

# IDES Trade Unit

## **RTAA overview training**

## Illinois Department of Employment Security RTAA Application - Approval/Denial

Under the Reemployment Trade Adjustment Assistance (RTAA) program, customers in an eligible worker group who are at least 50 years of age at the time of application and have obtained full-time employment with an employer other than the employer which the worker was separated may receive up to half of the difference between the customer's old wage and the new wage as long as the new annualized salary does not exceed \$50,000. Also, workers who are employed at least 20 hours per week and are enrolled in a Trade approved training program may receive a percentage not to exceed half of the difference between the customer's old wage and the new wage. The wage subsidy may be paid up to a maximum of \$10,000 or for a two-year period, whichever comes first.

**A WORKER WHO HAS NOT RECEIVED TRADE READJUSTMENT ALLOWANCE:**

In the case of a worker who has not received a trade readjustment allowance, the worker may receive RTAA benefits for a period not to exceed 2 years beginning on the earlier of:

- \* the date on which the worker exhausts all rights to unemployment insurance based on the most recent qualifying separation of the worker from the adversely affected employment that is the basis of the certification; or
- \* the date on which the worker obtains reemployment.

**A WORKER WHO HAS RECEIVED TRADE READJUSTMENT ALLOWANCE:**

In the case of a worker who has received a trade readjustment allowance, the worker may receive RTAA benefits for a period of 104 weeks beginning on the date on which the worker obtains reemployment reduced by the total number of weeks for which the worker received such trade readjustment allowance.

*Applications for RTAA benefits can be obtained through the Local Workforce Innovation Area or the Illinois Department of Employment Security (IDES).*

### Customer Information

1. Customer SSN:     -   -	2. RTAA Application Date:     /   /	
3. Last:	First Name:	Middle Initial:
4. Street Address (Residence):		Apt.:
5. City:	6. State:	7. Zip:
8. Phone Number(s): Home (   )   -	Work (   )   -   ext.	Cell (   )   -
9. Email:	10. County (for in-state addresses):	
11. Date of Birth:     /   /	12. Documentation Type:	

### LWIA/IDES Information

13. LWIA Career Planner Name:	
14. LWIA Number:	15. Phone: (    ) -    , ext. Fax: (    ) -
16. Email:	17. IDES Phone Number: (    ) -    , ext.

### Adversely Affected Employer Information

18. Petition Number:	19. Employer Name:
20. Address of Employment: City: _____ State: _____ Zip: _____	
21. Type of Work Performed:	
22. Last Separation Date: / /	
23. Pay Rate: \$ _____ Per <input type="checkbox"/> Hour; <input type="checkbox"/> Week; <input type="checkbox"/> Bi-Weekly; <input type="checkbox"/> Semi Monthly; <input type="checkbox"/> Monthly	24. Full Time Hours For Certified Employer: Documentation Type:
25. Annualized Salary: \$ _____	27. Did the customer have other employment at the time of separation from the certified employer? <input type="checkbox"/> Yes <input type="checkbox"/> No; If Yes, what was the worker's rate of pay during the last week of full-time employment with the certified employer? \$ _____
26. Full-Time Employment: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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### RTAA Employer Information

(Provide the following information for each Employer contributing to the customer's Re-employment to be included in the determination of RTAA eligibility and benefit amounts.)

<b>New Employer #1</b> (Primary Employer)	<b>28. Employer Name (Primary, if multiple):</b>	
	29. Employer Contact Name:	30. Phone: (    ) -    , ext. Fax: (    ) -    ,
	31. Address of Employment: City: _____ State: _____ Zip: _____	
	32. Type of Work Performed:	
	33. Date of Hire:    /    /	34. Documentation Type:
	35. Minimum # Hours Per Pay Period Employer Considers Full Time:	36. Pay Rate: \$            Per <input type="checkbox"/> Hour; <input type="checkbox"/> Week; <input type="checkbox"/> Bi-Weekly; <input type="checkbox"/> Semi Monthly; <input type="checkbox"/> Monthly
	37. Employer Annualized Salary: \$	38. Documentation Type:
	39. Full-Time Employment: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	40. If not full-time employment, is customer working at least 20 hours and enrolled in/attending a Trade approved training? <input type="checkbox"/> Yes <input type="checkbox"/> No. If no, customer is not eligible skip to item #50 and mark the appropriate box.	
	41. If customer is not enrolled in/attending a Trade approved training program does the customer have additional part-time employment to meet the state's definition of full-time employment? <input type="checkbox"/> Yes <input type="checkbox"/> No. If no, customer is not eligible skip to item #50 and mark the appropriate box.	

