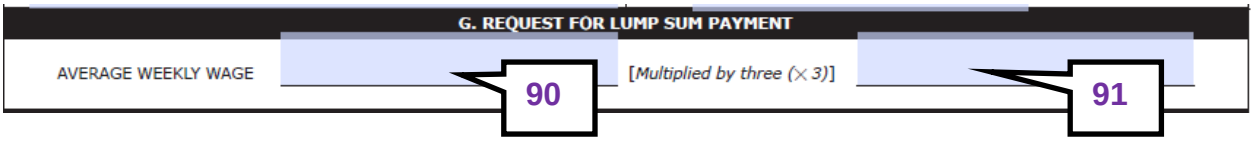
86) **Actual (Storage Rental) Total** – The actual total costs of temporary storage rental or storage pod.

87) **(Actual) Name & Address of Commercial Carrier &/or Rental Company** – Enter the Commercial Carrier or Rental Company's name(s) and address(es).



88) **Signature of Applicant** – Worker's signature.

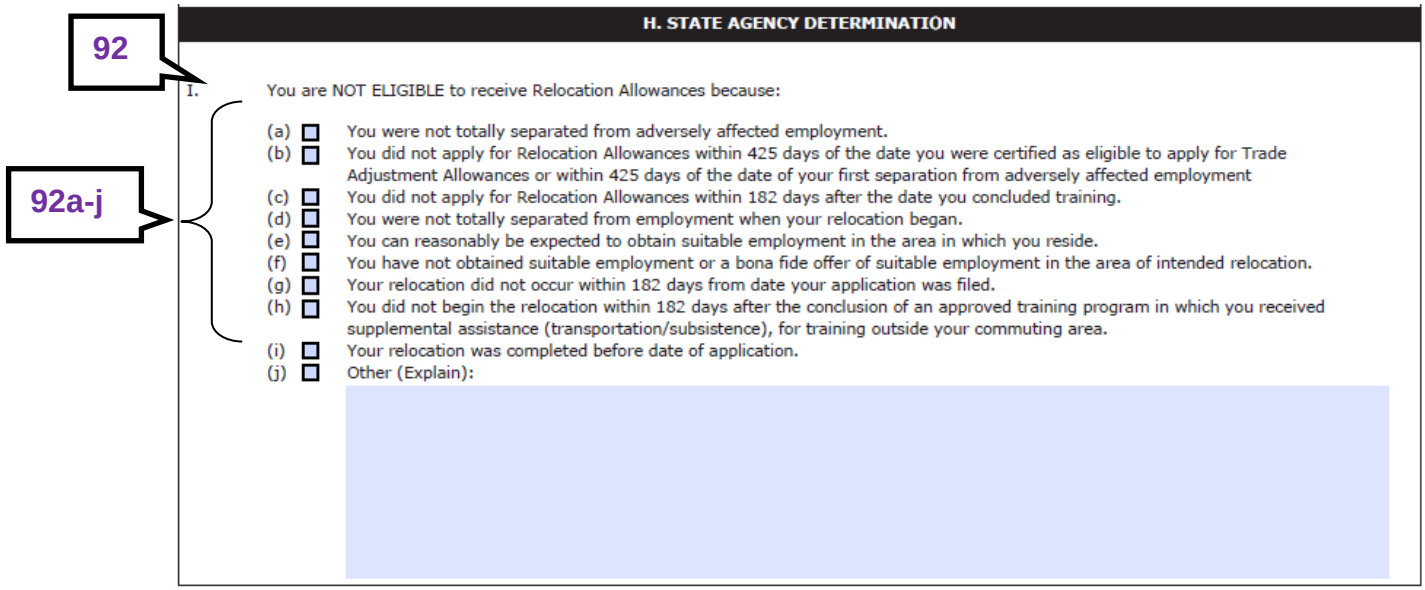
89) **Date** – The date the worker signed the ETA-860 (DWD-PO-202) requesting Relocation Allowance.



90) **Average Weekly Wage** – The average weekly wage can be calculated from UInteract, Base Period Wages data found on the Monetary screen.

In UInteract, on the Monetary Screen under Base Period Wages, there will be four quarter of wages listed normally. Identify the highest quarter and divide it by 13 (13 weeks per quarter). The calculation will result in the "average weekly wage".

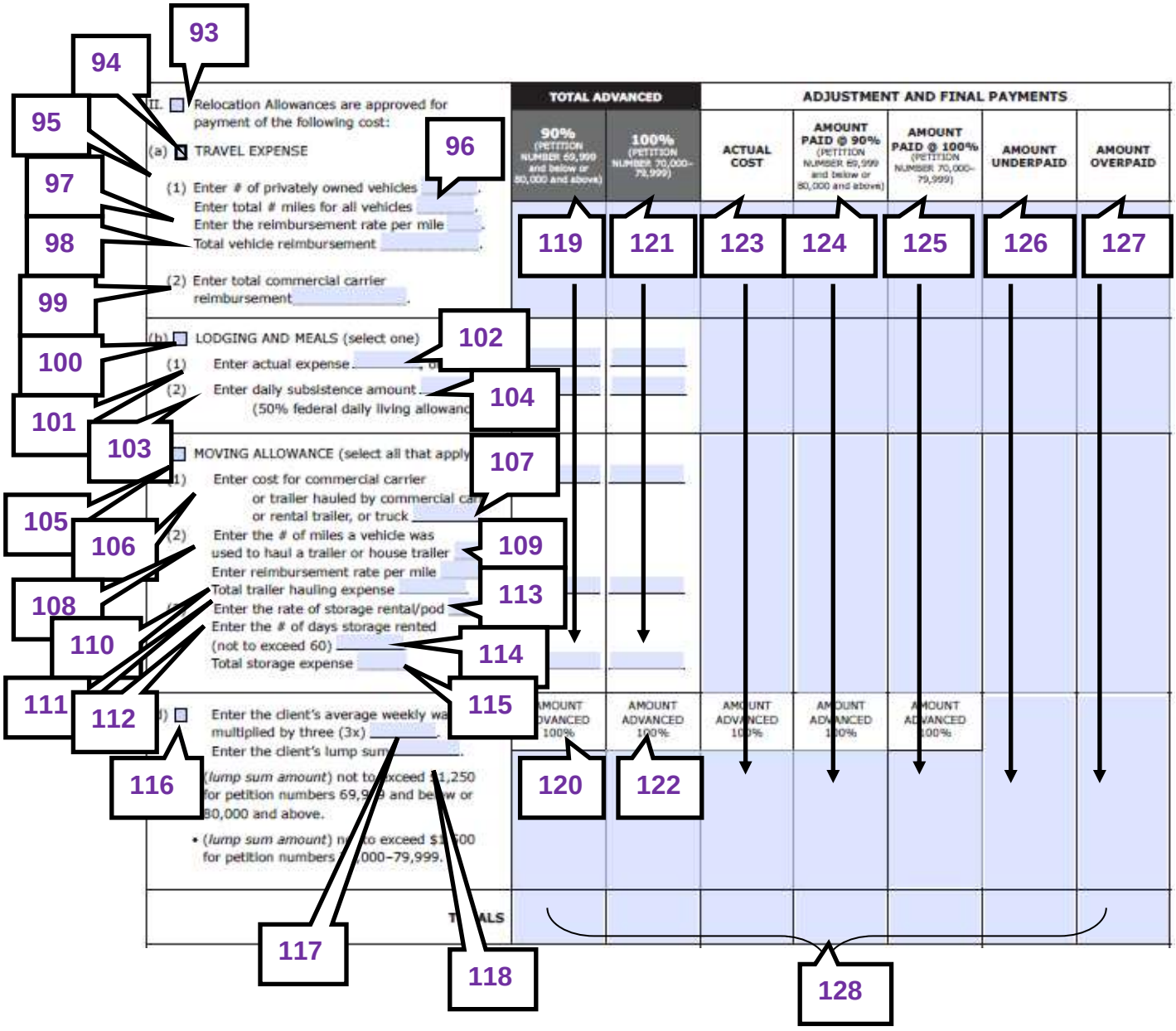
91) **(Multiplied by 3) $** - The result of multiplying the 'average weekly wage' by three.



92) You are NOT Eligible…because: - If the worker is ineligible for Relocation Allowances, check the box. Review the appeals rights with the worker, which is listed at the bottom of the ETA-860 (DWD-PO-202).

a. **You were not…employment** – If the worker was not totally separated from the Trade affected employer, check the box.
b. **You did not apply for Relocation Allowances within 425 days…from adversely affected employment** – If the worker did not request Relocation Allowance within 425 days of petition certification or 425 days of last qualifying separation from Trade affected employer, check the box.
c. **You did not apply for Relocation Allowances within 182 after the date you concluded training** – If the worker did not request Relocation Allowance within 182 days after completing Trade approved training, check the box.
d. **You were not…began** – If the worker was not totally separated from the Trade affected employment at the time of relocation, check the box.
e. **You can reasonably…reside** – If the worker can be expected to find suitable employment within his/her commuting area, check the box.
f. **You have not…relocation** – If the worker did not obtain or was not offered suitable employment outside his/her commuting area, check the box.
g. **Your relocation did not occur within 182 days from date your application was filed** – If the worker did not begin his or her relocation within 182 day of the Relocation Allowance request, check the box.
h. **You did not begin the relocation within 182 days after the conclusion…for training outside your commuting area** – If the worker did not relocate within 182 days after requesting Relocation Allowance or within 182 days after completing Trade approved training that included transportation and/or subsistence, check the box.
i. **Your relocation was completed before date of application** – If the worker completed the relocation prior to making a request for Relocation Allowance on the ETA-860 (DWD-PO-202), check the box.

j. **Other (explain)**: - If the worker is ineligible for Relocation Allowance for a reason other than is listed, check the box and enter an explanation.



Under TAA Final Rules, the worker must be prepaid prior to moving/relocating. The first time you complete the form, it will be based on estimates. The instructions below are based on "actual costs". You will be required to complete the form a second time based on actual costs to determine if the worker was over or under paid.

93) Relocation Allowances are approved…cost: - If the worker is entitled to Relocation Allowances, check the box.

94) (a) Travel Expense – If the worker is claiming travel expenses, check the box.

95) Enter # of privately owned vehicles – Enter the number of vehicles owned by the worker that were driven during the relocation.

96) **Enter total # miles for all vehicles** – Enter the total miles traveled from area of residence to the new area of relocation; using the most common route traveled (sum for all vehicles).

97) **Enter the reimbursement rate per mile** – Enter the prevailing mileage rate authorized under Federal travel regulations. Currently it is **22 cents** per mile.

98) **Total vehicle reimbursement** – Multiply the "**# of privately owned vehicles**" by "**Total # miles for all vehicles**" by "**Reimbursement Rate**".

Enter the result of the calculation.

Example: A household is made up of a married couple and a 17 year old child. They have 3 vehicles to drive to the area of relocation and they must drive 400 miles one way. The current mileage reimbursement rate is 22 cents.

3 vehicles x 400 miles x 22 cents = **Total Vehicle Reimbursement**

3 x 400 x .22 = $264 (enter **$264**)

99) **Enter total commercial carrier reimbursement** – Enter total of commercial carrier reimbursement from Page 2.

100) **(b) Lodging and Meals** – If worker is claiming lodging/meals, check the box.

101) **(1) Enter actual expense** – If the actual costs of lodging and meals are less than **federal per diem** per family member per day, **check the box**. The actual costs of lodging and meals must be based on the per diem rates listed on the General Services Administration website (www.gsa.gov).

102) _____**, or** – Enter the actual costs of total lodging and meals for the worker and eligible family members (that are less than the **federal per diem**). Food and lodging receipts are required and must be submitted with the ETA-860 (DWD-PO-202).

103) **(2) Enter daily subsistence amount** – If the costs of lodging and meals are more than **federal per diem** per family member per day, **check the box**. The **federal per diem** per day can be found at https://www.gsa.gov/.

104) _____**(50% of federal per diem)** – Multiply the number of eligible family members (from page 1) by the number of travel days (from page 1) by the **federal per diem**.

Enter the result of the calculation. Food and lodging receipts are required and must be submitted with the ETA-860 (DWD-PO-202).

Example: A household is made up of a married couple and three kids. The relocation required two days to complete. All five of the household members may receive up to the **federal per diem** per day for lodging/meals. If one or all of the family members exceed the **federal per diem**, the worker will only be reimbursed the maximum **federal per diem**.

In this example, all five members exceed the daily **federal per diem** for two days.

"**# in Household**" x "**# of Days**" x "**Federal Per Diem**" = **Lodging & Meals Allowance**

105) (c) Moving Allowance – If worker is claiming moving costs, check the box.
106) (1) Enter cost for commercial carrier – If a commercial carrier was used during relocation (rental truck, hour trailer, or trailer hauled), check the box.
107) or trailer hauled by commercial carrier or rental trailer, or truck – Enter the actual costs as documented by the commercial carrier. Receipts are required and must be submitted with the ETA-860 (DWD-PO-202).
108) (2) Enter the # of miles a vehicles was – If the worker used his/her private vehicle to haul a trailer or household trailer, check the box.
109) used to haul a trailer or house trailer – Enter the number of miles the worker used private vehicle to haul trailer or house trailer. When figuring the mileage, the worker should only claim the miles between his/her residence to the new area of relocation using the most common route traveled.
110) Enter reimbursement rate per mile – Enter prevailing mileage rate of **22 cents** per mile.
111) Total trailer hauling expense – Enter the result of the calculation "**Miles**" x "**Prevailing Mileage Rate**". For example, if a worker used his private vehicle to move a trailer 100 miles at the prevailing rate of 22 cents per mile, the calculation would be **100 x .22 = $22.00** (you would enter $22.00 on the form).
112) (3) Enter the rate of – If the worker used a temporary storage rental or storage pod, check the box.
113) storage rental / pod – Enter the rate charged by the rental facility for the storage rental or storage pod (daily amount, monthly amount, etc.). Receipts are required and must be submitted with the ETA-860 (DWD-PO-202).
114) Enter the # of days storage rented (not to exceed 60) – Enter the number of days the worker rented the storage unit or storage pod. Receipts are required and must be submitted with the ETA-860 (DWD-PO-202).
115) Total storage expense – Enter the result of the calculation "**Storage Rate**" x "**Number of Date**" OR "**Storage Rate**" x "**Number of Months**". For example, if the worker rented a storage unit for 60 days (maximum) and the rate was $5 per day, the calculation would be **60 x 5 = $300.00** (you would enter $300 on the form).
116) (d) Enter the client's average weekly wage – If the worker is claiming his/her lump sum, check the box.
117) multiplied by three (3x) – Enter the result of multiplying the "Average Weekly Wage" by three (3). The "Average Weekly Wage" can be calculated from the UInteract, Base Period Wages found on the Monetary screen.

Find the highest quarter and divide it by 13 to find the average weekly wage.

118) Enter the client's lump sum – The worker is eligible to receive a lump sum of three times his average weekly wage up to $1,250 under **Trade 2002**, **2002 Revert**, **2011**, **2015**, and **Reversion 2021** or $1,500 under **Trade 2009**. Enter the result of the calculation "Average Weekly Wage"x 3 **OR** the maximum of $1,250 / $1,500, whichever is less.
119) Totals Advanced 90% – This item applies only under **Trade 2002**, **2002 Revert**, **2011**, **2015**, and **Reversion 2021**.

Under TAA Final Rule, all request for Relocation Allowance must be prepaid prior to moving. If the worker has requested *advanced* payment, enter 90% of estimated costs in each applicable category. The worker is required to provide estimates for any commercial carrier usage. An advanced payment should only be considered when the worker is financially unable to relocate without it. Advanced payments can only be released within 10 days of scheduled moved date.

When the worker completes relocation, (s)he must submit final receipts. At that time, the Job Center must amend the ETA-860 (DWD-PO-202) and determine whether the worker has been overpaid or underpaid. If the worker was underpaid, the amended ETA-860 (DWD-PO-202) will be processed for reimbursement to the worker. If the worker has been overpaid, and overpayment will be set up with DES-Benefits. Receipts are required with the submission of an amended ETA-860 (DWD-PO-202).

120) Amount Advanced 100% – This item applies only under **Trade 2002**, **2002 Revert**, **2011**, **2015**, and **Reversion 2021**. If the worker has requested an advanced payment; enter $1,250 or the calculated amount of three times the worker's average weekly wage, whichever is less.

When the worker completes relocation, (s)he must submit final receipts. At that time, the Job Center must amend the ETA-860 (DWD-PO-202) and determine whether the worker has been overpaid or underpaid. If the worker has been overpaid, an overpayment will be set up by DES-Benefits. Receipts are required with the submission of an amended ETA-860 (DWD-PO-202).

121) <u>Totals Advanced</u> 100% – This item applies only under **Trade 2009**.

Under TAA Final Rule, all request for Relocation Allowance must be prepaid prior to moving. If the worker has requested *advanced* payment, enter 100% of estimated costs in each applicable category. The worker is required to provide estimates for any commercial carrier usage. An advanced payment should only be considered when the worker is financially unable to relocate without it. Advanced payments can only be released within 10 days of scheduled moved date.

When the worker completes relocation, (s)he must submit final receipts. At that time, the Job Center must amend the ETA-860 (DWD-PO-202) and determine whether the worker has been overpaid or underpaid. If the worker was underpaid, the amended ETA-860 (DWD-PO-202) will be processed for reimbursement to the worker. If the worker has been overpaid, and overpayment will be set up with DES-Benefits. Receipts are required with the submission of an amended ETA-860 (DWD-PO-202).

122) Amount Advanced 100% – This item applies only under **Trade 2009**. If a worker has requested an advanced payment enter $1,500 or the calculated amount of three times the worker's average weekly wage, whichever is less.

When the workers completes relocation, (s)he must submit final receipts. At that

time, the Job Center must amend the ETA-860 (DWD-PO-202) and determine whether the worker has been overpaid or underpaid. If the worker has been overpaid, an overpayment will be set up by DES-Benefits. Receipts are required with the submission of an amended ETA-860 (DWD-PO-202).

123) **Adjustment & Final Payments** **Actual Cost** – Enter the actual costs in each applicable category; *including workers who received advanced payments*.

124) **Adjustment & Final Payments** **Amount Paid @ 90%** – Based on the "Actual Cost" column, enter 90% in each applicable category. The lump sum is to be paid at 100%; do NOT reduce to 90%. This item applies only under **Trade 2002**, **2002 Revert**, **2011**, **2015**, and **Reversion 2021**.

125) **Adjustment & Final Payments** **Amount Paid @ 100%** - Based on the "Actual Cost" Column, enter 100% in each applicable category. This item applies only under **Trade 2009**.

126) **Adjustment & Final Payments** **Amount Underpaid** – *This column should only be completed if the worker received an advanced payment.*

The "Totals Advanced" columns (at either 90% or 100%) must be compared to the "Amount Paid" column. If the amount listed in the "Amount Paid" (at either 90% or 100%) is larger than the advanced amount listed in "Totals Advanced", the worker has been underpaid. *Enter the difference*.

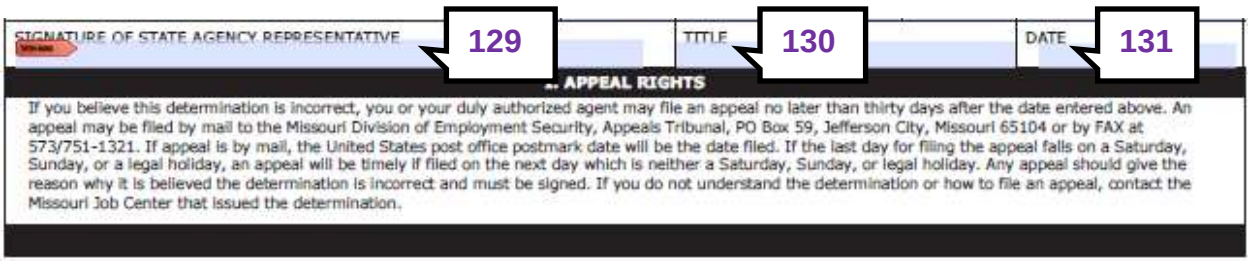
The lump sum is to be paid at 100%; do NOT reduce to 90% under **Trade 2002**, **2002 Revert**, **2011**, **2015**, and **Reversion 2021**.

127) **(Adjustment & Final Payments) Amount Overpaid** – This column should only be completed if the worker received an advanced payment.

The "Totals Advanced" columns (at either 90% or 100%) must be compared to the "Amount Paid" columns (at either 90% or 100%). If the amount listed in the "Amount Paid" is less than the advanced amount listed in "Totals Advanced", the worker has been overpaid. *Enter the difference.*

The lump sum is to be paid at 100%; do NOT reduce to 90% for **Trade 2002**, **2002 Revert**, **2011**, **2015**, and **Reversion 2021**.

128) **TOTALS** – For each applicable column, the sum should auto calculate.



129) **Signature of State Agency Rep** –Job Center's signature.

130) **Title** –Job Center's title.

131) Date – The date the ETA-860 (DWD-PO-202) was reviewed by the Job Center and a determination was made.

Distribution:
The original ETA-860 (DWD-PO-202) and any receipts, estimates, internet mapping, and offer of suitable employment must be uploaded into the worker's MoJobs record. An email must be submitted to dwdtradeacthelp@dhewd.mo.gov to notify OWD Central Office TAA Unit that the Relocation Allowance request is ready to process. The email must contain the worker's name and StateID and note that it is a Relocation Allowance Request. A copy of the form and supporting documentation must be provided to the worker.

Amendments:
Amendments to ETA-860 (DWD-PO-202) are usually made when the worker receives an advanced payment or a family member moves on a date separate from the rest of the family.

The advanced payment is based on an estimate and requires an amendment of the ETA-860 (DWD-PO-202) to determine actual costs. The results of the amended ETA-860 (DWD-PO-202) will result in either an underpayment or overpayment of Relocation Allowance funds.

DENIAL Distribution:
The original ETA-860 (DWD-PO-202) is given to the worker.

A copy of the ETA-860 (DWD-PO-202), along with any receipts, estimates, internet mapping, and offer of suitable employment must be uploaded into the worker's MoJobs record.

An email must be submitted to dwdtradeacthelp@dhewd.mo.gov to notify OWD Central Office TAA Unit of the Relocation Allowance denial.

Overpayment:
If a worker receives an advanced payment and it exceeds the costs incurred by the worker for relocation, the excess will be considered an overpayment.

If a worker receives an advanced payment and fails to complete the relocation without good cause, the advanced payment will be considered an overpayment.

DES-Benefits is responsible for establishing overpayments in such situations.

Case Notes:
When an **ETA-860 (DWD-PO-202)** is submitted to OWD Central Office Trade Act Unit for processing or denial purposes, the Trade Act Navigator must enter a case note on the worker's MoJobs record to include at a minimum:

- Type of ETA-860 (initial, amendment, or denial)
- The date and manner the form was distributed to OWD Central Office Trade Act Unit (and worker if applicable).

ON-THE-JOB TRAINING (OJT)

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 11/9/22

ON-THE-JOB TRAINING (OJT)

Purpose:
OJT is work based training. It assist workers in finding employment, and is a contract between the Employer and the Office of Workforce Development (OWD).

Under an OJT contract, the Employer receives a 50% reimbursement of the worker's wages while (s)he is being training (as defined by the Specific Vocational Preparation level) and the worker obtains **suitable employment**.

Missouri Criteria:
Per Missouri Statutes, before the Office of Workforce Development (OWD) can enter into an On-the-Job Training (OJT) contract with an Employer, they must meet the definition of "business entity" as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo. In addition, the Employer must also participate in E-Verify. OWD cannot write OJT contracts with Employers who do not meet these criteria. For more information reference the Trade Act Manual section **OJT Program Contract (DWD-PO-213)**.

Description:
1) OJT is work-based training provided under contract with an employment in the *public*, *nonprofit*, or *private* sector to an Adversely Affected Worker (AAW) who is employed by the employer. OJT may be approved if the worker meets the requirements under (TAA Final Rule) 618.610, 618.615, and 618.665. The State must determine that the OJT in question:

    i. Can reasonably be expected to lead to suitable employment with the employer offering the OJT;

    ii. Is compatible with the skills of the workers;

    iii. Includes a curriculum through which the worker will gain the knowledge of skills to become proficient in the job for which the worker is being trained; and

    iv. Can be measured by standards or targets that indicate the worker is gaining such knowledge or skills.

Approval of Training:
OJTs are required to meet the same six training criteria as remedial, prerequisite, and/or skills training. The six criteria are:

1) There is no suitable employment available for the adversely affected worker.

2) The worker would benefit from appropriate training.

3) There is reasonable expectation of employment following the training.

4) Training is reasonably available from governmental or private sources.

5) The worker is qualified to undertake and complete the training.

6) Training is available at a reasonable cost.

Note: OJT contracts cannot exceed 104 weeks. If an OJT contract is combined with training, all weeks of training must be deduct from the 104 week OJT maximum.
As part of the approval process for OJTs, you must do a cost comparison to determine "reasonable costs". The following is taken from a USDOL FAQ..\..\Trade Act Resources\Forms\OJT\USDOL - TAA OJT FAQ.pdf :

How do states conduct a cost comparison for reasonable costs for OJTs?

a. States should look at the industry and occupation for which the OJT will be provided. Then the state should identify the incoming skill level of the participant and the skill gap they need to address in order to become proficient in the occupation. Using O*NET, the Quarterly Census of Employment and Wages (QCEW), or other appropriate sources, states should arrive at a reasonable wage range upon which to establish the reimbursement rate for the cost of training.
O*NET: https://www.onetonline.org/
QCEW: http://www.bls.gov/cew/

Related Education:
Related skills training provided as part of the OJT contract and sponsored by the employer may be provided in conjunction with the OJT. Such training may be provided at the employment site, or at education institutions, or other locations. TAA Programs funds can be used to pay the OJT participant's expenses associated with the educational or instructional component (e.g. classroom and distance learning, tools, uniforms, equipment, and books) for an AAW's participants in an OJT program.

Duration:
The OJT contract with the employer must specify the duration of the OJT. The duration of the OJT must be appropriate to the occupational goal for which the AAW is being trained, taking into consideration the skills requirements of the job for which the AAW is being trained, the academic and occupational skill level of the AAW, and the work experience of the AAW, as documented in the worker's IEP, if available. The duration of the training must be long enough for the worker to become sufficiently proficient in the occupation for which the training is being provided to enable the worker to perform as well as workers in comparable positions in the firm. The OJT:

i. Must not exceed the specific vocational preparation required for the occupation, as listed on O&NET (www.onetonline.org); and

ii. Must not exceed 104 weeks in any case.

Exclusion of Certain Employers:
The State may not enter into a contract for OJT with an employer that exhibits a pattern of failing to provide workers receiving OJT from the employer with:

i. Continued long-term employment as regular employees; and

ii. Wages, benefits, and working conditions that equivalent to the wages, benefits, and working conditions provided to regular employees who have worked a similar period of time and are doing the same type of work as worker receiving the OJT from the employer.

Reimbursement:
i. Pursuant to the OJT contract, the employer is provided reimbursement of not more than 50% of the wage rate of the OJT participant, for the costs of providing the training and additional supervision related to the training.

ii. The reimbursement for OJT must be limited to the duration of approved training as specified in the OJT contract.

Approval of the Costs of OJT:
OJT costs for an AAW may be approved by a State only if a determination is made that:

The General Assurances are a required part of each subcontract. The employer is required to review the provisions and understand the contractual obligations required. The employer is not required to change his/her normal business routine with the exception of the specific references to the OJT trainee and pertinent records.

i. No currently employed individual is displaced (including partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) by the AAW;

ii. Such training does not impair existing contracts for service or collective bargaining agreements;

iii. In the case of training that would be inconsistent with the terms of a collective bargaining agreement, written concurrence has been obtained from the concerned labor organization;

iv. No other individual is on layoff from the same or any substantially equivalent job for which the AAW is being trained;

v. The employer has not terminated the employment of any regular employee or otherwise reduced the workforce of the employer with the intention of filling the vacancy by hiring the AAW;

vi. The job for which the AAW is being trained is not being created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals;

vii. The training is not for the same occupation from which the AAW was separated with respect to which the AAW's worker group is covered under a certification rendered under (TAA Final Rule) subpart B of this part;

viii. The employer has not received payment under the TAA Program or under any other Federal law for any other OJT provided by such employer that failed to meet the requirements of the other Federal laws governing employment practices; and

ix. The employer has not taken, at any time, any action that violated the terms of this section with respect to any other OJT provided by the employer for which the State has made a payment under the TAA Program.

Payment of the Cost of OJT:
The cost of OJT that are paid from TAA Program funds must be paid in monthly installments.

TRA eligibility during OJT:
Under (TAA Final Rule) 618.780(c), an AAW may not be paid TRA for any week during which the worker is in OJT ~~and, therefore, may be ineligible for the HCTC, if available~~.

RTAA eligibility during OJT:
Participants enrolled in OJT may be eligible for RTAA. All the requirements at (TAA Final Rule) subpart E of this part must be met.

Use of WIOA funds for OJT:
TAA Program funds may be leveraged with WIOA funds to provide a reimbursement rate equal to that allowable under WIOA. See WIOA section 134(c)(3)(H) (29 U.S.C.3174(b)(3)(H)).

No OJT for Adversely Affected Incumbent Workers (AAIWs):
The State must not approve OJT for AAIWs.

Miscellaneous:
- Determine if the worker has an overtime policy especially in cases of workers that are on salary. This needs to be documented upfront to establish core/base hours and an hourly rate.

- Employers that exhibit a pattern of failing to provide workers with continued long-term employment and adequate wages, benefits, and working conditions as regular employees are excluded from receiving OJT contracts.

Termination of Contract:
The OJT contract may be terminated by the Job Center staff if it is determined that it is in the best interest of the program, or if the employer has failed to provide specified training or to comply with any of the other provisions contained in the contract.

Termination of Trainees:
A. Employer agrees that if termination is necessary, the Job Center will be consulted and prior notice will be provided to the worker. Before termination becomes necessary, the employer agrees to allow the Job Center staff to assist the worker in correcting, adjusting, or improving unsatisfactory performance (substandard/unsatisfactory progress or conduct). In the event of gross misconduct or other causes for immediate termination, the employer maintains the right to terminate as defined in his/her personnel standards and policy.

B. Employer is required to notify the Job Center staff of voluntary or involuntary termination of training program within ten (10) working days.

Trainee Wages and Benefits:
A. The worker must be paid an hourly wage based on the highest of the following options: 1) minimum wage rate as defined by Federal, state, or local law; 2) prevailing wage rate for persons similarly employed by the employer; or 3) wage rate required by an applicable collective bargaining agreement.

B. Employer agrees that the worker will receive all fringe benefits available to other employees in the same class during the training program; including workers' compensation at the same level and to the same extent as others similarly employed who are covered by a workers' compensation statute or system.

C. The worker will not be required or permitted to work or train in buildings or surroundings under working conditions, which are unsanitary, hazardous, or dangerous to the worker's health or safety. Workers employed or trained in inherently dangerous occupations shall be assigned to work in accordance with reasonable safety practices.

Payments:

A. OJT payments are based on the total contract hours times the training cost per hour (reimbursement rate) within that job title. Payments cannot exceed 40 hours per week or the amount agreed upon in the contract.

B. Base the payments to employers on scheduled raises and regular pay increases, if they occur. Any such raises must be documented within the OJT Supplemental Agreement (DWD-PO-215) and must be in place prior to the reimbursement of the wage increase.

C. Payments to employers cannot be based on higher wages due to overtime, shift differential, premium pay, other non-regular wages paid by the employer, or periods of time in which no training occurs (illness, holidays, plant downtime, or other events).

D. When the contract is signed by both the Job Center staff and the employer/representative, it is considered that the agreed upon funding amount is sufficient to cover the employer's expense in providing training to the worker. Payments made under the contract cover all payment obligations by the Job Center (OWD) staff to the employer. These costs include OJT instruction, non-productive time, extra wastage, added wear and tear of equipment, and the added supervisory effort. No other obligation for payment or other financial liability of any kind is incurred by the Job Center (OWD) staff.

E. OJT related payments will not be made to the employer during the periods of a work stoppage as a result of a labor dispute or natural disaster.

Transportation / Subsistence:
To be eligible for transportation and/or subsistence, the worker must attending training outside his/her commuting area. The commuting area in Missouri it 10 miles one-way. If the worker has a different Liable State, other than Missouri, the Liable State is responsible for defining the commuting area.

If the worker requests transportation and/or subsistence allowance, the Job Center staff is required to complete the Trade Act OJT Request for Transportation and/or Subsistence Allowance form (DWD-PO-242) to document their findings.

Because the internet-based map applications are not always exact due to circumstances such as new construction, ongoing road construction, etc., Job Center staff may allow up to three (3) additional miles only if the worker protests the calculation and provides documentation. If the worker does not believe the internet-based map application mileage calculation is correct, the worker may also provide other documentation, including a written, signed, self attestation document, report of road closures for highway construction, etc.

Refer to the **Trade Act OJT Request for Transportation and/or Subsistence Allowance (DWD-PO-242)** section of the manual for additional instructions.

Per TAA Final Rule, workers eligible for transportation will be able to start claiming mileage for the first mile outside his/her commuting area. If Missouri is the worker's Liable State, the worker can begin claiming transportation at mile 11.

Advanced Payments (Outside Commuting Area Only):
If it is determined at the time of referral to OJT that the worker cannot, due to financial circumstances, maintain himself/herself away from home for his/her first week of training, arrangements may be made to advance one week of subsistence payment prior to his/her departure for training. If it is determined at the time of referral to OJT that the worker cannot, due to financial circumstances, provide the cost of transportation and/or subsistence, payment may be advanced. Prior to participating in an OJT, the worker may be advanced:

- Transportation allowance to cover one roundtrip to the OJT facility; and/or

- Subsistence allowance to cover one week of maintenance.

Records Maintenance:
A. The employer is responsible to maintain books, records, documents, etc, to reflect all training costs and services incurred and anticipated to be incurred for the performance of this contract.

B. The employer's records must include documentation of the worker's daily time and attendance records.

C. Under the OJT contract, the employer must maintain and have records available for five (5) years from the final payment made by OWD.

D. The employer agrees that authorized Job Center (OWD) staff or appropriate partner staff, if co-enrolled, be given access to the facilities and records related to the OJT contract.

E. Upon the request of the Job Center (OWD) staff, the employer must report the worker's progress. The employer will assist the Job Center (OWD) staff with access to perform counseling services for the worker.

Disclosure of Confidential Information:
The employer agrees to maintain the confidentiality of any information regarding workers, or their families, which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source.

Laws Applicable:
The employer will perform its duties under the subcontract in accordance with the Trade Act of 1974, as amended, and the regulations, procedures, and standards promulgated thereunder, as well as any subsequent legislation, regulations, procedures, and standards enacted in substitution or in addition thereto.

Disqualification Clause:
Per (TAA Final Rule) 618.780(b)(v), a State law may not be applied to disqualify an AAW from receiving UI or TRA because such worker leaves OJT within the first 30 days because the OJT is not meeting requirements of (TAA Final Rule) section 236(c)(1)(B) of the Act.

On-the-Job Training (OJT) Letter (DWD-PO-271) & Flyer (DWD-OJT-20)

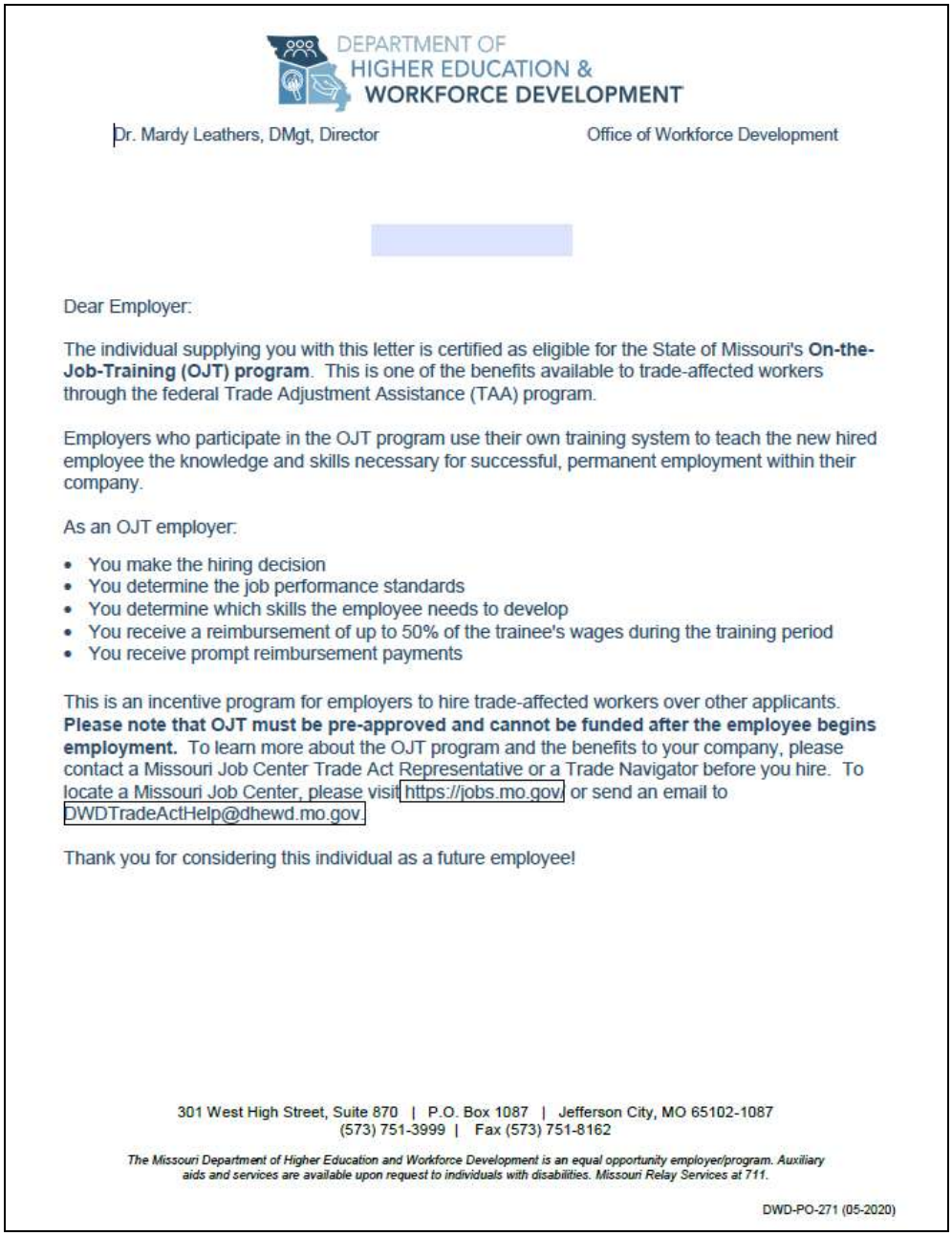
The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 11/9/22

ON-THE-JOB TRAINING (OJT) LETTER (DWD-PO-271)

OJT Letter (DWD-PO-271):
As a way to entice employers to hire workers interested in participating in a Trade Act OJT, an **OJT Letter (DWD-PO-271)** has been developed that worker can provide to employers at the time of interview or submittal of applications / resumes.

The **OJT Letter (DWD-PO-271)** can be found under
DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › OJT
OJT Letter (DWD-PO-271).



DEPARTMENT OF HIGHER EDUCATION & WORKFORCE DEVELOPMENT

Dr. Mardy Leathers, DMgt, Director — Office of Workforce Development

Dear Employer:

The individual supplying you with this letter is certified as eligible for the State of Missouri's **On-the-Job-Training (OJT) program**. This is one of the benefits available to trade-affected workers through the federal Trade Adjustment Assistance (TAA) program.

Employers who participate in the OJT program use their own training system to teach the new hired employee the knowledge and skills necessary for successful, permanent employment within their company.

As an OJT employer:

- You make the hiring decision
- You determine the job performance standards
- You determine which skills the employee needs to develop
- You receive a reimbursement of up to 50% of the trainee's wages during the training period
- You receive prompt reimbursement payments

This is an incentive program for employers to hire trade-affected workers over other applicants. **Please note that OJT must be pre-approved and cannot be funded after the employee begins employment.** To learn more about the OJT program and the benefits to your company, please contact a Missouri Job Center Trade Act Representative or a Trade Navigator before you hire. To locate a Missouri Job Center, please visit https://jobs.mo.gov/ or send an email to DWDTradeActHelp@dhewd.mo.gov.

Thank you for considering this individual as a future employee!

301 West High Street, Suite 870 | P.O. Box 1087 | Jefferson City, MO 65102-1087
(573) 751-3999 | Fax (573) 751-8162

The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

DWD-PO-271 (05-2020)

ON-THE-JOB TRAINING (OJT) FLYER (DWD-OJT-20)

OJT Flyer (DWD-OJT-20):
As a way to advertise the OJT program to employers, the flyers may be provided directly to an employer or along with the **OJT Letter (DWD-PO-271)**.

The **OJT Flyer (DWD-OJT-20)** can be found under
DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › OJT
OJT Flyer (DWD-OJT-20).

TAA Six
Training Approval Criteria (DWD-PO-274)

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Missouri Relay Services at 711.

Last Updated 11/9/22

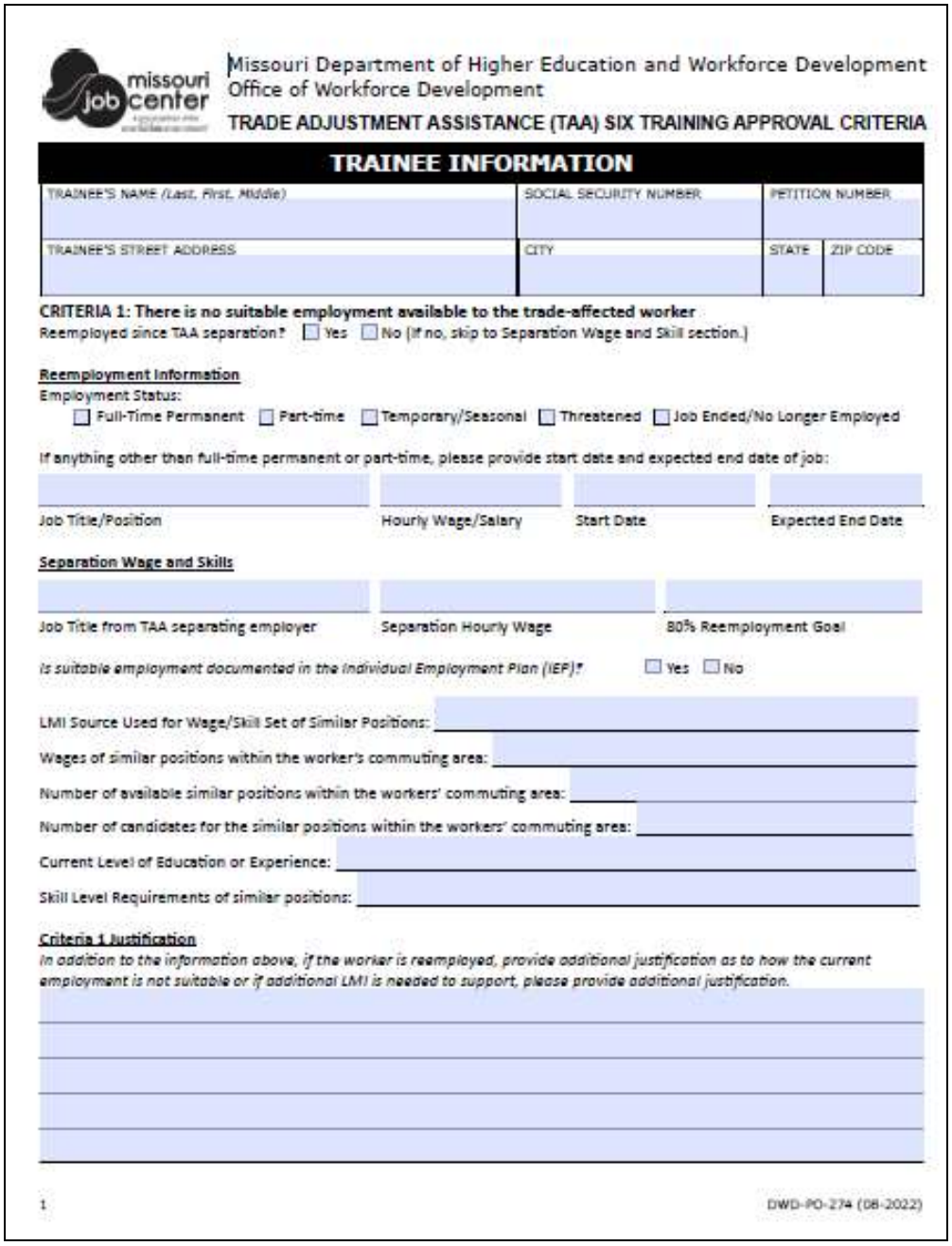
TAA Six Training Approval Criteria (DWD-PO-274)

TAA Six Training Approval Criteria (DWD-PO-274):
The **DWD-PO-274** form has been developed to document whether or not the worker meets the six approval criteria.

The **TAA Six Training Approval Criteria (DWD-PO-274)** can be found under

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Training

TAA Six Training Approval (DWD-PO-274).pdf



Missouri Department of Higher Education and Workforce Development
Office of Workforce Development

TRADE ADJUSTMENT ASSISTANCE (TAA) SIX TRAINING APPROVAL CRITERIA

TRAINEE INFORMATION

TRAINEE'S NAME (Last, First, Middle)	SOCIAL SECURITY NUMBER	PETITION NUMBER	
TRAINEE'S STREET ADDRESS	CITY	STATE	ZIP CODE

CRITERIA 1: There is no suitable employment available to the trade-affected worker
Reemployed since TAA separation? ☐ Yes ☐ No (If no, skip to Separation Wage and Skill section.)

Reemployment Information
Employment Status:
☐ Full-Time Permanent ☐ Part-time ☐ Temporary/Seasonal ☐ Threatened ☐ Job Ended/No Longer Employed

If anything other than full-time permanent or part-time, please provide start date and expected end date of job:

Job Title/Position | Hourly Wage/Salary | Start Date | Expected End Date

Separation Wage and Skills

Job Title from TAA separating employer | Separation Hourly Wage | 80% Reemployment Goal

Is suitable employment documented in the Individual Employment Plan (IEP)? ☐ Yes ☐ No

LMI Source Used for Wage/Skill Set of Similar Positions: _____

Wages of similar positions within the worker's commuting area: _____

Number of available similar positions within the workers' commuting area: _____

Number of candidates for the similar positions within the workers' commuting area: _____

Current Level of Education or Experience: _____

Skill Level Requirements of similar positions: _____

Criteria 1 Justification
In addition to the information above, if the worker is reemployed, provide additional justification as to how the current employment is not suitable or if additional LMI is needed to support, please provide additional justification.

1 DWD-PO-274 (08-2022)

CRITERIA 2: The trade-affected worker would benefit from appropriate training

Initial Assessment was provided on _____

Documented in: ☐ Individual Employment Plan ☐ Case Notes

What type(s) of Comprehensive and Specialized Assessment was provided? _____

Comprehensive and Specialized Assessment was provided on _____

Documented in: ☐ Individual Employment Plan ☐ Case Notes

Is customer considered basic skills deficient? ☐ Yes* ☐ No

**If yes, provide details in justification field below as to how basic skills needs will be addressed with training.*

Criteria 2 Justification

How will the training increase the likelihood of employment? Justification of how the worker has the knowledge, skills, and abilities to complete training successfully.

CRITERIA 3: There is a reasonable expectation of employment following the completion of training

LMI Source(s) Used for Employment Outlook: _____

Estimated Entry Level Wages for Occupational Goal: _____

Growth Outlook for Occupational Goal: _____

80% Reemployment Goal: _____

Number of Candidates for the Positions within the Worker's Commuting Area: _____

Educational/Skill Level Requirement: _____

Criteria 3 Justification

In addition to the information above, if additional information should be considered, please provide additional justification.

CRITERIA 4: Training is reasonably available to the worker

Is the training located within the commuting area? ☐ Yes* ☐ No

If no, how many miles one-way is the training provider from the participant's primary residence? _____

What is the estimated total costs of transportation/subsistence needed for this training? _____

CRITERIA 5: The trade-affected worker is qualified to undertake and complete such training

What educational level is needed to enter requested training program? _____

Does worker meet this minimum requirement? ☐ Yes* ☐ No

Did worker complete the Financial Attestation form? ☐ Yes* ☐ No

Will worker be able to support himself/herself if UI/TRA exhausts/expires? ☐ Yes* ☐ No

Training goal is supported by the IEP, Initial, and Comprehensive & Specialized Assessments? ☐ Yes* ☐ No

CRITERIA 6: Such training is suitable for the trade-affected worker and available at a reasonable cost.

Suitable for the Worker: Worker meets criteria 1-5 as outlined above? ☐ Yes* ☐ No (if No, please provide specifics below):

*Available at a Reasonable Cost: Based on the worker's training research packet, for classroom training or distance learning, or a reasonable wage range for reimbursement from O*Net (https://www.onetonline.org) and/or QCEW (http://www.bls.gov/cew), for work-based learning, if the selected training provider is a higher cost provider, please provide justification as to why the provider was chosen. Include graduation rates, placement rates, length of training, and any other supporting information.*

TRAINING JUSTIFICATION

1) There is no suitable employment (which may include technical and professional employment) available for an adversely affected worker?	☐ Yes	☐ No
2) The worker would benefit from appropriate training?	☐ Yes	☐ No
3) There is a reasonable expectation of employment following completion of training?	☐ Yes	☐ No
4) Training approved by the Secretary is reasonably available to the worker from either governmental agencies or private sources [which may include area vocational education schools, as defined in Section 195(2) of the Vocational Education Act of 1963, and employers]?	☐ Yes	☐ No
5) The worker is qualified to undertake and complete such training?	☐ Yes	☐ No
6) Such training is suitable for the worker and available at a reasonable cost?	☐ Yes	☐ No

JOB CENTER AND CODE NUMBER	DATE	JOB CENTER REPRESENTATIVE SIGNATURE
		X

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

Purpose:

For workers to be determined eligible for training, they must meet the six training approval criteria.

1) **There is no suitable employment available for an adversely affected worker.**

   There is no suitable employment available for a trade-affected worker in either the commuting area or another area outside the commuting area to which the worker intends to relocate, and there is not reasonable prospect of such suitable employment becoming available for the worker in the foreseeable future.

   If a training program, or an application for training is denied for not meeting this criteria, the State must document the availability of suitable employment through traditional and real-time labor market information including, but not limited to, projections data, job openings, and job vacancy surveys (not currently available in Missouri).

2) **The worker would benefit from appropriate training.**

   The worker would benefit from appropriate training when training, skills training, or remedial education would increase the likelihood of obtaining employment. Appropriate training should improve the worker's changes of obtaining employment at higher wages than in the absence of training or place the worker on a pathway to do so.

   The worker must have the knowledge skills, and abilities to undertake, make satisfactory progress in, and complete the training program.

19) There is reasonable expectation of employment following completion of such training.

   There is reasonable expectation of employment following completion of such training. Given the labor market conditions expected to exist at the time of the completion of the training program, a reasonable expectation, fairly and objectively considered, exists that the trade-affected worker is likely to find employment, using the skills and education acquired while in training, upon completion of approved training. The labor market conditions considered must be limited to those in the worker's commuting area, or in the area where the worker intends to relocate.

7. "A reasonable expectation of employment" does not require that employment opportunities for the worker be available, or offered, immediately upon the completion of the approved training program. When initially approving such training, there must be a projection, based on labor market information, of employment opportunities expected to exist at the time of completion of the

training program.

8. The State must measure expected job market conditions using pertinent labor market data, including but not limited to job order activity, short-term projections data, job vacancy surveys (not currently available in Missouri), business visitation programs, and local and regional strategic plans. This labor market information should be documented in the trade-affected worker's case file. The State should also worker with the LWDBs and their one-stop partners, especially business team members, to understand current labor market conditions and opportunities for work-based learning.

9. When a worker desires to relocate within the United States, but outside the worker's present commuting area, upon completion of training, the State must document the labor market information, described in the previous item 2., for the area of the planned relocation.

10. A reasonable expectation of employment may exist in a limited demand occupation for a single, trained worker in the worker's commuting area or in an area to which the worker desires to relocate. A limited demand for such an occupation does not preclude the approval of training in an occupation where the State has determined that there is a reasonable expectation that the worker can secure employment in the occupation. States must verify with businesses in the commuting area or in the area of intended relocation that demand exists for an individual with such training. These efforts must be documented in the trade-affected workers case file. Before approving training in occupations with limited demand, the State must consider the number of individuals currently enrolled in training that area likely to meet that demand before enrolling additional workers in training for that occupation.

11. A State may approve a training program in an occupation if it finds that there is a reasonable expectation that the training will lead to **self-employment** in the occupation for which the worker requests training and that such **self-employment** will provide the worker with wages or earnings at or near the worker's wages in adversely affected employment.

12. Training programs that consist solely of OJT or contain an OJT component area not approvable if they are NOT expected to lead to suitable employment, with the employment providing the OJT, in compliance with section 236(c)(1)(B)(i) of the Act (TAA Final Rule).

- At a minimum, refer worker to:

    - Missouri Economic Research and Information Center (MERIC) (http://meric.mo.gov)

    - O*Net Online (https://www.onetonline.org)

- LMI may be considered in other states / regions if the worker is willing to relocate.

  Before approving training, Trade Act Navigators must case note all applicable LMI information including the source of the LMI. At a minimum, case notes must include:

  - Missouri and United States projected increase/decrease in the field and projected annual job openings.
  - Whether the jobs are high demand and/or green jobs.
  - If the worker is willing to relocate for employment.
  - Self-employment and related wages.
  - Based on WIOA sector strategies:
    - Grade
    - Occupational Outlook (Region / Statewide)
    - Real-Time Job Openings (Region / Statewide)

4) **Training approved by the Secretary is reasonably available to the worker from either governmental or private sources.**

   Training is reasonably available to the trade-affected worker. In determining whether training is reasonably available, States must first consider training opportunities within the worker's commuting area. State may approve training outside the commuting area if none is available at the time in the worker's commuting area. Whether the training is in or outside the commuting area, the training program must be available at a reasonable costs as described in criteria #6.

5) **The worker is qualified to undertake and complete such training.**

   States must ensure the following:

   6. The worker's knowledge, skills, abilities, educational background, work experience, and financial resources are adequate to undertake and complete the specific training program being considered.

   7. Any initial assessment, comprehensive and specialized assessment, and IEP developed under subpart C of this part (TAA Final Rule) must be consulted to support the trade-affected worker's ability to undertake and complete the training program.

8. Where the worker's remaining available weeks of UI and TRA payments will not equal or exceed the duration of the training program, that the worker will have sufficient financial resources to support completion of the training program within the time limits noted in 618.615(d) (TAA Final Rule). In making this determination, the State must consider:

    i. The worker's remaining weeks of UI and TRA payments in relation to the duration of the proposed training program;

    ii. Other sources of income support available to the worker, including severance, earning of other family members, and other family resources;

    iii. Other fixed financial obligations and expenses of the worker and family;

    iv. The availability of Federal and student financial assistance or any State-funded student financial assistance of any private funding designated for student financial assistance include, but not limited to, nongovernmental scholarships, awards, or grants; and

    v. Whether or not the worker is employed while attending training.

9. The State must document whether or not the trade-affected worker has sufficient financial resources to complete the training program that exceeds the duration of UI and TRA payments.

10. If a worker has insufficient financial resources to complete the worker's proposed training program that exceeds the duration of UI and TRA payments, then the State must not approve that training program and must instead consider other training opportunities available to the worker.

6) **Such training is suitable for the worker and available at a reasonable cost.**

1. *Suitable for the worker.* The training program being considered must address the criteria set out in criteria #5 (Item #1 & 2) and be determined by the State to be appropriate given the worker's knowledge, skills and abilities, background, and experience relative to the worker's employment goal, and criteria set out in criteria #3.

2. *Available at a reasonable cost.*

    i. Costs of a training program may include but are not limited to, tuition and related expenses (e.g., books, tools, computers and other electronic devices, internet access, uniforms and other training-related clothing such as goggles and work boots, laboratory fees, and other academic fees required as part of the approved training program) as well as supplemental assistance (subsistence expenses and transportation

expenses as described in 618.40(c) and (d)) (TAA Final Rule). States must pay the costs of initial licensing and certification tests and fees where a license or certification is required for employment.

A. The State must ensure and document costs are reasonable by researching costs for similar training programs, whether it is classroom or work-based training.

B. Related expenses must be necessary for the worker to complete the training program. Other options should be explored before purchasing equipment or related materials.

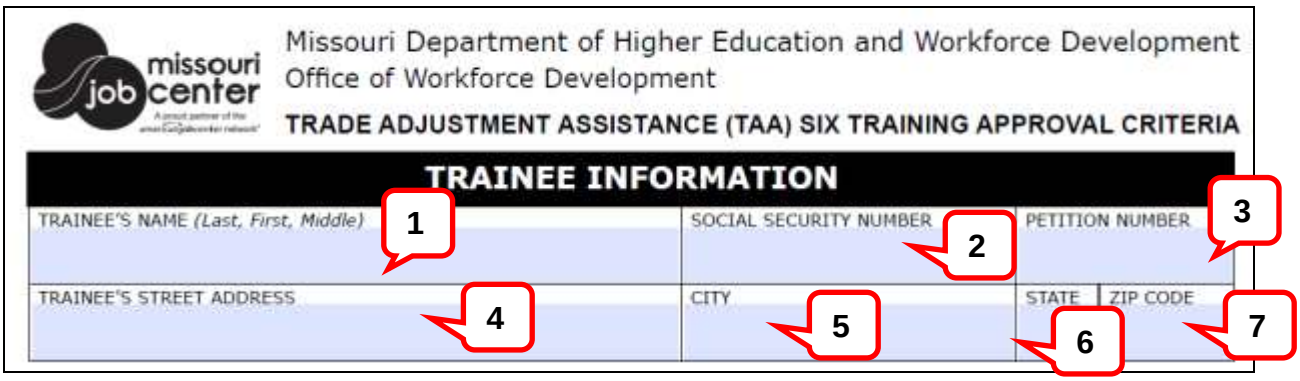
ii. Available at a reasonable cost means that training must not be approved at one provided when, all costs being considered, training better or substantially similar in quality, content, and results can be obtained from another provider at a lower total cost within a similar time frame. Training must not be approved when the costs of the training are unreasonably high in comparison with the average costs of training other workers in similar occupations at other providers. The State may approve a higher cost training if that training is reasonably expected to result in a higher likelihood of employment, employment retention, or greater earnings, or to return the worker to employment in a significantly shorter duration.

iii. Training at facilities outside the worker's commuting area requiring transportation or subsistence payments that add substantially to the total cost of the training program may not be approved if other appropriate training is available in the commuting area at a lower cost, unless the exception described in criteria #6 (Item 2 ii) applies.

iv. Approval of training under criteria #6 is also subject to the provisions of 618.650 (TAA Final Rule).

Please refer to the **OWD Issuance 06-2020: Trade Adjustment Assistance Reasonable Cost of Training Policy:** https://jobs.mo.gov/sites/jobs/files/owdissuance06-2020_taa_reasonable_cost_policy_09162020.pdf.

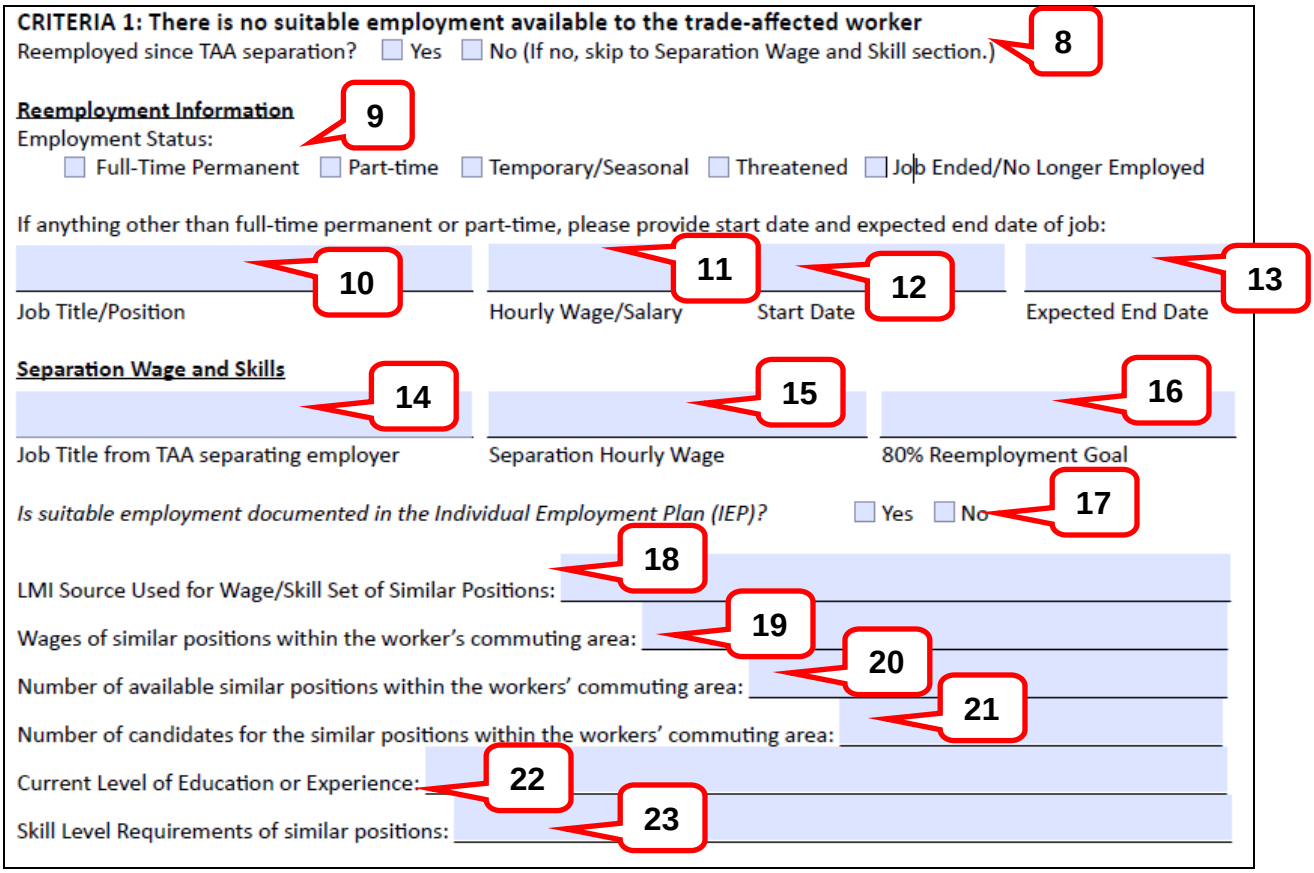
Completion of the DWD-PO-274:



1) **Trainee's Name *(Last, First, Middle)*:** Enter the name of the worker in the format of Last, First, and Middle name.
2) **Social Security Number:** Enter the last four digits of the worker's SSN.
3) **Petition Number:** Enter the petition number under which the worker is eligible to participate in the TAA program.

