



TRADE 101



October 14, 2021

What is the Trade Adjustment Assistance Program (TAA)?

- Trade Adjustment Assistance (Trade) and Alternative/Reemployment Trade Adjustment Assistance (ATAA/RTAA) helps trade-affected workers who have lost their jobs because of increased imports or shifts in production out of the United States. Under the Trade Act of 1974, as amended, workers who experience a partial or total separation from employment due to increased imports may apply for Trade, which offers a variety of benefits and reemployment services to help Trade certified workers prepare for and obtain suitable employment. The first step in the process is worker group certification. Once a group of workers is certified, an individual worker may be eligible to receive one or more of the Trade benefits and services.

Current TAA Programs

- 4 programs currently in effect
- 2002 Program
(Certifications 69,999 and below;
80,000 – 80,999)
 - Manufacturing Sector Workers ONLY
- 2009 Program
(Certifications 70,000 – 79,999)
 - Manufacturing sector workers
 - Service sector workers
 - Public sector workers
- 2011/2015 Program
(Certifications 81,000 – 97,999)
 - Manufacturing sector workers
 - Service sector workers
- 2021R Program
(Certifications 98,000+)
 - Manufacturing sector workers ONLY
- NOTE: The whole Trade program is set to expire June 30, 2022, without Congressional action.
- Link to Side-by-Side Comparison
- <https://www.dol.gov/sites/dolgov/files/ETA/tradeact/pdfs/side-by-side.pdf>

Petition/Certification Process

- Should be filed any time after worker separations or a threat of separations begins.
- No later than one year after the earliest date on which workers lost their jobs with the employer.
- A petition may be filed by any one of the following:
 - A group of two or more workers from the same firm.
 - A certified or recognized union, or duly authorized representative of the group of workers.
 - The employer of the group of workers.
 - A State Workforce Official (Department of Commerce and Economic Opportunity (DCEO)/Illinois Department of Employment Security (IDES)).
 - One-stop center operators or one-stop partners (Workforce Innovation and Opportunity Act (WIOA) Local Workforce Innovation Area (LWIA)).
- Once a petition has been filed by any of the above, the US Department of Labor's (USDOL) Office of Trade Adjustment Assistance (OTAA) will initiate an investigation to determine whether the group of workers covered by the petition meets the group eligibility requirements of the Trade Act.

Petition/Certification Process (cont.)

- Link to file a petition online.
 - <https://www.dol.gov/agencies/eta/tradeact>
- A copy of the petition must also be sent to Trade Merit Staff.
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Petition/Certification Process (cont.)

- Notification of TAA Petition Determinations.
 - USDOL
 - Emails petition determinations to DCEO and IDES.
 - IDES
 - Sends out notice to IDES regional staff.
 - Obtains a list of affected employees from company and sends to DCEO.
 - Notifies other states if workers reside outside of Illinois.
 - Sends individual outreach letters to every affected worker.
 - DCEO
 - Notifies Rapid Response Staff to provide Trade specific Rapid Response.
 - Provides list of affected employees to LWIAs.
 - Rapid Response Staff coordinate and conduct Trade Rapid Response Workshops for affected workers.

Petition/Certification Process (cont.)

- Denials
 - Negative Determination of eligibility criteria not met.
 - Workers denied eligibility may:
 - Request administrative reconsideration.
 - Seek judicial review.
 - Seek reemployment services through WIOA's Dislocated Worker program.
 - If the petition is denied, the DCEO Trade Unit will notify the DCEO Regional Rapid Response staff and the LWIA.

Certification

- Understanding the Certification Petition Timeline
 - Petitions generally cover all members of the specific worker group laid off during the three-year period beginning one year before the petition filing and ending two years after the date of the certification.
 - Impact Date – Earliest date layoffs are covered by the certification.
 - Certification Date – Date certified by USDOL.
 - Expiration Date – Generally two years after date of certification. There are exceptions to the two year-period.

Certification (cont.)

- A career planner must know the timeline dates (Impact Date, Certification Date, and Expiration Date) to determine if a participant is part of a worker group, and to determine when a participant must meet the enrollment deadline by either being *Enrolled In Training* or be *Waived from the Training Requirement*.
- The enrollment deadline is either the later of the last day of the 26th week (8th week for 2021R) after the week of issuance of the certification of eligibility covering the worker, or the last day of the 26th week (16th week for 2021R) after the worker's most recent total qualifying separation. (26/26 deadline - Petitions up to 97,999); (8/16 deadline – Petitions 98,000+).
- NOTE: See slides for 2021R Program Differences for changes to the deadlines for 2021R program participants (Petitions 98,000+). See slides 78-80.

Certification (cont.)

Conclusion Paragraph from a certification:

After careful review of the facts obtained in the investigation, I determine that workers of Acuity Brands Lighting, Inc., Juno Lighting division, a subsidiary of Acuity Brands, Inc., including on-site leased workers from Superior Staffing, Des Plaines, Illinois, who are engaged in activities related to the production of lighting fixtures, primarily used in a residential or retail location, meet the worker group certification criteria under Section 222(a) of the Act, 19 U.S.C. § 2272(a). In accordance with Section 223 of the Act, 19 U.S.C. § 2273, I make the following certification: "All workers of Acuity Brands Lighting, Inc., Juno Lighting division, a subsidiary of Acuity Brands, Inc., including on-site leased workers from Superior Staffing, Des Plaines, Illinois, who became totally or partially separated from employment on or after **September 17, 2017**, through two years from the date of certification, and all workers in the group threatened with total or partial separation from employment on the date of certification **through two years from the date of certification**, are eligible to apply for adjustment assistance under Chapter 2 of Title II of the Trade Act of 1974, as amended." Signed in Washington, D.C. this **9th day of October 2018**.

- In this example, these are the dates for this certification:
 - **Certification Date: October 9, 2018.**
 - **Impact Date: September 17, 2017.**
 - **Expiration Date: October 9, 2020.**

Income Support (TRA)

- Trade Affected Workers may be eligible for income support – Trade Readjustment Allowance (TRA) Benefit:
 - To be entitled to TRA, during a consecutive 52-week period ending with the worker’s qualifying separation, the worker must have had at least 26 weeks of employment earning \$30 or more a week in wages from the certified company.
 - Received once Unemployment Compensation benefits are exhausted.
 - Available while workers are on a waiver, enrolled in training, participating in full-time training, or have successfully completed training if the participant has Basic TRA balance.
 - Three types of TRA (Basic, Additional, and Completion).
 - Basic – payable if the participant has been issued a waiver from the training requirement, is enrolled in or participating in TAA approved training, or has completed training.
 - Additional – payable only if the participant is participating in TAA approved training and has exhausted all rights to Basic TRA. It may be payable for up to an additional 65 weeks over a period of 78 weeks after the exhaustion of Basic TRA or after the period for Basic TRA eligibility during which the participant received UI, but only if they are enrolled in an approved training program.