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**Notice of Certification:** I certify that the preceding information is correct to the best of my knowledge and that there is no intent to commit fraud. Furthermore, I understand that falsifying information or using the funds other than for the intended purpose is felony theft and is punishable under state law by up to 7 years in prison and fines of up to \$25,000. Violators may also face federal felony charges. I have the right to inspect this information and initiate appropriate corrections through the LWIA administering agency. I acknowledge that if the information relating to eligibility determination is false, I may be terminated from my Trade and/or Workforce Innovation Act program. I further certify that I have been informed of my rights to file a complaint.

42. Customer Signature:

Date: / /

### Unemployment Insurance Information

43. Did the customer file a UI claim after separation from the adversely affected employer?  Yes  No.

44. If yes, calculate the earliest date of either the two year period from the RTAA re-employment date or the exhaustion of all unemployment insurance and document the period in the first box of item #50.

45. If no, calculate customer's eligibility period as two years from the RTAA re-employment date and document the period in the first box of item #50.

### TRA Information

46. Did the customer receive a TRA allowance payment?  Yes  No.

47. If yes, calculate the customer's eligibility period as the 104 week period which begins with the RTAA re-employment date reduced by the total number of weeks for which the customer received TRA. Document the period in the first box of item #50.

48. If no, calculate customer's eligibility period as two years from the RTAA re-employment date and document the period in the first box of item #50.

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42. Customer Signature:

Date: / /

43.

44.

45.

46.

47.

48.

**You stop here!** Really, Please, we will do the rest. No need to go further. Don't even worry about it. Consider it ours. Go ahead and take the rest of the application off (but please do send us all 4 pages).

the period in the first box of item #30.

49. Total Annualized Salary Amount:\$

(If this amount exceeds \$50,000 the customer is not eligible.)

50.  Customer **is eligible** for Reemployment Trade Adjustment Assistance (RTAA) for the period from / / through / / or until the receipt of \$10,000 Reemployment Trade Adjustment Assistance subsidy, whichever occurs first.

Customer is **not eligible** for Reemployment Trade Adjustment Assistance (RTAA) for the reason(s) checked below:

The customer was not a member of the certified Worker Group.

The customer was not age 50 at the time of application.

The customer's reemployment date was not within the two year period beginning the date on which the customer exhausted all rights to unemployment insurance based on the separation of the customer from the adversely affected employment that is the basis of the certification.

The customer was not reemployed **full time** as defined by state law.

The customer is expected to earn more than \$50,000 gross wages annually.

The customer returned to employment with the same firm or subdivision.

The customer has not provided required documentation to verify date of birth, or wages at time of most recent qualifying separation, or verification of reemployment and/or wages at reemployment.

The customer's application for RTAA was not filed within the applicable eligibility period.

The customer is not employed the minimum number of part-time hours or is not enrolled/attending a Trade approved training program.

The customer is not a citizen or national of the United States in Satisfactory immigration status.

The customer received more than 104 weeks of TRA.



IDES prints all documents and keeps a manual paper file.

The order of documents is as follows:

1. RTAA application
2. Identification
3. Last FT Stub(s) from Adversely Affected Employer.
4. 1<sup>st</sup> FT stub from Re-employment Employer
5. Email communication print offs for date confirmation.

## Emailing and document transfers

- As of 12/9/21 all RTAA emails should be going to Kurtis Young [Kurtis.Young2@Illinois.gov](mailto:Kurtis.Young2@Illinois.gov) and Erik Hack [Erik.Hack@Illinois.gov](mailto:Erik.Hack@Illinois.gov) *That way we both have the data in case meteors fall from the sky and strike one of us down.*
- We do ask in the subject line that you put RTAA and the first initial and last name and what is being sent, application, paystubs, etc.

Example: **RTAA J. Doe, paystubs**

- Any PII sensitive data must be sent through the Illinois Secure File Transfer program.

**Once a RTAA application has been approved and double checked you will receive a copy of pages 3 & 4 of the application as well as the below note.**

Attached are pages 3 & 4 of the approved RTAA app for: Jane Doe

IWDS Services should now be entered, please use the application approval date on page 4 as the start date of RTAA services in IWDS.

# The day before the first payment.

- The day before the first payment you should receive an email notification like such:

This email is to notify you of the intended first RTAA payment for Jane Doe for tomorrow 12/10/21

This is to ensure IWDS services are in before or on 12/10/21, just not after, due to Federal Reporting Requirements.

Barring unforeseen issues, you will receive the standard email payment notification tomorrow.

You do not need to respond to this email, but please let me know if you have any questions.

Thanks

• Questions?