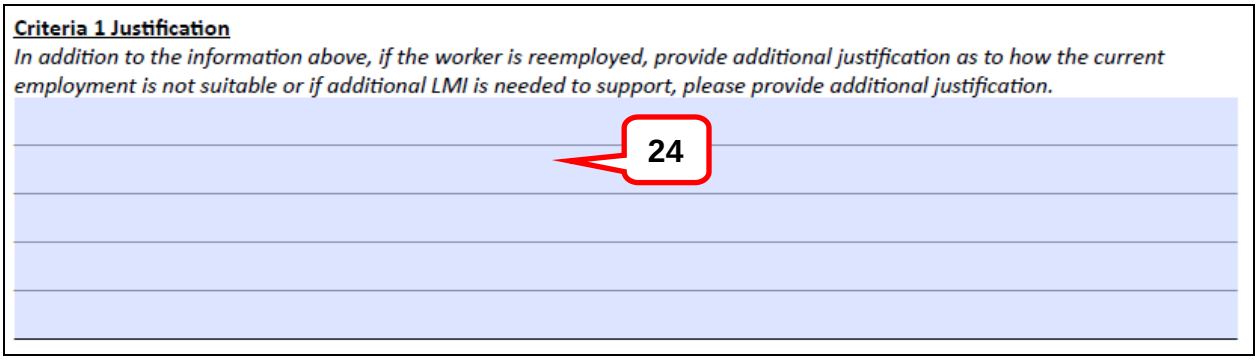
   The petition number can be found in UInteract on the TRA-B Claim. If a state other than Missouri is the Liable State, contact the TAA Coordinator of the Liable State for eligibility documentation. https://www.dol.gov/agencies/eta/tradeact/contact/states

4) **Trainee's Street Address:** Enter the worker's street address.
5) **City:** Enter the city associated with the worker's address.
6) **State:** Enter the state associated with the worker's address.
7) **Zip Code:** Enter the zip code associated with the worker's address.

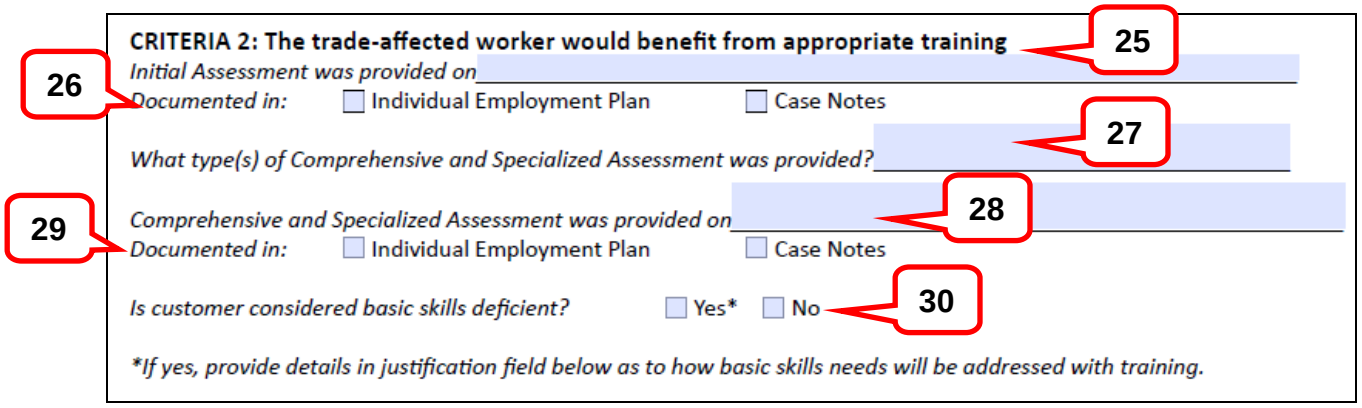


8) **Reemployed since TAA separation?:** Mark either the Yes or No field. If no, skip to Separation Wage and Skills section.
9) **Employment Status:** Mark the appropriate field that correlates to the worker's reemployment.
10) **Job Title/Position:** If the worker is reemployed since TAA separation, enter his/her new Job Title/Position.
11) **Hourly Wage/Salary:** If the worker is reemployed since TAA separation, enter his/her new Hourly Wage/Salary.
12) **Start Date:** If the worker is reemployed since TAA separation, enter his/her Start Date at reemployment.
13) **Expected End Date:** If the worker is reemployed since TAA separation, enter his/her Expected End Date (if applicable).
14) **Job Title from TAA Separating Employer:** Enter the worker's Job Title from TAA certified employer.
15) **Separation Hourly Wage:** Enter the worker's separation hourly wage from the TAA certified employer.
16) **80% Reemployment Goal:** Enter 80% of the "Separation Hourly Wage". This will be used in the suitable employment calculation.
17) **Is suitable employment documented in the Individual Employment Plan (IEP)?**: Mark either the Yes or No field. If no, add suitable employment information to the IEP.

18) **LMI Source Used for Wage/Skill Set of Similar Positions:** Enter the website used to document LMI information such as onetonline.org or meric.mo.gov.
19) **Wages of similar positions within the worker's commuting area:** Based on job orders or meric.mo.gov (regional profiles) and the worker's position at the TAA certified employer, enter the approximate wage of similar positions in the worker's commuting area.
20) **Number of available similar positions within the worker's commuting area:** Based on onetonline.org, meric.mo.gov, or other LMI, provide the approximate number of opening in the worker's commuting area.
21) **Number of candidates for the similar positions within the workers' commuting area:** Based on LMI data, enter the approximate number of candidates available for the available similar positions.
22) **Current Level of Education or Experience:** Based on the initial interview, enter the worker's education and/or experience.
23) **Skill Level Requirements of similar positions:** Based on LMI, such as onetonline.org, enter the skill level requirement for similar positions.

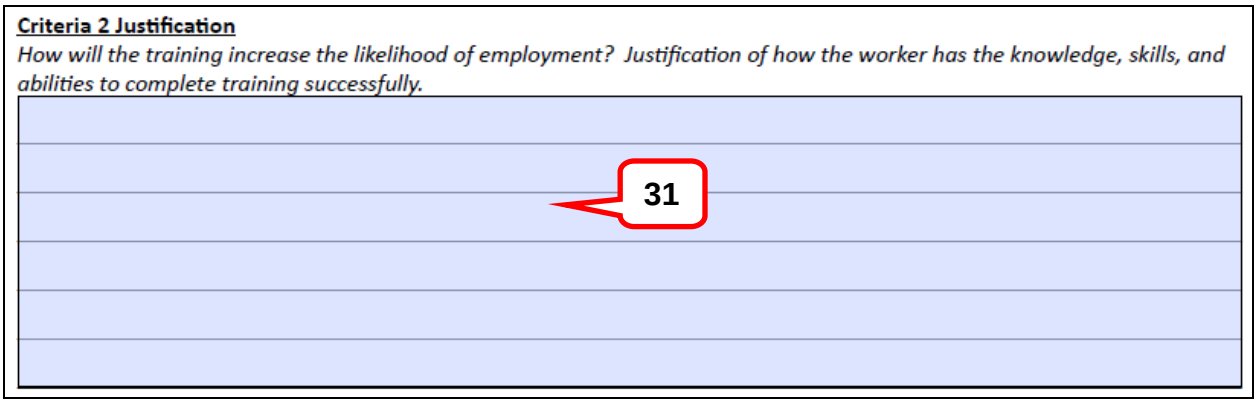


24) **Criteria 1 Justification:** Enter any additional information to justify approving criteria 1.

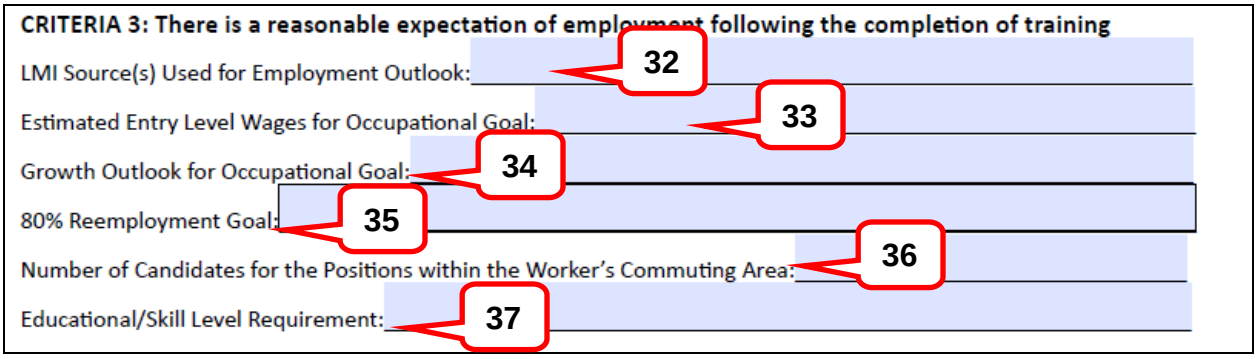


25) **Initial Assessment was provided on:** Enter the date(s) the Initial Assessment was provided.
26) **Documented in:** Check one or both of the fields to indicate where the Initial Assessment is recorded.

27) **What type(s) of Comprehensive and Specialized Assessment was provided?**: Enter the assessment(s) that were provided to the worker (i.e. Workkeys, Wonderlic, etc.).
28) **Comprehensive and Specialized Assessment was provided on:** Enter the date(s) the comprehensive and specialized assessment(s) were provided to the worker.
29) **Documented in:** Check on or both of the fields to indicate where the Comprehensive and Specialized Assessment(s) is recorded.
30) **Is customer considered basic skills deficient?**: Check the Yes or No field. If Yes is selected, more details will need to be provided.

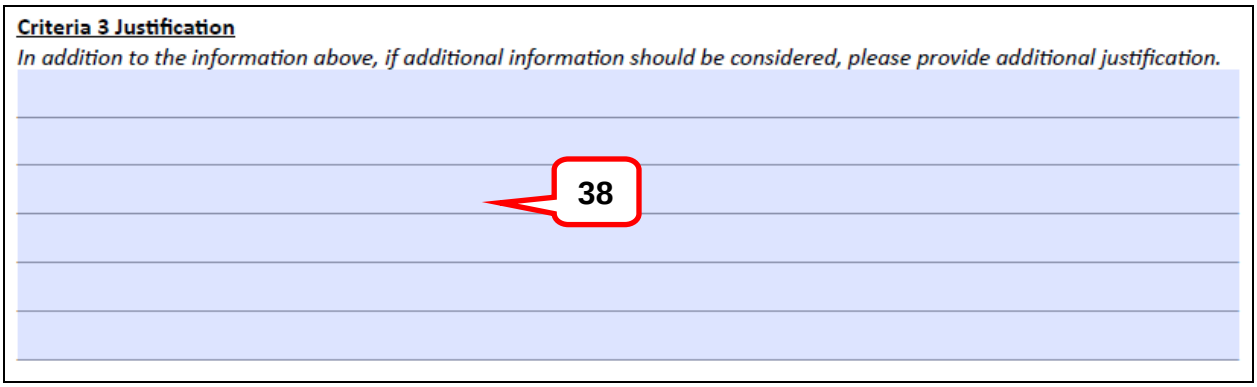


31) **Criteria 2 Justification**: Enter information that reflects training would increase likelihood of employment. Also include any of the worker's knowledge, skills, and/or abilities that would assist in the completion of training.

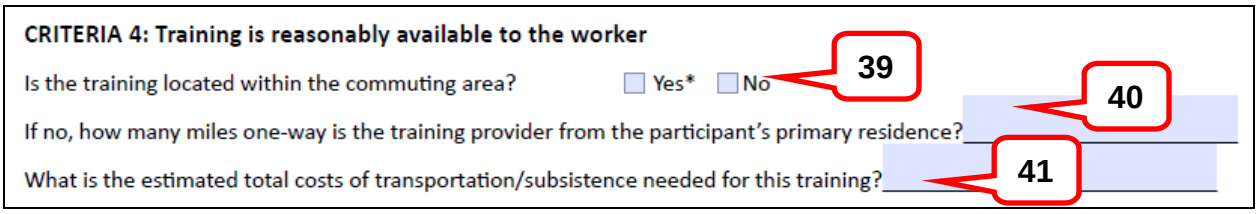


32) **LMI Source(s) Used for Employment Outlook**: Enter the LMI sources used to employment projections.
33) **Estimated Entry Level Wages for Occupational Goal**: Enter the estimated entry level wage for occupation worker would like to train for.
34) **Growth Outlook for Occupational Goal**: Enter the estimated growth projections for occupation worker would like to train for.
35) **80% Reemployment Goal**: Enter 80% of the worker's average weekly wage based on Monetary data from UInteract.

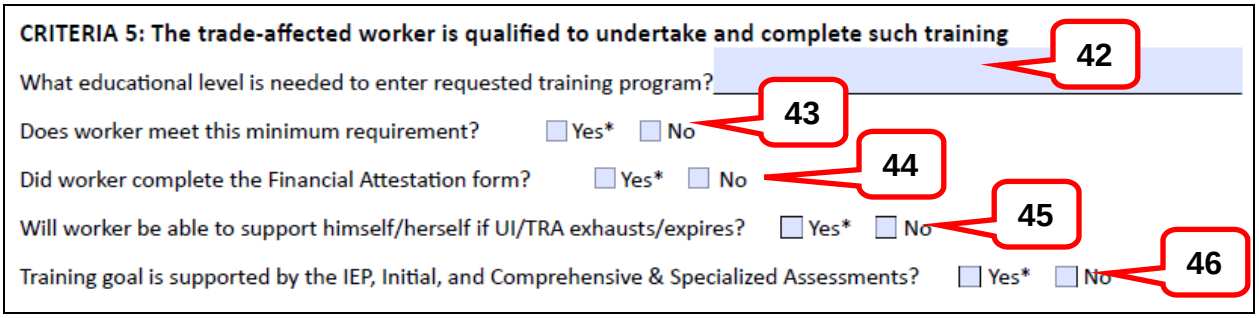
36) **Number of Candidates for the Positions within the Worker's Commuting Area**: Based on LMI information, such as UI rate from meric.mo.gov, enter the number of candidates for the occupation worker would like to train for.
37) **Educational/Skill Level Requirement**: Enter the required education/skill level for the occupational worker would like to train for.



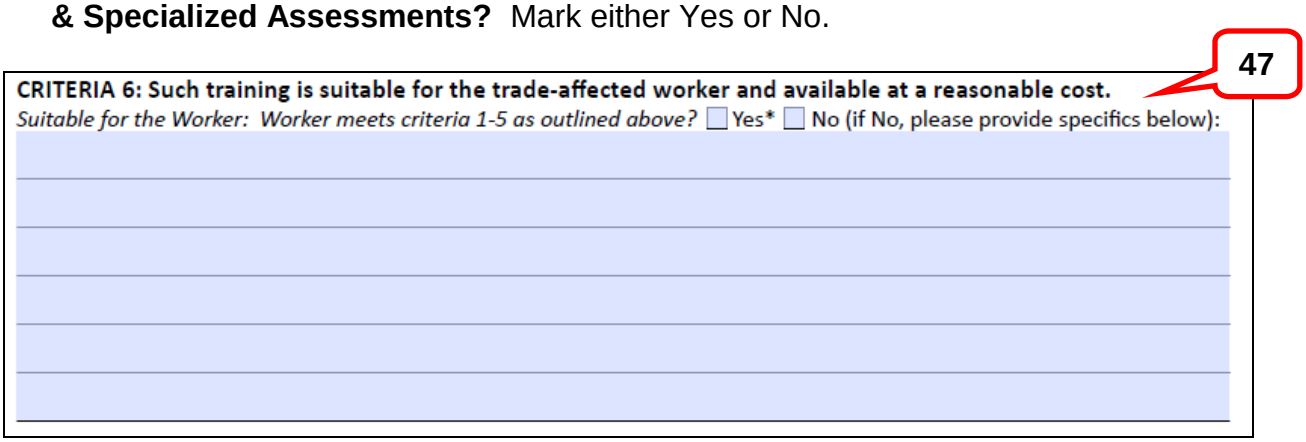
38) **Criteria 3 Justification:** Enter any additional information to justify approving criteria 3.



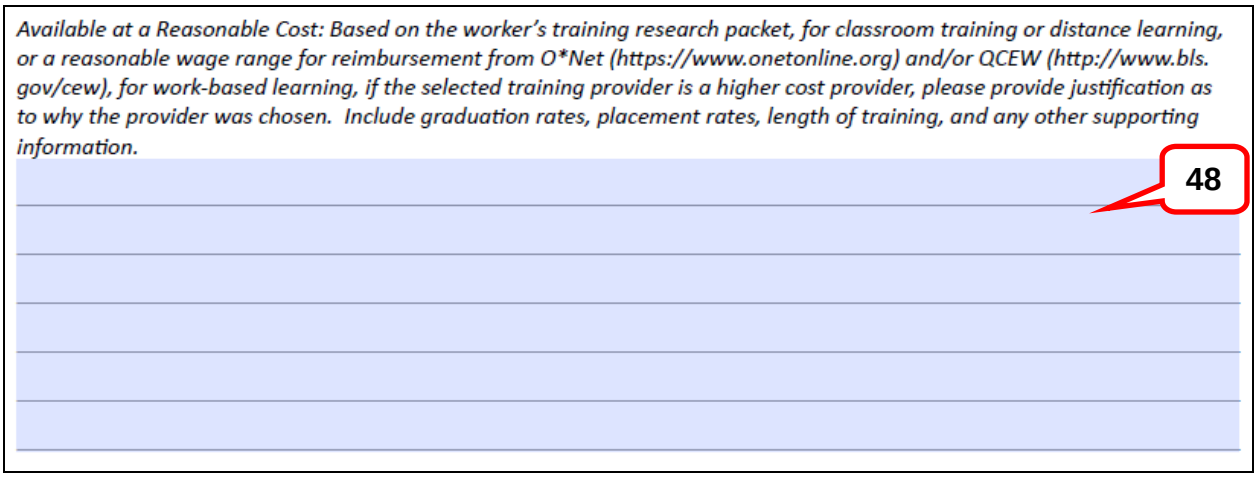
39) **Is the training located within the commuting area:** Mark either Yes or No.
40) **If no, how many miles one-way is the training provider from the participant's primary residence?** If applicable, enter the number of miles between the worker's residence and the training facility.
41) **What is the estimated total costs of transportation/subsistence needed for this training?** Enter the estimated total costs of transportation/subsistence needed for training. If you need help with this calculation, contact DWDTradeActHelp@dhewd.mo.gov.



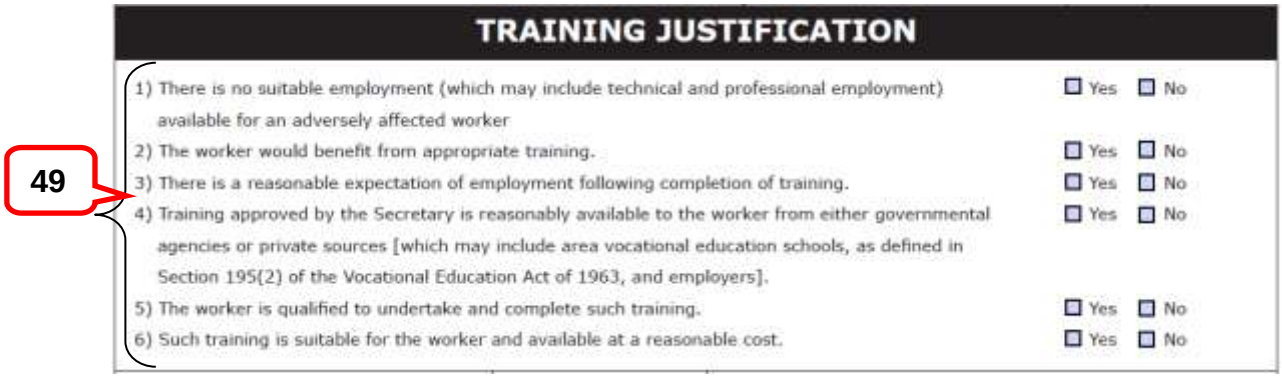
42) **What educational level is needed to enter requested training?** Enter the educational requirement to enter requested training.
43) **Does worker meet this minimum requirement?** Mark either Yes or No.
44) **Did worker complete the Financial Attestation form?** Mark either Yes or No. If no, worker needs to complete it.
45) **Will worker be able to support himself/herself if UI/TRA exhausts/expires?** Mark either Yes or No.
46) **Training goal is supported by the IEP, Initial Assessment, and Comprehensive & Specialized Assessments?** Mark either Yes or No.



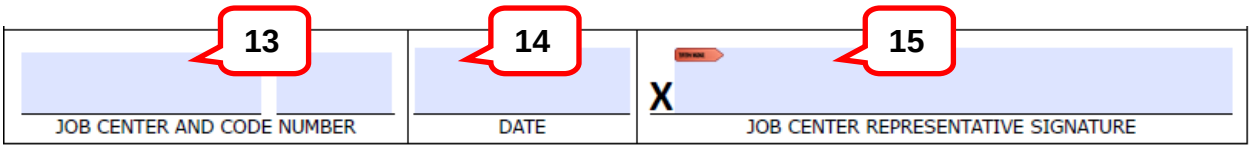
47) **Suitable for the Worker: Worker meets criteria 1-5 as outlined above?** Mark either Yes or No. If No is marked, include specifics in the free flow field.



48) **Available at a Reasonable Cost…Include graduation rates, placement rates, length of training and any other supporting information.:** Based on Training Plan Research Packet and other gathered facts, enter information such as graduation rates, placement rates, length of training, etc.



49) **Training Justification:** Based on research and completion of this form, check the "Yes" or "No" field for each of the six training approval criteria. Justification for each criteria must be entered and/or uploaded into MoJobs. The answer to each criteria question must be documented under the TAA Application in the Approved Training Application module within MoJobs.



50) **Job Center and Code Number:** Enter the Job Center Name and associated Code Number.
51) **Date:** Enter the date the form was completed.
52) **Job Center Representative Signature:** The Trade Navigator must enter his/her electronic signature or sign his/her name.

Distribution of "Approved" DWD-PO-274:
If the worker's request for training is approved, the DWD-PO-274, appropriate training forms, must be uploaded into the worker's MoJobs record and an email submitted to dwdtradeacthelp@dhewd.mo.gov to notify OWD Central Office TAA Unit.

A copy of the DWD-PO-274 must be provided to the training provider/employer and worker.

Distribution of "Denied" DWD-PO-274:
If the worker's request for training is denied, the DWD-PO-274, along with the training determination, must be uploaded into the worker's MoJobs record and an email submitted to dwdtradeacthelp@dhewd.mo.gov to notify OWD Central Office Trade Act Unit.

A copy of the DWD-PO-274 must be provided to the worker.

On-the-Job Training (OJT) Training Outline and Job Description (DWD-PO-214)

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

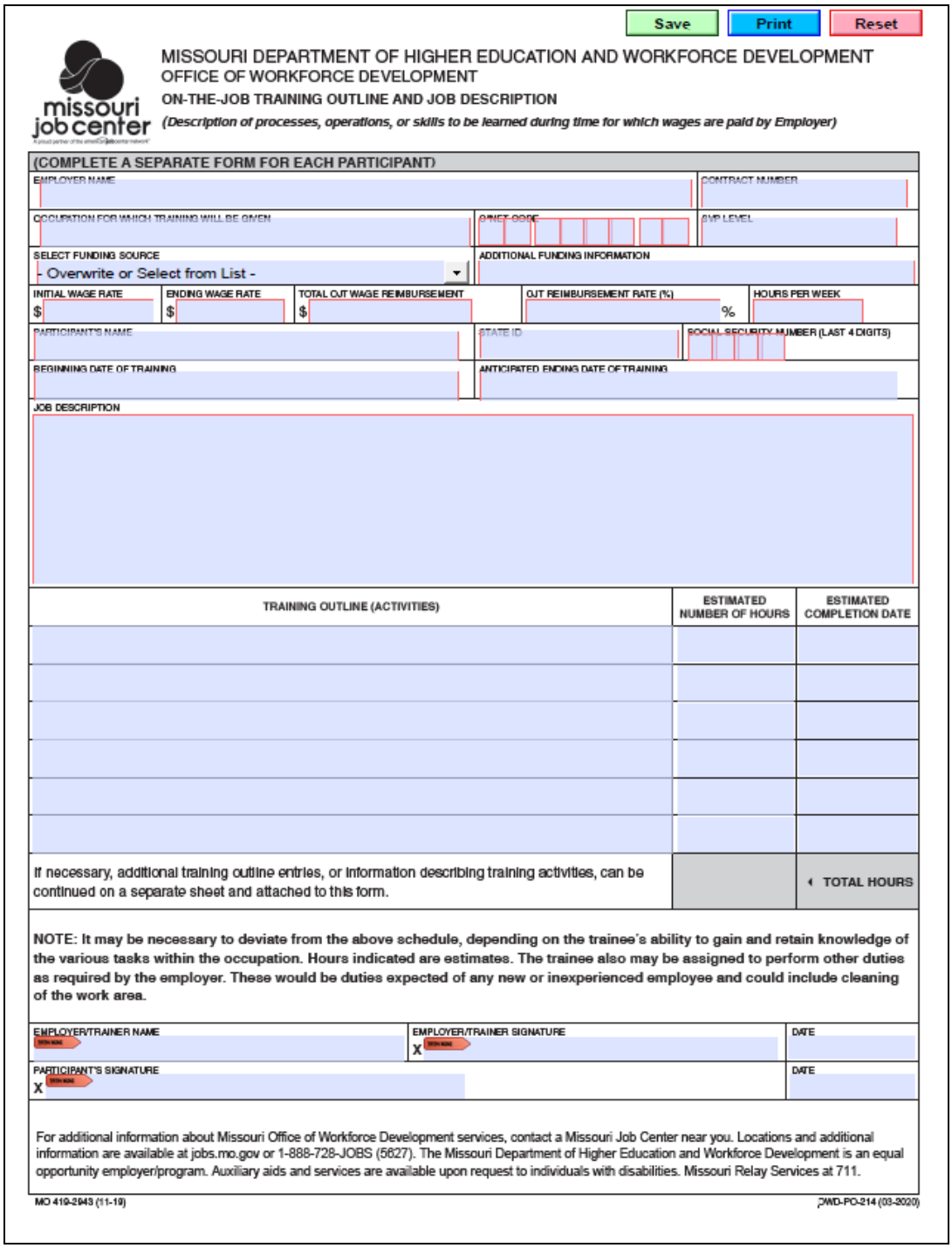
Last Updated 11/14/22

On-the-Job Training
Outline and Job Description (DWD-PO-214)

The **OJT Outline and Job Description (DWD-PO-214)** can be found on

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › OJT

OJT Outline and Job Description (DWD-PO-214).pdf



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missouri job center

MISSOURI DEPARTMENT OF HIGHER EDUCATION AND WORKFORCE DEVELOPMENT
OFFICE OF WORKFORCE DEVELOPMENT

ON-THE-JOB TRAINING OUTLINE AND JOB DESCRIPTION

(Description of processes, operations, or skills to be learned during time for which wages are paid by Employer)

(COMPLETE A SEPARATE FORM FOR EACH PARTICIPANT)

EMPLOYER NAME | CONTRACT NUMBER

OCCUPATION FOR WHICH TRAINING WILL BE GIVEN | O*NET CODE | SVP LEVEL

SELECT FUNDING SOURCE: - Overwrite or Select from List - | ADDITIONAL FUNDING INFORMATION

INITIAL WAGE RATE $ | ENDING WAGE RATE $ | TOTAL OJT WAGE REIMBURSEMENT $ | OJT REIMBURSEMENT RATE (%) % | HOURS PER WEEK

PARTICIPANT'S NAME | STATE ID | SOCIAL SECURITY NUMBER (LAST 4 DIGITS)

BEGINNING DATE OF TRAINING | ANTICIPATED ENDING DATE OF TRAINING

JOB DESCRIPTION

TRAINING OUTLINE (ACTIVITIES)	ESTIMATED NUMBER OF HOURS	ESTIMATED COMPLETION DATE
If necessary, additional training outline entries, or information describing training activities, can be continued on a separate sheet and attached to this form.		TOTAL HOURS

NOTE: It may be necessary to deviate from the above schedule, depending on the trainee's ability to gain and retain knowledge of the various tasks within the occupation. Hours indicated are estimates. The trainee also may be assigned to perform other duties as required by the employer. These would be duties expected of any new or inexperienced employee and could include cleaning of the work area.

EMPLOYER/TRAINER NAME | EMPLOYER/TRAINER SIGNATURE X | DATE

PARTICIPANT'S SIGNATURE X | DATE

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

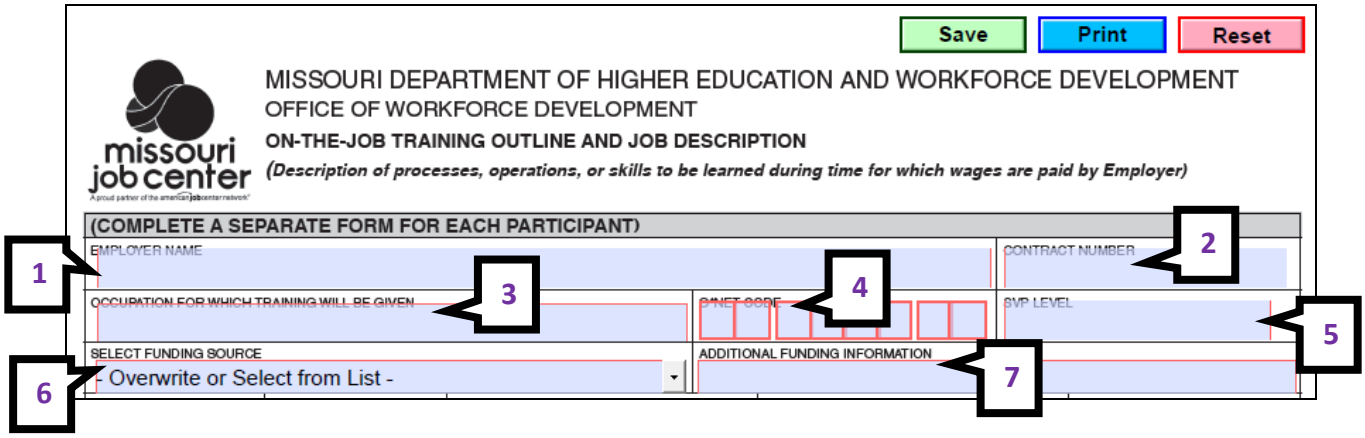
MO 419-2943 (11-19) DWD-PO-214 (03-2020)

Instructions for DWD-PO-214

For each worker included in the OJT contract, a separate DWD-PO-214 must be completed. A DWD-PO-214 requires input from the Employer to:

- Describe the job;
- Agree to a job title;
- Develop activity list on which worker is to be trained, and
- Length of time required to train the worker on each activity.

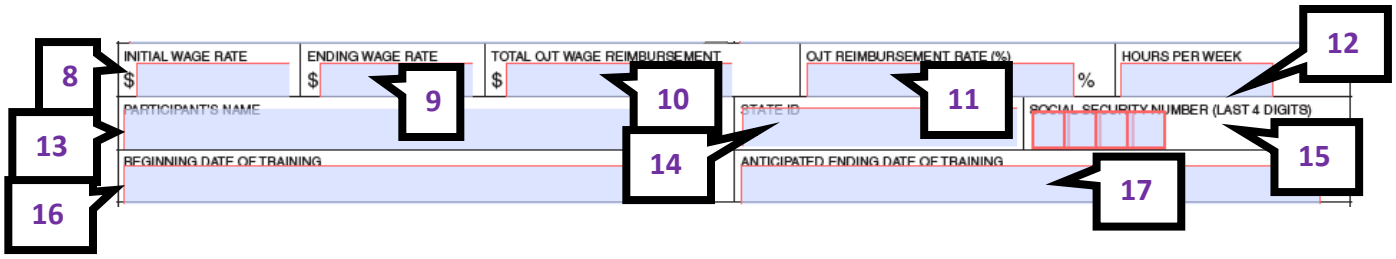
In order to negotiate the subcontract or add new occupations to an existing subcontract, the proper occupational title and code must be established using the O*Net Code / Title(s).



1) **Employer Name** – Enter the name of the employer that will be entering into the OJT contract with OWD.
2) **Contract Number** - If the Contract Number is known, enter the Contract Number assigned by the OWD Central Office TAA Unit.

   If this is the first submission, the Contract Number will be assigned and completed by the OWD Central Office TAA Unit.

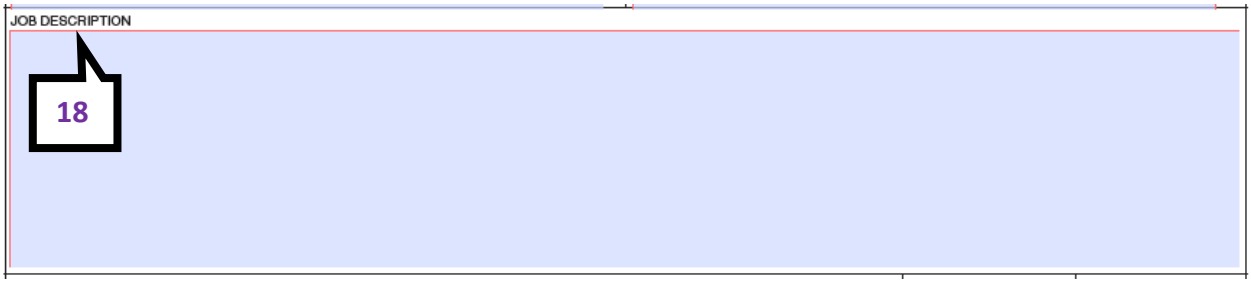
3) **Occupation for which Training will be Given** – The job title for which the worker is being trained. The Occupational Network (O*Net) can be used as a guide. O*Net: http://online.onetcenter.org. This requires input from the Employer.
4) **O*Net Code** – Enter the O*Net code that most closely matches the worker's proposed job title. This O*Net code must match the O*Net included on the worker's Employment Plan.
5) **SVP Level** – Enter the SVP Level found on the O*Net "Summary Report" page for a specific O*Net Code or Title (http://online.onetcenter.org). To determine the maximum number of hours allowed for training, the SVP level must be converted into hours using the link https://www.onetonline.org/help/online/svp.
6) **Funding Source** – Select or enter Trade Adjustment Assistance (TAA).
7) **Additional Funding Information** – Optional field for TAA. Could be used if jointly funded with another funding source such as WIOA Dislocated Worker.



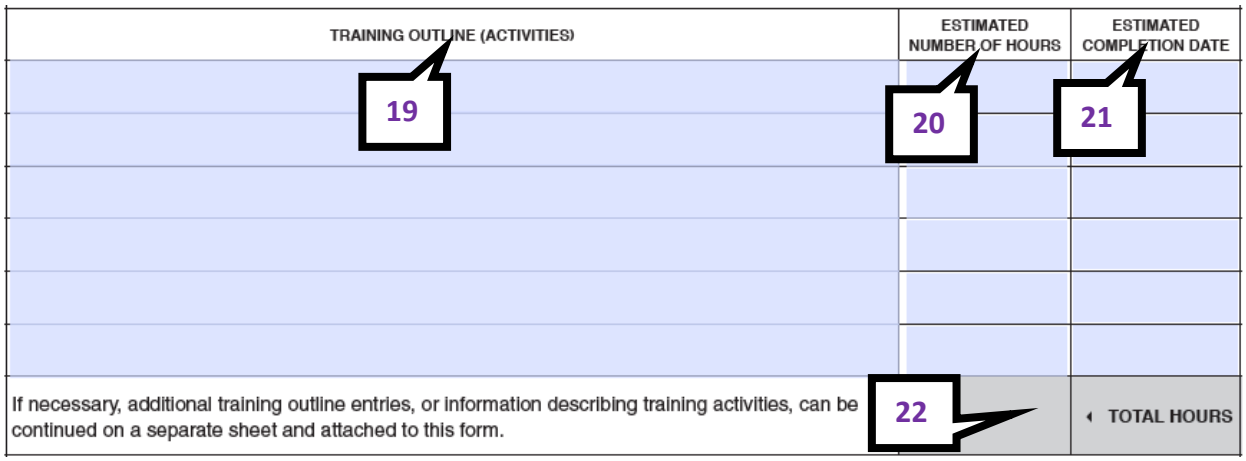
8) **Initial Wage Rate** – The initial wage rate as proposed by the Employer. The wage must equal or exceed the minimum wage.
9) **Ending Wage Rate** - The estimated ending wage rate as proposed by the Employer.

   If the OJT form is being used for Apprenticeship agreement, the worker(s) must have received at least one increase over the length of the Apprenticeship contract.
10) **Total OJT Wage Reimbursement** – This will be the last field to be completed. Enter the total amount that OWD will reimburse the Employer based on "Hours" multiplied by "Hourly Wage Rate" multiple by "50% Reimbursement Rate".
11) **OJT Reimbursement Rate (%)** – Enter the percentage of reimbursement that will be paid through TAA; the rate cannot exceed 50%.
12) **Hours Per Week** – Based on the Employer's input, enter the number of hours per week that the worker will work / be trained.
13) **Participant's Name** – Enter the worker's name.
14) **State ID** – Enter the worker's StateID as found on the worker's MoJobs record.
15) **Social Security Number** – Enter the last four digits of the worker's SSN.
16) **Beginning Date of Training** – Enter the date the OJT begins. A worker cannot begin working for the Employer prior to the Beginning Date of the OJT.
17) **Anticipated Ending Date of Training** – Based on the O*Net Code and the SVP level, enter the anticipate date the contract will end. Under the TAA program, no OJT contract can exceed 104 weeks or 4,160 hours.

    If the OJT form is being used for Apprenticeship agreement, the contract cannot exceed 130 weeks.



18) **Job Description** – Based on the O*Net code, associated job title, and the Employer's input, enter a brief summarized version of the job description plus any variations in the work that the Employer may require.



19) Training Outline (Activities) – The Trade Navigator and the Employer must work jointly to develop the Training Outline. It must contain the duties as listed by the Employer, a visual observation of the work process, and details. The outline must contain the main items to be covered in training, the approximate number of hours it will take to be trained in each duty, and the estimated completion date of each activity.

The Training Outline will conform to the occupational title assigned and the major portion of training must reflect this.

Some Employers may have variations in the duties and skills for a particular occupation. They should be included in the Training Outline.

If additional space is needed, attach a separate piece of paper.

20) Estimated Number of Hours – Enter the estimated number of hours needed to complete each training activity. If additional space is needed, attach a separate piece of paper. The information below will help in this determination.

Using http://www.onetonline.org, find the O*Net code that best describes the job duties / title. To determine the length of the OJT contract, locate the **Specific Vocational Preparation (SVP)** level listed under the "Job Zone" of the O*Net Summary Report. The more complex the occupation, the higher the SVP level.

Locate the SVP level / time conversion at http://www.onetonline.org/help/online/svp. The chart below provides the SVP conversion chart; this chart is subject to change and staff must rely on the link listed above for the actual conversion. OJTs must be full-time as defined by the employer. If the training is less or more than forty (40) hours per week, additional documentation must be obtained and the information case noted in MoJobs. Also, training weeks that are more or less than 40 hours per week may impact the SVP level and must be considered when developing the OJT contract.

Additionally, no OJT contract can exceed 104 weeks. If a worker has participated in

classroom training, those weeks must be deducted from the 104 week maximum. If the worker's classroom training met or exceeded 104 weeks, the worker will not be eligible for OJT.

If OJT is a component of an Apprenticeship contract, the OJT component may be up to 130 weeks in length.

SVP Level	Maximum Duration of OJT
1	Short demonstration only
2	Anything beyond short demonstration up to and including 1 month
3	Over 1 month up to and including 3 months
4	Over 3 months up to and including 6 months
5	Over 6 months up to and including 1 year
6	Over 1 year up to and including 2 years
7	Over 2 year up to and including 4 years (okay for Apprenticeship)
8	Over 4 year up to and including 10 years (exceeds Trade maximum)
9	Over 10 years (exceeds Trade maximum)

The actual length of reimbursable training (OJT) cannot exceed the pre-established limit for any given occupation. It may be less if the company's proposed training course can be given in a shorter period of time.

The length of training should not be less than the preceding SVP level *unless the participant has prior experience or training in the occupation*. If an OJT contract is written for less than the number of weeks prescribed by the SVP, supportive documentation must be submitted with the contract showing the worker already possesses some skills in that occupational area and must be documented in MoJobs case notes.

If a period of orientation is included, it cannot exceed 40 hours.

21) **Estimated Completion Date** – For each activity/task outlined on the *DWD-PO-214*, the Employer must provide an Estimated Date for which they believe the worker will complete each activity/task.

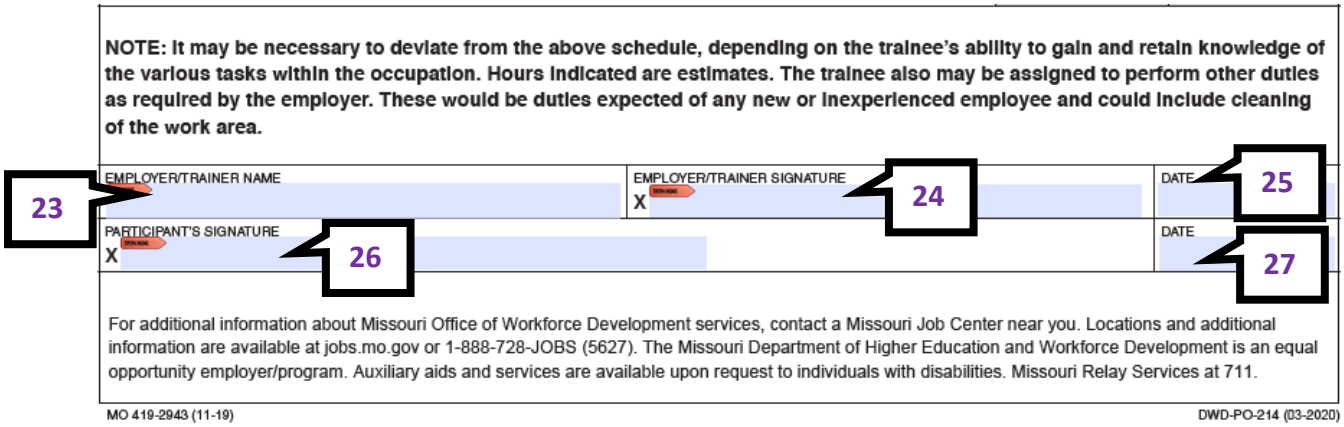
The Estimated Completion Date will be used as a benchmark in the monitoring process. If the Estimated Completion Date is not in approximation to the Actual Completion Date for each activity/task, it may warrant a modification or termination of the OJT contract.

A termination to the contract would only be necessary in the event that it was evident that the Employer was not following the activity/task as set forth in the contract.

The *OJT Monitoring Report (Participant) (DWD-PO-219B)* form contains a field "Date Completed" field for each activity/task. The "Estimated Completion Date" and

the “Date Completed” fields must be compared to determine if benchmarks are being met.

22) **Total Hours** – The sum of the column “Estimated Number of Hours”.



23) **Employer / Trainer Name** – The Employer or Trainer must print or type his/her name.

24) **Employer / Trainer Signature** – The Employer or Trainer must enter his/her electronic signature or sign the DWD-PO-214.

25) **Date** – The Employer or Trainer must enter the date that he/she reviewed and signed the DWD-PO-214 form.

26) **Participant’s Signature** – Before submitting the OJT contract to OWD Central Office TAA Unit, the Trade Act Navigator must review the training outline with the worker. Once the worker has reviewed, the worker must enter his/her electronic signature or sign the DWD-PO-214.

27) **Date** – The worker must enter the date that he/she reviewed and signed the DWD-PO-214 form.

Distribution:

A Trade Act OJT contract includes the **DWD-PO-213**, **DWD-PO-274**, **DWD-PO-214**, and **DWD-PO-242** (if applicable).

The **DWD-PO-213** is uploaded into the Employer’s MoJobs’ record along with any supplemental agreement that modifies the length or amount of the OJT contract.

The **DWD-PO-274**, **DWD-PO-214**, and **DWD-242** are uploaded into the worker’s MoJobs’ record and an email submitted to dwdtradeacthelp@dhewd.mo.gov to notify OWD Central Office TAA Unit. Once the contract is approved by the OWD Central Office TAA Unit, a subcontract number will be assigned.

After funds are obligated, a copy is emailed to the appropriate Trade Navigator. Either OWD Central Office TAA Unit or the Trade Act Navigator need to upload a processed copy of the approved OJT contract into the Employer’s MoJobs’ record.

The Trade Navigator must forward one copy of the processed contract to the employer and a copy to each participating worker.

If the OJT contract is denied, the contract must still be uploaded into MoJobs and an email sent to dwdtradeacthelp@dhewd.mo.gov.

Amendments:
Amendments (modifications) can be made to an OJT contract to increase/decrease pay rate, hours required for training, add additional workers, etc. Modifications / supplemental agreements to an OJT contract are made on DWD-PO-215. Refer to that section of the manual for more detailed instructions.

Distribution (Amended):
For an amended OJT contract, the DWD-PO-215 must be uploaded into the Employer's, the workers', or both MoJobs record and an email submitted to dwdtradeacthelp@dhewd.mo.gov to notify OWD Central Office TAA Unit.

Once the amendment is approved, the appropriate Trade Navigator will be notified. Either OWD Central Office Trade AcTAAt Unit or the Trade Act Navigator need to upload a processed copy of the approved DWD-PO-215 into the Employer's, the workers', or both MoJobs' record.

A copy of the approved/processed DWD-PO-215 must be provided to the employer. Depending on the modification, it may also be necessary to provide a copy of the modification to the participating worker(s).

On-the-Job Training Program Contract (DWD-PO-213)

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

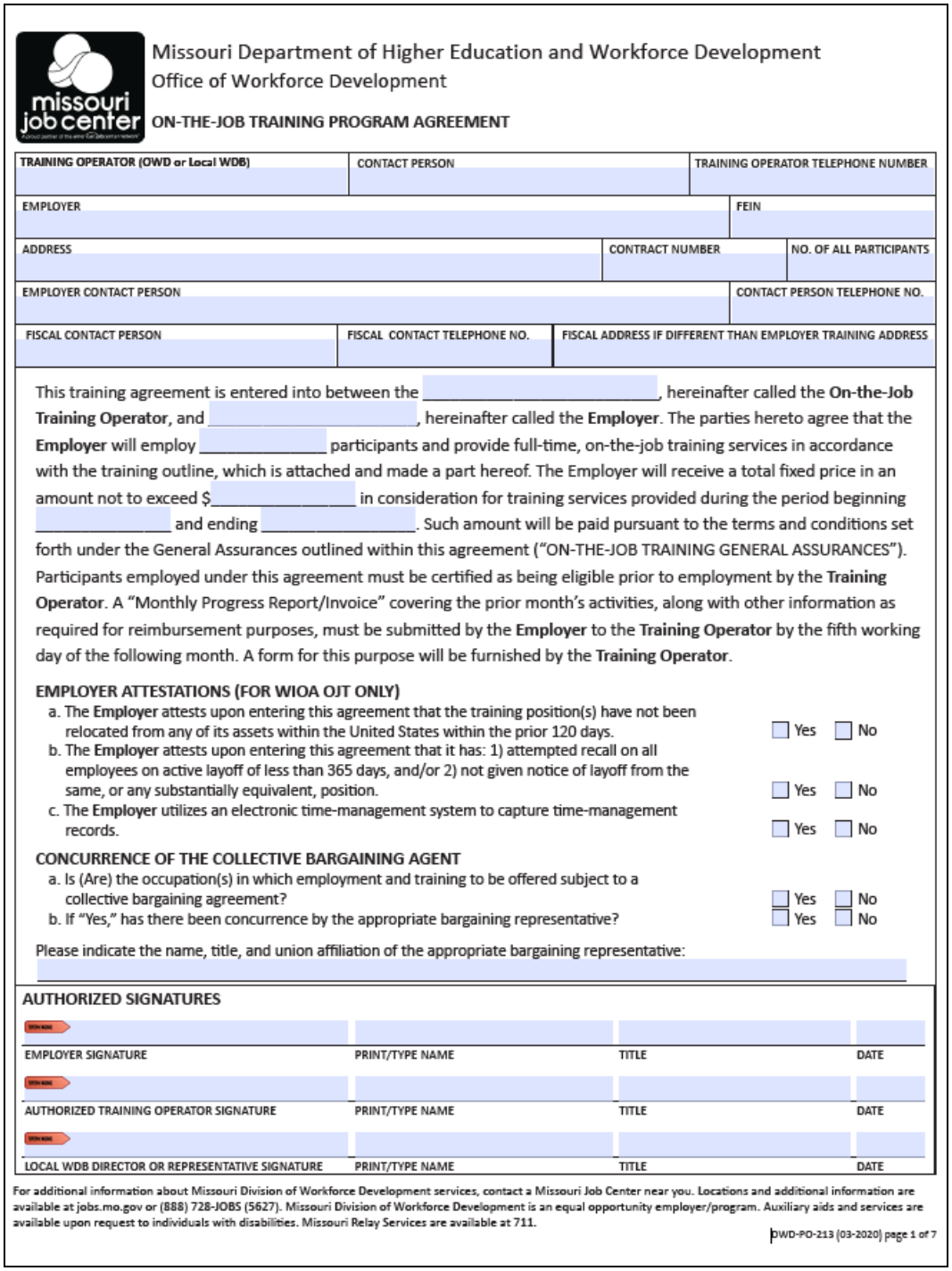
Last Updated 11/14/22

On-the-Job Training
Program Contract (DWD-PO-213)

The **DWD-PO-213** can be found on

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › OJT

OJT Training Program Contract (DWD-PO-213)



Missouri Department of Higher Education and Workforce Development
Office of Workforce Development

ON-THE-JOB TRAINING PROGRAM AGREEMENT

TRAINING OPERATOR (OWD or Local WDB)	CONTACT PERSON	TRAINING OPERATOR TELEPHONE NUMBER

EMPLOYER	FEIN

ADDRESS	CONTRACT NUMBER	NO. OF ALL PARTICIPANTS

EMPLOYER CONTACT PERSON	CONTACT PERSON TELEPHONE NO.

FISCAL CONTACT PERSON	FISCAL CONTACT TELEPHONE NO.	FISCAL ADDRESS IF DIFFERENT THAN EMPLOYER TRAINING ADDRESS

This training agreement is entered into between the _____, hereinafter called the **On-the-Job Training Operator**, and _____, hereinafter called the **Employer**. The parties hereto agree that the **Employer** will employ _____ participants and provide full-time, on-the-job training services in accordance with the training outline, which is attached and made a part hereof. The Employer will receive a total fixed price in an amount not to exceed $_____ in consideration for training services provided during the period beginning _____ and ending _____. Such amount will be paid pursuant to the terms and conditions set forth under the General Assurances outlined within this agreement ("ON-THE-JOB TRAINING GENERAL ASSURANCES"). Participants employed under this agreement must be certified as being eligible prior to employment by the **Training Operator**. A "Monthly Progress Report/Invoice" covering the prior month's activities, along with other information as required for reimbursement purposes, must be submitted by the **Employer** to the **Training Operator** by the fifth working day of the following month. A form for this purpose will be furnished by the **Training Operator**.

EMPLOYER ATTESTATIONS (FOR WIOA OJT ONLY)

a. The **Employer** attests upon entering this agreement that the training position(s) have not been relocated from any of its assets within the United States within the prior 120 days. ☐ Yes ☐ No

b. The **Employer** attests upon entering this agreement that it has: 1) attempted recall on all employees on active layoff of less than 365 days, and/or 2) not given notice of layoff from the same, or any substantially equivalent, position. ☐ Yes ☐ No

c. The **Employer** utilizes an electronic time-management system to capture time-management records. ☐ Yes ☐ No

CONCURRENCE OF THE COLLECTIVE BARGAINING AGENT

a. Is (Are) the occupation(s) in which employment and training to be offered subject to a collective bargaining agreement? ☐ Yes ☐ No

b. If "Yes," has there been concurrence by the appropriate bargaining representative? ☐ Yes ☐ No

Please indicate the name, title, and union affiliation of the appropriate bargaining representative: _____

AUTHORIZED SIGNATURES

EMPLOYER SIGNATURE	PRINT/TYPE NAME	TITLE	DATE

AUTHORIZED TRAINING OPERATOR SIGNATURE	PRINT/TYPE NAME	TITLE	DATE

LOCAL WDB DIRECTOR OR REPRESENTATIVE SIGNATURE	PRINT/TYPE NAME	TITLE	DATE

For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or (888) 728-JOBS (5627). Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services are available at 711.

LEGAL CERTIFICATIONS

By signature of this Training Program Agreement, the Employer provides the following Certification regarding Debarment and Suspension in accordance with 2 CFR Part 2998 and certifies that to the best of his or her knowledge and belief that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or State of Missouri department or agency;
- Have not within a three-year period preceding this Training Program Agreement been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, State, or local) with commission of any of the offenses enumerated in this certification; and,
- Have not within a three-year period preceding this Training Program Agreement had one or more public transactions (federal, State, or local) terminated for cause or default.

Where the prospective primary Employer's representative is unable to certify to any of the statements in this certification, such representative shall submit an explanation to the Training Operator.

The Contracting Agency (Employer) assures, as a condition to the award of financial assistance under the Workforce Innovation and Opportunity Act (WIOA) from the U.S. Department of Labor (USDOL), with respect to operation of the WIOA-funded program or activity and all agreements or arrangements to carry out the WIOA-funded program or activity, that it will comply fully with the nondiscrimination and equal-opportunity provisions of WIOA Section 188, 20 CFR 683.600, and 29 CFR Part 38.

NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE

Note: This particular assurance (portions which are duplicated elsewhere in other assurances) is applicable to the extent that the program activities are conducted as part of the One-Stop Delivery System (See 29 CFR 38.2). As a condition to the award of financial assistance from the USDOL under Title I of WIOA, the Contracting Agency assures that it and its subrecipients will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

(1) Section 188 of WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity;
(2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
(3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
(4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
(5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The Contracting Agency (and its subrecipients) also assures that it will comply with 29 CFR Part 38, as proposed, and all other regulations implementing the laws listed above. This assurance applies to the Contracting Agency's operation of the WIOA Title I financially assisted program or activity, and to all agreements the Contracting Agency makes to carry out the WIOA Title I financially assisted program or activity. The Contracting Agency understands that the United States has the right to seek judicial enforcement of this assurance.

The Missouri Office of Workforce Development and the Local Workforce Development Boards are responsible for ensuring WIOA recipients comply with the nondiscrimination and equal-opportunity regulations. If the employer has 15 employees and 15 WIOA participants during a grant year, the employer will being monitored for compliance with 29 CFR Part 38.

EMPLOYER SIGNATURE	PRINT/TYPE NAME	TITLE	DATE

BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION, AND AFFIDAVIT OF WORK AUTHORIZATION

BUSINESS ENTITY CERTIFICATION:

The employer must certify its current business status by completing either Box A, Box B, or Box C following on this exhibit.

BOX A:	To be completed by a non-business entity as defined below.
BOX B:	To be completed by a business entity that has not yet completed and submitted documentation pertaining to the federal work authorization program.
BOX C:	To be completed by a business entity that has current work-authorization documentation on file with a Missouri State agency, including the Office of Administration's Division of Purchasing.

Business entity, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term "business entity" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term "business entity" shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term "business entity" shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

NOTE: Regarding government entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out-of-state agencies, out-of-state schools, out-of-state universities, and political subdivisions. A business entity does not include Missouri State agencies and federal government entities.

BOX A – CURRENTLY NOT A BUSINESS ENTITY

I certify that _____ (Company/Individual's Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525 RSMo, pertaining to section 285.530 RSMo, as stated above, because (Check the applicable business status that applies below.):

☐ I am a **self-employed** individual with no employees; **OR**

☐ The company that I represent employs the services of **direct sellers**, as defined in subdivision (17) of subsection 12 of section 288.034 RSMo.

I certify that I am not an alien unlawfully present in the United States, and if _____ (Company/Individual's Name) is awarded an agreement for services requested herein under (Bid/SFS/ Agreement Number) and if the business status changes during the life of the agreement to become a business entity as defined in section 285.525 RSMo, pertaining to section 285.530 RSMo, then, prior to the performance of any services as a business entity, _____ (Company/ Individual's Name) agrees to complete Box B, comply with the requirements stated in Box B, and provide the _____ (insert agency name) with all documentation required in Box B of this exhibit.

Authorized Representative's Name *(Please Print)*	Authorized Representative's Signature
Company Name *(If Applicable; Please Print)*	Date

(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)

BOX B – CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) MEETS the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530.

Authorized Representative's Name (Please Print)

Authorized Representative's Signature

Business Entity Name

Date

E-Mail Address

As a business entity, the employer must perform/provide each of the following. The employer should check each to verify completion/submission of all of the following:

- o Enroll and participate in the E-Verify federal work authorization program (Website: http://www.dhs.gov/files/programs/gc_1185221678150.shtm; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- o Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the employer's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the employer's name and the MOU signature page completed and signed, at minimum, by the employer and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the employer's name and company ID, then no additional pages of the MOU must be submitted; AND
- o Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

AFFIDAVIT OF WORK AUTHORIZATION:

The employer who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as _____ (Position/Title) first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

_____ Authorized Representative's Signature

_____ Printed Name

_____ Title

_____ Date

_____ E-Mail Address

_____ E-Verify Company ID Number

Subscribed and sworn to before me this _____ (DAY) of _____ (MONTH, YEAR).

I am commissioned as a notary public within the County of _____ (NAME OF COUNTY),

State of _____ (NAME OF STATE), and my commission expires on _____ (DATE).

_____ Signature of Notary

_____ Date

(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)

BOX C – AFFIDAVIT ON FILE – CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency, Missouri Job Center, Local Workforce Development Board, or or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the employer's name and the MOU signature page completed and signed by the employer and the Department of Homeland Security – Verification Division
- A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of **Missouri State Agency, Missouri Job Center, Local Workforce Development Board**, or **Public University*** to Which Previous E-Verify Documentation Submitted: _____

(*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

Date of Previous E-Verify Documentation Submission: _____

Previous **Bid/Contract Number** for Which Previous E-Verify Documentation Submitted: _____

(if known)

_____ _____

Authorized Business Entity Representative's Name (Please Print) | Authorized Business Entity Representative's Signature

_____ _____

E-Verify MOU Company ID Number | E-Mail Address

_____ _____

Business Entity Name | Date

FOR OFFICE USE ONLY

Documentation Verification Completed By:

_____ _____

Representative | Date

_____

Missouri Job Center (if applicable)

ON-THE-JOB TRAINING PROGRAM CONTRACT GENERAL ASSURANCEs

1. Participant Approval

The Workforce Innovation and Opportunity Act (WIOA) and the Trade Act of 1974 and Amendments thereafter require that the following conditions must be satisfied for approving and paying the cost of on-the-job training:

(a) No currently employed worker is displaced, including partial displacement such as a reduction in the hours of non-overtime work, wages, or employment benefits;

(b) Training does not impair existing contracts for services or collective bargaining agreements;

(c) In the case of training which would be inconsistent with the terms of a collective bargaining agreement, written concurrence must be obtained from the concerned labor organization;

(d) No other individual is on layoff from the same or any substantially equivalent job for which such eligible participant is being trained;

(e) The **Employer** has not terminated the employment of any regular employee or otherwise reduced the workforce with the intention of filling the vacancy so created by hiring the eligible participant;

(f) The job for which the eligible participant is being trained is not being created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals;

(g) The training is not for the same occupation as that from which the participant was separated and with respect to which such participant's group was certified;

(h) The **Employer** has not received payment under any other on-the- job training provided by such **Employer** which failed to meet the requirements of (a) through (f) above;

(i) The **Employer** has not taken, at any time, any action which violated the terms of any certification described in 3(c) below made by the **Employer** with respect to any other on-the-job training provided by the **Employer** for which any other **Training Operator** has made reimbursement payment; and

(j) There is no member of the prospective participant's immediate family engaged in an administrative capacity for the **Employer**.

2. Termination of Contract

The performance of work under this agreement may be terminated by the **Training Operator** when, for any reason, it is determined that such termination is in the best interest of the program, or when it has been determined that the **Employer** has failed to comply with any of the other provisions contained in the agreement.

3. Termination of Participants

(a) **Employer** agrees that participant will not be terminated without prior notice to such participant and with prior consultation with the **Training Operator**. Reasonable opportunity will be provided for improvements of any unsatisfactory performance, including substandard or unsatisfactory progress or conduct, so that the **Training Operator** may assist in correcting, adjusting, and improving such performance before termination becomes necessary. This, however, does not preclude the **Employer's** right to terminate the participant in the event of gross misconduct or other causes for immediate termination, as defined in the **Employer's** personnel standards and policy.

(b) **Employer** shall be responsible to report to the **Training Operator** within ten (10) working days the voluntary or involuntary termination of participants from the training program.

(c) **Employer** agrees not to terminate participant for the exclusive reason of agreement expiration. It is expected that the participant will be retained after completing the training, if the participant desires to continue such employment, and the **Employer** does not have due cause to terminate the employment.

(d) **Debarment and Suspension**: Employer agrees to meet Federal and State requirements regarding debarment and suspension.

4. Participant Wages and Benefits

(a) Hourly wages paid to participants shall not be less than the highest of the following:

- the minimum wage rate prescribed by the federal, state, or local law;
- the prevailing wage rate for persons similarly employed by the **Employer**; or,
- the wage rate required by an applicable collective bargaining agreement.

(b) **Employer** agrees that the participant will receive all fringe benefits available to other employees in the same class during the training program, and the participant will be assured of workers' compensation at the same level and to the same extent as others similarly employed who are covered by a workers' compensation statute or system. (c) No participant will be required or permitted to work or train in buildings or surroundings under working conditions which are unsanitary, hazardous, or dangerous to the participant's health or safety. Participants employed or trained in inherently dangerous occupations shall be assigned to work in accordance with reasonable safety practices.

5. Payments

(a) Payment for OJT shall be based on the total hours worked per month multiplied by the training cost per hour within that job title. Overtime costs and holiday pay will not be reimbursed. Total reimbursement shall not exceed the amount agreed upon in this agreement.

(b) **Employer** must be current on tax payments. Outstanding state taxes could result in rejection of reimbursement until resolved.

(c) **Employer** agrees to provide full-time employment, defined as not less than 32 hours per work week if the agreement is established under a WIOA program or defined as 'full-time' by the employer if the agreement is established under the Trade Program.

(d) Payments made under this agreement cover all payment obligations by **Training Operator** to **Employer** and payment for the **Employer's** services in providing training is considered sufficient by all parties to cover costs of training. These costs include OJT instruction, non-productive time, extra wastage, added wear and tear of equipment, and the added supervisory effort. No other obligation for payment or other financial liability of any kind is incurred by **Training Operator**.

(e) No payments may be made to **Employer** for the training of participants in OJT during the periods of work stoppage as a result of a labor dispute or natural disaster.

6. Records Maintenance

(a) **Employer** shall maintain books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all training costs and services claimed to have been incurred and anticipated to be incurred for the performance of this agreement.

(b) **Employer's** records to be maintained shall include documentation of participant's daily time and attendance records.

(c) The **Employer** shall preserve and make available records until the expiration of five (5) years from the final payment under this agreement.

(d) The **Employer** agrees that authorized representatives of Training Operator and other representatives of funding sources shall be given access to, at all reasonable times, the facilities and records pursuant to this agreement.

(e) Upon request of the **Training Operator**, the progress of the participant shall be reported. The **Employer** shall assist in providing the **Training Operator** access to participant to perform counseling services.

(f) **Employer** affirms enrollment and participation in the E-Verify federal work-authorization program.

7. Disclosure of Confidential Information

The **Employer** agrees to maintain the confidentiality of any information regarding applicants and participants, or their families, which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source.

8. Laws Applicable

The **Employer** will perform its duties under this agreement in accordance with the WIOA regulations, the Trade Act of 1974 and Amendments thereafter, and procedures and standards promulgated there under, as well as any subsequent legislation, regulations, procedures, and standards enacted in substitution or in addition thereto.

