



# Navigating TAA Training



**CareerForce**<sup>™</sup>

*Minnesota's Career Resource*



## TABLE OF CONTENTS

<b>PRE-APPROVAL AND REIMBURSEMENTS</b> .....	<b>4</b>
● Pre-approval and Reimbursements Overview .....	4
● Textbooks .....	5
● Tools .....	5
● Uniforms .....	6
● Computers and High Technology .....	6
● Internet .....	6
● Supplemental Assistance .....	7
> Transportation .....	7
> Subsistence .....	7
<b>IMPORTANT DOCUMENTS (Documents to turn in)</b> .....	<b>8</b>
● Training Progress Reports (TPRs) .....	8
● Schedules .....	9
● Grades .....	10
● Credential .....	11
<b>EXPECTATIONS</b> .....	<b>12</b>
● While on a Waiver .....	12
● One-time Poor Performance Policy .....	12
● Tutoring .....	12
● Modifications .....	12
● Academic Plans .....	13
● Training During the Summer .....	13
<b>TRADE READJUSTMENT ALLOWANCE (TRA)</b> .....	<b>14</b>
<b>COMPLETION OF TRAINING</b> .....	<b>17</b>
● Completion of Training .....	17
● Additional Benefits .....	17
● CareerForce Job Search Resources .....	17
● Success Stories .....	17
<b>GLOSSARY</b> .....	<b>18</b>

## PRE-APPROVAL AND REIMBURSEMENTS

TAA pays the vendor directly. When that’s not possible, you may request to pay for the cost up front and be reimbursed.

Pre-approval is required for all reimbursements. If you think you may need to be reimbursed for any required costs, you must contact TAA **prior to any purchase**. You will need to submit supporting documentation that shows the item(s) being requested are required and what the potential cost would be.

Please follow the steps below to request pre-approval and reimbursements.



Step 1: Pre-approval	Step 2: Purchase item/service	Step 3: Submit paperwork
<p>Contact your TAA Specialist and your Dislocated Worker Counselor for reimbursement requests.</p> <p>Submit supporting documents with the request.</p> <p>Wait for TAA pre-approval.</p>	<p>Purchase TAA approved item.</p> <p>Notify TAA when you receive the goods/services and keep all required documentation.</p>	<p>Submit payment information.</p> <p>Required for Reimbursement:</p> <ul style="list-style-type: none"> <li>• Copy of your credit card</li> <li>• Bank or card statement showing payment</li> <li>• Receipt for item or service</li> </ul>

You must have a SWIFT Supplier ID for TAA to issue reimbursement. For more information on how to register as a Supplier, please click this link: <http://mn.gov/supplier>

Register for an Account -> Register as a Supplier-> Individual Sole Proprietor -> SSN

- ▶ Credit card should only show the last 4 digits. You can cover up other digits.
- ▶ Redact (Black-Out) non-relevant information before submitting your bank/credit card statement.
- ▶ Once TAA receives the reimbursement documents, payments may take up to one month to be paid.

## Textbooks

TAA pays the school directly for your textbooks.

TAA covers required textbooks only. Check with your TAA Specialist to determine when you can pick-up or order textbooks. TAA does not cover books listed as “optional” or “recommended.” You must contact TAA for pre-approval BEFORE purchasing any non-textbook items or items not on the initial required book list (even if items are available at the bookstore). If you go to class and are told you need a specific item, you MUST contact TAA before you buy the item.



Please follow the steps below to request reimbursements.

Step 1	Step 2	Step 3
<p>Contact TAA and your Dislocated Worker Counselor about reimbursement requests.</p> <p>Submit supporting documents with the request.</p> <p>Wait for TAA pre-approval.</p>	<p>Purchase TAA approved item.</p> <p>Notify TAA when you receive the goods/services and keep all required documentation.</p>	<p>Submit payment information.</p> <p>Required for Reimbursement:</p> <ul style="list-style-type: none"> <li>• Copy of your credit card</li> <li>• Bank or card statement showing payment.</li> <li>• Receipt for items</li> </ul>



## Tools

TAA pays the tool company directly for your tools.

TAA will purchase tools required for your pre-approved training program. TAA does not cover tools listed as “optional” or “recommended.”

Please follow the steps below to request tools.