Income Support (TRA) (cont.)

- Completion – (an additional period of up to 13 weeks of income support) is payable only if the participant is participating in TAA approved training and has exhausted all rights to Basic TRA and Additional TRA. Assuming the participant met the other TRA eligibility requirements, they may qualify for up to 13 weeks of Completion TRA where all of the following five additional criteria are met:
 - The requested weeks are necessary for the participant to complete his/her training program that leads to completion of a degree or industry-recognized credential; and
 - The participant is participating in training in each such week of the 13 weeks with no Ceased Participation or Payable Training Interruptions; and
 - The participant has met the performance benchmarks established in his/her approved training plan (the participant has maintained satisfactory academic standing and are scheduled to complete training within the training plan's specified timeframe); and
 - The participant is expected to continue to make progress toward the completion of the approved training; and
 - The participant will be able to complete the training during the period authorized for receipt of Completion TRA.
- Completion TRA is only payable for 13 weeks during the final 20 weeks of training.

Rapid Response

- Provided to workers who are laid off or threatened with layoff with information on available services and how to access such services to ensure a rapid return to the workforce.
- Regular Rapid Response is required to be provided upon petition filing.
- Trade Specific Rapid Response is required once the petition is certified.
 - At the Trade Specific Rapid Response, the Benefit Rights and Obligations (BRO) (Form #001) document is presented, and the participants sign and date this form.
- Provided through outreach meetings conducted by DCEO Rapid Response staff, IDES, and LWIA staff.
- Link to Rapid Response PowerPoint presentations:
 - <https://www.illinoisworknet.com/LayoffRecovery/Pages/TradeLayoff.aspx>

Liable and Agent State

- There may be instances where a participant resides in another state or an Illinois resident relocates to another state and requests Trade benefits and services from Illinois. If the participant establishes their Unemployment Insurance (UI) claim in Illinois and subsequently relocates to another state, Illinois acts as the Liable State. Conversely, if the participant establishes their UI claim in another state and subsequently relocates to Illinois, Illinois acts as the Agent State. Regardless if Illinois is the Liable or Agent State, the LWIA needs all the necessary information to ensure the participant receives the appropriate service.

Eligibility Enrollment Requirements

- Must document the worker is part of the affected certified worker group with a verified/ documented/ qualifying separation date. This information comes from the Illinois Benefit Information System (IBIS) and the affected worker list. Work with the IDES Trade Unit if there are questions about any discrepancies in the qualifying separation date shown on the various documents.
- A participant meets the enrollment deadline (26/26) **or (8/16) for 2021R** by:
 - Worker has a qualifying separation date (between impact date and expiration date) verified by the IDES Trade Unit. Layoff reason must be due to lack of work or plant closure.
 - Waiver from Training Requirement; or
 - Enrolled in Trade Approved Training (within 30 days of start date of training).
 - Merit Staff Approval must be prior to 26/26 **or 8/16 for 2021R** deadline.
 - Worker must file a timely UI/TRA claim through the IDES Trade Unit.

Eligibility Enrollment Requirements (cont.)

- If the worker misses the 26/26 **or 8/16 for 2021R** enrollment deadline, the career planner may request to use documented Extenuating Circumstances rules to secure eligibility, if applicable.
- See the chart on the next slide for the applicable extenuating circumstances by Trade Program Law.

Eligibility Enrollment Requirements (cont.)

Granting Extenuating Circumstances				
Petitions 69,999 and Below	Petitions 70,000 thru 79,000	Petitions 80,000 thru 80,999	Petitions 81,000 and Above	Petitions 98,000 and above
2002 Law Benefits	2009 Law Benefits	2011 Law Benefits	2015 Law Benefits	2021R Law Benefits
<ul style="list-style-type: none"> • 45 Days • Equitable Tolling 	<ul style="list-style-type: none"> • 45 Days • 60 Days Upon Proper Notification • State Good Cause • Equitable Tolling 	<ul style="list-style-type: none"> • 45 Days • Equitable Tolling 	<ul style="list-style-type: none"> • 45 Days • 60 Days Upon Proper Notification • Federal Good Cause • Equitable Tolling 	<ul style="list-style-type: none"> • 45 Days • Equitable Tolling

Eligibility Documentation

- Eligibility Documentation
 - Copy of certification and any amendments to the certification.
 - Document showing attachment to the certified worker group.
 - Name on an official employee list or copy of a layoff letter; and
 - IBIS documentation reflecting Lack of Work, Qualifying Separation (QS) date, Trade Readjustment Assistance (TRA) Claim, and Benefit Period End Date (BPE).
 - UI Basic Claim Inquiry (copy provided in handouts).
 - TRA Claim Detail (copy provided in handouts).
 - Document LMI data on Trade impacted job.
 - Collect all required WIOA co-enrollment documentation (i.e. Selective Service, etc.).

Enrollment Meeting

- Enrollment Meeting Tasks (LWIA staff assist worker to complete).
 - Trade/WIOA Standard Application (IWDS Guided Application).
 - Completion of Individual Employment Plan (IEP - Form #014).
 - Completion of the 210 Form, if applicable (2002 and 2021R participants only).
 - There are many case management services the participant will receive during participation in the Trade program, however, there are 8 that are required to be offered and listed on the Form #014 (IEP) in Box 14 Employment and Case Management Services:
 - Comprehensive and Specialized Assessment of Skill Levels and Service Needs.
 - Diagnostic Testing/Use of Assessment Tools. (O*NET, Career Scope, etc.)
 - In-depth interviewing.
 - Development of an Individual Employment Plan (IEP).
 - Information on training available in local and regional areas.

Enrollment Meeting (cont.)

- Financial Aid information.
 - Short-term pre-vocational services.
 - Individual and Group Career Counseling.
 - Employment Statistics and information related to local, regional, and national labor market area.
 - Supportive Services.
- The first two items under Box 14 also need to be completed.
 - Registration for IL Job Link.
 - Registration for IL workNet.

Enrollment Meeting (cont.)

- Worker signs release of information documents (Local Area).
- Basic Skills Testing for all except English Language Learners:
 - Test for Adult Basic Education (TABE) 11 & 12 Reading and Math.
 - Comprehensive Adult Student Assessment Systems (CASAS) GOALS Reading and Math.
- Basic Skills testing for English Language Learners (English Language Acquisition):
 - BEST Literacy.
 - BEST Plus 2.0.
 - CASAS Life and Work Reading Assessments.
- Complete full assessment of worker's skills and abilities.
- All required eligibility documentation is reviewed and filed.