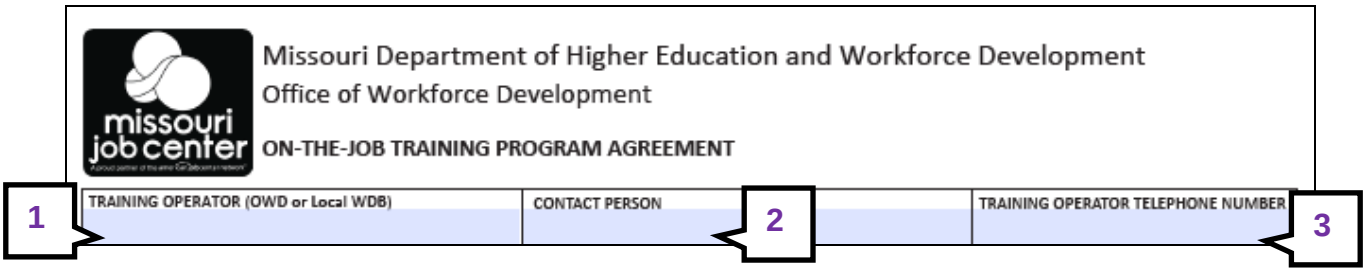
Acknowledgement: I have received the above information.

Employer's Signature: _____ Date: _____

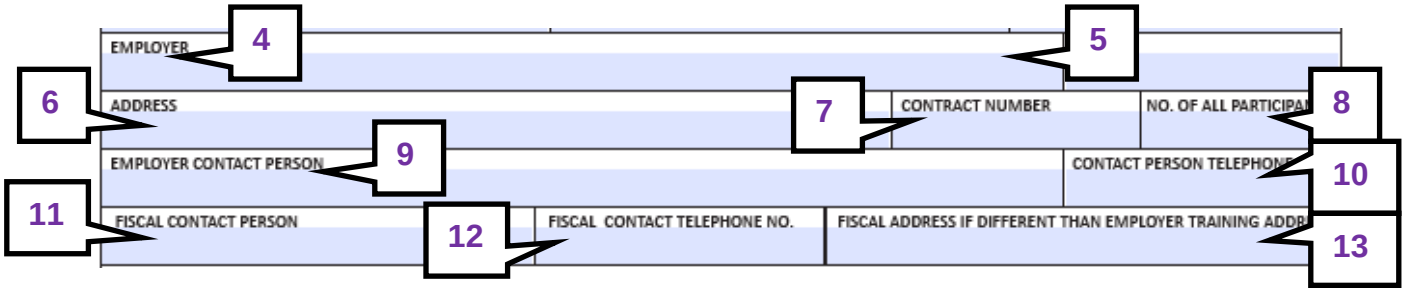
Instructions for the DWD-PO-213
Page 1

Before a TAA OJT contract can be finalized with an Employer, they must complete the Legal Certifications, E-Verify, and General Assurance portions of the DWD-PO-213 and provide associated, required documentation.

The first page of the DWD-PO-213 is completed using information from the DWD-PO-214 form.

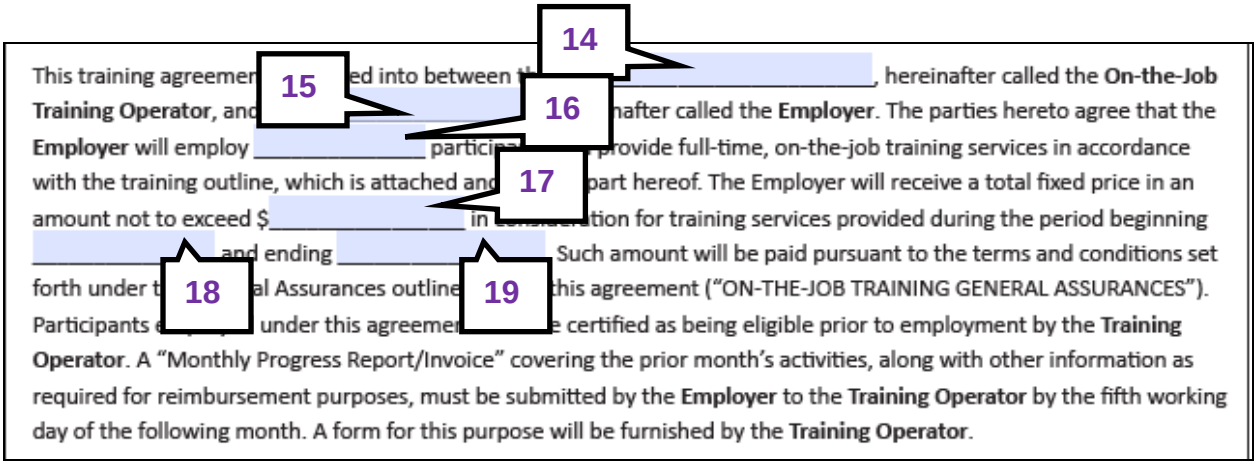


1) **Training Operator** – The Trade Act Navigator must enter OWD and the city of the Job Center.
2) **Contact Person** – The Trade Act Navigator must enter his/her name.
3) **Training Operator Telephone Number** - The Trade Act Navigator must enter his/her telephone number.



4) **Employer** – The Trade Act Navigator must enter the official name of the business. If it is an individual or partnership, list the name of the owner(s).
5) **FEIN** – The Trade Act Navigator must enter the Employer's Federal Employer Identification Number (FEIN).
6) **Address** – The Trade Act Navigator must enter the address of the Employer where the worker(s) will be trained.
7) **Contract Number** - This number is assigned and entered by OWD Central Office TAA staff. The issuance of this number indicates approval of the OJT contract.
8) **No. of All Participants** – The Trade Act Navigator must list the number of workers included in the entire OJT contract when initially developed. Any participants added to the contract after the contract is signed would be noted on a supplemental agreement form (DWD-PO-215).
9) **Employer Contact Person** – The Trade Act Navigator must list the name of the Employer representative who is working with him/her on the OJT contract.

10) **Contact Person Telephone Number** – The Trade Act Navigator must list the telephone number of the Employer representative.
11) **Fiscal Contact Person** – The Trade Act Navigator must list the name of the Fiscal Contact at the Employer's business.
12) **Fiscal Contact Telephone No.** – The Trade Act Navigator must list the telephone number of the Fiscal Contact Person.
13) **Fiscal Address if Different than Employer Training Address** – If applicable, the Trade Act Navigator must enter the address of the fiscal contact where the payment must be sent. If the Employer is not set up in the SAM II system, it would be appropriate to have the Employer complete and submit a Vendor Input form.



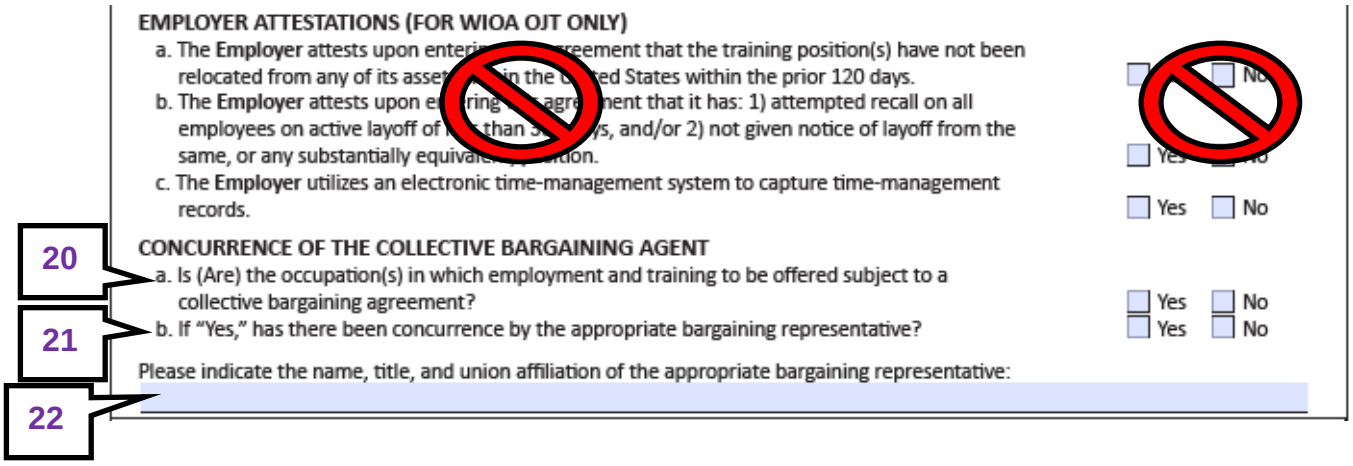
14) **OJT Operator** – The Trade Act Navigator must enter DHEWD / OWD and the city of the Job Center.
15) **Employer** – The Trade Act Navigator must enter the official name of the business.
16) **Number of Participants** – The Trade Act Navigator must list the number of workers included in the entire OJT contract when initially developed. Any participants added to the contract after the contract is signed would be noted on a supplemental agreement form (DWD-PO-215).
17) **Amount of OJT Contract** – Using information from the DWD-PO-214, enter the overall amount of the OJT contract. The calculation will be

    "Hourly Wage" x "Total House" x .50 = "Amount of OJT Contract"

    Any funding changes to the contract after the contract is signed would be noted on a supplemental agreement form (DWD-PO-215).

18) **Beginning Date of OJT Contract** – The date the OJT began based on the first worker's beginning date.
19) **Ending Date of OJT Contract** – The date the OJT ends based on the last worker's ending date.

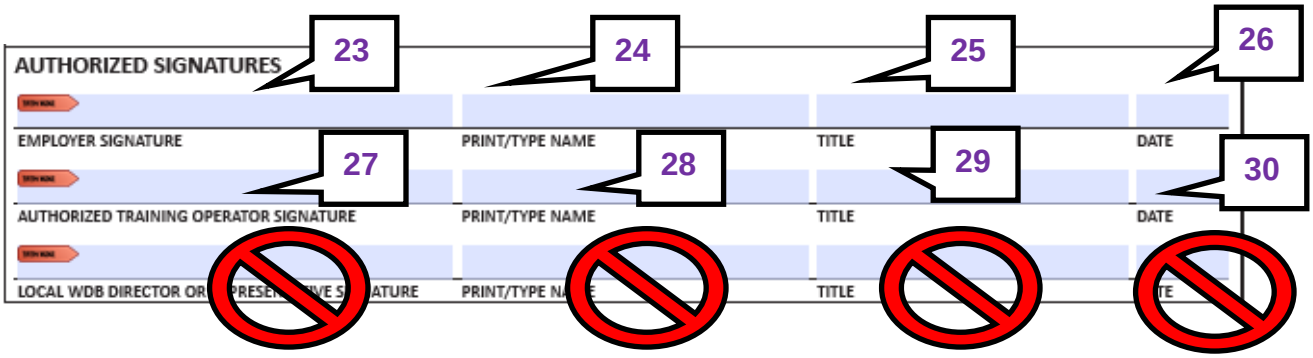
    Any end date change to the contract after the contract is signed would be noted on a supplemental agreement form (DWD-PO-215).



20) Is (Are) the occupation(s)…collective bargaining agreement? (Yes/No) – The Trade Act Navigator must check the appropriate Yes / No field to indicate whether or not the occupation(s) the worker(s) are being trained in is affected by collective bargaining.

21) If "Yes"…bargaining representative? (Yes/No) – If the occupation(s) are affected by collective bargaining, the Trade Act Navigator must check the appropriate Yes / No field to indicate whether or not the bargaining representative concurs with TAA OJT contract.

22) Please indicate name, title, union affiliation…representative – If the representative concurred, the Trade Act Navigator must enter the bargaining representative's name, title, and union affiliation. The Trade Act Navigator must also obtain a written copy of the representative's concurrence to be included in the contract file.



23) Employer Signature – The Employer / Representative must enter his/her electronic or written signature.

24) Type/Print Name – The Employer / Representative must type or print his/her name.

25) Title - The Employer / Representative must enter his/her title.

26) Date – The Employer / Representative must enter the date he/she signed the contract. The date must be prior to the beginning date of the TAA OJT contract.

27) Authorized Training Operator Signature – The Trade Act Navigator must enter his/her electronic or written signature.

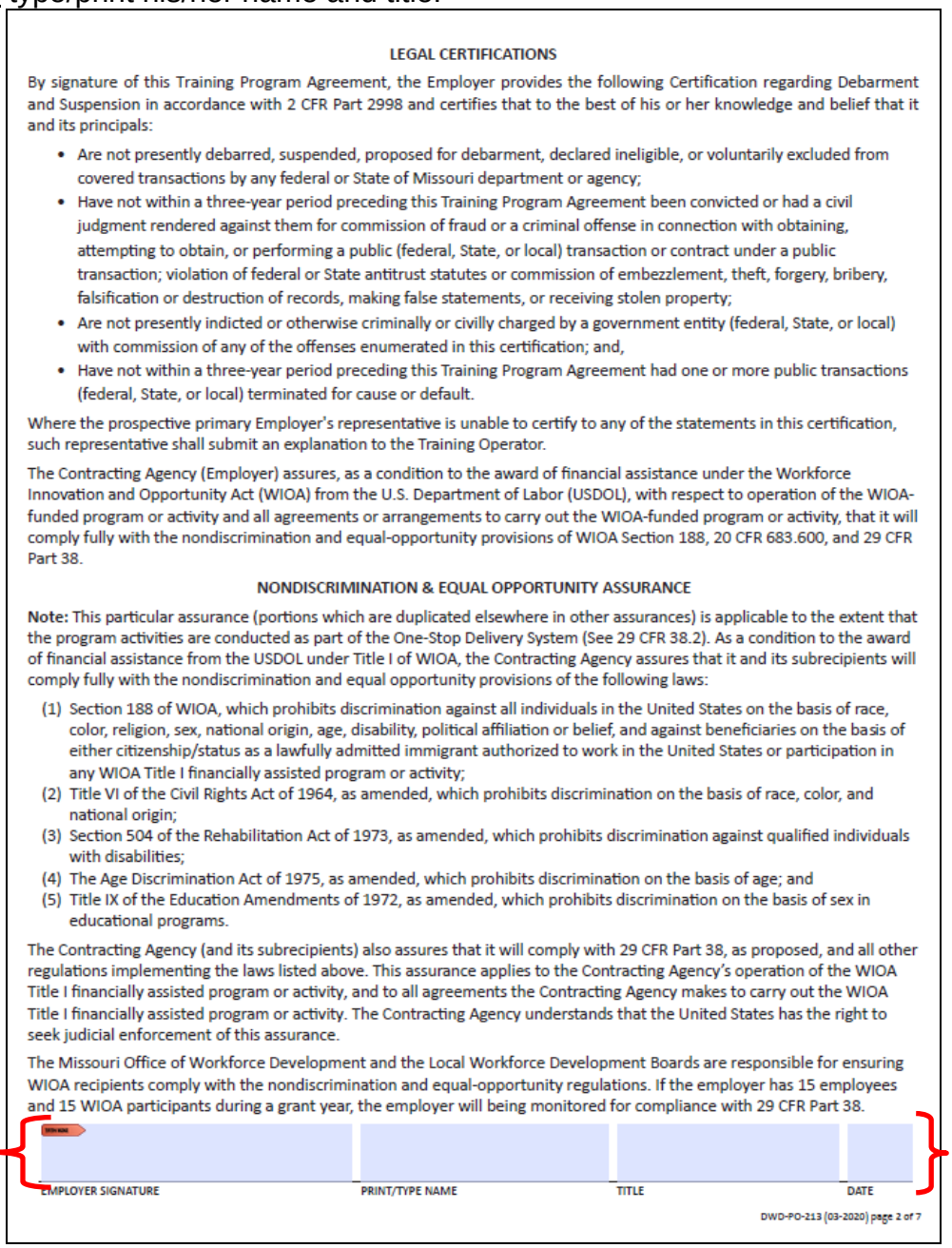
28) Type/Print Name - The Trade Act Navigator must type or print his/her name.

29) **Title** - The Trade Act Navigator must enter his/her title.
30) **Date** - The Trade Act Navigator must enter the date he/she signed the contract. The date must be prior to the beginning date of the TAA OJT contract.

Instructions for the DWD-PO-213
Page 2

The second page of the DWD-PO-213 is referred to as **Legal Certifications**. If the Employer uses a TAA and/or WIOA OJT to train 15 or more participants, they must comply with being monitored for nondiscrimination and equal-opportunity regulations.

The Trade Act Navigator must review the **Legal Certifications** form with the Employer. The Employer is required to enter his/her electronic or written signature and date the form and type/print his/her name and title.



LEGAL CERTIFICATIONS

By signature of this Training Program Agreement, the Employer provides the following Certification regarding Debarment and Suspension in accordance with 2 CFR Part 2998 and certifies that to the best of his or her knowledge and belief that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or State of Missouri department or agency;
- Have not within a three-year period preceding this Training Program Agreement been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, State, or local) with commission of any of the offenses enumerated in this certification; and,
- Have not within a three-year period preceding this Training Program Agreement had one or more public transactions (federal, State, or local) terminated for cause or default.

Where the prospective primary Employer's representative is unable to certify to any of the statements in this certification, such representative shall submit an explanation to the Training Operator.

The Contracting Agency (Employer) assures, as a condition to the award of financial assistance under the Workforce Innovation and Opportunity Act (WIOA) from the U.S. Department of Labor (USDOL), with respect to operation of the WIOA-funded program or activity and all agreements or arrangements to carry out the WIOA-funded program or activity, that it will comply fully with the nondiscrimination and equal-opportunity provisions of WIOA Section 188, 20 CFR 683.600, and 29 CFR Part 38.

NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE

Note: This particular assurance (portions which are duplicated elsewhere in other assurances) is applicable to the extent that the program activities are conducted as part of the One-Stop Delivery System (See 29 CFR 38.2). As a condition to the award of financial assistance from the USDOL under Title I of WIOA, the Contracting Agency assures that it and its subrecipients will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

(1) Section 188 of WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity;
(2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
(3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
(4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
(5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The Contracting Agency (and its subrecipients) also assures that it will comply with 29 CFR Part 38, as proposed, and all other regulations implementing the laws listed above. This assurance applies to the Contracting Agency's operation of the WIOA Title I financially assisted program or activity, and to all agreements the Contracting Agency makes to carry out the WIOA Title I financially assisted program or activity. The Contracting Agency understands that the United States has the right to seek judicial enforcement of this assurance.

The Missouri Office of Workforce Development and the Local Workforce Development Boards are responsible for ensuring WIOA recipients comply with the nondiscrimination and equal-opportunity regulations. If the employer has 15 employees and 15 WIOA participants during a grant year, the employer will being monitored for compliance with 29 CFR Part 38.

EMPLOYER SIGNATURE | PRINT/TYPE NAME | TITLE | DATE

DWD-PO-213 (03-2020) page 2 of 7

Instructions for the DWD-PO-213
Pages 3-6

Pages three through six covers E-Verify requirements.

Missouri Revised Statues:
Chapter 285, Employers and Employees Generally, Section 285.530.1 of the Missouri Revised Statues describes employment of unauthorized aliens is prohibited from participation in federal work authorization program and the liability of each business entity.

- **Section 285.530.1:** http://www.moga.mo.gov/mostatutes/stathtml/28500005301.html?&me=285.530
- **Section 285.525-285.550, RSMo (Employment of Unauthorized Aliens and Federal Work Authorization Program) Guidelines and Text:** https://oa.mo.gov/purchasing/agency-information/section-285525-%E2%80%93-285550-rsmo-employment-unauthorized-aliens-and

As required by Missouri Revised Statutes, **Section 285.530.1**, before a TAA OJT contract can be approved for a worker, the Trade Act Navigator must also:

- Verify the Employer participates in E-Verify (https://www.uscis.gov/e-verify) or is willing to enroll in E-Verify;
    - **If the Employer will not participate in E-Verify, a Trade Act OJT cannot be written with the employer.**
- Confirm the Employer is a "business entity";
- Confirm the worker is eligible to work in the United States; and
- Obtain a notarized "Affidavit of Work Authorization" form.
    - This form must be renewed every twelve months for the length of the Trade Act OJT contract.

E-Verify:
E-Verify is an internet-based system that compares information from an employee's **Form I-9** (**Employment Eligibility Verification form**) to data from U.S. Department of Homeland Security, Social Security Administration, and U.S. Citizenship and Immigration Services (USCIS) records to confirm employment eligibility and to determine whether the information matches government records. E-Verify is a free online service that verifies employees' data against millions of government records.

Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization:

The Trade Act Navigator is responsible for obtaining an E-Verify corresponding documentation from the Employer before submitting a TAA OJT contract for contract number assignment / approval.

The E-Verify documents are comprised of four pages which includes:

- The definition of "**business entity**";
- **Box A** (non-business entity);
- **Box B** (business entity who is in the process of enrolling with E-Verify);
- **Box C** (business entity who participates in E-Verify); and
- An "**Affidavit of Work Authorization**" form

Box A:
Box A refers to companies or individuals that **do not** meet the definition of "business entity". If Box A is completed by the Employer, a TAA OJT is not appropriate.

Box B:
Box B refers to companies that **do** meet the definition of "business entity", but have not yet enrolled with E-Verify. In addition to the E-Verify documents, the Employer must also provide the following before the Trade Act OJT can be approved:

- **E-Verify MOU:** This documentation will be provided from E-Verify once the Employer enrolls into E-Verify.

- **E-Verify Documentation:** The Employer must provide E-Verify documentation on each OJT participant that verifies (s)he is either a United States citizen or, if a foreign citizen, is legally eligible to work in the United States.

- "**Affidavit of Work Authorization**" **Form:** The Employer must submit this notarized form that indicates that the company is a "business entity" and that (s)he will continue to participate in E-Verify for the length of the OJT contract.
    - It is acceptable for a OWD staff person, including Trade Act Navigator, or partner agency staff, who is a notary, to notarize the "Affidavit of Work Authorization" form.

Box C:
Box C refers to companies that **do** meet the definition of "business entity" and are enrolled and participating with E-Verify. In addition to the E-Verify documents, the Employer must also provide the following before the TAA OJT can be approved:

- **E-Verify MOU:** This documentation will be provided from E-Verify once the Employer enrolls into E-Verify.
    - If WIOA or partner agencies have a current copy of the E-Verify MOU, it may be used. In most cases, this will occur when WIOA funds the OJT prior to

Trade Act certification. Once the worker is Trade Act eligible, TAA takes over the OJT contract.

- **E-Verify Documentation:** The Employer must provide E-Verify documentation on each OJT participant that verifies (s)he is either a United States citizen or, if a foreign citizen, is legally eligible to work in the United States.
    - If WIOA or partner agencies have a current copy of the E-Verify Documentation, it may be used. In most cases, this will occur when WIOA funds the OJT prior to Trade Act certification. Once the worker is TAA eligible, TAA takes over the OJT contract.

- "**Affidavit of Work Authorization**" **Form:** The Employer must submit this notarized form that indicates that the company is a "business entity" and that (s)he will continue to participate in E-Verify for the length of the OJT contract.
    - It is acceptable for a OWD staff person, including Trade Act Navigator, or partner agency staff, who is a notary, to notarize the "Affidavit of Work Authorization" form.

E-Verify General Information:

- E-Verify Customer Support is available Monday through Friday from 8:00am to 5pm local time, except on federal holidays. Customer Support can be contacted at:

    - **For Employers**
      (888) 464-4218
      (877) 875-6028 [TTY]
      E-Verify@dhs.gov

    - **For E-Verify Employer Agents**
      (888) 464-4218
      (877) 875-6028 [TTY]
      E-Verify@dhs.gov

    - **For Employees**
      (888) 897-7781
      (877) 875-6028 [TTY]
      E-Verify@dhs.gov

- If an employer runs E-Verify *more than three days after hire date*, the employer will be out of compliance.

    - However, the employer should still run E-Verify.

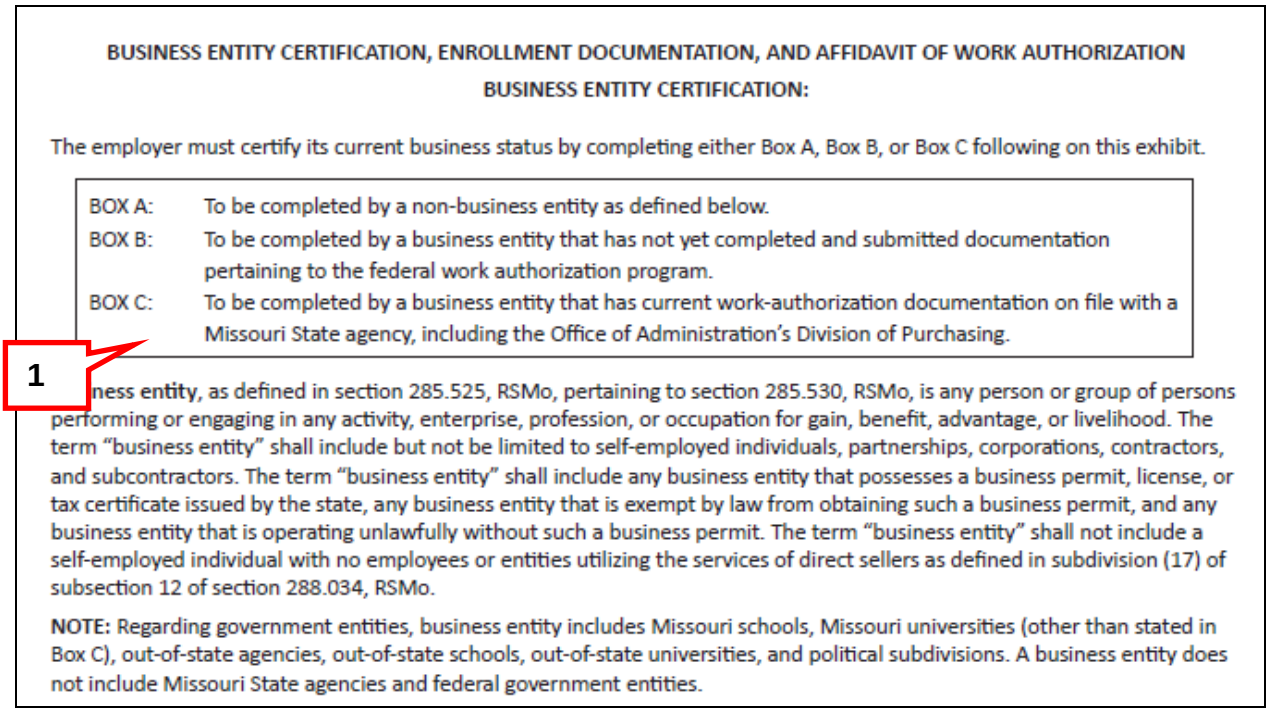
    - When the employer runs E-Verify, (s)he will be prompted with a list of options as to why the E-Verify was not run within three days.

    - The employer must choose the option that mostly closely matches the reason for the delay and then should run E-Verify like normal.

- If an employer needs to access another copy of their E-Verify “Memorandum of Understanding” (MOU), the following steps must be followed:
    - The Administrator of the E-Verify account must log into E-Verify’s website.
    - The Administrator / Employer must identify the main menu, which can be found on the left side of the website.
    - From the menu, the Administrator / Employer must select “Edit Company Profile”.
    - The Administrator / Employer must scroll towards the bottom of the screen.
    - The Administrator / Employer must then select “View MOU”.

Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization:

Page 3:



BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION, AND AFFIDAVIT OF WORK AUTHORIZATION

BUSINESS ENTITY CERTIFICATION:

The employer must certify its current business status by completing either Box A, Box B, or Box C following on this exhibit.

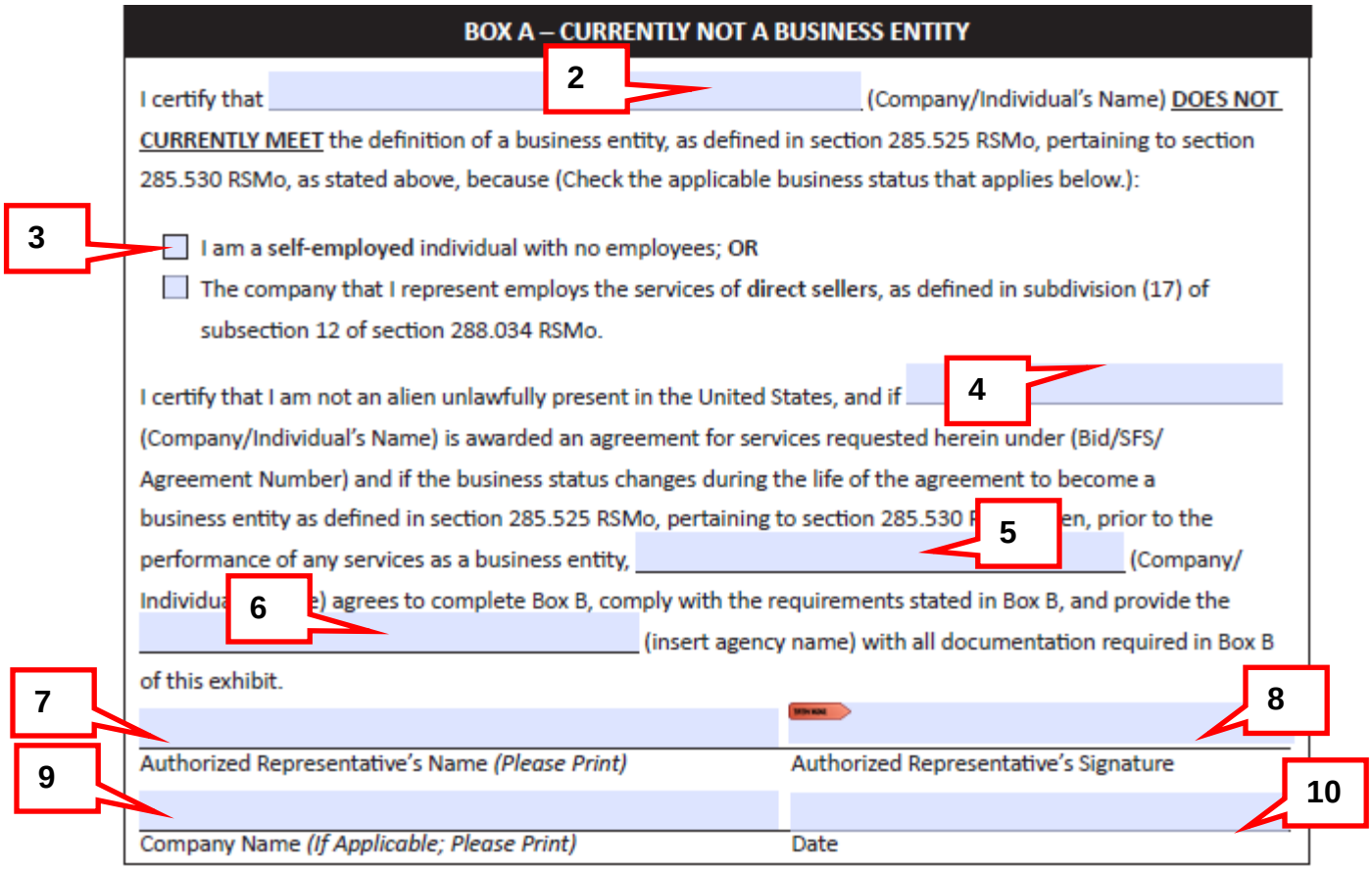
BOX A:	To be completed by a non-business entity as defined below.
BOX B:	To be completed by a business entity that has not yet completed and submitted documentation pertaining to the federal work authorization program.
BOX C:	To be completed by a business entity that has current work-authorization documentation on file with a Missouri State agency, including the Office of Administration's Division of Purchasing.

1

ness entity, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term "business entity" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term "business entity" shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term "business entity" shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

NOTE: Regarding government entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out-of-state agencies, out-of-state schools, out-of-state universities, and political subdivisions. A business entity does not include Missouri State agencies and federal government entities.

1) **Business Entity:** Definition of "business entity" as defined in Missouri Revised Statute section 285.525 - 285.550.

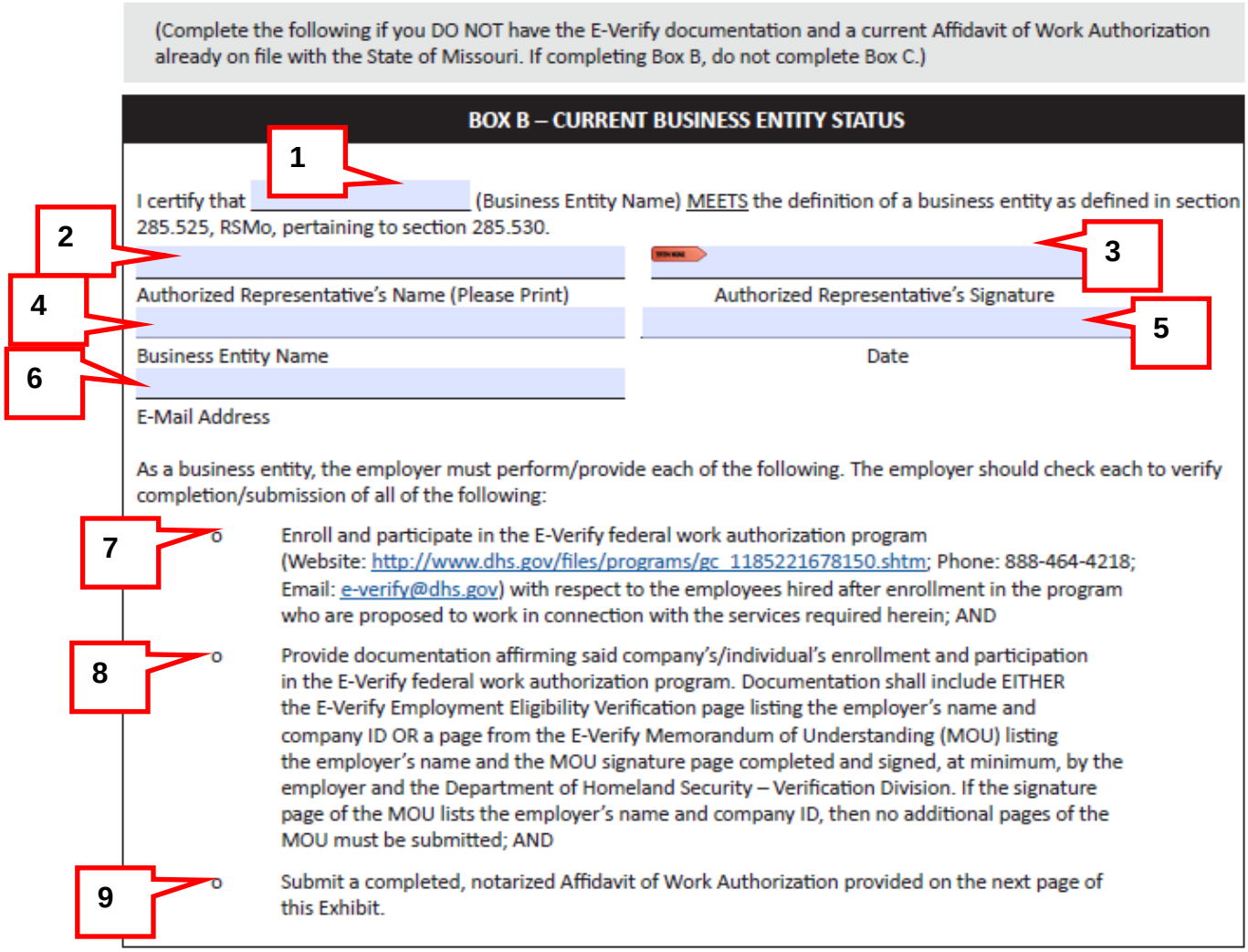


If **Box A** is completed, the TAA OJT is not approvable because the Employer doesn't meet the definition of "business entity".

2) **Company/Individual's Name:** The Employer / Representative must enter the name of the company / business.
3) **Self-Employed** or **Direct Sellers:** The Employer / Representative must mark one of the boxes to indicate whether:
   - The Employer is self-employed with no employees; OR
   - The Employer represents a company that employs the services of direct sellers.
4) **Company/Individual Name:** The Employer / Representative must enter the name of the company / business.
5) **Company/Individual Name:** The Employer / Representative must enter the name of the company / business.
6) **Insert Agency Name:** For Trade Act OJTs, the Trade Act Navigator enters Department of Higher Education and Workforce Development / Office of Workforce Development / Missouri Job Center. The Trade Act Navigator can substitute the location of the Job Center for the word "Missouri".
7) **Authorized Representative's Name (Please Print):** The Employer / Representative must print his/her name.
8) **Authorized Representative's Signature:** The Employer / Representative must enter his/her electronic or written signature.

9) **Company Name (if applicable):** The Employer / Representative must enter the name of the company/business.
10) Date: The Employer / Representative must enter the date that he/she completed and signed the form.

Page 4:
If the Employer meets the definition of "business entity" and agrees to sign up and participate in E-Verify, the Employer / Representative must complete **Box B**.


(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)

BOX B – CURRENT BUSINESS ENTITY STATUS

1

I certify that _____ (Business Entity Name) MEETS the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530.

2 Authorized Representative's Name (Please Print)

3 Authorized Representative's Signature

4 Business Entity Name

5 Date

6 E-Mail Address

As a business entity, the employer must perform/provide each of the following. The employer should check each to verify completion/submission of all of the following:

7 o Enroll and participate in the E-Verify federal work authorization program (Website: http://www.dhs.gov/files/programs/gc_1185221678150.shtm; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND

8 o Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the employer's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the employer's name and the MOU signature page completed and signed, at minimum, by the employer and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the employer's name and company ID, then no additional pages of the MOU must be submitted; AND

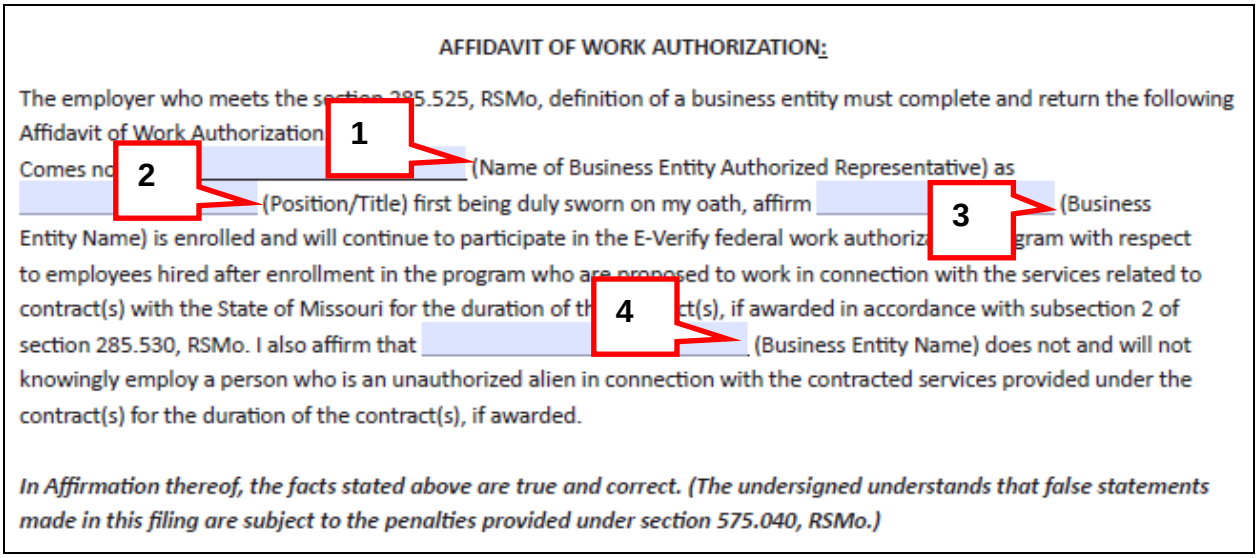
9 o Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

1) **Business Entity Name:** The Employer / Representative must enter the name of the company/business.
2) **Authorized Business Entity Representative's Name (Please Print):** The Employer / Representative must print his/her name within the field.
3) **Authorized Business Entity Representative's Signature:** The Employer / Representative must enter his/her electronic or written signature within the field.
4) **Business Entity Name:** The Employer / Representative must enter the name of the company/business.

5) **Date:** The Employer / Representative must enter the date he/she completed and signed **Box B**.
6) **E-Mail Address:** The Employer / Representative must enter his/her email address (if available).
7) **E-Verify:** The Employer / Representative must enroll and participate in the E-Verify federal work authorization program.
8) **E-Verify Documentation:** The Employer or representative must provide a copy of the E-Verify MOU.
9) **Affidavit of Work Authorization:** The Employer / Representative must provide a completed and notarized "Affidavit of Work Authorization" form.

Page 5:

The **Affidavit of Work Authorization** must be completed anytime **Box B** or **Box C** is completed by a "business entity". The **Affidavit of Work Authorization** must be completed / renewed every twelve months while a Trade Act OJT contract is active.



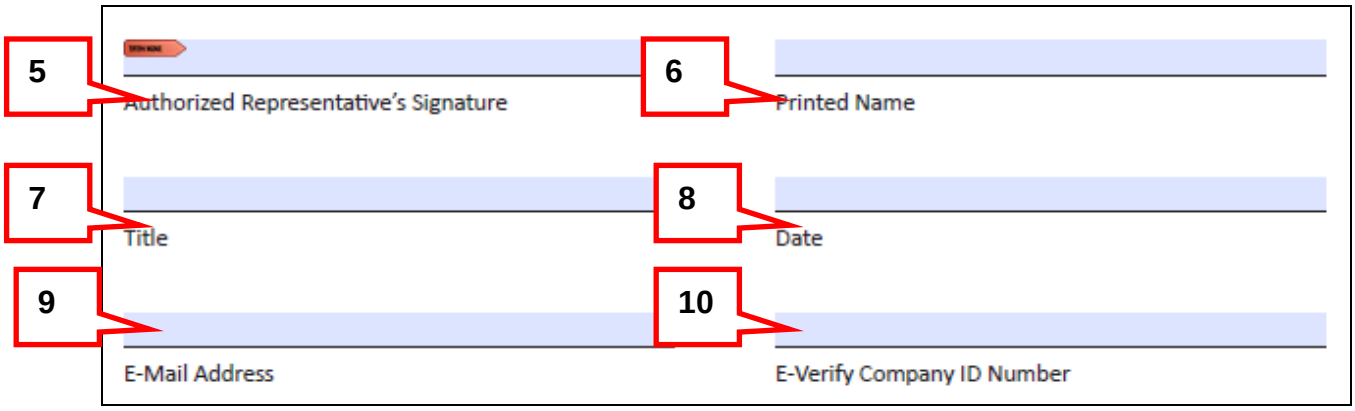
AFFIDAVIT OF WORK AUTHORIZATION:

The employer who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization

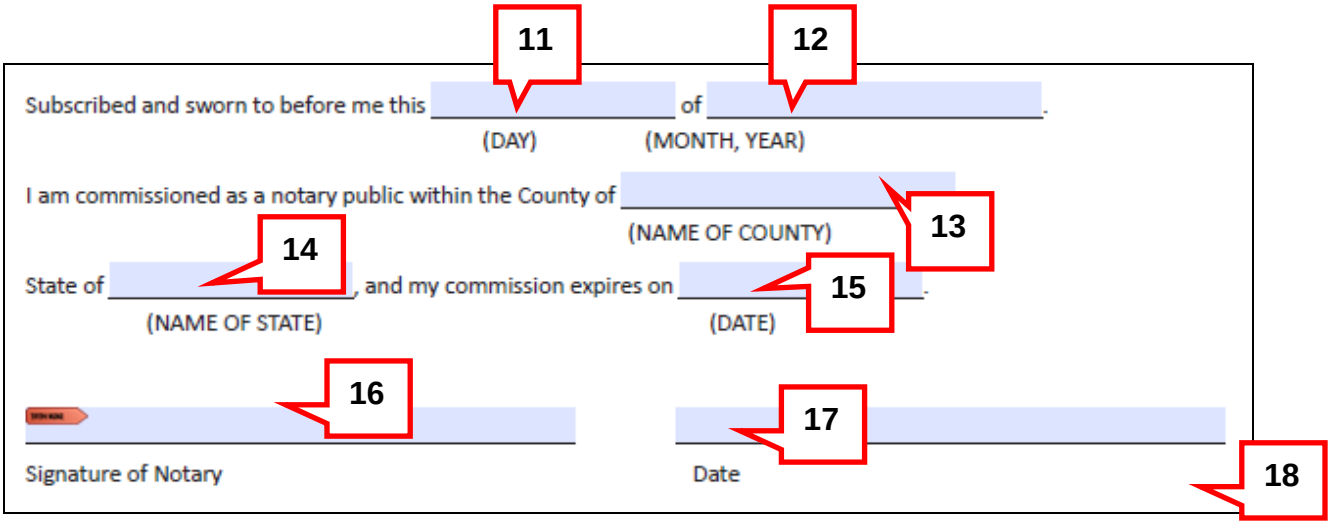
Comes now _____ (Name of Business Entity Authorized Representative) as _____ (Position/Title) first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

1) **Name of Business Entity Authorized Representative:** The Employer / Representative must enter his/her name in the field.
2) **Position / Title:** The Employer / Representative must enter his/her position or title held at the Business/Company.
3) **Business Entity Name:** The Employer / Representative must enter the name of the company/business.
4) **Business Entity Name:** The Employer / Representative must enter the name of the company/business.



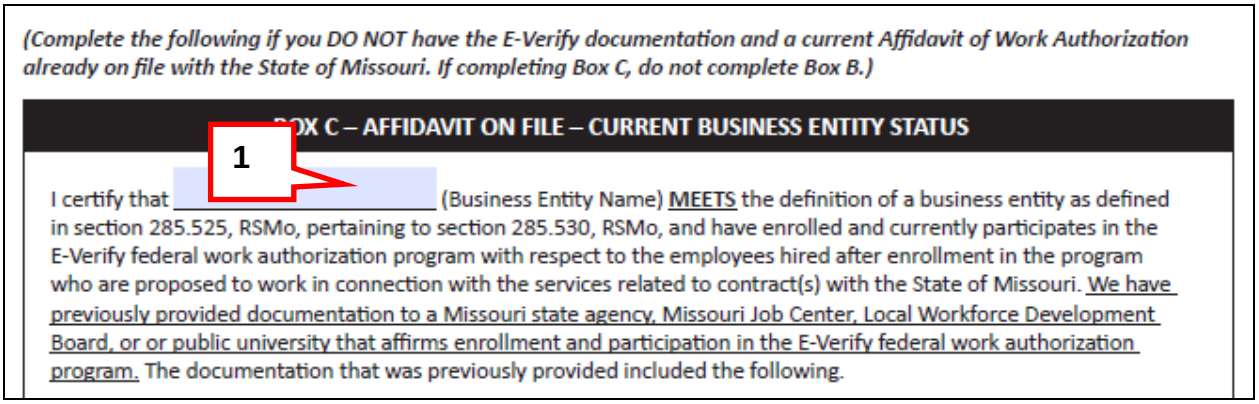
5) **Authorized Representative's Signature:** The Employer / Representative must enter his/her electronic or written signature within the field.
6) **Printed Name:** The Employer / Representative must print his/her name within the field.
7) **Title:** The Employer / Representative must enter his/her position or title held at the Business/Company.
8) **Date:** The Employer / Representative must enter the date he/she completed and signed the **Affidavit of Work Authorization**.
9) **E-Mail Address:** The Employer / Representative must enter his/her email address (if available).
10) **E-Verify Company ID Number:** The Employer / Representative must enter the Company's E-Verify ID Number found on the E-Verify MOU.



11) **Day:** The notary must enter the date he/she completes this portion of the "Affidavit of Work Authorization".
12) **Month, Year:** The notary must enter the month and year he/she completes this portion of the "Affidavit of Work Authorization".
13) **Name of County:** The notary must enter the county in which he/she is commissioned as a notary.

14) **Name of State:** The notary must enter the State in which he/she is commissioned as a notary.
15) **Date:** The notary must enter the date on which his/her commission as a notary expires.
16) **Signature of Notary:** The notary must enter his/her written signature.
17) **Date:** The notary must enter the date he/she notarized the "Affidavit of Work Authorization".
18) **Seal/Stamp:** The notary must enter his/her seal/stamp.

Page 6:
If the Employer meets the definition of "business entity" and participates in E-Verify, the Employer / Representative must complete **Box C**.



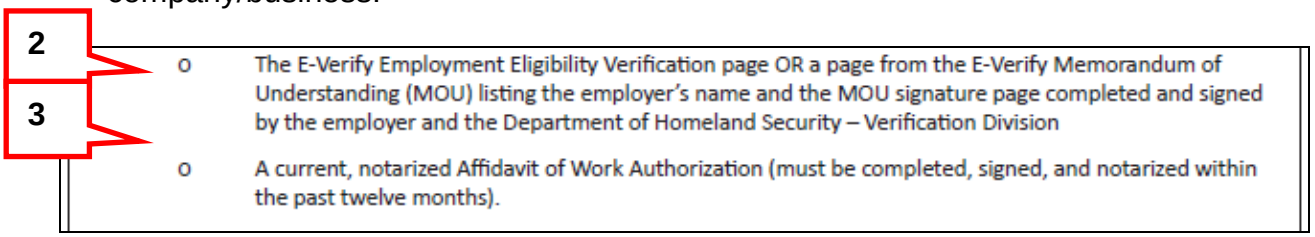
(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)

BOX C – AFFIDAVIT ON FILE – CURRENT BUSINESS ENTITY STATUS

1

I certify that _____ (Business Entity Name) MEETS the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency, Missouri Job Center, Local Workforce Development Board, or or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

1) **Business Entity Name:** The Employer / Representative must enter the name of the company/business.

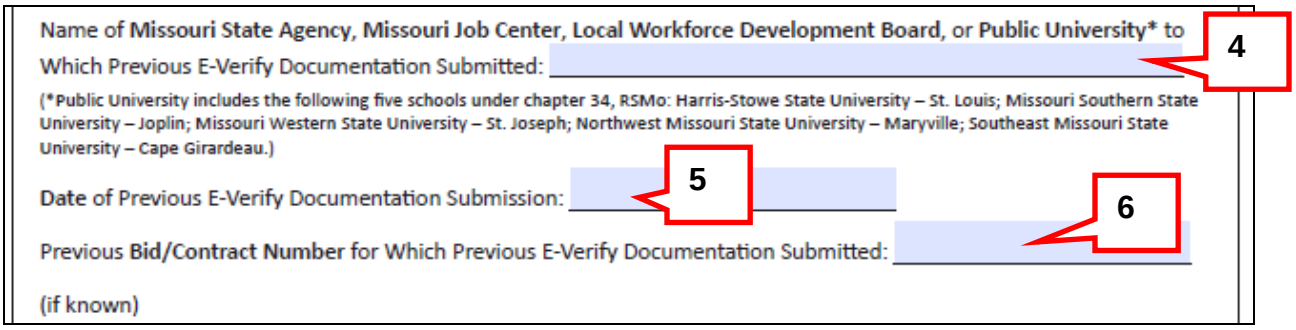


2

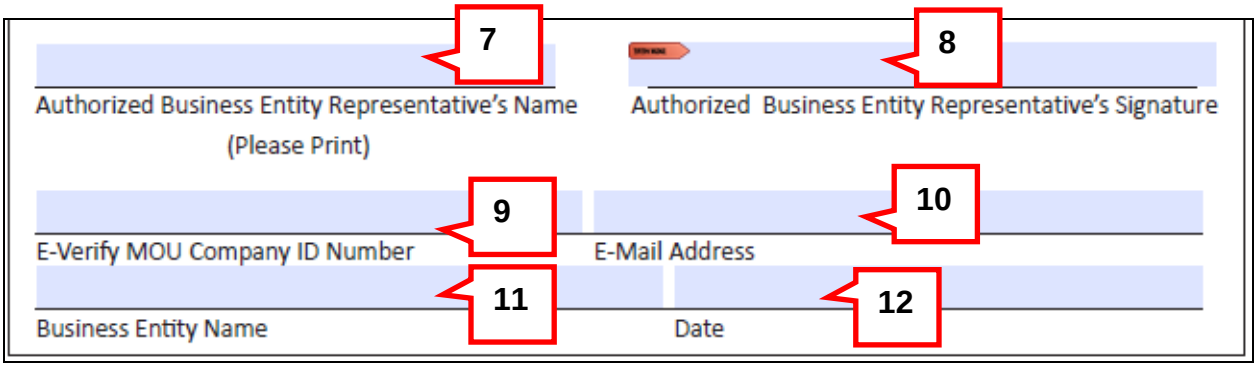
3

- The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the employer's name and the MOU signature page completed and signed by the employer and the Department of Homeland Security – Verification Division
- A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

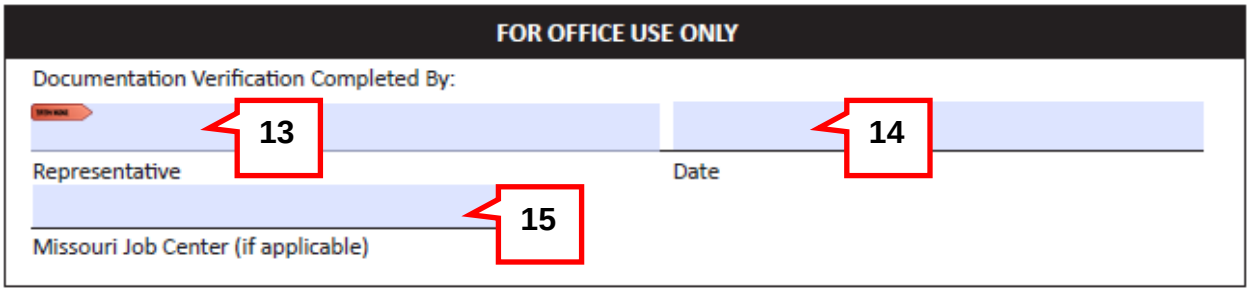
2) **E-Verify Documentation on Participant(s):** The Employer / Representative must provide E-Verify Employment Eligibility Verification on each TAA OJT participant or a page form the E-Verify MOU listing the employer's name and the MOU signature page (MOU is preferred documentation).
3) **Affidavit of Work Authorization:** The Employer / Representative must provide a completed and notarized "Affidavit of Work Authorization" form.



4) **Missouri State Agency, Missouri Job Center, Local Workforce Development Board, or Public University:** If applicable, to confirm the Employer / Representative is actively participating in E-Verify and has already provided a copy of their E-Verify MOU (or related documentation) to one of the listed entities, the Employer / Representative must enter the name of the agency who has a copy of their E-Verify MOU (or related documentation).
5) **Date:** The Employer / Representative must enter the date they submitted a copy of their E-Verify MOU (or related documentation) to a Missouri State Agency, Missouri Job Center, Local Workforce Development Board, and/or Public University.
6) **Bid/Contract Number:** If applicable / known, the Employer / Representative must enter the Bid/Contract Number for which they submitted a previous copy of their E-Verify MOU (or related documentation).



7) **Authorized Business Entity Representative's Name (Printed Name):** The Employer / Representative must print his/her name within the field.
8) **Authorized Business Entity Representative's Name Signature:** The Employer / Representative must enter his/her electronic or written signature within the field.
9) **E-Verify MOU Company ID Number:** The Employer / Representative must enter the Company's E-Verify ID Number found on the E-Verify MOU.
10) **E-Mail Address:** The Employer / Representative must enter his/her email address (if available).
11) **Business Entity Name:** The Employer / Representative must enter the name of the company/business.
12) **Date:** The Employer / Representative must enter the date he/she completed and signed **Box C**.



13) **Representative:** The Trade Act Navigator must enter his/her electronic or written signature.
14) **Date:** The Trade Act Navigator must enter the date he/she verified all E-Verify documents were completed and/or obtained.
15) **Missouri Job Center (if applicable):** The Trade Act Navigator must enter the name of his/her Job Center.

Instructions for the DWD-PO-213
Page 7

The seventh page of the DWD-PO-213 is referred to as **General Assurance**. The Employer must agree to all TAA terms in order for OWD/TAA to commit to an OJT contract with the Employer.

The Trade Act Navigator must review the **General Assurances** form with the Employer. The Employer is required to enter his/her electronic or written signature and date the form.

ON-THE-JOB TRAINING PROGRAM CONTRACT GENERAL ASSURANCEs

1. Participant Approval
The Workforce Innovation and Opportunity Act (WIOA) and the Trade Act of 1974 and Amendments thereafter require that the following conditions must be satisfied for approving and paying the cost of on-the-job training:
(a) No currently employed worker is displaced, including partial displacement such as a reduction in the hours of non-overtime work, wages, or employment benefits;
(b) Training does not impair existing contracts for services or collective bargaining agreements;
(c) In the case of training which would be inconsistent with the terms of a collective bargaining agreement, written concurrence must be obtained from the concerned labor organization;
(d) No other individual is on layoff from the same or any substantially equivalent job for which such eligible participant is being trained;
(e) The **Employer** has not terminated the employment of any regular employee or otherwise reduced the workforce with the intention of filling the vacancy so created by hiring the eligible participant;
(f) The job for which the eligible participant is being trained is not being created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals;
(g) The training is not for the same occupation as that from which the participant was separated and with respect to which such participant's group was certified;
(h) The **Employer** has not received payment under any other on-the- job training provided by such **Employer** which failed to meet the requirements of (a) through (f) above;
(i) The **Employer** has not taken, at any time, any action which violated the terms of any certification described in 3(c) below made by the **Employer** with respect to any other on-the-job training provided by the **Employer** for which any other **Training Operator** has made reimbursement payment; and
(j) There is no member of the prospective participant's immediate family engaged in an administrative capacity for the **Employer**.

2. Termination of Contract
The performance of work under this agreement may be terminated by the **Training Operator** when, for any reason, it is determined that such termination is in the best interest of the program, or when it has been determined that the **Employer** has failed to comply with any of the other provisions contained in the agreement.

3. Termination of Participants
(a) **Employer** agrees that participant will not be terminated without prior notice to such participant and with prior consultation with the **Training Operator**. Reasonable opportunity will be provided for improvements of any unsatisfactory performance, including substandard or unsatisfactory progress or conduct, so that the **Training Operator** may assist in correcting, adjusting, and improving such performance before termination becomes necessary. This, however, does not preclude the **Employer's** right to terminate the participant in the event of gross misconduct or other causes for immediate termination, as defined in the **Employer's** personnel standards and policy.
(b) **Employer** shall be responsible to report to the **Training Operator** within ten (10) working days the voluntary or involuntary termination of participants from the training program.
(c) **Employer** agrees not to terminate participant for the exclusive reason of agreement expiration. It is expected that the participant will be retained after completing the training, if the participant desires to continue such employment, and the **Employer** does not have due cause to terminate the employment.
(d) **Debarment and Suspension**: Employer agrees to meet Federal and State requirements regarding debarment and suspension.

4. Participant Wages and Benefits
(a) Hourly wages paid to participants shall not be less than the highest of the following:
- the minimum wage rate prescribed by the federal, state, or local law;
- the prevailing wage rate for persons similarly employed by the **Employer**; or,
- the wage rate required by an applicable collective bargaining agreement.

(b) **Employer** agrees that the participant will receive all fringe benefits available to other employees in the same class during the training program, and the participant will be assured of workers' compensation at the same level and to the same extent as others similarly employed who are covered by a workers' compensation statute or system. (c) No participant will be required or permitted to work or train in buildings or surroundings under working conditions which are unsanitary, hazardous, or dangerous to the participant's health or safety. Participants employed or trained in inherently dangerous occupations shall be assigned to work in accordance with reasonable safety practices.

5. Payments
(a) Payment for OJT shall be based on the total hours worked per month multiplied by the training cost per hour within that job title. Overtime costs and holiday pay will not be reimbursed. Total reimbursement shall not exceed the amount agreed upon in this agreement.
(b) **Employer** must be current on tax payments. Outstanding state taxes could result in rejection of reimbursement until resolved.
(c) **Employer** agrees to provide full-time employment, defined as not less than 32 hours per work week if the agreement is established under a WIOA program or defined as 'full-time' by the employer if the agreement is established under the Trade Program.
(d) Payments made under this agreement cover all payment obligations by **Training Operator** to **Employer** and payment for the **Employer's** services in providing training is considered sufficient by all parties to cover costs of training. These costs include OJT instruction, non-productive time, extra wastage, added wear and tear of equipment, and the added supervisory effort. No other obligation for payment or other financial liability of any kind is incurred by **Training Operator**.
(e) No payments may be made to **Employer** for the training of participants in OJT during the periods of work stoppage as a result of a labor dispute or natural disaster.

6. Records Maintenance
(a) **Employer** shall maintain books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all training costs and services claimed to have been incurred and anticipated to be incurred for the performance of this agreement.
(b) **Employer's** records to be maintained shall include documentation of participant's daily time and attendance records.
(c) The **Employer** shall preserve and make available records until the expiration of five (5) years from the final payment under this agreement.
(d) The **Employer** agrees that authorized representatives of Training Operator and other representatives of funding sources shall be given access to, at all reasonable times, the facilities and records pursuant to this agreement.
(e) Upon request of the **Training Operator**, the progress of the participant shall be reported. The **Employer** shall assist in providing the **Training Operator** access to participant to perform counseling services.
(f) **Employer** affirms enrollment and participation in the E-Verify federal work-authorization program.

7. Disclosure of Confidential Information
The **Employer** agrees to maintain the confidentiality of any information regarding applicants and participants, or their families, which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source.

8. Laws Applicable
The **Employer** will perform its duties under this agreement in accordance with the WIOA regulations, the Trade Act of 1974 and Amendments thereafter, and procedures and standards promulgated there under, as well as any subsequent legislation, regulations, procedures, and standards enacted in substitution or in addition thereto.

Acknowledgement: I have received the above information.

Employer's Signature: _____ Date: _____

DWD-PO-213 (03-2020) page 7 of 7

Distribution:
A TAA OJT contract includes the **DWD-PO-213**, **DWD-PO-274**, **DWD-PO-214**, and **DWD-PO-242** (if applicable).

The **DWD-PO-213** is uploaded into the Employer's MoJobs' record. The **DWD-PO-213**, **DWD-PO-274**, **DWD-PO-214**, and **DWD-PO-242** (if applicable) are uploaded into the worker's MoJobs' record. An email is submitted to dwdtradeacthelp@dhewd.mo.gov to notify OWD Central Office TAA Unit that the contract is ready to process.

After funds are obligated, a copy is emailed to the appropriate Trade Act Navigator. The processed **DWD-PO-213** must be uploaded to the Employer's MoJobs' record by either OWD Central Office Trade Act Unit or the Trade Act Navigator. The processed **DWD-PO-213**, **DWD-PO-274**, **DWD-PO-214**, and **DWD-PO-242** (if applicable) forms must be uploaded into the worker's MoJobs' record by either OWD Central Office TAA Unit or the Trade Act Navigator.

The Trade Act Navigator must forward one copy of the processed contract to the employer and, one copy to each participating worker.

Amendments:
Amendments (modifications) can be made to an OJT contract to increase/decrease pay rate, hours required for training, add additional workers, etc. Modifications to an OJT contract are made on OJT Supplement Agreement forms (**DWD-PO-215**). Refer to that section of the manual for more detailed instructions.

Distribution (Amended):
For an amended OJT contract, the DWD-PO-215 must be uploaded into either or both the Employer and/or the worker's MoJobs' record and an email sent to dwdtradeacthelp@dhewd.mo.gov to notify OWD Central Office Trade Act Unit the **DWD-PO-215** is ready to process.

Once the amendment is approved, the appropriate Trade Act Navigator / Rep will be notified. The processed **DWD-PO-215** must be uploaded into either or both the Employer and/or worker's MoJobs' record by either OWD Central Office Trade Act Unit or the Trade Act Navigator.