Step 1	Step 2	Step 3
<p>Submit a list of <u>required</u> tools from the training institution along with a tool quote (this could be from the school’s Tool Day.)</p>	<p>TAA will order the tools to meet the minimum requirements indicated by the training institution. TAA will usually pay vendors directly for tools.</p>	<p>When you receive your tools compare packing slip to tools and mark off tools you received. Send this packing slip to TAA as soon as you receive the tools, even if you picked them up.</p>

*\*Tools should be ordered through the training institution bookstore when possible but must still have TAA pre-approval.*

## Uniforms

TAA pays the school bookstore or uniform company directly for your uniforms.

TAA will purchase uniforms required for your pre-approved training program. TAA does not cover clothing items listed as “optional” or “recommended.”

Please follow the steps below to request pre-approval and reimbursement for uniforms.



Step 1	Step 2	Step 3
<p>Submit a list of <u>required</u> uniform(s) from the training institution.</p> <p>Submit documentation or quotes showing approximate cost for the items.</p> <p>Wait for TAA pre-approval.</p>	<p>Purchase TAA pre-approved item.</p>	<p>Submit payment information. Required for Reimbursement:</p> <ul style="list-style-type: none"> <li>• Copy of your credit card</li> <li>• Bank or card statement showing payment.</li> <li>• Receipt for uniform(s)</li> </ul>

- ▶ Uniforms should be ordered through the training institution bookstore when possible but must still have TAA pre-approval.
- ▶ You should provide an email or letter from the school regarding how many uniforms are required for the full length of your program.



## Computers and High Technology

TAA pays the computer company directly for your computer/high technology.

TAA can order a computer if the school requires you to have one or you are taking at least one online class. A warranty is provided when available. TAA can only purchase one computer per training plan.

Please follow the steps below to request a computer if it is required.

Step 1	Step 2	Step 3
<p>Complete the <a href="#">Computer and High Technology Request Form</a> and submit with the required documents to TAA.</p>	<p>TAA will order a computer meeting the minimum requirements provided by the training institution.</p>	<p>You must notify TAA immediately that you received the computer.</p>

- ▶ You must provide your TAA Specialist with an up-to-date class schedule showing the online class.

## Internet

TAA reimburses you a standard amount toward your internet costs when you are taking at least one online class.

TAA can help assist with internet costs. Please follow the steps below to request internet access or assistance.



Step 1	Step 2
Complete <i>TAA Internet Reimbursement for Customer Form</i> and submit it to TAA with payment information.	Required payment information for Reimbursement: <ul style="list-style-type: none"> <li>• Copy of your credit card</li> <li>• Bank or card statement showing payment</li> <li>• Receipt from the internet service company</li> </ul>

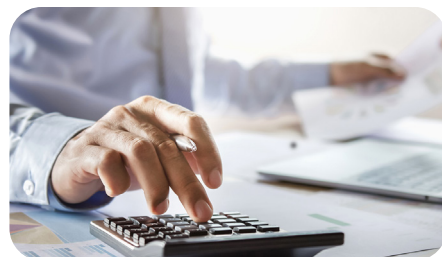
- ▶ You must provide your TAA Specialist with an up-to-date class schedule each term.
- ▶ Reimbursement amount is pre-determined by TAA.
- ▶ Internet service bill must be in your name to be reimbursed.
- ▶ Determination of internet reimbursement eligibility and the payments themselves will be on a month-to-month basis.
- ▶ Reimbursements begin when the billing cycle start date is the same or later than the training start date.

## Supplemental Assistance

TAA reimburses you a standard amount toward your transportation costs if you attend training outside the local commuting area.

### Transportation

TAA can assist with mileage that is beyond the local commuting area of 15 miles one way. Mileage reimbursement would begin after the 15th mile.



### Subsistence

If you intend to maintain a second residence or are temporarily staying away from your home to participate in in-person training, you may be eligible for subsistence.

Please follow the steps below to request reimbursement for transportation or subsistence.

Step 1	Step 2
You and your DW Counselor sign the Transportation Contract and return to your TAA Specialist	Send the TAA Supplemental Assistance Form every two-weeks to your TAA Specialist

- ▶ You must provide TAA Specialist with an up-to-date class schedule each term.
- ▶ TAA will only pay for days listed on your schedule as scheduled in-class training.
- ▶ There will be no payments for holidays, snow days, sick days, or when school is closed.
- ▶ You must have pre-approval for days not on the schedule.
- ▶ TAA can pay for transportation to internships and clinicals with pre-approval.


