

## Trade Act of 1974, as amended with provisions of the Trade Adjustment Assistance Extension Act of 2011

**IMPORTANT**

This notice contains information about your rights or obligations, and should be translated immediately. If you need a translator, ask for a listing of translation services at your DUA office.

**ВАЖНОЕ СООБЩЕНИЕ**

В этом сообщении содержится информация о Ваших правах и обязанностях, и оно должно быть срочно переведено Вам. Если Вам нужен переводчик, попросите список переводческих компаний в своем DUA офисе.

**IMPORTANTE**

Este aviso incluye información sobre sus derechos y obligaciones, y debe traducirse de inmediato. Si necesita un traductor, solicite el listado de servicios de traducción en la oficina de la DUA correspondiente.

**IMPORTANTE**

Questo avviso contiene informazioni sui Suoi diritti ed obblighi e deve essere tradotto immediatamente. Se ha bisogno di un traduttore, chieda l'elenco dei servizi di traduzione presso la DUA.

**IMPORTANTE**

Este comunicado contém informações sobre os seus direitos ou obrigações. Ele deve ser traduzido prontamente. Se precisar de um tradutor, solicite no escritório DUA mais próximo uma lista dos serviços de tradução.

**ສຳຄັນ**

ຄຳລະຈັງສະບັບນີ້ປະກອບດ້ວຍຂໍ້ມູນສຳຄັນ ທີ່ທ່ານຕ້ອງການ ຈຳນວນໄດ້ຮັບການໝົດໂດຍທັນທີໂລກ. ຖ້າທ່ານຕ້ອງການໃຊ້ຜົນປະໂຫຍດ, ໃຫ້ຂໍລາຍການບໍລິການໝົດໂດຍທັນທີໂລກ ຊື່ໃນຕ້ອງການ ຫຼື ຂອງທ່ານ.

**សំខាន់**

សេចក្តីជូនដំណឹងនេះ មានព័ត៌មានសំខាន់ៗ ឬ កតព្វកិច្ចសំខាន់ៗ ។ សូមអានឆាប់រហ័សបំផុត ព្រោះវា គ្រប់គ្រងសិទ្ធិរបស់អ្នក ។ សូមរកមើលសេចក្តីបញ្ជាក់បន្ថែម ដែលមាននៅក្នុងការងារ DUA របស់អ្នក ។

**ENPÒTAN**

Nòt sa a genyen enfòmasyon sou dwa w oubyen obligasyon ke ou genyen, epi ou fèt pou ou fè tradwi l'koulye a. Si ou bezwen on moun ki pou tradwi pou ou, mande on lis ki genyen sèvis ke yo ofri pou tradiksyon nan biwo DUA ke ou konn ale a.

**QUAN TRỌNG**

Thông báo này bao gồm thông tin về quyền hạn hoặc trách nhiệm của quý vị và phải được thông dịch ngay. Nếu cần một thông dịch viên, hãy yêu cầu một danh sách dịch vụ thông dịch tại văn phòng DUA của quý vị.

**重要**

本通知包含有關閣下權利或義務的資訊，應即刻翻譯。如果閣下需要翻譯人員，請到閣下的DUA辦事處要求一份翻譯社的名單。

This law created a program of Trade Adjustment Assistance (called TAA) to help individuals who become unemployed as a result of increased imports to return to suitable employment. This law was amended in 1993 to contain special provisions for workers of companies adversely affected by competition from Canada or Mexico, NAFTA/TAA (NAFTA). It was again amended on August 6, 2002 creating the Trade Reform Act of 2002. In 2009, the Trade and Globalization Adjustment Assistance Act of 2009 was part of the "Recovery Act" and also made changes to the TAA program. The provisions reviewed below are based on the [Trade Adjustment Assistance Extension Act of 2011 \(TAAEA\)](#), which again amended the Trade Act. Below is an outline of those changes.

The Trade Programs provide for reemployment services and allowances for eligible individuals. These services and allowances may include:

- Employment Counseling
- Vocational Testing
- Job Placement
- Supportive Services
- Paid Retraining Programs
- Additional Weekly Benefit Payments (TRA)
- Job Search Allowances
- Relocation Allowances

Services provided under the Trade Act are administered by the Department of Career Services (DCS) and Department of Unemployment Assistance (DUA).

### Employment Counseling, Vocational Testing, Job Placement and Supportive Services

Career Centers all across the state offer these services. Trade eligible individuals who would like help in finding a new job may be referred to a Career Center to develop a Career Plan. If needed, this may include a plan for the worker to attend a training program to gain new skills which will help the worker find a new job at a salary comparable to the worker's previous job.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY 1-800-439-2370 - Voice 1-800-439-0183

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## Training

You may be approved to attend vocational and/or remedial education tailored to your specific needs. Tuition, books, school fees, tools and uniforms are paid according to State/Federal Trade Programs guidelines.