Enrollment Meeting (cont.)

- Documents worker must bring for meeting (career planner copies each and puts in file):
 - Birth Certificate.
 - Marriage License (proof of name change, if applicable).
 - Photo ID to verify address.
 - Social Security Card.
 - If not a U.S. Citizen, documentation for Authorized to Work in U.S.
 - DD214 (Veterans).
 - Selective Service record for men born January 1, 1960, or after.
 - Trade Certified Company Layoff Letter.
 - Completed Career Training Research Packet.

TAA Services – Case Management Service

- Case Management Services are entered in IWDS on both the WIOA and Trade application based on the certification the participant is covered under.
- For participants covered by certifications numbered up to 97,999:
 - Trade Application:
 - Add a Trade Case Management Service.
 - Add episodes to this service as appropriate.

TAA Services – Case Management Service (cont.)

- WIOA Application:
 - For participants who received a Career Planning (Case Management) 1DC/1EC service funded by WIOA, continue to enter episodes to the Career Planning (Case Management) 1DC/1EC service record on the WIOA Application as they occur. Do not add Career Planning episodes on the WIOA Application for any case management activities that are being funded by Trade.
 - Add any additional services (defined in the WIOA Service Matrix) provided to a TAA/WIOA Co-enrolled customer that are funded by the WIOA Title I formula grant (i.e., Supportive Services including receiving travel reimbursement from WIOA, childcare paid by WIOA, Other Supportive Services (glasses, vehicle repairs, etc.). Each supportive service provided must be recorded in addition to a Career Planning (Case Management) service episode, not only cased noted.
 - For any new participants that are TAA/WIOA co-enrolled, enter a new Career Planning (Case Management) service upon initial application entry. Enter new Career Planning episodes as necessary and any additional WIOA services as outlined in the dot point above.

TAA Services – Case Management Service (cont.)

- Trade funds cannot be utilized to support case management activities for Trade participants covered by certifications numbered 98,000 and greater. These case management services must be paid for with WIOA funding. DCEO will be issuing new funding under the 1EC to be used for the case management services for these participants.
- For those participants covered by certifications numbered 98,000+ (2021R) do the following:
 - TAA Application: No Entry.

TAA Services – Case Management Service (cont.)

- WIOA Application:
 - Enter a Career Planning (Case Management) 1DC/1EC service upon initial application entry. Enter episodes to the Career Planning (Case Management) 1DC/1EC service record on the WIOA Application as they occur. Enter new Career Planning episodes as necessary and any additional WIOA services as outlined in the dot point below.
 - Add any additional services (defined in the WIOA Service Matrix) provided to a TAA/WIOA Co-enrolled customer that are funded by the WIOA Title I formula grant (i.e., Supportive Services including receiving travel reimbursement from WIOA, childcare paid by WIOA, Other Supportive Services (glasses, vehicle repairs, etc.). Each supportive service provided must be recorded in addition to a Career Planning (Case Management) service episode, not only cased noted.

TAA Services - Waiver

- Under certain circumstances, an eligible worker may receive a waiver from the requirement for training, if they meet one of the three following conditions:
 - **Health** – if the participant is unable to participate in training due to their health.
 - **Enrollment Unavailable** – if the first enrollment date for the participant’s approved training is within 60 days after the date of this waiver.
 - **Training not Available** – if suitable training is not available because the cost of training is unreasonable, or funds are not available at the state level.
- A waiver can only be issued if the participant has a fully developed training plan in place and enrollment will take place at the next available enrollment period.
- The waiver must be issued prior to the 26/26 (or 8/16 for 2021R) deadline unless extenuating circumstances exist.
- Waivers are issued for an initial period of 60 days.

TAA Services – Waiver (cont.)

- Forms required for Merit Staff Approval of a Waiver:
 - Appropriate Illinois Waiver from Training (Form #003).
 - Form #014 IEP.
 - Form #006 Verification of Trade Training Enrollment.
 - Form #005 Eligibility Determination for Trade Transportation-Subsistence Assistance with Google Maps printout.
 - Form #006d or Form #006e Program Tracking Form.
 - Upload all documents to IWDS.
 - Request State Merit Staff approval.
- 30 Day Reviews
 - A review of the waiver must occur every 30 days. This is to ascertain if the conditions for meeting the waiver still exist.
 - Must be recorded in IWDS under the Waiver Status.
 - Add a case note to document the contact.

TAA Services – Waiver (cont.)

- Waiver Criteria Changes
 - May be discovered during 30 day review.
 - Change reason must be documented.
 - Complete waiver criteria change section on Form #003 Illinois Waiver from Training Requirement and upload to IWDS.
 - Complete Form #014a IEP Modification Form and upload to IWDS.
 - Submit to State Merit Staff for approval.

TAA Services – Waiver (cont.)

- Waiver Extensions
 - There are limited instances where it may be necessary to continue the waiver beyond the initial waiver period.
 - Must occur prior to the end of the waiver expiration date.
 - Complete Waiver Extension section on Form #003, upload form to IWDS, and update IWDS.
 - Complete Form #014a IEP Modification Form and upload to IWDS.
 - Submit to State Merit Staff for approval.

TAA Services – Waiver (cont.)

- Waiver Revocation
 - A waiver can end by participant request, Enrollment in Training, Expiration, or is revoked for cause.
 - Complete Waiver Revocation Section on Form #003 and upload to IWDS.
 - Complete the IEP Modification Form #014a and upload to IWDS.
 - Complete the Trade Training Revocation Letter (Form #003d) - Enrollment in Training, Failed to make contact for 30 day reviews, Failure to enroll in training program.
 - Form #003d must be sent to the participant for signature and returned to the career planner and placed in the participant file.
 - Complete additional appropriate letter, if applicable.
 - Trade Waiver Termination Letter (Form #003a) – participant request.
 - Trade Waiver Non-Compliance Letter (Form #003b) – participant non-compliance.
 - Trade Potential Suspension Letter (Form #003c) – Trade Eligibility Requirements not met.
 - Submit to State Merit Staff for approval.

TAA Services - Training

- Provided to workers without sufficient skills to obtain suitable employment in the current labor market.
- Allowable Types of Training:
 - Work-based training (Apprenticeships, On-The-Job (OJT), Customized).
(2021R must research work based training first. An explanation must be provided if work based training was not selected as the training program.)
 - Institution training, including training at public area career and technical education schools.
 - Higher Education includes any training or coursework at an accredited institution.
 - Remedial (Adult Basic Education (ABE), English Language Acquisition (ELA), High School Equivalency (HSE).
 - Pre-Requisite Training.
 - Advanced Degrees.