# ▶▶ IMPORTANT DOCUMENTS (Documents to turn in)

## Training Progress Reports (TPRs)

Training Progress Reports are a stand-alone, one page reporting form **required** if you are attending TAA funded training and are usually referred to as “TPRs”. This form is a requirement in **addition** to grades. TPRs are **due every 60 days** from the beginning of TAA training until the end of training, regardless of breaks in training. The TPR consists of an “Advisor” section and an “Instructor” section and both must be completed.

- ▶ The 60-day clock re-sets each time from the date the advisor/school official signs the form. For example: The advisor signs and dates the TPR 10/1/21. The next TPR will be due 60 days from that date which is 12/1/21. TPRs can be turned in more frequently but no later than 60 days.
- ▶ TPRs are required year-round, even during breaks in training. If you complete the Spring semester of training and are returning in the Fall, but not attending summer classes, you still need to submit a TPR.
  - ▶ TAA recognizes there will be no instructor signatures as you are not in class, but a school official, registrar, or advisor should complete the top portion (answer questions and sign and date) along with completing the instructor section stating “break in training” or “not attending summer term” then sign and date.
  - ▶ Ideally, you would submit the form before the school term ends, although it may be fewer than 60 days from the last TPR. Completing a TPR while not attending summer classes may take more effort, but it is still required.
- ▶ When instructors or an advisor is unable to complete the form electronically or in person, an email answering all of the questions in their own section of the TPR from each of them will be acceptable.
- ▶ If an advisor or an instructor does not respond to your request to have them complete the form, please notify your DW Counselor and your TAA Specialist as soon as possible to strategize options for getting the report completed.

**It is your responsibility to have the TPR completed and turned in by the due date. TAA suggests you set up a “reminder” system two weeks before the form is due. The form needs to be turned into your DW Counselor for their signature then they forward it to the TAA Specialist for approval.**



Trade Adjustment Assistance

### TRAINING PROGRESS REPORT

While in TAA approved training you must maintain satisfactory academic standing and complete your training by the end date specified in your training plan. You are required to have this form completed every 60 days, or more frequently if requested by your Dislocated Worker Counselor. Send the completed form to your Dislocated Worker Counselor who will review, sign and then send to TAA.

Failure to complete the form and submit it in a timely manner may result in termination of your TAA benefits, cancellation of your Trade Readjustment Allowance (TRA) and/or Health Coverage Tax Credit (HCTC) benefits.

Student Information			
Name (First MI Last)	Customer full name	Training Plan Start Date	Training Plan End Date
		08/23/21	05/10/23
Training Facility	XXX University	Training Program	Program name
		Petition Number	XXXXX

Advisor			
Have your advisor complete the following:			
1. Is the student maintaining satisfactory academic standing? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Comments:			
2. Is the student currently enrolled full-time? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Comments:			
3. Has the student dropped any classes this term? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Comments:			
4. Is it possible for the student to complete their training program by the end date listed above? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Comments:			
School Official Signature	Title	Phone or Email	Date
<i>Advisor Name</i>	XXXX Advisor	XXX-XXX-XXXX	10/1/21

Instructors				
Have your instructor(s) complete the following:				
Class	Satisfactory Progress? (progress toward grade of C or higher)	Are requirements for participation or attendance being met?	Comments	Instructor Signature
Class name	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Good student	<i>Instructor</i>
Class name	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		<i>Instructor</i>
Class name	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		<i>Instructor</i>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

Dislocated Worker Counselor Signature	
Review the Training Progress Report, sign/date and forward to appropriate TAA Specialist.	
DW Signature	Date
<i>DW Counselor Name</i>	10/8/21

•The next TPR is due by 12/1/21 (60 days from School Official Signature/Advisor date)

Revised March 2020



## Schedules

You are required to submit your class schedule before every new term.

Please follow the steps below for submitting your schedule.

