

POTENTIAL SUSPENSION REQUEST INSTRUCTIONS PARTICIPANT DID NOT MEET ONE OF THE QUALIFYING REQUIREMENTS FOR ELIGIBILITY IN A TRADE/TRA PROGRAM

Complete the **Trade Potential Suspension Letter Commerce/Trade Form #003c (Potential Suspension Letter)** marking the box for **Participant did not meet one of the qualifying requirements for eligibility in a Trade/TRA Program**.

Send the **Potential Suspension Letter** to the participant.

The start date of the letter must match the start date of entry of the **Potential Suspension Request Status Record**.

Trade Potential Suspension Letter

Date: / /

Participant Name:

Mailing Address:

City, State, Zip:

It has been determined you have not met all eligibility requirements to qualify for and maintain benefits in the Trade/TRA Program. Contact was previously made to inform you of this determination and request additional information or documentation. All documentation and information provided has been reviewed, however it does not support your continued participation and receipt of benefits.

This letter serves as notification that the Illinois Department of Employment Security will investigate your eligibility for benefits from the Trade/TRA Program due to the following reason:

- Participant was provided a waiver from training and refused suitable employment.
- Participant enrolled in training but failed to start.
- Participant failed to maintain full-time or part-time (as appropriate) status in a training program. Participant failed to attend all scheduled training classes and other training activities scheduled by the training institution in any week of the training program.
- Participant did not meet one of the qualifying requirements for eligibility in a Trade/TRA Program.
- Participant is non-compliant with Trade training requirements (including alleged fraud).
- Participant has failed to meet required Training Benchmarks and Completion TRA is in jeopardy.
 - Training Plan will be modified. Training Plan cannot be modified.

APPEAL RIGHTS
If you disagree with this determination, you may complete and submit a request for reconsideration/appeal. A letter will suffice if you do not have an agency form. Your request must be filed with the Illinois Department of Employment Security ("IDES") within thirty (30) calendar days after the date at the top of this letter. If the last day for filing your request is a day that IDES is closed, the request may be filed on the next day that IDES is open. Please file the request by mail to: IDES P.O. Box 19509 Springfield, IL 62794 or fax to: 217-557-4913. Any request submitted by mail must bear a postmark date within the applicable time limit for filing.

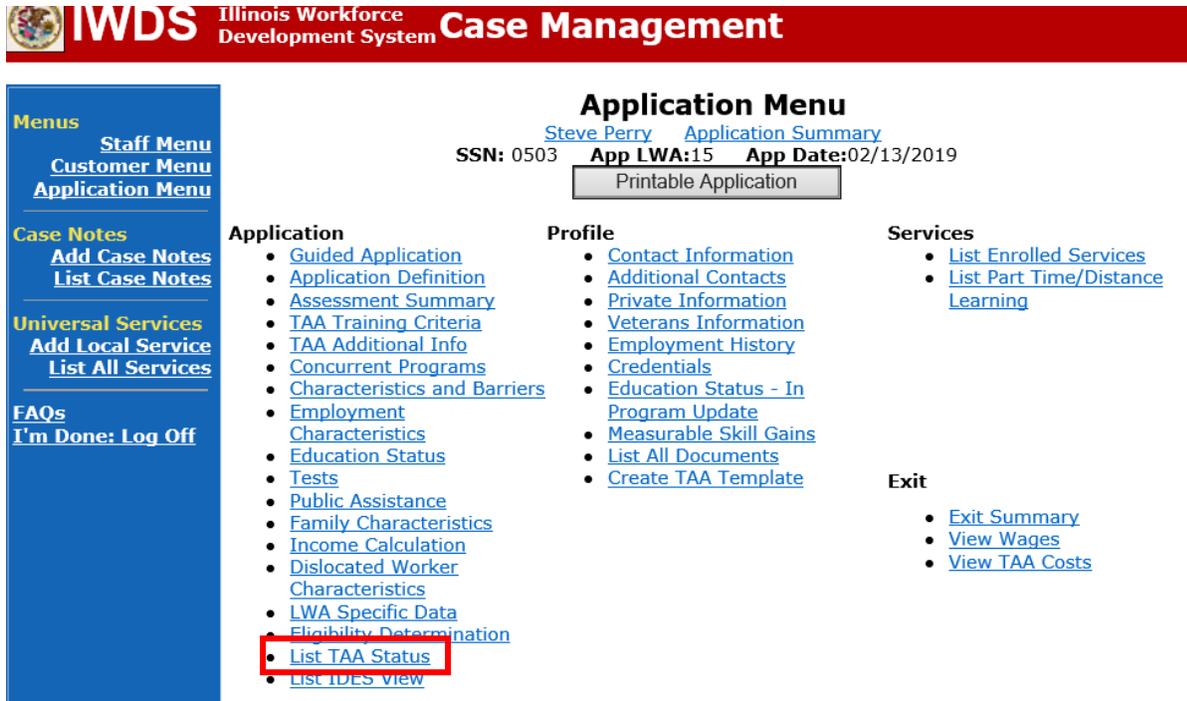
If you have any questions, please call me at () - Ext.
(Telephone Number)