TAA Services - Training

- Enrollment in Training must take place (approved by State Merit Staff) within 30 days of the start date of the training.
- A participant is allowed one training program goal per certification.
- All training must be geared towards suitable employment.
 - Defined as: work of a substantially equal or higher level than the worker's past adversely affected employment, and wages for such work at not less than 80 percent of the worker's average weekly wage.

TAA Services – Training (cont.)

- All training must meet specific Training Benchmarks every 60 days.
- The participant, the participant's family, and/or friends cannot pay anything towards the cost of the training program.
- The training program must be completed within 130 actual training weeks. OJT training is limited to 104 weeks. 2009 program participants may be eligible for up to 156 weeks of training.

Work Based Training - On-the-Job Training (OJT)

- The On-the-Job training takes place in a productive work setting where the trade-affected worker learns the necessary knowledge and skills to perform a specific job or group of jobs that sufficiently prepares them for employment.
- Training limited to 104 weeks

Work Based Training – On-the-Job Training (cont.)

- Required forms for On-the-Job Training approval:
 - Completed Trade On-the-Job Training (OJT) Agreement (Form #008) and uploaded to IWDS.
 - Completed Individual Employment Plan (#014) or Individual Employment Plan Modification Form (#014a), as applicable and uploaded to IWDS.
 - Completed Eligibility Determination for Trade Travel Assistance (Form #005) and uploaded to IWDS.
 - Only needed if participant travels outside of the commuting area to work.
 - Need Google Maps Printout verifying miles traveled.
- Required forms used during On-the-Job Training:
 - Trade On-the-Job Training (OJT) Invoice (Form #009).
 - Trade On-the-Job Training (OJT) Monitoring (Form #010).



Work Based Training – Customized Training

- Customized Training meets the unique needs of an employer (including a group of employers).
- Employer must pay at least 50% of the total cost of the training.
- Commitment from the employer(s) to hire the Trade participants upon successful completion .
- Assurance from the employer(s) that there is a prohibition to use funds for the promotion or deterrence of union organizing.
- Eligibility Determination for Trade Travel Assistance (Form #005), along with Google Maps printout, is required if participant will be traveling outside the commuting area to attend training.

Work Based Training - Apprenticeship

- Registered Apprenticeship programs offer workers employment and a combination of On-the-Job learning and related instruction.
- Apprentices are employed at the start of their Apprenticeship and work through a series of defined curricula until the completion of their apprenticeship programs.
- Length varies depending on the specific occupation.
- Limited to 130 weeks or until worker reaches suitable employment, whichever comes first.

TAA Services – Training – 6/7 conditions

- All training must meet the 6 criteria for approval of training:
 - Criterion 1 - There is no suitable employment available for the trade-affected worker.
 - Criterion 2 – The trade-affected worker would benefit from appropriate training.
 - Criterion 3 – There is a reasonable expectation of employment following completion of such training.
 - Criterion 4 – Training is reasonably available to the trade-affected worker.
 - Criterion 5 – The trade-affected worker is qualified to undertake and complete such training.
 - Criterion 6 – Such training is suitable for the trade-affected worker and available at a reasonable cost.
- Illinois also requires that the industry recognized credential that will be earned from the training program be identified in a Criteria 7, if applicable, in the case note. The industry recognized credential information is required for those participants who need Completion TRA to complete their training program.

TAA Services – Training – 6/7 Conditions (cont.)

- **Criterion 1 – There is no suitable employment available for the trade-affected worker**
 - “Suitable employment” means, with respect to a worker, work of a substantially equal or higher skill level than the worker’s past adversely affected employment, and wages for such work at not less than 80% of the worker’s average weekly wage. This is documented with LMI data.
 - For Merit Staff Approval, based on your IEP development and assessment of the participant and in the 7 criterion case note answer the following questions:
 - What is the participant’s layoff date and rate of pay?
 - What is the LMI (O*NET) for the Trade impacted occupation?
 - What transferrable skills were identified as part of the participant assessment?
 - What barriers to employment were identified as part of the participant assessment?
 - What prior training/degrees/certifications/licenses does the participant have?
 - What job search has the participant conducted?
 - Has the participant found employment (full-time or part-time)?

TAA Services – Training – 6/7 Conditions (cont.)

- **Criterion 2 - The trade-affected worker would benefit from appropriate training**
 - This means the training would increase the likelihood of obtaining employment at higher wages than in the absence of training or place the worker on a pathway to do so.
 - For Merit Staff Approval, based on the testing and assessment of the participant, prior education, job skills and test scores in the 7 criterion case note answer the following questions:
 - What training program is the participant interested in attending?
 - How does this training increase the likelihood of the participant obtaining employment at higher wages than in the absence of training or how does it place the worker on a pathway to do so?
 - Based on the participant assessment, does the worker possess the knowledge, skills and abilities to undertake, make satisfactory progress in, and complete the training program? Please explain.

TAA Services – Training – 6/7 Conditions (cont.)

- **Criterion 3 – There is a reasonable expectation of employment following the completion of such training**
 - Given the labor market conditions expected to exist at the time of the completion of the training program, a reasonable expectation exists that the trade-affected worker is likely to find employment in the worker’s commuting area or in the area where the worker intends to relocate.
 - For Merit Staff Approval and the 7 criterion case note, answer the following questions:
 - How does the labor market information support a reasonable expectation of employment in the commuting area, or outside the commuting area for the area of planned relocation, following completion of the training program selected by the participant?
 - If the training is for a limited demand occupation, provide support that there is a reasonable expectation that the worker can secure employment in that occupation after completion of the selected training program.
 - If the training is in an occupation that will lead to self-employment, provide support that the self-employment will provide the worker with wages or earnings at or near the worker’s wages from the adversely affected employment.
 - If the training is solely OJT, provide support that the OJT will lead to suitable employment with the employer providing the OJT.

TAA Services – Training – 6/7 Conditions (cont.)

- **Criterion 4 – Training is reasonably available to the trade-affected worker**
 - In determining whether or not training is reasonably available, first consideration shall be given to training opportunities available within the worker’s normal commuting area. Training at facilities outside the worker’s normal commuting area should be approved only if such training is not available in the area or the training to be provided outside the normal commuting area will involve less charged to Trade funds.
 - For Merit Staff Approval and the 7 criterion case note answer the following questions:
 - What is the name of the training institution selected?
 - What is the commuting distance (one-way and round trip) to the selected training institution?
 - If the training institution is outside the commuting area, explain why a training institution within the commuting area was not selected.