Step 1	Step 2	Step 3
Turn in your schedule before each term.	Schedule MUST include: <ul style="list-style-type: none"> <li>Your name or student ID</li> <li>Class start and end dates</li> <li>Day(s) of the week each class is scheduled</li> <li>Location of classes (online or campus location)</li> <li>Credits per class</li> </ul>	Notify your TAA Specialist before adding or dropping a class. All changes to your schedule require TAA pre-approval.

### Example Schedule:

Technical and Community College  
Student Schedule  
For Spring 2021

Student Name: XXXX  
 Student ID: XXXX  
 Advisor:  
 Major:

**Registered**

Course ID / Section / Title	Dates	Days	Times	Building/ Room	Instructor	Cr/Hr	Grading Method	Last Dates to Drop/Withdraw
000117 ELEC 1506 02 Wiring and Materials II	01/11/2021 - 05/13/2021	MWTh	10:00am - 11:50am			5.0	Normal	Drop Date: 01/15/2021 Withdraw Date: 04/20/2021
	01/12/2021 - 05/11/2021	T	10:00am - 11:50am					
000119 ELEC 1530 02 Electric Heat	01/12/2021 - 05/11/2021	T	12:30pm - 2:20pm			2.0	Normal	Drop Date: 01/15/2021 Withdraw Date: 04/20/2021
	01/12/2021 - 05/13/2021	TTh	12:30pm - 2:20pm					
000121 ELEC 1515 02 National Electrical Code II	01/11/2021 - 05/12/2021	MW	1:00pm - 2:50pm			3.0	Normal	Drop Date: 01/15/2021 Withdraw Date: 04/20/2021
000123 ELEC 1526 02 Applied Electrical Principles & A.C. Fund.	01/11/2021 - 05/13/2021	MTh	8:00am - 9:50am			5.0	Normal	Drop Date: 01/15/2021 Withdraw Date: 04/20/2021
	01/12/2021 - 05/12/2021	TW	8:00am - 9:50am					

NOTE: Room locations and instructor assignments may be subject to change. You are advised to check your class schedule for changes just prior to the start of the term.

Days: M=Monday, T=Tuesday, W=Wednesday, Th=Thursday, F=Friday, Sa=Saturday, Su=Sunday

## Grades

Grades must be sent to TAA after the completion of every term.

Please follow the steps below for submitting your grades.



Step 1	Step 2
<p><b>Official</b> grades or school transcript must be sent to your TAA specialist <b>AFTER</b> your school term ends so TAA can approve them.</p>	<p>Grades need to include the following:</p> <ul style="list-style-type: none"> <li>• Your name or student ID</li> <li>• Letter grade for every class</li> <li>• Cumulative and term GPA</li> <li>• Cannot be “handwritten” or just listed in an email. Grades need to be a scanned copy or screen shot from the school or your online student portal.</li> </ul>

- ▶ You are required to maintain a “C” or above in each class and not withdraw from classes without TAA pre-approval. If you are struggling with a class, talk with your Dislocated Worker Counselor or TAA Specialist; it is possible TAA can pay for a tutor.

### Example: Grades

**Check Grades**  
[Login ID: xxxxx](#) | [My Profile \(/student-portal/secure/profile.do?campusid\)](#) | [Logout \(/student-portal/secure/logout.do\)](#)

Grades will be displayed for Spring 2021

If you wish to view grades from a different term, select it from the following drop down list.

Spring 2021 ▼

Your Grade Point Average and earned credit totals may not have been recalculated since grades were last posted. To force a recalculation now, please view your Academic Record. Your data will recalculate here just one time per day.

**Grades for Spring 2021**

Course	Credits	Earned Credit Hours	Non-Credit Hours	Grading Method	Grade
000661 HITM 1244 22 A & P for Health Informat	4.00	4.00	0.00	Letter Grade	A
000668 HITM 1228 22 Adm. Medical Terminology	3.00	3.00	0.00	Letter Grade	A
000777 HITM 1210 22 Health Infor Founda	2.00	2.00	0.00	Letter Grade	A
000778 HITM 1230 22 Pathophysiology & Pharma	4.00	4.00	0.00	Letter Grade	A

**Grade Point Average (GPA)**

Level	Attempted Credits	Earned Credits	Grade Points	GPA
Undergraduate / Term	13.00	13.00	52.00	4.00
Graduate / Term	0.00	0.00	0.00	
Undergraduate Cumulative	13.00	13.00	52.00	4.00
Graduate Cumulative	0.00	0.00	0.00	

## Credentials

Official credentials must be turned in upon completing your TAA-funded training program. Credentials can include a license, certificate of completion, and/or a diploma.

