Commonwealth of Massachusetts
Executive Office of Labor and Workforce Development

Trade Adjustment Assistance

MOSES Training Manual
For
Career Center Staff

2018

Charles Baker, Governor

Karyn Polito, Lieutenant Governor

Rosalin Acosta, Secretary
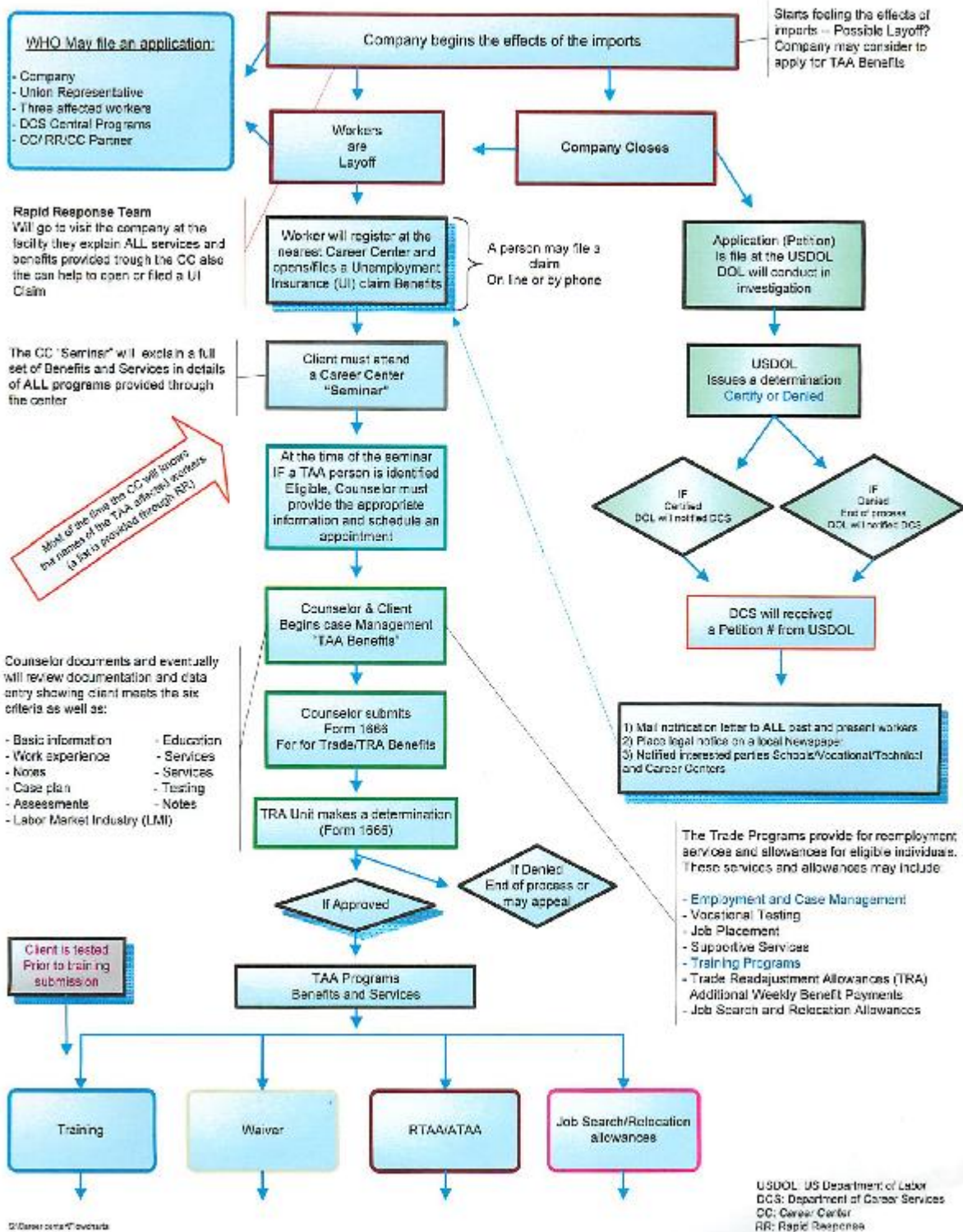**EOLWD**

**Alice Sweeney, Director**
DCS

TAA Participant

Company begins the effects of the imports

Starts feeling the effects of imports -- Possible Layoff? Company may consider to apply for TAA Benefits

<u>WHO May file an application:</u>

- Company
- Union Representative
- Three affected workers
- DCS Central Programs
- CC/ RR/CC Partner

Workers are Layoff

Company Closes

Rapid Response Team
Will go to visit the company at the facility they explain ALL services and benefits provided trough the CC also the can help to open or filed a UI Claim

Worker will register at the nearest Career Center and opens/files a Unemployment Insurance (UI) claim Benefits

A person may file a claim On line or by phone

Application (Petition) Is file at the USDOL DOL will conduct in investigation

The CC "Seminar" will explain a full set of Benefits and Services in details of ALL programs provided through the center

Client must attend a Career Center "Seminar"

USDOL Issues a determination Certify or Denied

Most of the time the CC will know the names of the TAA affected workers (a list is provided through RR)

At the time of the seminar IF a TAA person is identified Eligible, Counselor must provide the appropriate information and schedule an appointment

IF Certified DOL will notified DCS

IF Denied End of process DOL will notified DCS

Counselor documents and eventually will review documentation and data entry showing client meets the six criteria as well as:

- Basic information   - Education
- Work experience   - Services
- Notes   - Services
- Case plan   - Testing
- Assessments   - Notes
- Labor Market Industry (LMI)

Counselor & Client Begins case Management "TAA Benefits"

DCS will received a Petition # from USDOL

Counselor submits Form 1666 For for Trade/TRA Benefits

1) Mail notification letter to ALL past and present workers
2) Place legal notice on a local Newspaper
3) Notified interested parties Schools/Vocational/Technical and Career Centers

TRA Unit makes a determination (Form 1666)

The Trade Programs provide for reemployment services and allowances for eligible individuals. These services and allowances may include:

- Employment and Case Management
- Vocational Testing
- Job Placement
- Supportive Services
- Training Programs
- Trade Readjustment Allowances (TRA) Additional Weekly Benefit Payments
- Job Search and Relocation Allowances

If Approved

If Denied End of process or may appeal

Client is tested Prior to training submission

TAA Programs Benefits and Services

Training

Waiver

RTAA/ATAA

Job Search/Relocation allowances

USDOL: US Department of Labor
DCS: Department of Career Services
CC: Career Center
RR: Rapid Response

S\Career center\Flowcharts
Rev. April 2016

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Chapter 1: Trade Petition Record

Search for a Trade Petition Record

Overview

To view data related to a Trade petition. Users access the Trade Petition Search screen by selecting Program from the MOSES Main Menu, selecting TAA, then selecting TAA Petitions.
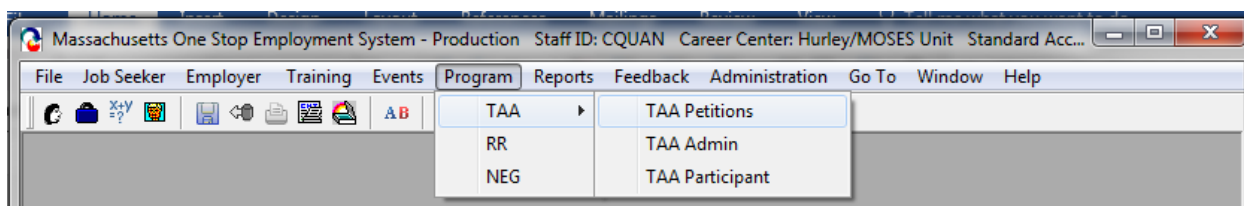
The Trade Petition Search screen lets you search the MOSES database directly for Trade Petition records by selecting the Petition ID, Federal Petition No., FEIN, Employer Name, Employer ID, or LWIB.

Security

Users with Trade Admin, Trade Staff, and Trade View Only permission can access this screen. Only Trade Admin users can add or edit data for trade petitions.

Key Process Points to Remember

Trade Petitions are submitted to the state Trade Unit at the Department of Career Services (DCS). The DCS Trade Unit would receive Trade Petition applications via email, mail or fax and enter the Trade Petition application via MOSES. The original form will be filed with the DCS Trade Unit.

DOL conducts an investigation and issues a decision. The determination will be tracked via MOSES, notification letters sent to each affected worker are tracked via MOSES. Notifications like the legal notice will also be tracked via MOSES. Each Trade Petition

has a related Federal Petition Status (Petition Filed, Pending, Certified, Denied, or Withdrawn).

A daily email notification will be sent to the Career Center Managers / Staff Users summarizing petitions that are submitted, certified, denied, or withdrawn.
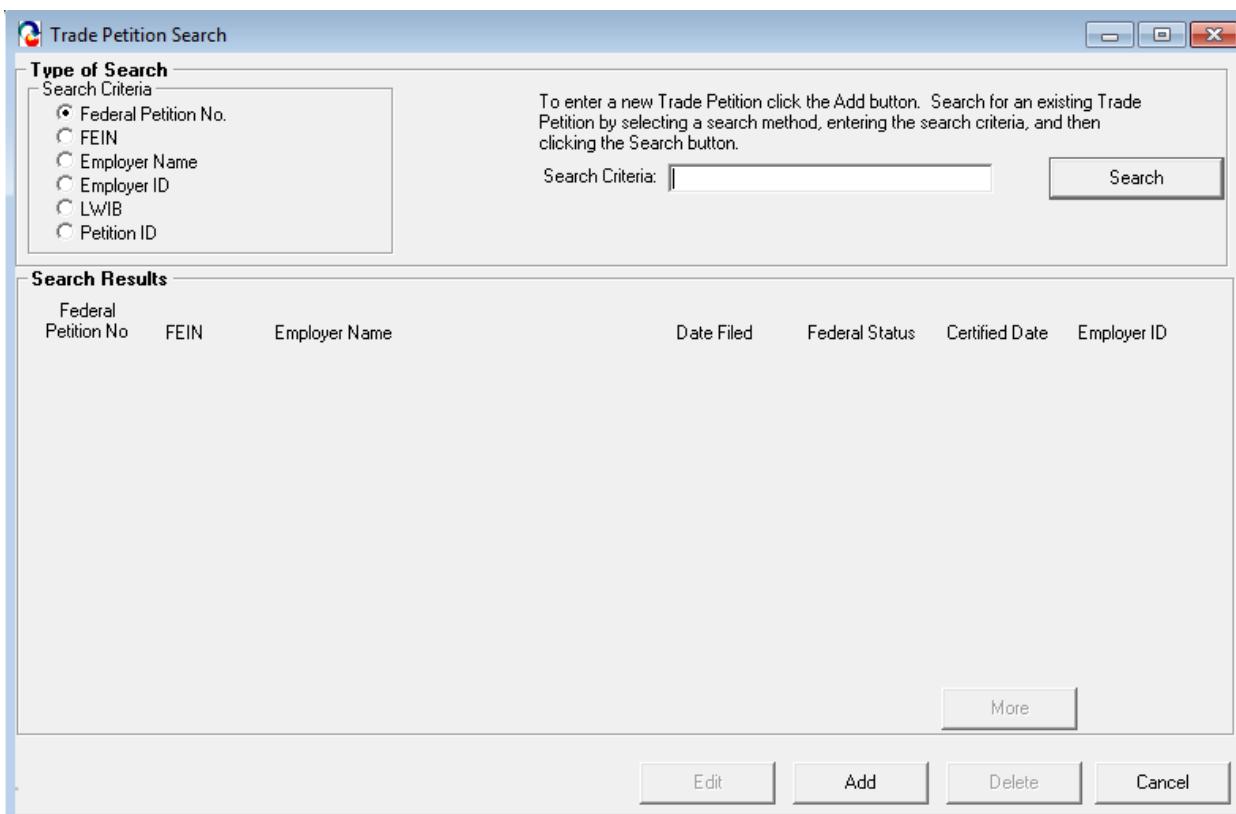
After completing this lesson, you should be able to:
- Locate a Trade Petition record by employer name
- View closing / layoff record via Trade Petition Module

Locate a Trade Petition record by employer name

1. Click Program on the MOSES Main Menu, select TAA, then select TAA Petitions to open the Trade Petition Search window.
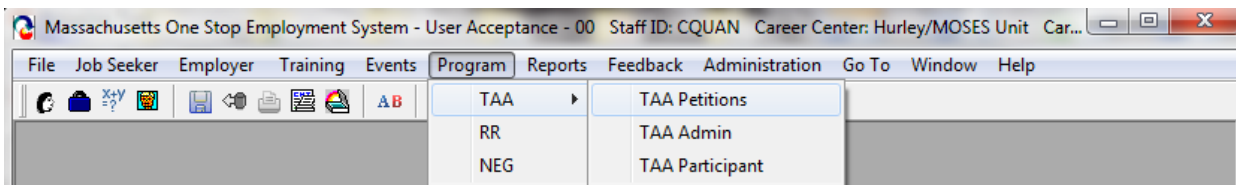
2. Select the employer name radio button and enter an employer name in the Search Criteria text box.

3. Click the Search button. MOSES locates the trade petition records by the employer name and displays the results in the Search Results window.

4. Select the Trade Petition record from the list. Click Edit, hit the Enter key, or double click on the trade petition record. The Trade Petition Details window for that trade petition record appears. The first tab, Petition Info, is displayed.

| | The Send to UI box should be checked off in order to create the TAA Petition certification in UI Online at the Department of Unemployment Assistance (DUA). The DCS TAA Unit would be the ones to check this off. |

5. Review data for the existing trade petition record.

6. Petitioner Information Tab may contain information that is to be held confidential.

View closing / layoff record via Trade Petition Module

1. (Continued from above)
   Highlight the record in the Closing / Layoff Information group box. Click the Go To button.

2. You are taken to the Rapid Response module with the Closing / Layoff tab selected.

3. View the information for the closing / layoff record.

4. Click the Cancel button to close the window and to view the Petition module again.

Chapter 1: Search for Trade Petition Record

Search for a Closing / Layoff Record

Overview

After you have located your trade petition record in MOSES, you may also want to review the closing / layoff records that are associated with the Trade Petition record. The closing / layoff records are located in the Rapid Response module of MOSES. Users access Rapid Response by selecting Program from the MOSES Main Menu, then selecting RR.

The Closing / Layoff Search window lets you search the MOSES database directly for closing / layoff records.

Security

Users with the appropriate security privileges may access this screen. The security permissions that are needed to access Rapid Response are RR Admin, RR Staff, or RR View Only. In order to be able to add new closing / layoff records, users will need to have at least the RR Staff security permission.

Key Process Points to Remember

Trade Petition users should review closing / layoff data in the Rapid Response module to understand the closing / layoff record that is associated to the trade petition record. Trade Petition users can access the Rapid Response module that displays the closing / layoff record via the Petition Info tab. Users can click the Go To button in the Closing / Layoff Info group box.

After completing this lesson, you should be able to:
- Search for a closing / layoff record to review Rapid Response data

Search for a closing / layoff record to review closing / layoff data

1. Many times you will want to review closing / layoff data before creating your trade petition record or you may want to review closing / layoff data that is already associated to your trade petition record. You will want to access the Rapid Response module and search for closing / layoff records. Click Program on the MOSES Main Menu and select RR to open the Closing / Layoff Search window.
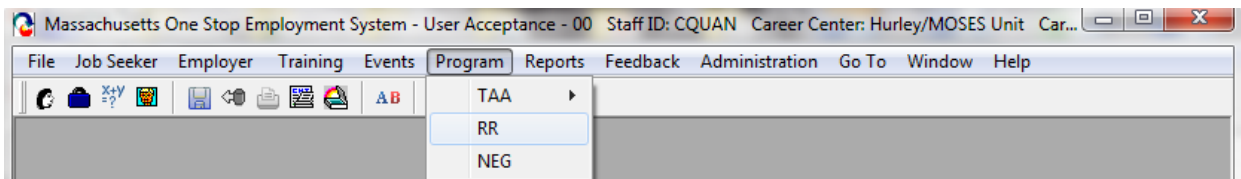
2. On the Closing / Layoff Search window, search for a closing / layoff record by company name. Enter a company name in the Search Criteria text box.

3. Click the Search button. MOSES locates the closing / layoff record by the company name and displays the result in the Search Results window.

Closing/Layoff Search

Type of Search

Search Criteria
- ○ Closing/Layoff ID
- ● Employer Name
- ○ Employer ID
- ○ FEIN
- ○ LWIB
- ○ Investigation Status

To enter a new Closing/Layoff click the Add button. Search for an existing Closing/Layoff by selecting a search method, entering the search criteria, and then clicking the search button.

Search Criteria: autoliv

Search   Advanced Search...

Search Results

Closing/Layoff ID	Company Name	Employer City	Employer ID	Layoff Start Date	Investigation Status
29675	Autoliv ASP, Inc.	Lowell	1206619	08/01/2014	Completed
31091	AEROTEK, Inc. (working at Autoliv ASP)	Burlington	1351769	00/00/0000	
31092	AEROTEK, Inc. (working at Autoliv ASP)	Burlington	1351769	00/00/0000	
31141	AEROTEK, Inc. (working at Autoliv ASP)	Burlington	1351769	05/01/2015	Completed

Row 1 of 4   More

Edit   Add   Delete   Cancel

4. Select the closing / layoff record from the list. Click Edit, hit the Enter key, or double click on the closing / layoff record. The Closing / Layoff window for that closing / layoff record appears. The first tab, Closing / Layoff, is displayed.

	The fields on this tab are disabled for all users who do not have the appropriate security privileges.

5. The question displayed at the top of the tab identifies whether or not the closing / layoff record was entered by Rapid Response staff. If the closing / layoff record was entered by Rapid Response staff, the answer to the question is Yes. If the closing / layoff record was not entered by Rapid Response staff, the answer to the question is No.

	If Trade Users need to modify a record created by Rapid Response staff (the question already has the Yes radio button selected), leave the questioned answered as Yes.

6. Review the Employer Location group box. This group box displays the employer location that is associated to the closing / layoff record. Only one employer location can exist in the group box.

Course: Trade

> The Add button becomes disabled when one record exists, since only one employer location can be related to the closing / layoff record.

7. Select the record and click the Go To button. The first tab of the Employer module is displayed. Close the window to view the Closing / Layoff tab.

8. The Delete button located in the Employer Location group box deletes the association of the employer location to the closing / layoff record.

> Clicking the Delete button, with the record highlighted, does not delete the employer location from MOSES. Clicking the Delete button removes the association of the employer location with the closing / layoff record.

9. The data located in the Closing / Details group box lists information specific to the closing / layoff record in focus.

10. Review data located in the Rapid Response group box.

> This is data pertinent to Rapid Response staff. The Rapid Response group box becomes enabled when you answer Yes to the question located at the top of the tab.

11. Click the Cancel button to close the Closing / Layoff window.

Chapter 2: View a Trade Petition Record

View Petition and Petitioner Information

Overview

Trade petitions are accessed via the Trade Petition Search screen. Users access the Trade Petition Search screen by selecting Program from the MOSES Main Menu, selecting TAA, then selecting TAA Petitions.

Security

Trade Admin, Trade Staff, and Trade View Only users can access this screen. Only Trade Admin users can add a trade petition record.

Key Process Points to Remember

Trade Petition applications should be mailed to the state Trade Office. The Trade Office will receive Trade Petition applications via email, mail or fax and enter the Trade Petition application into MOSES. The Trade Office will submit the trade petition application to DOL. The original form will be filed with the Trade Office.

DOL's decision concerning the trade petition will be tracked via MOSES.

After completing this lesson, you should be able to:
- View information on the Petition Info tab
- View information on the Petition Info continued tab
- View information on the Petitioner Info tab

View Information on the Petition Info tab

1. From the Program menu item, select TAA, then TAA Petitions. The Trade Petition Search screen opens.

2. Search for a trade petition by entering search criteria. Click the Search button.

3. MOSES displays the results set. Highlight a record and click the Edit button.

4. MOSES displays the Trade Petition Details window with the Petition Info tab selected. This screen captures information required for the trade petition such as important dates and the closing / layoff record that is associated to the trade petition.

5. Review the status fields on the tab.
    Fields:

Field Name	Comments
Federal Status	• The following options are available: Filed, Pending, Certified, Denied, Withdrawn

6. A closing / layoff record must be tied to a trade petition record. The closing / layoff record is displayed in the Closing / Layoff Information group box. Only one closing / layoff record can be associated to the trade petition.

	When the Federal Petition status is updated to Certified, an email notification is sent to Career Center Managers / Staff Users of Filed, Denied or Withdrawn petitions.

7. Click the Petition Info continued tab. Review the data for the Trade Effects group box and the Secondary Worker Information group box if applicable.
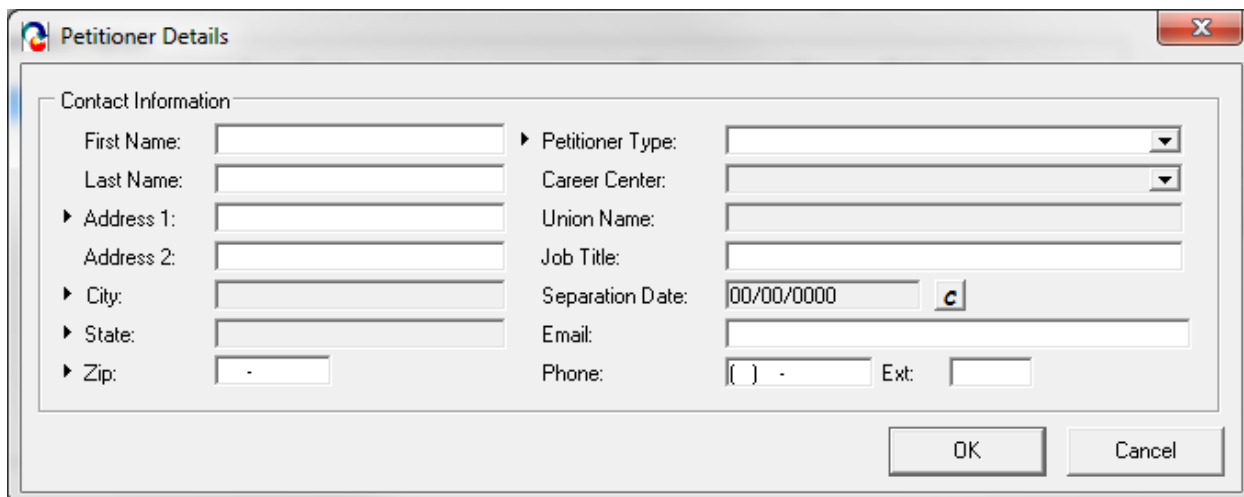

View information on the Petitioner Info tab

1. (Continued from above)
   Click the Petitioner Info tab. The Petitioner Info tab displays information related to the petition origin. A trade petition can be submitted by different sources. The Petitioner Info tab tracks this data. (This information must be kept CONFIDENTIAL.)

