

## **ATTACHMENT A**

# **Incumbent Workers, Apprenticeship and Remedial Training Under TAA**

### **Adversely Affected Incumbent Workers**

An Adversely Affected Incumbent Worker is a worker who:

1. is a member of a group of workers that has been certified as eligible to apply for TAA benefits;
2. has not been totally or partially separated from employment and thus does not have a qualifying separation; and
3. is determined to be individually threatened with total or partial separation.

The MA TAA Unit may determine that a worker has been individually threatened with separation when the worker has received a notice of termination or layoff from employment. This notice will be in the form of a letter from the employer or a company list provided to the TAA Unit. A worker may also be deemed to be an adversely affected incumbent worker upon declaration by the employer that the worker is “threatened” with a layoff. This “threatened” status will be recertified by the employer regularly.

The MA TAA Unit must evaluate whether the threat of total or partial separation continues to exist for the duration of the pre-layoff training. This will be accomplished by verifying with the employer that the threat of separation still exists before each subsequent portion of the training is funded.

If the threat of separation is removed during a training program, funding of the training must cease. The worker would be allowed to complete the portion of the training for which the TAA program has incurred an expense, but would not be eligible for further TAA funding. The worker may resume the approved training program if the threat of separation returns, as long as the six training eligibility criteria are still met. The worker may also elect to continue in the training at their own expense.

A worker is limited to approval of one training program per certification. A training program begun prior to separation counts as that individual’s one training program. While the training program can be resumed, a worker who has participated in pre-separation training will not be eligible for a new and/or different training program.

## **Apprenticeship Training**

Apprentices are employed at the start of their apprenticeship and work through a series of specific curricula until the apprenticeship is completed. The length of registered apprenticeship programs varies depending on the occupation.

TAA funds can be used to pay for the expenses associated with related instruction (classroom and distance learning components, only), tools, uniforms, equipment and/or books for an adversely affected worker's participation in a registered apprenticeship program.

Adversely affected workers can access registered apprenticeship programs by contacting their state's Registered Apprenticeship Office. In Massachusetts, individuals should contact the Division of Apprentice Standards <http://www.mass.gov/lwd/labor-standards/das/>.

## **Remedial Training**

Remedial training can occur at any time during the approved training program. However, it is strongly encouraged that participants enroll in Remedial Training prior to their occupational or degree training. Also, Remedial training can occur concurrently with other training.

Examples of remedial training include:

- Basic math & writing skills
- English for Speakers of Other Languages (ESOL)
- Courses leading to a GED