TAA Services – Training – 6/7 Conditions (cont.)

- **Criterion 5 – The trade-affected worker is qualified to undertake and complete such training**
 - This emphasizes the worker’s knowledge, skills, abilities, educational background, work experience, and financial resources are adequate to undertake and complete the specific training program being considered.
 - For Merit Staff Approval and the 7 criterion case note answer the following questions:
 - What scores did the participant receive on TABE tests?
 - What interest/ability areas were identified as highest for the participant?
 - Describe how test scores, and interest/ability assessments provide support that the participant has the knowledge, skills, and abilities to complete the selected training program.
 - Does the participant have adequate transportation to and from the training institution selected?
 - What equipment, computer, or supplies are necessary for the participant to complete the selected training program?
 - How many actual training weeks will it take for the participant to complete the selected training program?
 - Does the participant have enough remaining weeks of UI and TRA payments in relation to the duration of the training program selected? If the participant does not have enough UI and TRA payments for the duration of the training program, provide support that the participant has adequate financial resources to complete the training program that exceeds the duration of UI and TRA payments.

TAA Services – Training – 6/7 Conditions (cont.)

- **Criterion 6 – Such training is suitable for the trade-affected worker and available at a reasonable cost**
 - The training program being considered must address the criteria in #5 above and the costs are reasonable by researching costs for similar training programs.
- For Merit Staff Approval
 - What are the total costs of the training program selected (Tuition, Books, Tools, equipment, internet service, uniforms, and other training-related clothing, required academic fees, etc.) as well as supplemental assistance (transportation/subsistence expenses), licensing and certification tests and fees (where a license or certification is required for employment)?
 - What are the total costs of the two comparison training institutions?
 - If the costs for the training institution selected are unreasonably high in comparison with average costs of the two comparison training institutions, provide a justification why this training institution was selected.
 - If the lowest cost training program is not selected, provide cost details for the other training institutions.
 - If the training institution selected is outside the commuting area, provide a justification for selection of this training institution.



TAA Services – Training – 6/7 Conditions (cont.)

- **Criterion 7 (Illinois Requirement) - What industry-recognized credential will be earned by the participant after training completion?**
- For those participants who must apply for Completion TRA to complete a training program, it will be necessary for the program to result in an industry recognized credential. Since it is unknown at the beginning of a training program to know if a participant will need Completion TRA, we ask for this information at the initial enrollment request for approval.



TAA Services – Training - Enrollment in Training

- Forms required for Enrollment in Training
 - Individual Employment Plan (IEP) (Form #014)
 - Verification of Trade Training Enrollment (Form #006)
 - Trade Training Program Tracking Form (Form #006d) or Trade Training Program Course Tracking Form (Form #006e)
 - Eligibility Determination for Trade Transportation-Subsistence Assistance (Form #005)
 - Also need Google Maps printout attached to this travel assistance form
 - Forms completed must be uploaded to IWDS
 - Submit to State Merit Staff for approval

TAA - Training – Supplemental Assistance (Transportation/Subsistence)

- Needs to be reviewed each semester or as changes occur.
- Changes to transportation:
 - Residence location change.
 - Training Institution change.
 - Revised GSA Mileage reimbursement rate (usually January 1 each year).
 - GSA rate change (usually October 1 each year).
 - Switch from travel to subsistence.
 - Switch attendance from online to onsite or from onsite to online.
- Changes to transportation/subsistence requires processing of an IEP Modification:
 - Complete new Form #005 Eligibility Determination for Trade Travel-Subsistence Assistance and upload to IWDS.
 - Complete Form #014a IEP Modification Form and upload to IWDS.
 - Submit to State Merit Staff for approval.



TAA - Training – Supplemental Assistance (Transportation/Subsistence) (cont.)

- Participants initially approved for transportation assistance prior to September 21, 2020, are reimbursed for travel of 10 miles or more one way between residence and the training institution site.
- Participants initially approved for transportation assistance on or after September 21, 2020, are reimbursed for travel beginning with the first mile outside the commuting distance.
 - Commuting distance in Illinois is 10 miles
 - Reimbursed for one-way mileage over 10 miles, beginning with .1 mile over 10 miles.
 - First 10 miles may be paid by WIOA or another funding source

UPLOADING DOCUMENTS

- Documents must be uploaded for review.
- Do not attach documents to emails.
- Review scanned documents prior to upload.
 - Upside down.
 - Sideways.

UPLOADING DOCUMENTS (cont.)

- New IEP and Training Approval Request:
 - Completed Form #014 Trade Individual Employment Plan (IEP).
 - Completed Form #005 Eligibility Determination for Trade Travel Assistance along with Google Maps Printout (even if not eligible for Travel Assistance).
 - Completed Form #006 Verification of Trade Training Enrollment.
 - Completed Form #006d Trade Training Program Tracking Form or Form #006e Trade Training Program Course Tracking Form (whichever one is applicable).
 - IBIS TRA Claim Details Printout
 - IBIS UI Basic Claim Inquiry Printout

UPLOADING DOCUMENTS (cont.)

- New IEP and Waiver Approval Request:
 - Completed Form #014 Trade Individual Employment Plan (IEP).
 - Completed Form #003 TAARA Illinois Waiver from Training.
 - Completed Form #005 Eligibility Determination for Transportation-Subsistence Assistance.
 - Completed Form #006 Verification of Trade Training Enrollment.
 - Completed Form #006d or #006e Program Tracking Form.
- New RTAA Service:
 - Completed Form #014 Trade Individual Employment Plan (IEP) or Form #014a Individual Employment Plan Modification Form, as applicable.
 - Completed Form #011 RTAA Application (approved by IDES).

UPLOADING DOCUMENTS (cont.)

- IEP Modifications:
 - Completed Form #014a Trade Individual Employment Plan (IEP) Modification Form.
 - Any other Trade forms and documents applicable to the modification being requested.
 - For date extensions, a current IBIS printout showing the TRA Weeks remaining must also be uploaded.

CASE NOTES

- What should be case noted?
 - **EVERYTHING.**
- Case Notes should tell the story about what is happening with the participant throughout the enrollment in services.
- Be detailed. Do not include personal medical or confidential information.

- IEP Status.
 - Entry of Individual Employment Plan Service Record will automatically transfer career planner to the IEP Status Record for completion. (Must complete).
 - Add dated comment (date first) in the comment box for new IEP and revisions.
 - Update IEP Amount Approved as applicable.
 - Only include TAA Costs (Tuition, Fees, Book, Supplies, Travel, Relocation, Job Search).
- Enter case notes.
- Double check service start and end dates entered on IWDS, on forms, in emails and case notes
- Double check to ensure everything is entered in IWDS and all required forms are uploaded prior to requesting Merit Staff Approval.

