

Mass Workforce Issuance

Workforce Issuance No. 12-48

Policy Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIA State Partners

From: George Moriarty, Director
Department of Career Services

Date: September 6, 2012

Subject: **Changes to the Trade Adjustment Assistance (TAA) notification packet for TAA affected workers**

Purpose: To provide One-Stop Career Center Operators with notification of changes regarding the process of notifying all the Trade Adjustment Assistance (TAA) trade affected workers of their potential eligibility for TAA benefits and services.

Over the years, informational packets and brochures have been mailed to potentially affected workers from the DCS central office. Due to confusion caused by the overwhelming abundance of information to workers, DCS will reduce the amount of information mailed to the client. While the central office will continue to notify potentially eligible workers of a TAA certification, three (3) pieces of information will no longer be mailed out as part of the notification packet but are available on the Mass.gov, DCS Trade website and via E-Req:

1. Detailed 12-page document outlining TAA benefits
 - a. 2002 Law (Form P3434)
 - b. 2009 Law (Form P3432)
 - c. 2011 Law (Form P3433)
2. MSP Information Brochure (Form 2161BRO)
3. MSP Application fro Coverage (Form 2161APP)

Background: As required by 20 CFR §617 – Trade Adjustment Assistance for Workers 617.4 Benefit information to workers:

(ii) The State agency will satisfy this requirement by obtaining from the firm, or other reliable source, the names and addresses of all workers who were partially or totally separated from adversely affected employment before the certification was received by the agency, and workers who are thereafter partially or totally separated within the certification period. The State agency shall mail a written notice to each such worker of the benefits available under the TAA Program.

The Department of Career Services (DCS) central office mails an information packet to individuals with formal written notice of the TAA certification and benefits and services that they may be eligible to receive upon a company being TAA certified. The packet contains various reference materials regarding TAA as well as a letter urging individuals to visit a local Career Center immediately and not wait until they exhaust UI benefits (or any severance pay, if applicable) due to deadlines within the program. To date, various TAA materials were included in the package mailed out by the central office.

Action

Required: Career Centers will continue to be responsible for reviewing TAA benefits with customers. The 12 page detailed document will be available online and via EReq through the Trade website by clicking on: <http://www.mass.gov/dcs/trade>.

Once on the Trade page, go to the Quick Links, “Useful Resources” on the right hand side. You may download and/or print the applicable Trade Adjustment Assistance (TAA) 12 page packet to review with the TAA client.

Documents can also be ordered to have on hand through the Central Office Reproduction Department referencing the appropriate form #'s:

- a. 2002 Law (Form P3434)
- b. 2009 Law (Form P3432)
- c. 2011 Law (Form P3433)

Please ensure that all appropriate staff is informed of the new change.

Effective: TAA information packets generated September 10, 2012 and after will be affected.

Inquiries: Questions related to the Trade Adjustment Assistance (TAA) program should be directed to Beth Goguen at Bgoguen@detma.org or (617) 626-6053.