To be eligible for Trade Readjustment Allowances (TRA) cash benefits while in training the worker must be enrolled in a training program approved by the later of (to be eligible for **ANY** TRA):

- The last day of the 26<sup>th</sup> week after such worker's most recent separation; or
- The last day of the 26<sup>th</sup> week after the week in which the U.S. Secretary of Labor issues a certification covering such worker.

*This training should then begin within 30 days of being approved.*

The least expensive training programs may consist of a single course or group of courses which is designed to meet specific occupational goals. Each client may be approved for only one (1) occupational training. For a worker to be approved for a TAA paid training program, the worker must meet the six (6) criteria for approval listed below:

**1. There is no suitable employment (which may include technical and professional employment) available for the adversely affected worker.**

This means that training is being considered for you because no suitable employment is available at this time for you, either in the commuting area or outside the commuting area in an area in which you desire to relocate with the assistance of a relocation allowance, and there is no reasonable prospect of such suitable employment becoming available to you in the foreseeable future. The term "suitable employment" means work of a substantially equal or higher skill level than your past adversely affected employment, and wages for such work at not less than 80% of your average weekly wage.

**2. The worker would benefit from appropriate training.**

This means that there must be a direct relationship between your need for skills training or remedial education and what would be provided by the training program under consideration for you, and that you have the mental and physical capabilities to undertake, make satisfactory progress in, and complete the training. This includes the further criterion that you will be job ready upon completion of your training program.

**3. There is a reasonable expectation of employment following completion of such training.**

This means that, given the job market conditions expected to exist at the time of completion of the training program, there is, fairly and objectively considered, a reasonable expectation that you will find a job using the skills and education acquired while in training, after completion of the training.

**4. Training approved by the Secretary is reasonably available to the worker from either governmental agencies or private sources (which may include vocational education schools and employers.)**

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This means that training is reasonably accessible to you within your commuting area at any governmental or private training (or education) provider, particularly including on the job training with an employer. Whether the training is inside or outside the commuting area, **the training must be available at a reasonable cost.** In determining whether or not training is reasonably available, first consideration must be given to training opportunities available within your normal commuting area. Training at facilities outside your 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 charges to TAA funds.

#### **5. The worker is qualified to undertake and complete such training.**

This emphasizes you must have the personal qualifications to undertake and complete approved training. Evaluation of your personal qualifications must demonstrate that your physical and mental capabilities, educational background, work experience and financial resources are adequate to undertake and complete the specific training program being considered. Evaluation of your financial resources shall include an analysis of the remaining weeks of UI and TRA payments in relation to the duration of the training program. If your UI and TRA payments will be exhausted before the end of the training program, it must be determined whether personal or family resources will be available to you to complete the training.

#### **6. Such training is suitable for the worker and available at a reasonable cost.**

**"Suitable for the worker"** means that the training is appropriate for you given your capabilities, background and experience. The rules of the Trade program say that the lowest cost training must be chosen. It also means that training may not be approved when the costs of the training are unreasonably high in comparison with the average cost of training other workers in similar occupations at other providers. In determining whether the costs of a particular training program are reasonable, first consideration must be given to the lowest cost training which is available within the commuting area. When training substantially similar in quality, content and results is offered at more than one training provider, the lowest cost training shall be approved. Training at facilities outside your normal commuting area that involves transportation or subsistence costs which add substantially to the total cost shall not be approved if other appropriate training is available.

### **Additional Training Information**

- ◆ The maximum duration of any approvable TAA training is 130 weeks (during which training is conducted).
- ◆ *Important:* TRA benefits cannot be paid for any week which begins and ends with a scheduled break that is longer than 30 days (not including Saturdays, Sundays and State or National holidays). Your counselor may advise you to investigate training programs at schools that do not have these breaks.
- ◆ You are strongly encouraged to participate in TAA training **full time**. The hours in a day and days in a week of attendance in training must be full time in accordance with established hours and days of training of the training provider. The training must also be of suitable duration to achieve the desired skill level in the shortest possible time.
- ◆ You may attend TAA training **part-time** but please note, you would NOT be eligible for TRA cash benefits.