For any modification, a copy of the DWD-PO-215 must provided to the employer. Depending on the modification, it may also be necessary to provide a copy of the modification to the participating worker(s).

On-the-Job Training Request for Transportation / Subsistence

DWD-PO-242

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

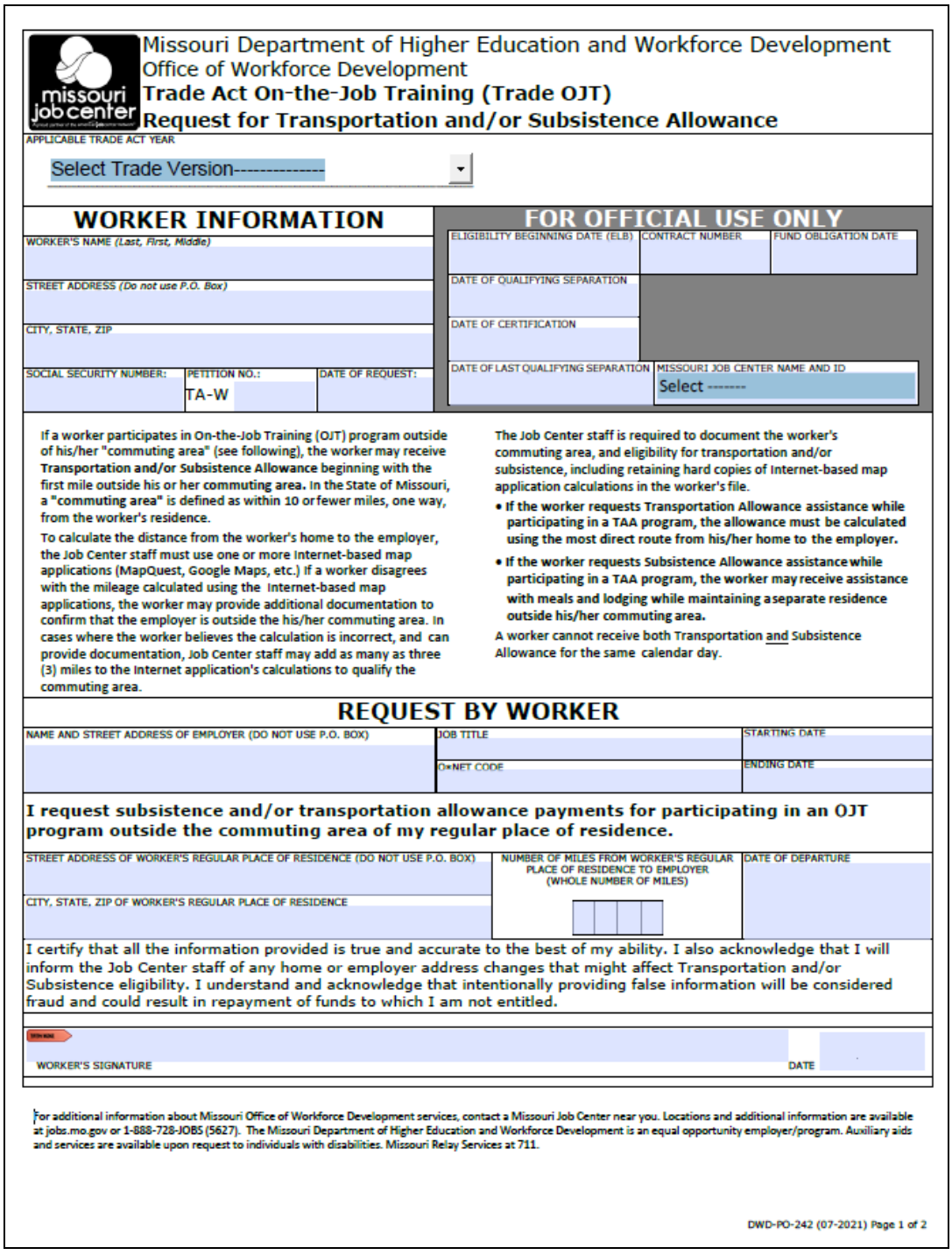
Last Updated 11/14/22

OJT Request for Transportation and/or Subsistence Allowance
DWD-PO-242

The **OJT Transportation-Subsistence (DWD-PO-242)** can be found on

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › OJT

OJT Transportation-Subsistence (DWD-PO-242).



Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
Trade Act On-the-Job Training (Trade OJT)
Request for Transportation and/or Subsistence Allowance

APPLICABLE TRADE ACT YEAR

Select Trade Version----------

WORKER INFORMATION

WORKER'S NAME *(Last, First, Middle)*

STREET ADDRESS *(Do not use P.O. Box)*

CITY, STATE, ZIP

SOCIAL SECURITY NUMBER: | PETITION NO.: TA-W | DATE OF REQUEST:

FOR OFFICIAL USE ONLY

ELIGIBILITY BEGINNING DATE (ELB) | CONTRACT NUMBER | FUND OBLIGATION DATE

DATE OF QUALIFYING SEPARATION

DATE OF CERTIFICATION

DATE OF LAST QUALIFYING SEPARATION | MISSOURI JOB CENTER NAME AND ID: Select --------

If a worker participates in On-the-Job Training (OJT) program outside of his/her "commuting area" (see following), the worker may receive **Transportation and/or Subsistence Allowance** beginning with the first mile outside his or her commuting area. In the State of Missouri, a "commuting area" is defined as within 10 or fewer miles, one way, from the worker's residence.

To calculate the distance from the worker's home to the employer, the Job Center staff must use one or more Internet-based map applications (MapQuest, Google Maps, etc.) If a worker disagrees with the mileage calculated using the Internet-based map applications, the worker may provide additional documentation to confirm that the employer is outside the his/her commuting area. In cases where the worker believes the calculation is incorrect, and can provide documentation, Job Center staff may add as many as three (3) miles to the Internet application's calculations to qualify the commuting area.

The Job Center staff is required to document the worker's commuting area, and eligibility for transportation and/or subsistence, including retaining hard copies of Internet-based map application calculations in the worker's file.

- **If the worker requests Transportation Allowance assistance while participating in a TAA program, the allowance must be calculated using the most direct route from his/her home to the employer.**
- **If the worker requests Subsistence Allowance assistance while participating in a TAA program, the worker may receive assistance with meals and lodging while maintaining a separate residence outside his/her commuting area.**

A worker cannot receive both Transportation and Subsistence Allowance for the same calendar day.

REQUEST BY WORKER

NAME AND STREET ADDRESS OF EMPLOYER (DO NOT USE P.O. BOX) | JOB TITLE | STARTING DATE

O*NET CODE | ENDING DATE

I request subsistence and/or transportation allowance payments for participating in an OJT program outside the commuting area of my regular place of residence.

STREET ADDRESS OF WORKER'S REGULAR PLACE OF RESIDENCE (DO NOT USE P.O. BOX) | NUMBER OF MILES FROM WORKER'S REGULAR PLACE OF RESIDENCE TO EMPLOYER (WHOLE NUMBER OF MILES) | DATE OF DEPARTURE

CITY, STATE, ZIP OF WORKER'S REGULAR PLACE OF RESIDENCE

I certify that all the information provided is true and accurate to the best of my ability. I also acknowledge that I will inform the Job Center staff of any home or employer address changes that might affect Transportation and/or Subsistence eligibility. I understand and acknowledge that intentionally providing false information will be considered fraud and could result in repayment of funds to which I am not entitled.

WORKER'S SIGNATURE | DATE

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

DWD-PO-242 (07-2021) Page 1 of 2

FOR OFFICIAL USE ONLY

Does the worker request Transportation and/or Subsistence Allowance? ☐ Yes ☐ No

If "Yes," which does the worker request? ☐ Transportation ☐ Subsistence ☐ Both

Is the worker's Trade-approved OJT outside of his/her commuting area? ☐ Yes ☐ No

Was additional documentation needed to verify that OJT is outside the worker's training area? ☐ Yes ☐ No

If "Yes," what documentation was used?*(List)*

AGENCY NOTICE TO WORKER OF DETERMINATION

Your request for Trade Act On-the-Job Training (OJT) Transportation or Subsistence Allowance is ☐ **Approved,** *as follows*:

☐ You are entitled to Subsistence Allowance at the rate of _____ per day.

☐ You are entitled to Transportation Allowance at the rate of _____ One-way cost, beginning _____.

_____ Round trip cost, beginning _____.

☐ **Denied,** for ☐ Transportation, and/or ☐ Subsistence, for the following reason(s):

ADVANCE PAYMENT INFORMATION

1. I (the Worker) request advance payment of:	2. I (the Worker) authorize deduction from my future allowance payments until the advancement is repaid. I will repay any amount not deducted.	3. The following amount(s) is/are approved for payment:
☐ Transportation ☐ Subsistence ☐ Both	☐ Deduction authorized	_____ Subsistence Allowance _____ Transportation Allowance

SIGNATURE OF WORKER	DATE	SIGNATURE OF AUTHORIZED OWD REPRESENTATIVE	DATE

APPEAL RIGHTS

If you believe this determination is incorrect, you or your duly authorized agent may file an appeal no later than thirty (30) days after the date entered below. An appeal may be filed by mail to the Missouri Division of Employment Security, Appeals Tribunal, PO Box 59, Jefferson City, MO 65104-0059, or by FAX at (573) 751-1321. If an appeal is filed by mail, the United States Postal Service postmark date will be the date filed. If the last day for filing the appeal falls on a Saturday, Sunday, or a legal holiday, an appeal will be timely if filed on the next day that is neither a Saturday, Sunday, or legal holiday. Any appeal should give the reason why it is believed the determination is incorrect, and the appeal must be signed. If you do not understand this determination or how to file an appeal, contact the Missouri Job Center listed below that issued the determination.

SIGNATURE OF AUTHORIZED OWD REPRESENTATIVE	MISSOURI JOB CENTER NAME AND ID	DATE
	Select ---------	

FOR OWD CENTRAL OFFICE USE ONLY

	Funding Amount	Effective Date
TAA Total Estimated Transportation Cost:		
TAA Total Estimated Subsistence Cost:		

ACCOUNT

OWD CENTRAL OFFICE TRADE ACT UNIT INITIALS	DATE

INSTRUCTIONS FOR DWD-PO-242

General:

The **Trade OJT Request for Transportation and/or Subsistence Allowance** form is used by Trade Act Navigator to document the distance between a worker's residence and OJT facility, and to determine if the OJT requires the worker to travel outside of his or her commuting area.

In Missouri, a commuting area has been determined to be 10 miles one-way.

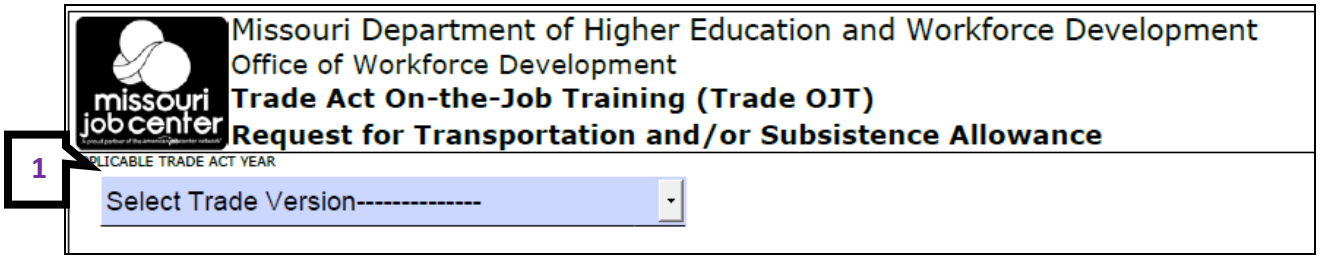
Calculating the Commuting Area:

To determine if the approved training is outside the worker's commuting area, the Trade Act Navigator is required to use one or more internet-based map applications (MapQuest, Google Maps, etc.) to confirm the distance between the worker's residence and approved OJT facility is over 10 miles one way.

A Trade Act Navigator must complete a **Trade OJT Request for Transportation and/or Subsistence Allowance (DWD-PO-242) form** on all TAA OJT workers to document their eligibility to transportation and/or subsistence allowance. In addition, a worker's eligibility for transportation and/or subsistence allowance, if requested, must be documented as a case note in MoJobs.

Because the internet based map applications are not always exact due to circumstances such as new construction, ongoing road construction, etc., the Trade Act Navigator may allow up to three (3) additional miles only if the worker protests the calculation and provides documentation. If the worker does not believe the internet-based map application mileage calculation is correct, the worker may also provide other documentation, including a written, signed, self attestation document, report of road closures for highway construction, etc.

The items on the **DWD-PO-242** should be completed as follows:



1) **TA 2002**, **TA 2009**, **TA 2011**, OR **TA 2015** – Depending on the worker's Petition Number, select the appropriate Trade Act coverage from the drop down menu.

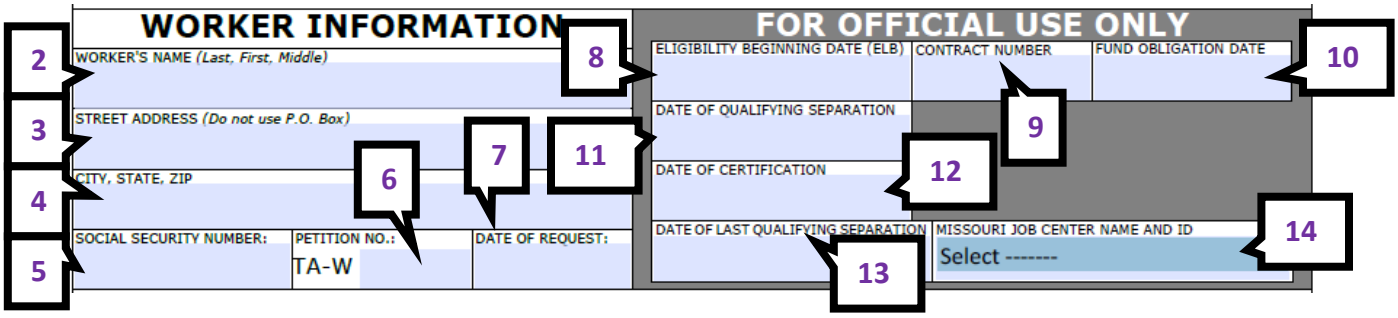
   Trade 2002 (Trade 2002 Revert) includes petitions numbered 69,999 or below and 80,000-80,999 if Trade 2002 Revert selected.

   Trade 2009 includes petitions numbered 70,000-79,999.

   Trade 2011 includes petitions numbered 80,000-84,999.

   Trade 2015 includes petitions numbered 85,000-97,999.

   Trade Reversion 2021 includes petitions number 98,000 and above.



2) **Worker's Name** – Enter the worker's name in the format Last Name, First Name, Middle Name/Initial.
3) **Street Address** – Enter the worker's street address; do not use PO Box mailing address.
4) **City, State, Zip** – Enter the worker's city, state, and zip code.
5) **Social Security Number** – Enter the last four digits of the worker's social security number.
6) **Petition No. –** The Trade Act Navigator must enter the petition number under which the worker is eligible to participate in the TAA program. It can be found in either MoJobs or UInteract TRA-B, TRA-A, or TRA-C claim screens.

   If Missouri acts as the *Agent* state, the *Liable* state must provide the petition number,

TRA / TAA eligibility, and approve the training request prior to submitting to OWD Central Office Trade Act Unit. To search for petition activity/determinations or to find contact information for Trade Act Coordinators in other states, view USDOL's website:

Petition activity/determinations: https://www.dol.gov/agencies/eta/tradeact

Trade Act Coordinators: https://www.dol.gov/agencies/eta/tradeact

If the certified petition is from a state other than Missouri, please note qualifying State at the top of the DWD-PO-242.

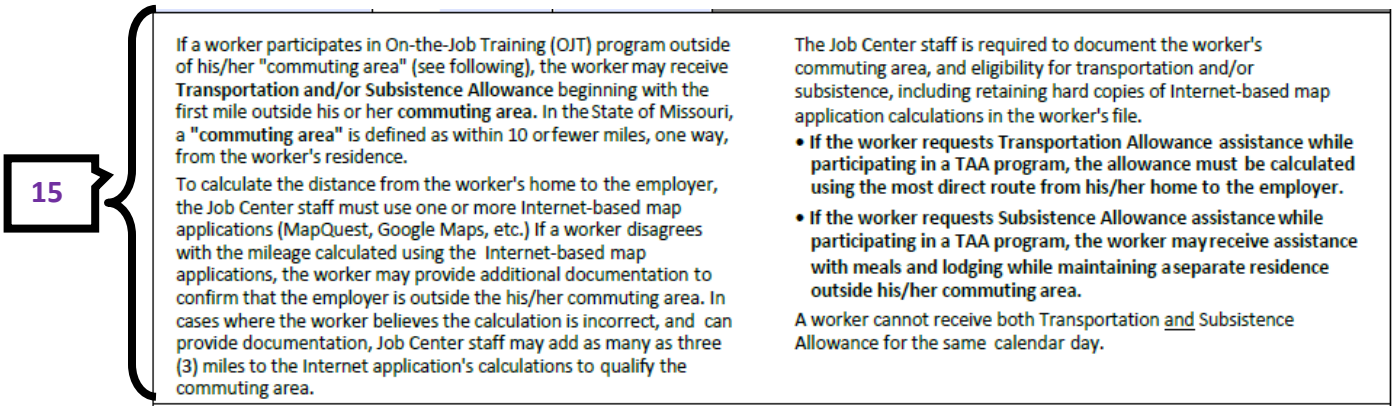
7) **Date of Request –** Enter the bona fide date the request for OJT was made by the worker.
8) **Eligibility Beginning Date (ELB)** - Enter the Benefit Year Beginning (BYB) date as noted on worker's TRA-B, TRA-A, and/or TRA-C claim found in UInteract or eligibility determination (if Missouri is not the Liable state).
9) **Subcontract Number** - This number is assigned by OWD Central Office Trade Act staff and can be found on the processed DWD-PO-213. If this form is submitted at the same time as the OJT contract, OWD Central Office TAA Staff will complete this field.
10) **Fund Obligation Date** – Enter the date that TAA funds are obligated to cover OJT costs. This date can be found on the DWD-PO-213 in the "period beginning" field. This is normally the worker's start date of the OJT.
11) **Date of Qualifying Separation** – Enter the (first) Separation Date as noted on the TRA-B, TRA-A, and/or TRA-C claim in UInteract under the 855 Response section of the Claim Details screen or eligibility determination (if Missouri is not the Liable state).
12) **Date of Certification –** Enter the date of the TAA petition's certification. This date can be found on the Petition Log on DWDSHARE (\\ded-filesrv01) (N:) ▸ Trade Act Resources ▸ Petition Logs, or from USDOL's website: http://doleta.gov/tradeact/taa/taa_search_form.cfm.

    If Missouri is the Agent state, the information would need to be provided by the Liable State or be found on USDOL's website.

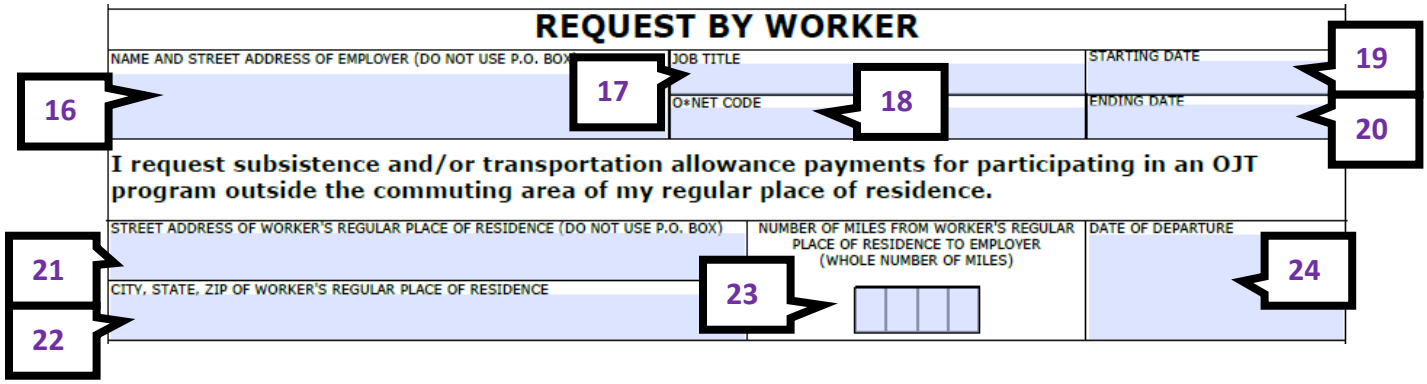
13) **Date of Last Qualifying Separation –** Enter the (last) qualifying Separation Date as noted on the TRA-B, TRA-A, and/or TRA-C claim in UInteract under the 855 Response section of the Claim Details screen or eligibility determination (if Missouri is not the Liable state).

    For petitions outside of Missouri, contact the appropriate state's Trade Act Coordinator. The worker may be able to provide this information from eligibility determination correspondence received from the other state.

14) **Missouri Job Center Name and ID** – Select the appropriate Job Center name and I.D. number from the drop down menu.



15) **Transportation / Subsistence Reimbursement and Requirements** – Review this section of the form with the worker and let the worker know which requirements apply to him/her. In certain situations, per TAA Final Rule, a worker may draw transportation and subsistence on the same day. This can occur at the beginning of training that the worker attends outside of his/her commuting area and at the end of training for travel back to worker's commuting area. Also if the worker fails to complete training outside his/her commuting area for justifiable cause, and must return home before the scheduled end of training.



16) **Name and Street Address of Employer** – Enter the name and address of the Employer through which the worker is requesting an OJT contract (worksite). Do not use a PO Box.
17) **Job Title** – Enter the job title for which the worker is requesting an OJT contract. This information can be found on the DWD-PO-214.
18) **O*Net Code** – Enter the O*Net Code for which the worker is requesting an OJT contract. This information can be found on the DWD-PO-214.
19) **Starting Date** – Enter the Start Date of the OJT contract as outlined on the DWD-PO-214 form.
20) **Ending Date** – Enter the End Date of the OJT contract as outlined on the DWD-PO-214 form.

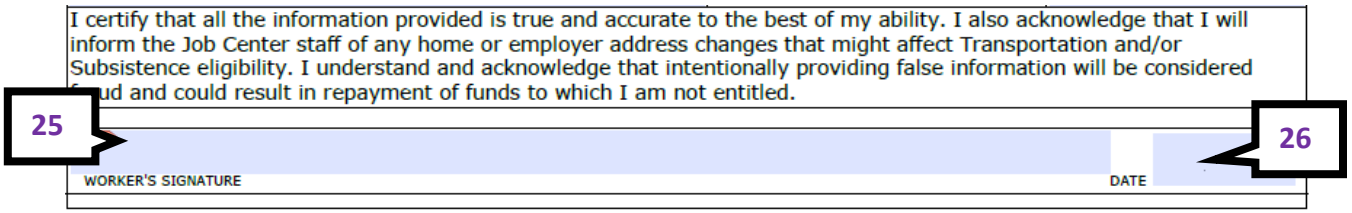
21) **Street Address of Worker's Regular Place of Residence** – Enter the worker's street address. Do not use a PO Box.

22) **City, State, and Zip of Worker's Regular Place of Residence** – Enter the worker's city, state, and zip code.

23) **Number of Miles from Worker's Regular Place of Residence to Employer** – Enter the distance between the worker's address and the OJT employer based on internet-based map applications or other documentation provided by the worker. The miles must be entered as a rounded whole number. For example, based on Mapquest, there are 15.7 miles between the worker's home and the employer. The mileage of 15.7 needs to be rounded to 16 miles.

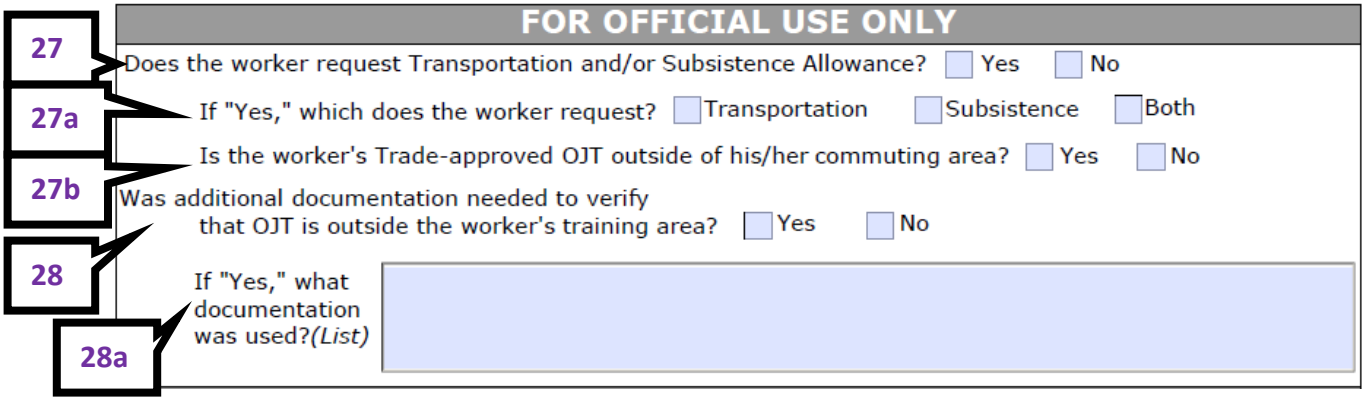
As a reminder, per TAA Final Rule, workers eligible for transportation will not be reimburse until mile 11. This means if the worker drives 20 miles one-way to the OJT facility, he/she will only be reimbursed for miles 11-20 both to the OJT facility and back to his/her residence; the reimbursement would be for 20 miles roundtrip.

24) **Date of Departure** – Enter the date the worker will depart for training and be eligible for transportation / subsistence.



25) **Worker's Signature** – The worker must enter his/her signature after reviewing the fraud clause.

26) **Date** – The worker must enter the date (s)he signed the DWD-PO-242 form.

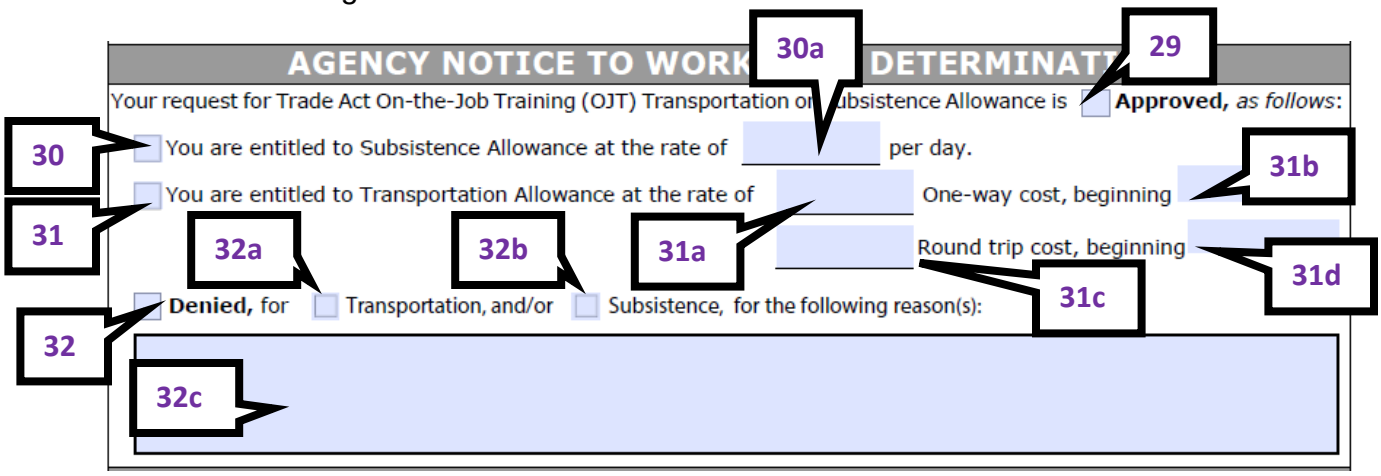


27) **Does the worker request Transportation and/or Subsistence Allowance?** – Mark either the Yes or No field.

a) **If "Yes", which does the client request?** – Mark the Transportation, Subsistence, or Both field.

b) **Is the client's Trade-approved OJT outside his/her commuting area?** - Mark either the Yes or No field.

28) **Was additional documentation needed to verify that OJT is outside the worker's commuting area?** - Mark either the Yes or No field.
   a) **If "Yes", what documentation was used?** – List any documentation, besides internet-based mapping application, that was used to verify the worker's commuting area.



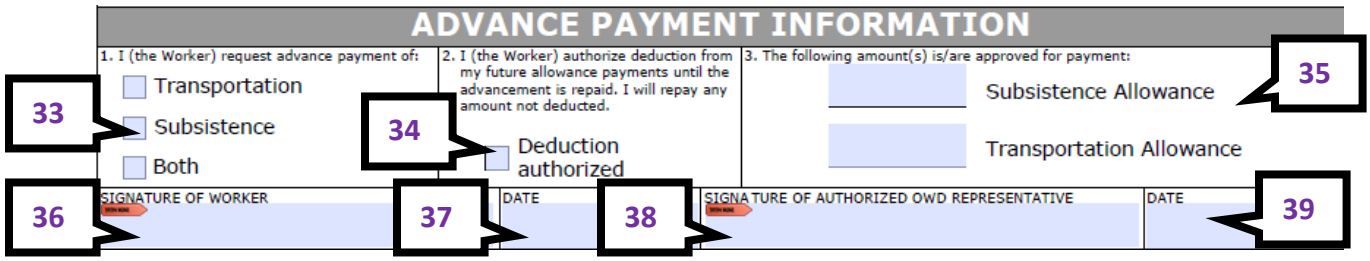
29) **Your request for Trade Act On-the-Job Training (OJT) Transportation or Subsistence is Approved, as follows.** – If the OJT contract is approved and the worker is eligible for transportation and/or subsistence allowance, mark the box.

30) **You are entitled to Subsistence Allowance at the rate of…per day.** – If the worker is eligible for subsistence, mark the box.
   a) **Subsistence Daily Maximum** – Enter the daily subsistence allowance maximum that the worker may receive. Please refer to www.gsa.gov for daily maximum based on location of OJT.

31) **You are entitled to Transportation Allowance at the rate of** – If the worker is eligible for transportation, mark the box. Per TAA Final Rule, transportation is only paid for miles "outside" the commuting area. Because Missouri has set the commuting area at 10 miles, transportation will start paying at mile 11.
   a) **One-Way Cost** – Based on the calculation of "rounded whole miles – 10 miles" x "reimbursement rate", enter the amount of transportation the worker will receive for a one-way trip from his/her residence to the OJT Employer. Please refer to www.gsa.gov for Federal Travel Regulations (FTR) mileage "reimbursement rate" and daily maximum based on location of OJT.
   b) **Beginning Date** – Either enter or select the date (from the drop down calendar) the worker will begin participating in transportation.
   c) **Roundtrip Cost** - Based on the calculation of "rounded whole miles – 10 miles" x "reimbursement rate" x "2", enter the amount of transportation the worker will receive for a roundtrip from worker's residence to the OJT Employer to worker's residence. Please refer to www.gsa.gov for Federal Travel Regulations (FTR) mileage "reimbursement rate" and daily maximum based on location of OJT.
   d) **Beginning Date** – Either enter or select the date (from the drop down calendar) the worker will begin participating in transportation.

32) Denied, for ☐ Transportation and/or ☐ Subsistence, for the following reason(s): – If the worker is NOT eligible for transportation or subsistence, mark the box.

a) **Transportation** – If the worker is not eligible for Transportation, mark the box.
b) **Subsistence** – If the worker is not eligible for Subsistence, mark the box.
c) **Denial Reason** – Enter the reason the worker is denied transportation and/or subsistence allowance.



33) I request advance payment of: – If the worker request advance payment, mark the *Transportation*, *Subsistence*, or *Both* box.

34) I (the Worker) authorize deduction…not deducted. – If the worker requests advance payment, the worker must mark the *Deduction Authorized* field to give approval to deduct advance payment from future transportation / subsistence allowance payments.

35) The following amount(s) are approved for payment: - If the worker is approved for advance payment, enter the approved amount of "Subsistence Allowance" and/or "Transportation Allowance" authorized.

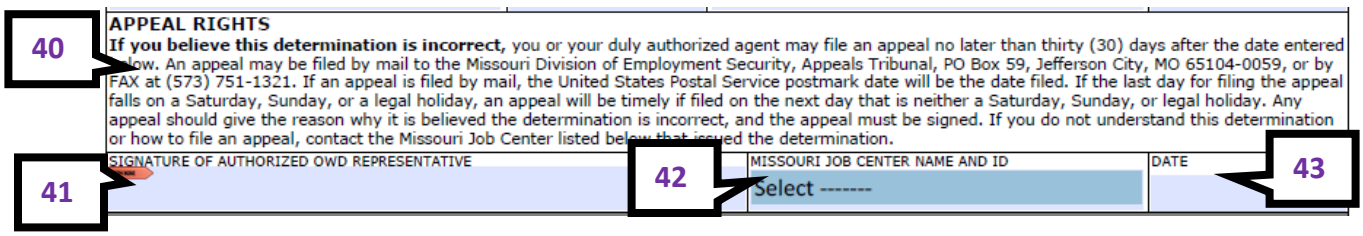
36) Signature of Worker - The worker must enter his/her signature if requesting advance payment.

37) Date – If the worker requested advance payment, the worker must enter the date the worker signed the DWD-PO-242.

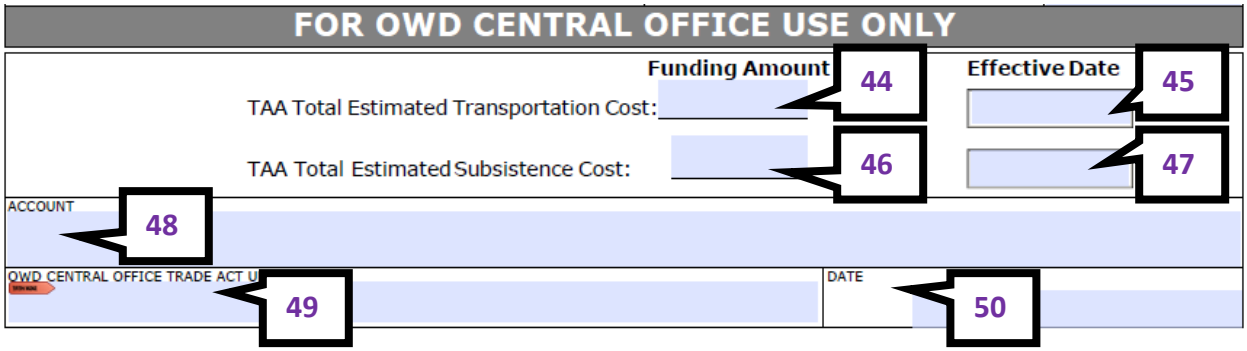
38) Signature of Authorized OWD Representative – If the Trade Act Navigator determines the worker eligible for advance payment, (s)he must enter his/her signature.

39) Date – If the Trade Act Navigator determines the worker eligible for advance payment, (s)he must enter the date the worker signed the DWD-PO-242.

If the Advance Payment Information fields are completed, DES staff must be notified. Payment will be issued to the worker no more than ten (10) days in advanced using the same method in which he/she received his/her Unemployment Insurance (UI) and/or Trade Readjustment Allowance (TRA) payments.



40) **Appeal Rights** – If the worker is denied transportation and/or subsistence allowance, the Trade Act Navigator must inform the worker of his/her appeal rights and information about how to request an Appeals Hearing.
41) **Signature of Authorized OWD Representative** – The Trade Act Navigator, who completed the DWD-PO-242 form, enters his/her signature.
42) **Missouri Job Center Name and ID** – Type or select, from form list, the appropriate Job Center name and I.D. number.
43) **Date (*Month, Day, Year*)** – The Trade Act Navigator enters the date he/she signed the DWD-PO-242 form.



44) **TAA Total Estimated Transportation Cost** – If the worker is participating in OJT outside his/her commuting area and is eligible for transportation allowance, enter the amount of Transportation funds that need to be obligated for the entire OJT.
45) **Transportation Effective Date** – If worker is eligible for transportation, enter the date funds need to be available.
46) **TAA Total Estimated Subsistence** – If the worker is participating in OJT outside his/her commuting area and is eligible for subsistence allowance, enter the amount of Subsistence funds that need to be obligated for the entire OJT.
47) **Subsistence Effective Date** – If worker is eligible for subsistence, enter the date funds need to be available.
48) **Account** – *This field is completed by OWD Central Office TAA Unit.*
49) **OWD Central Office Trade Act Unit Initials** – *This field is completed by OWD Central Office TAA Unit.*
50) **Date** – *This field is completed by OWD Central Office TAA Unit.* The date entered notes when Financial Management has processed the DWD-PO-242 form and have obligated funds (if applicable).

NOTE: Workers are required to submit TRA-22 forms in order to draw transportation and/or subsistence while participating in OJT. Please refer to the ***TRA-22*** section of the manual for additional details.

Distribution:
The Trade Act Navigator must upload the DWD-PO-242 form into the worker's MoJobs record. Once uploaded, the Trade Act Navigator must send an email to dwdtradeacthelp@dhewd.mo.gov to notify OWD Central Office Trade Act Unit that the form is ready to process.

After funds are obligated, the OWD Central Office TAA Unit provides an email copy to the appropriate Trade Act Navigator and provides a copy to DES.

The Trade Act Navigator must forward a copy of the processed form to the applicable worker.

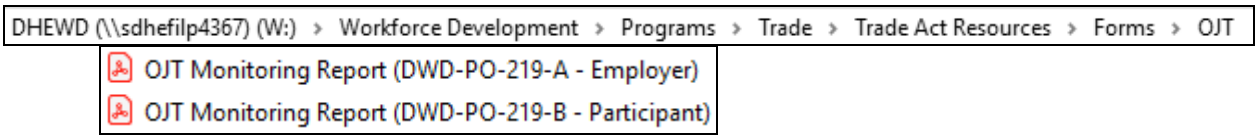
On-the-Job Training Monitoring Report (DWD-PO-219-A&B)

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 11/14/22

OJT Monitoring Report
DWD-PO-219-A & B

The OJT Monitoring Report has been broken down into two forms: 1) **DWD-PO-219-A (Employer)**; and 2) **DWD-PO-219-B (Participant)**. Both can be found at



Instructions for DWD-PO-219

The number of required monitoring visits will vary depending on the length of the OJT contract:

- All OJT participants *must* have their plans monitored within the first 30 calendar days
- All OJT participant plans that are one year or less in length *must* be monitored at least three additional times at regular intervals
- All OJT participant plans that are over one year in length *must* be monitored at least once every four months

If there are problems, more frequent visits may be required.

During the first visit:

- Verify that the occupation (job title) and rate of pay are established correctly.
- Reaffirm the provisions of the contract.
- Provide the employer instructions on maintaining attendance / payroll records and invoicing procedures.
- Post the Equal Employment Opportunity poster in a place visible to the public.
  - https://jobs.mo.gov/dwdeo#Equal Opportunity Posters (Multiple Languages)
  - https://jobs.mo.gov/sites/jobs/files/dwd-102_english_10-2019_8.5x14.pdf

During the monitoring visits, **examine the attendance and payroll records**.

- The attendance record should verify that the number of hours worked per day is the same as the number of hours on which the daily reimbursement rate is structured.

- The attendance record should also verify that the number of hours worked is at least equal to the number of training hours claimed on the invoices.

- The payroll records should verify that the worker is being paid for the total hours worked at no less than the hourly wage specified in the contract. The worker will be questioned to verify that the records are correct.

The **last visit**, for the purpose of closing out the contract, should be made near the ending date. A general review of the attendance and payroll records, days of training,

and rates of pay must be made. Instruct the employer on the preparation of the final invoice.

Training facilities and equipment must be evaluated at a monitoring visit to ensure they are adequate and available to employees. **Training instructors** must also be evaluated to ensure proper guidance is being given.

DWD-PO-219-A

Missouri Department of Higher Education and Workforce Development
Office of Workforce Development

On-the-Job Training Monitoring Report (Employer)

JOB CENTER REPRESENTATIVE FILING REPORT	EMPLOYER NAME AND REPRESENTATIVE	DATE OF VISIT

NAME OF PARTICIPANT	PARTICIPANT'S STATE ID	PARTICIPANT'S SOCIAL SECURITY NUMBER (LAST 4 DIGITS)

I. GENERAL INFORMATION

OJT CONTRACT NUMBER ☐

Number of participants who have completed training, to date, under this agreement: _____

Number of participants terminated, to date, under this agreement: _____

II. REPORTS AND RECORDS *(Explain "NO" answers in COMMENTS NO DOCUMENTATION, Section VI, page 2.)*

A. "Start date" in employer's records occur on or after case-management system enrollments?	☐ Yes	☐ No
B. Has the *Monthly Progress Report/Invoice* (DWD-PO-220) been submitted every 30 days?	☐ Yes	☐ No
C. Are adequate financial records being kept to support claims for reimbursement for items in the agreement budget?	☐ Yes	☐ No
D. Do the reimbursements and days of training claimed on the *Monthly Progress Report/Invoice* agree with attendance and payroll records?	☐ Yes	☐ No

III. TRAINING SERVICES *(Explain "NO" answers in COMMENTS NO DOCUMENTATION, Section VI, page 2.)*

A. Is the training outline being followed?	☐ Yes	☐ No
B. Is the participant being paid at the wage specified in the agreement?	☐ Yes	☐ No

IV. PROGRAM OPERATIONS *(Explain "NO" answers in COMMENTS NO DOCUMENTATION, Section VI, page 2.)*

A. Is the Employer aware of and complying with Title VI EEOC Compliance requirements?	☐ Yes	☐ No
B. Is an Equal Employment Opportunity poster visible in the workplace?	☐ Yes	☐ No
C. Are the training facilities adequate?	☐ Yes	☐ No
D. Is training equipment adequate and available to participants?	☐ Yes	☐ No
E. Are the instructors adequate?	☐ Yes	☐ No
F. Are there any participant grievances?	☐ Yes	☐ No

V. EVALUATION OF PROGRAM *(Explain "NO" answers in COMMENTS NO DOCUMENTATION, Section VI, below.)*

A. Rate this program on the basis of your observations: ☐ Excellent ☐ Good ☐ Fair ☐ Poor

B. Recommended action to to be taken on deficiencies: ☐ Modification ☐ Termination ☐ No Action Required

VI. EMPLOYER FILE DOCUMENTATION

LOCATION OF RECORDS

RECORDS EXAMINED	DISCREPANCIES NOTED	ACTION TAKEN	COPY OBTAINED
☐ Do payroll records indicate participant was working prior to the beginning date of training agreement?			
☐ Time Sheet ☐ Time Card ☐ Other:			
☐ Payroll Journal ☐ Pay Record ☐ Check Stub ☐ Other:			
☐ Cancelled Checks ☐ Other:			

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-3085 (3627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

VI. EMPLOYER FILE DOCUMENTATION *(continued)*

COMMENTS ON DOCUMENTATION

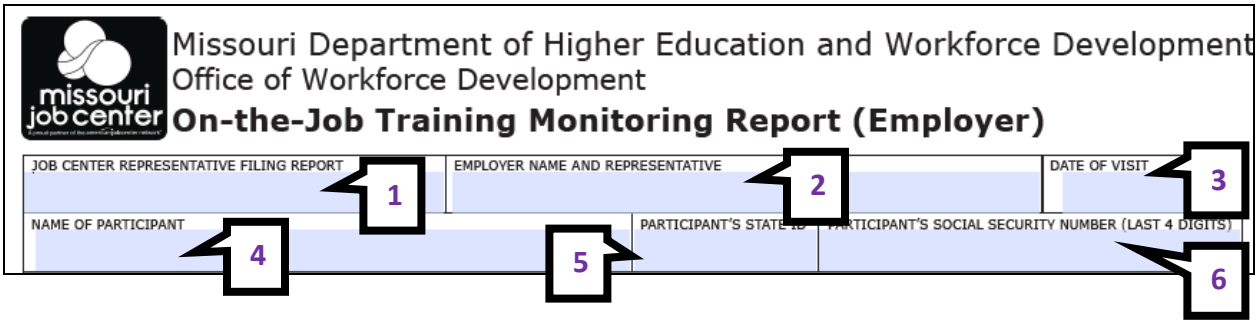
X

SIGNATURE OF MONITOR

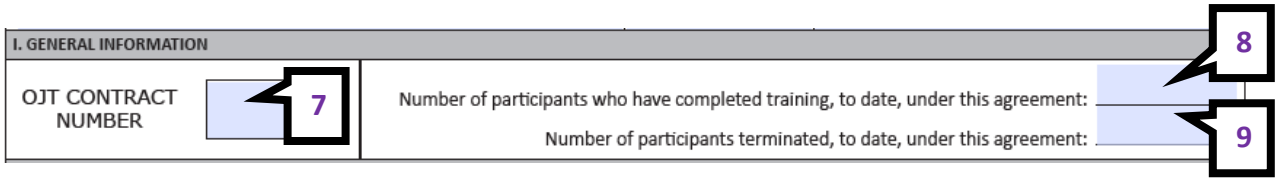
DATE

If applicable, attach an updated copy of *On-the-Job Training Outline and Job Description* (DWD-PO-214) for this participant.

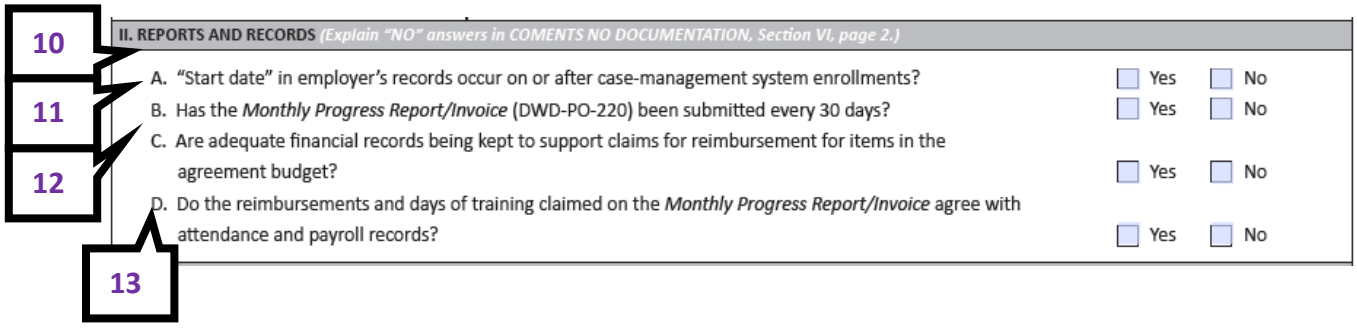
INSTRUCTIONS ON THE DWD-PO-219-A



1) **Job Center Representative Filing Report** – Enter the name of the Trade Act Navigator who is or will be conducting the monitoring visit.
2) **Employer Name and Representative** – Enter the name of the Employer and the representative.
3) **Date of Visit** – Enter the date of the monitoring visit.
4) **Name of Participant** – Enter the name of the worker.
5) **Participant's State ID** – Enter the worker's State ID found in MoJobs.
6) **Participant's Social Security Number** – Enter the last four digits of the worker's SSN.



7) **OJT Contract Number** – - Enter the contract number assigned on the DWD-PO-213.
8) **Number of participants who have completed training…agreement** – Enter the number workers who were participating in the OJT contract who have completed training at the time of the monitoring visit.
9) **Number of participants terminated…agreement** – Enter the number workers who were participating in the OJT contract who have terminated training (quit, fired, laid off, etc.) at the time of the monitoring visit.



10) **"Start Date" in Employer's records occur on or after case-management system enrollment(s)?** – Check the applicable "Yes" or "No" field. This

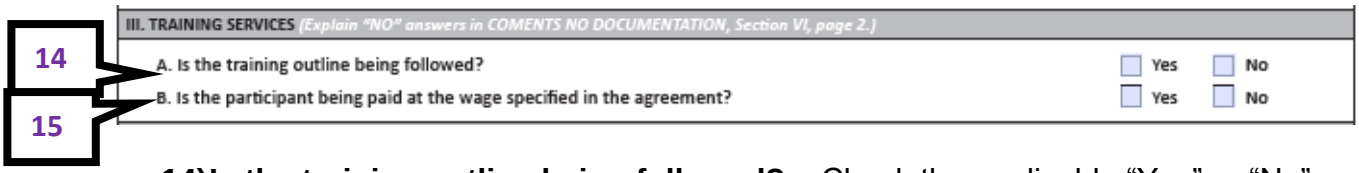
question is trying to verify that the worker did not start employment with the employer prior to the OJT contract was established.

11) **Has the *Monthly Progress Report / Invoice* (DWD-PO-220) been submitted every 30 days?** – Check the applicable "Yes" or "No" field.

12) **Are adequate financial records being kept to support claims for reimbursement for items in the agreement budget?** – Check the applicable "Yes" or "No" field.

13) **Do the reimbursements and days of training claimed on the *Monthly Progress/ Invoice* agree with attendance and payroll records?** – Check the applicable "Yes" or "No" field.

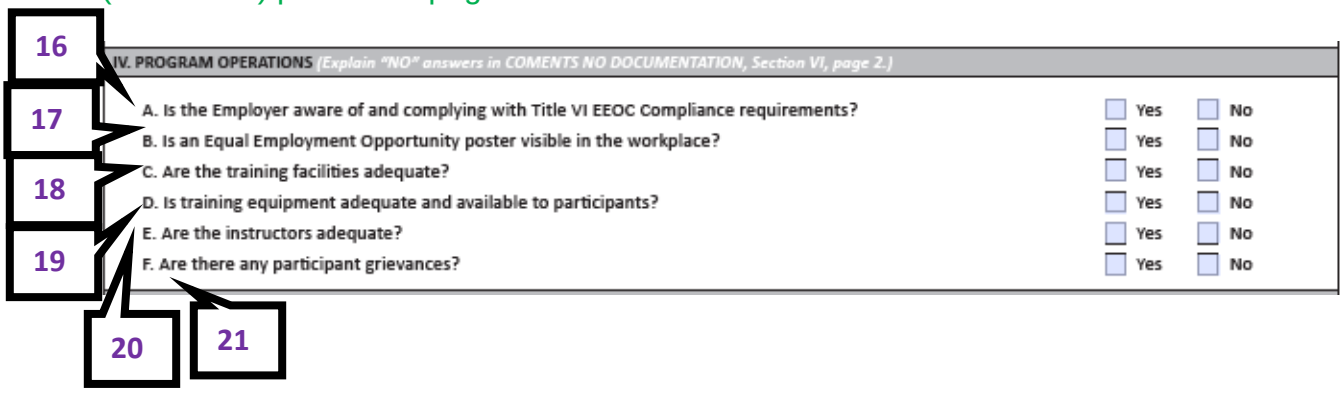
Note: Any items that are marked "No" require an explanation in the Comments (Section VI) portion on page 2 of the DWD-PO-219-A.



14) **Is the training outline being followed?** – Check the applicable "Yes" or "No" field.

15) **Is the participant being paid at the wage specified in the agreement?** – Check the applicable "Yes" or "No" field.

Note: Any items that are marked "No" require an explanation in the Comments (Section VI) portion on page 2 of the DWD-PO-219-A.



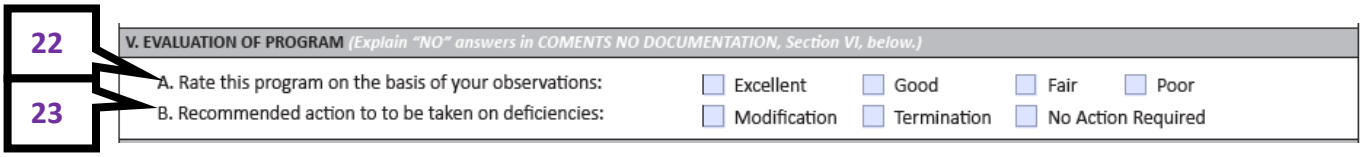
16) **Is the Employer aware of and complying with Title VI EEOC Compliance requirements?** – Check the applicable "Yes" or "No" field.

17) **Is the Equal Employment Opportunity poster visible in the workplace?** - Check the applicable "Yes" or "No" field. The Trade Act Navigator is responsible for hanging the Equal Employment Opportunity poster during the first monitoring visit. The poster(s) can be found at: https://jobs.mo.gov/sites/jobs/files/dwd-102_english_10-2019_8.5x14.pdf (English), https://jobs.mo.gov/sites/jobs/files/dwd-102_spanish_10-2019_8.5x14.pdf (Spanish),

https://jobs.mo.gov/sites/jobs/files/dwd-102_german_10-2019_8.5x14.pdf (German), https://jobs.mo.gov/sites/jobs/files/dwd-102_arabic_8.5x14_10-2019.pdf (Arabic), https://jobs.mo.gov/sites/jobs/files/dwd-102_french_8.5x14_10-2019.pdf (French), https://jobs.mo.gov/sites/jobs/files/dwd-102_french_creole_8.5x14_10-2019.pdf (French-Creole), https://jobs.mo.gov/sites/jobs/files/dwd-102_korean_8.5x14_10-2019.pdf (Korean), https://jobs.mo.gov/sites/jobs/files/dwd-102_portugese_8.5x14_10-2019.pdf (Portugese), https://jobs.mo.gov/sites/jobs/files/dwd-102_russian_8.5x14_10-2019.pdf (Russian), https://jobs.mo.gov/sites/jobs/files/dwd-102_tagalog_8.5x14_10-2019.pdf (Tagalog), https://jobs.mo.gov/sites/jobs/files/dwd-102_tradchinese_8.5x14_10-2019.pdf (Traditional Chinese), and https://jobs.mo.gov/sites/jobs/files/dwd-102_vietnamese_8.5x14_10-2019.pdf (Vietnamese).

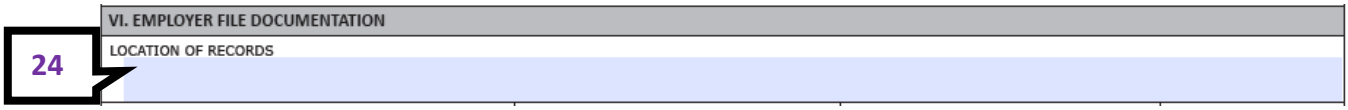
18) **Are the training facilities adequate?** - Check the applicable "Yes" or "No" field.
19) **Is training equipment adequate and available to participants?** – Check the applicable "Yes" or "No" field.
20) **Are the instructors adequate?** Check the applicable "Yes" or "No" field.
21) **Are they any participant grievances?** Check the applicable "Yes" or "No" field.

Note: Any items that are marked "No" require an explanation in the Comments (Section VI) portion on page 2 of the DWD-PO-219-A.

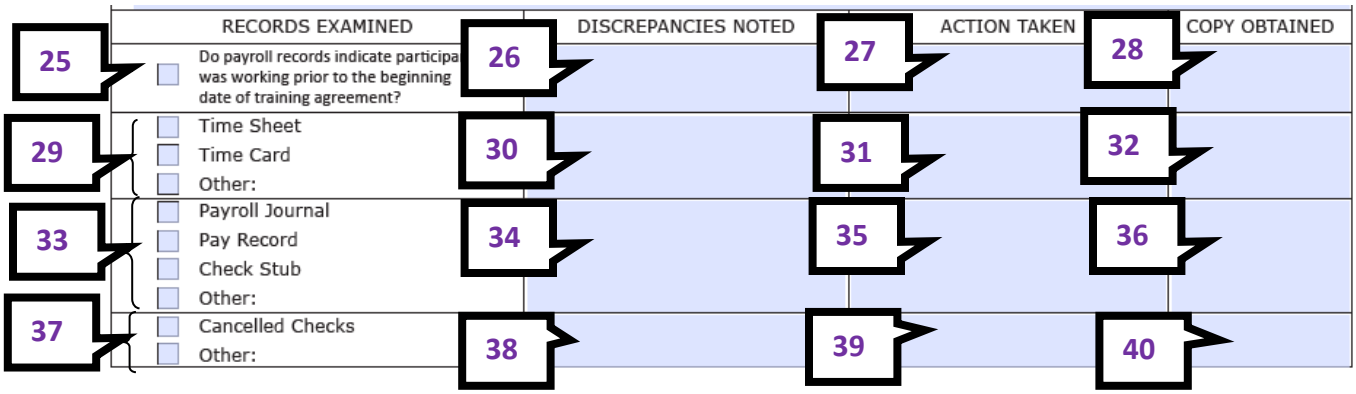


22) **Rate this program on the basis of your observation** –Check the applicable "Excellent", "Good", "Fair", or "Poor" field.
23) **Recommend action to be taken on deficiencies** – Check the applicable "Modification", "Termination", or "No Action Required" field.

Note: Any items that are marked "No" require an explanation in the Comments (Section VI) portion on page 2 of the DWD-PO-219-A.



24) **Location of Records** – Enter text to describe the location of the Employer files / documentation during the monitoring visit.



25) **Do payroll records indicate participant was working prior to beginning date of training agreement?** – Check the box if the worker started working for the Employer *prior* to the OJT contract being in place.

26) **Discrepancies Noted** – If there were discrepancies related to the start date of employment, enter notes in this field.

27) **Action Taken** – If there was action taken related to the start date of employment, the Trade Act Navigator must enter notes in this field.

28) **Copy Obtained** – If documentation was obtained related to the start date of employment, enter note in this field to describe the documentation.

29) **Time Sheet, Time Card, and Other** – Check all applicable fields to describe the type of records reviewed. If the Other field is checked, a description must be entered.

30) **Discrepancies Noted** – If there were discrepancies related to time sheets, time cards, and/or other, enter notes in this field.

31) **Action Taken** – If there was action taken related to time sheets, time cards, and/or other, enter notes in this field.

32) **Copy Obtained** – If documentation was obtained related to time sheets, time cards, and/or other, enter note in this field to describe the documentation.

33) **Payroll Journal, Pay Record, Check Stub, and Other** – Check all applicable fields to describe the type of records reviewed. If the Other field is checked, a description must be entered.

34) **Discrepancies Noted** – If there were discrepancies related to payroll journals, pay records, check stubs, and/or other, enter notes in this field.

35) **Action Taken** – If there was action taken related to payroll journals, pay records, check stubs, and/or other, enter notes in this field.

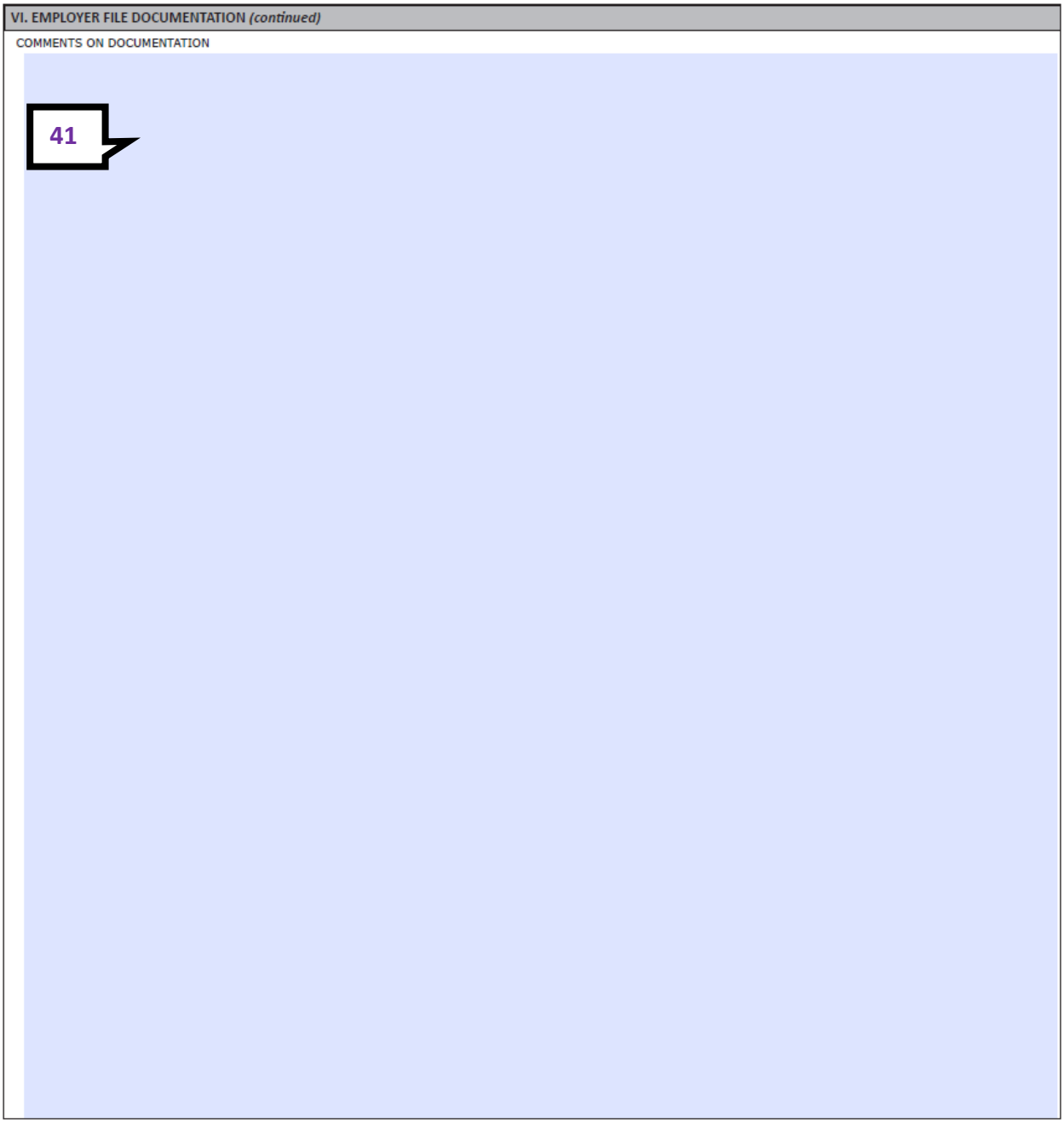
36) **Copy Obtained** – If documentation was obtained related to payroll journals, pay records, check stubs, and/or other, enter note in this field to describe the documentation.

37) **Cancelled Checks and Other** – Check all applicable fields to describe the type of records reviewed. If the Other field is checked, a description must be entered.

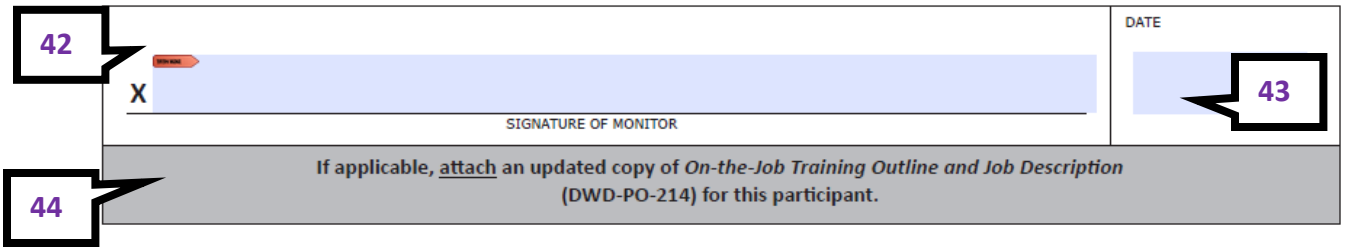
38) **Discrepancies Noted** – If there were discrepancies related to cancelled checks and/or other, enter notes in this field.

39) **Action Taken** – If there was action taken related to cancelled checks and/or other, enter notes in this field.

40) Copy Obtained – If documentation was obtained related to cancelled checks and/or other, enter notes in this field to describe the documentation.