2. The Petitioner Info tab lists the Petitioner Information based on the Petition Origin drop down list box. The Petition Origin drop down list box is a required field with the following options: Three Individuals, One Authorized Representative, One Company Representative, a Career Center, the State Workforce Agency , or Other. (This information is kept CONFIDENTIAL)

3. The Petitioner Information group box is a read only summary table that displays petitioner information associated with the petition. One row is always required. Three rows are required if the Petition Origin drop down list box is equal to Three Individuals. (This information is CONFIDENTIAL)

4. Select the record in the group box and click the Edit button.

5. MOSES displays the Petitioner Details window.

6. Review information for the fields.

7. Click the Cancel button to close the window. MOSES displays the Petitioner Info tab.

8. Click the Cancel button to close the Trade Petition Details window.

The Affected Worker Detail Tab will not be accessible by everyone.

Chapter 3: Search for Job Seeker Trade Record

Search for Job Seeker Trade Record

Overview

You may wish to search for a job seeker trade record to view trade data for the job s eeker. There are two ways to access the job seeker's trade data in MOSES. Users access the Job Seeker Trade Record Search screen by selecting Program from the MOSES Top menu, selecting TAA, then selecting TAA Participant. A second way is via the Job Seeker Search screen. Search for a job seeker, when the job seeker is displayed in the search results, highlight the record and click the Trade button at the bottom of the screen.

The Job Seeker Trade Search window lets you search the MOSES database directly for job seeker trade records by selecting the Last Name, SSN, Employer Name, Federal Petition Number, and 1666 Eligibility Status.

Security

Trade Admin, Trade Staff, and Trade View Only users can access this screen.

Key Process Points to Remember

After a worker group at the company is certified for trade, workers may then apply for individual reemployment services and benefits under TAA that will help them obtain suitable employment. A trade record is created for the affected worker in MOSES to track the worker's trade data.

After completing this lesson, you should be able to:
- Locate a job seeker trade record by employer name
- Delete a job seeker trade record
- Access a job seeker trade record from the Job Seeker Search Screen

Locate a job seeker trade record by employer name

1. From the Program menu, select TAA, and then select TAA Participant. MOSES displays the Job Seeker Trade Search screen.

2. Select a Search by criteria and enter data in the Search Criteria text box.

	If you select to search by the 1666 Eligibility Status, the Search Criteria text box changes to a drop down list box.

3. Click the Search button to display the search results.

	Each job seeker trade record associated with the entered search criteria will be displayed in the search results. If an individual is associated with multiple job seeker trade records, each record will be displayed in the search results.

4. Highlight a record in the search results. Click the Edit button.

5. MOSES displays the Trade Application Details window. The Application Info tab is selected. The Trade Application Details window contains tabs which summarize a job seeker's trade information. If relevant, information related to the Application for TAA Eligibility (Form 1666) ,, R/ATAA, job search allowances, relocation allowances, TAA training package details, waivers and Trade Readjustment Allowance (TRA) deadline extensions, TRA information and TAA-related hearings are displayed on appropriate tabs.

6. Click the Cancel button to close the Trade Application Details window.

Delete a job seeker trade record

1. From the Job Seeker Trade Search screen, enter new search criteria.

2. Select a Search by criteria and enter data in the Search Criteria text box. Click the Search button to display the search results.

3. Select a record in the search results. Click the Delete button. Confirm the deletion for the job seeker trade record.

	Only users with Trade Admin permission can delete job seeker trade records.

| | Also, the Determination Status must be Pending. If Approved status, deletion will be denied, and the record can not be deleted. |

Access a job seeker trade record from the basic Job Seeker Search screen

1. Go to the basic Job Seeker Search screen by clicking the Job Seeker icon.

2. Search for the job seeker whose trade record was viewed in the previous exercise. After entering search criteria, click the Search button.

3. MOSES displays the search results.

4. Select the job seeker record. Click the Trade button.

5. MOSES displays the Job Seeker Trade Records window for the job seeker you selected.

Job Seeker Trade Records

Trade Determinations

Fed Petition No.	Separation Date	1666 Submission Date	1666 (TAA) Status	1666 Determination Date	8/16 Week Deadline	26 Week Deadline	104 Week Deadline
85379	04/15/2016	04/20/2016	Approved	04/20/2016	00/00/0000	10/15/2016	00/00/0000

Add Edit Delete

Go To Job Seeker   OK   Cancel

| | Trade users may initiate a new Trade application for job seekers from this screen or edit an existing application.

Clicking the Go To Job Seeker button takes you to the Basic tab of the Job Seeker Membership module. |

6. Review the data in the Trade Determinations group box.

7. Notice the buttons located to the right of the Trade Determinations group box. The Add button will take you to the Trade Application Details window to add a new job seeker trade record.

8. The Edit button will take you to the Trade Application Details window to modify the existing job seeker trade record.

	Only Trade Admin users can delete job seeker trade records, provided the Job Seekers Determination Status is still Pending.

9. Click the Cancel button to close the Job Seeker Trade Records window.

Chapter 4: Job Seeker Trade Record

TAA Eligibility Application (MA Form 1666)

Overview

The first step of a job seeker trade record is capturing information required for the Trade Adjustment Assistance Eligibility Application Form (aka MA Form 1666). This information is entered through the Application Info tab located on the Trade Application Details window for the job seeker. This window is accessed either from the Job Seeker Trade Search screen or from the Job Seeker Trade Records screen.

Security

Trade Admin, Trade Staff, and Trade View Only users can access this screen.

Key Process Points to Remember

After a worker group at the company is certified for trade, workers may then apply for individual reemployment services and benefits under TAA that will help them obtain suitable employment. A trade record is created for the affected worker in MOSES to track the worker's trade data.

The first part of the trade record is entering information for the MA Form 1666. 1666 forms are entered by Career Center (CC) staff. The CC Staff must print the completed application, have the client sign as of the day the application was submitted and file the original form at the Career Center.

	A nightly interface will send the pending applications from MOSES to UI Online.

An email notification is sent to TRA staff regarding 1666s pending a determination decision. The DUA TRA Unit will make a determination regarding the 1666 application.

	A nightly interface will send the determinations from UI Online back to MOSES and update the MOSES database.

An email notification is also sent to the submitter when a determination is made.

After completing this lesson, you should be able to:
- Create a job seeker trade record
- Enter information for the 1666
- Submit the 1666

Job seeker trade record

1. Go to the Job Seeker Search Screen. Search for a job seeker record and click the Search button.

2. MOSES displays results based on the search criteria entered.

3. Select a record in the search results.

4. Click the Trade button.

5. MOSES displays the Job Seeker Trade Records window for the job seeker you selected.

6. Click the Add button to add a new job seeker trade record.

Enter information for the 1666

7. (Continued from above)
   Once the Add button is clicked, MOSES displays the Trade Application Details window.

8. Click the Add button located in the Petition / Work History group box to open the Trade Petition Search screen.

9. Search for the desired petition. MOSES displays the search results based on the criteria entered for the search.

10. Select a trade petition record in the search results. Click the Select button.

11. The Trade Petition Search screen is closed and the Federal Petition Number is added to the Federal Petition Number field. The petition is now associated with the job seeker's trade application.

	The Add button becomes disabled once a trade petition is associated with the job seeker trade record, since only one trade petition can be associated to a job seeker trade record. The Go To button takes you to the trade petition associated with this job seeker's trade application. The Delete button deletes the association of the trade petition to the job seeker's trade application. Clicking the Delete button does not delete the trade petition from MOSES.

12. Click the Add button next to the Work History Record field.

13. MOSES displays the Work Experience tab of the Job Seeker Membership module.

14. Review the list for the desired work history record and select the desired record. Click the Select button.

	If the desired work history record is not in the Employment History group box, add a new work history record.

15. MOSES closes the Job Seeker Membership window and the Employer Name is displayed in the Work History Record field.

	When the work history record is added, fields in the Separation Information group box are populated. The fields that are populated include the Start Date, Date of Separation, Employment Status Prior to Separation, Occupation prior to Separation, and Greater than $30 week.

	The Employer ID that belongs to the Work History record must match the Employer ID of the Trade Petition record that you already associated.

	The Add button becomes disabled once a work history record is associated with the job seeker trade record.
	The Go To button takes you to the Work Experience Details tab which displays a list of work history records, if applicable.
	The Delete button deletes the association of the work history record with the job seeker's trade application. Clicking the Delete button does not delete the work history from MOSES.

16. Enter data for the fields in the Separation Information group box.

17. Fields:
Some fields in the table below are required if data for other fields was entered.
Refer to the Comments column.

Field Name	Required	Comments
Start Date		• This field is populated with the job seeker's work history record start date
Separation Date	▶	• This field is populated with the job seeker's work history record end date. Please ensure last physical day of work and estimate if necessary.
Employment Status Prior to Separation	▶	• The following options are available: Full time or Part time • If the job seeker's work history record has 35 hours or more, populate the drop down list box with the option of Full time.
Greater than $30/wk?		• Check this box if user made more than $30 per week • This field is pre-populated if the worker earned more than $30 / week as indicated in the client's work history record
Type of Separation		• This field is required if the Date of Separation field is entered • The following options exist: Full or Partial
Occupation Prior to Separation	▶	• The selected occupation code description is displayed • Use the Search button to go to the Occupation Code Search screen and search for a occupation • This field is pre-populated from the work history record if an Occupational Code exists in the client's work experience

Separation Reason	▶	• The following options are available: Lack of Work , Voluntary Separation, Other
Other		• This field is required if the Separation Reason is Other
Incumbent Worker		• Is a member of a group of workers that has been certified as eligible to apply for TAA benefits Has not been totally or partially separated from employment, but has a layoff date verified by the company and is determined to be individually threatened with total or partial separation (will be monitored via case management).
Employer – Authorized Leave Prior to Separation?		• Mouse-over text is displayed over the field: Has applicant received employer-authorized leave during last 52 weeks prior to separation lasting longer than 1 week? If yes, select type and enter number of weeks in corresponding text box. • If a box is checked, the corresponding text box is required • The following check boxes exist: Vacation, Sickness/Injury, Family Leave, Military, Disability

18. Select the Submission status of Work In Progress, since data is still being entered for the 1666.

Submit the 1666

19. (Continued from above)
    After all data is reviewed for the Application to Participate in the Trade Adjustment Assistance Program (1666), you are ready to submit the application.

20. On the Application Info tab, review the fields in the TAA 1666 Determination group box.

    Fields:

Field Name	**Required**	**Comments**
Submission Status	▶	• Once you change the Submission Status to Submitted (or Withdrawn) and the record is saved, all fields on the Application Info tab become disabled, except for Trade Admin users. • If you select the Submitted status, the

		Determination status is set to Pending automatically. • The following options are available in the list: Work In Progress, Submitted, Withdrawn
As of		• This field is required if the Submission Status = Submitted • This field is pre-filled with the date the Submission Status was set to Submitted
Submitted Via		• This field is required if the Submission status = Submitted • Select from the following options: In Person, Phone, Mail, Rapid Response, Other • The Submitted Via field is defaulted to In Person
By		• Displays the User ID of user logged into system when the Submission Status field is updated
Customer Signature Obtained		• Select this check box to indicate that the customer's signature was obtained • This field is grayed out until Submission Status = Submitted • This field is required when Submission Status = Submitted
Signature Date		• This field is required if the Customer Signature Obtained Check box is selected • Enter the date that you obtained the customer's signature • This field is grayed out until the Customer Signature Obtained check box is selected

21. Select a Submission Status of Submitted. The As of date field is pre-filled with today's date. The Submitted Via field is defaulted to In Person.

22. Select the Customer Signature Obtained Check box and enter a date in the Signature Date field.

23. Click the OK button to save the record.

| | You have now submitted the 1666 for review. The interfaces as described above will run and TRA Staff are notified via email regarding pending 1666 record that needs a determination decision entered.

TRA will make a determination decision regarding the 1666. The interfaces will run as described above and the Career Center Staff submitter will receive an email notifying of the determination decision once the Determination Status is updated by TRA Staff. |
|---|---|

	The 1666 application and the Trade Notification of Rights and Compliance Form *must be kept on file with signatures*

MUST BE KEPT ON FILE WITH SIGNATURES

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF CAREER SERVICES

Trade Adjustment Assistance Programs (TAA)
Trade and Globalization Adjustment Assistance Act of 2009
Trade Adjustment Assistance Extension Act of 2011
Trade Adjustment Assistance Reauthorization Act of 2015

Notification of Rights and Promise of Compliance for the Trade Programs

This form is to be utilized for Trade-eligible customers.
A signed copy must be retained in the customer's file at the One-Stop Career Center.

I agree that I have been notified of my 26th week deadlines and their meaning/significance concerning eligibility for Trade Readjustment Allowances (TRA cash benefits) and how that relates to training or a waiver from Training approval. That is, TAA approved training or a TAA approved Waiver from training MUST be **approved** by the later of (to be eligible for **ANY** TRA):

- The last day of the 26th week after such worker's most recent separation; or
- The last day of the 26th week after the week in which the U.S. Secretary of Labor issues a certification covering such worker.

I agree that I have been briefed regarding all the benefits available under the Trade Programs (including training, travel allowances, waivers from training, job search and relocation allowances, Reemployment Trade Adjustment Assistance (RTAA), the Health Coverage Tax Credit (HCTC) and Trade Readjustment Allowances (TRA income support payments).

I agree I have been informed about the Trade Programs' goal of a reemployment wage for me of at least 80% of my previous salary/wages from the Trade-impacted employment.

If I am approved for training under the Trade Programs, I understand:

1. I understand I must maintain at least 60 day contact with my counselor and keep him/her updated on my status/progress, including and not limited to official benchmark documentation, if applicable.
2. I must attend the program for which I am approved.
3. I may attend training full-time; however, if I cannot attend full-time for *any* reason, I will notify the Department of Career Services (DCS) via my Career Counselor immediately.
4. Any changes (in dates, schedules, courses, etc.) MUST be approved *in advance* before-hand by DCS via my Career Counselor.
5. Trade Program Funds will pay for only courses that are required and pre-approved as part of my training program.
6. Payment for non-required courses, failed courses, and courses dropped may become my responsibility for repayment.
7. My training program and my TRA cash benefits *may be cancelled* if I fail to make satisfactory progress during training.
8. Immediately upon completion of my training program, I will *immediately* seek employment in an occupational area directly related to my training.
9. If I obtain employment I will notify the Career Counselor; I understand that I may no longer be eligible for TAA training and TRA benefits.

I have read and understand the above rights and obligations with respect to the Trade Programs. I also understand I do have the right to appeal any negative determination regarding my rights to participate in the Trade Adjustment Assistance (TAA) Program or the Reemployment Trade Adjustment Assistance program (RTAA) and with respect to the receipt of Job Search, Relocation, Training and Travel Allowances and Trade Readjustment Allowances.

_____   _____
Client Signature   Date

_____   _____
Counselor's Signature   Date

Form 2420 Rev. 9/28/15

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THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF CAREER SERVICES

Trade Adjustment Assistance Program (TAA)
Application to Participate in the
Trade Adjustment Assistance Program

The Trade Adjustment Assistance (TAA) Program provides certain benefits and services to workers who have lost their jobs due to foreign imports. Please help us determine your eligibility by completing Parts I, II and III of this application.

Part I. Qualifying Information

Petition #: 85379		Career Center: Hurley/MOSES Unit	
Certification Date 08/14/2014	Impact Date 06/05/2013	Expiration or Termination Date 08/14/2016	Separation Date 04/15/2016
State of Separation Massachusetts	Reason for Separation Lack of Work	Type of Separation Full	Incumbent worker: Yes ☐ No ☒

Part II. Client Qualifying Information

Client's Name (Last, first, middle) Laymeoff, Francis	MOSES applicant ID # 11368385
Address (no., street, city or county, state, zip code) 161 Shawmut St. , FALL RIVER ,	Home Telephone # 508-675-0150
Name of Company Autoliv ASP, Inc.	Address of Company (no., street, city, state, zip code) 1011 Pawtucket Blvd. , PO Box 1858 Lowell, MA 01853
Dates of Employment From: 01/02/2012 To: 04/15/2016	Occupation: First-Line Supervisors/Managers of Helpers, Laborers, and Material Movers, Hand

Part III. Signatures

Signature of Client:	Date:

Determination of Eligibility to Participate in the TAA Program (to be completed by DUA)

A. __ You are ENTITLED to participate in the Trade Adjustment Assistance Program based on your:

__ Total   __ Partial   __ Threatened   Separation of _____

B. __ You are NOT ENTITLED to participate in the Trade Adjustment Assistance Program because:

__ Your separation occurred before the certification impact date.   __ You do not have a partial separation because:

__ Your separation was for other than lack of work.   __ You worked too many hours.
__ Your employment is not certified under this petition.   __ You earned too much money.
__ Your separation occurred on or after the termination or   __ You may file a claim for any subsequent week that you
expiration date of the certification   worked _____ hours, or less; and earned $_____, or less.
          __ Other

Signature of TRA Representative:	Title:	Date Signed:

YOU MAY REQUEST A HEARING ON THIS DETERMINATION.

Please include a copy of this form in the client's file at the Career Center.

An equal opportunity employer/program, auxiliary aids and services are available upon request to individuals with Disabilities.
TDD/TTY 1-800-439-2370   Voice 1-800-439-0183

• DCS Trade Unit 1st Floor, 19 Staniford Street, Boston, MA 02114 • info: www.mass.gov/dcs •

YOU MAY REQUEST A HEARING ON THIS DETERMINATION

This determination will become final unless:
  (1) You request a hearing within 10 calendar days after the date of mailing or delivery in hand, or
  (2) You request a hearing within 11 to 30 days calendar days after the date of mailing or delivery in hand and it is established that the delay was for good cause.

Copies of all rules shall be available upon request to any person from the Office of the Secretary of the Commonwealth and the agency. Fees for copies shall be at the cost of the public records as determined by the Executive Office for Administration & Finance. If you request a hearing on this determination, you should continue to report to your local Career Center each week that you are unemployed, in order to protect your rights and benefits.

A request for a hearing may be filed by mail, using a signed letter o by completing the bottom of this form. The Hearing will be conducted in accordance with the Standard Rules of Practice and Procedure, 801 CMR 1.02 and 1.03 (Informal/Fair Hearing Rules).

IMPORTANT
This notice contains information about your rights or obligations, and should be translated immediately. If you need a translation, ask for a Listing of translation services at your DUA office.

ВАЖНОЕ СООБЩЕНИЕ
В этом сообщении содержится информация о Ваших правах и обязанностях, и оно должно быть срочно переведено Вам. Если Вам нужен переводчик, попросите список переводческих компаний в систем DUA офисе.

IMPORTANTE
Este aviso incluye información sobre sus derechos y obligaciones, y debe traducirse de inmediato. Si necesita un traductor, solicite el listado de servicios de traducción en la oficina de la DUA correspondiente.

IMPORTANTE
Questo avviso contiene informazioni sui Suoi diritti ed obblighi e deve essere tradotto immediatamente. Se ha bisogno di un traduttore, chieda l'elenco dei servizi di traduzione presso la DUA.

IMPORTANTE
Este comunicado contém informações sobre os seus direitos ou obrigações. Ele deve ser traduzido prontamente. Se precisar de um tradutor, solicite no escritório DUA mais próximo uma Lista dos serviços de tradução.

ENPÒTAN
Nòt sa a genyen enfòmasyon sou dwa w ou byen obligasyon ou genyen, epi ou fèt pou ou fè tradwi l kounyèa. Si ou bezwen on moun ki pou tradwi pou ou, mande nn lis ki genyen sèvis ke yo ofri pou tradiksyon nan biwo DUA ke ou kontakte a.

QUAN TRỌNG
Thông báo này bao gồm thông tin về quyền hạn hoặc trách nhiệm của quý vị và phải được thông dịch ngay. Nếu cần một thông dịch viên, hãy yêu cầu một danh sách dịch vụ thông dịch tại văn phòng DUA của quý vị.

Tear off and mail to:
Department of Career Services ♦ Attn: Trade unit ♦ 19 Staniford Street ♦ P. O. Box 8370 ♦ Boston, MA 02114

- -

REQUEST FOR A HEARING

Career Center Name & Contact:	
Claimant's Name:	Social Security Account #:
Address:	
Request for hearing on DCS's Trade Unit's determination of the above claim issued: _____ (Date)	
_____ Claimant's Signature	_____ Date

Chapter 4: Job Seeker Trade Record

Trade Readjustment Allowance (TRA) Records

Overview

Career Center Counselors must inform applicants that they may be eligible for TRA Cash Benefits while they are participating in full-time training, completed training that can be TAA approved (i.e. training funded by Title I, etc.) or if waived from training.

The Counselor works with applicants to assist them in meeting their deadlines for TRA weekly cash benefits. The deadlines are listed below are the later of:

Trade Act 2002	Trade Act 2009 – 2011 – 2015
8 weeks from certification or 16 weeks from separation	26 weeks from certification or 26 weeks from separation

Key Process Changes

Career Center Staff no longer data enter 1667 information via MOSES. TRA is now solely done through UI Online. Certain dates, including the actual date for the deadline above will be updated on the TRA tab.

	Remember, deadlines are very important and need to be met. Make sure your customer understand that they need to have an approved training or an approved waiver from training prior to the deadline in order to be eligible for TRA benefits.

Chapter 4: Job Seeker Trade Record

Waiver from Training Record

Overview

Under certain circumstances, eligible workers can be waived from participating in training. The Career Center Counselor informs the worker that waivers are approved for an initial 90 days and then reviewed every 30 days thereafter. The Career Center Counselor works with the client to determine if any of the criteria for a waiver are applicable.

Security

Trade Admin, Trade Staff, and Trade View Only users can access this screen.

Key Process Changes

The Training Waiver is tracked in MOSES and entered by a Career Center Counselor. The Trade Admin user reviews the training waiver/extension via MOSES. The Trade Admin user decides if the training waiver is granted and can be extended to the following month.   The submitter of the training waiver record will receive an email notification of the determination decision.