TAA Services – Training Attendance

- Form #006a Bi-Weekly Verification of Trade Training Attendance.
 - Due to career planner two business days after the end of the two-week training period.
 - Participant portion must be completed even if attending online courses.
 - Career planner must review to ensure:
 - Form is complete.
 - Participant did not miss any scheduled courses.
 - Instructor has answered the questions about the participant's progress and attendance.
 - Online class attendance verification included, if applicable:
 - Instructor email.
 - Blackboard printout.

TAA Services – Training Attendance (cont.)

- Attendance Case Notes (samples on handout) must be entered for every two-week period during training indicating one of the following:
 - Received Accurate Attendance with No Absences.
 - Failed to provide verification of attendance.
 - Requires entry of a Ceased Participation.
 - When missing sheets/revised Bi-Weekly Attendance Sheets are received.
 - Update Ceased Participation Status.
 - Failed to attend all training class(es) and/or other training activity scheduled by the Training Institution.
 - Requires entry of a Ceased Participation.
 - Instructor cancels class/classes.
- Ceased Participations not required for campus wide closures for Holidays, Scheduled Breaks on the Institution Calendar, and Weather/Other Issues but must be noted on the attendance sheets.

TRAINING BREAKS

- Payable Training Interruptions – a break in training that is 30 countable days or less.
- Vacation Breaks – a break in training that is more than 30 countable days.
- Timely entry.
- NOTE: Entry of a Vacation Break requires an IEP Modification and State Merit Staff approval.

Ceased Participation

- A worker shall be determined to have ceased participation in a training program when the worker fails to attend all scheduled training classes and other training activities scheduled by the training institution in any week of the training program, without justifiable cause.
 - Participant fails to provide verification of attendance.
 - Participant fails to attend all training class(es) or other training activity scheduled by the training institution.
- Timely Entry.
- ALJ Determinations.
- TRA Overpayments.
- IDES adjudicating Ceased Participations.

Potential Suspension Request (PSR)

- The following conditions will dictate when suspension of benefits may be necessary:
 - Participant was issued a Wavier from Training and refused suitable employment.
 - Participant enrolled in training, failed to start.
 - In training, ceased participation (dropped below full-time, quit).
 - Participant did not meet one of the qualifying requirements for eligibility in a Trade/TRA program.
 - Benchmarks not met – No Completion TRA.

Potential Suspension Request (cont.)

- Complete Form #003c Potential Suspension Letter and send to participant.
- Enter a Potential Suspension Request Status Record in IWDS.
 - Start date must match date of Form #003c Potential Suspension Letter
 - Include a dated comment in the comment box detailing the reason for the PSR entry.
- Request state merit staff approval.

BENCHMARKS

- Purpose – Required by the Trade Regs for Completion TRA.
 - Up to 13 weeks of Completion TRA may be payable to assist the participant in completing a full-time training program that leads to a degree or Industry-Recognized Credential provided all the 60 Day Benchmarks are met.
- To receive the Completion TRA, DOL requires two evaluation criteria to be met every 60 Days:
 - **Satisfactory Academic Standing** (based upon passing grades each term, enrolling in the required classes when offered, and in the timeframe allotted).
 - **On Track to Complete Training within the Agreed upon Timeframe** (based upon the Merit Staff approved Planned Training End Date).

BENCHMARKS (cont.)

- A Benchmark must be entered at the end of each semester that includes the grades earned.
- When a new Benchmark is entered, it resets the 60 Day period.
- Benchmark tracking report in IWDS:
 - Reporting – TAA Monitoring – 60 Day Training Review.
 - Enter your LWIA and # of Days (we suggest 55).
 - Shows how many days since last review.
 - If 60 or more, then you know a review needs to be entered.

TAA Services – ATAA/RTAA

- **Alternative/Reemployment Trade Adjustment Assistance (ATAA/RTAA). ATAA for 2021R participants.**
 - A wage supplement provided to eligible workers age 50 or older that supplements a portion of the wage difference between their new wage and their old wage (up to a specified amount) for full-time employment.
 - Wages at new employment cannot exceed \$50,000 per year.
 - Participants enrolling in ATAA/RTAA only do not need to be assessed for Basic Skills Deficiency.

TAA Services – ATAA/RTAA (cont.)

- Required for DCEO State Merit Staff approval of ATAA/RTAA:
 - Completed Illinois Department of Employment Security RTAA Application – Approval/Denial (Form #011) signed by IDES Trade Unit and uploaded to IWDS.
 - Completed Individual Employment Plan (#014) if not already entered and approved and uploaded to IWDS.
 - If the Individual Employment Plan (#014) has already been submitted and approved by state merit staff, the IEP Modification Form (#014a) is required to be completed and uploaded to IWDS.
- Form #011 is sent to IDES Trade Unit for approval prior to submission for DCEO State Merit Staff approval.
- DCEO State Merit Staff Approval is obtained after IDES approval.

TAA Services – ATAA/RTAA (cont.)

- The start date of the ATAA/RTAA service record is the IDES approval signature date on the Form #011.
- The planned end date on the ATAA/RTAA service record must match the end date of the eligibility for ATAA/RTAA provided by IDES on Form #011.
- The end date of the ATAA/RTAA service in IWDS must be the later of the last payment date or exhaustion date. The date will be provided by IDES via email.
- ATAA is specific to 2021R program participants. It also cannot be combined with training.
 - Cannot receive ATAA after TRA.
 - Cannot receive TRA after ATAA.

TAA Services – Job Search

- May cover expenses for a pre-approved job interview or other job search activities that occurs outside the worker's normal commuting area if suitable employment, as defined by State law, is not available in the area. The commuting area in Illinois is 10 miles.
- Forms required for Job Search approval:
 - Completed Application for Trade Job Search Allowance (Form #012) and uploaded to IWDS.
 - Completed Trade Job Interview confirmation Letter (Form #012b) and uploaded to IWDS.
 - Completed Individual Employment Plan (#014) or Individual Employment Plan Modification Form (#014a), as applicable and uploaded to IWDS.

TAA Services – Job Search (cont.)

- After the participant attends the interview:
 - Completed Reconciliation of Trade Job Search Allowance (Form #012a) and uploaded to IWDS.
- Forms required for Other Job Search Activities approval:
 - Verification of Job Fair Activity completed.
 - Verification of LWIA Workshop attendance.
 - Completed Individual Employment Plan (#014) or Individual Employment Plan Modification Form (#014a), as applicable, and uploaded to IWDS.