Printed Name of Career Planner

Signature of Career Planner

Date

Enter a **Potential Suspension Request Status Record** in IWDS.
Click **List TAA Status** on the **Application Menu** on the **TAA Application** for the participant.



The screenshot shows the IWDS Case Management interface. At the top, there is a red header with the IWDS logo and the text "Illinois Workforce Development System Case Management". Below the header, the main content area is titled "Application Menu" and displays user information: "Steve Perry", "Application Summary", "SSN: 0503", "App LWA:15", and "App Date:02/13/2019". A "Printable Application" button is visible. The interface is divided into three columns of links: "Application", "Profile", and "Services". The "Application" column contains a list of links, with "List TAA Status" highlighted by a red box. The "Profile" column contains a list of links related to the user's profile. The "Services" column contains a list of links related to the user's services. On the left side, there is a blue sidebar with a "Menus" section containing "Staff Menu", "Customer Menu", and "Application Menu". Below this, there are sections for "Case Notes", "Universal Services", and "FAQs".

Case Management

Application Menu

Steve Perry Application Summary
SSN: 0503 App LWA:15 App Date:02/13/2019
Printable Application

Application

- [Guided Application](#)
- [Application Definition](#)
- [Assessment Summary](#)
- [TAA Training Criteria](#)
- [TAA Additional Info](#)
- [Concurrent Programs](#)
- [Characteristics and Barriers](#)
- [Employment Characteristics](#)
- [Education Status](#)
- [Tests](#)
- [Public Assistance](#)
- [Family Characteristics](#)
- [Income Calculation](#)
- [Dislocated Worker Characteristics](#)
- [LWA Specific Data](#)
- [Eligibility Determination](#)
- **List TAA Status**
- [List IDES view](#)

Profile

- [Contact Information](#)
- [Additional Contacts](#)
- [Private Information](#)
- [Veterans Information](#)
- [Employment History](#)
- [Credentials](#)
- [Education Status - In Program Update](#)
- [Measurable Skill Gains](#)
- [List All Documents](#)
- [Create TAA Template](#)

Services

- [List Enrolled Services](#)
- [List Part Time/Distance Learning](#)

Exit

- [Exit Summary](#)
- [View Wages](#)
- [View TAA Costs](#)

Menus

- [Staff Menu](#)
- [Customer Menu](#)
- [Application Menu](#)

Case Notes

- [Add Case Notes](#)
- [List Case Notes](#)

Universal Services

- [Add Local Service](#)
- [List All Services](#)

FAQs

I'm Done: [Log Off](#)

Click Add TAA Status.



Menus
[Staff Menu](#)
[Customer Menu](#)
[Application Menu](#)

Case Notes
[Add Case Notes](#)
[List Case Notes](#)

Universal Services
[Add Local Service](#)
[List All Services](#)

FAQs
[I'm Done: Log Off](#)

List TAA Status

[Steve Perry](#) [Application Summary](#)

SSN: 0503 App LWA:15 App Date:02/13/2019

	Start Date	End Date	Status	Approval Status	Last Updated By	Date
<input type="button" value="View"/>	12/15/2021	12/15/2021	Payable Training Interruption		Sheila Sloan	12/15/2021
<input type="button" value="View"/>	12/15/2021		Potential Suspension Request	Pending Approval	Sheila Sloan	12/15/2021
<input type="button" value="View"/>	12/06/2021		Returned to Work		Sheila Sloan	12/08/2021
<input type="button" value="View"/>	12/01/2021	12/11/2021	Ceased Participation in Training		Sheila Sloan	12/15/2021
<input type="button" value="View"/>	12/01/2021		In Training		Sheila Sloan	12/10/2021
<input type="button" value="View"/>	11/30/2021	12/01/2021	Enrolled in Training - Not Yet Started	Approved	Sheila Sloan	12/10/2021
<input type="button" value="View"/>	02/13/2019	04/14/2019	Waiver from Training Requirement	Approved	Sheila Sloan	02/25/2019
<input type="button" value="View"/>	02/13/2019		IEP	Approved	Sheila Sloan	11/30/2021

Select **Potential Suspension Request** for the **Status**.