A credential needs to include:

- ▶ Your name and program completed
- ▶ Name of degree awarded
- ▶ Degree awarded date



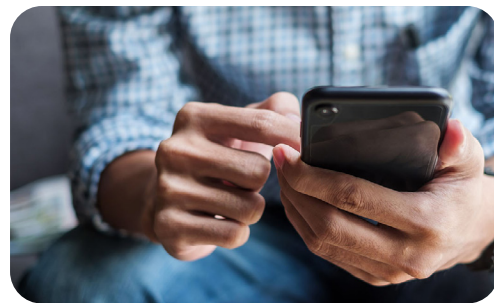
## Credential example:

Subj Nbr	Title	Course Credit	Grade	Credit Earned	GPA Credit	GPA Pts	Subj Nbr	Title	Course Credit	Grade	Credit Earned	GPA Credit	GPA Pts
Name: _____ SSN: _____ Technical and Community College Undergraduate Academic Record							**eTranscript**						
							Date of Issue: 01/04/2021 Page: 1 of 1 Student Campus ID: _____						
Inst. Name: Technical and Community College Award Name: Associate of Science Honors: Academic Honors Major: Business Management Awarded on: 12/23/2020							Summer 2020 ASTR 1300 Astronomy 3.00 A 3.00 3.00 12.00 MATH 1351 Introductory Statistics 4.00 A 4.00 4.00 16.00 UNDG Term Att: 7.00 Earn: 7.00 GPA Crs: 7.00 GPA Pts: 28.00 GPA: 4.00 **** Cum Att: 52.00 Earn: 52.00 GPA Crs: 52.00 GPA Pts: 208.00 GPA: 4.00						
***** Technical and Community College ***** Spring 2019 Major: Business Management AS Freshman HUMN 2350 Film & American Culture 3.00 A 3.00 3.00 12.00 BUSM 2275 Legal Envir. of Business 3.00 A 3.00 3.00 12.00 ACCT 1215 Acct. Princ. I 4.00 A 4.00 4.00 16.00 CMST 2310 Interpersonal Communicati 3.00 A 3.00 3.00 12.00 UNDG Term Att: 13.00 Earn: 13.00 GPA Crs: 13.00 GPA Pts: 52.00 GPA: 4.00 **** Cum Att: 13.00 Earn: 13.00 GPA Crs: 13.00 GPA Pts: 52.00 GPA: 4.00 President's List							Fall 2020 FNCR 1260 Prin of Risk Mgmt 3.00 A 3.00 3.00 12.00 SAMG 1206 Strategic Customer Svc 3.00 A 3.00 3.00 12.00 DVRS 1304 Diversity Social Justice 3.00 A 3.00 3.00 12.00 UNDG Term Att: 9.00 Earn: 9.00 GPA Crs: 9.00 GPA Pts: 36.00 GPA: 4.00 **** Cum Att: 61.00 Earn: 61.00 GPA Crs: 61.00 GPA Pts: 244.00 GPA: 4.00 Career Undergrad Summary - Semester Hours Local: Att: 61.00 Earn: 61.00 GPA Crs: 61.00 GPA Pts: 244.00 GPA: 4.00 Total: Att: 61.00 Earn: 61.00 GPA Crs: 61.00 GPA Pts: 244.00 GPA: 4.00 * * * END OF ACADEMIC TRANSCRIPT * * *						

## EXPECTATIONS

### While on a waiver you need to:

- ▶ Contact your DW Counselor **every 30 days**.
- ▶ Maintain job search and work search logs.
- ▶ Show progress toward enrolling in training every 30 days.
  - ▶ The following are examples of progress required to maintain your eligibility:
    - Interest assessment results
    - Documented communication with professors/industry professionals about the field
    - Research as to which institution offers the occupational skills training
    - A chart showing which courses are needed, providing research of what occupational goal you would like to pursue
    - A letter of acceptance from the training institution



### One-time Poor Performance Policy

TAA requires that you maintain a grade of at least a “C” or higher in all your classes and not withdraw from classes when TAA will be responsible for the cost.