After completing this lesson, you should be able to:
- Add a training waiver record
- Submit a training waiver for review
- Print forms

WAIVERS AVAILABLE UNDER 2011 ACT AND 2015 ACT

WAIVERS	
HEALTH Waiver	The worker is unable to participate in training due to the health of the worker, except that a waiver under this subparagraph shall not be construed to exempt a worker from requirements relating to the availability for work, active search for work, or refusal to accept work under Federal or State unemployment compensation laws.
ENROLLMENT UNAVAILABLE Waiver	The first available enrollment date for the approved training of the worker is within 60 days after the date of the determination made under this paragraph, or, if later, there are extenuating circumstances for the delay in enrollment, as determined pursuant to guidelines issued by the Secretary.
TRAINING NOT AVAILABLE Waiver	Training approved by the Secretary is not reasonably available to the worker from either governmental agencies or private sources (which may include area vocational education schools, as defined in Section 3 of the Carl D. Perkins Vocational and Technical Education Act of 1 998 (20 U.S.C. 2302), and employers), no training that is suitable for the worker is available at a reasonable cost, or no training finds are available.

Add a training waiver record

1. Go to the Job Seeker Search Screen. Search for a job seeker record and click the Search button.

2. MOSES displays results based on the search criteria entered.

3. Select a record in the search results.

4. Click the Trade button.

5. MOSES displays the Job Seeker Trade Records window for the job seeker you selected.

6. Click the Edit button to open the job seeker trade record.

7. MOSES displays the Trade Application Details window with the Application Info tab selected.

8. Click the Waiver tab.

9. Click the Add button.

10. MOSES displays the Training Waiver Details window. This window contains detailed information related to a training waiver, including submission and determination information, waiver reason and revocation reason.

11. Set the Submission Status to Work In Progress.

12. Select an option from the Reason for Waiver drop down list box.

13. Enter a Waiver Start Date and a Waiver End Date. The Waiver End date is automatically pre-filled to 89 days after the date that is entered for the Waiver Start Date.

NOTE: For companies certified after January 1, 2014 (Trade Reauthorization Act); the first waiver will be good for 90 days.

14. Update the Submission Status to Submitted.

15. The As of date field is pre-filled with today's date.

16. The Submitted Via field is defaulted to In Person. The options are: In Person, Phone, Mail, Rapid Response, Other.

17. Select the check box, Customer Signature Obtained, to indicate that the customer signature is on file. Enter a date in the Signature Date field. These are required fields.

18. Enter comments. (Use to summarize Job seekers results, where resumes have been sent, interview details, et cetera.)

19. Click the OK button to save the data.

	This action submits the training waiver record for review. The training waiver record now appears in the TAA Admin module.

20. MOSES displays the Waiver tab. The waiver record you just added is displayed in the group box.

21. Click the OK button to close the window.

22. Click View Waiver In Word button. Waiver is converted to a Microsoft™ Word document. Print out and have Job Seeker sign form. Retain original for Job Seeker file / record.

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THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF CAREER SERVICES

Trade Adjustment Assistance Program
Request for a Waiver From Training

Waiver from Training

Type:

☐ Approved training starts beyond 30 days

Career Center:	**Fed Petition Number:**
Hurley/MOSES Unit	90166
Client's Name:	**MOSES ID:**
Adolph Laymeoff	12505446

Start Date:	**End Date:**
08/17/2016	11/14/2016

Comments/Explanation:

NOTE: the conditions under which this waiver is being granted must be reviewed at the end of the waiver period.

Client's Signature:	**Date:** 08/17/2016
Career Center Representative:	**Date:**
Christopher Quan	08/17/2016

Career Center Counselor: Please keep this signature sheet on file

S:\Trade\2011\Forms\WaiverfromTraining\ExitCircums
Rev. 11/1/11

Chapter 4: Job Seeker Trade Record

Deadline Extension Record

Overview

Under certain extenuating circumstances, eligible workers can request to extend their deadline for potential continued TRA benefits eligibility. The Career Center Counselor informs the worker that extensions can be requested under circumstances demonstrated to be beyond their control.

Security

Trade Admin, Trade Staff, and Trade View Only users can access this screen.

Key Process Changes

The TRA deadline extension is tracked in MOSES and submitted by a Career Center Counselor. The Trade Admin user reviews the training waiver/extension via MOSES. The Trade Admin user makes the determination on the submittal of the TRA deadline extension.   The submitter of the TRA deadline extension record will receive an email notification of the determination decision.

After completing this lesson, you should be able to:
- Add a deadline extension record for review
- Print forms

	NOTE: For Extenuating Circumstances, enter a Start Date. The Waiver End date is automatically pre-filled to 45 days after the date that is entered for the Extenuating Circumstances Waiver Start Date.

EXTENSIONS AVAILABLE UNDER 2011 ACT AND 2015 ACT

WAIVERS	
EXTENUATING CIRCUSTANCES	Extenuating Circumstances extends the TRA deadline by an additional 45 days. There is no single, universally endorsed definition of "extenuating". In general, the situation must be beyond the individual's immediate control and must be unusual and/or infrequent, unexpected, and significantly disruptive.
FEDERAL GOOD CAUSE	If the customer still missed their deadline with the addition of the Extenuating Circumstance extension, and show good cause, they can get an additional extension through Federal Good Cause.
EQUITABLE TOLLING	Equitable Tolling of a deadline may only apply in egregious circumstances where an individual acted with due diligence to meet the deadline. Equitable Tolling should be applied in situations where it would be manifestly unfair to deny a worker TRA based on the worker's failure to meet a deadline or to deny other TAA benefits due to missed deadlines.

Add a Deadline Extension Record

Record a Extenuating Circumstances extension

1. From the Waiver tab, click the Add button.

2. MOSES displays the Training Waiver window.

3. Select a Reason for Waiver: Extenuating circumstances.

4. Enter a date in the Waiver Start Date and Waiver End Date fields. The start date **must** be the day of the 26 week deadline. Click the tab key and the Waiver End Date field is automatically pre-filled to 44 days after the date entered for the Waiver Start Date field.

5. Set the Submission Status to Submitted. The As of date field is populated with today's date. The Determination Status is set to Pending automatically and the related "As of date" field should display the date the application was submitted.

6. The Submitted Via field is defaulted to "In Person". If the submittal method is different, the appropriate mode should be recorded. The By field should display the User ID of the person who submitted the record.

7. Select the check box, Customer Signature Obtained, to indicate that the customer signature is on file. Enter a date in the Signature Date field. These fields are required.

8. Enter comments to justify the Extenuating Circumstances option. There must be Extenuating Circumstances for not meeting the 26 week deadline.

9. Click the OK button to save the record.

10. MOSES displays the Waiver tab with the new record displayed in the group box.

11. Click the View Waiver in Word button. This converts the Extenuating Circumstances waiver into a Microsoft™ Word document. Print out document and have Job Seeker sign it. Retain original for Job Seeker file / record.

12. Click the OK button to close the window.

	You have now submitted the Extenuating Circumstances Extension. Determinations are issued by the TAA Unit. The extension record now appears in the TAA Admin module. The submitter of the record will receive an email of the determination decision once a determination is made. The client will receive their determination via mail.

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THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF CAREER SERVICES

Trade Adjustment Assistance Program (TAA)
Application for Deadline Extension

Client's Information	
Career Center: Hurley/MOSES Unit	**Petition #:** 90166
Client's Name: Adolph Laymeoff	**MOSES ID:** 12505446

If a worker has missed any of his/her deadlines, s/he should apply for an Extenuating Circumstances extension first.

If needed, and depending on the Trade Act amendments that a customer falls under, he/she can make an application for Good Cause and/or a request to Toll his/her deadlines. Please review the criteria for each of these extensions and ensure the justification corresponds to the request being sought.

Type: **Extenuating circumstances**

☒ Extenuating Circumstances

☐ Federal Good Cause

☐ Request to Toll Deadlines

    ☐ Training

    ☐ Relocation

    ☐ Job Search

    ☐ Additional TRA

Start Date: 10/08/2016	**End Date:** 11/21/2016

Comments/Explanation:
They wicked extenuating circumstances outside of their control

I give this information to support my request for benefits and services under the Trade Adjustment Assistance Program. The information contained in this request is correct and complete to the best of my knowledge. I understand that penalties are provided for willful misrepresentation made to obtain benefits and services to which I am entitled.

Client's Signature:	**Date:** 08/17/2016
Career Counselor Signature: Christopher Quan	**Date:** 08/17/2016

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Record a Federal Good Cause extension

1. From the Waiver tab, click the Add button.

2. MOSES displays the Training Waiver window.

3. Select a Reason for Waiver: Federal Good Cause

4. Select a Reason for Good Cause.

	The reasons a worker may be approved for a Federal Good Cause provision:
	
	• Worker acted reasonably prudent
	• Determination/Notice not received
	• Factors outside of the control of the worker
	• Worker sought extension in timely manner
	• Worker physically unable to take timely action
	• Intimidation, coercion, or harassment by employer
	• Worker misinformed by career center or state staff
	• Reasonable advice not provided to worker
	• Compelling reasons or circumstances
	    ○ Neglect by the state
	    ○ Illness or injury to worker or immediate family
	    ○ Delay in mail
	    ○ Natural catastrophe
	    ○ Delay in employer providing information
	    ○ Compelling personal affairs or problems
	    ○ Communication not in worker's native language
	    ○ Loss or unavailability of records

5. Enter a date in the Waiver Start Date. click the tab button. The start date **must** be the last day of the 45 Extenuating Circumstance Waiver deadline. Click the tab key and the Waiver End Date field is automatically pre-filled to 60 days after the date entered for the Waiver Start Date field.

6. Set the Submission Status to **"Submitted"**. The "As of:" date field is populated with today's date.   The Determination Status is set to Pending automatically (change if appropriate) and the related "As of:" date field should display the date the application was submitted.

7. The Submitted Via field is defaulted to In Person. The "By" field should display the User ID of the person who submitted the record.

8. Select the check box, Customer Signature Obtained, to indicate that the customer signature is on file. Enter a date in the Signature Date field. These fields are required.

9. Enter comments to justify the Federal Good Cause option.

10. Click the OK button to save the record.

11. MOSES displays the Waiver tab with the new record displayed in the group box.

12. Click the View Waiver in Word button. This converts the Federal Good Cause extension into a Microsoft™ Word document. Print out document and have Job Seeker sign it. Retain original for Job Seeker file / record.

13. Click the OK button to close the window.

	You have now submitted the Federal Good Cause Extension. Determinations are issued by the TAA unit. The extension record now appears in the TAA Admin module. The submitter of the record will receive an email of the determination decision once a determination is made. The client will receive their determination via mail.

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DEPARTMENT OF CAREER SERVICES

Trade Adjustment Assistance Program (TAA)
Application for Deadline Extension

Client's Information	
Career Center: Hurley/MOSES Unit	**Petition #:** 90166
Client's Name: Adolph Laymeoff	**MOSES ID:** 12505446

If a worker has missed any of his/her deadlines, s/he should apply for an Extenuating Circumstances extension first.

If needed, and depending on the Trade Act amendments that a customer falls under, he/she can make an application for Good Cause and/or a request to Toll his/her deadlines. Please review the criteria for each of these extensions and ensure the justification corresponds to the request being sought.

Type: Federal Good Cause

☐ Extenuating Circumstances

☒ Federal Good Cause

☐ Request to Toll Deadlines

    ☐ Training

    ☐ Relocation

    ☐ Job Search

    ☐ Additional TRA

Start Date: 11/21/2016	**End Date:** 12/20/2016

Comments/Explanation:

I give this information to support my request for benefits and services under the Trade Adjustment Assistance Program. The information contained in this request is correct and complete to the best of my knowledge. I understand that penalties are provided for willful misrepresentation made to obtain benefits and services to which I am entitled.

Client's Signature:	**Date:** 08/17/2016
Career Counselor Signature: Christopher Quan	**Date:** 08/17/2016

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Record an Equitable Tolling extension

1. From the Waiver tab, click the Add button.

2. MOSES displays the Training Waiver window.

3. Select a Reason for Waiver: Equitable Tolling.

4. Select the benefit the Equitable Tolling will apply to.

	Equitable Tolling may apply to the following deadlines: • Training (TRA deadline extension) • Job Search Allowances • Relocation Allowances • Additional TRA (applies only to 2002 participants)

5. Enter a date in the Waiver Start Date and Waiver End Date fields. The start date **must** be the a date person knew or should have known about TAA eligibility

6. Set the Submission Status to Submitted. The As of date field is populated with today's date.   The Determination Status is set to Pending automatically and the related As of date field should display the date the application was submitted.

7. The Submitted Via field is defaulted to In Person. The By field should display the User ID of the person who submitted the record.

8. Select the check box, Customer Signature Obtained, to indicate that the customer signature is on file. Enter a date in the Signature Date field. These fields are required.

9. Enter comments to justify the Good Cause Beyond 30 Days option.

10. Click the OK button to save the record.

11. MOSES displays the Waiver tab with the new record displayed in the group box.

12. Click the View Waiver in Word button. This converts the Good Cause Beyond 30 Days waiver into a Microsoft™ Word document. Print out document and have Job Seeker sign it. Retain original for Job Seeker file / record.

13. Click the OK button to close the window.

> You have now submitted Equitable Tolling Extension. Determinations are issued by the TAA unit. The extension record now appears in the TAA Admin module. The submitter of the record will receive an email of the determination decision once a determination is made. The client will receive their determination via mail.

Chapter 4: Job Seeker Trade Record

Training Record

Overview

Once an applicant is TAA eligible, the Career Center Counselor informs the applicant of services that will help in determining the appropriate training programs and obtain reemployment at the conclusion of the training program. The CC Counselor helps the applicant complete the Vendor Selection sheet which includes two or three courses. Of these three courses, a recommended course must be selected and a budget is submitted only for the recommended course. The Career Center counselor must also submit verification that the applicant satisfies the six training criteria. The State Trade Office makes the determination regarding the recommended course. If training is approved, the budget is reviewed.

Security

Trade Admin, Trade Staff, and Trade View Only users can access this screen.

Key Process Changes

The Training Package is now tracked via MOSES; this includes data such as the Vendor Selection Sheet, the training budget, and criteria for training approval. All original forms are filed at the applicant's Career Center. Training determinations are given via MOSES.

A course in the Training record has a related status (Submitted, Approved, or Denied) and a Budget status (Pending, Approved, or History). Each cost item for the budget has a requested and approved amount. The submitter of the training record is sent an email of the determination decision once a determination is made by the Trade Admin user. If applicable, hearings are tracked in MOSES.

After completing this lesson, you should be able to:
- Submit verification that applicant satisfies six training criteria
- Complete vendor selection
- Submit vendor selection for review
- Complete and submit training budget

Submit verification that applicant satisfies six training criteria

This is done and verified throughout regular MOSES in case management, etc…

1. Go to the Job Seeker Search Screen. Search for a job seeker record and click the Search button.

2. MOSES displays results based on the search criteria entered.

3. Select a record in the search results.

4. Click the Trade button.

5. MOSES displays the Job Seeker Trade Records window for the job seeker you selected.

6. Click the Edit button to open the job seeker trade record.

7. MOSES displays the Trade Application Details window with the Application Info tab selected.

8. Click the Training tab.

9. Once the Career Center Counselor has deemed that the client meets all six criteria for training and a signed copy of the training criteria form is on file, the check box should be selected.

10. Hover text is displayed over the check box.

	Hover text:
	- There is no suitable employment available to adversely affected worker - The worker would benefit from appropriate training - There is reasonable expectation of employment following completion of such training - Training approved by secretary is reasonably available to the worker from either government agencies or private sources - The worker is qualified to undertake and complete such training - Such training is suitable for the worker and available at a reasonable cost

	The Add Course button cannot be clicked until the check box is selected.

Complete Vendor Selection

1. Go to the Job Seeker Search Screen. Search for a job seeker record and click the Search button.

2. MOSES displays results based on the search criteria entered.

3. Select a record in the search results.

4. Click the Trade button.

5. MOSES displays the Job Seeker Trade Records window for the job seeker you selected.

6. Click the Edit button to open the job seeker trade record.

7. MOSES displays the Trade Application Details window with the Application Info tab selected.

8. Click the Training tab. This tab allows you to enter vendor selection records for training. Each record represents a vendor selection sheet, with multiple courses attached. The Course Enrollment Information group box displays the submitted recommended training course.

9. Click the Add button. MOSES displays the Vendor Selection window. The Vendor Selection window displays the courses associated with a particular vendor selection record. You may add courses to this list.

10. Click the Add Course button. When the Add Course button is clicked, the Course Search screen is displayed.

11. Search for a Trade approved course. Select a course and click the Select button.

12. Once the course is selected, you are navigated to the Course Details tab.

	If cost and break information already exists for the selected course, this information is brought over to the TAA Participant module and defaulted for the Course selected. The Career Center counselor must examine the defaulted values, change those values if necessary, and provide comments for such changes. Information that is updated for the defaulted cost items and the defaulted schedule break items are saved to related job seeker trade record only and not updated in the Training course module.

13. The Course Details tab displays information specific to one course on the vendor selection window. Determination, break information, and justification information is entered and displayed on this screen.

14. The course that you selected during your course search is displayed in the Course Information group box. The Course ID, Course Name, Provider ID and Provider Name, are displayed.

15. Select an option from the Recommendation drop down list. Select either Recommended Course or Alternative Course.

16. Set the Submission Status to Work In Progress since data is still being entered.

17. Select an option for Apprenticeship. (If this program is an Apprenticeship.)

18. Select an option for Full-time. (Is this program Full-time?)

19. Select an option for Pre-Requisite(s). (Does the person have Pre-requisites for the program?)

	Pre-Requisites should only be selected for customers taking pre-requisite courses in Degree programs.

20. Enter dates for the Training Start Date and Training End Date fields. These are required fields.

21. If applicable, review the information in the Break Information group box. Data will be populated in this group box if the break information exists in the MOSES Training Course module. Otherwise, this group box will be blank and you will have to enter the break information for the course.

| | The Break Type drop down list is not populated from the Training Course module. You must select an option.

The Individual Verification Received is not defaulted. Check this checkbox if the client has signed off on the form. |
|---|---|

22. After the break information is reviewed or entered, answer the questions in the Best Option group box. Select Yes or No for each question.

	If you select the No radio button for any question, the Comments field is required. You must justify based on the selected criteria, if you select a higher cost training.

23. Click the OK button to save the record and to close the window.

24. MOSES displays the Vendor Selection window. The record you just saved is displayed in the Vendor Selection group box.

25. Click the Add Course button to add another course to the Vendor Selection. Search for a Trade Approved course, select the course, and click the Select button to be taken to the Course Details tab. Set this Recommendation status to Alternative Course.

26. Click the OK button to save the record and to view the Vendor Selection window.

27. If necessary, add another course. Once complete, you should now view the Vendor Selection window.

28. Review the buttons located inside the Vendor Selection group box.

Course: Trade

✏️	The Add Course button takes you to the Course Search screen. Once a Trade Approved course is selected, the Course Details tab is displayed.
	The Remove Course button disassociates the course to the selected row from the vendor selection record.
	The Edit Details button takes you to the Course Details tab.

29. Highlight the Recommended Course. Click the Edit Details button. The Course Detail Tab is selected.

✏️	You will now go through the process of editing the budget information for the recommended course.

On the next few pages are the printouts when viewed in Word for training enrollments.

30. Click the View in Word button. The Training is converted to a Microsoft™ Word document. Print out and have Job Seeker sign form. Retain original for Job Seeker file / record.

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DEPARTMENT OF CAREER SERVICES

Trade Adjustment Assistance Program (TAA)
Training Contract Pre-Approval Form

PLEASE GIVE A COPY OF THIS FORM TO THE CLIENT

Date Contract Documents Received:	08/17/2016	Petition #:	90166
Career Center:	Hurley/MOSES Unit	Phone #:	617-626-5303
Contact Name:	Christopher Quan	Fax #:	

Client Name:	Adolph Laymeoff	MOSES Applicant ID #:	12505446
Course:	PROGRAM #7 - MAJOR APPLIANCES, DOMESTIC&COMMERCIAL. REF. & A/C	Hours Per Week / Credit Hours per Semester:	24 / 0

Approved Contract Costs:
---- Tuition ----

Total Contract Amount:	$0	Dates of Training:	09/07/2016 To 08/21/2017
Provider Name: Address:	Bay State School of Technology 225 TURNPIKE STREET CANTON, MA 02021	Office/Contact: Phone:	(781) 828-3434

Approval Status:	Pending	Date:	08/17/2016
Reviewed By:		Date:	

IMPORTANT INFORMATION:

This document contains important information regarding your training approved under the Trade Program. It is important to have it translated immediately. You are responsible for the information and requirements contained herein.

Questo documento contiene importanti informazioni relative al Suo addestramento approvate in base al Programma commerciale. È importante che queste informazioni siano tradotte immediatamente. Lei è responsabile delle informazioni e dei requisiti quivi contenuti.

El presente documento contiene información importante referida a su aprobación bajo la conforme al Programa de Comercio. Es importante que solicite su traducción de inmediato. Usted es responsable de los datos y requisitos que este documento contiene.

Esse documento contém informações importantes relativas ao seu treinamento aprovado pelo Programa de Comércio. É importante que seja traduzido prontamente. As informações e requisitos inclusos no documento são de sua responsabilidade.

PARTICIPANTS:
- Only the required courses outlined in your training plan are approved.
- Any substitutions, additional courses, or deviations from the training plan must be approved in advance.
- If you are unable to take the required courses as outlined in your training plan, notify DCS (via your career counselor) immediately.
- If you withdraw from a course, you must notify the training provider and DCS immediately.

In having submitted a training package for approval under the Trade Program, you have certified that you meet the six criteria for training. You have also certified that you will notify DCS (via your career counselor) in advance of any changes regarding this training approval. In addition, you understand that any changes not approved by DCS in advance may result in cancellation of this training approval and/or disqualification from the Trade Program. You further certify that you will disclose any financial aid award received from the training institution, and that such award may be applied to tuition/fees and other training costs.

TRAINING PROVIDERS:
** The Contractor shall only be compensated for performance delivered and accepted by the Department in accordance with the specific terms and conditions of a Contract. All Contract payments are subject to appropriation pursuant to M.G.L. C. 29, §26, or the availability of sufficient non-appropriated funds for the purposes of a Contract, and shall be subject to intercept pursuant to M.G.L. C. 7A, §3 and 815 CMR 9.00.**

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Rev: 11/2015

Break in Training Verification
Department of Career Services

Under the terms of the Trade Act of 1974, as amended, a 14 or 30 day limit (whichever is applicable) was established as the maximum length of any scheduled break in training for which individuals approved for training can continue to receive Trade Readjustment Allowances (TRA) during the break. The regulations state that no TRA will be paid to an individual for any week which begins and ends within a scheduled break that is longer than 14 or 30 days (not including Saturdays, Sundays or official State or National holidays). A scheduled break in training includes all periods within or between courses, terms, quarters, semesters and academic years. (Depending on the individual's Petition # that determines if a 14 or 30 day break in Training applies).