41) Comments on Documentation – If any questions in Sections II, III, and/or IV were answered "No", provide explanations in this field. Additionally, for Section V, provide explanations of evaluations. Also, enter comments about Employer documentation reviewed during the monitoring visit.



42) Signature of Monitor – The Trade Act Navigator who participated in the monitoring visit must enter his/her signature.

43) Date – The Trade Act Navigator must enter the date that he/she signed the DWD-PO-219-A.

44) If applicable, attach an updated copy of the *OJT Outline and Job Description* (DWD-PO-214) for this participant – If applicable, as a result of the monitoring review, submit a new or updated DWD-PO-214.

Distribution:

DWD-PO-219-A forms are uploaded into MoJobs, in the participant's record, and an email submitted to dwdtradeacthelp@dhewd.mo.gov to notify OWD Central Office Trade Act Unit.

The Trade Act Navigator must forward a copy of the processed form to the Employer.

DWD-PO-219-B

Missouri Department of Higher Education and Workforce Development
Office of Workforce Development

On-the-Job Training Monitoring Report (Participant)

COMPANY/CORPORATE INFORMATION

COMPANY NAME	EMPLOYEE SUPERVISOR/REVIEWER	REVIEW DATE

NAME OF PARTICIPANT	PARTICIPANT'S START DATE	PARTICIPANT'S JOB TITLE

	ON-THE-JOB TRAINING OUTLINE ACTIVITIES *(Please List)*	Needs improv.	Proficient	Exceeds expectations	Date Completed
1		☐	☐	☐	
2		☐	☐	☐	
3		☐	☐	☐	
4		☐	☐	☐	
5		☐	☐	☐	
6		☐	☐	☐	
7		☐	☐	☐	
8		☐	☐	☐	
9		☐	☐	☐	
10		☐	☐	☐	

REVIEW COMMENTS/GOALS

Employer Supervisor/Reviewer Signature _____ Date _____

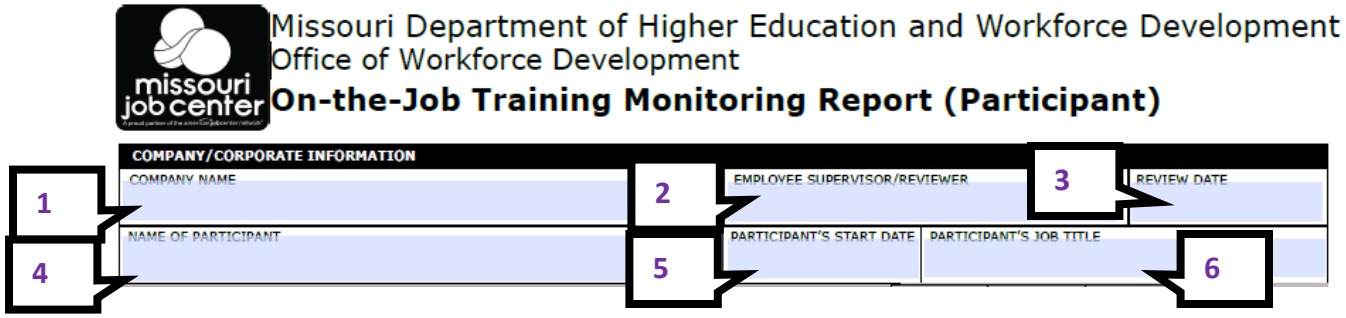
Employee Signature _____ Date _____

Monitor Signature _____ Date _____

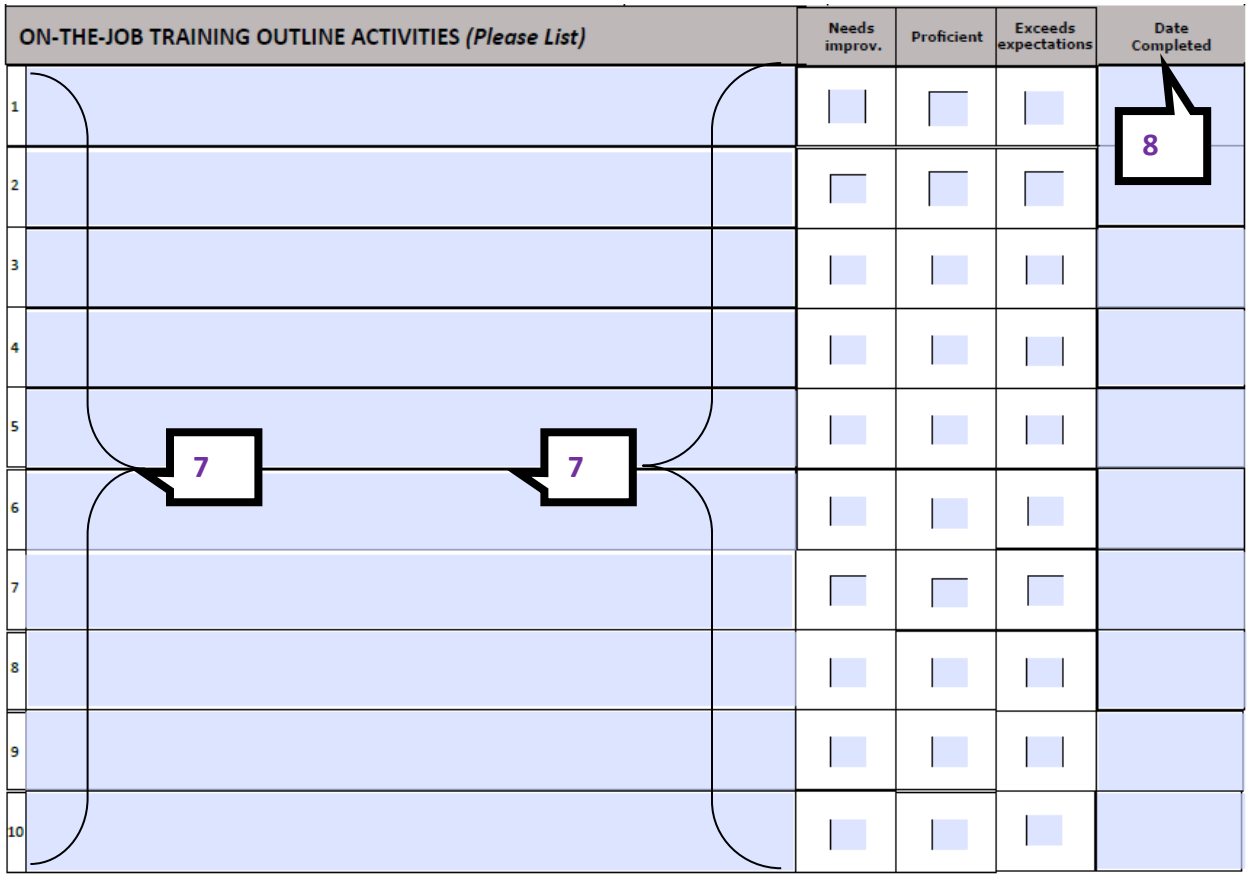
For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

DWD-PO-219-B (03-2020)

INSTRUCTIONS ON THE DWD-PO-219-B



1) **Company Name** – Enter the name of the Employer.
2) **Employee Supervisor/Reviewer** – Enter the name of the Employer Representative.
3) **Review Date** – Enter the date of the monitoring visit.
4) **Name of Participant** – Enter the name of the TAA worker / participant.
5) **Participant's Start Date** – Enter the TAA worker / participant's start date under the OJT contract.
6) **Participant's Job Title** – Enter the TAA worker / participant's job title.



7) **On-the-Job Training Outline Activities** – Prior to the monitoring visit, enter the TAA worker / participant's training outline as listed on the *OJT Outline and Job*

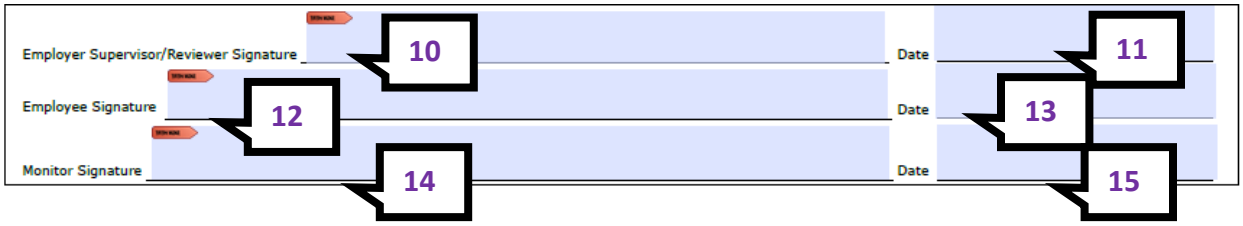
Description (DWD-PO-214). At the monitoring visit, review each task with the Employer Representative and determine a rating.

8) **Date Completed** - Compare the *OJT Monitoring Report (Participant) (DWD-PO-219B)* form to the *OJT Outline and Job Description (DWD-PO-214)* form to determine if any activities/tasks should have been completed.

   If the activities/tasks have been completed, the Employer must enter the completion date.

   If the activities/tasks were not completed as noted on the DWD-PO-214, it may be necessary to modify or terminate the OJT contract.

9) **Review Comments/Goals** – From the monitoring visit, enter any necessary comments. If the TAA worker/participant receives a rating of "Needs Improvement", discuss possible solutions/goals with the employer and include them in this section. Comments listed may be from the Employer, Worker, or Trade Act Navigator.



10) **Employer Supervisor/Reviewer Signature** – The Employer Representative enters his/her signature.
11) **Date** – The Employer Representative enters the date he/she signed the DWD-PO-219-B form.
12) **Employee Signature** – The Employee/TAA Worker enters his/her signature.
13) **Date** – The Employee/TAA Worker enters the date he/she signed the DWD-PO-219-B form.
14) **Monitor Signature** – The Trade Act Navigator enters his/her signature.
15) **Date** – The Trade Act Navigator enters the date he/she signed the DWD-PO-219-B form.

Distribution:

DWD-PO-219-B forms are uploaded into MoJobs, into the worker's record, and an email submitted to dwdtradeacthelp@dhewd.mo.gov to notify OWD Central Office TAA Unit.

The Trade Act Navigator must forward a copy of the processed to the Employer and the TAA Worker/Participant.

Measurable Skills Gain (MSG):
If the TAA Worker/Participant has mastered any task as outlined on the DWD-PO-214, it may be appropriate to add a MSG in MoJobs.under the TAA Application.

On-the-Job Training Monthly Progress Report / Invoice (DWD-PO-220)

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

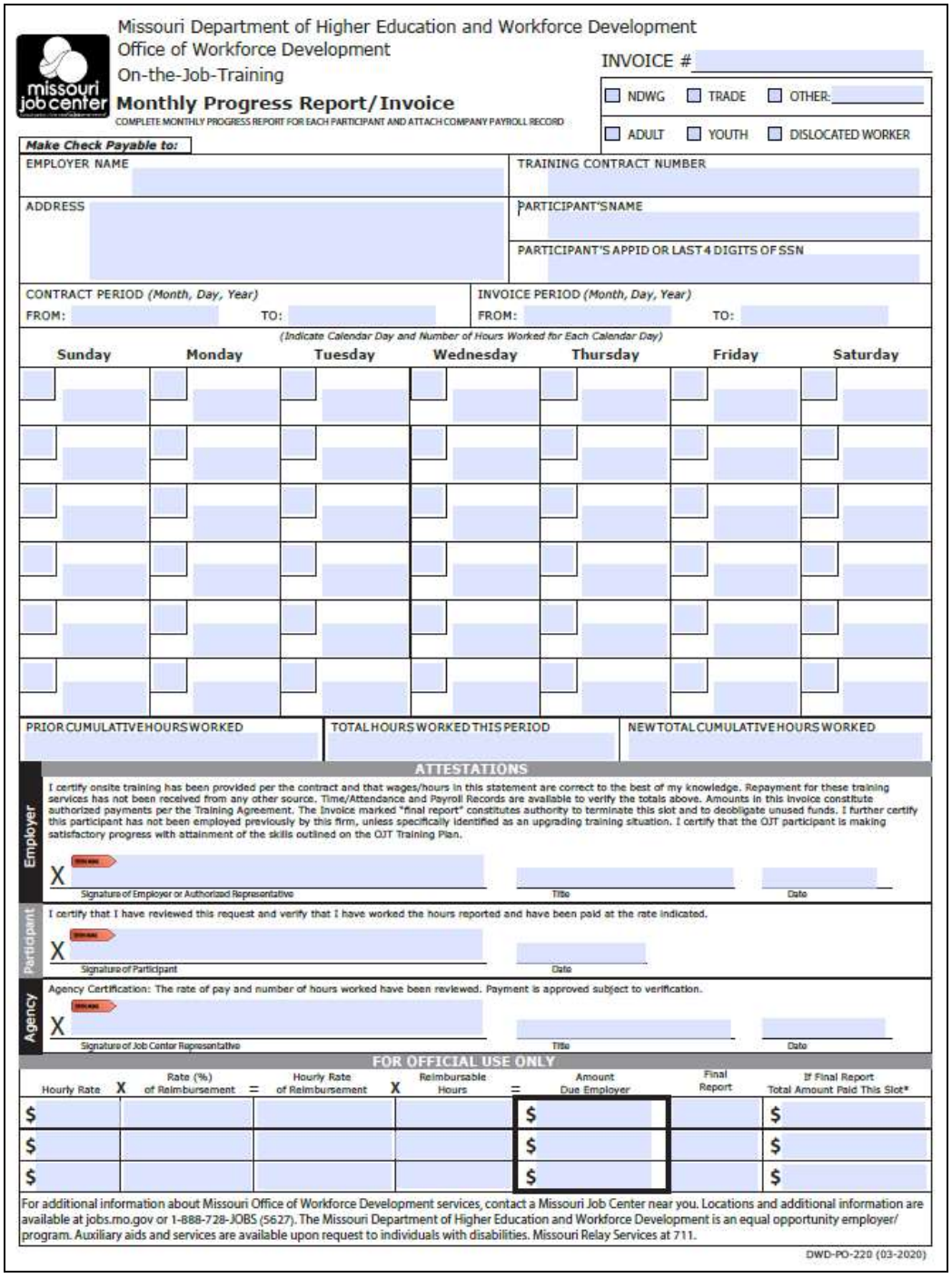
Last Updated 11/14/22

Trade Act OJT Monthly Progress Report/Invoice
DWD-PO-220

The **DWD-PO-220** can be found on

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › OJT

OJT Monthly Progress Report-Invoice (DWD-PO-220).



Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
On-the-Job-Training

Monthly Progress Report/Invoice

COMPLETE MONTHLY PROGRESS REPORT FOR EACH PARTICIPANT AND ATTACH COMPANY PAYROLL RECORD

INVOICE #

☐ NDWG ☐ TRADE ☐ OTHER:

☐ ADULT ☐ YOUTH ☐ DISLOCATED WORKER

Make Check Payable to:

EMPLOYER NAME

TRAINING CONTRACT NUMBER

ADDRESS

PARTICIPANT'S NAME

PARTICIPANT'S APPID OR LAST 4 DIGITS OF SSN

CONTRACT PERIOD *(Month, Day, Year)*
FROM: TO:

INVOICE PERIOD *(Month, Day, Year)*
FROM: TO:

(Indicate Calendar Day and Number of Hours Worked for Each Calendar Day)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

PRIOR CUMULATIVE HOURS WORKED | TOTAL HOURS WORKED THIS PERIOD | NEW TOTAL CUMULATIVE HOURS WORKED

ATTESTATIONS

Employer

I certify onsite training has been provided per the contract and that wages/hours in this statement are correct to the best of my knowledge. Repayment for these training services has not been received from any other source. Time/Attendance and Payroll Records are available to verify the totals above. Amounts in this invoice constitute authorized payments per the Training Agreement. The invoice marked "final report" constitutes authority to terminate this slot and to deobligate unused funds. I further certify this participant has not been employed previously by this firm, unless specifically identified as an upgrading training situation. I certify that the OJT participant is making satisfactory progress with attainment of the skills outlined on the OJT Training Plan.

X _____ Signature of Employer or Authorized Representative | Title | Date

Participant

I certify that I have reviewed this request and verify that I have worked the hours reported and have been paid at the rate indicated.

X _____ Signature of Participant | Date

Agency

Agency Certification: The rate of pay and number of hours worked have been reviewed. Payment is approved subject to verification.

X _____ Signature of Job Center Representative | Title | Date

FOR OFFICIAL USE ONLY

Hourly Rate	X	Rate (%) of Reimbursement	=	Hourly Rate of Reimbursement	X	Reimbursable Hours	=	Amount Due Employer	Final Report	If Final Report Total Amount Paid This Slot*
$								$		$
$								$		$
$								$		$

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

DWD-PO-220 (03-2020)

Instructions for DWD-PO-220

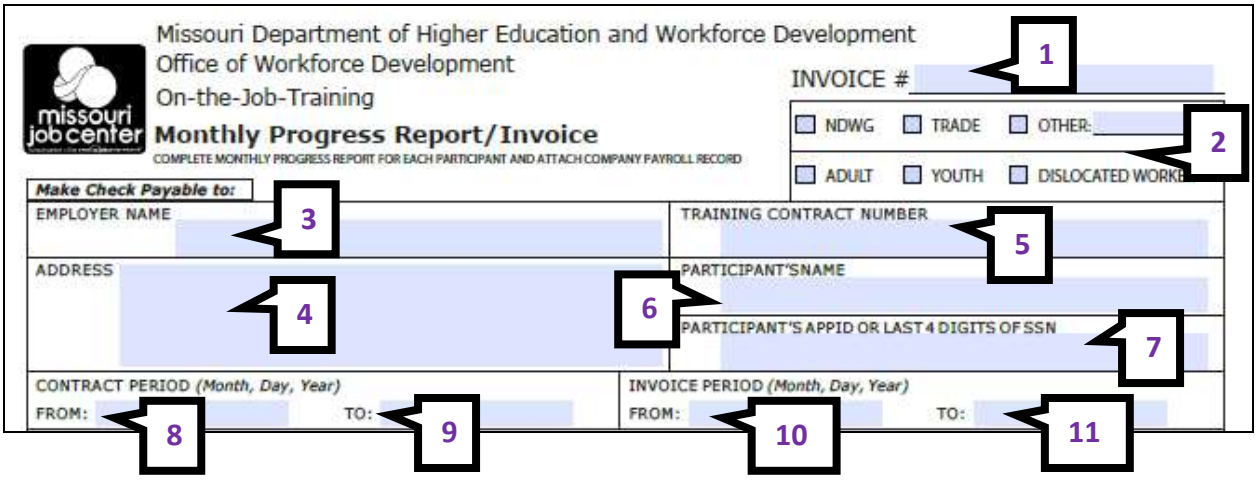
The Employer is responsible for completing the DWD-PO-220; the Trade Act Navigator can assist. The DWD-PO-220 must be submitted by the 5th working day after the End Date of the "Invoice Period".

A report must be filed during **each** calendar month while the contract is in effect. If there are no TAA workers / participants currently participating under the contract, or if training did not take place during the current "Invoice Period", a "zero" report should be filed. Where there is no activity, *zeros* must be entered.

If the TAA worker / participant is laid off by the Employer, the DWD-PO-220 must be labeled *"Participant Is On Temporary Layoff"*. If the TAA worker / participant is not rehired or finds other employment within 45 days, a DWD-PO-220 must be submitted that is labeled *"Terminated"*. In this situation, 45 days should be added to the TAA worker's / participant's layoff date to determine the appropriate termination date.

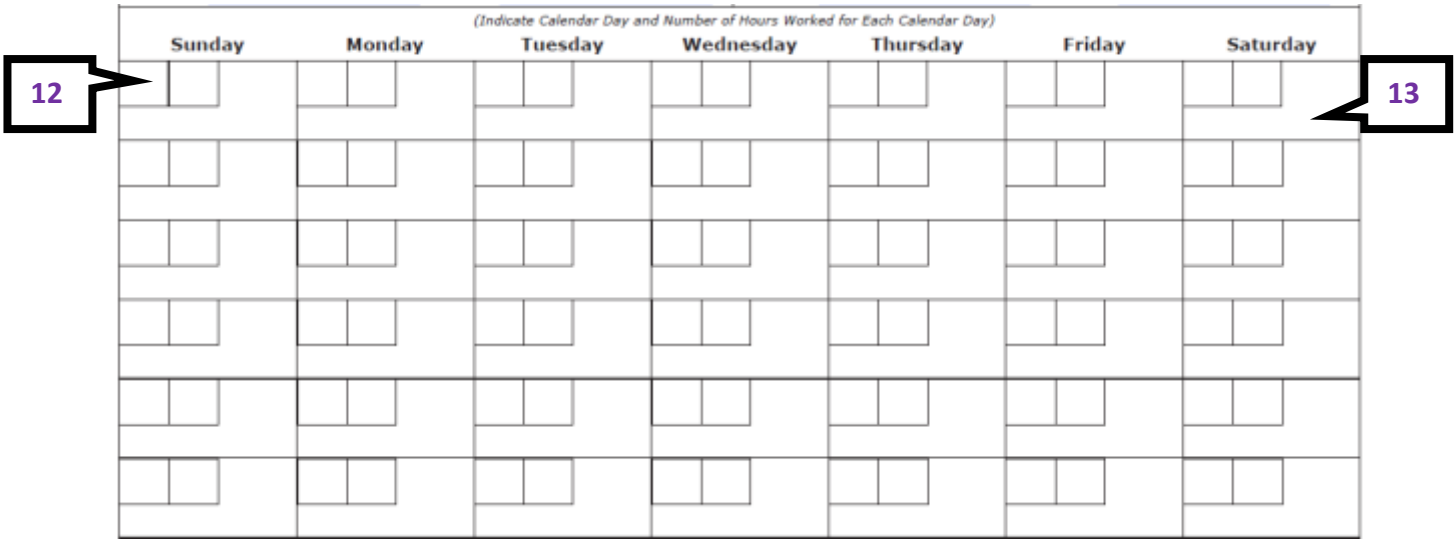
If the TAA worker / participant quits or is fired at anytime during the Invoice Period, the DWD-PO-220 must be labeled *"Terminated"*.

If the TAA worker / participant completes his/her training at anytime during the Invoice Period, the DWD-PO-220 must be labeled *"Completed"*.



1) **Invoice #** - For each invoice that is submitted from the Employer, the Trade Act Navigator must enter a number beginning with one and continue to number them in consecutive order. Each TAA worker participating in the OJT contract will have his/her own invoice. Each invoice must have a unique Invoice #. If multiple TAA workers are participating in an OJT, the same invoice number must be used for each reporting period (example: October 1-31, 2021 = Invoice # 1), however, the TAA worker's name must be written beside the invoice number (example: Invoice # 1-Jane Doe, Invoice #1-John Doe, etc.).
2) **Trade** – Check the "Trade" field to indicate the OJT contract is being funded by TAA.

3) **Employer Name** – Enter the name of the Employer. As noted above this field, the Employer Name should be entered as if a check were being issued to them "Make Check Payable to:"
4) **Address** (Street, City, State, Zip Code) – Enter the address of the Employer (where the payment must be sent).
5) **Training Contract Number** – Enter the OJT Contract number assigned by OWD Central Office TAA Unit.
6) **Participant's Name** – Enter the name of the TAA Worker.
7) **Participant's Appid or Last 4 Digits of SSN** – Enter the TAA Worker's StateID or the last four digits of the TAA Worker's SSN.
8) **Contract Period "From"** – From the DWD-PO-214, enter the *"Beginning Date of Training"*. The date must be entered in a Month, Day, Year format. This date may be different for each TAA Worker participating in the OJT contract.
9) **Contract Period "To"** – From the DWD-PO-214, enter the *"Anticipated Ending Date of Training"* or if the training was modified, the End Date of Training as noted on the DWD-PO-215. The date must be entered in a Month, Day, Year format. This date may be different for each TAA Worker participating in the OJT contract.
10) **Invoice Period "From"** – Enter the first date of the calendar month. The date must be entered in a Month, Day, Year format.
11) **Invoice Period "To"** – Enter the last date of the calendar month (or the end date of the contract for the last invoice). The date must be entered in a Month, Day, Year format.

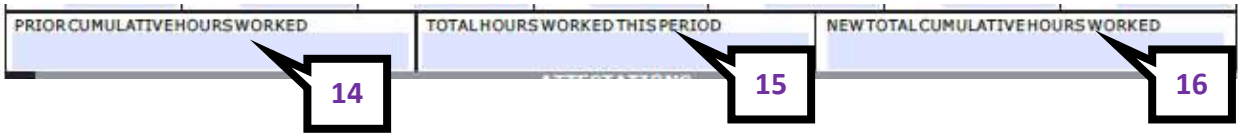


12) **Calendar Day** – Manually enter the days of the month to match the calendar. For example, October has 31 days. October 1, 2021 is on a Friday. In the first row, enter 1 on the Friday, 2 on the Saturday, etc.

OCTOBER 2021

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

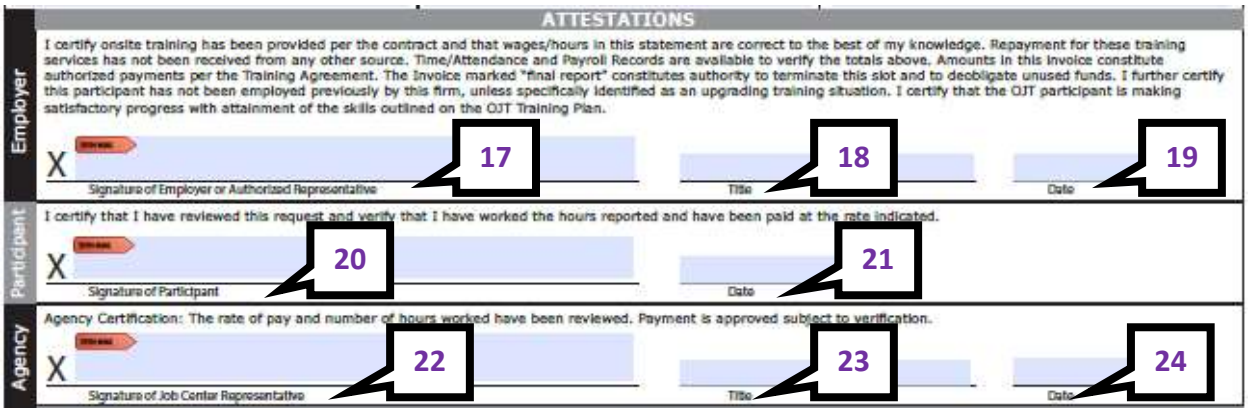
13) **Hours of Work Each Date** – Manually enter the number of hours the TAA worker was trained, as part of the OJT contract, on each calendar day. The number may be different for each date and for each TAA worker participating in the OJT contract. DO NOT INCLUDING OVERTIME HOURS, PAID TIME OFF, OR HOLIDAY HOURS.



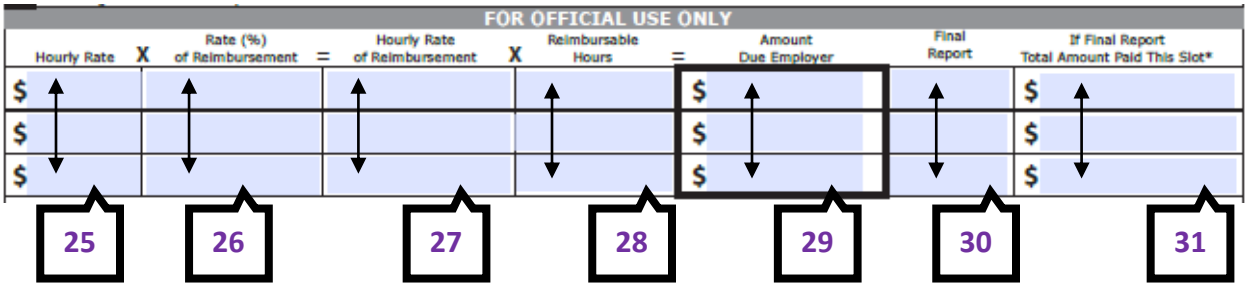
14) **Prior Accumulative Hours Worked** – Enter the sum of all hours worked/trained from prior invoices for this TAA Worker at the Employer. The amount can be calculated by adding together the "Hours Worked This Period" from all prior invoice reports for this worker.

15) **Total Hours Worked This Period** – Enter all hours worked/trained by the TAA Worker during the current invoice period. Do not include any hours reported on previous invoice reports. Only count the actual hours worked. Do not include hours if the employee was laid off, received vacation pay, sick pay, holiday pay overtime pay, etc.

16) **New Total Cumulative Hours Worked** – Enter the sum of the fields *"Prior Accumulative Hours Worked"* and *"Total Hours Worked This Period"*.



17) **Signature of Employer or Authorized Representative** – The Employer or representative must enter his/her signature.
18) **Title** – The Employer or representative must enter his/her title.
19) **Date** – The Employer or representative must enter the date he/she signed the DWD-PO-220.
20) **Signature of Participant** – The TAA Worker must enter his/her signature.
21) **Date** – The TAA Worker must enter the date he/she signed the DWD-PO-220.
22) **Signature of Job Center Representative** – The Trade Act Navigator must enter his/her signature.
23) **Title** – The Trade Act Navigator must enter his/her title.
24) **Date** – The Trade Act Navigator must enter the date he/she signed the DWD-PO-220.



25) **Hourly Rate** – Enter the hourly rate as defined on the DWD-PO-214 or DWD-PO-215. Three lines have been provided in the event the TAA Worker receives a raise or works different shifts during the Invoice Period.
26) **Rate (%) of Reimbursement** – Enter .50 in this field. Three lines have been provided in the event the TAA Worker receives a raise or works different shifts during the Invoice Period.
27) **Hourly Rate of Reimbursement** – Enter the result of multiplying *"Hourly Rate"* by *"Rate (%) of* Reimbursement. Three lines have been provided in the event the TAA Worker receives a raise or works different shifts during the Invoice Period.

28) **Reimbursement Hours** – Enter the number of hours the TAA worker worked/trained during the Invoice Period. Three lines have been provided in the event the TAA Worker receives a raise or works different shifts during the Invoice Period.
29) **Amount Due Employer** – Enter the result of multiplying *"Hourly Rate of Reimbursement"* by *"Reimbursable Hours"*. Three lines have been provided in the event the TAA worker receives a raise or works different shifts during the Invoice Period. If multiple lines were used, find the sum of the three lines and enter the total at the bottom of the DWD-PO-220.
30) **Final Report** – Enter an "X" in this field if: 1) The TAA Worker has completed training; 2) The ending date of the TAA Worker's contract period has been reached; or 3) The TAA Worker has terminated.
31) **If Final Report Total Amount Paid This Slot*** – Enter the sum of all invoices paid plus the amount of the current invoice. Three lines have been provided in the event the TAA Worker receives a raise or works different shifts during the Invoice Period – ONLY ENTER THE AMOUNT IN ONE OF THE FIELDS.

Distribution:
DWD-PO-220 forms are uploaded into TAA Worker's MoJobs record and an email submitted to dwdtradeacthelp@dhewd.mo.gov to notify OWD Central Office TAA Unit.

Once the invoice is paid by DHEWD Fiscal & Budget, an email will be forwarded to the Trade Act Navigator form the OWD Central Office TAA Unit.

The Trade Act Navigator must forward a copy of the processed to the Employer and to the TAA worker.

On-the-Job Training Supplemental Agreement (DWD-PO-215)

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 11/14/22

Trade Act OJT Supplemental Agreement
DWD-PO-215

The **DWD-PO-215** can be found on

DWDSHARE (\\ded-filesrv01) (N:) ▸ Trade Act Resources ▸ Forms ▸ OJT ▸

OJT Supplemental Agreement (DWD-PO-215).pdf.

Missouri Department of Higher Education and Workforce Development
Office of Workforce Development

ON-THE-JOB TRAINING SUPPLEMENTAL AGREEMENT

EFFECTIVE DATE	CONTRACT NUMBER	MODIFICATION #	MODIFICATION TYPE ☐ Bilateral ☐ Unilateral

TO *(Employer's Name and Address)*	ISSUED BY (Include Local Missouri Job Center Address)

CHANGES HEREIN HAVE THE FOLLOWING EFFECT ON FUNDS IN THIS SUBCONTRACT
Increased by $_____ Decreased by $_____ Unchanged

THE ABOVE-NUMBERED CONTRACT IS MODIFIED AS FOLLOWS

Except as hereby modified, all terms and conditions of said training agreement as heretofore modified remain unchanged and in full force and effect.

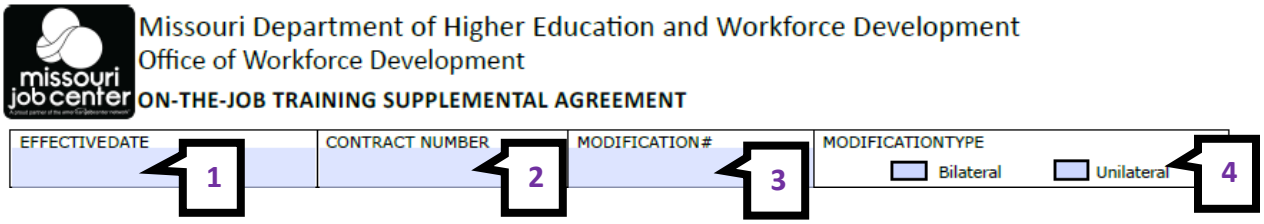
EMPLOYER	ON-THE-JOB TRAINING PROGRAM REPRESENTATIVE
X _____ Signature of Employer / Date	X _____ Signature of Program Representative / Date
TYPED NAME	TYPED NAME
TITLE	TITLE

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

DWD-PO-215 (03-2020) OJT Supplemental Agreement

Instructions for DWD-PO-215

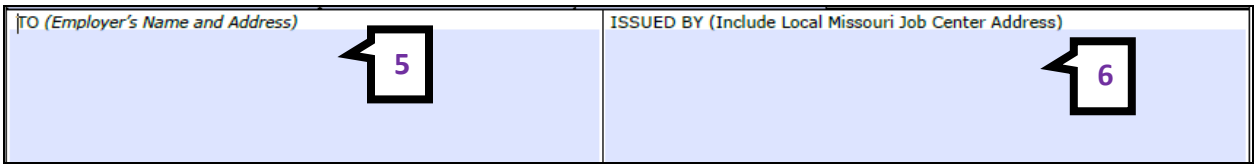
The DWD-PO-215 is used to modify pertinent contract information.



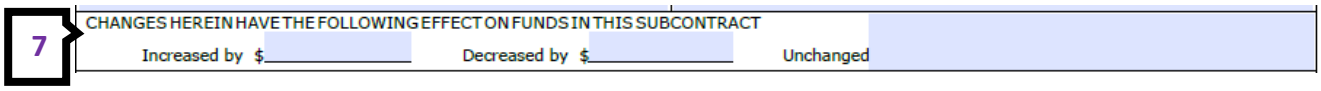
1) **Effective Date** – The date on which the noted change on the DWD-PO-215 is to begin or began.
2) **Contract Number** - Enter the contract number as assigned on the DWD-PO-213.
3) **Modification #** – Enter the number of the modification. The first modification should be labeled Modification No. 1. All subsequent modifications are numbered in consecutive order.
4) **Modification Type** – Check the appropriate *"Bilateral"* or *"Unilateral"* field.

   A **bi-lateral** modification requires approval and signatures of both the Trade Act Navigator and the Employer. Examples of these modifications include:
   - Adding additional slot(s) and corresponding funds to an existing training occupation.
   - Adding new occupation(s), slot(s), and corresponding funds. (Must also submit corresponding DWD-PO-214 and DWD-PO-274 for each new occupation).
   - Adding training hours and corresponding costs to an existing slot.
   - Decreasing training hours and corresponding costs of an existing slot while the participant is still enrolled in OJT.
   - Extending the ending date of the subcontract.
   - Reflecting a change in ownership and/or mailing address of the Employer.

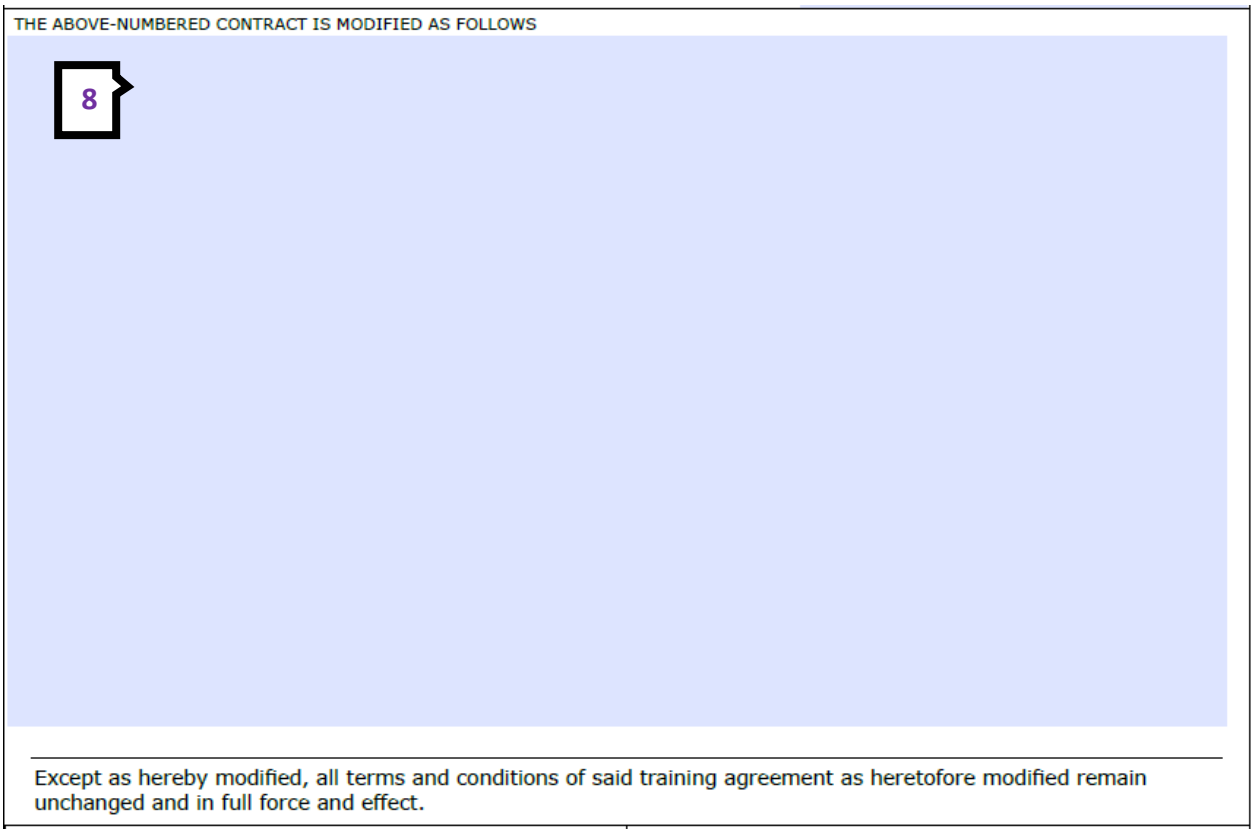
   A **uni-lateral** modification does not require the Employer's approval or signature. The purpose of the uni-lateral modification is to provide effective management and utilization of funds. Examples of these modifications include:
   - Canceling a contract when it becomes apparent that the Employer cannot, or has not, filled the training slot(s) within the agreed period of time.
   - Canceling a slot and de-obligating the corresponding remaining funds after an OJT participant is terminated by the Employer for his/her own choice.



5) **To:** – Enter the Employer's name and address as it appears on the DWD-PO-213.
6) **Issued By:** – Enter the Job Center's name and address.



7) **Changes…in this Subcontract:** – Enter the appropriate dollar amount in the *"Increased by"* or *"Decreased by"* field. If there is no change in dollar amount, enter "No Change" in the *"Unchanged"* field.



8) **The Above-Numbered Contract is Modified as Follows:** – To clarify the intent of the modification, enter a brief explanation.

- The following example format can be used to add positions to a contract:

  The following position(s) is hereby added to the contract and corresponding additional funds obligated to cover the costs of training.

  Current Authorized Amount of OJT Contract: $xx,xxx.xx
  Additional Occupation Added: 'job title'
  O*Net Code: #########
  Hours of Training for Participant: ###
  Additional Funds Obligated: $xx,xxx.xx

  The total cost of this contract is hereby increased from $_____ to $_____.

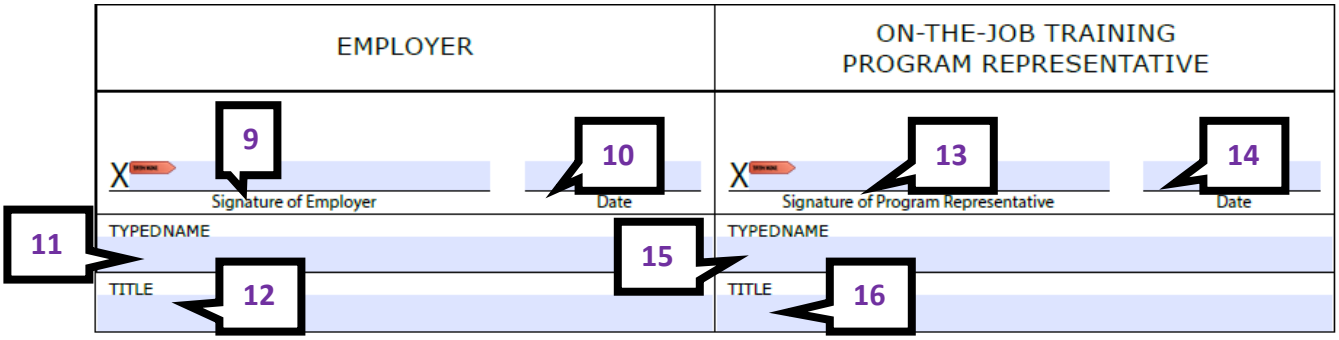
  This Supplemental Agreement modification replaces the total fixed price amount of the original contract and becomes a part of the contract.

  The Training Outline for the additional occupation of _____, O*Net Code _____, hereby becomes a part of the contract.

  Changing Dates. An example of the format used to change the ending date of a contract:

  "The ending date of the contract is hereby changed from _____ to _____ to permit completion of training."

  The beginning date may not be changed to an earlier date without specific approval of the OWD Central Office Trade Act Unit.



9) Signature of Employer – The Employer/representative must enter his/her signature on the DWD-PO-215 for all bi-lateral modifications.

10) Date – The Employer/representative must enter the date he/she signed the DWD-PO-215 (if bi-lateral modification).

11) Typed Name – The Employer/representative or Trade Act Navigator must type the name of the authorized Employer/representative who signed the DWD-PO-215 (if bi-lateral modification).

12) **Title** – The Employer/representative or Trade Act Navigator must enter the title of the authorized Employer/representative who signed the DWD-PO-215 (if bi-lateral modification).
13) **Signature** – The Trade Act Navigator must enter his/her signature on the DWD-PO-215 for all modifications.
14) **Date** – The Trade Act Navigator must enter the date he/she signed the DWD-PO-215.
15) **Typed Name** – The Trade Act Navigator must type his/her name on the DWD-PO-215.
16) **Title** – The Trade Act Navigator must enter his/her title on the DWD-PO-215.

Distribution:
DWD-PO-215 forms are uploaded into MoJobs in the employer's and participant's record and an email submitted to dwdtradeacthelp@dhewd.mo.gov to notify OWD Central Office Trade Act Unit.

The Trade Act Navigator must provide a copy of the DWD-PO-215 to the employer.

Note: Depending on the type of modification, it may be necessary to include a DWD-PO-274 and DWD-PO-214.

On-the-Job Training Determination by State Workforce Agency

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 11/15/22

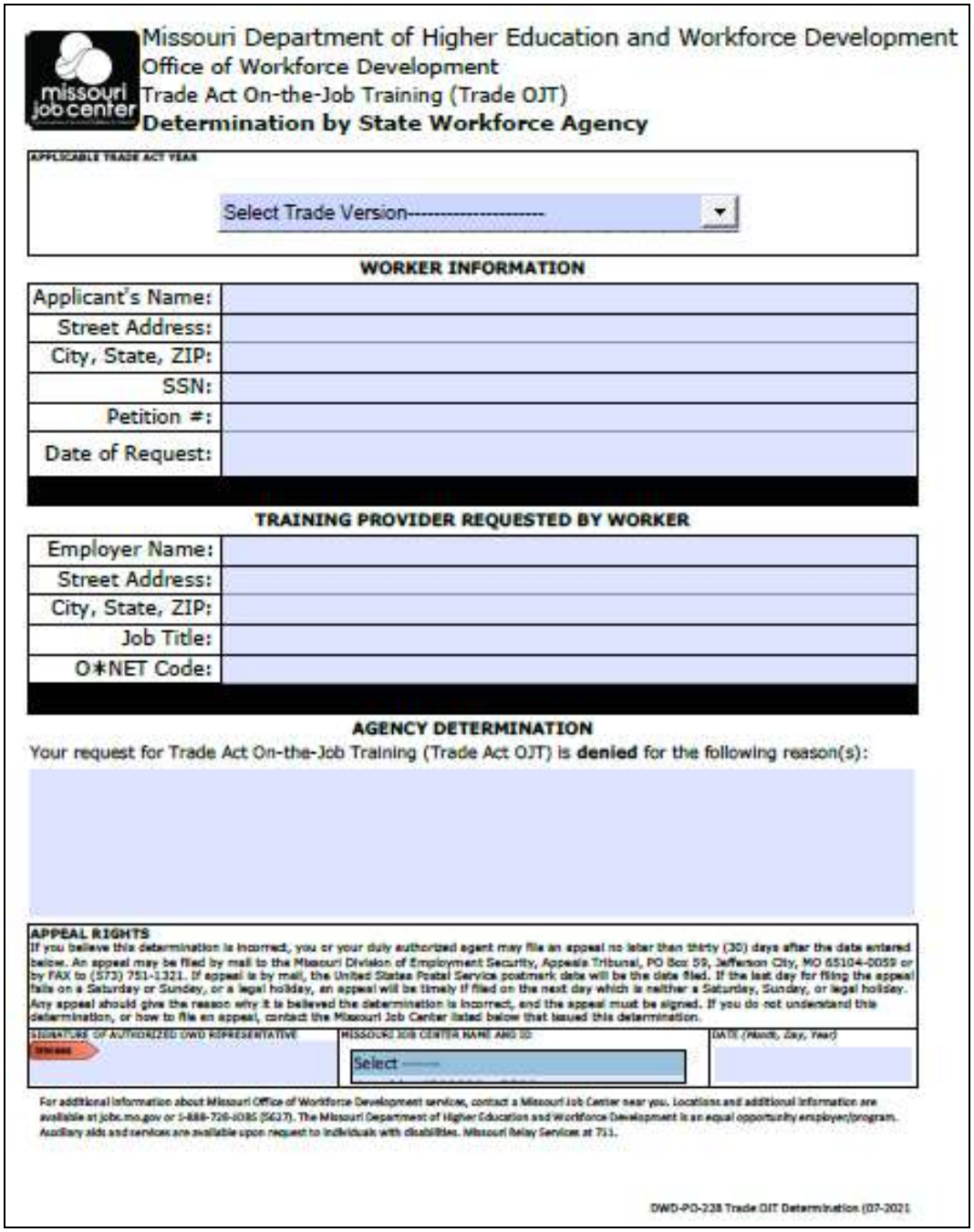
DWD-PO-228

On-the-Job Training (OJT) Determination by State Agency

The **OJT Determination (DWD-PO-228)** can be found on

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › OJT

OJT Determination (DWD-PO-228).



Missouri Department of Higher Education and Workforce Development
Office of Workforce Development
Trade Act On-the-Job Training (Trade OJT)
Determination by State Workforce Agency

APPLICABLE TRADE ACT YEAR

Select Trade Version----------

WORKER INFORMATION

Applicant's Name:	
Street Address:	
City, State, ZIP:	
SSN:	
Petition #:	
Date of Request:	

TRAINING PROVIDER REQUESTED BY WORKER

Employer Name:	
Street Address:	
City, State, ZIP:	
Job Title:	
O*NET Code:	

AGENCY DETERMINATION

Your request for Trade Act On-the-Job Training (Trade Act OJT) is **denied** for the following reason(s):

APPEAL RIGHTS

If you believe this determination is incorrect, you or your duly authorized agent may file an appeal no later than thirty (30) days after the date entered below. An appeal may be filed by mail to the Missouri Division of Employment Security, Appeals Tribunal, PO Box 59, Jefferson City, MO 65104-0059 or by FAX to (573) 751-1321. If appeal is by mail, the United States Postal Service postmark date will be the date filed. If the last day for filing the appeal falls on a Saturday or Sunday, or a legal holiday, an appeal will be timely if filed on the next day which is neither a Saturday, Sunday, or legal holiday. Any appeal should give the reason why it is believed the determination is incorrect, and the appeal must be signed. If you do not understand this determination, or how to file an appeal, contact the Missouri Job Center listed below that issued this determination.

SIGNATURE OF AUTHORIZED DWD REPRESENTATIVE	MISSOURI JOB CENTER NAME AND ID	DATE (Month, Day, Year)
	Select ------	

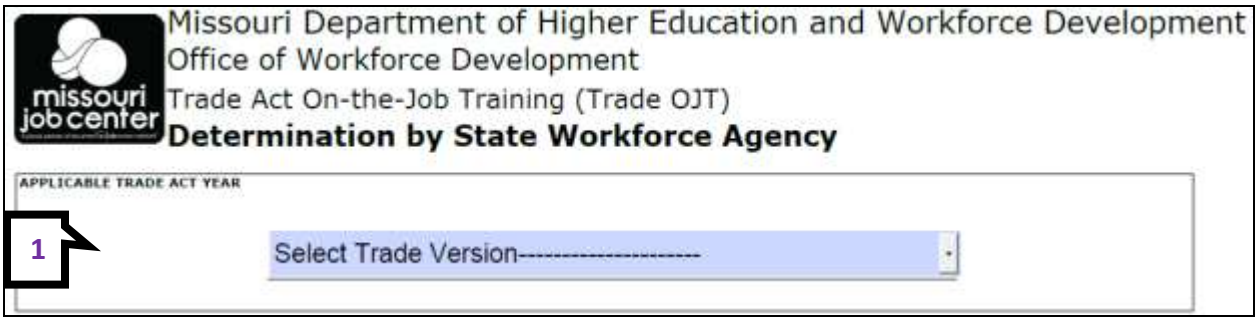
For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-4051 (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

DWD-PO-228 Trade OJT Determination (07-2021)

INSTRUCTIONS FOR DWD-PO-228

General:
The DWD-PO-228 is used by Trade Act Navigators to report denials of OJTs.

Complete the DWD-PO-228 Form as follows:



31) **Applicable Trade Act Year** – Depending on the TAA worker's petition number, select the appropriate version of TAA that applies to the worker.

Trade 2002 includes petitions numbered 69,999 and below.

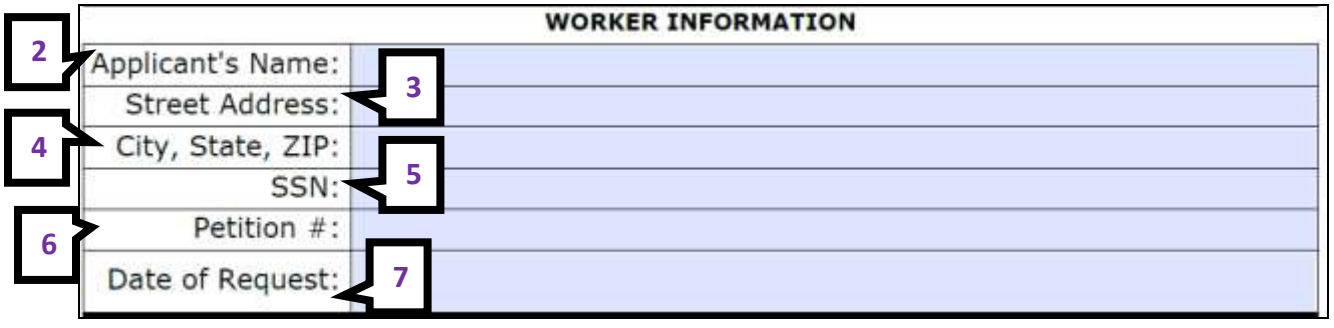
Trade 2009 includes petitions numbered 70,000-79,999.

Trade 2002 Revert includes petitions numbered 80,000-80,999 if Trade 2002 selected.

Trade 2011 includes petitions numbered 80,000-80,999 and 81,000-84,999.

Trade 2015 includes petitions numbered 85,000-97,999

Trade Reversion 2021 includes petitions numbered 98,000 or above.



32) **Applicant's Name** – Enter the worker's name.
33) **Street Address** – Enter the worker's residential street address.
34) **City, State, Zip** – Enter the worker's residential city, state, and zip code.
35) **SSN** – Enter the last four digits of the worker's Social Security Number.

36) **Petition # –** The Trade Act Navigator must enter the petition number. It can be found in either MoJobs or UInteract TRA-B, TRA-A, or TRA-C claim screens.

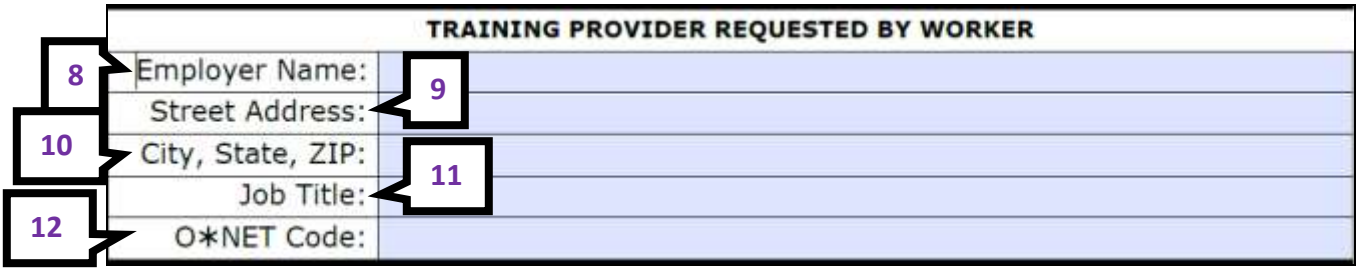
If Missouri acts as the *Agent* state, the *Liable* state must provide the petition number, TRA / TAA eligibility, and approve/deny the training request prior to submitting to OWD Central Office Trade Act Unit. To search for petition activity/determinations or to find contact information for Trade Act Coordinators in other states, view USDOL's website:

Petition activity/determinations: https://www.dol.gov/agencies/eta/tradeact

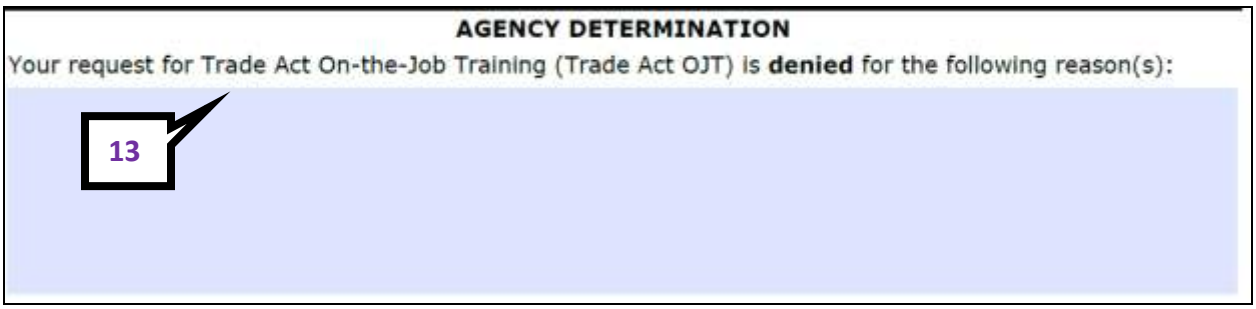
Trade Act Coordinators: https://www.dol.gov/agencies/eta/tradeact

If the certified petition is from a state other than Missouri, please note qualifying State at the top of the DWD-PO-282.

37) **Date of Request –** The bona fide date the worker made the request for OJT.



38) **Employer Name** – Enter the name of the Employer through which the worker is requesting an OJT contract.
39) **Street Address** – Enter the street address of the Employer through which the worker is requesting an OJT contract.
40) **City, State, Zip** – Enter the city, state, and zip code of the Employer through which the worker is requesting an OJT contract.
41) **Job Title** – Enter the job title for which the worker is requesting an OJT contract.
42) **O*Net Code** – Enter the O*Net Code for which the worker is requesting an OJT contract.

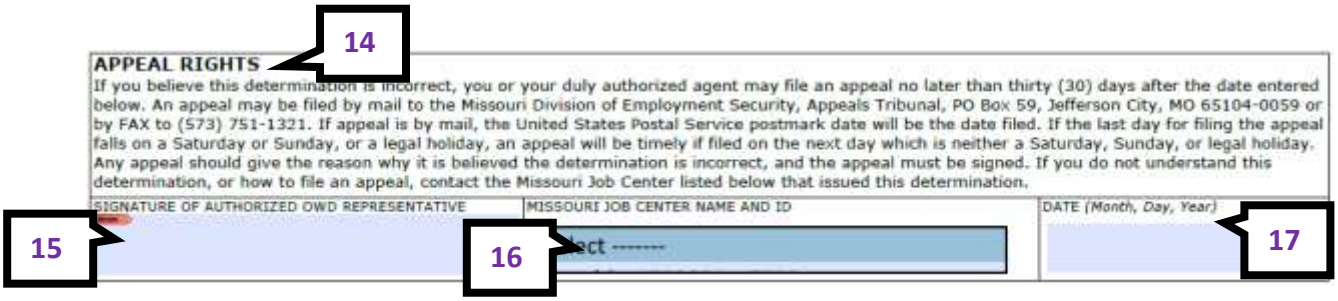


43) **Your request for Trade Act OJT is <u>denied</u> for the following reason(s)** – If the worker's request for OJT is being denied, complete this portion of the form. A denial of OJT must be based on the six training approval criteria noted below:

- There is no suitable employment (which may include technical or professional employment) available for an adversely affected worker.
- The worker would benefit from appropriate training.
- There is a reasonable expectation of employment following completion of training.
- Training approved by the Secretary is reasonably available to the worker from either governmental agencies or private sources (which may include area vocational education schools, as defined in Section 195(2) of the Vocational Education Act of 1963, and employers.)
- The worker is qualified to undertake and complete such training.
- Such training is suitable for the worker and available at a reasonable cost.

Per TAA Final Rule, a worker's request for OJT must result in "suitable employment"

As with the denials of training, the denial statement must start with the phrase: *The Trade Act of 1974, as amended, and Federal Regulations at Part 618 provide:*



44) **Appeal Rights** – The Trade Act Navigator must inform the worker of his/her appeal rights and information about how to request an Appeals Hearing.
45) **Signature of Authorized OWD Representative –** Signature of the Trade Act Navigator at the Job Center who completed the DWD-PO-228 form.
46) **Missouri Job Center Name and ID** – Type or select, from list of values, the appropriate Job Center name and I.D. number.
47) **Date (*Month, Day, Year*)** – The date the Trade Act Navigator at the Job Center signed the DWD-PO-228.

<u>Distribution</u>:
DWD-PO-228 forms are uploaded into the worker's MoJobs and an email submitted to dwdtradeacthelp@dhewd.mo.gov to notify OWD Central Office TAA Unit.

OWD Central Office TAA Unit provides DES with a copy of the DWD-PO-228.

The Trade Act Navigator must forward a copy of the processed to the worker.

ALTERNATIVE TRADE ADJUSTMENT ASSISTANCE (ATAA)

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 11/15/22

Instructions for ATAA

	ATAA	RTAA
Trade 2002	X	
Trade 2009		X
Trade 2002 Revert	X	
Trade 2011		X
Trade 2015		X
Trade Reversion 2021	X	

Background:

Alternative Trade Adjustment Assistance (ATAA) was established under **Trade Adjustment Assistance Reform Act of 2002**, and is also available under **Trade 2002 Revert** and **Trade Reversion 2021**.

ATAA is an alternative program for older workers certified eligible to apply for Trade Adjustment Assistance (TAA) and is designed to allow TAA eligible workers, for who retraining may not be appropriate and who find re-employment, to receive a wage subsidy to help bridge the salary gap between their old and new employment. To receive the ATAA benefits, the worker's petition must be TAA and ATAA certified.

- **Note:** Workers participating under Trade 2015 who received an ATAA payment on or before September 27, 2015 had the option to continue to draw ATAA or to switch to RTAA for the program's flexibilities.

- ATAA is not available under **Trade 2009**, **2011**, and/or **2015** (except for the circumstance noted above), but instead replaced by Reemployment Trade Adjustment Assistance (RTAA). Refer to the RTAA section of the manual for more information.

Petition Determinations:

In order to establish that a group of workers are eligible to apply for the ATAA program, USDOL must first determine that all the criteria for regular TAA certification is met. In addition, USDOL must find that three additional criteria are met for ATAA certification. These additional criteria are:

1. A significant number of adversely affected workers in the firm are 50 years of age or older.
2. The adversely affected workers in the firm possess job skills that are not easily transferable to other employment.
3. The competitive conditions within the affected workers' industry are adverse.

Eligibility:

Eligible workers may receive a wage subsidy that is half the difference between their wage at the trade affected employer and their wage at the new qualifying reemployment. Under **Trade 2002**, **2002 Revert**, and **Trade Reversion 2021**, the wage subsidy may be paid up to a maximum of $10,000 or for a two-year period of time. With ATAA, the two year period doesn't start and stop; it is continuous once it starts. The two year period starts with the worker's first day of qualifying re-employment.

For a worker to be considered eligible for ATAA:

- he/she must have established eligibility under a TAA petition that has also been certified for ATAA;
- he/she must be *at least 50 years old on the first day of qualifying re-employment*;
- he/she must have obtained different *full-time employment* (or two or more part-time jobs that are equivalent to full-time employment) within 26 weeks of his/her last qualifying separation from the trade affected employer (under Trade 2002, 2002 Revert, and Reversion 2021, re-employment cannot be with the trade affected employer);
- the re-employment must be at wages less than those earned at the trade affected employer;
- the worker must not be *expected to earn more than $50,000 per year* at the reemployment; and
- he/she must choose between the ATAA and TAA program. If the worker chooses ATAA, (s)he is not eligible for any other TAA benefits or services except Relocation Allowance. (Once the worker draws ATAA, they cannot receive TRA weekly benefits.)

State Responsibility:

Once a petition is certified for both TAA and ATAA, the worker must be fully informed of the benefits and services available under both programs. **Effective July 26, 2010**, the Division of Employment Security (DES) began processing ATAA payments. The Office of Workforce Development (OWD) remains responsible for notifying workers of ATAA benefits, timeframe, etc. In addition, OWD is responsible for assisting workers in completing the MODES-4640-A form. If the worker prefers the ATAA program, he/she should be encouraged to take advantage of the reemployment services and assistance available to meet the 26 weeks criteria in order to be eligible for ATAA.

It is important to protect the worker's eligibility for TRA weekly benefits in the event he/she is unable to secure qualifying re-employment within the 26 week timeframe.

- If the worker is nearing the 8/16 week deadline and has not found qualifying reemployment for ATAA, (s)he may want to consider participating in training or OJT instead.
- If the worker is **not** issued a waiver or enrolled/participating in training by the **8/16 week criteria**, the worker loses eligibility to TRA weekly benefits.
- If the worker does **not** find qualifying reemployment by the **26 week timeframe**, the worker is ineligible for ATAA.

If the worker believes that he/she will not be able to find qualifying re-employment within the 26 week timeframe, he/she should contact their Job Center immediately and consider seeking the TAA benefits, including training to which he/she is entitled.