Enter the **Status Start Date**. The start date is the date of entry (this should also match the date of the **Potential Suspension Letter**).

Select **Failed to meet the qualifying requirements of TRA/TAA** as the **Suspension Request Reason**.

Enter a dated comment in the **Comment Box** explaining the reason for the **Potential Suspension Request**.

IWDS Illinois Workforce Development System **Case Management**

Maintain TAA Status
[Steve Perry](#) [Application Summary](#)
SSN: 0503 App LWA:15 App Date:02/13/2019

TAA Petition Number: 90900 TAA Act: 2015
Employer Name: Caterpillar

Status: Potential Suspension Request

Status Start Date:

Status End Date:

Waiver Reason:

Suspension Request Reason: **Reason:**

Comments:

IEP Amount Approved:

Revocation Reason:

TAA Return to work Part Time:

Qualifies Under 45 Day Extension:

Qualifies Under 60 Day Extension:

Qualifies Under Federal Good Cause Provision:

Qualifies Under Equitable Tolling:

Here is the screen after a completed entry of a **Potential Suspension Request**.

IWDS
Illinois Workforce Development System
Case Management

Menus

[Staff Menu](#)

[Customer Menu](#)

[Application Menu](#)

Case Notes

[Add Case Notes](#)

[List Case Notes](#)

Universal Services

[Add Local Service](#)

[List All Services](#)

FAQs

[I'm Done: Log Off](#)

Maintain TAA Status

[Steve Perry](#) [Application Summary](#)
SSN: 0503 **App LWA:**15 **App Date:**02/13/2019

TAA Petition Number: 90900 **TAA Act:** 2015
Employer Name: Caterpillar

Status: Potential Suspension Request
Entry Date: 12/15/2021
Status Start Date: 12/15/2021
Status End Date:

Suspension Request Reason: Benchmarks Not Met, No Completion TRA

Comments:

Participant failed to meet two benchmarks. Training Plan cannot be modified.

Created By: Sheila Sloan **Date Created:** 12/15/2021
Last Updated By: Sheila Sloan **Date Last Updated:** 12/15/2021

Approval Type	Approver	Approved/Denied Date	Approval Status
Original			Pending Approval

Doc ID	Screen	Document Type	Date Stored	Date Reviewed	Reviewed By
There is nothing to display.					

Add **Case Management Services** in IWDS on the WIOA and Trade applications based on the following:

For participants covered by certifications numbered up to 97,999:

Trade Application Entry (Add Additional Episode to Trade Case Management Service Record)

Click **List Enrolled Services** on the **Application Menu** on the **TAA Application** for the participant.

IWDS Illinois Workforce Development System **Case Management**

Application Menu
Steve Perry Application Summary
SSN: 0503 App LWA:15 App Date:02/13/2019
Printable Application

Menus
Staff Menu
Customer Menu
Application Menu

Case Notes
Add Case Notes
List Case Notes

Universal Services
Add Local Service
List All Services

FAQs
I'm Done: Log Off

Application

- [Guided Application](#)
- [Application Definition](#)
- [Assessment Summary](#)
- [TAA Training Criteria](#)
- [TAA Additional Info](#)
- [Concurrent Programs](#)
- [Characteristics and Barriers](#)
- [Employment Characteristics](#)
- [Education Status](#)
- [Tests](#)
- [Public Assistance](#)
- [Family Characteristics](#)
- [Income Calculation](#)
- [Dislocated Worker Characteristics](#)
- [LWA Specific Data](#)
- [Eligibility Determination](#)
- [List TAA Status](#)
- [List IDES View](#)

Profile

- [Contact Information](#)
- [Additional Contacts](#)
- [Private Information](#)
- [Veterans Information](#)
- [Employment History](#)
- [Credentials](#)
- [Education Status - In Program Update](#)
- [Measurable Skill Gains](#)
- [List All Documents](#)
- [Create TAA Template](#)

Services

- [List Enrolled Services](#)
- [List Part Time/Distance Learning](#)

Exit

- [Exit Summary](#)
- [View Wages](#)
- [View TAA Costs](#)

Click on Trade Case Management – TAA.

**IWDS** Illinois Workforce Development System **Case Management**

Services
[Steve Perry](#) [Application Summary](#)
SSN: 0503 App LWA:15 App Date:02/13/2019

3 found Page 1 of 1

Start Date	End Date	Service Provided	Status	Created By
10/25/2020	10/25/2020	Trade Case Management - TAA	Successful Completion	Sheila Sloan
02/13/2019		Individual Employment Plan - TAA	Open	Sheila Sloan
02/13/2019	04/14/2019	Issued Waiver - TAA	Successful Completion	Sheila Sloan

Page 1 of 1

Menus
[Staff Menu](#)
[Customer Menu](#)
[Application Menu](#)

Case Notes
[Add Case Notes](#)
[List Case Notes](#)

Universal Services
[Add Local Service](#)
[List All Services](#)

FAQs
[I'm Done: Log Off](#)

Click **Add Additional Episode**.