The training program Pending between the Department of Career Services and Bay State School of Technology to provide training to Adolph Laymeoff includes the following breaks in training that exceed 14 or 30 days in length (whichever is applicable):

FROM (month, day, year)	TO (month, day, year)	TOTAL # DAYS

X No 14 or 30 Day Break in Training
(on file at Career Center)

Career Center Rep.: Please keep signature on file @ Career Center   **Date:** 08/17/2016

I understand and accept that weekly Trade Readjustment Allowances (TRA) cannot be paid to me for any full weeks in which I am not in attendance at school due to a break exceeding 14 or 30 days as listed above.

Client's Signature: Please keep signature on file @ Career Center   **Date:** 08/17/2016

MOSES Applicant ID: 12505446   **Petition #:** 90166

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Rev: 11/2015

The Commonwealth of Massachusetts
Executive Office of Labor and Workforce Development
Department of Career Services

Trade Adjustment Assistance Program (TAA)
Training Contract Pre-Approval Form

20 CFR 617.22 Training Approval Criteria

Section 236 of the Trade Act establishes six (6) criteria, all of which must be met, as a condition for approving an individual for training
Training shall be approved for an adversely affected worker if the State agency determines that:
(1) There is no suitable employment (which may include technical and professional employment)
available for an adversely affected worker.
(2) The worker would benefit from appropriate training.
(3) There is a reasonable expectation of employment following completion of such training.
(4) Training approved by the Secretary is reasonably available to the worker from either governmental agencies or private sources
(which may include vocational education schools, and employers).
(5) The worker is qualified to undertake and complete such training.
(6) Such training is suitable for the worker and available at a reasonable cost.

Certification Statement: I hereby certify that I meet the above criteria for training

Career Counselor Signature/Date:	Trade Participant Signature/Date:

Please keep signature on file at the career center

Participant's Information

Participant's Name (Last, first, middle): **Adolph Laymeoff**	MOSES ID #: 12505446
Career Center Counselor: **Christopher Quan**	Petition #: 90166

Vendor's Information

Vendor Name: Bay State School of Technology	Academic Program Degree: PROGRAM #7 - MAJOR APPLIANCES,DOMESTIC&COMMERCIAL. REF. & A/C
Primary Contact person: Lawrence Fay	Start & End Dates: (Month/day/Year) 09/07/2016 / 08/21/2017
Number of hours per week or Credit hours per semester: 24 / 0	Number of weeks: 48	Total hours: 1152

Please provide us with the costs breakdown (itemized costs of purchases)

Books	Supplies	Uniforms	Tools	Health Insurance	TOTAL
$	$ 0	$ 0	$ 0	$ 0	$

Tuition: $	Fees: $	Total Contract Agreement: $ 0

Justification for Vendor Selection: (include consideration of price and demonstrated performance)		Comments/Justification for Vendor Selection
Best Price Option?	Yes	
Best Performance Option?	Yes	
Best Commuting option?	Yes	

Purchase Information:
Please indicate below name of vendor if different from training provider or please indicate "Reimbursed" ☐

Vendor's name:

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Complete and submit the training budget

1. Click the Training Package tab. This tab displays budget information specific to one course on the vendor selection window (the recommended course).

	If the selected Trade Approved course already has cost items entered by the vendor, a summary of the cost items is already displayed on the Training Package tab in the Pending Budget section.

2. A row in the Pending Budget section signifies that the Career Center Counselor has submitted the budget to the Trade Office for review. If the budget is approved, the budget will appear in the Approved Budget section. If the budget is denied, the budget will appear in the Budget History section.

| | If a modification needs to be submitted for review, select an approved record and click the Modify button. Update the information and save the modified amounts and / or dates. This record will be displayed as pending and the existing record will remain in the Approved Budget section until the new pending record is reviewed.

Once the updated budget record is reviewed and if it is approved, the budget record will become the approved record and the formerly approved record will move to the Budget History section. The updated record will move to the Approved Budget section. |
|---|---|

	If the revision is denied, the budget record will move to the Budget History section and the existing approved record will remain in the Approved Budget section. Keep track of the most recent budget based upon "Date Created" field.

3. Review the buttons in the Budget group box.

| | The Add button is disabled if there is a record in the Pending Budget section or if there is a record in the Approved Budget section.

The Modify button is disabled if a Pending budget record is selected. To edit a pending budget, click the Edit button.

The Modify button functionality is designed to allow Career Center staff the ability to submit a modified budget request, while keeping the existing, approved budget available for financial reporting purposes.

When the Modify button is clicked, a copy of the selected budget (which is the last approved budget) will open in the Budget Detail window, only the requested amounts should be pre-filled. When the modified budget is saved, the existing budget record is not updated and the record remains in the Approved Budget section. |
|---|---|

The Edit button is enabled if any budget row is selected. This functionality is designed to allow Career Center Counselors the ability to update a pending budget, which has not yet been reviewed by Trade Admin user. The Edit button allows Trade Administrators the ability to edit the amount of an approved budget. If the Trade Administrator wishes to zero-out the budget, the Trade Admin user will change approved amounts to $0.00. When the Edit button is clicked, the selected budget will open in the budget detail window. The existing budget amounts may be updated; however, the budget status will not change.

The Delete button is disabled if the budget is in the Approved Budget section. When the button is clicked, the budget record is deleted.

4. If no budget exists, click the Add button, which is located on the Budget tab, to add a new budget record on the Training Budget Summary window. If a pending budget already exists, click the Edit button to make changes to the Pending budget record.

5. MOSES displays the Training Budget window. The Training Budget window displays a list of cost line items if cost items already existed in the Training Course module. The Cost Information group box allows you to view trade cost information associated with a particular course. You may add an infinite number of cost line items. The Total Cost will automatically calculate and appear at the bottom of the last row.

> "Just Cause" under the training dates. This will need to be checked off when an extension is requested for a customer that is already collecting Completion TRA. It will allow the 20 week eligibility period to be extended. Note: Total training weeks cannot exceed 130, and the amount of Completion TRA benefit paid cannot exceed 13 weeks.

6. Review the list of cost items already defaulted. Click the Edit button to review detailed information for each cost line item. Click the Delete button to remove the cost line item from the budget.

7. Highlight a record and click the Edit button.

8. MOSES displays the Course Cost Details window. The selected course is displayed at the top of the window.

9. Review data for the Cost Information group box.
    Fields:

Field Name	Required	Comments
Cost Type	▶	• The following cost types are available: Tuition, Fees, Health Insurance, Books, Supplies, Uniforms, Tools, Travel Expenses, Subsistence, or Other • This field is defaulted to the cost type if a budget existed for the training course selected
Cost Other		• This field is enabled and is required when the Cost Type = Other
Included in Contract		• Select Yes or No
Requested Amount		• Enter the amount requested that relates to the cost type • This field is defaulted to the cost type if a budget existed for the training course selected
Approved Amount		• This field is only enabled for Trade Administrators.
Payment Type	▶	• Select from the options: Purchase Order, Contract, or Reimbursement • This field is defaulted to the cost type if a budget existed for the training course selected
Vendor		• This is a disabled field that displays the Vendor ID of the associated Vendor selected via the Vendor search screen • This field is required if the Payment Type is Purchase order

Course: Trade

10. If Cost Type = Subsistence, the Subsistence Detail group box is enabled.
    Subsistence Fields:

Field Name	Required	Comments
Subsistence Type	▶	• The following options are available: Meals, Travel, Lodging
Number of Days		• Enter a number
Amount per Day		• Enter currency
Total Cost		• This is a calculated field that multiplies the number of days times the amount per day

11. If Cost Type = Travel, the Travel Details group box is enabled.
    Travel Fields:

Field Name	Required	Comments
Type	▶	• The following options are available: auto, train, bus
Number of Miles Per Day		• Enter a number
Number of Days Per		• Enter a number

Week		
Number of Weeks		• Enter a number
Total Cost		• This is a calculated field that multiplies the number of miles per day times the number of days per week times the number of weeks times the mileage rate times 0.09. • The Total Cost field takes into consideration the federal mileage rate. This rate is based on the created date for the record.
Is public transportation available?		• Select Yes or No
This individual is car-pooling with another student		• If you click the check box, the Name field is enabled
Name		• This field is enabled once the related check box is selected

12. To add a vendor, click the Add button next to the Vendor field. This action displays the Course Vendor Search screen.

Course: Trade

Course Vendor Search

Type of Search
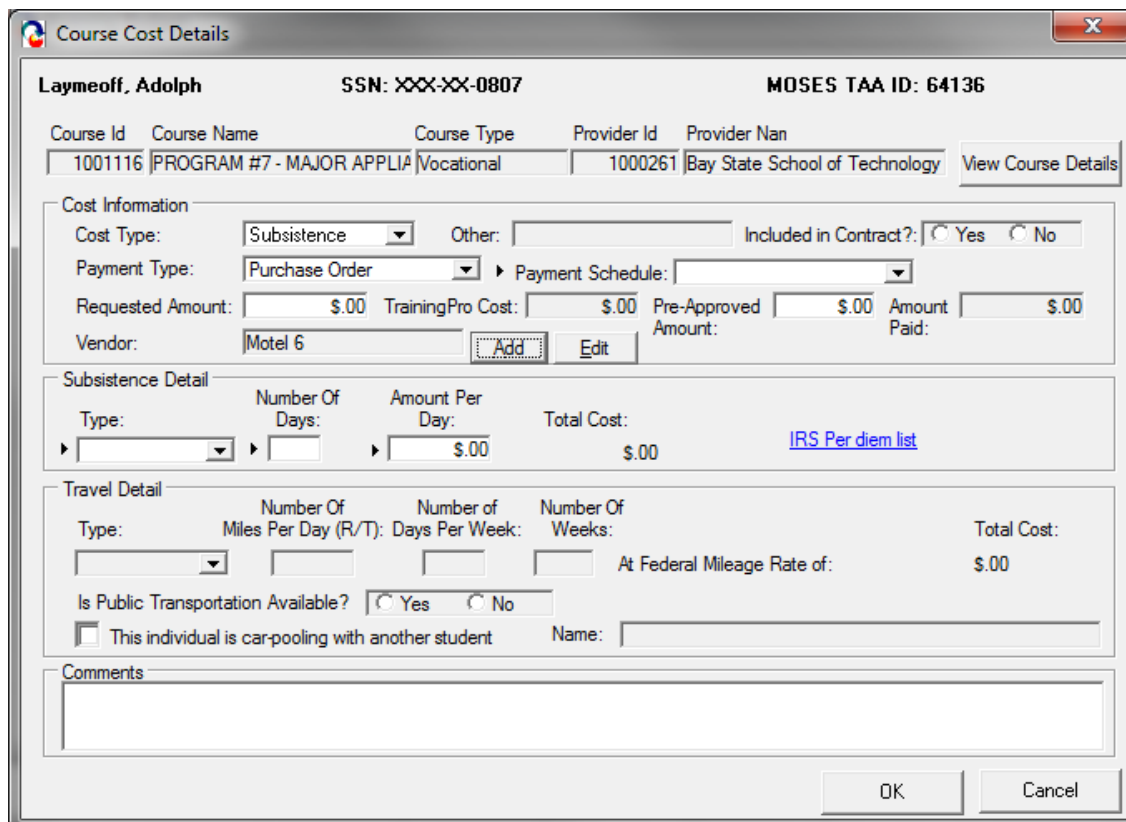
Search Criteria
- ● Name
- ○ City

To enter a new Course Vendor click the Add button. Search for an existing Course Vendor by selecting a search method, entering the search criteria, and then clicking the Search button.

Search Criteria: [   ]   [Search]

Search Results

Vendor Name   Address

[More]

[Edit] [Add] [Select] [Cancel]

13. Once the vendor search is successful, highlight the record and click Select to add the vendor from the search. The Vendor ID appears in the Vendor field.

14. Click the Edit button located next to the Add button for the Vendor field.

15. MOSES displays the Vendor Information window, which lists details for the Vendor.

16. Click the OK button to close the Vendor Information window.

17. MOSES displays the Course Cost Details window. Click the OK button to close the Course Cost Details window.

Course: Trade

18. MOSES displays the Training Budget window.

19. Go through the process of reviewing or adding cost type line items on the Course Cost Details window.

20. After all cost items are reviewed or added to the Training Budget, click the OK button.

	Clicking the OK button on the Training Budget window submits the budget for review and places the budget in the Training Pending Budget section (or updates the amount if a budget already exists).

21. MOSES displays the Training Details window with the Training Package tab selected.

22. The budget data you entered is displayed in the Pending Budget section.

23. If you want to edit the budget, click the Edit button.

24. Click the Course Detail tab.

Submit Vendor Selection for review (Continued from above)

25. Update the Submission Status to Submitted. The Determination Status should now be set to Pending.

> MOSES automatically sets the Determination Status to Pending when the Submission Status is set to Submitted.

26. The As of date field is pre-filled with today's date.

27. Select an option for the Submitted Via field. The options available are: In Person, Phone, Mail, Rapid Response, or Other. The Submitted Via field is defaulted to In Person when the Submission status is set to Submitted.

28. The By field displays the User ID of the person who submitted the budget.

	The As of and the Submitted Via field are required if the Submission Status is equal to Submitted. The By field displays the User ID of the user logged into the system when an option is selected from the Submitted Via field.

29. Select the check box, Customer Signature Obtained, to indicate that the customer signature is on file. Enter a date in the Signature Date field. These fields are required.

30. Click the save icon.

	The save icon is located in below the top menu.

31. Click the Training Package tab.

	You are performing these steps to verify that the data on the Submission status is now disabled since the Submission status is now Submitted and the record was saved.

32. Click the Course Details tab. Since the data was saved and the Submission Status is equal to Submitted, all fields on the Course Details tab are disabled.

	The training record is now displayed in the TAA Admin module and is ready to be reviewed by the Trade Admin user. The training record appears in the TAA Admin module because the budget status and determination status are equal to pending. You have now submitted the training record for review. TAA will make a determination regarding the training record and budget. The submitter will receive an email notification of the determination decision.

	A nightly interface will send the determination from MOSES to UI Online.

33. Note the changes to the training package fields once approved:

Course: Trade

	Upon Approval of a Course enrollment, an automatic enrollment in Services – Course/Activity will be generated. You must "enroll" the client upon their actual commencement in training.

	These Services help to track the DOL standard for Common Measures

Course: Trade

	An approved budget will also display on the Training Package tab.

Complete and submit a Modified Training budget

1. Click the Training Package tab. This tab displays budget information specific to the course (the recommended course).

2. To submit a modification, select the approved Training Package record and click the Modify button.

3. Highlight the Cost Type and Click Edit.

4. In the Requested Amount box insert the new requested amount. It should be the original amount plus the new requested amount. Click Ok to submit.

Course: Trade

If the new requested amount is different from the TrainingPro cost, a pop up requiring an explanation of the new budget request appears.
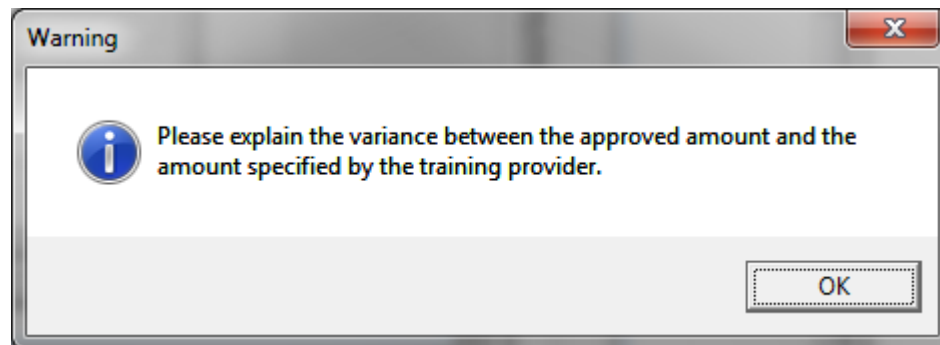
Add the explanation into the Comments box at the bottom of the Course Cost Details.

5. Note the new Requested Amount now appears on the Training Budget.

6. Click Ok to submit the new modified contract. Note it now is a Pending Training Package.

Chapter 4: Job Seeker Trade Record

Benchmark Record

Overview

Training benchmarks encourage early intervention and modification of unsuccessful training plans. Modifications can increase training completion and credential attainment. Benchmarks will be documented in an individual employment plan and signed by the participants. Benchmarks are required for trainings longer than 3 months for participants under the 2011 and 2015 Trade acts.

	Benchmarks must be established at training package submission. They are **required for Completion TRA eligibility**, review will be conducted every 60 days from start of training.

Security

Trade Admin, Trade Staff, and Trade View Only users can access this screen

Key Proccess

Career Centers will data enter Benchmark data via MOSES. All related Benchmark forms with original signatures of the applicant are filed at the Career Center. If the applicants training will be longer than 90 days; Benchmarks will need to be entered every 60 days from the beginning of training. Two benchmarks will need to be created;

- Maintain Satisfactory Academic Standing
- Complete training within Approved Timeframe

After completing this lesson, you should be able to:
- Enter data for Benchmarks
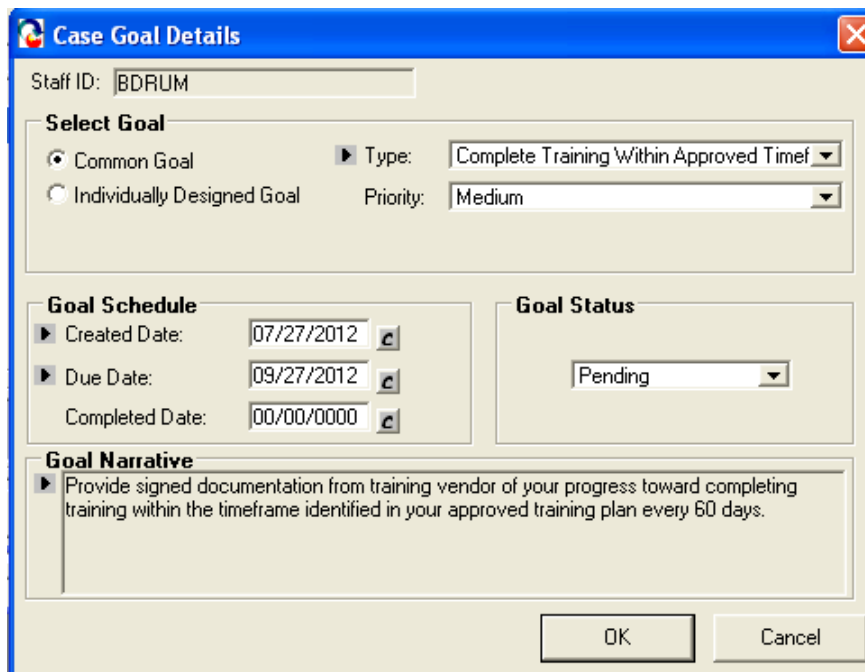
Enter Data for Benchmarks

1. Go to the Case Plan Tab; "Goals"

2. Click Add Goal and Select 'Maintain Satisfactory Academic Standing' in the 'Type' dropdown menu. Please note the associated auto populated Goal Narrative.

3. Add a Due Date. The due dates is 60 days from the Start Date of Training.

4. Click OK.

1. Click Add Goal and Select 'Complete Training within Approved Timeframe' in the 'Type' dropdown menu. Please note the associated auto populated Goal Narrative.

2. Add a Due Date (the due date is 60 days from the Start Date of Training).
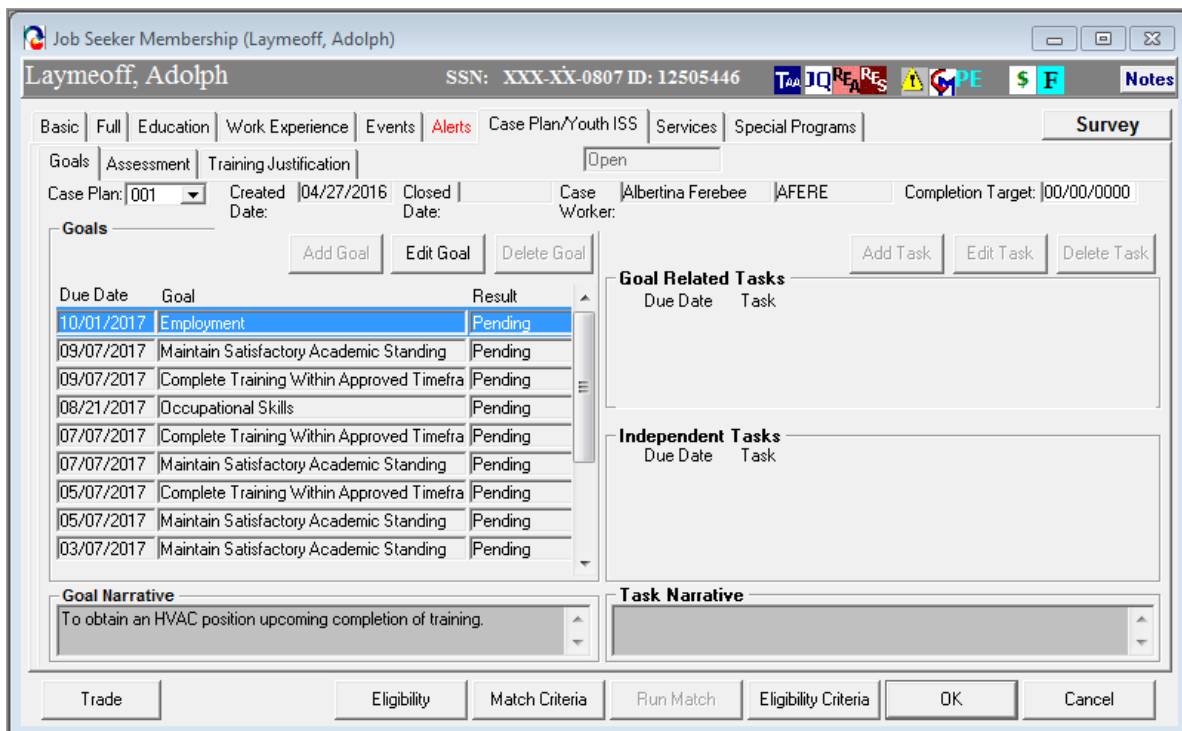
3. Repeat adding these two (2) goals every sixty (60) days.

