

# Mass Workforce Issuance

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**Workforce Issuance No. 12-37**

☒ **Policy**   ☐ **Information**

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

**cc:** WIA State Partners

**From:** George Moriarty, Director  
Department of Career Services

**Date:** July 20, 2012

**Subject:** **Completion Trade Readjustment Allowances (TRA) and Established Benchmarks**

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**Purpose:** To notify Local Workforce Investment Boards, One-Stop Career Center Operators and local workforce investment partners of the implementation of Completion TRA and performance benchmarks under the Trade Adjustment Assistance Programs resulting from the Trade Adjustment Assistance Extension Act of 2011.

**Background:** On October 21, 2011, President Obama signed the Trade Adjustment Assistance Extension Act of 2011 (TAAEA), which changed the group eligibility requirements, and individual benefits and services available under the Trade Adjustment Assistance program, for some workers, restoring (with some exceptions-See Attachment A-Election Exceptions) the expanded certification criteria and benefits and services provided under the Trade and Globalization Adjustment Assistance Act of 2009.

**Policy:** The Trade Adjustment Assistance Extension Act of 2011 (TAAEA) establishes a new category of Trade Readjustment Assistance (TRA), referred to as "Completion TRA". Completion TRA will provide *up to* 13 extra weeks of income support, within a 20 week time period, after all other Unemployment and

TRA monies have been exhausted, if the TAA participant is still in certain approved TAA training at that time. In order for TAA participants to be eligible for, and collect Completion TRA, they must meet all 5 criteria listed below:

1. The requested weeks are necessary for the worker to complete a training program that leads to completion of a degree or industry-recognized credential (As defined in TEGL No. 15-10).
2. The worker is participating in training in each such week.
3. The worker has substantially met the performance benchmarks established in the approved training plan. (See below for more detailed information)
4. The worker is expected to continue to make progress toward the completion of the approved training.
5. The worker will be able to complete the training during the period authorized for receipt of Completion TRA.

These five requirements are applied at the time that the state approves payment for a week of Completion TRA. If during any week, all of the above requirements aren't met, the participant will not be eligible for Completion TRA that week.

If a participant ceases to meet any of these five criteria during the period they are eligible to collect Completion TRA, they can no longer be paid these monies moving forward.

### **Benchmarks**

In order for Completion TRA to be collected, performance benchmarks must be established at the beginning of all training programs longer than 3 months and sufficiently met throughout the training program. In order to determine that the worker has "substantially met the performance benchmarks established in the approved training plan", all career centers must evaluate the satisfactory progress every 60 days as part of regularly scheduled case management. The two benchmarks listed below are what will be evaluated on these 60 day intervals:

1. Participant is maintaining satisfactory academic standing (i.e. not on probation or determined to be "at risk" by the instructor or training institution); and
2. Participant is on schedule to complete training within the timeframe identified in the approved training plan.

TAA participants will be held responsible for obtaining documentation showing their progress from their training provider every 60 days and presenting it to their career counselor at the One-Stop Career Center. DCS, via MOSES, will supply the TAA participant with a standard form to use. If a participant is not in good academic standing, a hard copy of the form must be sent to the Trade Unit.

Goal attainment will be documented and kept track of via the Goals tab in MOSES (See Attachment B).

If a TAA participant fails to meet a benchmark, a warning will be issued. If a second benchmark is failed, a modification to the training plan must be done or Completion TRA eligibility will no longer exist for this participant. The specifics of each modification must be documented in MOSES in notes. A letter will be

mailed to participants in both of these circumstances to notify them of the warning or need for modification.

### **Completion TRA Eligibility Period**

While there are 13 weeks of Completion TRA payable to eligible TAA participants, these 13 weeks can be collected within a 20 week time frame as long as the approved training will be **completed** within the 20 weeks. This 20 week time frame will begin with the first week in which a TAA participant files a claim for Completion TRA and not automatically at the end of Additional TRA.

If a participant has exhausted all other UI and TRA benefits, but will not be able to complete approved training within the allowable 20 week period, none of the 13 weeks of Completion TRA are able to be paid.

#### **Action**

**Required:** Please assure that all appropriate staff is knowledgeable of the content of this Policy Issuance and that they carry out related TAA activity in a compliant manner.

**Effective:** Immediately

**References:**

- Trade Adjustment Assistance Act of 1974, as amended
- Trade Reform Act of 2002
- The Trade and Globalization Adjustment Assistance Act of 2009
- Trade Regulations, 20 CFR Part 617
- TEGL 11-02, Operating Instructions for Implementing the Amendments to the Trade Act of 1974 Enacted by the Trade Act of 2002, issued October 10, 2002 and subsequent changes
- TEGL 22-08, Operating Instructions For Implementing the Amendments to the Trade Act of 1974 Enacted by the Trade and Globalization Adjustment Assistance Act of 2009, issued on May 15, 2009 and subsequent changes.
- TEGL 10-11, Operating Instructions For Implementing the Trade Adjustment Assistance Extension Act of 2011 (TAAEA)

**Inquiries:** Please email all questions to [PolicyQA@detma.org](mailto:PolicyQA@detma.org). Also, indicate Issuance number and description.

**Attachments:** A: Chart for Petition election exceptions under TAA  
B: Directions for documenting benchmarks being met via MOSES  
C: Completion TRA Progress Form