TAA Services – Relocation Assistance

- May cover expenses for a pre-approved move of the worker, their family and household goods, outside the worker's normal commuting area if suitable employment, as defined by State law, is not available in the area. The commuting area in Illinois is 10 miles. The worker must have a documented bona fide offer of work.
- Forms required for Relocation Assistance approval:
 - Completed Application for Trade Relocation Allowance (Form #013) and uploaded to IWDS.
 - Completed Trade New Employment Confirmation Letter (Form #013b) or equivalent and uploaded to IWDS.
 - Completed Individual Employment Plan (#014) or Individual Employment Plan Modification Form (#014a), as applicable, and uploaded to IWDS.
 - Once Relocation has occurred:
 - Completed Reconciliation of Trade Relocation Allowance (Form #013a) and uploaded to IWDS.

TAA Services – Health Care Tax Credit (HCTC)

- Health Coverage Tax Credit (HCTC).
 - This tax credit pays 72.5 percent of qualified health insurance premiums for eligible individuals and their families.
 - The HCTC program does not provide health insurance coverage.
 - The Trade affected worker will need to have or obtain qualified health insurance coverage.
 - See the IRS website for more information regarding HCTC:
 - <https://www.irs.gov/credits-deductions/individuals/hctc>
 - HCTC is currently set to expire on December 31, 2021.

TAA Services – Veterans Preference/Military Service

- Veterans Preference – the “Jobs for Veterans Act”.
 - Public Law 107-288 provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job-training program directly funded, in whole or in part, by the Department of Labor (DOL).
 - To obtain priority of service, a veteran must meet eligibility requirements (TEGL 05-03).
- Military Service **(Not available to 2021R participants – Petitions 98,000+)**.
 - Makes returning members of the Armed Forces and National Guard units “whole,” as if the period of military service has not occurred, for determining their benefit eligibility.
 - Also allows workers called up for active duty military or full-time National Guard service to restart the TAA enrollment process after completion of military service.
 - Upon separation from military service, these workers are eligible to receive TRA, training, and other benefits in the same manner and to the same extent as if the worker had not served the period of duty.

TAA Services – Appeal Rights

- Trade provides the right for certified workers who are dissatisfied with the determination of their individual applications for reemployment services or benefits to appeal. This appeal right is the same as provided under state Unemployment Insurance (UI) law.
- Appeals language appears on Trade forms.
- Appeals are adjudicated at IDES by an Administrative Law Judge (ALJ).
- LWIA career planners are usually required to attend the hearings via conference call.

Trade Merit Staff Provision

- The TAA Final Rule effective September 21, 2020, requires:
 - All reviews of benefit determinations under applicable State law must be completed by State staff.
 - All determinations on eligibility for TAA Program benefits be made by State staff.
- In Illinois the State Merit Staff duties are divided between DCEO and IDES. DCEO State Merit Staff make final approvals for all Trade services except for ATAA/RTAA. IDES State Merit Staff approve ATAA/RTAA, UI, and TRA benefits.

Trade Merit Staff Provision (cont.)

- LWIA career planners must complete and upload all documents, make IWDS entries, and request DCEO State Merit Staff approval **prior to the start** of the Trade Service or Benefit.

Credential/Measurable Skill Gains

- States are required to report comprehensive performance accountability measures to USDOL.
- Two of the measures are:
 - Credential Attainment.
 - Measurable Skill Gains.



Credential/Measurable Skill Gains (cont.)

- Credential Attainment.
 - Entered in IWDS when achieved under Credential section.
 - Also entered on Exit Summary Screen when participant is exited.
 - Can be added to Exit Summary Screen after exit if credential is attained or verification of credential attainment is received after exit.

Credential/Measurable Skill Gains (cont.)

- Measurable Skill Gains (MSG).
 - Entered each Program Year (PY) in which a participant is successfully participating in education/training and making progress towards goals or increasing skills.
 - For co-enrolled participants, the MSG must be entered on both the Trade and WIOA applications.
 - May be entered as soon as a gain is made by the participant and can be documented.
 - For reporting purposes, only one MSG is required for each PY.
 - Should record all applicable MSGs for the participant.
 - Report cards (or transcripts) for secondary school or full-time participation (12 or more credit hours per semester) in post-secondary school are only required once per PY, however, the career planner should record an MSG each semester a participant has a successful full-time report or transcript.
 - For a part-time student, the MSG is recorded after completion of at least 12 credit hours over two semesters during the 12 month period.

2021R Program Differences

- Certifications only cover the listed workers.
 - Does not automatically include on-site leased workers (temp agency workers).
- Manufacturing Sector Workers only.
- Enrollment deadlines are the later of the last day of:
 - The last day of the 8th week after the week of issuance of the certification of eligibility cover the worker, or
 - The last day of the 16th week after the worker's most recent total qualifying separation.
- Must submit a Trade Form #004 2021R Trade Bona Fide Application for Training within 210 days of the later of the date of certification or the date of the worker's total or partial separation. This should be done at the same time as the BRO.

2021R Program Differences (cont.)

- 45 Days and Equitable Tolling are the only Extenuating Circumstances available to extend enrollment deadlines.
- Alternative Trade Adjustment Assistance (ATAA) is specific to 2021R.
- No OJT along with ATTA.
- Cannot combine Training and ATAA.
- Cannot access TAA benefits and services prior to separation.



2021R Program Differences (cont.)

- Military service exceptions to deadlines, training duration, etc. are removed.
- Trade Case Management Funds cannot be provided to LWIAs.
- Part-time training (with TRA payments) is allowable.
- Work Based Training is the preferred method of training.

(NOTE: Information on the search for work based training opportunities will be required to be included in the 6 criteria for training approval case note along with a justification for not selecting a work based training opportunity).

Helpful IWDS Reports

- Days Since Last Active Service.
 - This report identifies the last date of a service a participant has received.
 - You can sort by WIOA or TAA/NAFTA.
 - You can either enter a specific number of days or no days.
- Participants with Days Since Last Case Note.
 - This report displays the length of time since entry of the last case note.
 - participants are required to have monthly case notes.

Helpful IWDS Reports (cont.)

- 60 Day Training Review.
 - This report shows TAA registrants “In Training” and how long it has been since the last 60 day training review was entered in IWDS.
 - Reviews are due every 60 days.

- 30 Day Waiver Review.
 - This report shows TAA registrants who are on a waiver and how long it has been since the last waiver review was entered in IWDS.
 - Reviews are due every 30 days while the participant is on a waiver.

FORMS - General

- Link to forms in e-Policy on Illinois workNet.