TAA wants to ensure that you have success during your training and support you in completing your training on time according to your approved TAA training plan. If you received a “W” or grade below a “C” then TAA requires that you meet with your DW Counselor and complete certain action steps to determine if you are eligible for a one-time leniency as stated in the One-time Poor Performance Policy: <https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=400>

If you are struggling with coursework TAA can pay for a tutor. **You should always contact your DW Counselor and TAA BEFORE you drop or withdraw from any class.**

### Tutoring

If you are struggling with your coursework TAA can pay for a tutor. First check with your instructor, advisor, TRIO, or your school’s writing center to see if a free tutor is available. If not, you may find your own tutor. Please contact your TAA Specialist to get details on how to request a tutor.

### Modifications/Changes to the Training Plan

TAA requires that you complete your training in the shortest possible timeframe, and according to your approved TAA training plan. Under certain circumstances, TAA can approve changes to your previously approved training plan such as changes to your program type, degree level, training end date or full-time/part-time status. All requests for changes require you or your DW Counselor to contact TAA for approval **BEFORE** the changes occur.

## Academic Plan

TAA requires you complete training in the shortest possible time. You may be asked by TAA to supply a personalized academic plan which shows which classes you will take each term (including summer) until completion of training. Your school advisor will help you complete this. This plan will help ensure that you are taking the correct classes in relation to what is offered during certain terms and to plan around any pre-requisite courses. To receive Trade Readjustment Allowance (TRA) during summer term, you need to be enrolled full-time as determined by the school.



First Semester Spr. 2020				Second Semester Summer 2020				Third Semester Fall 2020			
Class	# Cr.	Goal Area	Notes	Class	# Cr.	Goal Area	Notes	Class	# Cr.	Goal Area	Notes
ENGL 1308	3	Gen		MATH 0475	NC	Gen		ELEC 1502	5	core	
READ 112	3	Gen		DVRS 1304	3	Gen		ELEC 1510	2	core	
HPER 1310	2	Gen						ELEC 1518	5	core	
MATH 0420	4	Gen						ELEC 1523	4	core	
Total Semester Credits: 12				Total Semester Credits: 6				Total Semester Credits: 16			
Fourth Semester Spr. 2021				Fifth Semester Summer 2021				Sixth Semester fall 2021			
Class	# Cr.	Goal Area	Notes	Class	# Cr.	Goal Area	Notes	Class	# Cr.	Goal Area	Notes
ELEC 1506	5	core		MATH 0475	4	Gen		ELEC 1538	1	core	
ELEC 1515	3	core		Gen ed option	3			ELEC 2502	2	core	
ELEC 1526	5	core		ELEC 1534	3	core		ELEC 2510	2	core	
ELEC 1530	2	core						ELEC 25219	3	core	
ELEC 1534	3	core						ELEC 2520	2	core	
Total Semester Credits: 18				Total Semester Credits: 7				Total Semester Credits: 16			
								ELEC 2522	3	core	ELEC 2538 3cr

## Training During the Summer

- ▶ TAA has an agreement with the Minnesota State system that students only need to take a minimum of six credits during the summer term to be considered full-time for TAA/TRA. If you are receiving other scholarships/grants not associated with TAA you may be required to maintain a higher number of credits. If you are attending the University of Minnesota or another training institution you will need to provide documentation from the school showing what full-time status is for the summer term.
- ▶ When you create your academic plan with your advisor, you should plan accordingly for summer terms by adding general education credits option when possible provided they are offered and you can still maintain full-time status for other quarters/terms. If there are no required courses offered during the summer term, contact your TAA Specialist.

## TRADE READADJUSTMENT ALLOWANCE (TRA)

Trade Readjustment Allowance (TRA) is a weekly income support payment for trade-impacted workers who are eligible for the Trade Adjustment Assistance (TAA) program. In Minnesota, TRA is administered by the Unemployment Insurance (UI) Program.