Eligibility Verification:
The following documentation must be provided to verify ATAA criteria:

1. The worker's **driver's license / photo identification** or other appropriate documentation can be used to verify the worker's age.

2. The **pay stub from the worker's last full week at the trade affected employment** to verify wage at trade employer.

3. A written job offer or **pay stub from new employer** can be used to verifying qualifying re-employment.

4. A written statement from the new employer or a **week's worth of pay stubs** can be used to determine that the worker is not expected to earn more than $50,000 annually in gross wages (excluding overtime pay) from the re-employment.

5. A written statement from the new employer or a **week's worth of pay stubs** can be used to determine that the worker re-employment is full-time. In Missouri, full-time is defined by the Division of Employment Security (UI State Law).

> – **8 CSR 10-3.140:** (1) For purposes of Reemployment Trade Adjustment Assistance (RTAA), a "full-time employee" is one who has a work week of at least forty (40) hours, or who works the number of hours generally accepted by industry custom or practice as full-time employment, as established by the RTAA applicant by evidence presented to the Division of Employment Security or its designee.

6. **Pay stubs from the new employment** will verify that the worker did not return to the trade affected employment. If the worker returns to the trade affected employer in a different capacity, including different division/facility or job duties, the worker is still ineligible for ATAA.

The application for ATAA must be filed within two years of the first day of qualifying reemployment.

The worker is required to make a choice between TAA and ATAA. By signing the ATAA worksheet, the worker indicates that he/she has chosen ATAA and understands that

he/she cannot subsequently switch to the TAA program once receiving an ATAA subsidy payment. Receipt of the initial ATAA payment represents the worker's decision and voids the right to re-training, job search or relocation allowances, and TRA weekly benefits. The opposite is also true, once a worker receive any benefit or service under TAA, he/she forfeits the right to participate in ATAA.

Continued Eligibility:

Workers who are approved for ATAA and continue to meet the eligibility criteria can be paid an ATAA subsidy for two years, up to $10,000; whichever occurs first. The two-year eligibility period continues to run from the date of the first qualifying reemployment.

The statute does not prevent the worker from working for different employers within the two-year period. Furthermore, employment is not required to be consecutive. However, ATAA benefits are not payable during periods of unemployment. Periods of unemployment may result in a partial ATAA payment. The two-year eligibility period continues to run from the date of the first qualifying reemployment.

ATAA Payments:

In the State of Missouri, ATAA subsidy payments are issued on a weekly basis by the Division of Employment Security (DES).

For each week the worker is deemed eligible for ATAA, he/she will receive an ATAA subsidy payment. ATAA payments will be reported to the IRS in the same manner as UI payments.

According to Trade Act Reform 2002, the state will pay, for a period not to exceed two-years, 50% of the difference between:

1. The annualized wages received by the worker from re-employment; and
2. The annualized wages received by the worker at the time of separation from Trade affected employer.

ATAA payments shall cease in the event of one of the following:

1. The worker's annualized wage, excluding the ATAA wage subsidy, is projected to exceed $50,000 per year;

2. The worker has received $10,000 in ATAA benefits; or

3. The worker has reached the end of the two-year eligibility period.

The annualized separation wage is computed by multiplying the worker's hourly rate received during the last full week of employment by the number of hours the worker individual worked during the last full week of employment and multiplying that number by 52 weeks per year. Overtime wages and hours are excluded from the calculation. Annualized re-employment wages are defined similarly to annualized separation wages

except that the hourly rate and hours worked must reflect those from the re-employment.

Wage Calculation Methodology:

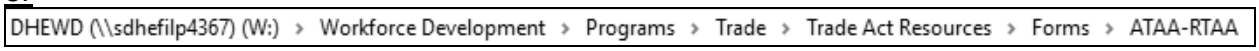
The calculated weekly allotment will be derived as follows:

1. Annualized Separation Wage minus Annualized Re-employment Wages divided by 2 equals 50% of the difference between the two periods of wages.
2. 50% of the difference between the two periods of wages divided by 52 equals the weekly ATAA wage subsidy.

Issuing ATAA Determinations:

To make the worker's first determination for ATAA, the worker must provide the following documentation:

- Identification (ID): Driver's License or State Issued ID Card
- Pay stub from Trade affected employer for the last full week of employment
- A week's worth of pay stubs from re-employment
- MODES-4640-A form (screen shot below)
    - Forms are now available on DES internet site (http://www.labor.mo.gov/DES/) or



    - All forms must be submitted to DES:
      Fax to 573/751-5040 - **Attn: DES-Special Programs**

      OR

      Mail to:

      Missouri Division of Employment Security
      Attn: Special Programs
      PO Box 59
      Jefferson City, MO 65104-0059

DIVISION OF EMPLOYMENT SECURITY

421 East Dunklin Street, P.O. Box 59
Jefferson City, MO 65104-0059
www.labor.mo.gov/DES

INFORMATION ABOUT REEMPLOYMENT TRADE ADJUSTMENT ASSISTANCE

The Reemployment Trade Adjustment Assistance (RTAA) program is designed to supplement the reduced income of workers who are at least 50 years of age and have been affected by foreign trade. Trade Adjustment Assistance (TAA) eligible workers who are reemployed full-time or part-time may be eligible for the RTAA program. The RTAA program supplements up to 50 percent of the difference in wages between your old job and your new job.

You must complete the form on the reverse of this page for each month you wish to apply for the RTAA program. Along with the completed form, the following information must be submitted to determine your eligibility:

- A copy of driver's license or state issued ID card (initial request only).
- Check stub or employer statement showing weekly earnings and the number of hours you worked during your last full week with your trade affected former job (initial request only).
- Check stubs or employer statement from your new job(s) showing the wages per hour and hours worked during the month you are applying for the program.

The eligibility requirements for the RTAA program include:

- You must have obtained reemployment and be 50 years of age or older. RTAA allows for either full-time or part-time reemployment.
  - In Missouri for RTAA purposes, a full-time reemployment employee is defined as one who has a work week of at least forty hours, or who works the number of hours generally accepted by industry custom or practices. Individuals who participate in full-time RTAA have the option of attending TAA approved training.
  - Part-time reemployment must be at least twenty hours per week. Individuals who participate in part-time RTAA are required to attend full-time TAA approved training.
- You cannot earn more than $50,000 annually in gross wages from reemployment.

TAA certified workers who apply for RTAA will no longer be eligible for future Trade Readjustment Allowance (TRA) payments. TRA payments are additional benefits under the TAA program for workers who are attending training after their regular unemployment benefits are exhausted.

Note: Contact your Missouri Job Center for information about receiving the RTAA supplement while attending TAA approved training.

(OVER)

IMPORTANT: If needed, call 573-751-9040 for assistance in the translation and understanding of the information in this document.
¡IMPORTANTE!: Si es necesario, llame al 573-751-9040 para asistencia en la traducción y entendimiento de la información en este documento.

Missouri Division of Employment Security is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY: 800-735-2966 Relay Missouri: 711

MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
DIVISION OF EMPLOYMENT SECURITY

REQUEST FOR REEMPLOYMENT TRADE ADJUSTMENT ASSISTANCE CLAIM

Name *(Last, First)*	Social Security Number	Birth Date

Address *(Street, City, State, ZIP)*	Daytime Phone Number

Week Applied for:	☐ Initial Request ☐ Weekly Request

If Initial Request, would you like information about withholding taxes from your benefit sent to you? ☐ Yes ☐ No

Trade Adjustment Assistance Certified Employer Information

Petition Number TA -	Certified Employer Name	Last Day Worked for Certified Employer

Hours Worked in Last Full Week	Hourly Wage at Separation

Current Employer Information

Employer Name

Employer Address *(Street, City, State, ZIP)*

Employer Phone	Contact Person for Employer

Start Date with Employer	Hours in Normal Workweek	Hours Worked in First Full Week

Employer's Scheduled Workweek *(ie: Monday-Friday)*	Employer's Pay Period *(Weekly, 2 weeks, etc.)*

Fax or mail this form to the address below along with a copy of your identification and check stub from your TAA certified former employer (if this is an initial request), and check stubs or other wage information for the month that you are requesting the RTAA supplement.

Make a copy of this form for each week you are requesting payment.

Worker Signature	Date

Fax: 573-751-5040

Mail: Missouri Division of Employment Security
ATTN: Special Programs
P.O. Box 59
Jefferson City, MO 65104

To make the determination for all other ATAA claim, the worker must provide the following documentation:

- MODES-4640-A form; and
- Week's worth of pay stubs from re-employment.

Submission Date:

In the State of Missouri, ATAA payments are issued on a weekly basis by DES. As long as the worker has met the necessary eligibility criteria, including finding qualifying full-time employment within 26 weeks of last qualifying separation from Trade affected employer, (s)he can request ATAA subsidy payment for previous months worked.

Distribution:

MODES-4640-A forms are to be submitted, along with required pay stubs and documentation, to DES:

Fax to 573/751-5040 - **Attn: DES-Special Programs**

OR

Mail to:

Missouri Division of Employment Security
Attn: Special Programs
PO Box 59
Jefferson City, MO 65104-0059

Payments:

Payments are processed by DES on Wednesday evenings with payments being released on Thursdays.

To verify that an ATAA payment has been issued, refer to UInteract, under ATAA Payments Inquiry.

RE-EMPLOYMENT TRADE ADJUSTMENT ASSISTANCE (RTAA)

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 11/15/22

Instructions for RTAA

	ATAA	RTAA
Trade 2002	X	
Trade 2009		X
Trade 2002 Revert	X	
Trade 2011		X
Trade 2015		X
Trade Reversion 2021	X	

Background:

Trade 2009 established RTAA as a wage supplement option available to older workers under the Trade Adjustment Assistant program (TAA); it is also available under **Trade 2011** and **2015** with minor adjustments.

RTAA is an alternative program for older workers certified eligible to apply for Trade Adjustment Assistance (TAA) and is designed to allow TAA eligible workers, for who retraining may not be appropriate and who find re-employment, to receive a wage subsidy to help bridge the salary gap between their old and new employment.

- **Note:** Workers participating under Trade 2015 who received an ATAA payment on or before September 27, 2015 had the option to continue drawing ATAA or to switch to RTAA for the program's flexibilities.

  Any worker denied ATAA due to missing the 26 week deadline or not being 50 years old on the first day of qualifying reemployment should be notified by DES that they are eligible to reapply under **Trade 2015** for RTAA.

- RTAA is not available under **Trade 2002**, **2002 Revert**, or **Trade Reversion 2021**, but instead they offer Alternative Trade Adjustment Assistance (ATAA). Refer to the ATAA section of the manual for more information.

Petition Determinations:

The RTAA program eliminates the separate group eligibility requirements necessary under the ATAA program. All petitions certified under **Trade 2009**, **2011**, and **2015** provide eligibility for TAA and RTAA benefits and services.

Definitions:

- *Year:* For RTAA purposes, a year represents the 12-month period beginning with the first full week of qualifying reemployment.

- *Full-time employment:* Is defined per State law <u>in which the reemployment occurs</u>. (See Missouri's State law below)

> – **8 CSR 10-3.140:** (1) For purposes of Reemployment Trade Adjustment Assistance (RTAA), a "full-time employee" is one who has a work week of at least forty (40) hours, or who works the number of hours generally accepted by industry custom or practice as full-time employment, as established by the RTAA applicant by evidence presented to the Division of Employment Security or its designee.

  If worker employed in <u>multiple states</u>, the applicable definition is the one with the <u>lowest threshold of hours required</u>.

<u>Eligibility:</u>
Unemployment Insurance (UI) is not a requirement for RTAA eligibility.

Eligible workers may receive a wage subsidy that is half the difference between their wage at the trade affected employer and their wage at the new qualifying reemployment.

- Under **Trade 2009**, the wage subsidy may be paid up to a maximum of $12,000 or up to a **<u>two-year period of time</u>***.

- Under **Trade 2011** and **2015**, the wage subsidy may be paid up to a maximum of $10,000 or up to a **<u>two-year period of time</u>***.

With RTAA, the eligibility period doesn't start and stop; it is continuous once it starts.

***Note:** Under RTAA, workers who have become reemployed before they reach the age of 50 *<u>may</u>* be determined eligible for RTAA when they turn 50 if they meet all other RTAA eligibility requirements.

	$10,000 RTAA Maximum	$12,000 RTAA Maximum
Trade 2009		X
Trade 2011	X	
Trade 2015	X	

- Eligibility period for payment of RTAA and application deadline
    - *Applicable Dates:* To make the RTAA determination, the State will need to know applicable dates for the worker:
        - The date of reemployment **and** either
        - The date the worker exhausted all rights to UI; **OR**
        - The dates the worker began and ended receipt of TRA before the date of reemployment

- A worker who has received TRA may receive RTAA benefits for a period of 104 weeks beginning on the date which the worker obtains reemployment reduced by the total number of weeks the individual received TRA.

A worker can receive TRA and then participate in RTAA.

- Any TRA received will be deducted from the RTAA maximum.
- A worker cannot participate in RTAA and then return to TRA.

An individual receiving RTAA may also receive TAA training, employment and case management services, ~~HCTC~~, Job Search Allowance, and Relocation Allowance (under certain circumstances).

- Timing of RTAA payments
    - A worker may receive retroactive payments, in a lump sum, for payment for which the worker was eligible, but for which the worker had not yet applied.
    - A State may approve an RTAA payment retroactively if a worker becomes reemployed before USDOL issues a certification, provided that the worker otherwise meets the eligibility requirements
        - Laid off and reemployed between the **Impact Date** and **Expiration Date** of the petition certification (Certification Period).

For a worker to be considered eligible for RTAA:

- he/she must have established eligibility under a Trade petition;

- he/she must be at least 50 years old on the first day of qualifying re-employment or may become eligible for RTAA when they reach the age of 50 during reemployment if they meet all other RTAA eligibility requirements;

- he/she must have obtained different full-time employment or different part-time employment

    - ❖ DES' definition (**8 CSR 10-3.140**) of full-time for RTAA: For purposes of Reemployment Trade Adjustment Assistance (RTAA), a "full-time employee" is one who has a work week of at least forty (40) hours, or who works the number of hours generally accepted by industry custom or practice as full-time employment, as established by the RTAA applicant by evidence presented to the

Division of Employment Security (DES) or its designee.

- ❖ A worker can work two or more part-time jobs that are equivalent to full-time employment

- ❖ Under **Trade 2015**, workers who participate in RTAA with full-time reemployment have the **option** of participating in full-time Trade approved training. Workers who participate in RTAA with part-time reemployment **must** still participate in full-time Trade approved training.

- ❖ Part-time employment is defined as at least 20 hours per week

- ❖ Part-time employment **requires** participation in full-time TAA approved training

- ❖ Re-employment cannot be with the "firm" from which the worker was separated

- the re-employment must be at wages less than those earned at the trade affected employer; and

- the worker must not be expected to earn more than:

  - $55,000 per year at reemployment (under **Trade 2009**)

  - $50,000 per year at reemployment (**Trade 2011** and **2015**)

	$50,000 Earnings Per Year at Reemployment	$55,000 Earnings Per Year at Reemployment
Trade 2009		X
Trade 2011	X	
Trade 2015	X	

Under RTAA, reemployment **cannot** be for the *same employer firm* from which the worker is TAA eligible.

- "Firm" is defined as either an entire firm OR the appropriate subdivision.

  - If a petition certification is issued for a specific subdivision of a firm, the worker may not return to employment with that subdivision (for RTAA purposes).

    - The worker may return to another subdivision of the firm that was not the subject of the certification (for RTAA purposes).

  - If the petition certification is issued for the entire firm or does not identify a subdivision, the worker may not return be eligible for RTAA based on a return to employment in any subdivisions of that firm.

- A reemployed worker would not be eligible for RTAA when a firm may be considered a successor-in-interest to another firm if most or all of the following factors are present:

  - There is continuity of business operations, location, workforce, supervisory personnel, machinery / equipment / process, and product / service

  - The same jobs exists under similar conditions

Eligible Employment:

- Work involving wage plus commission or piece work

- Employment may include one or more jobs

- A State must count hours in which an adversely-affected worker is on employer-authorized leave as hours of work

- Overtime, commissions, and bonuses cannot be excluded

- Employment must be legal under federal, state, and local laws

Continuing Eligibility and Timing of Payments:

If during a year the 2-year eligibility period a worker's cumulative wages exceed, or are projected to exceed $50,000, the worker will no longer be eligible to receive additional RTAA payments within that year. The worker will be eligible for RTAA benefits in the next year and RTAA payments will resume until wages exceed, or are projected to exceed $50,000, or until the $10,000 benefit limit is reached.

- Can also occur if reemployment wages exceed trade-affected wages.

If the worker is employed part-time (at least 20 hours per week) and receiving RTAA while in TAA approved training, the State must verify participation in training on a monthly basis. Verification of participation in TAA approved training will be conducted in accordance with State policies.

Change in Reemployment Wages:

The State must recompute the appropriate amount of the RTAA payments if, during its review, it determines that a workers reemployment wages have changed.

- If reemployment wages exceed, or are projected to exceed $50,000 in a year during the eligibility period, then the State must immediately issue a determination that the worker is ineligible for further RTAA payments, notify the worker of this determination, and cease such RTAA payments.
  - Can also occur if reemployment wages exceed trade-affected wages.

- If reemployment wages change but do not exceed $50,000 in a year during the eligibility period then the RTAA payments must be recomputed every such time

such a change in reemployment wages occurs. The State must then continue period verification, or recommence periodic verification if RTAA payments resume in the second year.

State Responsibility:

Once a petition is certified for TAA, the worker must be fully informed of the benefits and services available under both programs: TAA & RTAA. Effective July 26, 2010, the Division of Employment Security (DES) began processing RTAA payments. The Office of Workforce Development (OWD) remains responsible for notifying workers of RTAA benefits, timeframes, etc. In addition, OWD is responsible for assisting workers in completing the MODES-4640-A.

It is important to protect the worker's eligibility for TRA weekly benefits in the event he/she is unable to secure qualifying re-employment.

- If the worker is nearing the 26/26 deadline and has not found qualifying reemployment for RTAA, he/she may want to consider participating in training, OJT, or registered apprenticeship/other apprenticeship programs.
- If the worker is **not** issued a waiver or enrolled/participating in training by the **26/26 week criteria**, the worker loses eligibility to TRA weekly benefits.

Eligibility Verification:

The following documentation can be provided to verify RTAA criteria:

7. The worker's **driver's license / photo identification** or other appropriate documentation can be used to verify the worker's age.

8. The **pay stub from the worker's last full week at the trade affected employment** to verify wage at Trade employer.

9. A written job offer or **pay stub from new employer** can be used to verify qualifying re-employment.

10. A written statement from the new employer or a **week's worth of pay stubs** can be used to determine that the worker is not expected to earn more than $55,000 (**Trade 2009**) or $50,000 (**Trade 2011** and **2015**) annually in gross wages (excluding overtime pay) from the re-employment.

11. A written statement from the new employer or a **week's worth of pay stubs** can be used to determine that the worker's re-employment is either full-time or part-time (at least 20 hours per week).

12. **Pay stubs from the new employment** will verify that the worker did not return to the "firm" from which the worker was separated.

The application for RTAA must be filed within the applicable eligibility period.

Qualifying employment that was commenced prior to separation from adversely affected employment may be considered RTAA qualifying employment.

A worker cannot return to TRA once receiving a RTAA subsidy payment.

Total Amount of Payments - Trade 2009:
The total amount of payments that may be made to workers under RTAA is different than under ATAA. There are two separate calculations:

1) Workers who have not received TRA may receive a maximum of $12,000 during the eligibility period; and
2) Workers who have received TRA may receive an amount equal to the product of $12,000 and the ratio of the number of weeks in the eligibility period.

Formula:
[1 – (# weeks of TRA drawn/104 weeks normally) * $12,000] = Maximum RTAA Benefit.

Eligibility period (x) = 104 Week Maximum – Weeks of TRA received.

Total Amount of Payments - Trade 2011 and 2015:
The total amount of payments that may be made to workers under RTAA is different than under ATAA. There are two separate calculations:

1) Workers who have not received TRA may receive a maximum of $10,000 during the eligibility period; and
2) Workers who have received TRA may receive an amount equal to the product of $10,000 and the ratio of the number of weeks in the eligibility period.

Formula:
[1 – (# weeks of TRA drawn/104 weeks normally) * $10,000] = maximum RTAA Benefit.

Eligibility period (x) = 104 Week Maximum – Weeks of TRA received.

RTAA Payments:
In the State of Missouri, RTAA subsidy payments are issued on a weekly basis by DES.

For each week the worker is deemed eligible for RTAA, (s)he will receive an RTAA subsidy payment. A payment cannot be issued until the worker has worked a week period of time.

The state will pay, for a period not to exceed two-years, 50% of the difference between:

3. The annualized wages received by the worker from re-employment; and
4. The annualized wages received by the worker at the time of separation from trade affected employer.

RTAA payments shall cease in the event of one of the following:

4. The worker's annualized wages, excluding the RTAA wage subsidy, is projected to exceed $55,000 per year (**Trade 2009**) or exceed $50,000 per year (**Trade 2011** and **2015**);

5. The worker has received the maximum amount of RTAA;

6. The worker has reached the end of the RTAA eligibility period; or

7. The worker no longer meets the re-employment requirement through either full-time work or a combination of full-time, TAA-approved training and at least 20 hours of work. ***For training, the justifiable cause statement must be applied***.

The annualized separation wages is computed by multiplying the worker's hourly wage received during the last full week of employment by the number of hours the worker worked during the last full week of employment and multiplying that number by 52 weeks per year. Annualized re-employment wages are defined similarly to annualized separation wages except that the hourly wage and hours worked must reflect those from the re-employment.

Wage Calculation Methodology:

The calculated weekly allotment will be derived as follows:

1. Full-time Employment
    a. Annualized Separation Wages minus Annualized Re-employment Wages divided by 2 equals 50% of the difference between the two periods of wages.
    b. 50% of the difference between the two periods of wages divided by 52 equals the weekly RTAA wage subsidy.

    Formula:

$$\frac{(\text{Annualized Separation Wages} - \text{Annualized Re-employment Wages}) * .50}{52}$$

2. Part-time Employment
    a. Annualized Separation Wages minus Annualized Re-employment Wages multiplied by h (hours difference): the variable percentage based on reduced hours for part-time Annualized Re-employment Wages.

$$\text{Hours difference} = \frac{\text{current hours (re-employment hours)}}{\text{old hours (separation hours)}}; \text{ not to exceed } 50\%$$

    b. 50% of the difference between the two periods of wages and hours difference divided by 52 equals the weekly RTAA wage subsidy.

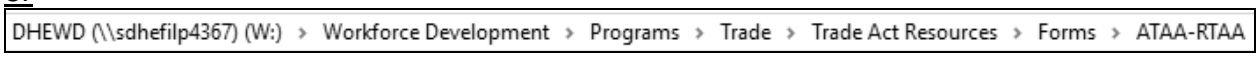
Formula:

$$\frac{((\text{Annualized Separation Wages} - \text{Annualized Re-employment Wages}) * \text{Hours Difference (h)} * .50)}{52}$$

Issuing RTAA Determinations:

To make the worker's first determination for RTAA, the worker must provide the following documentation:

- Identification (ID): Driver's License or State Issued ID Card
- Pay stub from Trade affected employer for the last full week of employment
- A week's worth of pay stubs from re-employment
- MODES-4640-R form (screen shot below)
    - Forms are now available on DES internet site (http://www.labor.mo.gov/DES/) or



    - All forms should be submitted to DES:
      Fax to 573/751-5040 - **Attn: DES-Special Programs**

      OR

      Mail to

      Missouri Division of Employment Security
      Attn: Special Programs
      PO Box 59
      Jefferson City, MO 65104-0059

DIVISION OF EMPLOYMENT SECURITY

421 East Dunklin Street, P.O. Box 59
Jefferson City, MO 65104-0059
www.labor.mo.gov/DES

INFORMATION ABOUT REEMPLOYMENT TRADE ADJUSTMENT ASSISTANCE

The Reemployment Trade Adjustment Assistance (RTAA) program is designed to supplement the reduced income of workers who are at least 50 years of age and have been affected by foreign trade. Trade Adjustment Assistance (TAA) eligible workers who are reemployed full-time or part-time may be eligible for the RTAA program. The RTAA program supplements up to 50 percent of the difference in wages between your old job and your new job.

You must complete the form on the reverse of this page for each month you wish to apply for the RTAA program. Along with the completed form, the following information must be submitted to determine your eligibility:

- A copy of driver's license or state issued ID card (initial request only).
- Check stub or employer statement showing weekly earnings and the number of hours you worked during your last full week with your trade affected former job (initial request only).
- Check stubs or employer statement from your new job(s) showing the wages per hour and hours worked during the month you are applying for the program.

The eligibility requirements for the RTAA program include:

- You must have obtained reemployment and be 50 years of age or older. RTAA allows for either full-time or part-time reemployment.
  - In Missouri for RTAA purposes, a full-time reemployment employee is defined as one who has a work week of at least forty hours, or who works the number of hours generally accepted by industry custom or practices. Individuals who participate in full-time RTAA have the option of attending TAA approved training.
  - Part-time reemployment must be at least twenty hours per week. Individuals who participate in part-time RTAA are required to attend full-time TAA approved training.
- You cannot earn more than $50,000 annually in gross wages from reemployment.

TAA certified workers who apply for RTAA will no longer be eligible for future Trade Readjustment Allowance (TRA) payments. TRA payments are additional benefits under the TAA program for workers who are attending training after their regular unemployment benefits are exhausted.

Note: Contact your Missouri Job Center for information about receiving the RTAA supplement while attending TAA approved training.

(OVER)

IMPORTANT: If needed, call 573-751-9040 for assistance in the translation and understanding of the information in this document.
¡IMPORTANTE!: Si es necesario, llame al 573-751-9040 para asistencia en la traducción y entendimiento de la información en este documento.

Missouri Division of Employment Security is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY: 800-735-2966 Relay Missouri: 711

MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
DIVISION OF EMPLOYMENT SECURITY

REQUEST FOR REEMPLOYMENT TRADE ADJUSTMENT ASSISTANCE CLAIM

Name *(Last, First)*	Social Security Number	Birth Date

Address *(Street, City, State, ZIP)*	Daytime Phone Number

Week Applied for:	☐ Initial Request ☐ Weekly Request

If Initial Request, would you like information about withholding taxes from your benefit sent to you? ☐ Yes ☐ No

Trade Adjustment Assistance Certified Employer Information

Petition Number TA -	Certified Employer Name	Last Day Worked for Certified Employer

Hours Worked in Last Full Week	Hourly Wage at Separation

Current Employer Information

Employer Name

Employer Address *(Street, City, State, ZIP)*

Employer Phone	Contact Person for Employer

Start Date with Employer	Hours in Normal Workweek	Hours Worked in First Full Week

Employer's Scheduled Workweek *(ie: Monday-Friday)*	Employer's Pay Period *(Weekly, 2 weeks, etc.)*

Fax or mail this form to the address below along with a copy of your identification and check stub from your TAA certified former employer (if this is an initial request), and check stubs or other wage information for the month that you are requesting the RTAA supplement.

Make a copy of this form for each week you are requesting payment.

Worker Signature	Date

Fax: 573-751-5040

Mail: Missouri Division of Employment Security
ATTN: Special Programs
P.O. Box 59
Jefferson City, MO 65104

To make the determination for all other RTAA claims, the worker must provide the following documentation:

- MODES-4640-R form; and
- Week's worth of pay stubs from re-employment

Submission Date:

In the State of Missouri, RTAA payments are issued on a weekly basis by DES.

Distribution:

MODES-4640-R forms are to be submitted, along with required pay stubs and documentation, to DES:

Fax to 573/751-5040 - **Attn: DES-Special Programs**

OR

Mail to:

Missouri Division of Employment Security
Attn: Special Programs
PO Box 59
Jefferson City, MO 65104-0059

Payments:

Payments are processed by DES on Wednesday evenings with payments being released on Thursdays.

To verify that an RTAA payment has been issued, refer to UInteract, under ATAA Payments Inquiry.

APPEALS

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 11/15/22

APPEALS

Trade Act Navigators are responsible to make determinations for requests of waiver issuance, training, training related costs, transportation payments, subsistence payments, job search allowance, and relocation allowance.

When it is determined that a request is not approvable, a written denial must be issued. The worker's appeal rights are listed on the form(s). Workers must be advised of their appeal rights.

- For waivers, a denial should be issued on a paper **Denial Waiver Form** (DWD-PO-702).
- For training, training related costs, transportation, and subsistence, a denial should be issued on a DWD-PO-240-A or DWD-PO-240-B.
- For job search, a denial should be issued on a **Benefits, Criteria, and Eligibility** (DWD-PO-207-BCE) and/or **Payment Form** (DWD-PO-207-PF) form(s).
- For relocation, a denial should be issued on an ETA-860 form.

If the worker wishes to file an appeal to the determination, the worker must submit a written request for an appeals hearing. The request for an appeals hearing must include the worker's name, Social Security Number, date, and statement regarding their request (example: 'I request to appeal the denial of my training') for an appeals hearing. The worker's signature is required on the request. See handout information at the end of this section.

The worker's request for an appeals hearing must be faxed or mailed to:

Missouri Division of Employment Security
Appeals Tribunal
P.O. Box 59
Jefferson City, Missouri 65104
(Fax) 573/751-1321

A copy of this request must also be provided to OWD Central Office TAA Unit. Upload the denial in the worker's MoJobs record and send an email to DWDTradeActHelp@dhewd.mo.gov.

The Division of Employment Security is responsible to establish a date and time for the appeals hearing. The Appeals Unit will issue a Notice of Appeals Hearing to the worker. This notice will provide the worker with information regarding the hearing.

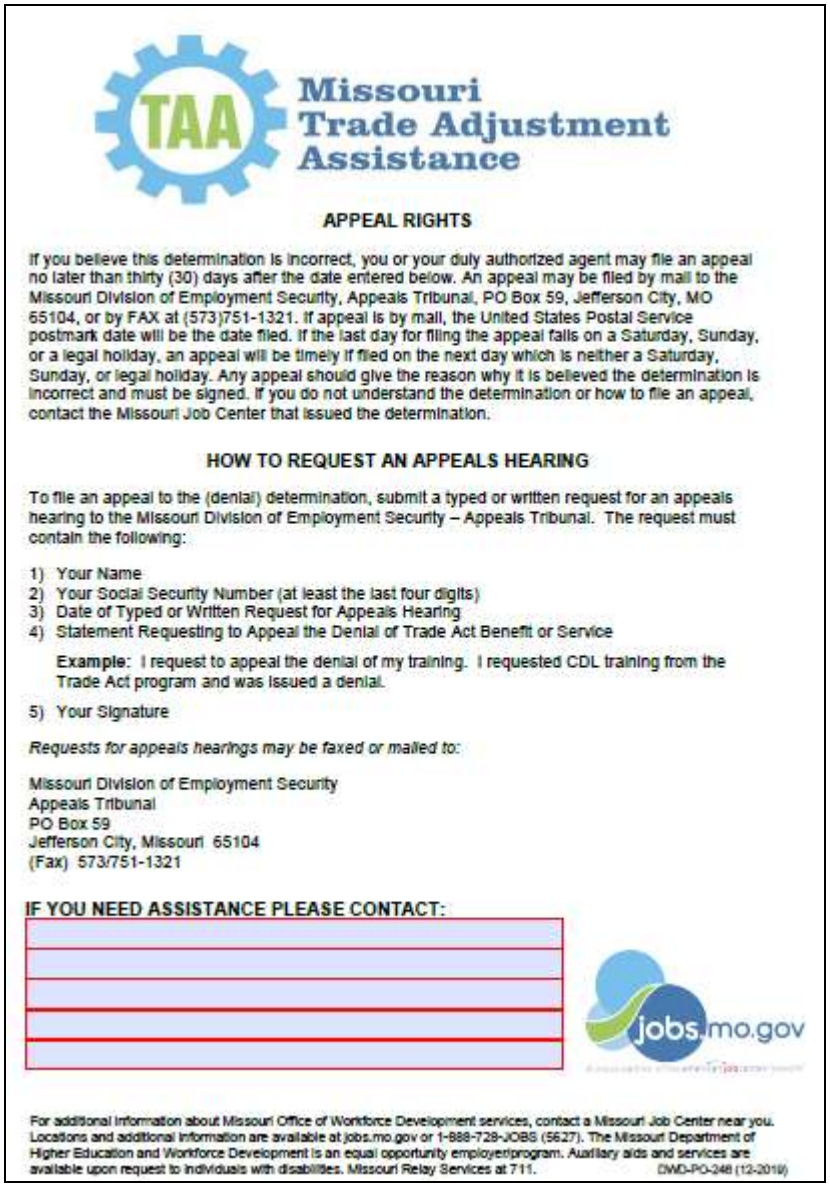
A copy of the Notice of Appeals Hearing will also be forwarded to the OWD Central Office TAA Unit. The OWD Central Office TAA Unit will notify the appropriate Job Center of the hearing issue, time, and date, and ask them to participate as the OWD's witness. A copy of the Notice of Appeals Hearing will be forwarded to the Job Center to be included in the worker's file.

Following the appeals hearing, the Appeals Referee will issue a written determination regarding the outcome of the hearing. A copy of this determination will be forwarded to the Job Center.

Note: An **Appeal Rights – Filing an Appeal** handout has been developed and can be found at

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Template Letters › Requesting Appeals Hearing Handout

Appeal Rights - Filing an Appeal (DWD-PO-246)



Missouri Trade Adjustment Assistance

APPEAL RIGHTS

If you believe this determination is incorrect, you or your duly authorized agent may file an appeal no later than thirty (30) days after the date entered below. An appeal may be filed by mail to the Missouri Division of Employment Security, Appeals Tribunal, PO Box 59, Jefferson City, MO 65104, or by FAX at (573)751-1321. If appeal is by mail, the United States Postal Service postmark date will be the date filed. If the last day for filing the appeal falls on a Saturday, Sunday, or a legal holiday, an appeal will be timely if filed on the next day which is neither a Saturday, Sunday, or legal holiday. Any appeal should give the reason why it is believed the determination is incorrect and must be signed. If you do not understand the determination or how to file an appeal, contact the Missouri Job Center that issued the determination.

HOW TO REQUEST AN APPEALS HEARING

To file an appeal to the (denial) determination, submit a typed or written request for an appeals hearing to the Missouri Division of Employment Security – Appeals Tribunal. The request must contain the following:

1) Your Name
2) Your Social Security Number (at least the last four digits)
3) Date of Typed or Written Request for Appeals Hearing
4) Statement Requesting to Appeal the Denial of Trade Act Benefit or Service

   Example: I request to appeal the denial of my training. I requested CDL training from the Trade Act program and was issued a denial.

5) Your Signature

Requests for appeals hearings may be faxed or mailed to:

Missouri Division of Employment Security
Appeals Tribunal
PO Box 59
Jefferson City, Missouri 65104
(Fax) 573/751-1321

IF YOU NEED ASSISTANCE PLEASE CONTACT:

jobs.mo.gov

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711. DWD-PO-246 (12-2019)

Apprenticeships

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 11/15/22

Apprenticeships

Under **Trade 2009**, **2011**, **2015**, and **Reversion 2021**, the TAA program can pay for Apprenticeship programs.

What is Apprenticeship?

Apprenticeship offers:

1) Employment;
2) Work-Based Training; and
3) Related Training & Instruction (RTI)

Worker Do(s) and Don't(s):

- The Employer pays for the entire worker's wages during the Apprenticeship program.

- However, workers aged 50 years old or older are eligible to also participate in Reemployment Trade Adjustment Assistance (RTAA) while participating in an Apprenticeship. This does NOT apply to **Trade Reversion 2021**.

What Can TAA Cover?

Under an Apprenticeship, TAA can cover:

1) Work-Based Training cost to the employer; AND
   - Refer to the OJT section of the manual for instructions

2) Related Training & Instruction (RTI)
   - Refer to the DWD-PO-240-A & B section of the manual for instructions

General:

The Worker is employed at the start of the Apprenticeship program and works through a series of defined curriculum until completion of his/her Apprenticeship program.

An Apprenticeship must include both Work-Based Training and Related Training & Instruction (RTI).

- The Work-Based Training may be up to 130 weeks based on experience, education, and credentials.

- The RTI may exceed 130 weeks and continue through the scheduled completion of the specified apprenticeship training.

The length of Apprenticeship programs varies depending on the specific occupation.

Apprenticeship Funding:
TAA program funds can be used to pay for:

- The expenses associated with the educational or instructional component (e.g., classroom and distance learning, tools, uniforms, equipment, and books) for the apprentice); and

- The employment may be reimbursed not more than 50% of the apprentice's regular wage rate for the cost of providing the training and additional supervision relating to the work-based learning component provided by the employer.

Approval of Cost of Apprenticeship:
- Registered Apprenticeships under the National Apprenticeship Act

- Other Apprenticeships – Cost for an apprenticeship program may be approved by a State only if a determination is made that…meets the general assurances as listed on the On-the-Job Contract form.

- Workers enrolled in an apprenticeship program, in most cases, will not be able to access Trade Readjustment Allowance (TRA) income support due to their income earned through wages, but State must still make individual determinations on TRA benefits. ~~This could also impact Health Coverage Tax Credit (HCTC) eligibility, if HCTC is available.~~ States must advise workers considering this training options of these issues.

- Under **Trade 2015**, adversely-affected workers age 50 or older enrolled in an apprenticeship program may be eligible for Reemployment Trade Adjustment Assistance (RTAA).

- The State must enter into a contract with the employer that provides the terms and conditions of the apprenticeship.

Accessing Apprenticeship Information:
For an Apprenticeship to be approved under the Trade Adjustment Assistance programs, they must meet federal standards. Workers interested in Apprenticeship programs can access more information at:

- **Debra Cremeens-Risinger, State Director**
  (402) 221-3281 Cremeens-Risinger.D@dol.gov

- **Jobs.Mo.Gov – Apprenticeship Missouri**
  Website: https://jobs.mo.gov/content/moapprenticeships

- **Missouri Apprentice Connect**
  Website: http://www.moappretniceconnect.com/

Identifying Apprenticeships:
Apprenticeships can be located on the:

- Eligible Training Provider System (**ETPS**)[MoSCORES] list
    - trainingprovideradmin@dhewd.mo.gov
    - (855) 269-5594

When research O*Net information, you can access Apprenticeship information at:

- **O*Net** OnLine (http://www.onetonline.org)
    - Summary Report page
        - Credentials
            - ❖ Find Apprenticeships

Trade Act Apprenticeship Agreement

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 11/15/22

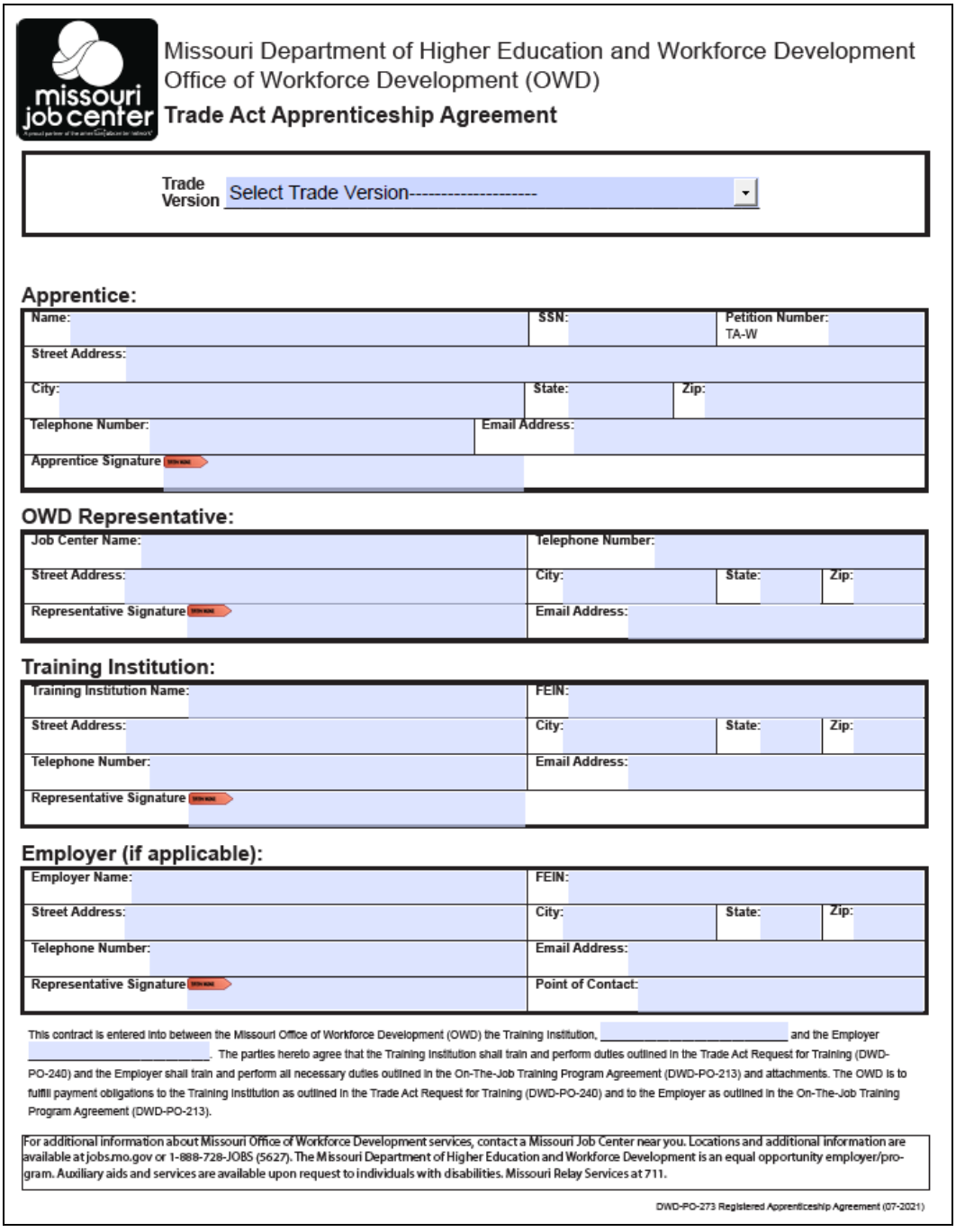
DWD-PO-273

Trade Act Apprenticeship Agreement

The **Apprenticeship Agreement** (DWD-PO-273) can be found on

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Apprenticeship

Trade Act Apprenticeship Agreement (DWD-PO-273).pdf.



Missouri Department of Higher Education and Workforce Development
Office of Workforce Development (OWD)

Trade Act Apprenticeship Agreement

Trade Version: Select Trade Version----------

Apprentice:

Name:	SSN:	Petition Number: TA-W
Street Address:		
City:	State:	Zip:
Telephone Number:	Email Address:	
Apprentice Signature		

OWD Representative:

Job Center Name:	Telephone Number:		
Street Address:	City:	State:	Zip:
Representative Signature	Email Address:		

Training Institution:

Training Institution Name:	FEIN:		
Street Address:	City:	State:	Zip:
Telephone Number:	Email Address:		
Representative Signature			

Employer (if applicable):

Employer Name:	FEIN:		
Street Address:	City:	State:	Zip:
Telephone Number:	Email Address:		
Representative Signature	Point of Contact:		

This contract is entered into between the Missouri Office of Workforce Development (OWD) the Training Institution, _____ and the Employer _____. The parties hereto agree that the Training Institution shall train and perform duties outlined in the Trade Act Request for Training (DWD-PO-240) and the Employer shall train and perform all necessary duties outlined in the On-The-Job Training Program Agreement (DWD-PO-213) and attachments. The OWD is to fulfill payment obligations to the Training Institution as outlined in the Trade Act Request for Training (DWD-PO-240) and to the Employer as outlined in the On-The-Job Training Program Agreement (DWD-PO-213).

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

DWD-PO-273 Registered Apprenticeship Agreement (07-2021)

Instructions for DWD-PO-273

General:

The DWD-PO-273 is used by the Trade Act Navigator, apprentice, training facility, and employer to acknowledge an Apprenticeship Agreement. The DWD-PO-273, along with an On-the-Job Training (OJT) contract and Request for Training (DWD-PO-240-A), are considered an agreement for Apprenticeship training.

For TAA Apprenticeship purposes, the OJT contract consists of the forms:

- OJT Training Program Contract (DWD-PO-213)
- OJT Outline and Job Description (DWD-PO-214)
- OJT Training Criteria (DWD-PO-274)
- If applicable, OJT Transportation-Subsistence (DWD-PO-242)
    - This will cover the client's transportation from the client's residence to the place of the OJT employment.

Other OJT forms that will be used during the Apprenticeship training include:

- OJT Monthly Progress Report-Invoice (DWD-PO-220)
- OJT Monitoring Report (DWD-PO-219-A – Employer)
- OJT Monitoring Report (DWD-PO-219-B – Participant)

Other OJT forms that may be used during the Apprenticeship training include:

- OJT Supplemental Agreement (DWD-PO-215)
- OJT Determination (DWD-PO-228)

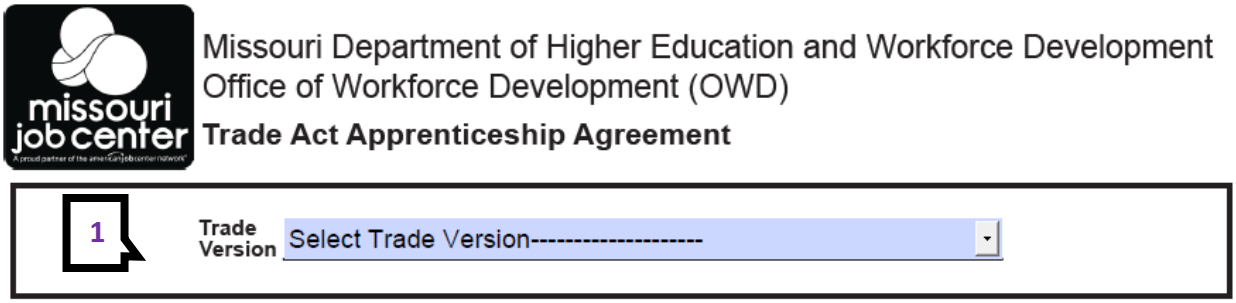
The Request for Training (DWD-PO-240-A) will cover the classroom related instructions which includes:

- Six approval training criteria
- If applicable, transportation / subsistence request from the client residence to the place of classroom related instructions

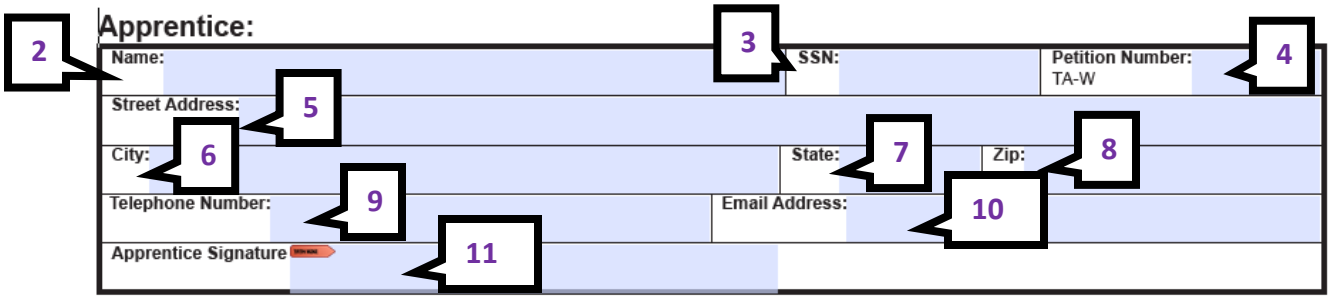
The length of the training agreement:

- For worked-based training, may be up to 130 weeks based on experience, education, and credentials.
- For related training instruction, may exceed 130 weeks and continue through the scheduled completion of the specified apprenticeship training.

Complete the DWD-PO-273 form as follows:



1) **Trade Version:** Depending on the client's petition number, select the appropriate version from the drop down menu. Trade Act 2002 and 2002 Revert are not eligible for apprenticeship.



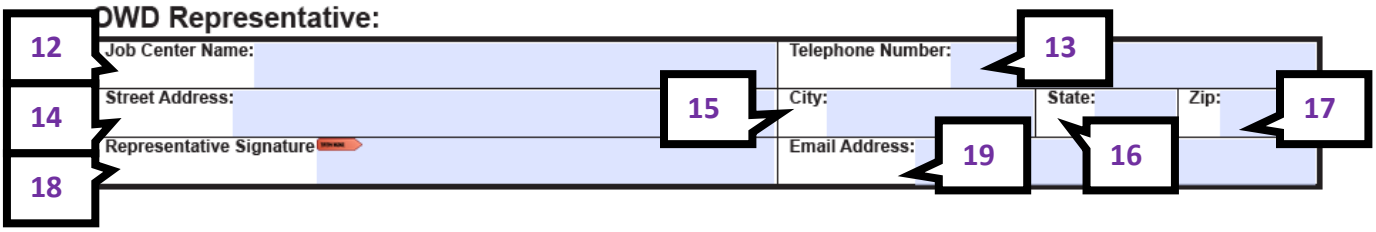
2) **Name:** Enter the apprentice's name**.**
3) **SSN:** Enter the last four digitis of the apprentice's Social Security Number.
4) **Petition Number:** The Trade Act Navigator must enter the petition number. It can be found in either MoJobs or UInteract TRA-B, TRA-A, or TRA-C claim screens.

   If Missouri acts as the *Agent* state, the *Liable* state must provide the petition number, TRA / TAA eligibility, and approve the training request prior to submitting to OWD Central Office TAA Unit. To search for petition activity/determinations or to find contact information for Trade Act Coordinators in other states, view USDOL's website:

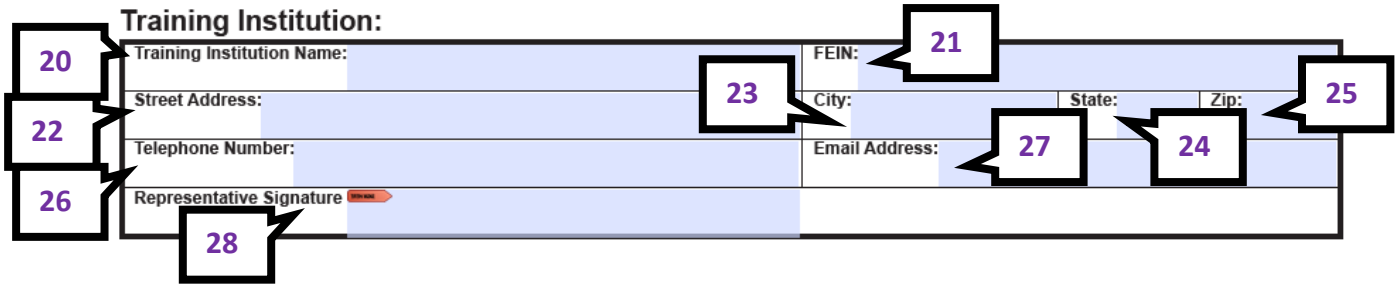
   Petition activity/determinations: https://www.dol.gov/agencies/eta/tradeact

   Trade Act Coordinators: https://www.dol.gov/agencies/eta/tradeact

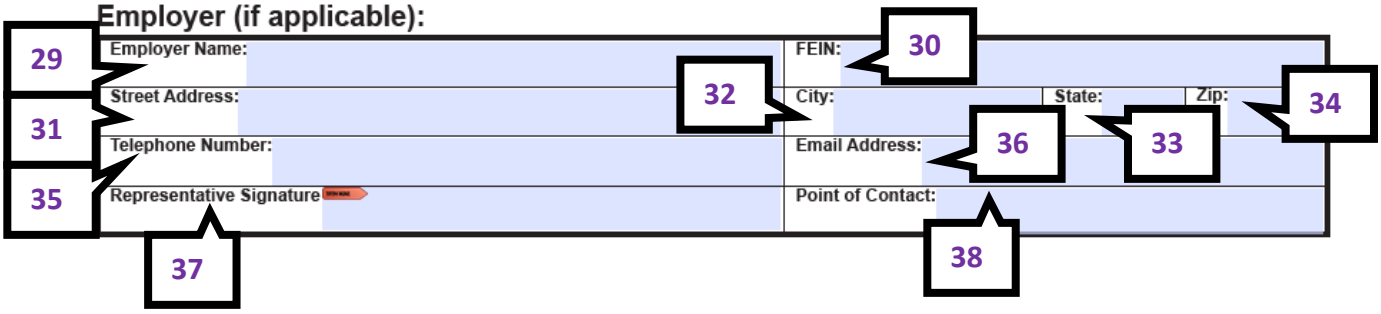
5) **Street Address:** Enter the apprentice's residential street address.
6) **City:** Enter the apprentice's residential city.
7) **State:** Enter the apprentice's residential state.
8) **Zip:** Enter the apprentice's residential zip code.
9) **Telephone Number:** Enter the apprentice's phone number.
10) **Email Address:** Enter the apprentice's email address.
11) **Apprentice Signature:** The apprentice must enter his/her signature.



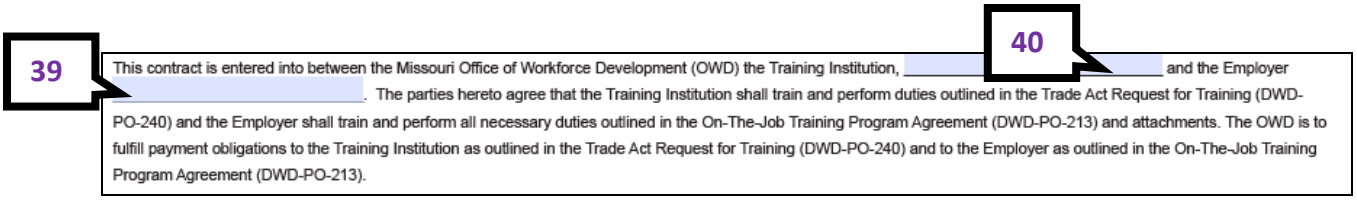
12) **Job Center Name:** Enter the name of the Job Center. Example: Joplin Job Center.
13) **Telephone Number:** Enter the OWD Trade Act Navigator's telephone number.
14) **Street Address:** Enter the Job Center's street address.
15) **City:** Enter the Job Center's city.
16) **State:** Enter the Job Center's state.
17) **Zip:** Enter the Job Center's zip code.
18) **Representative Signature:** The Trade Act Navigator must enter his/her signature.
19) **Email Address:** Enter the Trade Act Navigator's email address.



20) **Training Institution Name:** Enter the name of the Training Institution.
21) **FEIN:** Enter the Training Institution's Federal Employer Identification Number (FEIN).
22) **Street Address:** Enter the Training Institution's street address.
23) **City:** Enter the Training Institution's city.
24) **State:** Enter the Training Institution's state.
25) **Zip:** Enter the Training Institution's zip code.
26) **Telephone Number:** Enter the Training Institution Representative's telephone number.
27) **Email Address:** Enter the Training Institution Representative's email address.
28) **Representative Signature:** The Training Institution Representative must enter his/her signature.



29) **Employer Name:** Enter the name of the Employer.
30) **FEIN:** Enter the Employer's Federal Employer Identification Number (FEIN).
31) **Street Address:** Enter the Employer's street address.
32) **City:** Enter the Employer's city.
33) **State:** Enter the Employer's state.
34) **Zip:** Enter the Employer's zip code.
35) **Telephone Number:** Enter the Employer's telephone number.
36) **Email Address:** Enter the Employer's email address.
37) **Representative Signature:** The Employer Representative must enter his/her signature.
38) **Point of Contact:** Enter the name of the Employer representative.



39) **Training Institution:** Enter the Training Institution's name.
40) **Employer:** Enter the Employer's name.

Distribution:
The DWD-PO-273 is uploaded with the OJT Contract and Request for Training (DWD-PO-240-A) into the employer's and worker's MoJobs records and an email submitted to dwdtradeacthelp@dhewd.mo.gov to notify OWD Central Office TAA Unit. Once the Trade Act Apprenticeship Training Agreement is approved by OWD Central Office TAA Unit, an OJT number and Trainee ID will be assigned. After funds are obligated, a copy of the processed OJT Contract and Request for Training (DWD-PO-240-A) will be sent to the appropriate Job Center. A copy of the OJT Contract and Request for Training (DWD-PO-240-A) must be given to the employer, training institution, and apprentice.

Modifications:
Modification can be made to the Trade Act Apprenticeship Agreement through normal OJT supplemental agreement and amended DWD-PO-240-A practices.

Trade Act Apprenticeship Determination By State Workforce Agency

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 11/15/22

DWD-PO-273-AD

Trade Act Apprenticeship Determination by State Workforce Agency

The **Determination** (DWD-PO-273-AD) can be found on

DHEWD (\\sdhefilp4367) (W:) › Workforce Development › Programs › Trade › Trade Act Resources › Forms › Apprenticeship

Determination (DWD-PO-273-AD).

Missouri Department of Higher Education and Workforce Development
Office of Workforce Development

Trade Act Apprenticeship Determination by State Workforce Agency

Trade Version: Select Trade Version----------

Worker Information:

Name:	SSN:	Petition Number: TA-W	Date of Request:
Street Address:			
City:	State:	Zip Code:	

Apprenticeship Training Requested by Worker:

Training Institution Name:	Occupation:
Street Address:	
City:	State: / Zip Code:
Employer Name (if applicable):	FEIN:
Street Address:	
City:	State: / Zip Code:

Agency Determination:

Your request for Trade Act Apprenticeship Training is **denied** for the following reason(s):

Appeal Rights

If you believe this determination is incorrect, you or your duly authorized agent may file an appeal no later than thirty (30) days after the date entered below. An appeal may be filed by mail to the Missouri Division of Employment, Appeals Tribunal, PO Box 59, Jefferson City, MO 65104-0059, or by FAX at (573) 751-1321. If an appeal is filed by mail, the United States Postal Service postmark date will be the date filed. If the last day for filing the appeal falls on a Saturday, Sunday, or a legal holiday, an appeal will be timely if filed on the next day that is neither a Saturday, Sunday, or a legal holiday. Any appeal should give the reason why it is believed the determination is incorrect, and the appeal must be signed. If you do not understand this determination or how to file an appeal, contact the Missouri Job Center listed below that issued the determination.

Job Center Representative's Signature	Job Center Name / Code Number	Date
	Select -------	

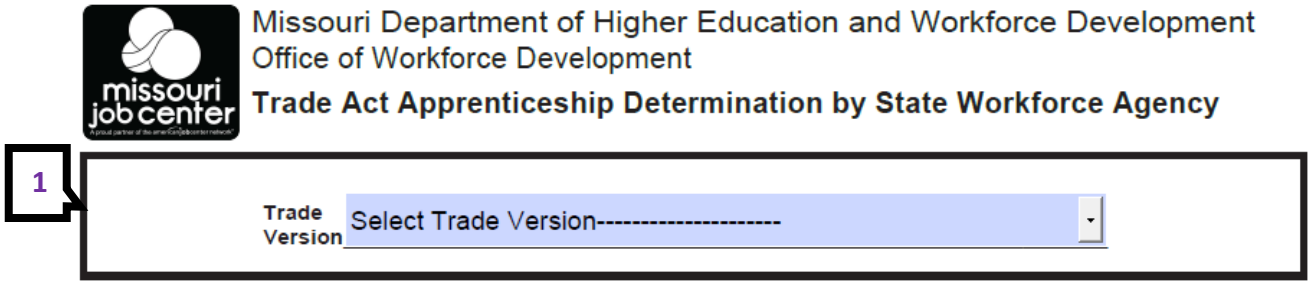
For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/ program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

DWD-PO-273-AD (07-2021)

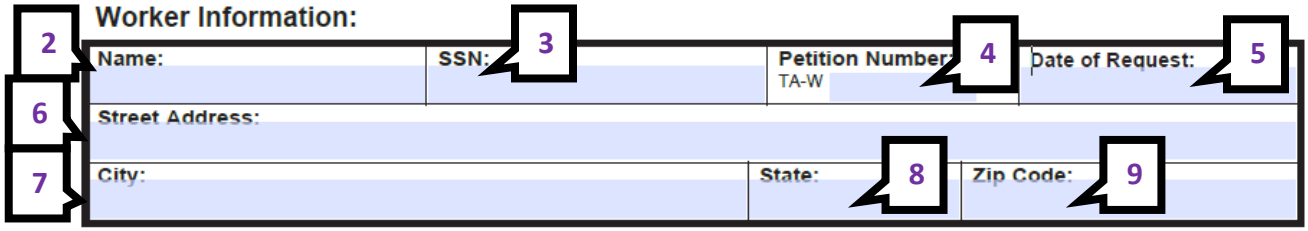
Instructions for DWD-PO-273-AD

General:
The DWD-PO-273-AD is used by Trade Act Navigators to issue denial of TAA Apprenticeship requests.

Complete the DWD-PO-273-AD form as follows:



1) **Trade Version:** Depending on the client's petition number, select the appropriate version from the drop down menu. Trade Act 2002 and 2002 Revert are not eligible for registered apprenticeship.



2) **Name:** Enter the apprentice's name.
3) **SSN:** Enter the last four digits of the apprentice's Social Security Number.
4) **Petition Number:** The Trade Act Navigator must enter the petition number. It can be found in either MoJobs or UInteract TRA-B, TRA-A, or TRA-C claim screens.

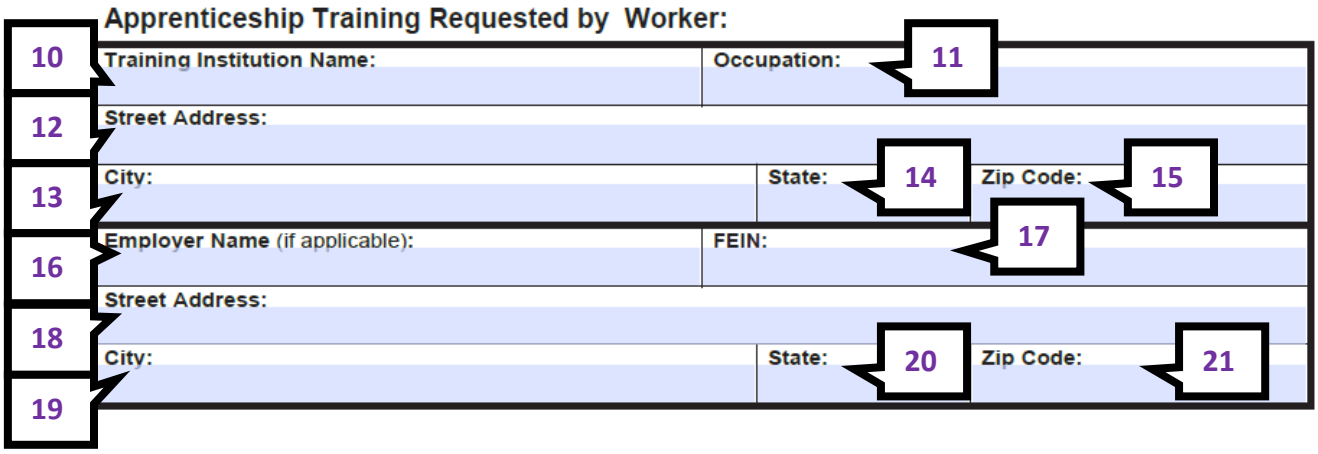
   If Missouri acts as the *Agent* state, the *Liable* state must provide the petition number, TRA / TAA eligibility, and approve/deny the training request prior to submitting to OWD Central Office TAA Unit. To search for petition activity/determinations or to find contact information for Trade Act Coordinators in other states, view USDOL's website:

   Petition activity/determinations: https://www.dol.gov/agencies/eta/tradeact

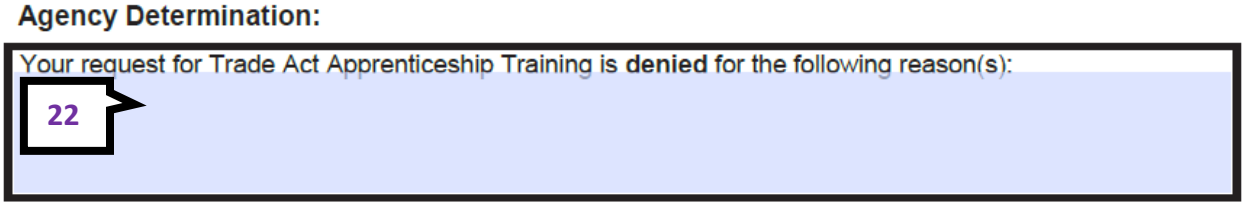
   Trade Act Coordinators: https://www.dol.gov/agencies/eta/tradeact

5) **Date of Request:** Enter the date the apprentice requested training.
6) **Street Address:** Enter the apprentice's residential street address.
7) **City:** Enter the apprentice's residentia city.
8) **State:** Enter the apprentice's residentia state.

