

# Trade Adjustment Assistance Rapid Response Process Outline

## Rapid Response Activities are Required for all Trade Impacted Events

State level includes all events of 25 or more workers,

Local events are less than 25 workers.

Per the Governor's Agreement with the Secretary of Labor, Trade Rapid Response is to occur upon the filing of a petition.

1. Potential Notification of Trade Impact
  - a. Media
  - b. Notification
    - i. Warn Notice
    - ii. Grantee/Local Workforce Innovation Area (LWIA)
2. Filing of Petition and Posting of Certification should be checked with the following Web sites:
  - a. Illinois Department of Commerce and Economic Opportunity, Office of Employment and Training (Commerce) Web site or staff notification
  - b. DOL Web site
3. Commerce Regional Representative Rapid Response Staff activities:
  - a. Investigates event gathering details
  - b. Notifies Grantee/LWIA of event
  - c. Gathers company specific data and demographics for Initial On-Site Meeting by making contact with company or employee representative
  - d. Coordinates Initial On-Site Meeting with company, IDES, and Grantee/LWIA
  - e. For events of less than 25 all Rapid Response activities will be conducted by the Grantee/LWIA.
4. Commerce and/or Grantee/LWIA will submit Trade petitions as follows:
  - a. Commerce will submit petitions to USDOL for layoffs of 25 and more workers
  - b. Grantee/LWIA will submit Trade petitions to USDOL for layoffs less than 25 (even if the worker group is one worker)
  - c. Commerce Rapid Response staff will offer any necessary assistance regardless of the size of the event
5. When a layoff occurs and Trade certification is probable, Commerce will schedule a Layoff Workshop Rapid Response meeting with the employer and mandated partners for events of 25 and more. Grantee/LWIA will be responsible for scheduling workshops with mandated partners for events of less than 25. Rapid Response mandated partners include:
  - a. Department of Commerce Economic Opportunity (Commerce)
  - b. Illinois Department Employment Security (IDES)
  - c. Grantee/LWIA
6. United States Department of Labor posts filed petitions and certifications on their Web site [https://www.doleta.gov/tradeact/taa/taa\\_search\\_form.cfm](https://www.doleta.gov/tradeact/taa/taa_search_form.cfm)
7. Commerce notifies Grantee/LWIA and IDES of the certification
8. IDES provides COMMERCE with the employee list who then shares it with Grantee/LWIA
9. Employee outreach may occur with the following scenarios:

- a. If employees are still working; and a non-Trade Layoff Workshop Rapid Response meeting has already occurred at the company; then Commerce, Grantee/LWIA, IDES, and the employer human resource department will work collaboratively to initiate outreach and invitations for Trade Rapid Response.
  - b. If the customers have been laid-off, IDES and Grantee/LWIA are responsible for outreach and invitations. Commerce, Grantee/LWIA, and IDES are responsible for:
    - i. Setting dates for Trade Rapid Response informational meeting
    - ii. Contacting workers following the Layoff Workshop Rapid Response meeting
    - iii. At the Trade Rapid Response Workshop, the Grantee/LWIA schedules appointments with Grantee/LWIA for intake
10. Layoff Workshop Rapid Response Meeting Overview
- a. Commerce representative gives a high level overview of TAA services and available locations for services
  - b. IDES provides an overview of unemployment insurance, Reemployment Trade Adjustment Assistance (RTAA), and Trade Readjustment Allowance (TRA)
  - c. Grantee/LWIA reads the BRO document with participants that are part of the certified worker group or a pending worker group. Each participant must sign the Benefit Rights and Obligations (BRO) signature page during this meeting and be provided a copy of the signed BRO
  - d. Where available, facilitate the registration of an Illinois workNet account
  - e. Workshops can be customized with other community partners as appropriate and/or needed, i.e. USDOL, Illinois Department of Insurance.
11. Commerce and Grantee/LWIA will complete required Dislocation Event Tracking System DETS entries:
- a. Commerce will make DETS entries for events of 25 or more employees
  - b. Grantee/LWIA will make DETS entries for all events of less than 25 employees