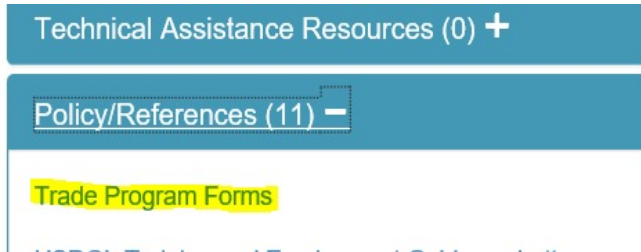
General

Chapter: 11 **Section:** 1

Effective Date: 7/28/2009

Expiration Date: Continuing

Published Date: 7/24/2017 12:40:12 PM



- <https://apps.illinoisworknet.com/WIOAPolicy/Policy/Home>
- Always double check the workNet site for the most recent forms.
- <https://www.illinoisworknet.com/tradeforms>

Correspondence

- Emails.
 - Send all emails regarding Trade participants to state merit staff: Susan Boggs (susan.boggs@illinois.gov), Sheila Sloan (sheila.sloan@illinois.gov), and Lori Graham (lori.graham@illinois.gov).
 - Send all emails regarding Trade grants to Crystal Bigelow (crystal.bigelow@illinois.gov).
 - Always include a clear subject line that includes the LWIA, the purpose of email and participant name.
 - LWIA XX - IEP & New Occupational Training Approval Request for (participant name).
 - Do not combine information in emails for multiple participants. Each email should be for one participant only.

Correspondence (cont.)

- Requests for Approvals.
 - Find the last State Merit Staff Approval email received for the participant, if applicable.
 - Select Forward and add the recipients (You MUST send the email to state merit staff).
 - Do not include attachments that contain PII (Personally Identifiable Information).
 - Upload related documents in IWDS on the List All Documents screen.
 - Add the new request to the top of the last State Merit Staff Approval email (in the proper format).
 - Verify dates in emails, in IWDS service and status records, and case notes match.
 - Use proper format (samples provided in separate document).

Correspondence (cont.)

- Return Emails from state merit staff.
 - Keep entire email chain intact.
 - If there are no attachments, click on “Reply All”, ensuring that all parties receive the email (Especially state merit staff).
 - If there are attachments, you will need to select “Forward” and then enter the recipient’s email addresses (including state merit staff). Again, do not send attachments that contain PII.

TAPR

- Quarterly costs uploaded to IWDS.
 - Quarterly costs by participant.
 - Total costs uploaded to IWDS must match total costs reported in GRS for the same quarterly period.
- Only TAA Costs should be included (Tuition, Fees, Book, Supplies, Travel, Relocation, Job Search).
- No costs paid by other sources such as WIOA.

TAPR (cont.)

- Double check total for final cost reconciliation.
- Amount of Final IEP Amount Approved on IEP Status should match the total of costs listed in the View TAA Costs on IWDS.

Exit

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

Year/Qtr	CostType	Quarterly Accrued Amount
2018 3	Training	\$7232.18
2018 2	Training	\$1766.74
2018 1	Training	\$8285.67
2017 4	Training	\$6089.09
2017 3	Training	\$5861.46
2017 2	Training	\$7506.94
2017 1	Training	\$2355.07
2016 3	Training	\$6748.05
2016 2	Training	\$2604.30

Active Program Service

- An active program service is defined as a service provided to a participant that has taken place within the last ninety (90) consecutive days.
- When determining whether 90 days have elapsed since the participant last received services, grantees must not include the receipt by the participant of any self-service, information-only services or activities, or follow-up services.
 - Self-service occurs when individuals conduct independent job or information seeking via a any workforce development system program's information and activities in either a physical location or remotely via the use of electronic technologies.
 - Information-only services or activities are those that provide readily available information that does not require an assessment by a staff member of the individual's skills, education, or career objectives.
- Active service does not include services and activities specifically provided as follow-up services such as regular contact with the participant or employer only to obtain information regarding his or her employment status, educational progress, need for additional services, or income support payments (except for TRA and other Needs Related Payments).

Exiting of Participants

- A program exit must occur when a participant has not received any active services funded by the program or a partner program for ninety (90) consecutive days, has no gap in service and is not scheduled for future services.
- A participant may be exited:
 - As soon as it is known that no other active services will necessary.
 - Once all costs have been reported in GRS and in IWDS.
- Make sure TRA payments have ended. Confirm this with IDES.

Exiting of Participants (cont.)

- Questions about exits:

Paula Barry

Performance Management

DCEO

paula.barry@Illinois.gov

217-524-5500

TRADE POLICY

- New Trade Final Rule effective September 21, 2020.
- Working on updating policy and procedures.
- Emails sent regarding updates to forms and policy.

Websites

- Illinois workNet Trade Forms
 - <https://www.illinoisworknet.com/tradeforms>
- US Department of Labor Employment & Training Trade Site
 - <https://www.dol.gov/agencies/eta/tradeact>
- Illinois Workforce Development System (IWDS)
 - <https://iwds.dceo.illinois.gov/iwds/staffhome.html>
- US General Services Administration (GSA)
 - <http://www.gsa.gov>
- Workforce GPS (Trade 101 Resources)
 - <https://taa.workforcegps.org/>



DCEO Trade Contacts

Susan Boggs

TAA Coordinator

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IDES Trade Unit Contacts

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Amy Saumur
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Angela Mosley
Petition Lists, TRA & UI Claims
angela.mosley@illinois.gov

TRADE UNIT PHONE NUMBER:
217-524-7826

Trade Training

- Upcoming Training (Thursday Zoom Meetings):
- Invitations sent out from Kiersten Baer at ISU
 - **October 21** – Petition/Certification & Rapid Response
 - **October 28** – Eligibility, Enrollment, Agent/Liable, & 2021R Program Differences
 - **November 4** – Waivers & Completion of Waiver Form
 - **November 18** – Training (including completion of Form #006 Verification of Trade Training Enrollment, Form #005 Eligibility Determination of Travel-Subsistence Assistance, and Form #006d/e Program Tracking Form)
 - **December 2** – Attendance, Benchmarks, Breaks in Training (including completion of the Form #006a Bi-Weekly Verification of Training Attendance)

Trade Training (cont.)

- **December 9** – Alternative/Reemployment Trade Adjustment Assistance (A/RTAA)
- **December 16** – Credential & Measurable Skill Gains, Exiting Participants
- **January 6** – TAPR/GRS (this is geared more towards the fiscal staff responsible for entries in GRS and uploading of the quarterly TAPR costs in IWDS)
- **January 13** – Appeals, Fraud, Overpayments & Monitoring

- Additional training if needed

Questions