4. Continue setting these two (2) goals up to but not beyond the approved TAA end date of the training.

Example of a completed case (please note the scroll bar for more)

Chapter 4: Job Seeker Trade Record

Reemployment Trade Adjustment Assistance (RTAA) and Alternative Trade Adjustment Assistance (ATAA) Record

Overview

The R/ATAA tab captures information related to the Reemployment Trade Adjustment Assistance (RTAA) program and the Alternative Trade Adjustment Assistance (ATAA) program. Once the worker is determined eligible for TAA (approved 1666), the worker can apply for RTAA or ATAA as appropriate.

Workers applying for R/ATAA must file the application through a Career Counselor at the Career Center. Determinations for R/ATAA are performed by TAA staff.

Security

Trade Admin, Trade Staff, and Trade View Only users can access this screen.

Key Process Changes

Career Centers will data enter R/ATAA data via MOSES. All related R/ATAA forms with original signatures of applicant are filed at Career Center. Each R/ATAA record has a Submission Status (Submitted and Work In Progress) and a Determination Status (Approved, Denied, Pending and Withdrawn). R/ATAA determinations are tracked via MOSES. TAA informs applicants regarding their eligibility for R/ATAA. An email is sent to the submitter concerning the determination once the determination status is updated.

After completing this lesson, you should be able to:
- Enter data for RTAA / ATAA application
- Submit an RTAA / ATAA application
- Submit Monthly Certifications
- Print forms

	See General Requirements on next pages for more details.

Enter data for an R/ATAA application

1. Go to the Job Seeker Search Screen. Type of Search By: Job Seeker ID, Last Name, SS Number, Claimant ID: Search for a job seeker record and click the Search button.

2. MOSES will display Search Results based on the search criteria entered.

3. Select a record in the search results.

4. Click the Trade button at the bottom of the screen.

5. Under Trade Determination: MOSES displays the Job Seeker Trade Records window for the job seeker you selected.

6. To Add an R/ATAA application, double-click on the record you are submitting the application under to open the job seeker trade record.

7. MOSES displays the Trade Application Details window with the Application Information.

8. Click on the RTAA/ATAA Tab.

9. Enter the data for the fields in the R/ATAA Basic Information and Former Salary Information group box.

10. Trade Application Details window is display with the following Fields:
Basic Information, Certified Former salary Information, Applications

Field Name	Required	Comments
Basic Information:		
Applicant DOB		• Applicant's date of birth is displayed, verify age
Separation Date		• The date is pre-filled from the Application Info tab
26 Week Deadline		• MOSES displays a date that is 26 weeks after the Separation Date (only applies if ATAA eligible)
Certified Former salary Information:		
Former Salary		• This field is pre-filled with the salary information tied to the WORK EXPERIENCErecord added on the Application Info tab
Per		• This field is required if the former salary is entered • The following options are available: Hour, Week, Month, and Year
Average Hr/Wk		• This field is required if the Former Salary (per) field is equal to hour
Annualized Former Salary		• MOSES calculates the annual salary based on Hour, Week, Month or Year
Salary Verification Method		• This field is required; former salary verification is requiredThe following options are available: Pay Stub, Letter from Employer, Other
Other		• This field is required if the Salary Verification Method is equal to Other
Former Number of hours Worked During Last Week of Full Employment		• Enter Hours

11. Click OK to save information.

Submit an R/ATAA application

12. Create an R/ATAA Application. Click Add under New Employment on the Detailed Information Tab R/ATAA box.

13. The R/ATAA Certified Employment History carries over from the WORK EXPERIENCEtab.

    Note: The Past Employment Summary carries over from the Job Seeker Work Experience tab. Go To will take you to Work Experience tab.
    Hit Cancel will take you back to Detailed Information Tab. You need to ensure the TAA certified employment record is complete and non duplicative on the WORK EXPERIENCE tab

14. New Employment needs to be added. Click Add to enter the New Employer information. This takes you to the Job Seeker Employment tab with your Job Seeker's new employment.

Course: Trade

15. Highlight the appropriate new employment and click on Select.

Note: he new employment should be entered as an employment service prior to making the R/ATAA application.

16. This will add the new employment information into the R/ATAA Detailed Information tab.

NOTE: The New Employment section is now filled out.

17. After you have reviewed the data in the R/ATAA Detail Information tab, the application is ready to be submitted to the central office.

18. Click on the Submission and Determination Tab. – Under Initial Determination Select Submitted for the Submission Status. This sets the Determination status to Pending automatically. Check box for Signature Obtained, to indicate that the signature of the customer is on file. While doing this a date is populated automatically into Signature Obtain Date: Enter a related date that the signature was obtained in the Signature Date field. Also Submitted Via: select one; these are required fields if the Submission Status is set to Submitted. Now click OK to submit the application for the R/ATAA to the Central office.

Course: Trade

| | Note: According to the petition the participant is under, the system will select ATAA or RTAA.

Click "View In Word" to print out the R/ATAA Application. This must be kept on file with signatures |

MUST BE KEPT ON FILE WITH SIGNATURES

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF CAREER SERVICES

Trade Adjustment Assistance Program (TAA)
Reemployment Trade Adjustment Assistance (RTAA)
Individual Application
Trade Adjustment Assistance Reauthorization Act of 2015

Client's Name (Last, First, M.): Laymeoff, Adolph		MOSES ID #: 12505446	DOB: 05/12/1958	Petition # 90166
Mailing Address: 105 Spring Street East Bridgewater, MA 02333		Date of Reemployment at New Employer: 08/17/2016		
TAA Company's Name, Address Phone & Contact: Dresser Inc./General Electric 85 Bodwell Street Avon, MA 02322		NEW Employer's Name, Address, Phone and Contact: Disneyland Park S Harbor Blvd Stockton, CA 95202		
Old Wages (Avg. Yearly): $55411	New Wages (Avg. Yearly): $31200	Normal Hours worked (Per Week) 40		

New Employer's Signature is only required for those clients who do not have a paycheck as of the date of this application.

I attest as the above named NEW employer's representative that the above named client will not earn more than $50,000 in the 12 month period beginning with the initial date of employment and that he/she meets the definition of reemployment as defined in #4 and #5 below.

_____   _____
Signature and Title   Date

For the client:
The following conditions must be met at the time of reemployment.

1. At least age 50 (verify with copy of drivers license, or birth certificate or passport, etc.)
2. The clock on the two-year duration of RTAA benefits will begin at the sooner of the exhaustion of UI (and any EUC) or reemployment (verify with copy of job offer letter or check stub) Any weeks of TRA collected will also be deducted from this 2-year period.
3. Not earning more than $50K in wages from the reemployment. (If a paycheck has not been issued at the time of application, then a supporting statement from the employer indicating that annual wages are not exceeding $50K must be submitted.)
4. Reemployed full-time as defined by state law (verified in the same manner as UI) However, Worker can be approved for RTAA benefits if working less than full time, but at least 20 hours a week AND attending full time training.
5. Cannot return to work from which was separated (this means the worker cannot return to the same job at the same company/recall. It also may preclude a different job at the same employer)

STATEMENT
In accordance with Section 241 the Trade Act of 1974 as amended, I hereby request consideration for certification of individual eligibility under the Reemployment Trade Adjustment Assistance Program (RTAA).

_____   _____
SIGNATURE OF CLIENT   DATE

I herby attest that the above information is true and complete to the best of my knowledge.

_____   _____
Signature of Career Counselor   Date

Document#
Rev. 1/04

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19. Once the R/ATAA application has had a determination issued you can click Edit to review and/or add weekly certifications.

20. In the R/ATAA Details screen click on the Monthly Certification tab.

21. Now that the R/ATAA has been approved you may submit requests for R/ATAA payments to your client. Click Add to bring up the R/ATAA Details Tab.

22. Enter the first day of the month for the month being submitted. Under Monthly Submission: Set the Submission Status to Work In Progress until you are ready to submit the completed month. Now click Add.

23. This brings up the R/ATAA Weekly Details screen. Enter the appropriate information.

Field Name	Required	Comments
Week No.		• Enter the appropriate week number for the month.
Week Ending Start Date		• Enter the first day of the week for that weeks time period. (Typically starts on Sundays.)
Week Ending Date		• When you enter the Week Ending Start date this field will automatically populate. (Typically ends on Saturdays.)
Current Total Wages per Year		• These automatically populate from the new employment record that was entered in the Jobseekers - Services – Employment tab.
Current Total Hours Per Week		• These automatically populate from the new employment record that was entered in the Jobseekers - Services – Employment tab.

24. Ask your customer the work related questions and check the appropriate radio button. Click OK when done. Enter the next week. Continue this process until your month is complete.

25. When your month is complete. Change Submission Status to Submitted. Select the check box, Customer Signature Obtained, to indicate that the signature of the customer is on file. Enter the related date that the signature was obtained in the Signature Date field. These are required fields if the Submission Status is set to Submitted.

26. Obtain and check verification of employment for the certification period from the client. Select the appropriate Salary Verification Method.

    Options are:
    - Pay Stub
    - Letter from Employer or
    - Other-   If Other is selected, Other field becomes active and appropriate documentation must be entered. Now click OK to submit the R/ATAA to the Central office.

| Note: The same weekly pay period must be used throughout the entire RTAA application. (ex. Sunday through Saturday or Monday through Sunday pay periods) |

27. Your Monthly Certification tab should reflect the monthly information.

	Click on Print Monthly Request Form to print out the Monthly Certification Application.

	Note: The original Monthly certification documentation must be sent in with verification documentation and must be kept on file with signatures.

Course: Trade

MUST BE KEPT ON FILE WITH SIGNATURES

The Commonwealth of Massachusetts
Executive Office of Labor and Workforce Development
Department of Career Services

Trade Adjustment Assistance Program (TAA)
Reemployment/Alternative Adjustment Assistance
Monthly Request for Allowances

Client's Name: Laymeoff, Frank	Moses ID #: 10012765	Petition #: 85739

Certification Month: March	Week #1	Week #2	Week #3	Week #4	Week #5
Enter a Week Start Date and Week End Date (MM/DD/YYYY) – (MM/DD/YYYY) for each Week Number Column. (Please ensure the start day for each week is submitted through the duration of this application. It must match your pay period)	03/06/2016 - 03/12/2016	03/13/2016 - 03/19/2016	03/20/2016 - 03/26/2016	03/27/2016 - 04/02/2016	
1. During each week claimed, did you work?	Yes	Yes	Yes	Yes	
2. Are there any changes to your hours for each week claimed?	No	No	No	No	
If yes, are these changes to your hours permanent?	No	No	No	No	
If yes, enter new hours per week if applicable. Enter the same hours for subsequent weeks.	per week	per week	per week	per week	
3. Are there any changes to your wages for each week claimed?	No	No	No	No	
If yes, are these changes to your wages permanent?	No	No	No	No	
If yes, enter new wages per week if applicable. (Per Hour, Day, Week, Month or Year). Enter the same wage for subsequent weeks.	per	per	per	per	
4. During each week claimed, did you receive any other income from any other source such as Workman's Compensation, etc.?	No	No	No	No	
If yes, please provide details:					

Worker Certification: I certify that my answers to questions 1, 2, 3, and 4 are true and correct. I know that the law provides penalties and/or imprisonment for false statements to obtain benefits and that DCS actively pursues fraudulently collected benefits.

Signature: _____

Date: _____

OFFICIAL USE ONLY:

Copies of pay stubs MUST accompany form for each week you are claiming benefits. Bring, mail, or fax the copies to your counselor with this form completed each month.
DCS - Trade Unit - PO Box 8390 - 19 Stamford Street - Boston, MA 02114

28. Once the Monthly Certification is determined the R/ATAA payments that were approved will show on the screen.

29. The payments made with R/ATAA funds will be reflected in the "Benefit Amount Remaining".

30. The payments to date will show on the main R/ATAA tab.

Note: If the client's employment information has changed use the "Go To Employment Services" button to update employment history in Job Seekers record. This would be used for a change in hours or earnings only.

Course: Trade

| | | Note: Do not enter another "obtained employment" record. You should be entering a FOLLOWUP to the job already documented and making the proper changes to that follow-up record. |

| | | *Note: If new employment is obtained the existing application must be closed by central office and a new application must be submitted.* |

Chapter 4: Job Seeker Trade Record

Job Search Allowance Record

Overview

It is the responsibility of a Career Center Counselor to inform an applicant of benefits provided under the Trade program. Career Center Counselors should inform applicants that job search allowances may be payable to cover expenses incurred in seeking employment outside the certified worker's normal commuting area, if a suitable job is not available in the area. Career Center Counselors will work with the applicant to complete the Job Search Allowance. To access Job Search Allowance information, you must go to the Job Search/Relocation Tab within the Trade Application Details window.

Security

Trade Admin, Trade Staff, and Trade View Only users can access this screen.

Key Process Changes

After the Career Center (CC) Counselor works with the applicant to complete the Job Search Allowance, the Career Center Counselor will enter the Job Search Allowance data into MOSES. The CC Counselor will submit the Job Search Allowance and budget information via MOSES. The original form is filed at the applicant's Career Center. An email notification is sent to the submitter of the job search allowance record in regards to the determination decision. If applicable, hearings are tracked in MOSES.

After completing this lesson, you should be able to:
- Add a job search allowance record
- Add budget information necessary for the job search allowance
- Submit the job search allowance for review
- Add a modification to the job search allowance budget
- Print forms

Add a job search allowance record

1. Go to the Job Seeker Search Screen. Select the type of Search By for a job seeker record and click the Search button.

2. MOSES displays results based on the search criteria entered.

3. Select a record in the search results.

4. Click the Trade button, at the bottom of the Search Results.

5. MOSES displays the Job Seeker Trade Records window for the job seeker you selected.

6. Click the Edit button to open the job seeker trade record.

7. MOSES displays the Trade Application Details window with the Application Info tab selected.

8. Click the Job Search/Relo Tab.

Trade Application Details			_ □ ✕

Laymeoff, Frank   SSN: XXX-XX-7890   MOSES TAA ID: 910

Application Info | RTAA/ATAA | Job Search / Relo | Training | Waiver | TRA | Hearings/HCTC

Job Search Allowance

Job Search Id Interview Date Employer Name   Job Search Status   Add   Edit   Delete

Relocation Allowance

Relocation Id Start Date   Employer Name   Relocation Status   Add   Edit   Delete

Additional Job Search Information

Job Search must begin on: 00/00/0000   Job Search must be Completed by: 00/00/0000

Certification of Non-Suitable Employment Statement

By:
Date: 00/00/0000

Go To Job Seeker   OK   Cancel

9. Inside the Job Search Allowance group box, click the Add button.
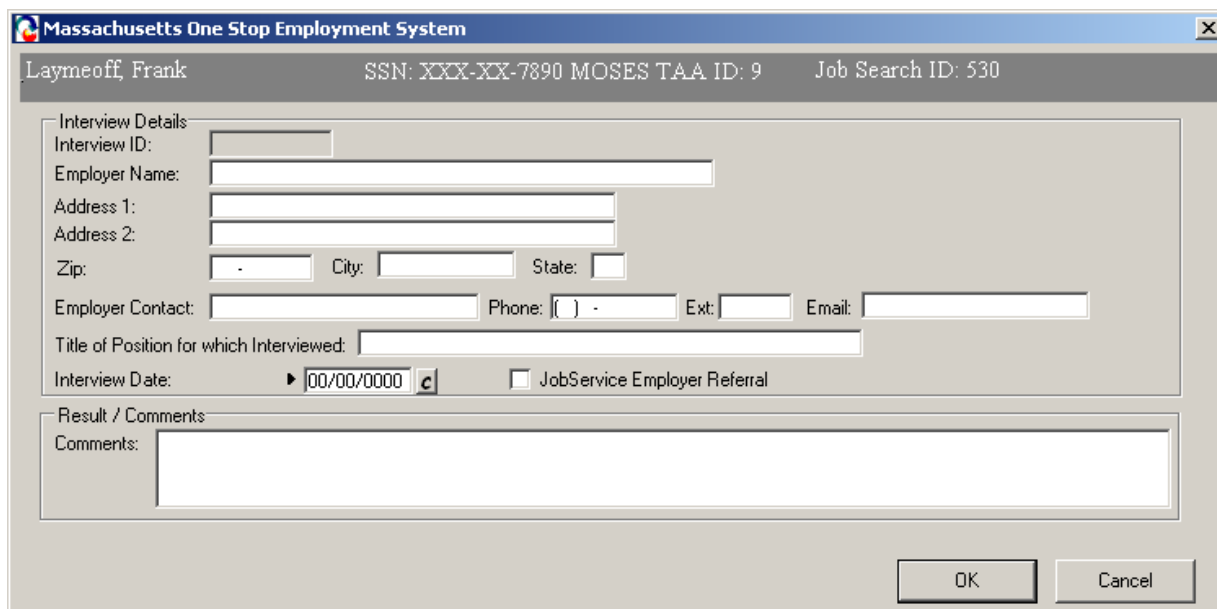
10. A Warning window will pop up it will show if the Certification of Non-Suitable is not filled in, Enter text and click OK to save.
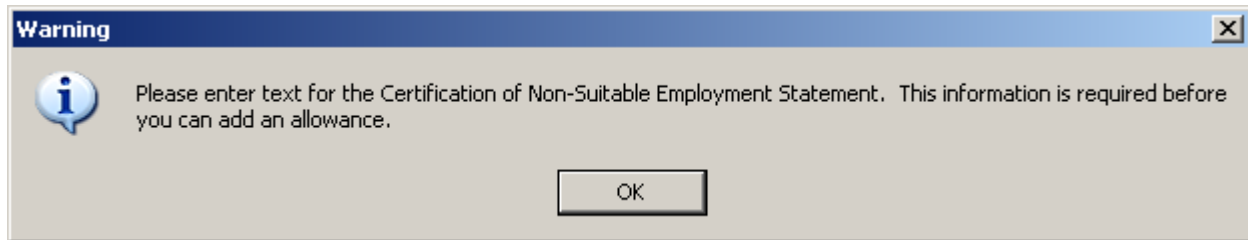
11. Click Add

12. MOSES displays the Job Search Details window. The Job Search Details window contains two tabs. These tabs have information that is necessary for a job search allowance record. The Job Search Details window is displayed with the Interview Details and Budget Tabs.

13. The Interview Details tab captures information related to a job search interview. A summary of the data entered on the Interview Details tab is displayed on the Job Seeker's trade record Job Search tab. Click Add.

14.   A window is display, enter the Employer Name and Address information, including the City, State, and Zip Code.

15.   Enter the Employer Contact, Phone Number and Email if applicable.

16.   Enter the Title of Position for which the applicant interviewed.

17. Enter the Interview Date; if the interview was based on a Job Service Employer Referral, select the check box.

18. Enter comments if necessary and save the record; by click OK. After the record is saved, it brings you back to the Interview Details and Budget Tabs.

	The comments field is not a required field.

Add budget information necessary for the job search allowance

1. Click on the Budget tab. This tab displays: Pending Budget, Approved Budget, and Budget History. Budget modifications can be made from this tab once a row exists in the Approved Budget section.

2. Click the Add button located inside the Budget tab.

3. MOSES displays the Job Search Allowances Budget Summary window.
This screen captures the job search allowance budget, including the requested
and approved amounts for both reimbursable and advanced payments.

Job Search Allowance Budget Summary							
Laymeoff, Frank		SSN: XXX-XX-7890		MOSES TAA ID: 910			

Cost Information

	Requested		Pre Approved				
Cost Type	Reimburse	Advance	Reimburse	Advance	Actual Amount	Payment Type	

Add
Edit
Delete

Budget Status

Reviewed: [▼]   Submitted: 05/05/2010   By: TCART
Reviewed: 00/00/0000   By:
Comments: [   ]

OK   Cancel

4. Click the Add button located inside the Cost Information group box to add a new
cost line item.

5. The Cost Information group box contains a list of Cost Type line items.

6. MOSES displays the Job Search Cost Details window. This window captures detailed cost information related to a specific job search cost line item. Data that appears on the Job Search Cost Details window is associated with the cost package listed on the Job Search Allowance Budget Summary window.

7. Enter data inside the Cost Information group box.

Fields:

Field Name	Required	Comments
Cost Type	▶	• The following options are available: Travel Expense, Meals, Lodging, and Other • Selecting the Travel cost type will enable the Travel Details group box
Travel Type		• The following options are available: Air, Auto, Bus, Other, Train
Number of Miles (if travel by auto)		• This field is enabled when cost type equals travel • This field is required only when travel type = auto • When the number of miles is entered, MOSES multiplies the number of miles * the federal mileage rate * 0.9 and populates the result in the Requested Reimbursed Amount field • MOSES multiplies the miles by 0.9 because the Trade Office only reimburses 90% of expenses
At a federal mileage rate of:		• MOSES verifies the cost item created date and determines which federal mileage rate should be displayed based on valid federal mileage rates
Request Reimburse Amount		• Career Center staff will enter the requested reimbursement amount
Requested Advance Amount		• Career Center staff will enter the requested advance amount
Pre-Approved Reimburse Amount		• The Trade Admin user will enter the pre-approved reimbursement amount • This field is only enabled for Trade Admin users
Pre-Approved Advanced Amount		• The Trade Admin user will enter the pre-approved advance amount • This field is only enabled for Trade Admin users
Actual Amount		• This amount is entered after the Career Center sends in the receipts associated with the cost type line item
Payment Type	▶	• The default is Reimbursement • The options that are available are: Contract,

		Purchase Order, Reimbursement
Vendor		• The vendor ID associated to the Vendor that you selected from the Vendor Search screen will be displayed
		• This field is required if the Payment Type equals Purchase Order

8. Select a Cost Type of Travel.

	The Travel Details group box is now enabled.

9. Enter the Requested Amounts.

10. Enter data inside the Travel Details group box.
    Fields:

Field Name	Required	Comments
Travel Type	▶	• The following travel types are available: Auto, Plane, Train, Bus, Other
Travel From	▶	• Enter the Travel From Date
Travel To	▶	• Enter the Travel To Date

11. Click the OK button to save the data.

12. MOSES displays the Job Search Allowance Budget Summary window.

13. The information you just added is now displayed as a row in the Cost Information group box.

14. Click the Edit button.

15. MOSES displays the Job Search Cost Details window.

16. Click Cancel to view the Job Search Allowance Budget Summary window.

17. Click the Add button to add another Cost Type. Complete all relevant fields. Click the OK button to save changes.

18. Another row is added to the Cost Information group box. The rows you added are summed and a total is displayed underneath each column.

	No amounts appear in the Pre-Approved section. Once the Trade Admin user reviews the budget, the amounts entered by the Trade Admin user will appear in the Pre-Approved section once the data is saved.

19. Click the OK button to save the information and to close the Job Search Allowance Budget Summary window.

20. MOSES displays the Budget tab. The cost information you just added is displayed and summarized in the Pending Budget section of the Budget group box.

