

DEVELOPING A TRAINING PLAN

In developing a customer's training plan, it must be documented whether the Trade training must include both remedial *and* occupational training or just one component is needed. These issues should be discussed and testing should be conducted to determine if remedial classes should be a part of the customer's planned course work.

If a customer is in need of remedial and occupational training, the training plan should be developed in such a way that any break in training between the two components of the training does not exceed fourteen or thirty days (whichever is applicable). In other words, the plan should ensure a seamless transition from one component of training to the next.

Individuals enrolled in remedial programs *must* be terminated from this component as soon as they reach their training goals. They *must not* remain in the remedial component until the start of their occupational component for the purpose of avoiding a break in training.

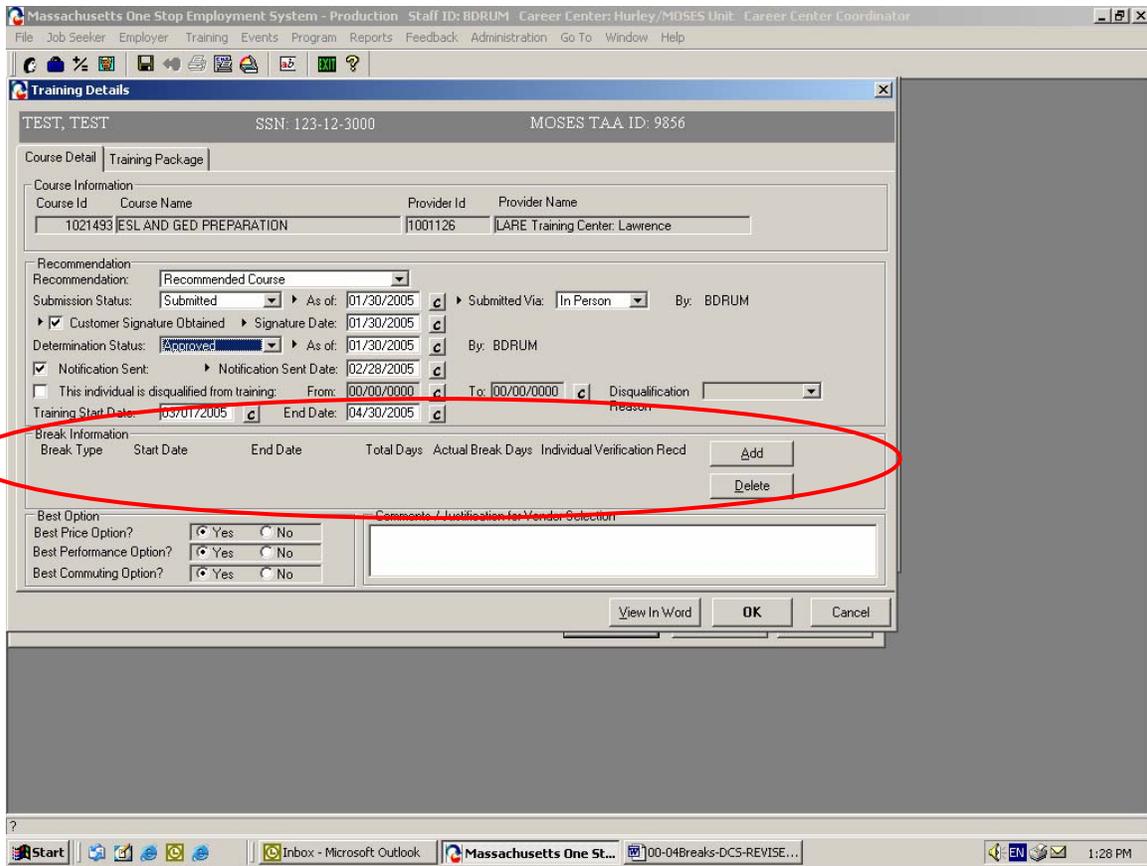
AN OCCUPATIONAL TRAINING COMPONENT SHOULD BE APPROVED BY THE DCS TRADE UNIT *PRIOR TO THE END OF A REMEDIAL COMPONENT.*

If a customer has a break in training that exceeds the applicable 14 or 30 days, regardless of whether it is between his/her remedial *and* occupational components or just as part of a stand-alone remedial or occupational training, he/she *will not* be eligible to receive Trade Readjustment Assistance (TRA) during that time period.