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- A combination of remedial education and vocational training is encouraged where appropriate.
- ◆ Training outside the United States cannot be approved. Training for occupations where there is a lack of employment opportunities, or the occupation provides no reasonable expectation of permanent employment, cannot be approved.
- ◆ Training of Re-employed Workers: If you obtain new employment which is not suitable employment, and have already been approved for TAA training, you may elect to: 1) terminate your job, or, 2) continue in full or part-time employment while you undertake such training, and you will not be subject to ineligibility or disqualification for UI or TRA as a result of such termination or reduction in employment. However, your wages may affect the amount of UI and/or TRA you receive.
- ◆ The State Agency shall approve training in occupations for which an identifiable demand exists either in the local labor market or in other labor markets for which relocation planning has been implemented. If practical, placement rates and employer reviews of curriculum shall be used as guides in the selection of training institutions.
- ◆ Personal funds or loans cannot be used towards payment of training related costs. Scholarships, Pell Grants and other non-personal funding may be used to offset costs.
- ◆ Entrepreneurial training programs are not allowable under the Trade Program.

### **Incumbent Worker Training**

Training may be approved before separation for adversely affected incumbent workers. An incumbent worker is someone who is a member of a group of workers that has been certified as eligible to apply for TAA benefits, but they have not been totally or partially separated from employment. These workers need to be determined to be individually threatened with total or partial separation. A worker will be considered to be threatened with separation when they receive notice of termination or layoff from the employer. The incumbent worker can only be approved to attend training while there continues to be a threat of separation. If that threat vanishes, the incumbent worker will, unfortunately, have to be disqualified from training and the worker will have been considered to have received their one training under Trade.

### **Apprenticeship Training**

Training funds can be used to pay for apprenticeship programs. Registered apprenticeship programs offer workers employment and a combination of on-the-job learning and related instruction. In apprenticeship programs, the employer pays all of the apprentice's wages. Adversely affected workers can access the registered apprenticeship programs by accessing their website at [www.doleta.gov/oa/sainformation.cfm](http://www.doleta.gov/oa/sainformation.cfm). TAA funds can be used to pay for required expenses associated with the related instruction including tools, uniforms, equipment, and books. These funds can only be used until the worker reaches "suitable employment" or 156 weeks, whichever comes first. Additionally, workers in apprenticeship programs would not be eligible for TRA income support since they would be earning wages. They may, however, be eligible for the RTAA benefit.

### **Travel while In Training**

You may apply to receive assistance with travel costs if needed to enable you to attend training. The amount paid will be based on the least expensive means of getting to training. Payments are made on

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the basis of actual days of approved TAA training attendance. Holidays, breaks in training, weekends and all days of non-attendance of approved TAA Training Programs will not be payable. In addition, all approved TAA trainings you are attending must be outside your normal commuting area to qualify for a travel allowance. Travel Payments are made according to State/Federal TAA guidelines.

## **Job Search Allowance**

If you cannot find a new job in your local area that is similar to your last job, and your job search takes you out of your local commuting area to other areas of the state or country, TAA may help cover some of your expenses. You may receive 90% of the transportation and living costs you incur, up to \$1,250, while you look for permanent employment in a new area. For the allowance to be granted, you must be registered with one of the Career Centers for employment services and must file your application **before** the job search begins. In addition, the application must be filed:

- Within 365 days after the date of your company's certification, or within 365 days after the date of your last total layoff, whichever is later; or
- Within 182 days after the date you finish your Trade approved training; and,
- The Job Search must be completed within 30 days.

## **Relocation Allowance**

If you find a new job outside your local commuting area and must move your family and household goods to that new area, you may receive 90% of the reasonable and necessary costs of your move. You are also eligible for a lump sum payment of up to \$1,250, to help you get settled in your new community. For these allowances to be granted, you must be registered with one of the Career Centers for employment services and file your application **before** the relocation begins. In addition, the application must be filed:

- Within 425 days after the date of your company's certification, or within 425 days of your last total layoff, whichever is later; or
- You must begin your move within 182 days after filing the application for the allowance, or within 182 days of completing your Trade approved training.

**Please remember that Training, Travel While In Training, Job Search Allowance and Relocation Allowance cannot be paid unless Approved *in advance* by DCS's Trade Unit.**

## **Trade Readjustment Allowance (TRA)**

In Massachusetts, you may receive up to 30 weeks of regular unemployment (UI) insurance benefits (when UI extensions are not in place). If you are enrolled in TAA approved training, or you have just finished TAA approved training, and you have exhausted your UI benefits, you may be eligible to collect additional weekly benefits, called TRA.

If you are in an approved full time TAA training, or you have just finished TAA approved training, you may qualify for TRA cash benefits. Your TRA benefits will be determined based on your initial separation from the company, that is, your initial qualifying separation after the impact date. The Department of Unemployment Assistance (DUA) administers TRA benefits.

There are three types of TRA benefits, Basic, Additional and Completion. These types are usually at the same weekly rate as regular UI benefits.