21. Click the Edit button for the row in the Pending Budget section. MOSES displays the Job Search Allowance Budget Summary window.

22. The Submitted field should display today's date. The By field should display the User ID of the person who submitted the budget.

> You have now submitted the job search allowance budget for review. TAA will make a determination on the budget. If your budget is approved, it appears in the Approved Budget section. If you budget is denied, it appears in the Budget History section.
>
> An email will be sent to you regarding the determination decision of the job search allowance.
>
> The budget will not appear in the TAA Admin module for review until the Determination status is set to Pending.

Submit the job search allowance for review

1. Click the Interview Details tab. The Interview Details tab captures submission and determination information for the job search allowance.

2. Set the Submission Status to Submitted. The Determination Status is automatically set to Pending.

> The options available for the Submission Status are Work In Progress, Submitted, or Withdrawn.

> Once you select the Submitted status from the Submission Status drop down list box and you save the record, the Allowance Determination tab becomes disabled for all users except Trade Admin users. The tab is also disabled if you select the Withdrawn status as the Submission Status.

3. Review the fields that become populated when Submission Status is set to Submitted.

4. The As of date field is pre-filled with today's date. This field is required if Submission Status is equal to Submitted.

5. The Submitted Via drop down list box is defaulted to In Person. This field is required if Submission Status is equal to Submitted. The options for the Submitted Via field are In Person, Phone, Mail, Rapid Response.

> The By field is updated when you select set the Submission status equal to Submitted (or Withdrawn).

6. Select the check box, Customer Signature Obtained, to indicate that the signature of the customer is on file. Enter the date that the signature was obtained in the Signature Date field. These are required fields when the Submission Status is set to Submitted.

7. Choose the Yes or No radio button for each question listed inside the Job Search Travel Determination group box.

8. Now click View JS Allowance form button. This will convert the Job Seeker Job Search Allowance details into a Microsoft™ Word document. Print this out and have the customer sign the form. Give the Job Seeker a copy and put original in Job Seekers folder / records.

MUST BE KEPT ON FILE WITH SIGNATURES

Massachusetts Department of
Workforce
Development
Division of Career Services

REQUEST FOR JOB SEARCH ALLOWANCES
DIVISION OF CAREER SERVICES
TRADE PROGRAMS

Client's Name (Last, First, Middle): Frank Laymeoff	Career Center:	Date of Request:

Address (No., Street, City, State, Zip): 99 Pink Slip Lane Boston, MA 02110	MOSES ID#: 10047723	
	Petition #: 50321	Paying State: Massachusetts

A. Worker Request			
1. Name and Address of Firm where Interview is scheduled: FLORIDA INTERVIEWS ,	2. Date & Time of Interview: 06/01/2010	3. Job Title for which Interviewed:	4. # of Miles Traveled:

B. Client's Certification
I give this information to support my request for payment of a job search allowance under the Trade Act. The information contained in this request is correct and complete to the best of my knowledge. I understand that penalties are provided for willful misrepresentation made to obtain allowances to which I am not entitled. I certify that I am the driver of this car and the only one riding in this car who is receiving a Trade Travel Allowance.

_____   _____
Client's Signature   Date

C. DCS Trade Unit's Determination

1. Worker was last totally separated from adversely affected employment within the past year?
           Yes

           If yes, date of last total separation? _____02/05/2010_____

2. Is the Career Center Counselor certification of non-suitable employment completed and on file?
           Yes

3. Worker application for job search allowance made not later than:
           a. 365th day after the date of certification or last separation?
                Yes
           b. 182nd day after the concluding date of training?
                Yes

4. Job Search must begin on _06/01/2010___ and be completed on or before _06/30/2010_.

5. Did the applicant accept a referral made by a job service employer?
           Yes

D. Job Search Allowance is Approved for Advance Payment of Reimbursement of The Following Costs		
Cost Type	**Requested Amount**	**Actual Amount**

MUST BE KEPT ON FILE WITH SIGNATURES

E. RESULTS OF JOB SEARCH & DCS's DETERMINATION
This section must be completed and returned to DCS before reimbursement of expenses can be paid.

	Company's Name	Date of Interview	Name of Interviewer	Results
1.	FLORIDA INTERVIEWS	06/01/2010		
2.	Disney World	06/02/2010	Walt	
3.	Sea World	06/08/2010	Mr. Shamu	
4.	Universal Studios	06/10/2010	Leslie Howard	
5.				

Determination based on the information you supplied in the Results of Job Search, is that:

a. You are: ☐ eligible for job search allowances under Section 121 of the Trade Act, as amended.

☐ ineligible because verification of employment interview with _____
on _____ could not be made.
(date)

b. You have been overpaid the amount of $ _____, under Section 121 of the Trade Act as amended, Advance for Job Search. The overpayment must be repaid to DCS.

Signature of DCS Trade Representative:	Title:	Date:

F. Appeal Rights

If you disagree with this determination, you have the right to reconsideration and appeal.
Please see the Trade Programs Hearing Request Form if you choose to do so.

9. In addition, View Interview form button must be clicked to print out in Microsoft™ Word, the Job Interview details Form. The Job Seeker must take this form to the interviewing employer and have that employer sign off on it for verification of their interview. Once signed by the potential employer, the original should be placed in the Job seekers file / record.

Massachusetts Department of
Workforce
Development
Division of Career Services

TRADE ADJUSTMENT
ASSISTANCE PROGRAMS

Interview Verification Form
For Job Search Allowances
Division of Career Services

CLIENT:

Please verify lines 1 through 4, then bring this form to your interview(s). Submit completed original to: Trade Unit, DCS, 19 Staniford Street, PO Box 8370, Boston, MA 02114.

⊞ PLEASE PRINT.

1. Client Name:	Frank Laymeoff		
2. Address/C/S/Zip:	99 Pink Slip Lane		
	Boston, MA 02110		
3. MOSES ID #:	10047723	4. Petition #	50321

Dear Prospective Employer:

This candidate is a participant in the Trade Adjustment Assistance Program. In order for him/her to receive benefits, his/her job interview must be verified. Please complete the information below. Thank you.

COMPANY Name, Address & Phone	DATE (S) OF INTERVIEW(S)	CONTACT PERSON (who may verify interview)	RESULTS (if known)
_____ _____			
_____ (____)_____			

I certify that the individual named above was interviewed on the above date(s).

_____   _____
Company Contact Signature   **Date**

_____
Typed Name and Title

If you have any questions, please feel free to contact the Trade Unit at (617) 626-6007.

MUST BE KEPT ON FILE WITH SIGNATURES

Fields:

Question	Required	Comments
Worker was last totally separated from adversely affected employment within the past year		• Select Yes or No
Career Center counselor certification of non-suitable employment completed		• Select Yes or No
Application for job search allowance made not later than 365th day after date of certification		• Select Yes or No
Application for job search allowance made not later than 182nd day after conclusion of training		• Select Yes or No
Job Search within the appropriate dates of <<Date>> and <<Date>>		• Select Yes or No • The Job Search dates will be displayed if entered on the Job Search tab
Did the applicant accept a referral made by a job service employer?		• Select Yes or No
Verification of interview complete		• Select Yes or No

10. Click the OK button to save the record and to close the window.

	These fields on the Allowance Determination tab are disabled for Trade Staff users once the Submission status is set to Submitted.

	You have now submitted the job search allowance for review. Your record now appears in the TAA Admin module since a budget exists with a status of Pending and a Determination status exists with a status of Pending (the Determination status was set to Pending when the Submission status was set to Submitted). TAA will make a determination regarding the job search allowance record and budget. You will receive an email notifying you of the determination decision once the Determination status field is updated.

11. MOSES displays the Job Search tab. The record you added appears in the Job Search Allowance group box with a status of Pending.

12. Click the OK button to close the Trade Application Details window.

Add a modification to the job search allowance record

	A Career Center counselor can modify an approved budget. A user can only modify an approved budget when a record exists in the Approved Budget section. A user cannot modify an approved budget when a record exists in the Pending budget section.

1. Go to the Job Seeker Search Screen. Search for your job seeker record and click the Search button.

2. MOSES displays results based on the search criteria entered.

3. Select a record in the search results.

4. Click the Trade button.

5. MOSES displays the Job Seeker Trade Records window for the job seeker you selected.

6. Click the Edit button to open the job seeker trade record.

7. MOSES displays the Trade Application Details window with the Application Info tab selected.

8. Click the Job Search tab.

9. Highlight the record in the Job Search Allowance group box and click the Edit button.

10. The Interview Details tab is selected.

11. Click the Budget tab. You can modify an approved budget from the Budget tab.

Job Search Details				×

Laymeoff, Frank	SSN: XXX-XX-7890	MOSES TAA ID: 910

Interview Details | **Budget**

Budget

Pending Budget:

Date Created   Total Requested   Total Approved   Submitted Date

Add

Modify

Edit

Delete

Approved Budget:

Date Created   Total Requested   Total Approved   Reviewed Date

05/05/2010	$1,250.00	$1,250.00	05/05/2010

View

Budget History:

Date Created   Total Requested   Total Approved

OK   Cancel

12. Highlight the record in the Approved Budget section. Click the Modify button.

The Modify button is disabled if a row in the Pending Budget section is selected.

When the Modify button is clicked, a copy of the selected budget will open in the budget detail window. Only the requested amounts are pre-populated. Once the modified budget record is saved, it will be saved with a budget status of Pending. The existing budget record (already approved) will not be updated. It will continue to be displayed in the Approved Budget section.

Once you submit a budget for review, the status of the budget displays as Pending in the TAA Admin module.
If you submit a modification to the budget, the associated status displays as Pending Mod in the TAA Admin module.

13. MOSES displays the Job Search Allowance Budget Summary window.

14. The Cost Information group box contains a list of Cost Type line items.

15. Highlight a row and click the Edit button.

16. MOSES displays the Job Search Cost Details window. This window captures detailed cost information related to a specific job search cost line item. Data entered about the cost type line item will be associated with the cost package listed on the Job Search Allowance Budget Summary window.

17. Modify the cost item as needed. Click the OK button to save the record. MOSES displays the Job Search Allowance Budget Summary window.

18. Select other records in the group box and modify the amounts as needed.

19. Once all modifications are entered, click the OK button to save the record.

20. Click the OK button on the Job Search Allowance Budget Summary window.

21. MOSES displays the Budget tab.

22. The budget you just modified is now displayed in the Pending Budget section. The amount that was originally approved by the Trade Office is displayed in the Total Approved field.

	The approved budget is still displayed in the Approved Budget section.

23. Click the OK button.

24. MOSES displays the Job Search tab.

	You have now submitted a modification to an existing approved budget for review. TAA will either approve or deny your modified budget. If your modified budget is approved, it appears in the Approved Budget section. If your modified budget is denied, it appears in the Budget History section. No records should appear in the Pending Budget section after the Trade Admin user has made his or her decision. The originally approved budget will move to the Budget History section.

Chapter 4: Create a Job Seeker Trade Record

Create a Relocation Allowance Record

Overview

It is the responsibility of a Career Center Counselor to inform an applicant of benefits provided under the Trade program. A Career Center Counselor informs the applicant that Relocation Allowances may reimburse approved expenses when the certified applicant has to move to a new area of employment outside their normal commuting area due to lack of marketable skills within their commuting area.

Security

Trade Admin, Trade Staff, and Trade View Only users can access this screen.

Key Process Changes

Career Center Counselors will data enter the Employment Verification Form for Relocation Allowances. This form is kept on file at the worker's Career Center. All related Relocation Allowance forms with original signature of applicant are filed at Career Center. The submitter of the relocation allowance record will receive an email notification in regards to the determination decision. If applicable, hearings are tracked in MOSES.

After completing this lesson, you should be able to:
- Add a relocation allowance record
- Add budget information necessary for the relocation allowance
- Submit the relocation allowance for review
- Print forms

Highlights:

TRADE PROGRAMS RELOCATION ALLOWANCES	
RELOCATION ALLOWANCES	
2009 Only	**2002, 2011, 2015**
A worker will be reimbursed 100% of their relocation expenses, and increases the additional lump sum payment for relocation to a maximum of $1,500.	A worker may be reimbursed for 90% of their relocation costs, plus a lump sum payment of three times the worker's weekly wage up to $1,250

Add a relocation allowance record

1. Go to the Job Seeker Search Screen. Search for a job seeker record and click the Search button.

2. MOSES displays results based on the search criteria entered.

3. Select a record in the search results.

4. Click the Trade button.

5. MOSES displays the Job Seeker Trade Records window for the job seeker you selected.

6. Click the Edit button to open the job seeker trade record.

7. MOSES displays the Trade Application Details window with the Application Info tab selected.

8. Click the Job Search / Relocation tab.

9. Click the Add button located inside the Relocation Allowance group box.

10. MOSES displays the Relocation Details window. The Relocation Details window contains three tabs. These three tabs have information that is necessary for a relocation allowance record. The Relocation Details window is displayed with the New Employment tab selected.

11. The New Employment tab captures information about the new employment related to the relocation allowance, including a link to the entered employment record, employer contact information and employer relocation assistance.

12. In the New Employment Details group box, click the Add button to add the new employment information.

13. MOSES displays the Employment tab of the Services module within the Job Seeker Membership module.

> A. If the correct employment already exists in the Employment Services module, you can highlight the record and click the Select button. This action associates the selected employment with this relocation allowance record.
>
> B. If the correct employment is not already in the employment services module, click the Add button to navigate to the Employment Services Detail screen and enter new employment information.
>
> Only one employer can be added to the New Employment Details group box.

	The new employment for the relocation record is linked to the employment service.

14. Enter a first name and last name in the Employer Contact field.

15. If applicable, enter the phone number, phone extension, and email address for the employer contact.

16. Enter a date in the Expected Move Date field.

17. When the employment is verified, click the Employment Verified check box and enter a date in the Employment Verification date.

18. The Verified By field is based on the current MOSES user who checks the "Employment Verified" box and saves the record.

19. Review the fields in the Relocation Assistance group box.

20. Select the Yes or No radio button for the question: Worker Entitled to Relocation Assistance from Employer. Select the Yes radio button.

21. The Travel, Moving, Meals and Lodging, and Lump Sum fields become enabled. Enter the amount of money that the client will receive from the new employer for Relocation Assistance.

22. If applicable, enter comments.

23. Click the OK button to save the data.

Add budget information necessary for the relocation allowance

1. From the Job Search tab, click the Edit button for the new relocation allowance you added.

2. The New Employment tab is selected.

3. Click the Budget tab. The Relocation Details window is displayed. This tab displays the Relocation Budget, including the pending budget, approved budget and budget history. Budget modifications can be made from this tab when a record appears in the Approved Budget section.

4. Click the Add button located inside the Budget tab.

5. MOSES displays the Relocation Allowance Budget window. This screen captures the relocation allowance budget, including the Estimated Amount, the Pre-Approved Amount and the Actual Paid Amount.

6. The Cost Information group box contains a list of Cost Type line items. In order for cost type line items to be displayed in the Cost Information group box, you must add cost type line items by clicking the Add button.

7. Click the Add button located inside the Cost Information group box.

8. MOSES displays the Relocation Cost Details window. This window captures detailed cost information related to a specific relocation cost line item. Data entered about the cost type line item will be associated with the cost package listed on the Relocation Allowance Budget window.

9. Enter data inside the Cost Information group box.
Fields:

Field Name	Required	Comments
Cost Type	▶	• The following options are available: Travel Allowance, Meals and Lodging, Transportation of Household Goods, Lump Sum • Selecting the Travel Allowance cost type

		will enable the Travel Details group box
Number of Miles (if travel by auto)		• This field is enabled when cost type equals travel allowance • This field is required only when travel type = auto • When the number of miles is entered, MOSES multiplies the number of miles * the federal mileage rate * 0.9 and populates the result in the Estimated Amount field • MOSES multiplies the miles by 0.9 because the Trade Office only reimburses 90% of expenses
At Federal Mileage Rate of:		• MOSES verifies the cost item created date and determines which federal mileage rate should be displayed based on valid federal mileage rates
Estimated Amount		• Career Center staff will enter the requested reimbursement amount
Approved Amount		• The Trade Admin user will enter the pre-approved amount • This field is only enabled for Trade Admin users
Actual Amount		• This amount is entered after the Career Center sends in the receipts
Payment Type	▶	• The options that are available are: Contract, Purchase Order, Reimbursement, Advance • The field is defaulted to Reimbursement
Vendor		• The vendor ID associated to the Vendor that you selected from the Vendor Search screen will be displayed • This field is required if the Payment Type is Purchase Order

10. Select a Cost Type of Travel Allowance.

The Travel Details group box is now enabled.

11. Enter the Estimated Amount.

12. Enter data inside the Travel Details group box.

Fields:

Field Name	Required	Comments
Travel Type	▶	• The following travel types are available: Auto, Plane, Train, Bus, Other
Travel Identification		• The following options are available: Worker, Spouse, Children, Other Family Members
Traveler Name		• Enter first name and last name of Travel Identification option selected
Traveler Age		• Enter age of person selected of Travel Identification option selected
Travel From	▶	• Enter the Travel From Date
Travel To	▶	• Enter the Travel To Date

13. Enter data in the comments box, if applicable

14. Click the OK button to save the data.

15. MOSES displays the Relocation Allowance Budget window.

16. The information you just added is now displayed as a row in the Cost Information group box.

17. Click the Edit button.

18. MOSES displays the Relocation Cost Details window.

19. Click Cancel to view the Relocation Allowance Budget window.

20. Click the Add button to add another Cost Type. Complete all relevant fields.

21. Another row is added to the Cost Information group box. The rows you added are summed and a total is displayed underneath each column.

Course: Trade

No amounts appear in the Approved or Actual section. Once the Trade Admin user reviews the budget, the amounts entered by the Trade Admin user will appear in the Approved section once the data is saved.

22. Click the OK button to save the information and to close the Relocation Allowance Budget window.

23. MOSES displays the Budget tab. The cost information you just added is displayed and summarized in the Pending Budget section of the Budget group box.

	The budget that you saved appears now in the Pending Budget section. The budget will not appear in the TAA Admin module until the Determination status is set to Pending (via the Submission Status being set to Submitted).

24. Click the Edit button for the row in the Pending Budget section. MOSES displays the Relocation Allowance Budget window.

25. The Submitted field should display today's date. The By field should display the User ID of the person who submitted the budget.

	Clicking the OK button on the budget summary screen sets the status of the budget as Pending. If your budget is approved, the budget will be displayed in the Approved Budget section. If your budget is denied, the budget will be displayed in the Budget History section.

Submit the relocation allowance for review

26. (Continued from above)
    Click the Allowance Information tab. The Allowance Information tab captures
    submission and determination information for the relocation allowance.

27. Set the Submission Status to Submitted.   The Determination Status is
    automatically set to Pending.

| | The other option available for the Submission Status is Work In Progress.

Once you select the Submitted status from the Submission Status drop down list box and you save the record, the Allowance Determination tab becomes disabled for all users except Trade Admin users. The tab is also disabled if you select the Withdrawn status as the Submission Status. |

28. The As of date field is pre-filled with today's date. This field is required if Submission Status is equal to Submitted.

29. The Submitted Via drop down list box is set to In Person when the Submission status is set to Submitted. This field is required if Submission Status is equal to Submitted. The options for the Submitted Via field are In Person, Phone, Mail, Rapid Response.

| | The By field is updated when you set the Submission status to Submitted or Withdrawn. |

30. Select the check box, Customer Signature Obtained, to indicate that the customer signature is on file. Enter a date in the Signature Date field. These fields are required.

31. Click the OK button to save the record and to close the window.

	These fields on the Allowance Determination tab are disabled for Trade Staff users when the Submission status is set to Submitted.

| | You have now submitted the relocation allowance for review. Your record now appears in the TAA Admin module since the budget status and Determination status are set to Pending.

TAA will make a determination regarding the relocation allowance record and budget.   You will receive an email notifying you of the determination decision when the Determination status is updated. |
|---|---|

32. Click on the View Employment Verification form button. This converts the new Employment information into a Microsoft™ Word document. The Job Seeker should take this form to their new employer and have it signed by a Company Contact person verifying employment. Maintain the original in the Job Seeker's folder / record.

MUST BE KEPT ON FILE WITH SIGNATURES

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF CAREER SERVICES

Trade Adjustment Assistance Program (TAA)
Relocation Allowances
Employment Verification Form

Client:
Please verify lines 1, 2 and 3, then bring this form to your NEW employer. Submit completed original to: Trade Unit, DCS, 19 Staniford Street, PO Box 8370, Boston, MA 02114.

1	**Client's Name:** Laymeoff, Francis	
2	**Mailing Address: (City/State/Zip code):** 161 Shawmut St. FALL RIVER, MA 02720-5436	
3	**MOSES ID #:** 11368385	**Petition #:** 85379

Dear Employer:
This client is a participant in the Trade Adjustment Assistance Program. In order for him/her to receive benefits, his/her new employment must be verified. Please complete the information below. Thank you.

Company Name:	Five Guys
Address:	550 Wilshire Blvd
City, State, Zip:	Los Angeles, CA 90036-
Telephone #:	( )
Contact Person:	

Please complete the following information for the Client named above:

Position:	
Date of Employment:	
Starting Wage:	

Workers in this job classification: Are_____ or Are NOT_____ Entitled to receive relocation assistance from the employer?

If benefits are available, please indicate the amount this worker will receive: | $

I certify that the above information is accurate	
Typed Name and Title:	
Contact Signature and Date:	

If you have any questions, please feel free to contact the Trade Unit at (617) 626-6007.

· DCS Trade Unit 1ª Floor, 19 Staniford Street, Boston, MA 02114 · info: www.mass.gov/dcs ·

33. Click on View Relocation Application button. This converts the Relocation information into a Microsoft™ Word document. The Job Seeker should sign off on this document to authenticate the relocation expenses and information. The original should be kept in the Job Seekers file / record.

MUST BE KEPT ON FILE WITH SIGNATURES

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF CAREER SERVICES

Trade Adjustment Assistance Program (TAA)
Relocation Allowances
Application Request

CLIENT INFORMATION		
Client's Name: Laymeoff, Francis	Petition #: 85379	**FOR DCS USE ONLY**
Address (#, street, state, zip) 161 Shawmut St. FALL RIVER, MA 02720-5436	Career Center: Fall River Career Center	Date Filed: 04/21/2016 Date of Application: 04/21/2016
MOSES ID #: 11368385	Paying State:	

A. CLIENT APPLICATION FOR RELOCATION ALLOWANCES

1. Were you totally separated from adversely affected employment? ☐ YES ☐ NO

2. Are you currently employed? ☐ YES ☐ NO
If yes, please complete the information below concerning your current employer..............