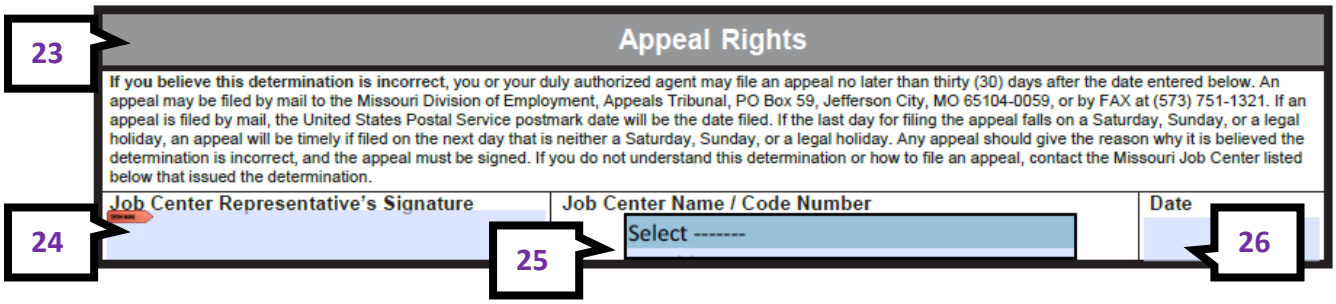
9) **Zip:** Enter the apprentice's residentia zip code.



10) **Training Institution Name:** Enter the name of the training institution.
11) **Occupation:** Enter the name of the occupation the apprentice is requesting to be trained in.
12) **Street Address:** Enter the street address of the training institituion.
13) **City:** Enter the city of the training instititution.
14) **State:** Enter the state of the training instititution.
15) **Zip:** Enter the zip code of the training instititution.
16) **Employer Name:** If applicable, enter the name of the employer.
17) **FEIN:** Enter the employer's Federal Employer Identification Number (FEIN).
18) **Street Address:** Enter the street address of the employer.
19) **City:** Enter the city of the employer.
20) **State:** Enter the state of the employer.
21) **Zip:** Enter the zip code of the employer.



22) **Your request for Trade Act Apprenticeship Training is denied for the following reason(s):** Enter text that describes the reason for the denial. If necessary, you may attach an additional piece of paper (such as a Word document).



23) **Appeal Rights:** If the apprentice is denied apprenticeship training, (s)he must be informed of his/her appeal right. The Trade Act Navigator is responsible for notifying the apprentice the necessary steps for requesting an appeals hearing if interested.
24) **Job Center Representative's Signature:** The Trade Act Navigator must enter his/her signature.
25) **Job Center Name / Code Number:** Select the Name/Location of the Job Center and the associated cost allocation code from the drop down menu.
26) **Date:** The Trade Navigator must enter the date he/she signed the form.

Distribution:

The original DWD-PO-273-AD form must be uploaded into the apprentice's MoJobs record and an email submitted to dwdtradeacthelp@dhewd.mo.gov to notify OWD Central Office TAA Unit.

The OWD Central Office TAA Unit will provide a copy to DES.

The Trade Act Navigator must provide a copy of the DWD-PO-273-AD to the apprentice.

EXPIRED

Health Coverage Tax Credit (HCTC)

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 1/13/22

EXPIRED

Health Coverage Tax Credit

The **Health Coverage Tax Credit (HCTC)** is authorized through December 31, 2021

HCTC is a federal tax credit of 72.5% and is used to help subsidize health insurance coverage for eligible PBGC recipients and individuals in the TAA program. They are identified as:

- **Eligible TAA recipients:**
  - Individuals eligible to receive Trade Readjustment Allowance (TRA) OR would be eligible to receive TRA if their UI was exhausted.

- **Eligible RTAA/ATAA recipients**
  - Individuals who work and participate in either RTAA or ATAA for a month and receives a wage subsidy for that month.

If the client can be claimed as a dependent on another's person's federal income tax return, they are **not** a candidate for HCTC.

Trade recipients of TAA and RTAA/ATAA are eligible for HCTC until the first month they cease to be eligible for TRA/UI or RTAA/ATAA. This does **not** apply to clients who meet the **Special Rule**, which include:

- Individuals who are on a non-payable break from Trade approved training. A non-payable break is a break in training that is over 30 days in length.

- Individuals who are receiving UI and would be eligible for TRA, *with regard to the enrollment in training requirements.*

The HCTC is administered by the IRS. Additional information about HCTC can be found on their website at http://www.irs.gov/HCTC.

EXPIRED

Based on IRS' website, individuals may elect to file HCTC with an end-of-the-year tax credit or by enrolling in advance credit option. The following apply to the advance credit option if it is chosen:

- The advance credit option will provide 72.5% of the payable premium for a qualified health insurance plan as a monthly credit.

- The credit amount will be forwarded by the IRS to the health insurance plan on behalf of the individual.

- The individual will be responsible to pay the health insurance plan the remaining 27.5% on a monthly basis.

EXPIRED

Qualifying Health Insurance:

There are several types of health insurance that qualify for the HCTC beginning January 1, 2016. However, contributions by your employer or your spouse's employer may limit qualification.

1. Coverage under a COBRA continuation provision if the former employer did not pay 50 percent or more of the cost of coverage;
2. Coverage under a group health plan available through the employment of your spouse, if the employer did not pay 50% or more of the cost of coverage;
3. Coverage under an employee benefit plan funded by a voluntary employees' beneficiary association (VEBA) that was established through the bankruptcy of your former employer;
4. Coverage obtained in the non-group (individual) health insurance market other than coverage offered through the Health Insurance Marketplace; and
5. Coverage under certain state-qualified health plans established prior to January 1, 2014.

If you received a 100% COBRA premium reduction from your former employer or COBRA administrator, then you are not eligible for advance HCTC for the coverage months for which you received such reduction.

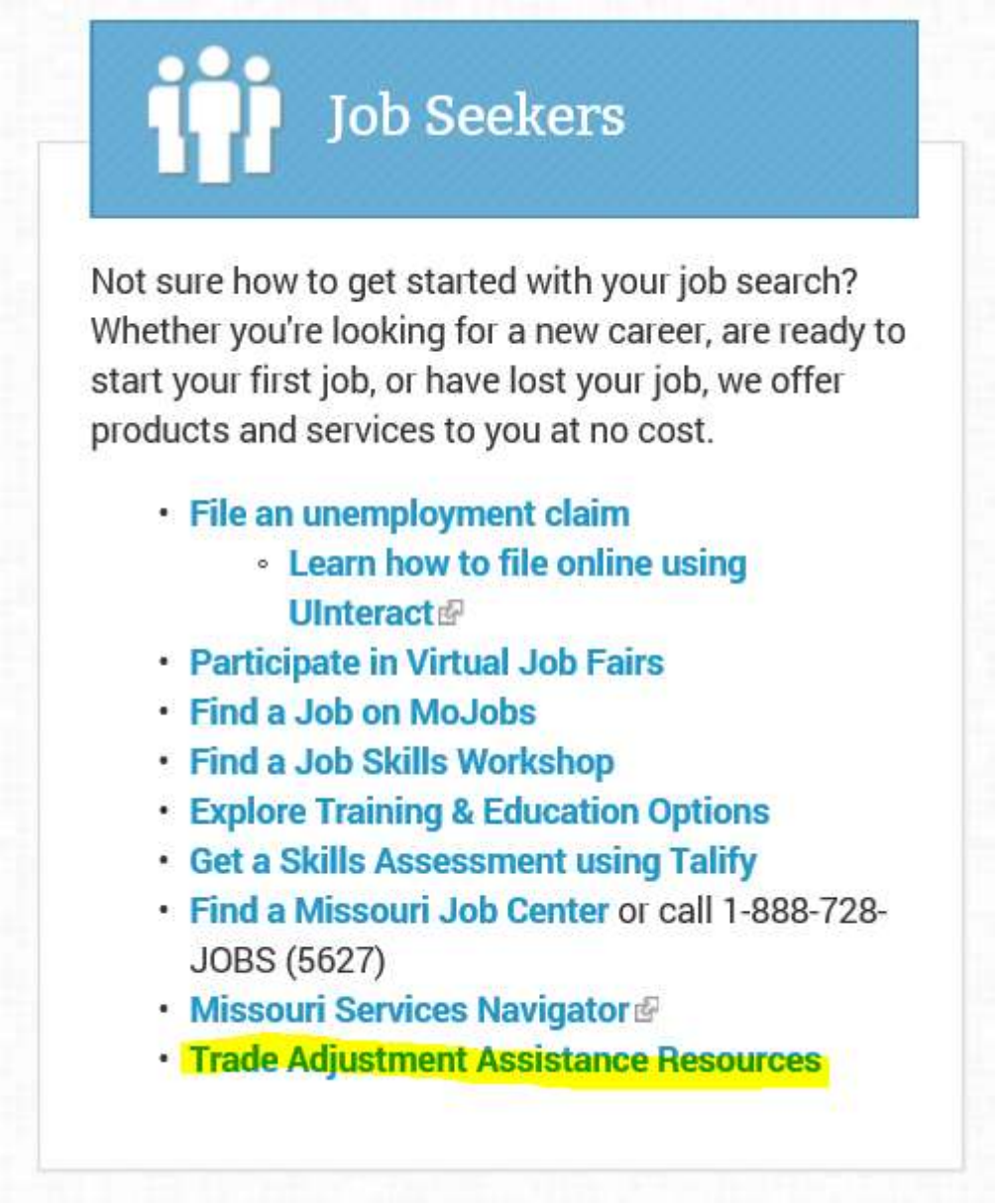
Trade Adjustment Assistance (TAA) Webpage

The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Services at 711.

Last Updated 11/15/22

Trade Adjustment Assistance (TAA) Webpage

The TAA webpage is located on the https://jobs.mo.gov/ under the Job Seekers column, as shown below or can be directly accessed at https://jobs.mo.gov/trade-adjustment-assistance.



The TAA webpage contains many features that is helpful to trade-affected workers, potential trade-affected workers, and employers.

This section of the webpage provides a brief explanation about the TAA program. It also provides links to information for filing TAA petitions.

This section of the webpage contains short videos that provide information on TAA and TRA benefits and services. **Be sure to tell worker to view the videos in Google Chrome for best results.**

These three pictures look like headings, but they are actually clickable links.

This link leads to USDOL's website. The worker can learn more about the TAA program and/or research petition statuses.

This link leads to the last four Program Years of petition logs associated with Missouri petitions. It will provide the determinations of petitions filed in Missouri.

This link leads to a list of virtual orientations for petitions certified since COVID-2019 began. These orientations were developed for workers who were unable to attend an Employee Transition Team (ETT) meeting.

The section of the webpage goes over TAA benefits and services available to trade-affected workers. The **Participant Resources** section is of particular interest as it contains the TAA Booklet for Worker and for Employer and well as other TAA flyers and information.

Training Assistance

The TAA program assists eligible workers to re-train in high wage-high demand careers. Training assistance through the TAA program pays 100% of all required training costs; including tuition, books, fees, and required materials/supplies.
Approved training programs may include:

- Classroom Training
- Occupational skills training (technical certificates, Associate degrees, Bachelor's degrees, etc.)
- Remedial training and Pre-requisite training (Adult Basic Education, High School Equivalency, etc.)
- Employer-Based Training
- On-the-Job Training (OJT)
- Apprenticeship Training

Individuals interested in applying for TAA training assistance must engage with a Job Center Trade Act Navigator. To get started, locate your local **Job Center**.

Job Search Assistance

Looking for a job can be stressful. Whether you are looking for a new job, considering a change in career paths, or developing a plan for your career, the TAA program can help! The TAA program and your local Job Center offers a wide variety of services to assist your job search and employment efforts.

Job Search Allowance
The TAA program assists eligible workers who search for work outside of the normal commuting area (10 miles) by reimbursing costs incurred to travel to the job search activity. Job Search Allowance reimburses 90% of pre-approved expenses incurred while attending an approved job search activity (e.g. interview, employer testing, job fair, etc.) up to $1,250.00.

Relocation Allowance
The TAA program assists eligible workers who successfully obtain qualifying employment outside of the normal commuting area (10 miles) and must relocate for the new employment. The Relocation Allowance benefit pays 90% of pre-approved expenses incurred to move the participant, family, and household goods plus a one-time lump sum payment of $1,250.

Case Management Services
The TAA program offers a host of case management services to assist you in your job search needs. These services include:

- Comprehensive and Specialized Assessments
- Individual Employment Plans (IEP)
- Information on Available Training Providers/Programs
- Financial Aid Information
- Short-Term Pre-Vocational Services
- Employment Statistics Information (Labor Market Information)
- Supportive Service Information

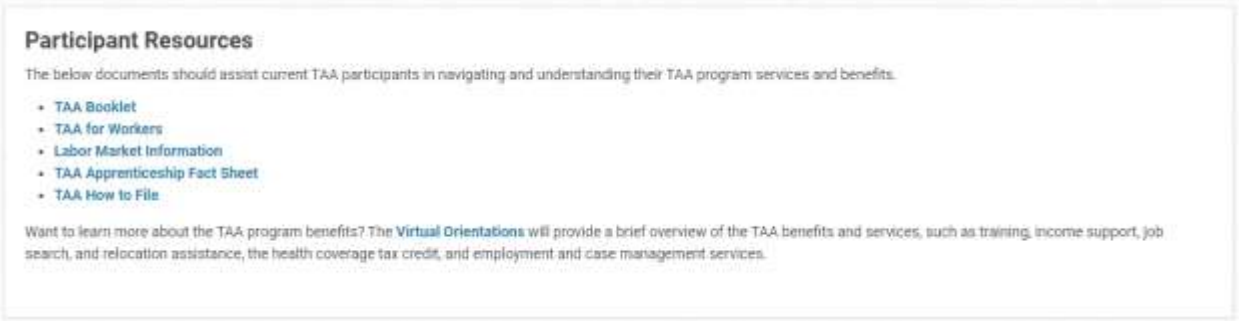
Individuals interested in applying for TAA reemployment services must engage with a Trade Act Navigator. To get started, locate your local **Job Center**.

Income Support

Trade Readjustment Allowance (TRA)

Individuals who plan to participate or who are actively participating in full-time TAA-approved training may be eligible to receive up to an additional 104-weeks of income support if enrolled within 26-weeks of the TAA certification or individual separation date from the trade-affected employer, whichever is later.

Individuals interested in applying for TAA income support must engage with a Trade Act Navigator. To get started, locate your local **Job Center**.



The **Resources** section of the webpage contains a variety of information that would be of interest to the worker.

The **Contact Us** section of the webpage is a way for worker and/or employers to get in contact with OWD Central Office TAA Unit or a Trade Act Navigator in their region. The "Request that TAA contact you" allows the interested party to provide their email and/or phone number and to include why they want to be contacted. The "Missouri Trade Navigators" is a link to the Navigator map with the Navigators contact information.

If you notice errors on the webpage or have suggestions for ways to improve the webpage, please send an email to DWDTradeActHelp@dhewd.mo.gov.

Please encourage OWD staff and partner staff to be familiar with the TAA webpage in the event they work with a client who is or may be eligible to participate in the TAA program.

UINTERACT

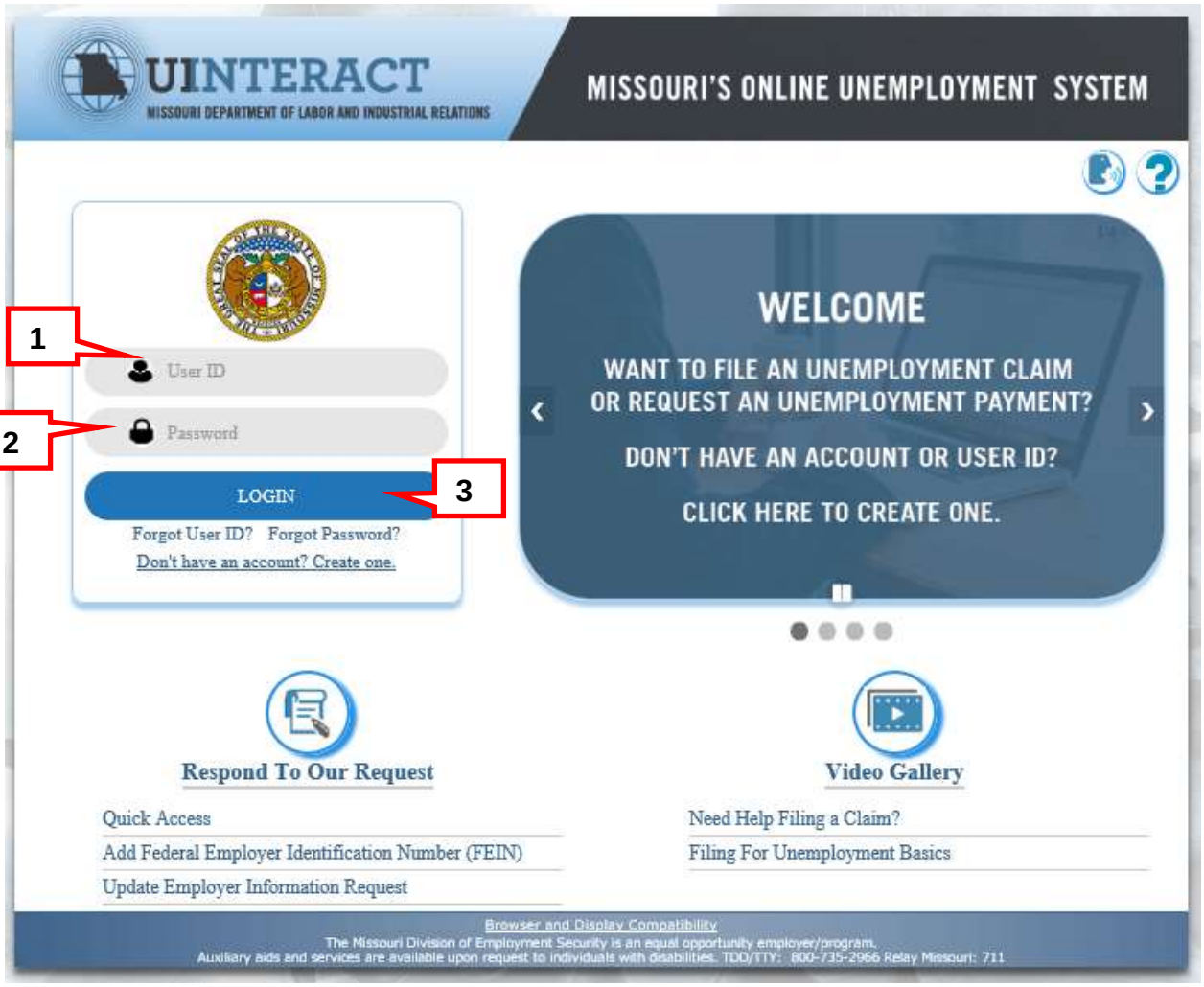
The Missouri Office of Workforce Development is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Missouri Relay Service at 711.

Last Updated 11/15/22

UInteract Instructions for OWD Trade Act Navigators

Missouri Trade Adjustment Assistance

Logging into UInteract:



Login Screen:

1) Enter your **User ID**.
   - Staff who had DES Mainframe/Sessions access will use the same Userid.
     - If your DES Mainframe/Sessions Userid was only four digits, you must add two zeros to it. The User ID for UInteract must be at least six digits long.
   - Staff who did not have DES Mainframe/Sessions access will be provided a Userid.
2) Enter your **Password**.

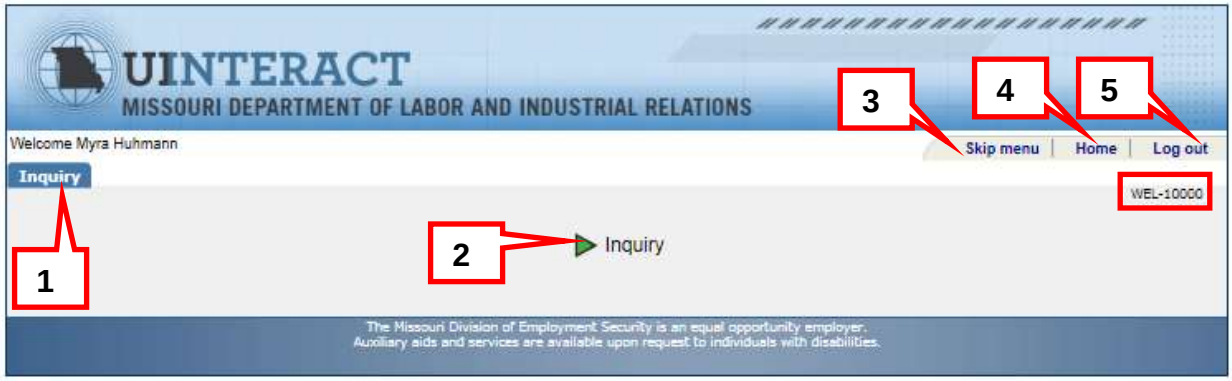
- All staff will be provided a **Password** for first time login.
- Passwords expire every 60-90 days.

3) Click the **Login** button.

Notes:

- Call (573) 751-9826 to reset a password or to add a new user.
- Call (573) 751-9040 if there are questions about a worker's account / UI benefits.
- Call (573) 751-1995 if there are questions about a employer's account / UI tax.

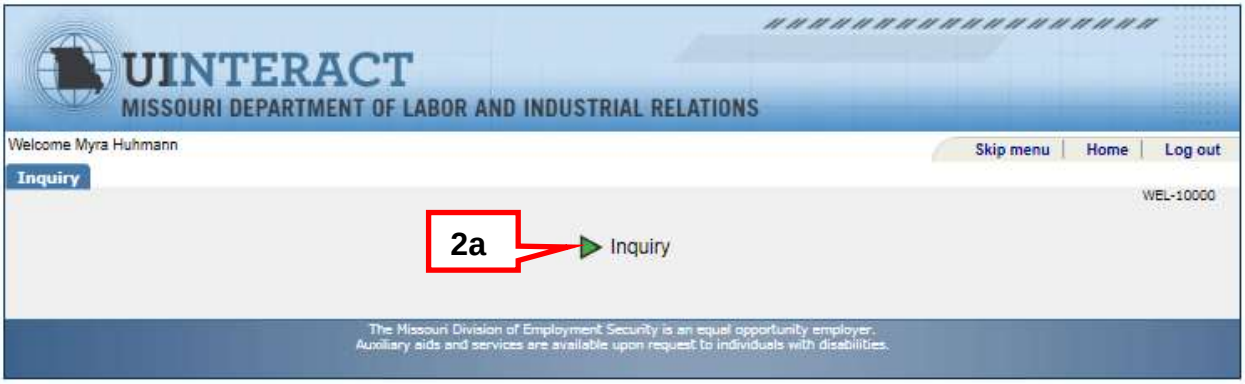
Navigating UInteract:



<u>Home Screen</u>:

There are two ways to navigate in UInteract:

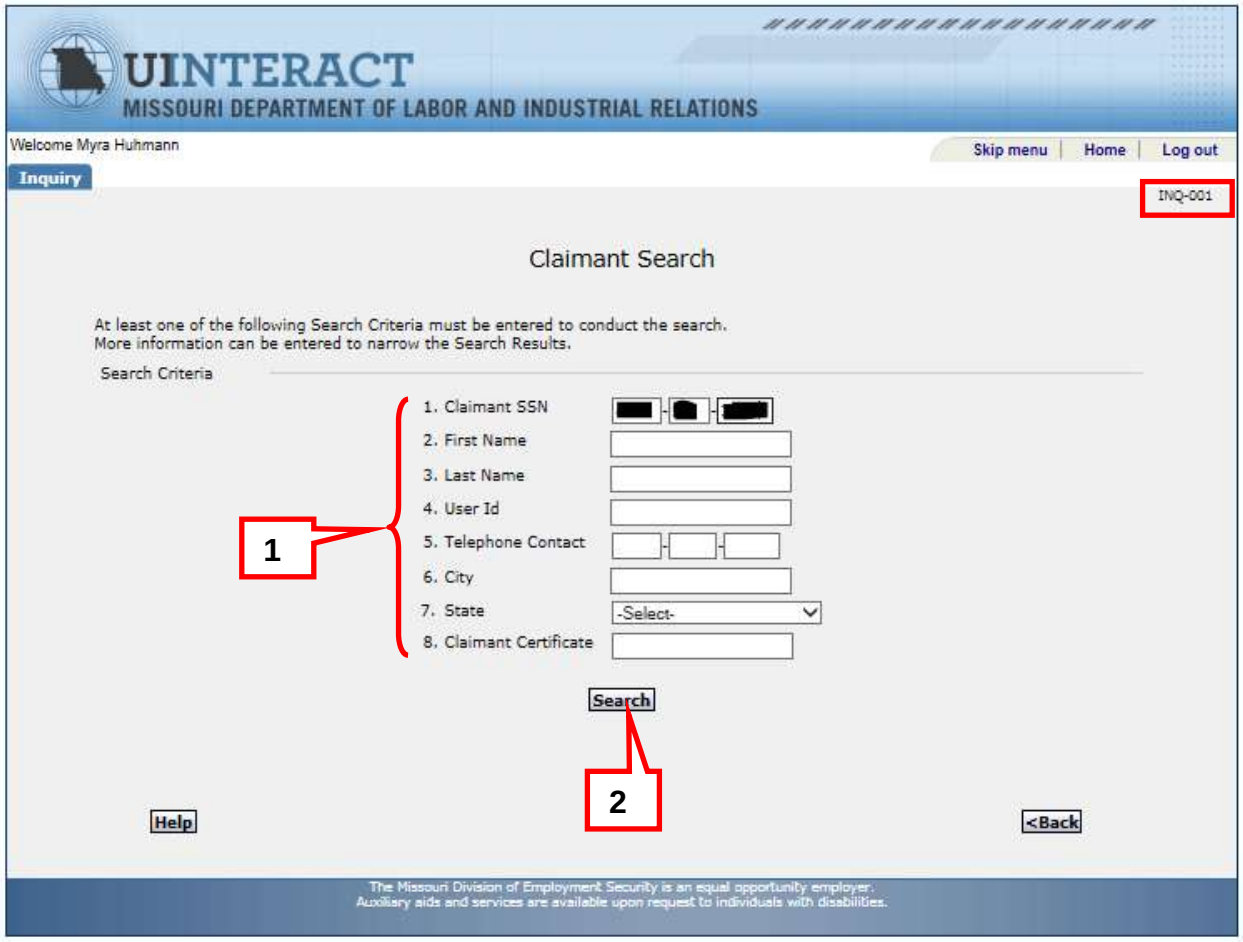
1) Using the tabs; or
   a) See screen shot below
      - ✓ **Inquiry** to **Benefits** to ***Claimant / Claim Inquiry***
      - ✓ **Inquiry** to **Benefits** to ***Base Period Wage Details***
      - ✓ **Inquiry** to **Benefits** to ***ATAA Payments Inquiry***
2) Using the middle arrow / option(s).
   a) See screen shot below – **Inquiry**
   b) See screen shot below – **Benefits**
   c) See screen shot below
      - ✓ **Claimant / Claim Inquiry**
      - ✓ **Base Period Wage Details**
      - ✓ **ATAA Payments Inquiry**
3) The **Skip Menu** tab doesn't do anything.
4) The **Home** tab allows you to start you record search over from the Home screen.
5) The **Log Out** tab logs you out of the UInteract system.


UINTERACT
MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
Welcome Myra Huhmann
Skip menu
Home
Log out
Inquiry
WEL-10000
2a
Inquiry
The Missouri Division of Employment Security is an equal opportunity employer.
Auxiliary aids and services are available upon request to individuals with disabilities.

UINTERACT
MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
Welcome Myra Huhmann
Skip menu | Home | Log out
Inquiry
WEL-10000
2b
Benefits
<Back Home
The Missouri Division of Employment Security is an equal opportunity employer.
Auxiliary aids and services are available upon request to individuals with disabilities.

UINTERACT
MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
Welcome Myra Huhmann
Skip menu | Home | Log out
Inquiry
WEL-10000
2c
2c
Claimant / Claim Inquiry
Base Period Wage Details
ATAA Payments Inquiry
2c
<Back Home
The Missouri Division of Employment Security is an equal opportunity employer.
Auxiliary aids and services are available upon request to individuals with disabilities.

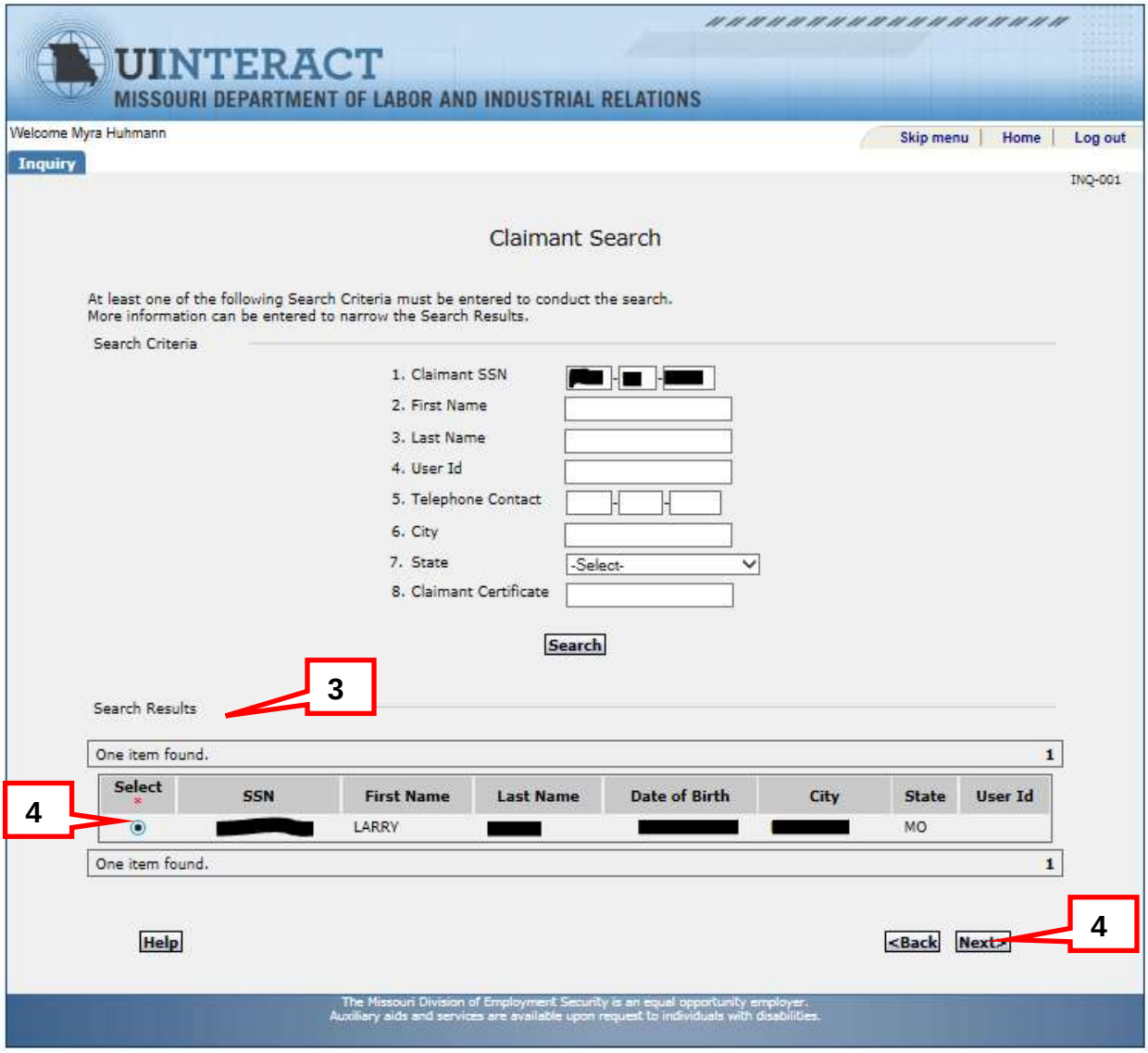
Claimant / Claim Inquiry Search:



Claimant Search Screen:

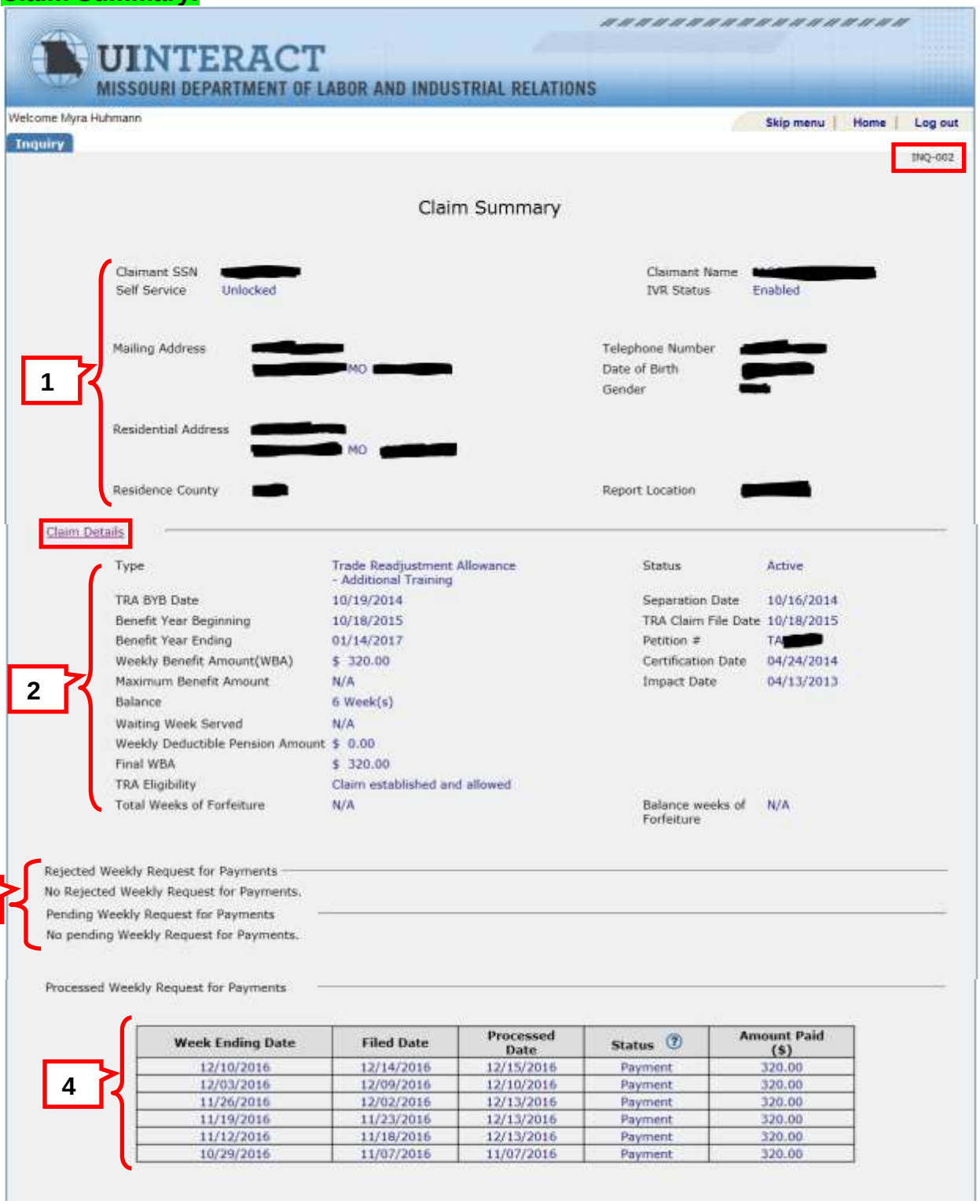
After you select **Claimant / Claim Inquiry**, the **Claimant Search** Screen will open.

1) Complete at least one of the search criteria to find applicable worker.
   - In the example above, I entered a Social Security Number (SSN). You can also enter the last four digits of a worker's SSN along with his/her last name.
2) Click the **Search** button.



3) A list of applicable workers will appear at the bottom of the **Claimant Search** Screen.
4) Once you identify the appropriate worker, click in the **Select** field.
5) Press the **Next** button. This will take you to the worker's **Claim Summary** screen.

Claim Summary:



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Inquiry

INQ-002

Claim Summary

1

Claimant SSN [redacted]
Self Service Unlocked

Claimant Name [redacted]
IVR Status Enabled

Mailing Address [redacted] MO [redacted]

Telephone Number [redacted]
Date of Birth [redacted]
Gender [redacted]

Residential Address [redacted] MO [redacted]

Residence County [redacted]

Report Location [redacted]

Claim Details

2

Type	Trade Readjustment Allowance - Additional Training	Status	Active
TRA BYB Date	10/19/2014	Separation Date	10/16/2014
Benefit Year Beginning	10/18/2015	TRA Claim File Date	10/18/2015
Benefit Year Ending	01/14/2017	Petition #	TA[redacted]
Weekly Benefit Amount(WBA)	$ 320.00	Certification Date	04/24/2014
Maximum Benefit Amount	N/A	Impact Date	04/13/2013
Balance	6 Week(s)		
Waiting Week Served	N/A		
Weekly Deductible Pension Amount	$ 0.00		
Final WBA	$ 320.00		
TRA Eligibility	Claim established and allowed		
Total Weeks of Forfeiture	N/A	Balance weeks of Forfeiture	N/A

3

Rejected Weekly Request for Payments

No Rejected Weekly Request for Payments.

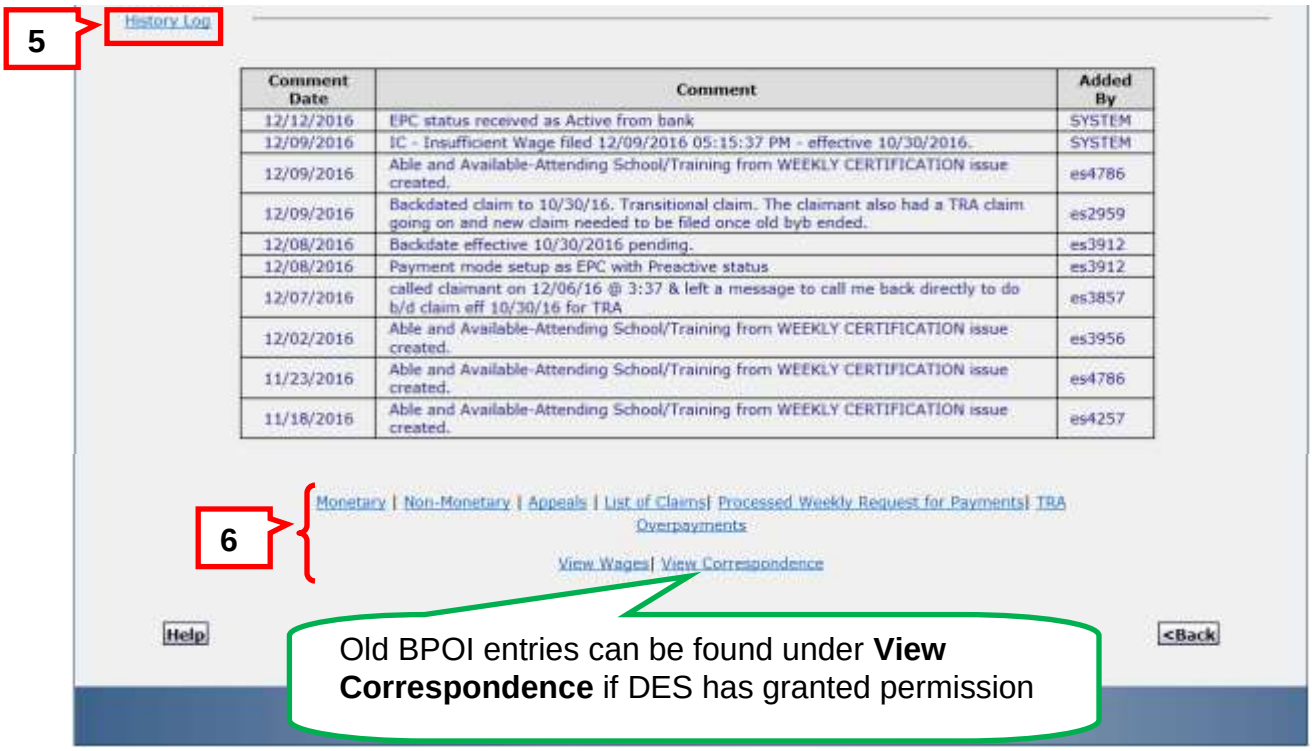
Pending Weekly Request for Payments

No pending Weekly Request for Payments.

Processed Weekly Request for Payments

4

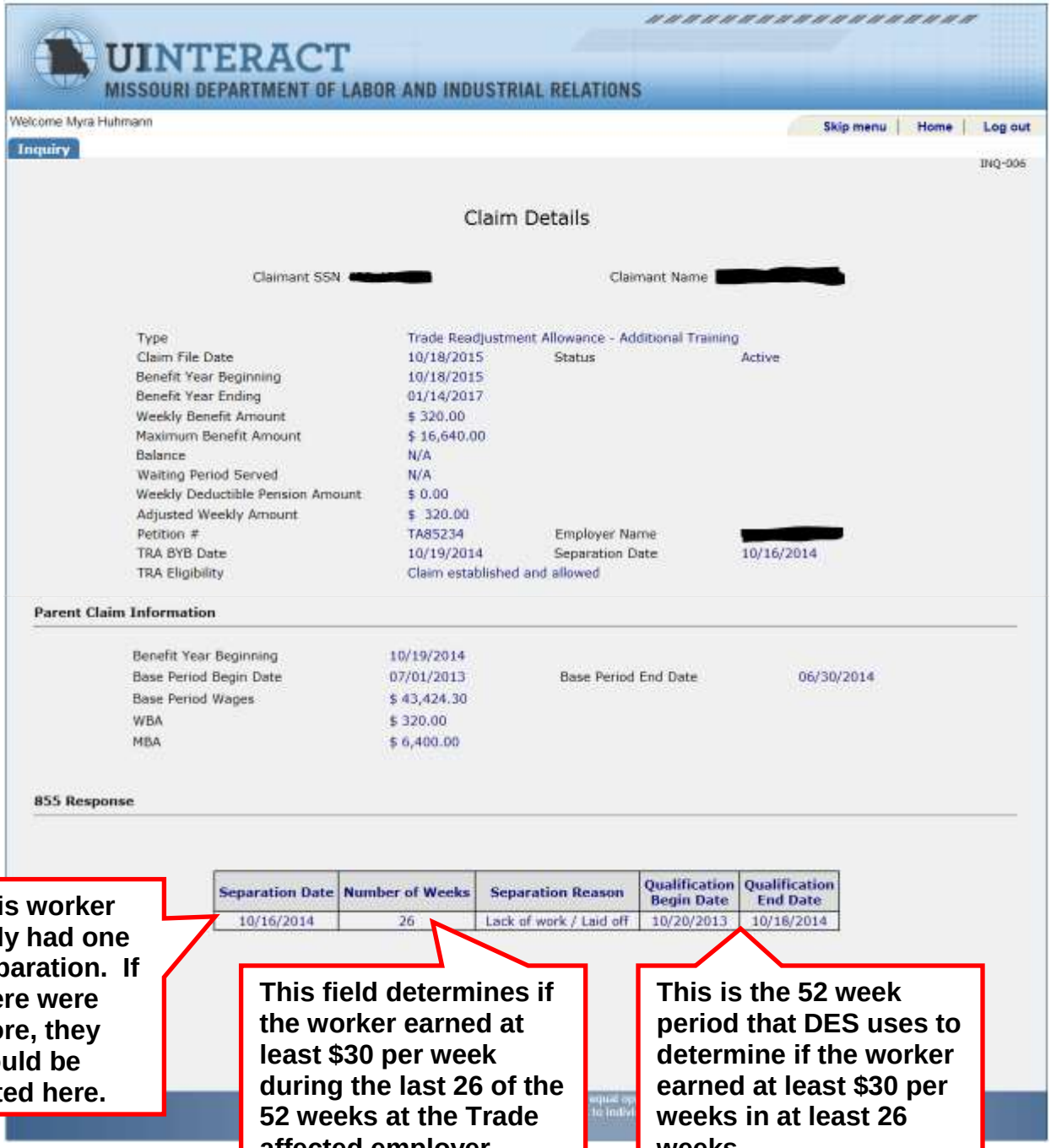
Week Ending Date	Filed Date	Processed Date	Status	Amount Paid ($)
12/10/2016	12/14/2016	12/15/2016	Payment	320.00
12/03/2016	12/09/2016	12/10/2016	Payment	320.00
11/26/2016	12/02/2016	12/13/2016	Payment	320.00
11/19/2016	11/23/2016	12/13/2016	Payment	320.00
11/12/2016	11/18/2016	12/13/2016	Payment	320.00
10/29/2016	11/07/2016	11/07/2016	Payment	320.00



Claim Summary Screen:

After you select a worker from the **Claimant Search** Screen, the **Claim Summary** Screen will open.

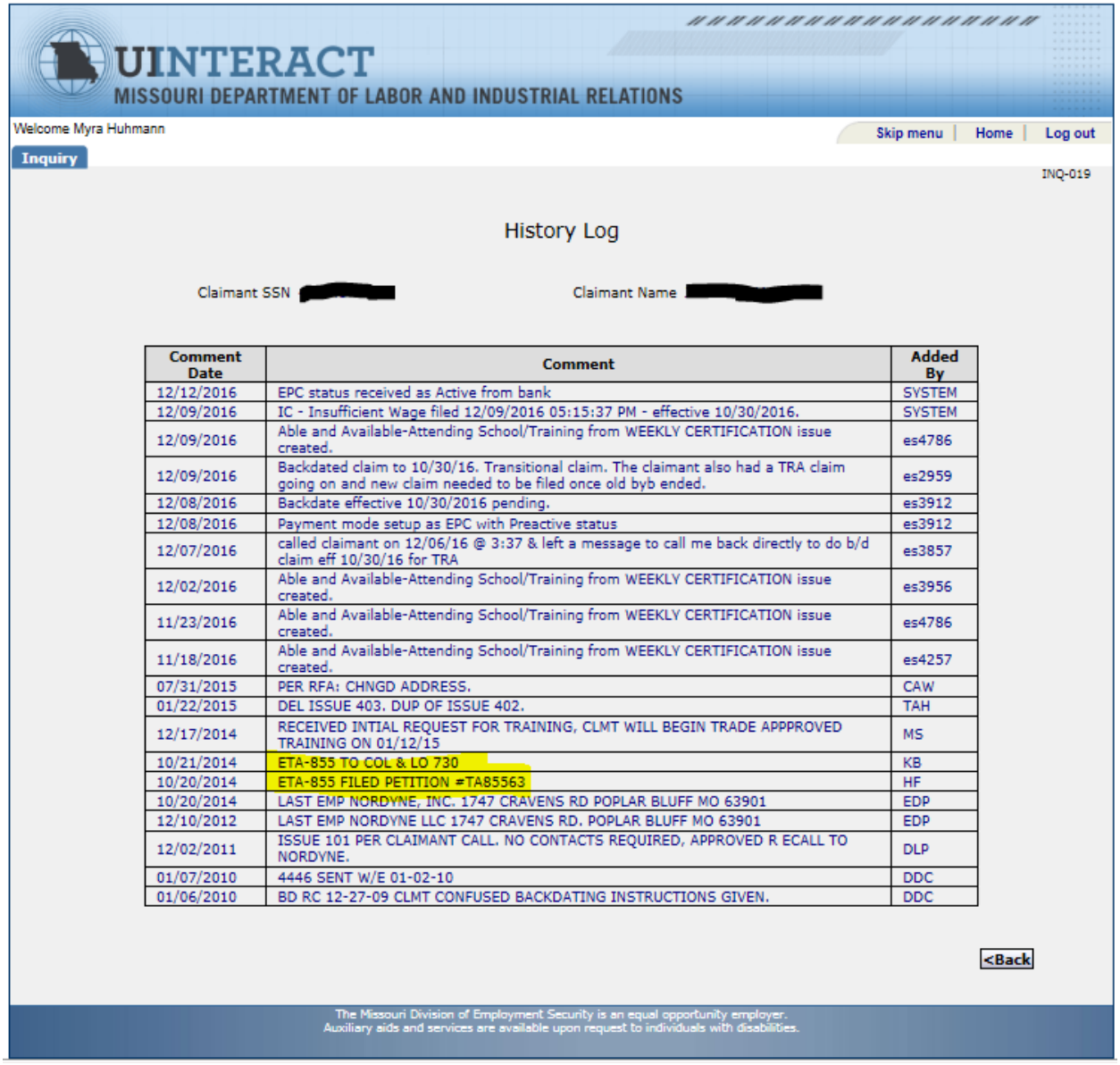
1) This section contains general information about the worker.
   - **SSN**
   - **Name**
   - **Mailing / Residential Addresses**
   - **County**
   - **Telephone Number**
   - **Date of Birth**
   - **Gender**
   - (Job Center) **Report Location**
   - **IVR Status**
2) This section contains Unemployment Insurance (UI) or Trade Readjustment Allowance (TRA) information about the worker; it will display whatever claim the worker is currently claiming.
   - **Claim Details** is a link to another screen that can be used to determine the Last Qualifying Separation date from the trade affected employer.



- **Type** (UI, Trade Readjustment Allowance-Basic, Trade Readjustment Allowance –Additional Training, Trade Readjustment Allowance-Completion)
  - In this example, the worker is on a Trade Readjustment Allowance-Additional Training claim.
- **TRA Benefit Year Begin** (BYB) **Date**
- **Benefit Year Beginning** (BYB)

    - In this example, the worker is on a Basic TRA claim. BYB replaces the Eligible Begin (ELB) date found on the old BNTA screen.
- **Benefit Year Ending** (BYE)
    - In this example, the worker is on a Basic TRA claim. BYE replaces the Eligible End (ELE) date found on the old BNTA screen.
- **Weekly Benefit Amount (WBA)**
- **Maximum Benefit Amount**
- **Balance**
- **Waiting Week Served**
    - This does **not** apply to Trade Act / TRA.
- **Weekly Deductible Pension Amount**
- **Final WBA**
- **TRA Eligibility**
    - This field is similar to the EL/INEL field that was on the old BNTA screen.
    - Below are the three values you may see display in this field
        - *Claim denied due to 26 weeks at $30.00 disqualification*
        - *Claim established and allowed*
        - *Claim denied due to other reasons*
- **Total Weeks of Forfeiture**
- **Status**
- **Separation Date**
    - This is the First Qualifying Separation date that qualifies the worker for the Trade Act program.
- **TRA Claim File Date**
- **Petition #**
- **Certification Date**
- **Impact Date**
- **Balance weeks of Forfeiture**

3) This section contains information about the worker's unpaid weeks of UI and/or TRA.
    - **Rejected Weekly Request for Payments**
    - **No Rejected Weekly Request for Payments**
    - **Pending Weekly Request for Payments**
    - **No Pending Weekly Request for Payments**
4) This section contains information about the worker's paid weeks of UI and/or TRA.
    - **Processed Weekly Request for Payment**
        - *Week Ending Date* (Saturday date)
        - *Filed Date*
        - *Processed Date*
        - *Status*
        - *Amount Paid $*
5) This section contains comments entered by DES staff about both UI and TRA issues.
    - **History Log** is a link to another screen that can be used to determine the if or when the worker filed his/her Trade Act claim.

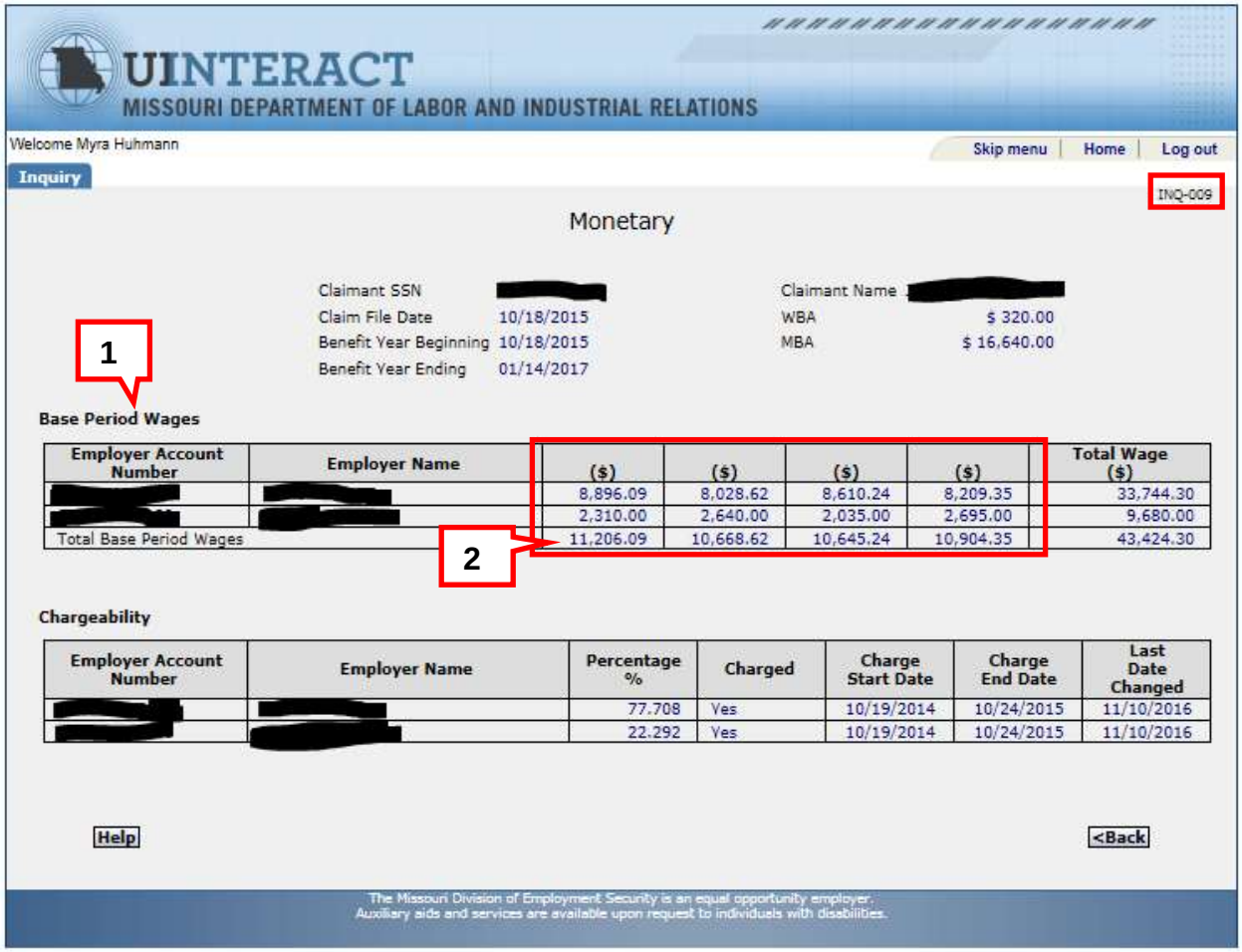


6) This section contains links to other screens.
   - **Monetary**
   - **Non-Monetary**
   - **Appeals**
   - **List of Claims**
   - **Processed Weekly Request for Payments**
   - **TRA**
   - **Overpayments**
   - **View Wages**
   - **View Corresponse**
   - **FAC Payments**

- **Unemployment Verification Work Search Contacts**

Note: Access to screens will vary based on permissions granted by DES.

Monetary link:

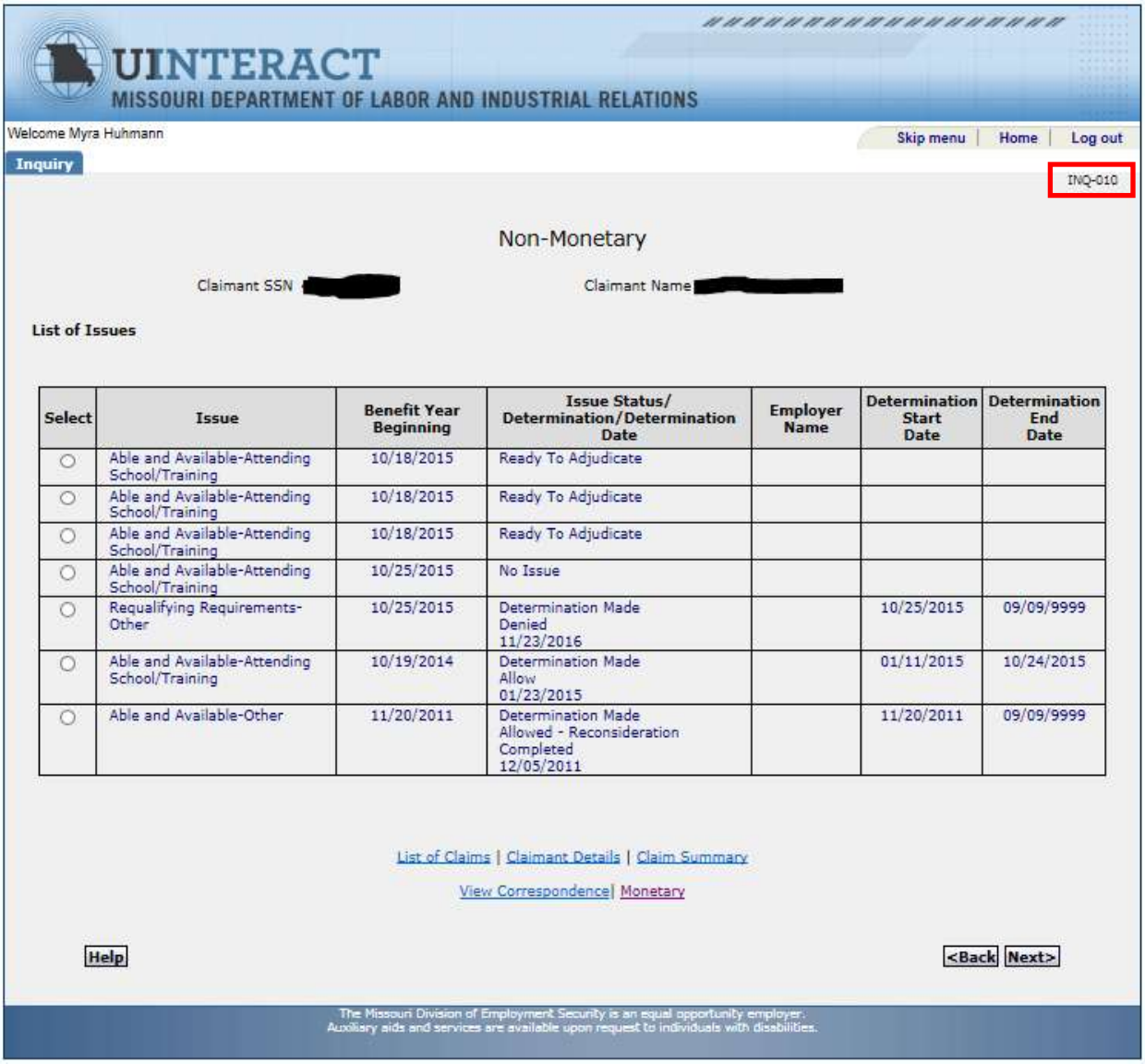


Calculating the "Average Weekly Wage" from Monetary Screen:

1) Locate the **Base Period Wages**.
2) Out of the four quarters listed, identify the highest quarter.
3) Divide the highest quarter by 13 (13 weeks per quarter).