Customers who have an *approved* occupational component prior to the end date of their remedial component will be placed on "Break in Training" status, as applicable.

If no occupational component has been approved within a reasonable timeframe (within 14 or 30 days, whichever is applicable) following completion of remedial training the individual will be automatically placed in "Job Search" status. A customer placed in "Job Search" status will be considered by DCS and DUA as having received his/her one training program (per Certification/Petition Number) under the Trade Program (remedial training).

DCS has included a *Break in Training Verification* on the MOSES TAARRNEG Course Detail Screen (below).



When a break in training exceeds the applicable fourteen (14) or thirty (30) days, staff should complete this section by clicking ADD and indicating the dates and number of days of the break(s).

STAFF CONSIDERATIONS

Special Note: When calculating the length of a “break in training” *do not* include Saturdays, Sundays or official State or National Holidays as part of the applicable 14 or 30 day period.

1. When submitting a contract request package for *remedial* training, please indicate in the case plan or NOTES, etc. a note whether the customer’s training plan includes an occupational training component.
2. If the customer’s plan includes occupational training, towards the end of the remedial training phase, he/she should be researching vendors for the occupational phase of his/her training program.

3. The contract package for the occupational training phase should be submitted to the DCS Trade Unit no later than 2 weeks prior to the end date of the remedial component and scheduled to ensure that the customer will not have a break in training that exceeds the applicable fourteen (14) or thirty (30) days.
4. If the break between the remedial and occupational training components is less than fourteen (14) or thirty (30) days, the customer may be eligible to continue to receive Basic TRA benefits.
5. While DCS recognizes that not all vendors may start programs or courses on a schedule that will assure a seamless transition, every effort must be made to place the customer in an occupational component starting *within* the applicable fourteen (14) or thirty (30) days after the completion of a remedial training component.
6. In those cases where the break will exceed the applicable fourteen (14) or thirty (30) days a subsequent *Break in Training Verification* must be submitted via MOSES as part of the occupational training plan submission. Indicate in the comments on the Course Detail Screen "Break between Remedial and Occupational" and note the dates if more than one (1) break is indicated.
7. Please ensure that customers understand that they *will not* receive TRA for any weeks in which they are in a break period that exceeds the applicable fourteen (14) day or thirty (30) day time frames.
8. If the request indicates that the customer will initially undertake a remedial training component and then continue into an occupational training component and for some reason, a year later (for example), it is determined that the customer is unable to undertake the occupational training, such a determination should not be an issue. Training plans can, and should be modified to fit the existing needs of the customer.
9. If the customer completes remedial training and decides not to forego occupational training he/she may be eligible to collect the balance of Basic TRA by complying with job search requirements. However, staff must remember to notify DCS 's Trade Unit of the client's status change.
10. Staff should also consider that a customer who is receiving Additional TRA payments when a break in training occurs, *will not* be eligible to collect TRA benefits. Also, for Additional TRA purposes, those weeks during which the break occurs are counted against either the 26-week maximum for those covered under the Trade Act of 1974 or the 52-week maximum for those covered by the Trade Reform Act of 2002.

11. Lastly, for a customer covered under the Trade Reform Act of 2002 who is receiving Remedial TRA benefits and a break in training occurs, the customer *will not be eligible* to collect TRA benefits. Also, those weeks during which the break occurs are counted toward the maximum 26-week limit.

In other words, when collecting either Additional or Remedial TRA, the clock does not stop as it does when a customer is receiving Basic TRA.