Name & Address of Employer: _____   Date employment expected to end: _____

_____

_____

3. Is this your first request for relocation allowances under the Trade Act? ☐ YES ☐ NO

If no, explain _____

4. Have you obtained suitable employment or do you have a bona fide offer of employment? ☐ YES ☐ NO

Name, Address & Telephone of Firm Offering Employment:	Job Title	Start Date
	City & State of Relocation	Expected Date to Move

B. CLIENT REQUEST FOR TRAVEL ALLOWANCES

TRAVEL IDENTIFICATION	NUMBER PERSONS	TRAVEL DATES FROM	TO	TRAVEL BY AUTO MILEAGE	COST $$	TRAVEL BY COMMERCIAL CARRIER TYPE	# OF PASSENGERS	ACTUAL COST $$
WORKER								
SPOUSE								
CHILDREN								
OTHER FAMILY MEMBERS								
ABSENT CHILDREN OR FAMILY MEMBERS								

NAMES OF TRAVELERS	AGE	RELATIONSHIP	JUSTIFICATION (Other family members and late departure)

PLEASE SEE REVERSE SIDE FOR TRANSPORATATION OF HOUSEHOLD GOODS, LUMP SUM PAYMENT INFORMATION, CLIENT CERTIFICATION & DCS' DETERMINATION. ⇐   (Page 1 of 2)

MUST BE KEPT ON FILE WITH SIGNATURES

C. CLIENT REQUEST FOR TRANSPORTATION OF HOUSEHOLD GOODS								
COMMERCIAL CARRIER			**TRAILER HAULED BY AUTO**			**COMMERCIAL CARRIER AND/OR TRUCK RENTAL**		
Type of Service	# of Miles	Estimated Charges	Type of Service	# of Miles	Estimated Charges	Type of Service	# of Miles	Estimated Charges
Moving		$	Trailer Rental		$	Trailer hauled by Commercial carrier		$
Accessorial		$	Federal Rate		$	Truck rental		$
Insurance		$						
TOTAL:		$	TOTAL:		$	TOTAL:		$
Name & Address of Commercial Carrier and/or Rental Company:								

D. CLIENT REQUEST FOR LUMP SUM PAYMENT
AVERAGE GROSS WEEKLY WAGE: $ _____   (multiplied by three): $ _____

E. CLIENT CERTIFICATION
I give this information to support my request for relocation allowances under the Trade Act, as amended. The information contained in this request is correct and complete to the best of my knowledge. I understand that penalties are provided for willful misrepresentation made to obtain allowances to which I am not entitled. I further certify that the funds received will be used for the intended purpose and that I will provide proof of such expenditures as required.
_____   _____
Client's Signature   **Date**

F. DCS' TRADE UNIT DETERMINATION

1. ☐ You **are NOT ELIGIBLE** to receive Relocation Allowances the Trade Act, as amended, because:
   a) ☐ You were not totally or partially separated from adversely affected employment.
   b) ☐ You did not apply for relocation allowances within 425 days of the date you were certified as eligible to apply for Trade Adjustment Allowances or within 425 days of the date of your last total separation from adversely affected employment or within 182 days after the date you completed training to which you were referred.
   c) ☐ You were not totally separated from employment when your relocation began.
   d) ☐ You can reasonably be expected to obtain suitable employment in the area in which you reside.
   e) ☐ You have not obtained suitable employment or a bona fide offer of suitable employment in the area of intended relocation.
   f) ☐ Your relocation did not occur within 182 days from the date your application was filed or within 182 days after the date you completed training to which you were referred.

2. ☐ Relocation Allowances **ARE APPROVED** for the following costs:

   a. ☐ TRAVEL EXPENSE at $ _____
      computed at _____% of the total of:

      1. $ _____ at $ _____ per mile

      For _____ privately owned automobiles

      For _____ miles.

   b. ☐ LODGING & MEALS of $ _____
      computed at _____% of the lesser of:

      1. ☐ $ _____ of actual expenses, or

      2. ☐ $ _____ 50% of Federal daily living expenses.

   c. ☐ MOVING ALLOWANCES of $ _____
      computed at _____% of:

      1. ☐ $ _____ the cost of commercial carrier or trailer hauled by commercial or rental trailer, or truck.

      2. ☐ $ _____ computed by

      $ _____ per mile for _____ miles for trailer or house trailer hauled by automobile.

   d. ☐ LUMP SUM of $ _____ computed at

      3X $ _____ (average gross weekly wage)
      not to exceed $ _____.

      TOTAL AMOUNT PAID: $ _____

      Date of Payment: _____

Signature of DCS' Trade Representative:	Title:	Date:

G. Appeal Rights
If you disagree with this determination, you have the right to reconsideration and appeal. Please see the DCS' Trade Program Hearing Request Form if you choose to do so.

(Page 2 of 2)

Document2

34. MOSES displays the Job Search tab. The record you added appears in the Relocation Allowance group box.

35. Click the OK button to close the Trade Application Details window.

Chapter 4: Create a Job Seeker Trade Record

View a Hearing Record

Overview

Every determination decision can be appealed. As a result, each job seeker trade record has an associated Hearings window to track appeals, hearing dates, and related information. Hearings can only be accessed from the job seeker trade record via the TAA Participant module.

Security

Trade Admin, Trade Staff, and Trade View Only users can **view** this screen.

Key Process Changes

Hearings will be tracked via MOSES.

After completing this lesson, you should be able to:
- View a Hearing record

The Hearing record

1. Go to the Job Seeker Search Screen. Search for a job seeker record and click the Search button.

2. MOSES displays results based on the search criteria entered.

3. Select a record in the search results.

4. Click the Trade button.

5. MOSES displays the Job Seeker Trade Records window for the job seeker you selected.

6. Click the Edit button to open the job seeker trade record.

7. MOSES displays the Trade Application Details window with the Application Info tab selected.

8. Click the Hearings tab.

9. Click the edit button to view a hearing record.

10. MOSES displays the Hearings Details window.

11. View the Hearing Type. The options are: TAA Eligibility, ATAA/RTAA, HCTC, TRA Cash Benefits, Job Search Allowances, Relocation Allowances, Travel Allowances, Subsistence Allowances, Training, or Waiver from Training.

12. This is the information for all fields if applicable.

Fields:

Field Name	Required	Comments
Docket No.		• Docket number
Related Program		• This is a static field that displays the program type associated with the hearing
Date Appeal Received		• Date appeal received at DCS
Date Sent to Hearing		• Date sent to regional Hearings office (for scheduling).
Hearing Date		• Hearing date
Hearing Time		• Hearing time
Hearing Location		• The options available are: Boston, Dudley, Greenfield, Hyannis, Lawrence, Leominster, Lowell, Milford, Pittsfield, Salem, Taunton, Springfield, Worcester, Via Telephone, or Other
Other		• This text box is shown when the Other option for Hearing Location is selected
Hearing Decision		• The options available are: Affirmed, Overturned, Pending, Withdrew, or Other
Board of Review		• If applicable, select the check box
Hearing Comments		• If applicable, view text

13. Click the OK button to close the record and to close the window.

14. MOSES displays the Hearings tab. The record you just viewed appears in the group box.

15. Click the OK button on the Hearings Information window to close the window.

Chapter 4: Create a Job Seeker Trade Record

View Data for Health Coverage Tax Credit (HCTC)

Overview

The Hearings / HCTC tab captures information related to the Health Coverage Tax Credit (HCTC) program when enacted.

On a nightly basis, MOSES will produce a file of all eligible TAA participants for HCTC. This list of eligible participants is sent to DUA-UI Online (UIO) and run for a match with a UI or TRA payment. Matches are then sent to the IRS. The file is also returned to MOSES and the customers name is displayed on the Hearings / HCTC tab of the Trade Application Details window.

Names are resent to UIO each night for a match for the month.

WHAT IS IT?
   o A tax credit covering **72.5**% of an eligible participant's monthly qualifying health insurance premium
   o The HCTC is claimed at the end of the year as part of a customer's filing his/her taxes
   o For more information, go to **www.irs.gov/HCTC**

Security

Trade Admin, Trade Staff, and Trade View Only users can access this screen.

After completing this lesson, you should be able to:
- View HCTC Information

View HCTC Information

1. Go to the Job Seeker Search Screen. Search for a job seeker record and click the Search button.

2. MOSES displays results based on the search criteria entered.

3. Select a record in the search results.

4. Click the Trade button.

5. MOSES displays the Job Seeker Trade Records window for the job seeker you selected.

6. Click the Edit button to open the job seeker trade record.

7. MOSES displays the Trade Application Details window with the Application Info tab selected.

8. Click the Hearings/HCTC tab.

9. Review the information in the HCTC Information group box. This group box will display each month and year that the determined individual was chosen for HCTC eligibility (see box below) . This individual was on the list that DCS submitted for review.

HCTC Information

Months DCS determed individual HCTC
eligible and submitted list for review:

HCTC Information

	In order for an applicant to be eligible for HCTC, the worker must be receiving TRA or would be but has not yet exhausted UI (as of the first day of the month or any day within that month. To be eligible for TRA cash benefits you must be approved for Trade approved training (per the 8/16 or 26 week deadlines reviewed earlier in this document or have a Waiver approved by those same deadlines. RTAA / ATAA participants receiving RTAA / ATAA subsidy payments are also eligible for each month they collect. An interface exists between MOSES and the UI System to determine eligible candidates. If a candidate is potentially eligible, the eligible month will be displayed on the Hearings / HCTC tab for the job seeker trade record.

Chapter 5: Email Notifications

TAA Eligibility Application (1666) Determination Status Email Notification

Overview

This nightly email batch program will notify the Trade application submitter whenever the TAA Eligibility Application (aka MA Form 1666) Determination status is set to Approved or Denied for the job seeker's trade application.

The Department of Unemployment Assistance Trade Readjustment Allowance unit makes the determination on TAA eligibility after reviewing documentation from the employer and applicant. Once a determination is made, the status of the 1666 application will be set to Approved or Denied and the submitter will be notified.

Review text for the email

1. The submitter of the 1666 application will receive an email notification concerning the determination decision the day after the determination was saved in MOSES.

2. Email text:

   From: TAARRNEG@DETMA.ORG [mailto:TAARRNEG@DETMA.ORG]
   Sent: Wednesday, July 5, 2010 6:35 PM
   To: you

   Subject: TAA Pending 1666s

   The list below includes all the TAA 1666s that are created with the status of Pending.

   If you would like to review these records, log in to MOSES and then go to TAA Participant Search screen and search on Fed Petition No.

Fed Petition No:	97865
Local Office:	Futureworks Career Center
Certified Date:	06/16/2003
Expiration Date:	06/16/2005
Separation Date:	11/01/2002
Separation Reason:	Lack of Work
Separation Type:	Full
First Name:	Aaron D.

Last Name: Tires

Address: 86 Flat Street

City: Springfield

State: MA

Zip Code: 01109

Phone: 413-456-4582

Employer Name: MeadWestvaco

Employment Start Date: 06/01/1998

Occupation Title: Bindery Workers

Submission Date: 05/05/2010

Fed Petition No: 83417

Local Office: Career Works

Certified Date: 11/19/2009

Expiration Date: 11/19/2011

Separation Date: 04/05/2010

Separation Reason: Lack of Work

Separation Type: Full

First Name: BUD

Last Name: LIGHT

Address: 365 CAN CIRCLE

City: HANSON BROTHERS

State: MA

Zip Code: 02341-1912

Phone: 781-293-6152

Employer Name: Gillette Corporation

Employment Start Date: 01/08/1996

Occupation Title: Office Clerks, General

Submission Date: 05/04/2010

Chapter 5: Email Notifications

RTAA / ATAA Determination Status Email Notification

Overview

This nightly email batch program will notify the application submitter whenever the RTAA / ATAA Determination status is set to Approved or Denied for the job seeker's RTAA / ATAA application.

TAA staff will review the weekly certification submissions. Once a determination is made, the certification will be set to Approved or Denied and the submitter will be notified.

Review text for the email

1. The submitter of the RTAA / ATAA application will receive an email notification concerning the determination decision the day after the determination was saved in MOSES.

2. Email text:

   From: TAARRNEG@DETMA.ORG [mailto:TAARRNEG@DETMA.ORG]
   Sent: Monday, June 28, 2010 6:39 PM
   Subject: RTAA/ATAA Determination Status Change: Approved/Denied/Withdrawn

   The following Trade Application RTAA/ATAA Determination status has been changed. Please log in to MOSES to find more details about this application.

Application ID	: 1234
Job Seeker ID	: 987563211
First Name	: BUD
Last Name	: LIGHT
Determination Status	: Approved
Eligibility Period	: 08/03/2011
Max R/ATAA allowance amount	: 5636.80

Chapter 5: Email Notifications

Job Search Allowance Determination Status Email Notification

Overview

This nightly email batch program will notify the application submitter whenever the job search allowance Determination status is set to Approved or Denied for the job seeker's job search allowance application.

TAA staff will review the Job Search Allowance request submissions. Once a determination is made, the allowance will be set to Approved or Denied and the submitter will be notified.

Review text for the email

1. The submitter of the job search allowance will receive an email notification concerning the determination decision the day after the determination was saved in MOSES.

2. Email text:

```
To:    jsmith@detma.org
From:  MOSES – Trade Program
RE:    Job Search Allowance Determination Status Change:
Approved/Denied
The following Trade Application Job Search Allowance
Determination status has been changed. Please log in to
MOSES to find more details about this application.

Application Id :    10000003
Applicant ID   :    13456781
First Name     :    Michael
Last Name      :    Jones
```

Chapter 5: Email Notifications

Relocation Allowance Determination Status Email Notification

Overview

This nightly email batch program will notify the application submitter whenever the relocation allowance Determination status is set to Approved or Denied for the job seeker's relocation allowance application.

TAA staff will review the Relocation Allowance request submissions. Once a determination is made, the allowance will be set to Approved or Denied and the submitter will be notified.

Review text for the email

1. The submitter of the relocation allowance will receive an email notification concerning the determination decision the day after the determination was saved in MOSES.

2. Email text:

```
To:     jsmith@detma.org
From:  MOSES – Trade Program
RE:     Relocation Allowance Determination Status Change:
Approved/Denied

The following Trade Application Relocation Allowance
Determination status has been changed. Please log in to
MOSES to find more details about this application.

Application Id :    10000004
Applicant ID   :    13456782
First Name     :    Michelle
Last Name      :    Jones
```

Chapter 5: Email Notifications

Course Determination Status Email Notification

Overview

This nightly email batch program will notify the application submitter whenever the course Determination status is set to Approved or Denied for the job seeker's training application.

TAA staff will review the training package submissions. Once a determination is made, the training package will be set to Approved or Denied and the submitter will be notified.

Review text for the email

1. The submitter of the training record will receive an email notification concerning the determination decision the day after the determination was saved in MOSES.

2. Email text:

   From: TAARRNEG@DETMA.ORG [mailto:TAARRNEG@DETMA.ORG]
   Sent: None
   To: you (DWD)
   Cc:

   Subject: TAA Course Determination Status Change: Approved/Denied

   The following Trade Application Course Determination status has been changed. Please log in to MOSES to find more details about this application.

Application ID	:	52843
Job Seeker ID	:	66666666
First Name	:	POLLY
Last Name	:	ESTER

Chapter 5: Email Notifications

Training Waiver Determination Status Email Notification

Overview

This nightly email batch program will notify the application submitter whenever the training waiver Determination status is set to Approved or Denied for a job seeker trade record.

TAA staff will review the waiver application submissions. Once a determination is made, the waiver will be Approved or Denied and the submitter will be notified

Review text for the email

1. The submitter of the training waiver will receive an email notification concerning the determination decision the day after the determination was saved in MOSES.

2. Email text:

   From: TAARRNEG@DETMA.ORG [mailto:TAARRNEG@DETMA.ORG]
   Sent: Wednesday, October 05, 2010 6:35 PM
   To: Goguen, Beth (DWD)
   Cc:

   Subject: TAA Training Waiver Determination Status Change: Approved/Denied

   The following Trade Application Training Waiver Determination status has changed.

   Please log in to MOSES to find more details about this application.

Application ID	:	98765
Job Seeker ID	:	53489631
First Name	:	June
Last Name	:	Bugg

Chapter 5: Email Notifications

TRA Determination Status Email

NOTICE:
The launch of UI Online has set all TRA notifications to come from the UI Online system. MOSES no longer sends out notifications regarding TRA.

Chapter 5: Email Notifications

Petition Status Email Notification

Overview

The Petition Status Email Notification notifies Trade Staff users (Career Center Managers) about Petition activities. A daily email notification is sent to Career Center Managers of newly submitted petitions, newly certified petitions, denied petitions, and petitions that have been withdrawn.

Review text for the email

1. Career Center Managers (Trade Staff Users) will receive a weekly email notification detailing petition activities.

2. Email text:

```
To:       jsmith@detma.org
From:     MOSES – Trade Program
RE:       TAA Petitions Summary

The list below includes a summary of all the petition
activities for the previous week. If you would like to
review these records, log in to MOSES and then go to Trade
Petition search screen and search on Petition ID.
```

   Newly submitted or filed petitions:

```
1000000 – Fleet
1000001 - Kmart
```

   Newly certified petitions:

```
1000002 – American
```

   Newly denied petitions:

```
1000003 – Mercantile USA
```

   Newly withdrawn petitions:

```
1000004 – Goodyear
```

Chapter 6: Trade Reports

Trade Reports

Overview

Seven trade reports were created to summarize petition, job search allowance, relocation allowance, and training data. These trade reports are accessed from the Reports module in MOSES and are generated in Crystal.

Security

Users who have the Trade Admin and Trade Staff permissions can generate trade reports.

After completing this lesson, you should be able to:
- Generate a trade report
    - Review the Client Training Report
    - Review the Detailed Petition Report
    - Review the Job Search Allowance Report
    - Review the Quarterly Filed Petition Report
    - Review the Relocation Allowance Report
    - Review the Target Group Analysis Report
    - Review the Trade Entered Employment Report
    - Review the Waiver Report

Generate a trade report

1. Click Reports from the MOSES top menu. Select TAARRNEG. The MOSES Reports selection window is displayed.
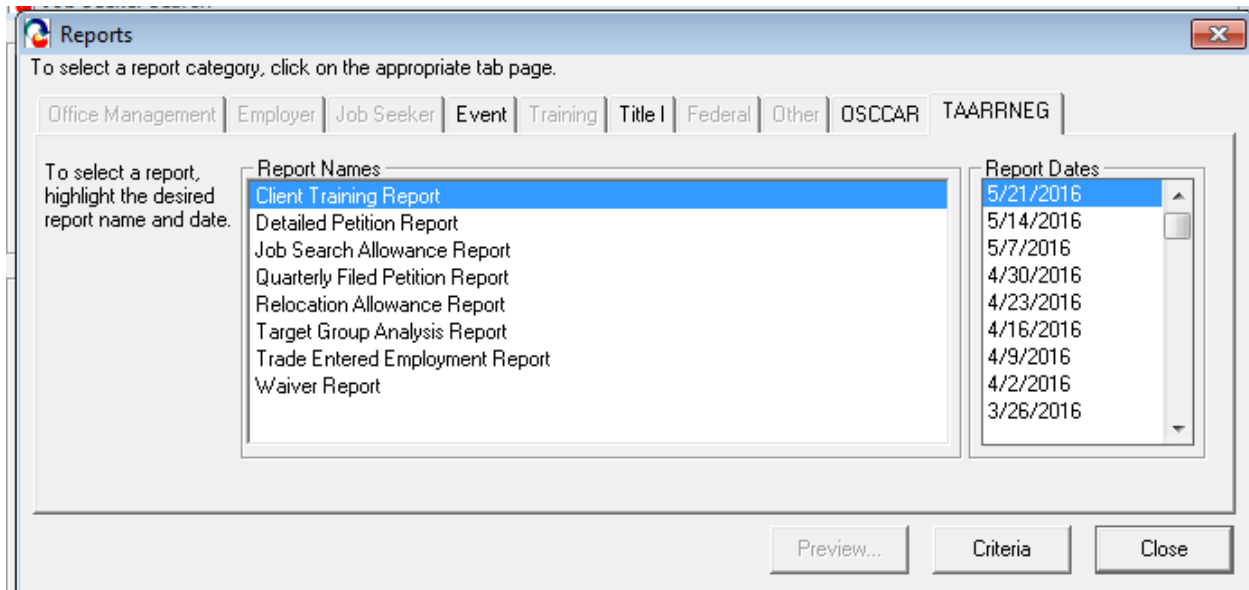
2. Select a trade report you wish to generate from the Report Names group box.

3. Choose a date criteria if applicable

4. Click the Criteria… button if applicable.

5. Select filter criteria and click the Preview button.

6. MOSES displays the Trade report.

Review the Client Training Report

1. Go to the Reports module and select the Client Training Report, then click "Criteria". The Client Training Report displays the client's related training information.

2. The report can be filtered by the Client MOSES applicant ID, Completion Status, LWIB, Petition #, Provider Name. The report is grouped by the Provider Name.

3. MOSES displays the report after all criteria is selected:

Trade Client Training Report

Fed Petition #	Client Name	MOSES	Provider Name	Program Name	Total Cost	Completion Status	Training Start Date	Training End Date	Carrer Center	LWIB
39671	Wikanda Dia	10408608	Community College of Rhode Island	AS in Nursing	$8,249	Pending	9/16/02		Workforce Central Southbridge	Central Mass
37115	David Dziewietin	10193236	Nichols College	Business Administration	$6,837	Pending	1/16/01		Workforce Central/Worcester	Central Mass
51857	Darlene Labaire	12528025	Quality & Productivity Solutions, Inc.	Master Expert Certification Customized (Lean Six Sigma, PMP or Supply chain, ISO)	$15,000	Pending	2/29/16		Workforce Central Southbridge	Central Mass
51062	Krystyna Leoniak	10521248	QUINSIGAMOND COMMUNITY COLLEGE	English Second Language		Pending	8/18/03		Workforce Central/Worcester	Central Mass
74466C	Thomas Mcclellan	12411617	NH Boston LLC	MCSE SQL Server Business Intelligence	$15,000	Pending	2/1/16		Workforce Central Southbridge	Central Mass
85686	Emily Miller	12444372	QUINSIGAMOND COMMUNITY COLLEGE	Manufacturing Technology Associates Degree	$23,139	Pending	9/8/15		Workforce Central/Milford	Central Mass

Total Enrollments: 6

Review the Detailed Trade Petition Report

1. Go to the Reports module and select the Detailed Petition Report, then click "Criteria". The Detailed Trade Petition Report identifies, tracks, and displays trade petitions.