Menus
[Staff Menu](#)
[Customer Menu](#)
[Application Menu](#)

Case Notes
[Add Case Notes](#)
[List Case Notes](#)

Universal Services
[Add Local Service](#)
[List All Services](#)

FAQs
[I'm Done: Log Off](#)

Edit Required Activity Information

[Steve Perry](#) [Application Summary](#)
SSN: 0503 App LWA:15 App Date:02/13/2019

Created By: Sheila Sloan
Date Created: 10/29/2020
Last Updated By: Sheila Sloan
Last Updated: 10/29/2021
Approved/Denied By:
Approved/Denied Date:
Title: TAA
Service Level: Employment and Case Management
Activity: Trade Case Management **Same Day Service**
***Grant:** 17661015-United Workforce Development Board aka Career Link
Provider: *1502-00 Carl Sandburg College
Start Date: 10/25/2020
End Date: 10/25/2020
Current Status: Successful Completion
***Weekly Hours:** 10.0
*** Bridge Program Activity?:** No
Comments:
TAA Services Completed: *Click Confirm when all TAA Services have been completed*

Complete the following fields:

Contact Date – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

Program – Select **TAA/NAFTA** from the drop down list.

Note Category – Select the appropriate entry from the drop down list.

Confidential – Select **Yes** or **No** to indicate if the case note is confidential.

Note Subject – Enter a subject for the case note that describes what service is being provided.

Case Note – Enter a detailed case note detailing the circumstance of the **Potential Suspension Request** and the date the **Potential Suspension Letter** was sent to the participant.

Click **Save and Return**.

The screenshot shows the IWDS (Illinois Workforce Development System) Case Management interface. On the left is a blue navigation menu with links for Staff Menu, Customer Menu, Application Menu, Case Notes, Universal Services, and FAQs. The main content area has a yellow informational message about Case Notes. Below that is the 'Add Case Note' form for staff member Sheila Sloan. The form includes fields for Contact Date (11/01/2021), Program (TAA/NAFTA), Note Category (Case Note Supporting Same Day Service), Confidential (No), Note Subject (Case Management Services), and Case Note (Provided Case Management Service to participant.). A 'Save and Return' button is at the bottom.

Informational Message:
A Case Note needs to be completed when an Additional Episode is added to a Same Day Service on this application. Please enter the required fields, then click on Save and Return to complete this Case Note record. When you click on Save and Return, a Case Note will be added for this Same Day Service and the Same Day Service End Date will be updated with the Case Note Contact Date you enter on this screen.

Add Case Note
[Steve Perry](#) [Application Summary](#)
Staff Name: [Sheila Sloan](#)

*Contact Date: 11/01/2021
Program: TAA/NAFTA ▾
*Note Category: Case Note Supporting Same Day Service ▾
*Confidential: No ▾
*Note Subject: Case Management Services
*Case Note: Provided Case Management Service to participant.
Save and Return

NOTE: The End Date for the Trade Case Management – TAA Service Record has updated with the current date of the entry that was just made.

The screenshot shows the IWDS Case Management interface. At the top, there is a red header with the IWDS logo and the text "Illinois Workforce Development System Case Management". Below this, the user's name "Steve Perry" and "Application Summary" are displayed, along with "SSN: 0503", "App LWA:15", and "App Date:02/13/2019". There are three buttons: "Add Enrolled Service", "Printable Services", and "Return".

On the left side, there is a blue sidebar menu with the following items: "Menu", "Staff Menu", "Customer Menu", "Application Menu", "Case Notes", "Add Case Notes", "List Case Notes", "Universal Services", "Add Local Service", "List All Services", "AQs", and "Item Done: Log Off".

The main content area shows a table of services. The table has the following columns: "Start Date", "End Date", "Service Provided", "Status", and "Created By". There are 3 entries found, and this is Page 1 of 1.

Start Date	End Date	Service Provided	Status	Created By
10/25/2020	11/01/2021	Trade Case Management - TAA	Successful Completion	Sheila Sloan
02/13/2019		Individual Employment Plan - TAA	Open	Sheila Sloan
02/13/2019	04/14/2019	Issued Waiver - TAA	Successful Completion	Sheila Sloan

Below the table, there are three buttons: "Add Enrolled Service", "Printable Services", and "Return".