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- **Basic TRA:** Basic TRA is combined with your UI benefits to extend the number of weeks you may collect benefits to a total of 52. For example, if you are determined to be eligible for 28 weeks of regular UI benefits, then you may be eligible for up to 24 weeks of Basic TRA – total: 52 weeks.

If you finish TAA approved training while you are collecting Basic TRA, you will still be able to collect Basic TRA provided you meet work search requirements. Basic TRA may also be paid, through a 'waiver' process (**Waiver from training**), in the circumstance that you meet one of the following:

- ◆ Worker is in poor health (must provide Doctor's note)
- ◆ Delay in first available enrollment date for training (first available enrollment must be within 60 days after a determination (training approval) is made)
- ◆ Training funds are not available under TAA or other Federal Laws (training is not available at a reasonable cost or training funds are not available)

**Please remember that the Waiver from training must also be filed by your 26 week deadline (whichever comes later) as described under the "Training" deadline within this packet (page 2).**

- **Additional TRA:** The Trade Act allows for the payment of up to 65 weeks of Additional TRA if you have exhausted Basic TRA and you are still in approved TAA training. A period of 78 calendar weeks is established and, unlike Basic TRA, this benefit ends when TAA training ends.
- **Completion TRA:** Up to 13 weeks of additional payments may be provided to allow TAA participants to complete their training plan. Completion TRA is paid only if all the following conditions are met:
  - The requested weeks are necessary for the worker to complete a training program that leads to a degree or industry recognized credential.
  - The worker is participating in training each week
  - The worker has met the performance benchmarks established in the approved training plan.
  - The worker is expected to continue to make progress toward the completion of the approved training.
  - The worker will be able to complete the training during the period authorized for Completion TRA.

***Important:***

The maximum number of weeks of UI plus Basic TRA plus Additional TRA and Completion TRA is 130 weeks. This is important to keep in mind as you plan for the type of training you need.

If your TAA approved training will extend beyond the number of weeks you have remaining of benefits, your employment counselor will ask you to provide a financial statement showing that you are able to complete the remaining weeks of training without TRA benefits. You may also be asked to look at training programs that are shorter in duration.

**REEMPLOYMENT TRADE ADJUSTMENT ASSISTANCE (RTAA) PROGRAM**

**The Reemployment Trade Adjustment Assistance Program (RTAA) allows older workers adversely affected by imports or a shift in production to receive a subsidy to help bridge any wage gap between their old and new employment if they find a job.**

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❖ To be eligible for Reemployment Trade Adjustment Assistance (RTAA) an individual worker must:

- belong to a worker group that is certified.
- be 50 years of age at the time of the new employment.

❖ The individual's new employment must:

- be full-time based upon state law where the worker is employed.\*
- pay less than the previous job on an annualized basis.
- not be expected to pay the worker more than \$50,000 annually.
- not be with the same division/facility from which he/she was separated.

\*Employment may also be part-time (at least 20 hours per week) and the worker is in full-time training.

❖ The Reemployment Trade Adjustment Assistance RTAA wage subsidy:

- may not exceed a total of \$10,000.
- may not extend beyond a period of two calendar years from earlier of the qualifying date of reemployment or extension of UI (Minus any weeks of paid TRA benefits).
- is not payable during periods of unemployment.
- RTAA participants are eligible for the Health Care Tax Credit only upon receipt of RTAA payments.

***Workers' eligibility for continued receipt of the RTAA subsidy is reviewed monthly***

## **\*\* Summary\*\***

### **Health Coverage**

You can apply for insurance and learn about ways to get help paying for insurance when you visit the Massachusetts Health Connector website at [www.MAhealthconnector.org](http://www.MAhealthconnector.org) or by calling 1-877-MA ENROLL (1-877-623-6765).

In order to access any of these services just described, you must first complete a form to apply for participation in the program. This is referred to as the *Application to Participate in the Trade Adjustment Assistance Program* or "**Form 1666**". Forms are available at any local Career Center or by calling 617-626-6007. They are submitted to the Department of Unemployment Assistance (DUA) in Boston (address is at the bottom of the form). They will review your application to determine if you are eligible to participate in the program, and will issue an approval or denial as soon as possible. You will receive this form (1666) back in the mail, telling you whether or not you are entitled to participate in the program. If you are not approved, you may appeal this decision.

**If you reside in another state**, you may contact your State TAA Coordinator for TAA application and benefit information. A list of coordinators is located at <http://www.doleta.gov/tradeact/contacts.cfm>.

**DO NOT wait** visit a Career Center.

Due to time restraints and deadlines, it is best to visit your local [Career-Center-near-you](#) **immediately.**

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