Trade Adjustment Assistance (TAA) - Frequently Asked Questions

General

Q. What is Trade Adjustment Assistance (TAA)?

Trade Adjustment Assistance (TAA) is a federal program that helps people who lost, or may lose their jobs due to a lack of work either directly or indirectly because of foreign trade. If you are eligible for this program, TAA assistance may include:

- **Help finding and training for a new job.** This can include assessing your skills, career counseling, help with resume writing and interview skills, job referrals and more. For example, TAA can pay for tuition and other expenses involved in obtaining a degree or industry-recognized credential.
- **Transportation and subsistence payments** to help you pay for transportation or living costs when attending training outside your commuting area.
- **Job search allowances** to help pay for some travel expenses to job interviews outside your commuting area.
- **Relocation allowances** to help pay moving expenses for you and your family if you must move outside your commuting area for a new job.
- **Trade Adjustment Allowances (TRA for short).** These weekly allowances are payable after you have exhausted your Unemployment Insurance benefits.
- **Alternate or Re-employment Trade Adjustment Allowances (ATAA or RTAA for short).** If you are at least 50 years of age and you get a new full-time job within the deadline determined by your approved petition number, you may be eligible for these allowances.
  This benefit helps bridge the salary gap between your old and your new job.
- **A Health Coverage Tax Credit (HCTC)** that pays 72.5 percent of qualified health insurance premiums. Go to www.irs.gov/HCTC for more information.

Important: You must meet certain deadlines to qualify for some of these benefits.
For more detailed information about assistance and services you may be eligible for under this program, contact your local New York State Career Center.

Q. How do I qualify for TAA?

To be eligible for TAA benefits, the United States Department of Labor (USDOL) must certify that foreign trade was an important reason that you lost your job. A petition must be filed to receive this certification.

Petition

Q. Who can file a petition?

A petition can be filed by:

- A group of three co-workers from the same firm at the same job location;
- A union official;
- A company official; or
- A representative of a state or local agency at your local New York State Career Center.-

A petition identifies a group of workers at a specific firm or subdivision and covers everyone in that group.

Q. How is a petition filed?

You can get a petition form and filing instructions online at www.doleta.gov/tradeact/petitions.cfm. The petition must be filed with the USDOL within one year of the date you lost your job. Once a valid petition is received by the USDOL, a decision should be made within 40 days.

You may get help with preparing the petition by contacting your local New York State Career Center or the USDOL at 1-888-365-6822.

Q. How can I tell if a petition was filed or if a petition was certified?

There is a list of petitions and certifications on the USDOL website at www.doleta.gov/tradeact.

Q. Is the NYS Department of Labor (NYSDOL) notified when a petition is certified by USDOL?

Yes. USDOL informs the NYSDOL Trade Act Coordinator when petition determinations are made. When a petition is certified, NYSDOL staff contacts the employer to request a list of all the affected workers and the reason for their layoff.

Contacts

Q. Will I be contacted by NYSDOL after the petition is certified by USDOL?

Yes. You will receive a Request for Determination to Trade Adjustment Assistance (TAA Application Form TA720) by mail once you are laid off and your name is reported to NYSDOL by your employer. The application is used to determine your eligibility for TAA benefits. If you receive an application for TAA, you must complete the form and return it promptly.

Once your entitlement to TAA benefits is determined, you will be mailed a Determination of Entitlement to Trade Adjustment Assistance (Form TA722).

If you were laid off due to a lack of work either directly or indirectly because of foreign trade, but have not received either an application for TAA or a determination of entitlement for TAA, call the NYSDOL Special Programs Unit at (518) 485-1597.

Q. What should I do after being notified that I am entitled to TAA?

You must contact your local New York State Career Center as soon as possible to determine what benefits and services you may receive. Do not wait until you have exhausted your Unemployment Insurance benefits.

Q. When should I contact my local NYS Career Center about my TAA benefits?

Contact the NYS Career Center immediately after receiving a Determination of Entitlement to Trade Adjustment Assistance (Form TA722) in order to plan the use of your benefits.