The following information is intended as a guideline. For information specific to you, contact UI Customer Service at [651-296-3644](tel:651-296-3644) and ask for a TRA Specialist or email [DEED.TRA@state.mn.us](mailto:DEED.TRA@state.mn.us)

### Eligibility for TRA

- ▶ TRA participants must have been employed by a TAA-Certified Employer for at least 26 weeks of the 52 weeks prior to layoff (if not, you may be eligible for TAA, but not TRA).
- ▶ Must be enrolled in full-time, TAA-approved training or have received a waiver before the deadlines per your petition's law.
- ▶ While in full-time, TAA-approved training, you must submit TAA Training Progress Reports to TAA every 60 days and maintain contact with your Dislocated Worker Counselor every 30 days.
- ▶ The weekly TRA payment is based on the weekly unemployment insurance (UI) benefit amount you already have received. You must have been entitled to receive UI benefits before you may receive TRA and you must have exhausted your UI entitlement.

### Types of TRA

#### Basic TRA Benefits

Basic TRA is payable if you are enrolled or participating in TAA-approved training, have completed short-term training and still have remaining Basic TRA, or have obtained a waiver of the training requirement. (See below for waiver requirements.)

Basic TRA can be added to your regular state unemployment benefits (UI), for a *combined* maximum of 52 weeks. Your 26 weeks of Basic TRA start after you have exhausted your 26 weeks of regular state unemployment benefits (UI)

**For example:** If you are entitled to 26 weeks of regular UI, you may receive up to 26 weeks of Basic TRA if qualified.





The eligibility period to receive Basic TRA is up to 104 weeks after your most recent qualifying layoff from the TAA-certified employer.

**Work Search Requirements for Basic TRA:** While on a waiver you must maintain an active job search, be available for work, and not refuse to accept work (per federal and state unemployment compensation laws) unless you are within 30 days of starting your approved TAA training plan.

#### **Additional TRA Benefits**

If you are in TAA-approved training, you may qualify to

receive an additional 65 weeks of TRA to be used within a 78-week eligibility period once you have exhausted all rights to Basic TRA.

#### **Completion TRA Benefits**

Once you have exhausted all rights to Basic TRA and Additional TRA, up to 13 weeks of Completion, TRA may be available. You must be within the last 20 weeks of completing your training program and meet additional specific requirements. Contact TRA staff at [DEED.TRA@state.mn.us](mailto:DEED.TRA@state.mn.us) for details.

#### **Estimating the Potential Length of TRA**

TRA may not last through the end of your training. For an estimate of your remaining benefits, contact TRA at [DEED.TRA@state.mn.us](mailto:DEED.TRA@state.mn.us)

#### **Waivers for Basic TRA**

If you do not have an approved TAA Training Plan in place that starts within 30 days, you must have an approved waiver to receive Basic TRA. Waivers must be issued within the deadlines set forth in your petition.

#### **Your waiver may be revoked for the following reasons:**

- ▶ You began training (is no longer needed).
- ▶ The basis of your waiver no longer applies.
- ▶ You have exhausted Basic TRA or have reached the end of your eligibility period for Basic TRA.
- ▶ Your waiver deadline has expired and was not extended.
- ▶ You failed to comply, and follow-up as directed with your Dislocated Worker Counselor every 30 days.

#### **Working**

When you are in full-time, TAA-approved training and receiving TRA payments, some petitions allow you to work and earn up to your weekly TRA benefit amount without having your benefits reduced. To see if you are eligible under your petition's law, contact TRA at [DEED.TRA@state.mn.us](mailto:DEED.TRA@state.mn.us)

#### **Breaks in Training**

TRA benefits are not payable during any break in training of more than 30 days, not counting weekends and holidays.

To receive TRA during the summer term you must be enrolled full-time, as determined by the school.

### Additional information:

- ▶ You must open an Unemployment Insurance (UI) account to receive TRA.
- ▶ UI will require a new application for benefits be submitted when your account reaches 52 weeks old. A link will be available in your UI Online account.
  - ▶ Notify [DEED.TRA@state.mn.us](mailto:DEED.TRA@state.mn.us) when you have completed your new UI application.
- ▶ If you are determined eligible for the TRA benefits: Your TRA-Basic benefits cannot be set up until you exhaust your standard Unemployment Insurance benefits account to \$0. **(The system should automatically set up your TRA account).**
  - ▶ **Wait 2 days** after you exhaust your Unemployment Insurance benefits to \$0, log back into your UI account: You should have a new balance in your account. If you do not, please e-mail [DEED.TRA@state.mn.us](mailto:DEED.TRA@state.mn.us) and we can be sure to have it manually set up.
- ▶ When you officially begin receiving TRA weekly benefits, and you are in full-time, TAA-approved training, your weekly benefit questions will change to verify your full-time training status each week.