WIOA Application: No entry.

For participants covered by certifications numbered 98,000+ (2021R):

Trade Application: No entry.

WIOA Application Entry (Add a New Episode to the Career Planning (Case Management) Service Record).

Click **List Enrolled Services** on the **Application Menu** on the **WIOA Application** for the participant.

The screenshot shows the IWDS Case Management interface. At the top is a red header with the IWDS logo and the text "Illinois Workforce Development System Case Management". Below this is a blue sidebar menu with options like "Staff Menu", "Customer Menu", "Application Menu", "Case Notes", "Universal Services", and "FAQs". The main content area is titled "Application Menu" and displays user information: "Steve Perry", "Application Summary", "SSN: 0503", "App LWA:15", and "App Date:02/13/2019". There is a "Printable Application" button. Below the user info are three columns of links: "Application" (e.g., Guided Application, Application Definition), "Profile" (e.g., Contact Information, Additional Contacts), and "Services" (e.g., List Enrolled Services, ITA Characteristics). The "List Enrolled Services" link in the Services column is highlighted with a red box. An "Exit" section with links like "Exit Summary" and "View Wages" is also visible.

Click on **Career Planning (Case Management) – 1DC**.



Menus
[Staff Menu](#)
[Customer Menu](#)
[Application Menu](#)

Case Notes
[Add Case Notes](#)
[List Case Notes](#)

Universal Services
[Add Local Service](#)
[List All Services](#)

FAQs
[I'm Done: Log Off](#)

Services

[Steve Perry](#) [Application Summary](#)

SSN: 0503 App LWA:15 App Date:02/13/2019

1 found Page 1 of 1

Start Date	End Date	Service Provided	Status	Created By
11/01/2021	11/01/2021	Career Planning (Case Management) - IDC	Successful Completion	Sheila Sloan

Page 1 of 1

Click **Add Additional Episode**.



Menus
[Staff Menu](#)
[Customer Menu](#)
[Application Menu](#)

Case Notes
[Add Case Notes](#)
[List Case Notes](#)

Universal Services
[Add Local Service](#)
[List All Services](#)

FAQs
[I'm Done: Log Off](#)

Edit Required Activity Information

[Steve Perry](#) [Application Summary](#)

SSN: 0503 App LWA:15 App Date:02/13/2019

Created By: Sheila Sloan
 Date Created: 11/01/2021
 Last Updated By: Sheila Sloan
 Last Updated: 11/01/2021
 Title: IDC
 Service Level: Career Services
 Activity: Career Planning (Case Management) **Same Day Service**
 *Grant:
 Provider: *[1537-00 Bradley University](#)
 Start Date: 11/01/2021
 End Date: 11/01/2021
 Current Status: Successful Completion
 Comments:

Complete the following fields:

Contact Date – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

Program – Select **WIOA** from the drop down list.

Note Category – Select the appropriate entry from the drop down list.

Confidential – Select **Yes** or **No** to indicate if the case note is confidential.

Note Subject – Enter a subject for the case note that describes what service is being provided.

Case Note – Enter a detailed case note detailing the circumstance of the **Potential Suspension Request** and the date the **Potential Suspension** Letter was sent to the participant.

Click **Save and Return**.

The screenshot shows the IWDS Case Management interface. At the top is a red header with the IWDS logo and the text "Illinois Workforce Development System Case Management". On the left is a blue sidebar menu with options: "Menus" (Staff Menu, Customer Menu, Application Menu), "Case Notes" (Add Case Notes, List Case Notes), "Universal Services" (Add Local Service, List All Services), and "FAQs" (I'm Done: Log Off). The main content area features a yellow "Informational Message" box stating that a Case Note must be completed when adding an Additional Episode to a Same Day Service. Below this is the "Add Case Note" form for staff member Steve Perry. The form includes fields for Staff Name (Sheila Sloan), Contact Date (11/01/2021), Program (WIOA), Note Category (Case Note Supporting Same Day Service), Confidential status (No), Note Subject (Case Management), and Case Note (11/1/21 Case Management for participant). A "Save and Return" button is at the bottom.

If Illinois is the agent state, the career planner must communicate the **Potential Suspension Request** status for the participant to the Liable State.

IDES Notification of Adjudication

Following the career planner's IWDS entries, the Potential TRA Training/Waiver file Maintenance Report is transmitted to IDES overnight.

Career planner's Follow-Up to IDES Adjudication of the Potential Suspension Request

The career planner will review the IBIS Claimant Issue List Screen for the outcome.

Following IDES adjudication, contact state merit staff for instructions on the next steps to take.