Q. How do I find a local NYS Career Center?

To find the NYS Career Center nearest you, go to http://labor.ny.gov/career-center-locator/, or call the NYSDOL Contact Center at 1-888-469-7365 and choose option 4.

TAA Training

Q. What are the criteria for approved training under the TAA program?

To receive paid training under this program, you must meet the following criteria:

- No suitable employment is available for you;
- You will benefit from the training;
- There is a reasonable expectation of re-employment following the completion of training;
- You are qualified to undertake and complete the training;
- Training is reasonably available; and
- Training is appropriate and available at a reasonable cost.

Q. Does my training benefit expire?

No. Your training benefit (paid tuition and related expenses) has no expiration date, provided that the federal government continues to provide funding for the TAA program.

Q. If I am receiving Unemployment Insurance benefits while in TAA-approved training, do I have to complete a 599 training application?

No. A 599 application should not be submitted if you are in TAA-approved training. The only exception is if you are not eligible for Trade Readjustment Allowances; in this case participating in the 599 program may benefit you.

Q: If I have been approved for TAA training, how do I claim weekly Unemployment Insurance benefits?

Continue to claim your weekly Unemployment Insurance benefits on the Web or through the Tel-Service phone line. However, once your TAA-approved training begins, you will be asked a different set of questions when you claim weekly benefits. If your training has started, but you are still asked about your job search when you claim weekly benefits, call the NYS Special Programs Unit at (518) 485-1597.

Trade Readjustment Allowances (TRA)

Q: What are Trade Readjustment Allowances (TRA), and am I eligible?

TRA benefits are weekly monetary payments to those who are enrolled in a full-time, **approved** training program. TRA benefits allow workers who are in approved training or actively seeking work to receive additional benefit payments after regular Unemployment Insurance benefits are exhausted.

To be eligible for TRA, you must have:

- Worked for the trade-affected employer for a minimum of 26 weeks during the 52-week period prior to your layoff;
- Earned more than $30 in each of those 26 weeks;
- Been totally separated (laid off) from the trade-affected employer due to a lack of work; and
- Been enrolled in TAA-approved training, or issued a waiver from training on or before your training enrollment deadline date.

TRA may include Basic TRA allowances, Additional TRA allowances, and Completion TRA.

Q. What does "enrolled in TAA-approved training" mean?

"Enrolled in TAA-approved training" means that:

- Your application for training was approved by the NYSDOL TAA Unit Central Office;
- The training institution has furnished written notice to your local Career Center that you were accepted into the approved program; and
- Your training will begin within 30 days.

Q. What is the training enrollment deadline?

This is the date by which you must be waived from or enrolled in TAA-approved training in order to collect TRA. This date is calculated based on your approved petition number. Below is a chart that shows petition numbers and how the training enrollment deadline is calculated for each petition series.

Petition Numbers: 60,000 through 69,999	Petition Numbers: 70,000 through 79,999	Petition Numbers: 81,000 through 84,999 And 90,000 and up	Petition Numbers: 85,000 through 85,999
Workers must be enrolled in training or on a waiver from training eight weeks after petition certification or 16 weeks after the most recent qualifying separation date, whichever is later.	Workers must be enrolled in training or on a waiver from training 26 weeks after petition certification or the most recent qualifying separation date, whichever is later.	Workers must be enrolled in training or on a waiver from training 26 weeks after petition certification or the most recent qualifying separation date, whichever is later.	Workers must be enrolled in training or on a waiver from training eight weeks after petition certification or 16 weeks after the most recent qualifying separation date, whichever is later.

Note: You may still enroll in training after the training enrollment deadline date. However, you will not be eligible for TRA.

Q. What are Basic TRA benefits?

Basic TRA benefits are weekly allowances that are payable for up to 26 weeks after your regular Unemployment Insurance benefits are exhausted. To receive all 26 weeks of basic TRA, you must be either enrolled in TAA-approved training or waived from training on or before your training enrollment deadline. These benefits are only payable during the two-year period that follows your most recent qualifying separation from your trade-affected employer.