- Highest Quarters divided by 13 weeks = Average Weekly Wage
- **This calculation must be applied to each individual TAA worker**
- Based on this screen shot **example:**
  - The highest quarter is the first quarter with a total of $11,206.09
  - Divide $11,206.09 by 13 weeks OR 11206.09 / 13 = 862.0069
  - The amount rounded to whole dollars is $862

Non-Monetary link:

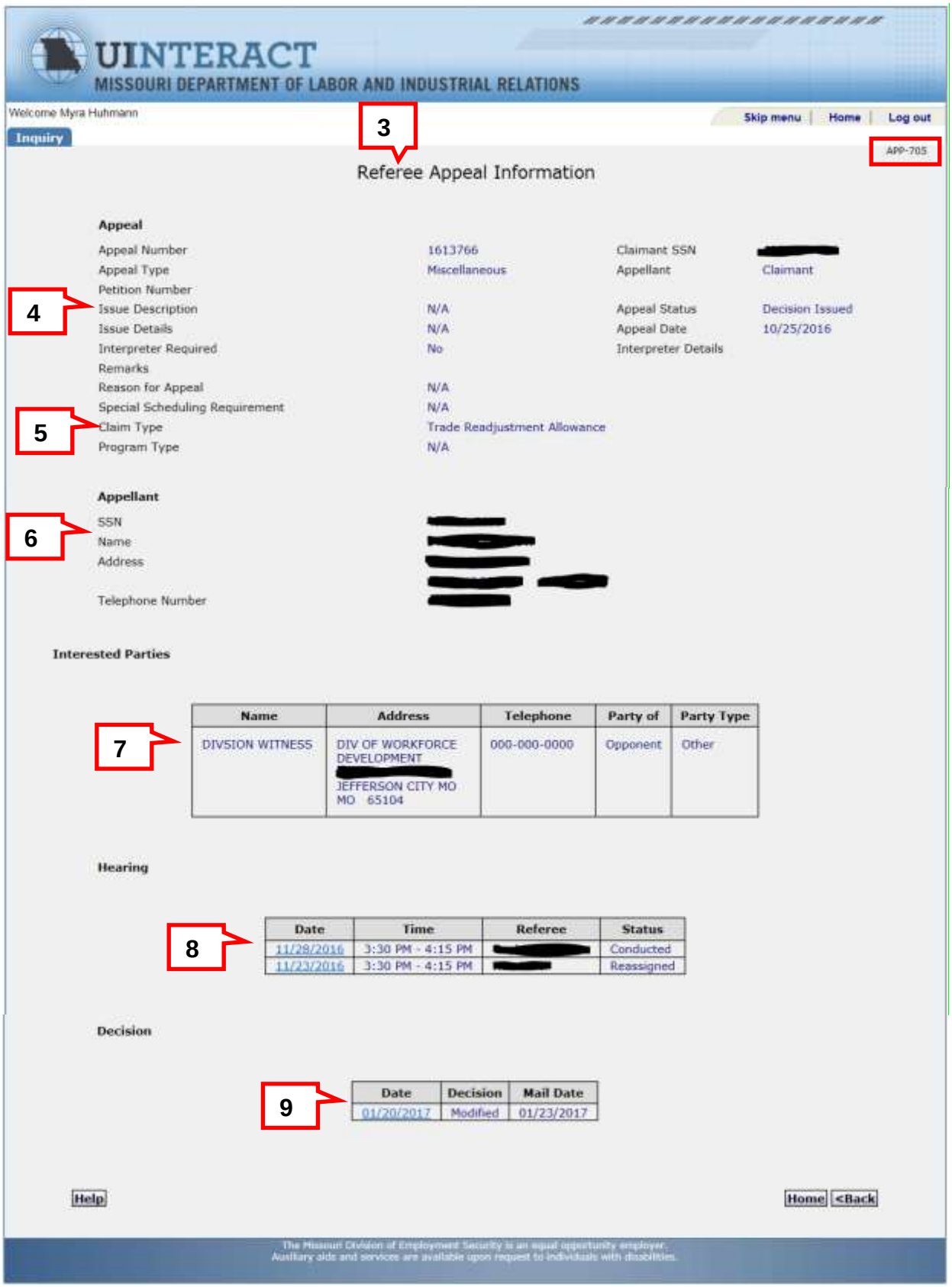


Select	Issue	Benefit Year Beginning	Issue Status/ Determination/Determination Date	Employer Name	Determination Start Date	Determination End Date
○	Able and Available-Attending School/Training	10/18/2015	Ready To Adjudicate			
○	Able and Available-Attending School/Training	10/18/2015	Ready To Adjudicate			
○	Able and Available-Attending School/Training	10/18/2015	Ready To Adjudicate			
○	Able and Available-Attending School/Training	10/25/2015	No Issue			
○	Requalifying Requirements-Other	10/25/2015	Determination Made Denied 11/23/2016		10/25/2015	09/09/9999
○	Able and Available-Attending School/Training	10/19/2014	Determination Made Allow 01/23/2015		01/11/2015	10/24/2015
○	Able and Available-Other	11/20/2011	Determination Made Allowed - Reconsideration Completed 12/05/2011		11/20/2011	09/09/9999

Appeals link:

Appeals Screen:

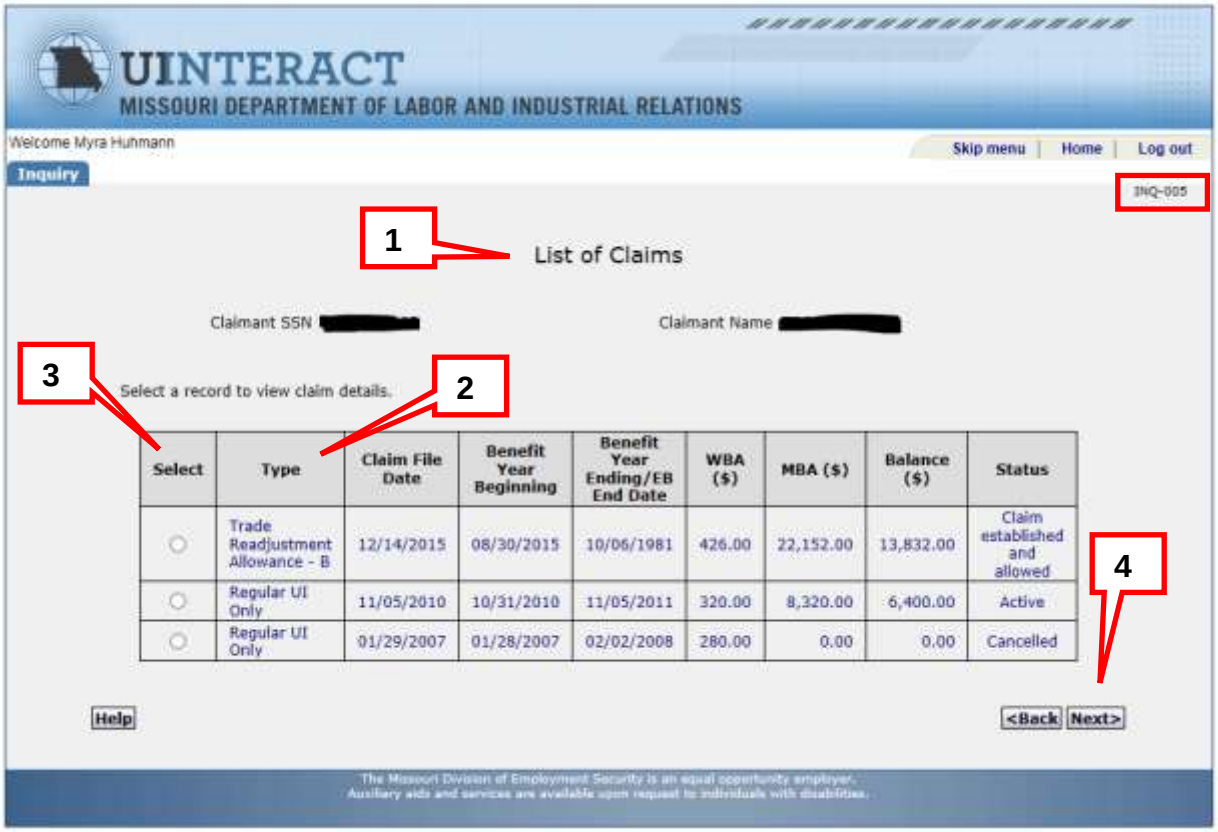
1) From the **List of Appeals by SSN** screen, select the appropriate appeal issue.
2) Click the **Next** button to proceed to the next screen.



3) The **Referee Appeal Information** screen contains an overview of all things appeals.

4) The **Appeal** section include details such as the appeal number and type that help identify the appeal issue.
5) The **Claim Type** field will help identify whether the appeal is Trade related or not.
6) The **Appellant** section include the worker's name, address, telephone number, etc.
7) The **Interested Parties** section will include other individuals / agencies who are part of the appeal process.
8) The **Hearing** section will identify the date and time of the appeal hearing along with the status of the hearing (scheduled, conducted, etc.).
9) The **Decision** section provides links to information about the appeal determination.

List of Claims link:



<u>Identify Claims</u>:

Workers participating in the Trade Act program can have at a minimum, four types of claims: 1) **Regular UI**; 2) **Trade Readjustment Allowance – B** [Basic]; 3) **Trade Readjustment Allowance – A** [Additional]; and 4) **Trade Readjustment Allowance – C** [Completion].

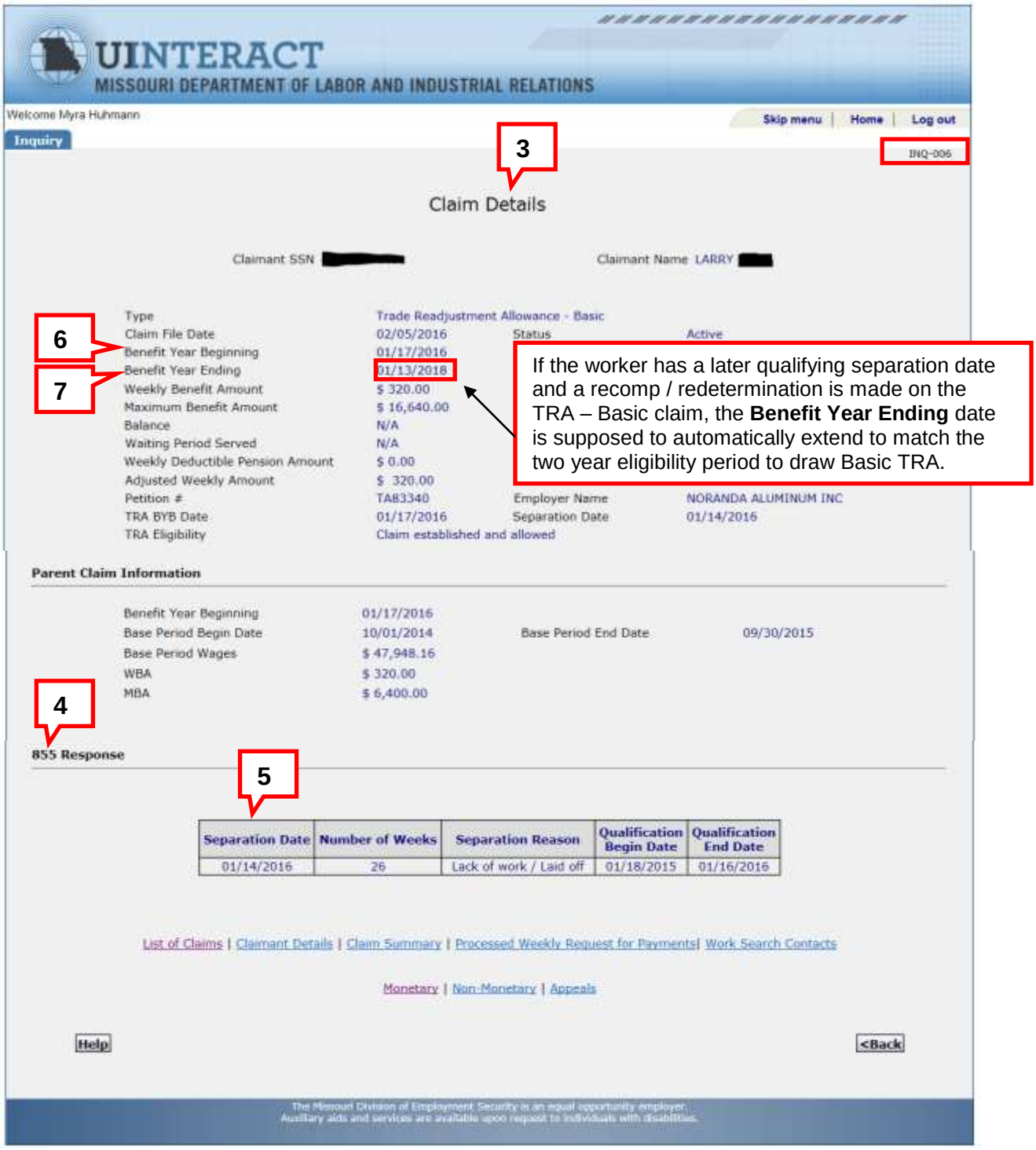
1) After you have selected a worker, if they have multiple claims established, the **List of Claims** screen will appear.
2) From the **Type** field, determine which claim you want to review.
3) In the **Select** field, click in the circle to select the claim you want to review.
4) Click the **Next** button.

Note: If the worker is drawing UI, his/her **TRA-B** claim may not be available. You can find information about the petition number and eligibility under the **Claim Details** screen.

Determining the "Last Qualifying Separation" from List of Claims Screen:

List of Claims Screen:

1) From the **List of Claims** screen, click in the **Select** field to choose the appropriate claim. Trade Act claims include:
   - **Trade Readjustment Allowance – B** (Basic)
   - **Trade Readjustment Allowance – A** (Additional)
   - **Trade Readjustment Allowance – C** (Completion)
2) Press the **Next** button.



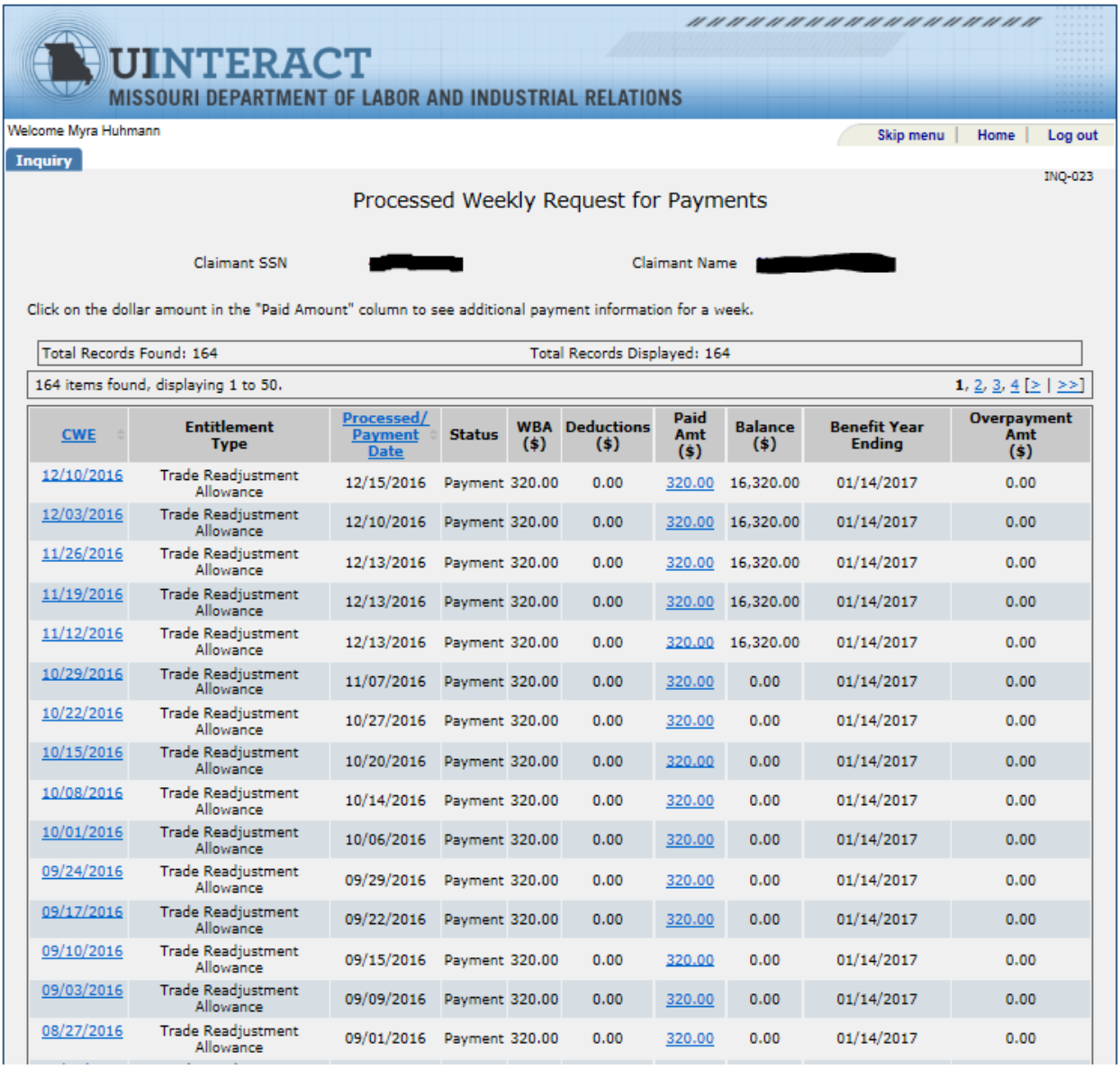
3) Based on the claim chosen, the **Claim Details** screen will appear with related information.
4) Locate the **855 Response** section.
5) Identify the most current, qualifying separation from the Trade affected employer.
   - **Separation Date** is the date the worker last worked for the Trade affected employer.

- **Number of Weeks** is the number of weeks the worker worked for the Trade affected employer and earned at least $30 per week.
    - If the worker has multiple layoffs, the Number of Weeks will change with each entry. To be eligible for TRA weekly benefits, the worker must have earned at least $30 per week in 26 of the last 52 weeks at the Trade affected employer.
- **Separation Reason** is the reason the worker was separated from the Trade affected employer.
    - To qualify for the Trade Act program, the worker must have had a qualifying "lack of work" separation (at least seven days in length).
- **Qualification Begin Date** is the first date of the 52 week period prior to the worker's last qualifying separation date from the Trade affected employer.
    - One eligibility criteria for TRA weekly benefits is based on whether the worker earned at least $30 per week in 26 of the last 52 weeks at the Trade affected employer.
- **Qualification End Date** is the end date of the 52 week period prior to the worker's last qualifying separation date from the Trade affected employer.
    - One eligibility criteria for TRA weekly benefits is based on whether the worker earned at least $30 per week in 26 of the last 52 weeks at the Trade affected employer.

6) **Benefit Year Beginning (BYB)** is the start date of the two-year period for which a worker, on a Trade Readjustment Allowance-Basic claim, can draw Basic TRA.
    - The **BYB** is set based on the worker's first qualifying separation date.
7) **Benefit Year Ending (BYE)** is the end date of the two-year period for which a worker, on a Trade Readjustment Allowance-Basic claim, can draw Basic TRA.
    - The **BYE** is set based on the worker's first qualifying separation date.

Note: If the worker is drawing UI, his/her **TRA-B** claim may not be available. You can find information about the petition number and eligibility under the **Claim Details** screen.

Processed Weekly Request for Payments link:



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Inquiry

INQ-023

Processed Weekly Request for Payments

Claimant SSN [redacted] Claimant Name [redacted]

Click on the dollar amount in the "Paid Amount" column to see additional payment information for a week.

Total Records Found: 164 Total Records Displayed: 164

164 items found, displaying 1 to 50. 1, 2, 3, 4 [> | >>]

CWE	Entitlement Type	Processed/ Payment Date	Status	WBA ($)	Deductions ($)	Paid Amt ($)	Balance ($)	Benefit Year Ending	Overpayment Amt ($)
12/10/2016	Trade Readjustment Allowance	12/15/2016	Payment	320.00	0.00	320.00	16,320.00	01/14/2017	0.00
12/03/2016	Trade Readjustment Allowance	12/10/2016	Payment	320.00	0.00	320.00	16,320.00	01/14/2017	0.00
11/26/2016	Trade Readjustment Allowance	12/13/2016	Payment	320.00	0.00	320.00	16,320.00	01/14/2017	0.00
11/19/2016	Trade Readjustment Allowance	12/13/2016	Payment	320.00	0.00	320.00	16,320.00	01/14/2017	0.00
11/12/2016	Trade Readjustment Allowance	12/13/2016	Payment	320.00	0.00	320.00	16,320.00	01/14/2017	0.00
10/29/2016	Trade Readjustment Allowance	11/07/2016	Payment	320.00	0.00	320.00	0.00	01/14/2017	0.00
10/22/2016	Trade Readjustment Allowance	10/27/2016	Payment	320.00	0.00	320.00	0.00	01/14/2017	0.00
10/15/2016	Trade Readjustment Allowance	10/20/2016	Payment	320.00	0.00	320.00	0.00	01/14/2017	0.00
10/08/2016	Trade Readjustment Allowance	10/14/2016	Payment	320.00	0.00	320.00	0.00	01/14/2017	0.00
10/01/2016	Trade Readjustment Allowance	10/06/2016	Payment	320.00	0.00	320.00	0.00	01/14/2017	0.00
09/24/2016	Trade Readjustment Allowance	09/29/2016	Payment	320.00	0.00	320.00	0.00	01/14/2017	0.00
09/17/2016	Trade Readjustment Allowance	09/22/2016	Payment	320.00	0.00	320.00	0.00	01/14/2017	0.00
09/10/2016	Trade Readjustment Allowance	09/15/2016	Payment	320.00	0.00	320.00	0.00	01/14/2017	0.00
09/03/2016	Trade Readjustment Allowance	09/09/2016	Payment	320.00	0.00	320.00	0.00	01/14/2017	0.00
08/27/2016	Trade Readjustment Allowance	09/01/2016	Payment	320.00	0.00	320.00	0.00	01/14/2017	0.00

Processed Weekly Request for Payments:

- **CWE** (Claims Week Ending) – This field can be sorted by newest to oldest or oldest to newest.
- **Processed/Payment Date** – This field can be sorted by newest to oldest or oldest to newest.
- **Paid Amt ($)** – If you click on an amount under this field, you will advance to the **Weekly Request for Payment Details** screen which provides more information about the check payment.

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Inquiry

INQ-024

Weekly Request for Payment Details

Claimant SSN	[redacted]	Claimant Name	[redacted]
CWE	12/10/2016	Status	Active
Claim Ending Date	01/14/2017	Processed Date	12/14/2016
Current Balance	16,640.00	Current Reasonable Assurance Balance	0.00
Shared Work Hour(s)	No		
Allowable Earning	64.00		

Check/Electronic Payment Details

Payment Mode	Debit Card	Paid Amount	$ 320.00
Payment Date	12/15/2016	Check Number	Debit Card
Payment Status	Cleared Payment	Payment Status Date	12/15/2016
Number of Weeks	1		

Payment/Deduction Details for Claim Week Ending Date

Prior Balance	$ 16,640.00	WBA	$ 320.00
Balance Reduced By	$ 320.00	Shared Work Deduction	$ 0.00
		Remuneration	$ 0.00
		Earnings as of 12/14/2016	$ 0.00
		Vacation Pay	$ 0.00
		State Offset	$ 0.00
		IRORA Offset	$ 0.00
		Child Support	$ 0.00
		Federal Tax	$ 0.00
		Paid Amount	$ 320.00

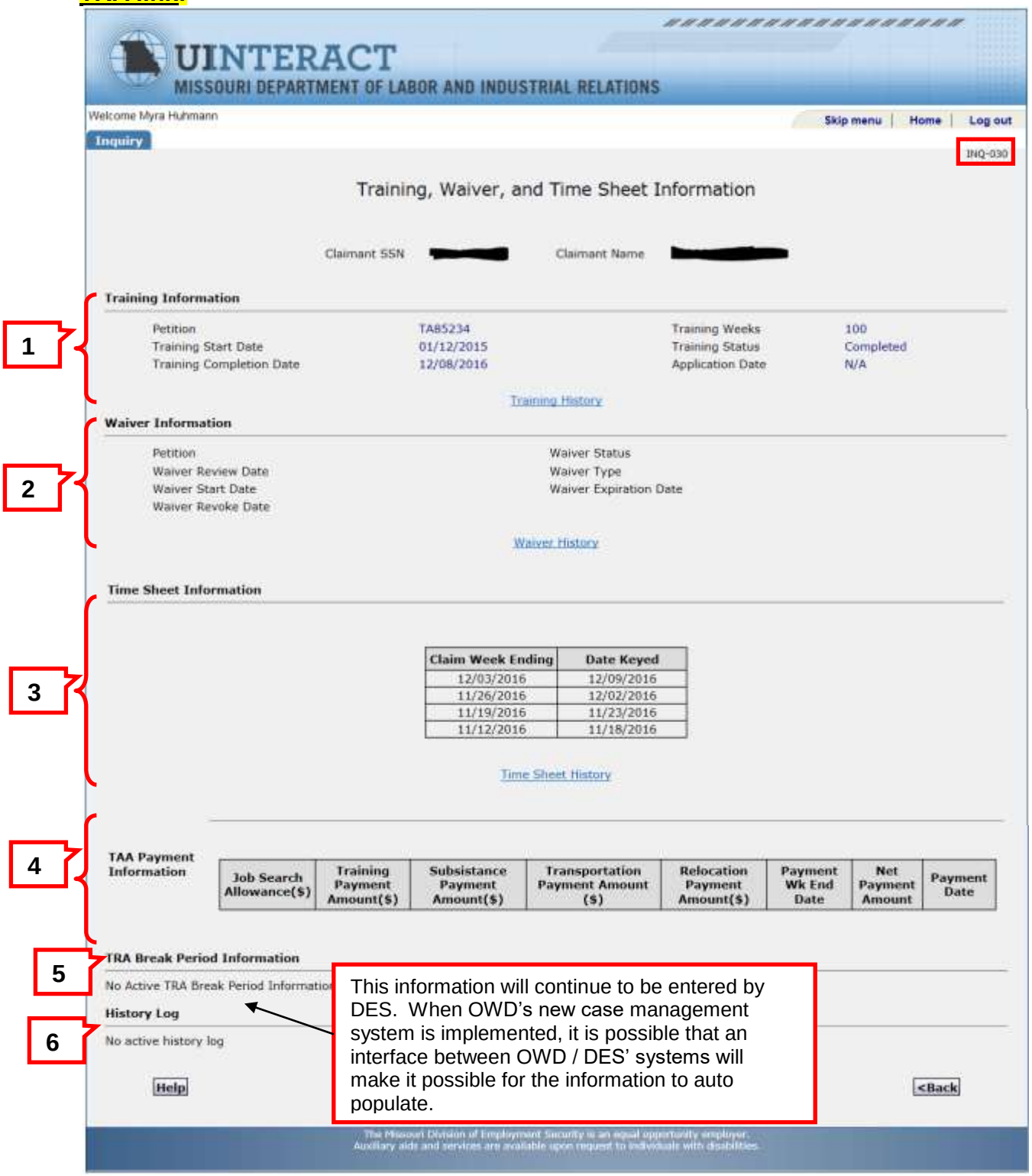
IRORA Check Details

IRORA Check Number		Total Check Amount	
Check Date			
Check Status		Check Status Date	
Bank Sequence Number			

Help <Back

The Missouri Division of Employment Security is an equal opportunity employer.
Auxiliary aids and services are available upon request to individuals with disabilities.

TRA link:



Training, Waiver, and Time Sheet Information Screen:

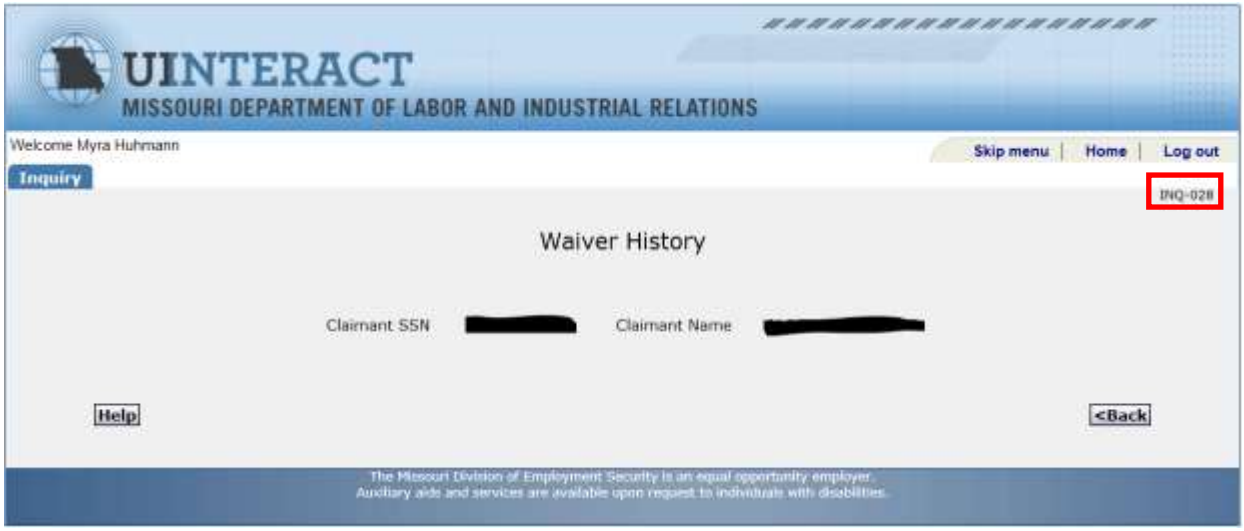
1) The **Training Information** section contains
   - *Petition Number*

- *Training Weeks* (number of weeks worker is scheduled to attend training or did attend training)
- *Training Start Date* (based on the DWD-PO-240)
- Training Status (working with DES for definition)
- Training Completion Date (based on the DWD-PO-240)
  - Possible interface between DES / OWD at a later date.
- *Application Date* (working with DES for definition)
- ***Training History link*** (see following screen shot)

2) The **Waiver Information** section contains
   - *Petition Number*
   - *Waiver Status***
   - *Waiver Review Date***
   - *Waiver Type***
   - *Waiver Start Date***
   - *Waiver Expiration Date***
   - *Waiver Revoke Date***

   ***NOTE:** Possible interface between DES / OWD at a later date.

   - ***Waiver History link*** (see following screen shot)



3) The **Time Sheet Information** section contains
   - ***Training Sheet History link***
     - DES will not use this functionality because current law requires a written signature from the school each week certified.
     - The ***Time Sheet History link*** was a feature included in the Base system that DES purchased and it was kept for possible use in the future.

4) The **TAA Payment Information** section contains
   - *Job Search Allowance payments*
   - *Training Payment Amounts* (TRA payments)
   - *Subsistence Payment Amounts*
   - *Transportation Payment Amounts*

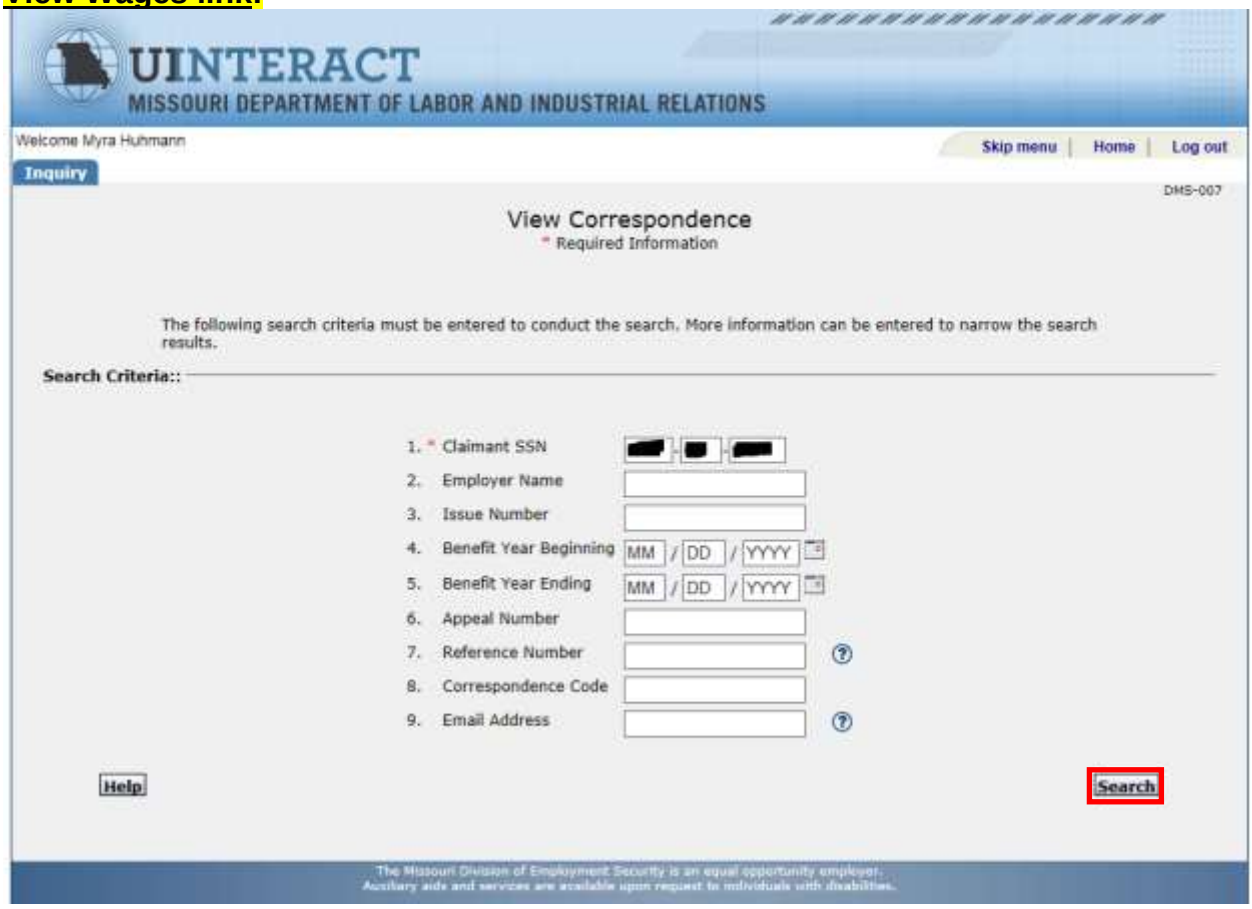
- *Relocation Payment Amounts*
- *Payment Week Ending Date*
- *Net Payment Amount*
- *Payment Date*

5) The **TRA Break Period Information**
6) The **History Log**

Overpayments link:

View Wages link:

View Wages link:

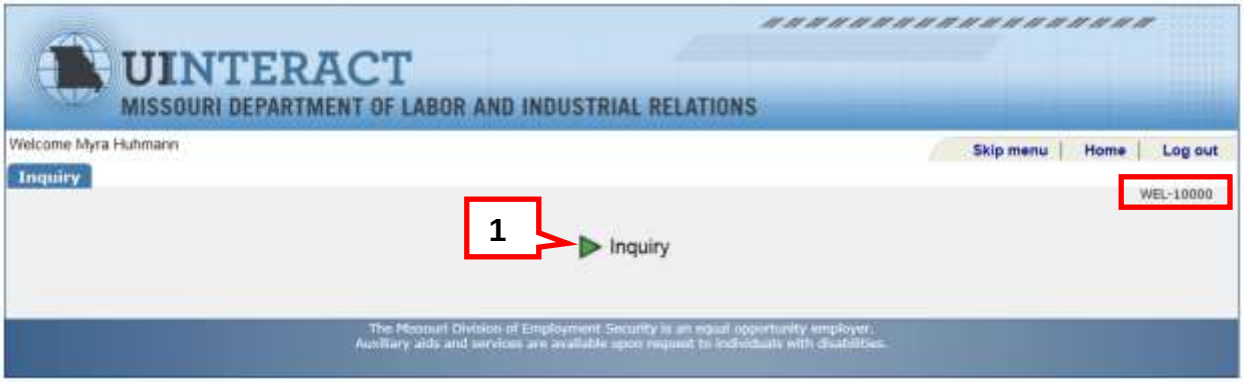


View Correspondence:

After entering the worker's Social Security Number or other searchable criteria, click the **Search** button for a list of correspondence.

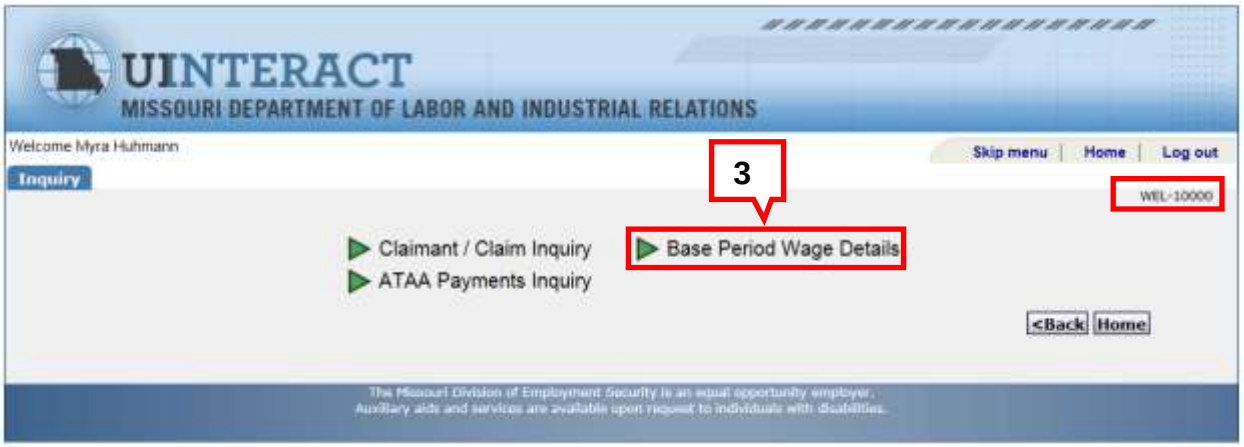
When you click on the **Document** name, a copy of the correspondence will be available for viewing.

Base Period Wage Details:



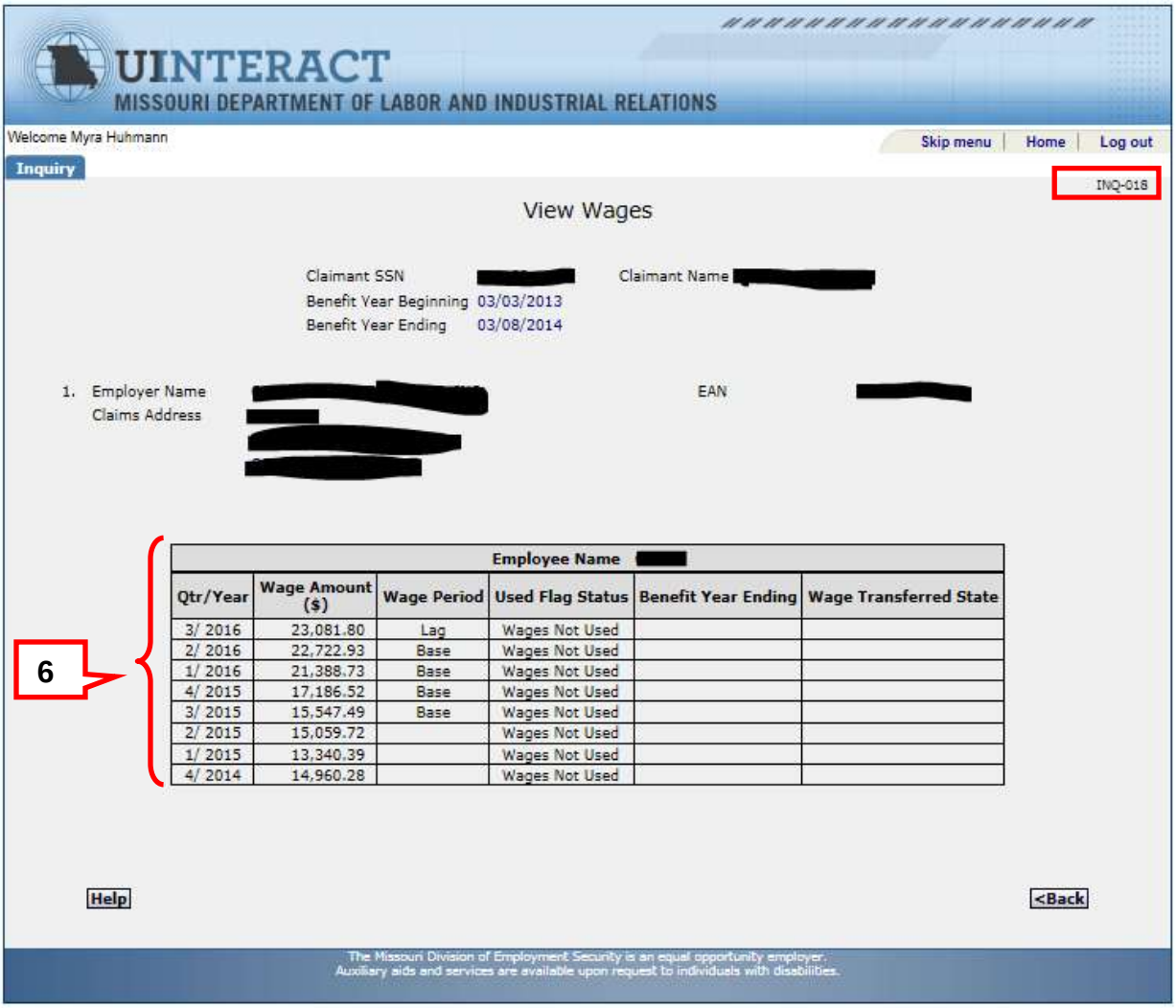
1) From the Home Screen, select **Inquiry**.

2) From the next screen, select **Benefits**.



3) From the next screen, select **Base Period Wage Details**.

4) From the **View Wages** screen, enter the appropriate worker's Social Security Number.
5) Click on the **Next** button.



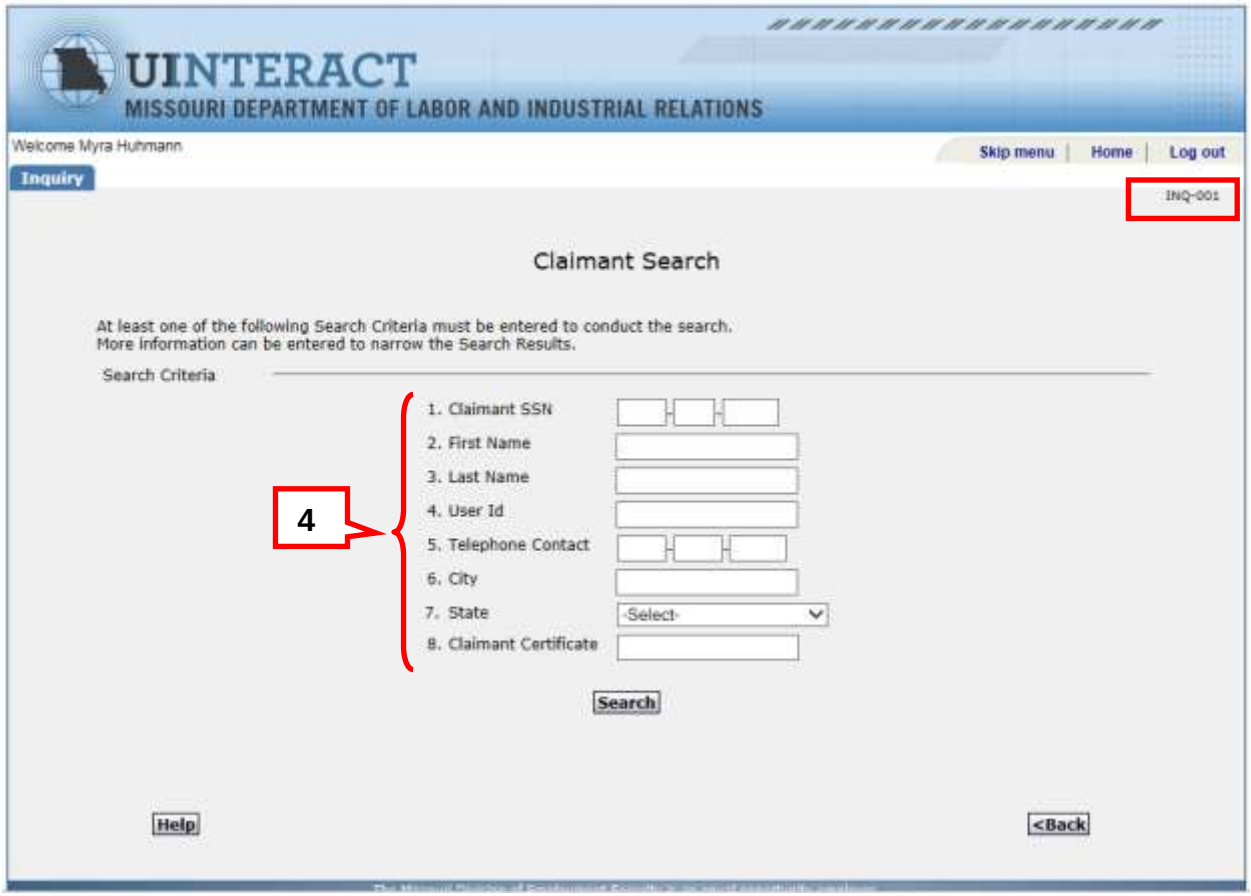
6) The **View Wages** screen will appears with quarterly wages.
   - This information is similar to the old BBPF screen.

ATAA Payments Inquiry:

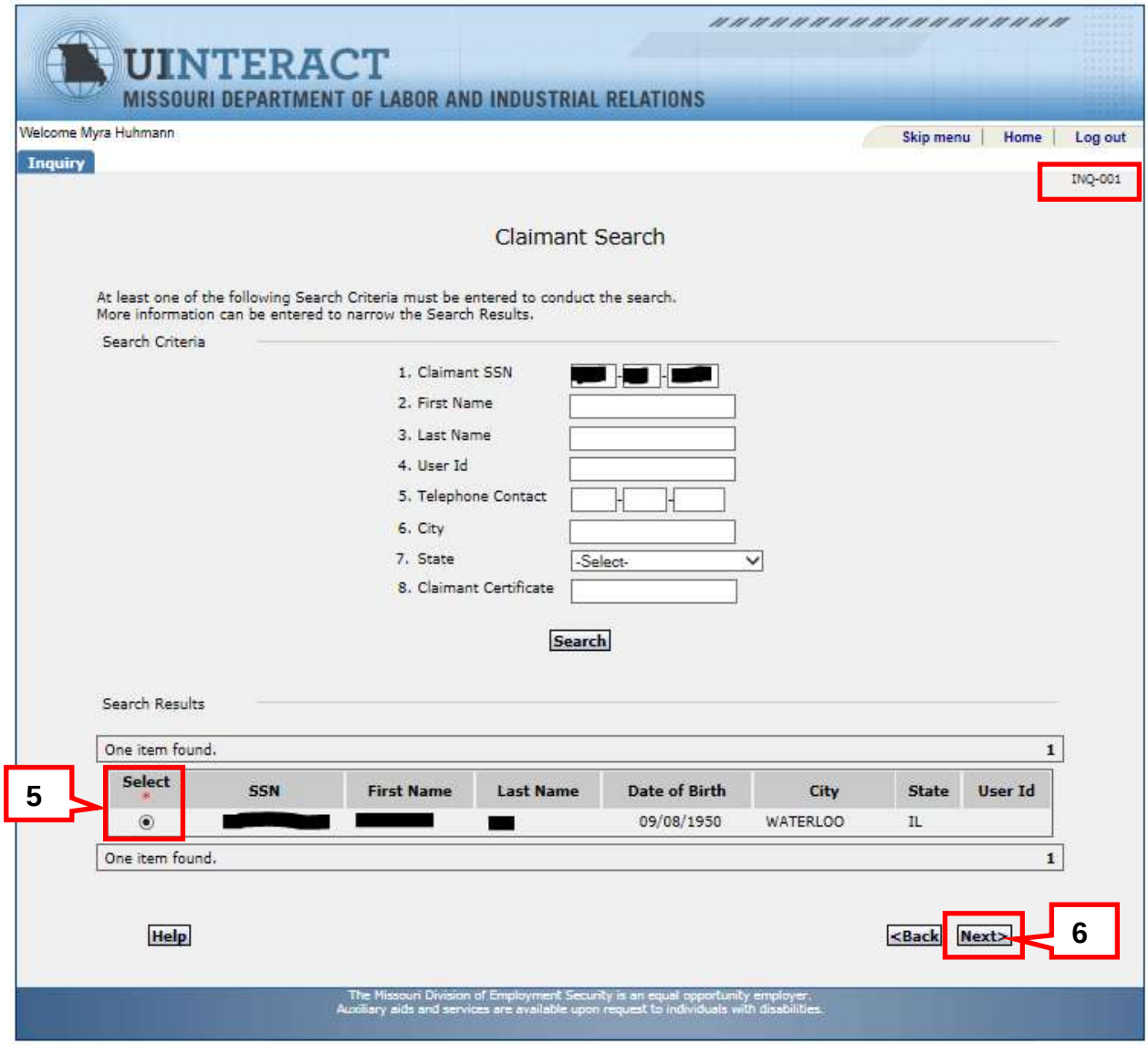
1) From the Home Screen, select **Inquiry**.

2) From the next screen, select **Benefits**.

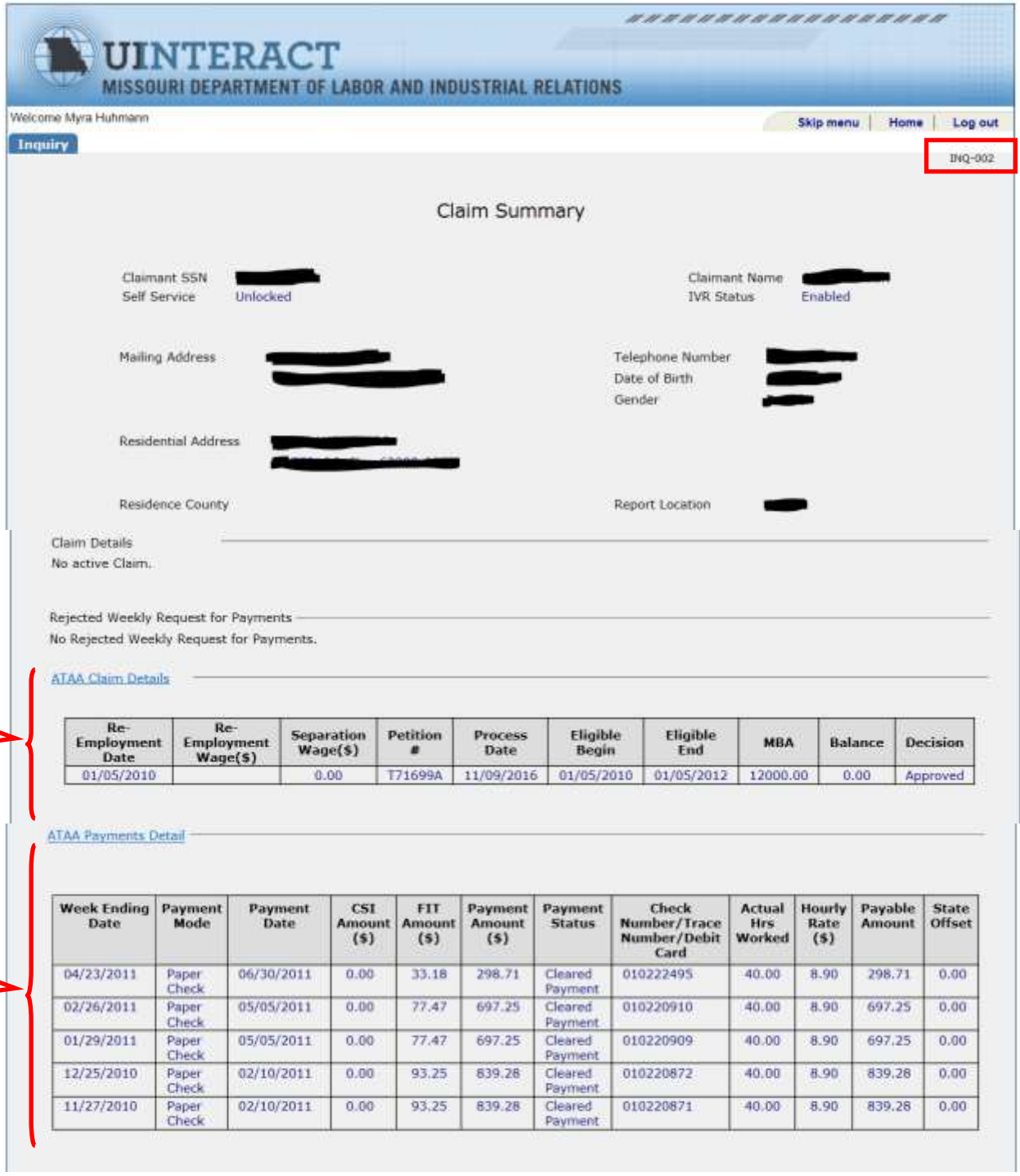
3) Then select, **ATAA Payments Inquiry**



4) Enter search criteria, such as the worker's SSN, on the **Claimant Search** screen.



5) From the search results, click in the **Select** field to choose the appropriate worker.
6) Click the **Next** button to advance to the next screen.


UINTERACT
MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

Welcome Myra Huhmann

Skip menu | Home | Log out

Inquiry

INQ-002

Claim Summary

Claimant SSN [redacted]
Self Service Unlocked

Claimant Name [redacted]
IVR Status Enabled

Mailing Address [redacted]

Telephone Number [redacted]
Date of Birth [redacted]
Gender [redacted]

Residential Address [redacted]

Residence County

Report Location [redacted]

Claim Details

No active Claim.

Rejected Weekly Request for Payments

No Rejected Weekly Request for Payments.

ATAA Claim Details

7

Re-Employment Date	Re-Employment Wage($)	Separation Wage($)	Petition #	Process Date	Eligible Begin	Eligible End	MBA	Balance	Decision
01/05/2010		0.00	T71699A	11/09/2016	01/05/2010	01/05/2012	12000.00	0.00	Approved

ATAA Payments Detail

8

Week Ending Date	Payment Mode	Payment Date	CSI Amount ($)	FIT Amount ($)	Payment Amount ($)	Payment Status	Check Number/Trace Number/Debit Card	Actual Hrs Worked	Hourly Rate ($)	Payable Amount	State Offset
04/23/2011	Paper Check	06/30/2011	0.00	33.18	298.71	Cleared Payment	010222495	40.00	8.90	298.71	0.00
02/26/2011	Paper Check	05/05/2011	0.00	77.47	697.25	Cleared Payment	010220910	40.00	8.90	697.25	0.00
01/29/2011	Paper Check	05/05/2011	0.00	77.47	697.25	Cleared Payment	010220909	40.00	8.90	697.25	0.00
12/25/2010	Paper Check	02/10/2011	0.00	93.25	839.28	Cleared Payment	010220872	40.00	8.90	839.28	0.00
11/27/2010	Paper Check	02/10/2011	0.00	93.25	839.28	Cleared Payment	010220871	40.00	8.90	839.28	0.00

7) The **ATAA Claim Details** provides basic RTAA/ATAA information about the claim such as two year eligibility period, maximum benefit, balance, etc.
   - At this time, the **ATAA Claim Details** link does not work.
8) The **ATAA Payment Detail** provides payment information including Week Ending Date, method of payment, payment date, amount of payment, etc.
   - At this time, the **ATAA Claim Details** link does not work.
9) The **History Log** provides comments entered by Regional Claim Centers techs and other Division of Employment Security staff
10) Click the **Next** button to see additional entries.

Worker Access in UInteract:

<u>Locating the "File Appeal" tab in UInteract</u>:

When a worker is logged onto their UInteract account, they can file an appeal by:

1) Accessing the **Benefits** menu.
2) Selecting the **File Appeal** tab or option.

Note: The UInteract system will be updated to reflect any necessary changes vs. voiding inappropriate entries.

UINTERACT CHEAT SHEET

Below are general steps to help staff navigate UInteract to find specific Trade Act data.

Trade Act Claim / TRA:

- **Benefit Year Beginning (BYB):**
  - BYB is equivalent to Eligible Begin Date (ELB).

  - **Note:** If the *Claim Summary* screen is not displaying a TRA claim, you will have to go to the bottom of the *Claim Summary* screen and click on the List of Claims link. From the *List of Claims* screen, select the most current Trade Readjustment Allowance (TRA) claim. You will find the BYB information on the *Claim Details* screen instead of the of *Claim Summary* screen.

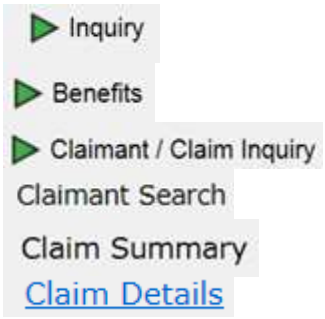
- **Benefit Year Ending (BYE):**
  - BYE is equivalent to Eligible End Date (ELE).

  - **Note:** If the *Claim Summary* screen is not displaying a TRA claim, you will have to go to the bottom of the *Claim Summary* screen and click on the List of Claims link. From the *List of Claims* screen, select the most current Trade Readjustment Allowance (TRA) claim. You will find the BYE information on the *Claim Details* screen instead of the of *Claim Summary* screen.

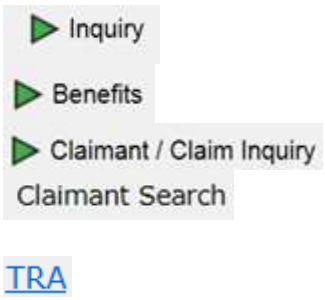
- **Petition #:**

  - **Note:** If the *Claim Summary* screen is not displaying a TRA claim, you will have to go to the bottom of the *Claim Summary* screen and click on the List of Claims link. From the *List of Claims* screen, select the most current Trade Readjustment Allowance (TRA) claim. You will find the Petition Number information on the *Claim Details* screen instead of the of *Claim Summary* screen.

- **Last Employer (Trade-affected)**



- **Training Start Date:**



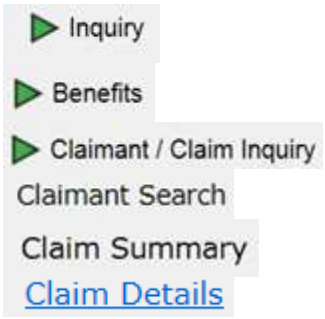
- **Training Completion Date:**

TRA

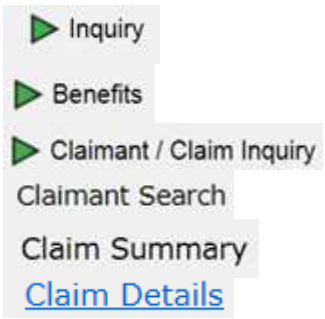
- **(Qualifying) Separation Date:**

  - **Note:** If the *Claim Summary* screen is not displaying a TRA claim, you will have to go to the bottom of the *Claim Summary* screen and click on the List of Claims link. From the *List of Claims* screen, select the most current Trade Readjustment Allowance (TRA) claim. You will find the Separation Date information on the *Claim Details* screen instead of the of *Claim Summary* screen.

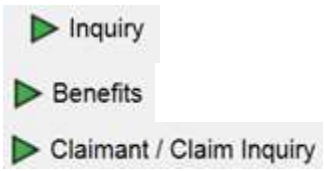
- **(Last Qualifying) Separation Date:**



- **Separation Reason:**



- **Average Weekly Wage:**



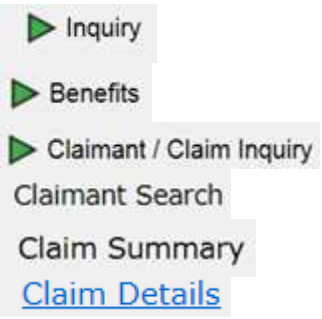
Claimant Search

Claim Summary

- **TRA Eligibility:**

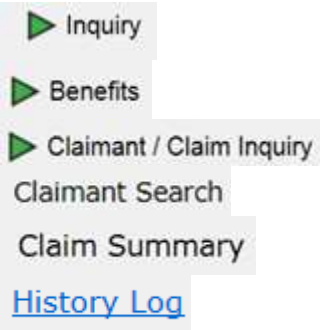
  - **Note:** If the *Claim Summary* screen is not displaying a TRA claim, you will have to go to the bottom of the *Claim Summary* screen and click on the List of Claims link. From the *List of Claims* screen, select the most current Trade Readjustment Allowance (TRA) claim. You will find the Separation Date information on the *Claim Details* screen instead of the of *Claim Summary* screen.

- **Employer Name**



  - **Note:** If the *Claim Summary* screen is not displaying a TRA claim, you will have to go to the bottom of the *Claim Summary* screen and click on the List of Claims link. From the *List of Claims* screen, select the most current Trade Readjustment Allowance (TRA) claim. You will find the Separation Date information on the *Claim Details* screen instead of the of *Claim Summary* screen.

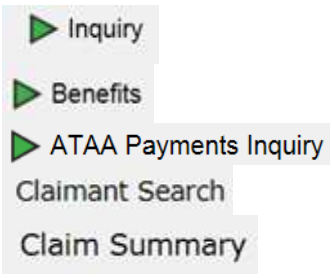
- **History Log**



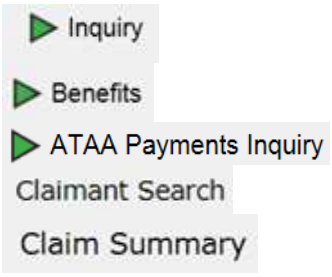
- **Note:** If the *Claim Summary* screen is not displaying a TRA claim, you will have to go to the bottom of the *Claim Summary* screen and click on the List of Claims link. From the *List of Claims* screen, select the most current Trade Readjustment Allowance (TRA) claim. You will find the Separation Date information on the *Claim Details* screen instead of the of *Claim Summary* screen.

RTAA / ATAA:

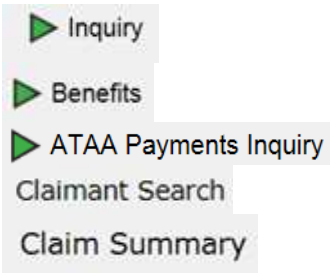
- **Eligible Begin:**



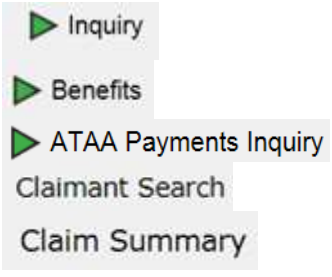
- **Eligible End:**



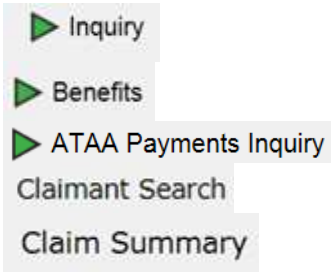
- **MBA (Maximum Benefit Amount):**



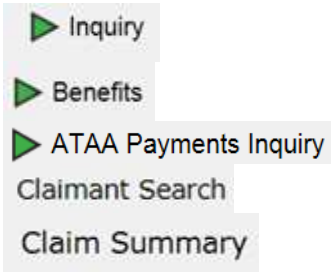
- **Balance:**



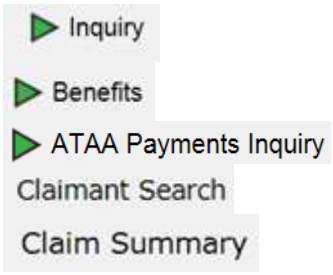
- **Petition #:**



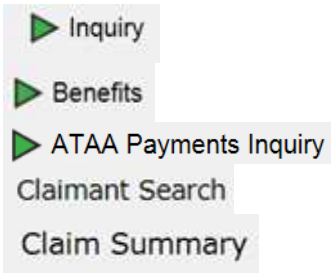
- **Process Date:**



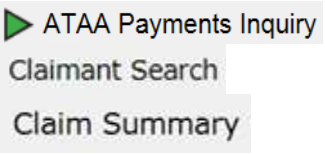
- **Reemployment Date:**



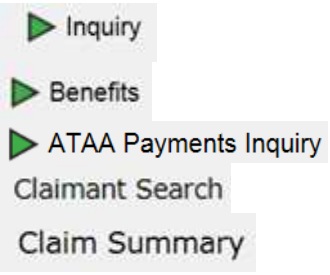
- **Payment Mode:**



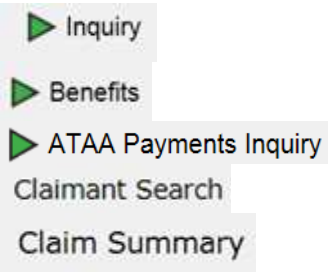
- **Payment Date:**


ATAA Payments Inquiry
Claimant Search
Claim Summary

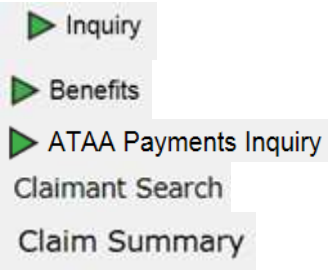
- **Check Number / Trace Number / Debit Card:**



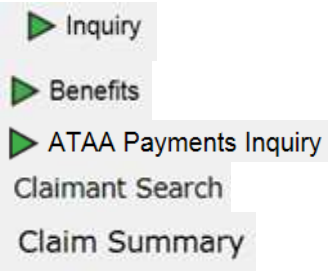
- **Payment Amount:**



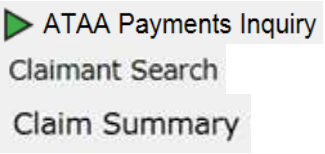
- **Separate Wage($):**



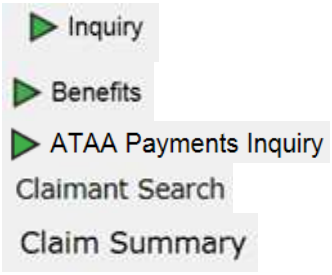
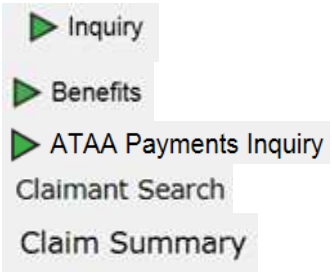
- **Reemployment Wage($):**



- **Payable Amount:**


ATAA Payments Inquiry
Claimant Search
Claim Summary

- **CSI Amount($):**



- **FIT Amount($)**