



# Missouri Trade Adjustment Assistance 2015

# EMPLOYER GUIDE



**DIVISION OF  
EMPLOYMENT  
SECURITY**





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## THE TRADE ACT PROGRAM

The Trade Adjustment Assistance (TAA) Program is a federal entitlement program that assists U.S. workers who have lost or may lose their jobs as a result of foreign trade. This program seeks to provide trade-affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed.

In Missouri, the Trade Act Program is jointly administered by the Office of Workforce Development (OWD) and the Division of Employment Security (DES). The Trade Act Program has three components: Trade Adjustment Assistance (TAA), Trade Readjustment Allowance (TRA), and Reemployment Trade Adjustment Assistance (RTAA).

### Components of the Trade Act Program

Trade Adjustment Assistance (TAA) provides opportunities to obtain the skills, credentials, resources, and support to become reemployed. TAA is administered by the Office of Workforce Development through Missouri Job Centers. Trade Representatives in Missouri Job Centers are responsible for providing TAA services and making TAA determinations.

Trade Readjustment Allowance (TRA) is a monetary benefit similar to Unemployment Insurance (UI) that is only available to trade-affected workers who meet specific criteria. The Division of Employment Security (DES) is responsible for making determinations and issuing TRA payments.

Reemployment Trade Adjustment Assistance (RTAA) is a monetary subsidy for workers aged 50 and older. RTAA is designed to help bridge a salary gap between a worker's trade-affected employment and new employment. DES is responsible for making determinations and issuing RTAA payments.



## Trade Adjustment Assistance (TAA)

The goal of TAA is to help trade-affected workers obtain suitable employment whenever possible, and to return to employment as quickly as possible. Benefits and services available under TAA include (1) Job Search Allowance, (2) Relocation Allowance, and (3) Training – Classroom and/or Distance Learning/ Online, On-the-Job, and Apprenticeship.

### 1) TAA Job Search Allowance

Funding may be available for trade-affected workers who are unable to obtain suitable employment within their commuting area.

Workers may be reimbursed for 90% of all job search expenses up to a maximum amount of \$1,250. Eligible expenses include transportation, lodging, and/or meals.

### 2) TAA Relocation Allowance

Trade-affected workers who find suitable employment outside their commuting area may receive Relocation Allowance to assist with the cost of moving to the new area of employment.

Workers may be paid for 90% of relocation expenses including moving costs, transportation, lodging, and/or meals. Workers are eligible to receive a lump sum up to \$1,250 to pay toward additional relocation expenses (e.g. deposit on apartment, utilities, etc.).

### 3) TAA Training

Workers unable to find suitable employment may be eligible for TAA Training including Classroom and/or Distance Learning/Online, On-the-Job; and/or a Apprenticeship.

## TAA Training

### TAA Classroom Training

Classroom Training is normally conducted in a classroom setting, but can include vocational, distance, and/or online education. Eligible training includes

- Remedial education courses, such as Adult Education and Literacy, High School Equivalency (HSE) Prep, or English as a Second Language, that provide fundamental skills necessary to become reemployed. TAA may fund examination costs such as HiSET/HSE or General Education Diploma (GED).
- Prerequisite Training coursework required by a training facility to be completed prior to entry into courses for specific training programs.
- Skills Training that leads to a credential and provides skills needed for a specific profession or job.



### TAA On-the-Job Training (OJT)

TAA On-the-Job Training is an incentive that benefits both workers and employers. While workers obtain employment and opportunity to learn new job skills, employers are reimbursed 50% of wages during the training period. The maximum length of a TAA OJT cannot exceed 104 weeks. TAA OJT approval is required prior to the employment start date.

### TAA Apprenticeship Training

TAA Apprenticeship program is an industry-driven partnership with educators offering a balance of on-the-job learning and classroom instruction. Workers who participate in Apprenticeship training are limited to 130 weeks of on-the-job learning, but the classroom instruction is not limited and is based on each individual occupation. TAA Apprenticeship approval is required prior to the employment date.

## Petition Process

### Petition Process Overview

1) To obtain Trade Adjustment Assistance (TAA) service and benefits, a petition must be filed with the United States Department of Labor (USDOL) requesting certification on a group of workers adversely affected by foreign trade. Once a petition is filed, the Office of Trade Adjustment Assistance (OTAA) initiates an investigation to determine whether the worker group meets the eligibility requirements. If the worker group meets the eligibility criteria, a certification will be issued. This certifies that the worker group is eligible to apply for TAA benefits.

2) After a certification is issued, each worker in the group must then individually apply for service benefits. In Missouri, workers interested in the program must:

- File a Trade Act Claim with the Division of Employment Security (DES) through UInteract (<https://uinteract.labor.mo.gov>) or by calling a Regional Claim Center (see page 5).

- Apply for TAA benefits and services at the nearest Office of Workforce Development, Missouri Job Center (<https://jobs.mo.gov/findcenter>).

### Who May File A Petition?

A petition may be filed by any of the following:

- 1) A group of two (2) or more workers
- 2) An employer of a group of workers
- 3) A Union
- 4) A State Workforce Official
- 5) An American Job Center Operator/Partner
- 6) Duly Authorized Representative

### How to File a TAA Petition

Petitioners may file petitions online or download hard copies of the petition form on USDOL's website at <http://www.dol.gov/agencies/eta/tradeact/petitioners>. Additional petition resources can be found on this website.

# Contact Information

## Missouri Division of Employment Security Regional Claims Centers

Jefferson City . . . . . 573-751-9040  
Kansas City . . . . . 816-889-3101  
Springfield . . . . . 417-895-6851  
St. Louis . . . . . 314-340-4950  
Outside Local Called Area . . . . . 800-320-2519  
Fax Number . . . . . 573-751-9730

[uinteract.labor.mo.gov](http://uinteract.labor.mo.gov)  
[www.moclaim.mo.gov](http://www.moclaim.mo.gov)



**Missouri Office of Workforce  
Development Job Centers**  
888-728-JOBS

To locate a Job Center near you, visit  
[jobs.mo.gov](http://jobs.mo.gov)

**U.S. Department of Labor**  
[www.dol.gov/agencies/eta/tradeact](http://www.dol.gov/agencies/eta/tradeact)

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 el 573-751-9040 para asistencia en la traducción y entendimiento de la información en este documento.



**MissouriTradeAct@dhewd.mo.gov**

[www.jobs.mo.gov/trade-adjustment-assistance](http://www.jobs.mo.gov/trade-adjustment-assistance)

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](http://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.