Q. What are Additional TRA benefits?

Additional TRA benefits are weekly allowances payable for 52 to 78 weeks after you have exhausted your rights to Basic TRA. The number of payable weeks is calculated based on your approved petition number and the length of your training. You must be in full-time, approved training. You also must meet certain deadlines, and the deadlines are specific to the regulation under which your petition is certified. The Additional TRA period starts the week after you exhaust your rights to Basic TRA or when your TAA-approved training starts, whichever is later.

Below is a chart that shows petition numbers and the number of weeks of Additional TRA payable under each petition series.

Petition #	60,000 through 69,999	70,000 through 79,999	81,000 through 84,999 and 90,000 and up	85,000 through 85,999
Maximum payable weeks of Additional TRA	52	78	65	65
Maximum time period allowed to claim Additional TRA	52	91	78	78

Q. What are Completion TRA benefits?

Completion TRA benefits are weekly allowances payable for up to 13 weeks over a 20-week period. It may only be payable if you are entitled under petition series 80,000 and up. You must be in full-time, approved training, and you must have exhausted your rights to Additional TRA. You also must meet the required benchmarks. All benchmarks will be verified by your career advisor at your local NYS Career Center. In addition, the last Completion TRA payment must be for the final week of your approved training.

Q. Do I need to be a full-time student in order to be eligible for TRA while in training?

Yes. You cannot collect TRA while in part-time training unless you are completing your last semester or term of your TAA-approved training program.

Q. What is considered full-time training?

Your training provider defines if your training is as either full-time or part-time. If your training is defined as full-time by your training provider, you will be required to submit verification in writing from your training provider.

If your training provider does not define the training program as either full-time or part-time, then NYSDOL will define it as having a minimum of 12 credits or 12 classroom hours each week.

Q. Will I be eligible for TRA benefits while I am on a school break?

The duration of a school break includes all calendar days, beginning with the first day of the break and ending with the last day of the break, as detailed in the training provider's schedule.

- If your school break during approved training is 30 days or less, not counting weekends and public holidays when training is not normally in session, you are still eligible for TRA benefits. However, you must indicate on your weekly certification coupon that you are on a school break, and you must provide the start and end dates of the school break.
- If your school break is more than 30 days, not counting weekends and public holidays, you will not be eligible for TRA benefits for the duration of the school break. If your approved training plan includes two or more training providers, you may not be eligible for TRA benefits if you are on a school break of more than 30 days after completing a course with one training provider and beginning a course with a different one.

Certification Coupon & Payment

Q. My Unemployment Insurance benefits will end soon. How do I claim TRA benefits?

If you have met, or will meet, the required deadlines for TRA, you should receive the certification coupons by the time you exhaust your Unemployment Insurance benefits. If you do not receive the certification coupons, call the NYSDOL Special Program Unit at 518-485-1597.
There are two types of certification coupons:

- *TA923.1:* If you are in TAA-approved training, you must submit TA923.1, "Weekly Request for Payment by Worker in Training," to start receiving TRA benefits. This coupon must be signed by your training provider.
- *TA952.1:* If you are not in TAA-approved training, you must submit TA952.1, "Weekly Request of Payment and Record of Job Search," to start receiving TRA benefits.

You must meet specific deadlines. These deadlines are calculated based on your approved petition number. In addition, you must submit a current training schedule and all past grades in order to be eligible for TRA benefits. To remain eligible for TRA benefits, you must submit updated schedules and grades for each term, session, or semester.

Q. When should my school official or training provider sign my certification coupons?

Your certification coupons may be signed as early as your last day of classes during the week you want to claim benefits. Your school official or training provider does not have to wait until the end of the benefit week to sign the form.

Q. Who should sign my certification coupons if my training is online only?

The certification coupons still need to be completed by a school official who can verify your attendance.

Q. When should I submit my weekly certification coupon?

Each certification week begins on a Monday and ends on a Sunday. You can fill out the certification coupon on the Monday following the week for which you are claiming benefits, and submit it immediately. The certification coupon must be filled out completely, signed, and faxed to: (518) 457-9492, or mailed to:

NYS Department of Labor
TRA Unit
State Office Building
Campus Room 226
Albany, NY 12212-5129

Q. I have submitted my 12240. Do I need to keep a copy?

Yes. If any information is missing or incorrect, you will be required to correct and resubmit the coupon.