### Training Completion

Unless you are enrolled in a short-term training that ends while you are still receiving Basic TRA then your TRA benefits will end on your last scheduled day of training.





## COMPLETION OF TRAINING

Congratulations on completing your training! Please send the following items to TAA and DW

- ▶ Final grades
- ▶ Transcript showing “Degree Awarded” or a copy of your credential or diploma
- ▶ Final requests for pre-approval of reimbursements for licensing exams you still need to take
- ▶ Final payment information for pre-approved items
- ▶ Final Supplemental Supports requests such as transportation or subsistence

### Additional TAA Benefits

You may be eligible to take part in additional TAA benefits such as Job Search Allowance, Relocation Allowance, or RTAA/ATAA. These benefits can be started prior to training completion or before specific deadlines after training. If interested, please speak to your TAA Specialist or DW Counselor.

### CareerForce Job Search Resources

Now that you have completed training, you may want to seek assistance in your job search. CareerForce can help you explore your options, prepare for a successful job search, update your networking strategy, develop a successful resume, prepare for job interviews and more.

### Success Stories

Please consider sharing your TAA training journey and success stories. Your stories can have an impact and encourage others.

<https://www.careerforcemn.com/careerforce-blog/share-your-success-stories-us>





## GLOSSARY

<b>CareerForce</b>	CareerForce is the name of Minnesota’s workforce development system. CareerForce can help people explore career options, prepare for and execute a successful job search and more. There is no fee for CareerForce services, which are available to all Minnesotans. Find out more at <a href="http://CareerForceMN.com">CareerForceMN.com</a> .
<b>DEED</b>	The Minnesota Department of Employment and Economic Development (DEED) is the state’s principal economic development agency. DEED programs promote business recruitment, expansion, and retention; international trade; workforce development; and community development.
<b>DOL</b>	The Department of Labor is a cabinet-level department of the U.S. federal government, responsible for occupational safety and health, wage and hour standards, unemployment benefits, reemployment services, and occasionally, economic statistics. Many U.S. states also have such departments.
<b>DW Program</b>	The Dislocated Worker (DW) program provides services to workers who have been laid off through no fault of their own
<b>DW Counselor</b>	The Dislocated Worker (DW) staff person assigned to work with you while enrolled in the DW program
<b>Minnesota State</b>	Minnesota State Colleges and Universities system (formerly known as MnSCU) comprised of 30 state colleges and 7 universities with 54 campuses throughout Minnesota
<b>Payment Information</b>	Items such as receipts, bank statements, etc. that are required for TAA to reimburse you for pre-approved costs
<b>Purchase Order</b>	A TAA purchase order is a written authorization that is sent from TAA to the school or another vendor as an agreement to pay for your tuition or other goods/services. The school or the vendor will then send TAA a bill/invoice to receive payment, typically after the term has started or goods have been sent.
<b>Supporting Documents</b>	Documents that state something is required such as a school syllabus or a letter from the school
<b>TAA Program</b>	The Trade Adjustment Assistance program provides services to workers who lose their jobs due to increased foreign trade activity
<b>TAA Specialist</b>	The Trade Adjustment Assistance staff person assigned to work with you while enrolled in the TAA program
<b>TRA</b>	Trade Readjustment Allowance (extended unemployment)-weekly income support payments when in full-time, TAA-approved training
<b>TRIO</b>	The Federal TRIO Programs are federal outreach and student services programs in the United States designed to identify and provide services for individuals from disadvantaged backgrounds. They are administered, funded, and implemented by the United States Department of Education. TRIO is not an acronym; it refers to a number (originally three, now eight) of U.S federal programs to increase access to higher education for economically disadvantaged students.
<b>TPR</b>	Training Progress Report is a required document that your advisor and instructors complete every 60 days while enrolled in TAA training
<b>UI</b>	Unemployment Insurance is a weekly income support payment program administered by each state. In Minnesota, UI is administered by the Department of Employment and Economic Development.





*Minnesota's Career Resource*

[CareerForceMN.com/TAA](http://CareerForceMN.com/TAA)