

ATTACHMENT A

TAA Interstate Customer Checklist

MA LIABLE STATE

If MA is the Liable State (customer is collecting UI from MA but receiving services in another state):

MassHire Career Center staff can:

1. Have customer register on JobQuest (<https://jobquest.detma.org/JobQuest/default.aspx>) ☐
2. Contact MDCS to recreate TAA Petition in MOSES, if needed ☐
3. File 1666 (TAA eligibility application) via MOSES ☐
4. Check off LIABLE radio button on the TRA tab in MOSES ☐

MDCS staff will:

5. Send eligibility determination (1666) to the Agent state (customer can also provide copy) ☐
6. Request information from agent state for approval
(Training, Waiver, EC, Services, resume, 6 criteria, etc..) ☐
7. Make a determination and send to Agent state ☐
8. Send letter to participant with determination status ☐
9. Set calendar reminder for bi-monthly follow up with customer (benchmarks)
10. Request updated (benchmarks) from Agent State and/or participant showing
that the participant is making progress—update benchmarks including
NOTES and a service result in MOSES ☐
11. Enroll customer in training ☐
12. Upon completion of training-document completion and request employment details ☐
13. Update MOSES with any employment information.
(Exit will occur after 90 days of no service) ☐

ATTACHMENT B

TAA Interstate Customer Checklist

MA AGENT STATE

If MA is the Agent State (customer is collecting UI from another state but receiving services in MA):

Career Center staff shall:

1. Contact MDCS to recreate TAA Petition in MOSES ☐

2. Receive or retrieve TAA eligibility documents from the liable state or customer (MDCS can also assist in this process) ☐

3. Re-create TAA determination for participant in MOSES ☐

*File TAA eligibility with dates given by Liable State-Career Center staff must submit and MDCS must approve on the same day as this information DOES NOT need to be tracked in UIOnline. Please ensure you coordinate this with MDCS. MDCS will make a note of this recreation in the comments section in MOSES at the bottom of the screen.

4. Check off AGENT radio button on TRA tab in MOSES ☐

5. Prepare TAA training contract or other TAA benefit request as normal process ☐

6. Follow customer and provide services as required and/or appropriate ☐

MDCS staff shall:

7. Review and send request to Liable State for a determination by both states. ☐

8. Issue a determination to the customer and the Liable State for TRA purposes. ☐

9. Send benchmark updates to agent state as requested ☐