Q. I have submitted my certification coupon. How long does it take for me to receive my TRA payment?

It takes seven to ten business days from the day your TRA certification coupon is received and approved for payment. There may be a delay in payment following a public holiday.

Q. I have set up a direct deposit account to receive my Unemployment Insurance benefits. Can I continue to use this account to receive TRA benefits?

Yes. You can continue using the same direct deposit account to receive your TRA benefits.

Job Search Allowance

Q. What is Job Search Allowance?

Job Search Allowance offers reimbursement for a percentage of your travel expenses when you must travel outside your commuting area for a job search. In most cases, this would be to attend a pre-scheduled and verifiable interview with an employer. The maximum amount of Job Search Allowance is calculated based on your approved petition number.
You must file an application with your career advisor for the Job search Allowance *before* your job search. There are deadlines for applying for Job Search Allowance. An application must be filed with your career advisor either:

- Within one year of your petition certification or your last total separation from your certified employer; or
- Within six months after completion of your TAA-approved training program.

Below is a chart that shows petition numbers and the maximum Job Search Allowance under each petition series.

Petition #	60,000 through 69,999	70,000 through 79,999	81,000 through 84,999 and 90,000	85,000 through 89,999
Maximum Job Search Allowance	90% of covered expenses up to $1,250	100% of covered expenses up to $1,500	90% of covered expenses up to $1,250	90% of covered expenses up to $1,250

Relocation Allowance

Q. What is Relocation Allowance?

Relocation Allowance helps defray the cost of relocation when:

- You cannot reasonably be expected to find suitable employment in the commuting area in which you reside; and
- You have found suitable, long-term employment in an area (within the United States) in which you wish to relocate.

The allowance includes reimbursement of a percentage of reasonable and necessary expenses incurred in transporting you, your family, and up to 18,000 pounds of household goods. An additional lump-sum payment to help defray the costs of relocation is also payable. This lump-sum payment is equal to three times your average weekly wage, up to a maximum of $1,250 or $1,500, depending upon your approved petition number.

To be eligible, you must submit a Relocation Allowance application with your local NYS Career Center before you relocate. There are deadlines for applying for Relocation Allowance. An application for relocation allowance must be made before one of the following dates, whichever is later:

- The 425th day after the date of your petition certification;
- The 425th day after the date of your last separation from your trade-impacted employer; or
- The 182nd day after the date on which you completed your TAA-approved training program.

Alternative Trade Adjustment Assistance (ATAA) and Re-employment Trade Adjustment Allowance (RTAA)

Q. What is Alternative Trade Adjustment Assistance (ATAA)?

The ATAA program helps workers over 50 years of age by providing a subsidy that pays 50% of the wage difference between their previous employment and new employment. To qualify, you must be entitled under petition numbers 60,000 to 69,999, or 85,000 to 89,999. The petition number you are entitled under can be found on your Notice of Entitlement (Form TA722).

To qualify for ATAA, you must be:

- Determined entitled to TAA and ATAA on Form TA722;
- Employed full-time within 26 weeks from your last day of work with the trade-affected employer;
- At least 50 years old when you start your new job; and
- Expected to earn an annual salary that is less than what you earned with the trade-affected employer **and** less than $50,000 a year.

Q. What is Re-employment Trade Adjustment Assistance (RTAA)?

The RTAA program helps workers over 50 years of age by providing a subsidy that pays 50% of the wage difference between their previous employment and new employment. To qualify, you must be entitled under petition numbers 70,000 to 84,999 and 90,000 and up. The petition number you are entitled under can be found on your Notice of Entitlement (Form TA722).

To qualify for RTAA, you must be:

- Determined entitled to TAA and RTAA on Form TA722;
- Employed full-time, or employed at least 20 hours per week and attending full-time TAA-approved training, or working two part-time jobs that add up to full-time hours;
- At least 50 years old; and
- Expected to earn an annual salary that is less than what you earned with the trade-affected employer **and** less than $50,000* a year.

*$55,000 for petition numbers 70,000 – 80,000