2. The report can be filtered by, Certified Date, File Date, Federal Status, City, or LWIB.

3. MOSES displays the report after all criteria is selected:

Review the Job Search Allowance Report

1. Go to the Reports module and select The Job Search Allowance Report, then click "Preview". The Job Search Allowance Report displays job search allowance records and associated costs.

Massachusetts One-Stop Employment System

Job Search Allowance Report

Fed Petition #	Client Name	Moses ID	LWIB	Career Center	Cost Type	Amount Approved	Amount Paid	Amount Remaining
51657	Ricardo Test Tester 09	10799417	Boston	Hurley/MOSES Unit	Meals	$500.00	$500.00	$0.00
					Travel Expenses	$400.00	$400.00	$0.00
					Lodging	$700.00	$700.00	$0.00
						$1,600.00	**$1,600.00**	**$0.00**
55479	MARK FOURNIER	10803939	North Central Mass	North Central Career Centers/Leominster	Travel Expenses	$0.00	$0.00	$0.00
						$0.00	**$0.00**	**$0.00**
51657A	Tau Chen	10839238	Metro South West	Employment & Training Resources - Framingham	Travel Expenses	$737.24	$737.24	$0.00
					Meals	$43.20	$43.20	$0.00
					Lodging	$99.90	$99.90	$0.00
					Travel Expenses	$47.70	$47.70	$0.00
					Travel Expenses	$71.13	$71.13	$0.00
						$999.17	**$999.17**	**$0.00**
72544	Randen Davis	11389734	North Central Mass	North Central Career Centers/Leominster	Lodging	$110.26	$110.26	$0.00
					Travel Expenses	$94.40	$94.40	$0.00
					Travel Expenses	$309.60	$267.91	$41.69
					Meals	$56.00	$16.72	$39.28
					Travel Expenses	$65.28	$65.28	$0.00
						$635.54	**$554.57**	**$80.97**
70153B	MIKAEL VIENNEAU	11635983	North Shore	North Shore Career Center of Salem	Travel Expenses	$0.00	$0.00	$0.00
						$0.00	**$0.00**	**$0.00**
75285	RICHARD ZACH	11653197	Metro South West	Employment & Training Resources - Framingham	Travel Expenses	$1,246.93	$1,246.93	$0.00
						$1,246.93	**$1,246.93**	**$0.00**
85858A	Gladys Wiezel	11918834	Metro North	Career Source, Cambridge	Other	$83.03	$0.00	$83.03
					Lodging	$84.15	$84.15	$0.00
					Meals	$34.82	$0.00	$34.82
					Travel Expenses	$514.05	$514.05	$0.00
						$716.05	**$598.20**	**$117.85**

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Review the Quarterly Filed Petition Report

1. Go to the Reports module and select the Quarterly Filed Petition Report, then click "Preview". The Quarterly Filed Petition Report shows the filed petitions and total cost given for assistance with mailings.

2. The report is sorted by company name.

Massachusetts One-Stop Employment System

Quarterly Filed Petition Report
Quarter : FY 2016 October - December

Fed Petition #	Company Name	File Date
91202	COVIDIEN	12/7/2015
91034	COVIDIEN	10/7/2015
91084	EMD Millipore	10/29/2015
91136	FiberMark Inc./Neenah Paper Co.	11/13/2015
91064	General Cable	10/20/2015
91259	Seagate US LLC	12/22/2015

Total Petition :	6
Total Amount:	$4,500

Review the Relocation Allowance Report

1. Go to the Reports module and select the Relocation Allowance Report, then click "Preview". The Relocation Allowance Report displays relocation allowance records and associated costs. The report is sorted by MOSES ID.

Massachusetts One-Stop Employment System
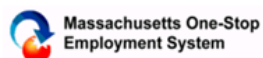
Relocation Allowance Report

Fed Petition #	Client Name	Moses ID	LWIB	Career Center	Line Item	Amount Approved	Amount Paid	Amount Remaining
42306	RICHARD TOUCHETTE	10330983	Hampden	CareerPoint Career Center	Transportation of Household Goods	$4,320.00	$4,320.00	$0.00
					Lump Sum	$800.00	$800.00	$0.00
					Total	**$5,120.00**	**$5,120.00**	**$0.00**
50204	Mark Smith	10437246	Greater Lowell	Career Center of Lowell	Transportation of Household Goods	$11,707.60	$11,707.60	$0.00
					Total	**$11,707.60**	**$11,707.60**	**$0.00**
51657	Shane Wadhawan	10457780	Lower Merrimack Valley	ValleyWorks - Career Center	Travel Allowance	$157.50	$157.50	$0.00
					Meals and Lodging	$134.07	$134.07	$0.00
					Lump Sum	$1,250.00	$1,250.00	$0.00
					Total	**$1,541.57**	**$1,541.57**	**$0.00**
55460	Gary Lonczak	10725223	Hampden	CareerPoint Career Center	Travel Allowance	$349.11	$349.11	$0.00
					Meals and Lodging	$234.53	$234.53	$0.00
					Travel Allowance	$695.47	$695.47	$0.00
					Lump Sum	$1,250.00	$1,250.00	$0.00
					Transportation of Household Goods	$6,988.12	$6,988.12	$0.00
					Total	**$9,517.23**	**$9,517.23**	**$0.00**
55158	Donald Jette	10738851	Lower Merrimack Valley	ValleyWorks - Career Center of Haverhill	Lump Sum	$1,250.00	$1,250.00	$0.00
					Total	**$1,250.00**	**$1,250.00**	**$0.00**

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Review the Target Group Analysis Report

1. Go to the Reports module and select Target Group Analysis Report, then click "Criteria". The report displays layoff characteristics and percentage totals.

2. You can leave the criteria blank and click "Preview".

3. The report is sorted by characteristic.

Target Group Analysis

Employer(s):

AMES DEPT STORE, SMITH & WESSON, INTEL MASSACHUSETTS, INC., SWANK INC., SAMUEL BENT BROTHERS, INC., CHARLES RIVER LABORATORIES, H C STARCK INC., APW WRIGHT LINE, CELESTICA CORPORATION,

Characteristics	Per Cent of Total
Age:	
18 - 24 Years:	4.1%
25 - 44 Years:	38.1%
45 + Years:	57.4%
Gender:	
Male:	51.2%
Female:	48.8%
Education:	
No Data Available:	4.2%
Not a High School Graduate:	14.4%
High School Only:	43.2%
1 Year Certificate:	11.5%
2 Year AA Degree:	9.9%
4 Year Degree:	12.7%
Graduate:	4.1%

Review the Trade Entered Employment Report

1. Go to the Reports module and select the Trade Entered Employment Report, then click "Criteria". The Trade Entered Employment Report will show employment information for Trade customers. It displays training relation, employer name, occupation, salary difference, and etc.

2. The report can be filtered by Dates, Client MOSES ID, LWIB, Training Related, Employer Name, or Petition Number.

3. When the information is selected, MOSES will display the report.
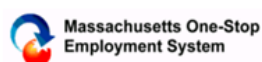
Trade Entered Employment Report

Fed Petition	Client Name	MOSES ID	Training Related	Employer Name	Occupation	Employment Start Date	Former Annual Salary	New Annual Salary	% Change	LWIB
33547	Kes Cheth	10289125	Yes	National Engineering Service Corporation	Electro-Mechanical Technicians	2/29/2016	$29,120	$35,360	121%	Greater Lowell
Sub Total:		1								
34329	Cheryl Almeida	10744187	Yes	CHARLTON MEMORIAL HOSPITAL	Medical Appliance Technicians	4/18/2016	$31,200	$28,288	91%	Bristol
Sub Total:		1								
35109	Elizabeth Dyer	10087468	Yes	HireGenics	Medical and Clinical Laboratory Technicians	4/25/2016	$34,070	$38,480	113%	Central Mass
Sub Total:		1								
37510	Helen Costa	10200887	Yes	Joseph Abboud Manufacturing Corp	Quality Control Analysts	2/22/2016	$20,072	$20,800	104%	Greater New Bedford
Sub Total:		1								

Review the Waiver Report

1. Go to the Reports module and select the Waiver Report, then click "Criteria". The Waiver Report displays waiver data such as waiver status, start date, end date, and waiver reason.

2. The report can be filtered by Waiver Start Date, End Date, LWIB, Waiver Status, or Petition Number.

3. When the information is selected, MOSES will display the report.

Waiver Report

Fed Petition #	Client Name	Applicant ID	Waiver Status	Status Effective	Waiver Start Date	Waiver End Date	Waiver Reason	LWIB
85664	Edward Burgess	11737268	Approved	6/20/2015	6/20/2015	8/3/2015	Extenuating circumstances	Metro North
	Robert Cassidy	12430690	Withdrawn	8/14/2015	8/18/2015	9/16/2015	Approved training starts beyond 30 days	Metro North
			Approved	7/17/2015	7/19/2015	8/17/2015	Approved training starts beyond 30 days	Metro North
			Approved	6/19/2015	6/19/2015	7/18/2015	Approved training starts beyond 30 days	Metro North
	William Dresser	12443804	Withdrawn	8/14/2015	8/18/2015	9/16/2015	Approved training starts beyond 30 days	Metro North
			Revoked	7/16/2015	7/19/2015	8/17/2015	Approved training starts beyond 30 days	Metro North
			Approved	6/19/2015	6/19/2015	7/18/2015	Approved training starts beyond 30 days	Metro North
	Joseph Ferretti	12437884	Approved	8/19/2015	8/19/2015	9/17/2015	Approved training starts beyond 30 days	Metro North
			Approved	7/17/2015	7/20/2015	8/18/2015	Approved training starts beyond 30 days	Metro North
			Approved	6/19/2015	6/20/2015	7/19/2015	Approved training starts beyond 30	Metro North

Generate a Trade Report

1. Go to http://www.mass.gov/massworkforce/ and Click Crystals Report Project.

	To use these reports you must have Crystal Reports.

	To run the reports: - Select Crystal Reports Project - Select Rapid Response/NEG/Trade - You will now see a list of reports that can be printed

Chapter 7: Icons

Trade Icons

Overview

Two Trade (TAA) icons now exist to identify a job seeker or employer's association to the Trade program.

After completing this lesson, you should be able to:

- Identify a TAA icon for a job seeker
- Identify a TAA icon for an employer

Identify a TAA icon for a job seeker

- A blue TAA icon is displayed for a job seeker on the Job Seeker Search screen when the job seeker is designated as TAA approved.
- A gray TAA icon is displayed for a job seeker on the Job Seeker Search screen when the job seeker is designated as pending TAA determination.
- If you mouse over the blue TAA icon, in the status bar it says TAA Approved
- If you mouse over the gray TAA icon, in the status bar it says TAA Pending
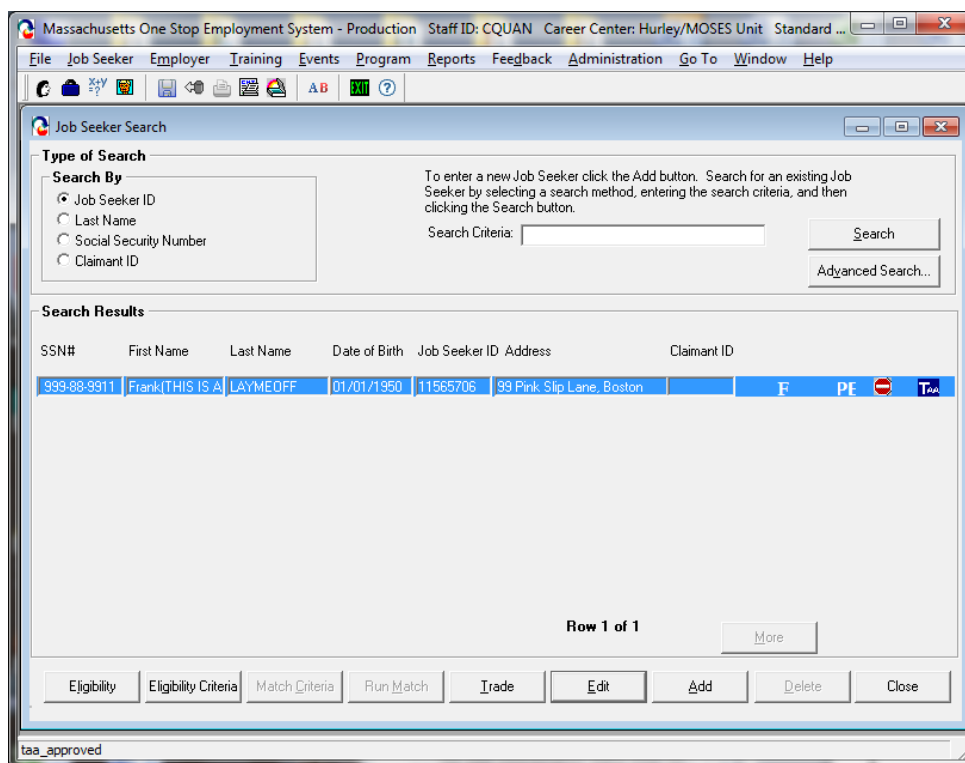
- A blue TAA icon is displayed for a job seeker on the Job Seeker Membership screen when the job seeker is designated as TAA approved.
- A gray TAA icon is displayed for a job seeker on the Job Seeker Membership screen when the job seeker is designated as potentially TAA eligible.
- The following message is displayed in the status bar you mouse over the blue TAA icon: This record is TAA approved.
- The following message is displayed in the status bar if you mouse over the gray TAA icon: This record is potential TAA eligible.

Identify a TAA icon for an employer

- A blue TAA icon is displayed for an employer on the Employer Search screen when the employer has a trade petition on record whose status is Certified.
- A gray TAA icon is displayed for an employer on the Employer Search screen when the employer has trade petition with a status of Pending or Filed.

- A blue TAA icon is displayed for an employer on the Employer header in the Employer module when the employer has a trade petition on record whose status is Certified.
- A gray TAA icon is displayed for an employer on the Employer header in the Employer module when the employer has trade petition with a status of Pending or Filed.
- The following message is displayed in the status bar if you mouse over the blue TAA icon: The employer is trade certified for this location.
- The following message is displayed in the status bar if you mouse over the gray TAA icon: A record has been filed for TAA certification and / or is pending approval.

Chapter 8: Word Templates

View Trade Forms

Overview

MOSES generates Trade forms in Microsoft Word or PDF via the Trade Participant modules. Once information for a particular client is entered, you can click a button and generate the form in Word or PDF to print out. When MOSES generates the form, all fields on the form are populated.

Security

Trade Admin, Trade Staff, and Trade View Only users can click the View In Word buttons to generate the documents.

Key Process Points to Remember

You should always have a signed copy of any form on file for job seekers who are part of the Trade program. Keep a hard copy of the form in the Career Center files that includes a signature of the applicant in case a Hearing takes place.

After completing this lesson, you should be able to:
- Generate Word Templates via the Trade Participant module

	The example Templates shown in this lesson are samples of what you will see when you generate the forms in MOSES. Please note that some templates may not have data and are for demonstration purposes only.

Generate Word Templates via the TAA Participant Module

1. Search for a job seeker

2. Click on the Trade button to bring up the Job Seeker Trade Records window.

3. Select the 1666 record and then click the Edit button to view the Application Info tab.

4. Click the View 1666 In Word button.

5. MOSES displays the Application to Participate in the Trade Adjustment Assistance Program.

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF CAREER SERVICES

Trade Adjustment Assistance Program (TAA)
Application to Participate in the
Trade Adjustment Assistance Program

The Trade Adjustment Assistance (TAA) Program provides certain benefits and services to workers who have lost their jobs due to foreign imports. Please help us determine your eligibility by completing Parts I, II and III of this application.

Part I. Qualifying Information

Petition #:		Career Center:	
81153		ValleyWorks - Career Center of Lawrence	

Certification Date	Impact Date	Expiration or Termination Date	Separation Date
01/06/2012	02/13/2010	01/06/2014	05/16/2013

State of Separation	Reason for Separation	Type of Separation	Incumbent worker: Yes ☐ No ☒
Massachusetts	Lack of Work	Full	

Part II. Client Qualifying Information

Client's Name (Last, first, middle)	MOSES applicant ID #
STPIERRE , KIARRA J	12222379

Address (no., street, city or county, state, zip code)	Home Telephone #
19 Savin Ave , Methuen ,	978-686-5196

Name of Company	Address of Company (no., street, city, state, zip code)
Schneider Electric Buildings LLC	800 Federal Street Andover, MA 01810

Dates of Employment	Occupation:
From: 11/01/1983 To: 05/16/2013	Customer Service Representatives

Part III. Signatures

Signature of Client:	Date:

Determination of Eligibility to Participate in the TAA Program (to be completed by DUA)

6. Close the document.

1. After selecting the pertaining 1666 record.

2. Click the RTAA / ATAA tab.

3. Select the application you wish to view then click edit.

4. Click the View in Word button.

5. MOSES displays the Reemployment Trade Adjustment Assistance or Alternative Trade Adjustment Assistance Individual Application (as appropriate).
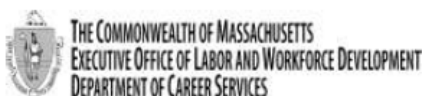
THE COMMONWEALTH OF MASSACHUSETTS
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DEPARTMENT OF CAREER SERVICES

Trade Adjustment Assistance Program (TAA)
Reemployment Trade Adjustment Assistance (RTAA)
Individual Application
The Trade Adjustment Assistance Extension Act 2015

Client's Name (Last, First, M.): STPIERRE, KIARRA	MOSES ID #: 12222379	DOB: 01/28/1957	Petition # 81153
Client's Mailing Address: 19 Savin Ave Methuen, MA 018445	Date of Reemployment at New Employer: 09/02/2014		
TAA Company's Name, Address Phone & Contact: Schneider Electric Buildings LLC 800 Federal Street Andover, MA 01810	NEW Employer's Name, Address, Phone and Contact: Lighthouse Placement Services 34 Rogers Road Haverhill, MA 01835		

Old Wages (Avg. Yearly): $40498	New Wages (Avg. Yearly): $33280	Normal Hours worked (Per Week) 40

New Employer's Signature is only required for those clients who do not have a paycheck as of the date of this application.

I attest as the above named NEW employer's representative that the above named client will not earn more than $50,000 in the 12 month period beginning with the initial date of employment and that he/she meets the definition of reemployment as defined in #4 and #5 below.

_____   _____
Signature and Title   Date

For the client:
The following conditions must be met at the time of reemployment.
1. At least age 50 (verify with copy of drivers license, or birth certificate or passport, etc.)
2. The clock on the two-year duration of RTAA benefits will begin at the sooner of the exhaustion of UI (and any EUC) or reemployment (verify with copy of job offer letter or check stub) Any weeks of TRA collected will also be deducted from this 2-year period.

6. Close the document.

1. After selecting the pertaining 1666 record.

2. Click the Job Search/Relocation tab.

3. Select a job search record and click the Edit button. The Job Search Details window is displayed. Click the Allowance Determination tab.

4. Click the View In Word button to generate the Job Search word document.

5. MOSES displays the Request for Job Search Allowances form.

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF CAREER SERVICES

Trade Adjustment Assistance Program (TAA)
Job Search Allowances
Application Request

Client's Information		
Client's Name (Last, First, Middle): PATRICE DeJesus Jr.	Career Center: Hurley/MOSES Unit	Date of Request: 05/05/2016
Address (No., Street, City, State, Zip): test st Framingham, MA 01701	MOSES ID#: 10799417	
	Petition #: 70448	Paying State: Massachusetts

A. Client's Request			
1. Name and Address of Firm where Interview is scheduled: Hamoenics Corporation Cambridge, MN 55008	2. Date & Time of Interview: 05/27/2016	3. Job Title for which Interviewed: Assembler Inspector	4. # of Miles Traveled: 1150

B. Client's Certification

I give this information to support my request for payment of a job search allowance under the Trade Act. The information contained in this request is correct and complete to the best of my knowledge. I understand that penalties are provided for willful misrepresentation made to obtain allowances to which I am not entitled. I certify that I am the driver of this car and the only one riding in this car who is receiving a Trade Travel Allowance.

_____   _____
Client's Signature   Date

C. DCS Trade Unit's Determination

6. Close the document.

1. Click the View Interview Form.

2. MOSES displays the Interview Verification Form.

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF CAREER SERVICES

Trade Adjustment Assistance Program (TAA)
Job Search Allowances
Interview Verification Form

Client:
Please complete lines 1, 2 and 3, then bring this form to your NEW employer. Submit completed original to: Trade Unit, DCS, 19 Staniford Street, PO Box 8370, Boston, MA 02114.

1	Client's Name: PATRICE DeJesus Jr.

2	Mailing Address: (City/State/Zip code):
	    test st
	    Framingham, MA 01701

3	MOSES ID #:
	    10799417 Petition #:
	    70448

Dear Prospective Employer:
This client is a participant in the Trade Adjustment Assistance Program. In order for him/her to receive benefits, his/her new employment must be verified. Please complete the information below. Thank you.

COMPANY Name, Address & Phone	DATE (S) OF INTERVIEW(S)	CONTACT PERSON (who may verify interview)	RESULTS (if known)
_____			
_____			
_____ (____)_____			

I certify that the individual named above was interviewed on the above date(s).

3. Close the document.

1. After selecting the pertaining 1666 record.

2. Click the Job Search/Relocation tab.

3. Select a Relocation Allowance record and click the Edit button. The New Employment Details window is displayed. Click the Allowance Determination tab.

4. Click the View Employment Verification button to generate the Relocation Allowances Employment Verification word document.

5. MOSES displays the Relocation Allowances Employment form.

6. When finished, close the document.

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF CAREER SERVICES

Trade Adjustment Assistance Program (TAA)
Relocation Allowances
Employment Verification Form

Client: Please verify lines 1, 2 and 3, then bring this form to your NEW employer. Submit completed original to: Trade Unit, DCS, 19 Staniford Street, PO Box 8370, Boston, MA 02114.		
1	Client's Name: TEST, Beth April	
2	Mailing Address: (City/State/Zip code): 1 Testing o Saturday Drive Lowell, MA 01852-3	
3	MOSES ID #: 11709238	Petition #: 85379

Dear Employer:
This client is a participant in the Trade Adjustment Assistance Program. In order for him/her to receive benefits, his/her new employment must be verified. Please complete the information below. Thank you.

Company Name:	New Job
Address:	Disney World
City, State, Zip:	Orlando, FL 32830-
Telephone #:	( )
Contact Person:	

Please complete the following information for the Client named above:	
Position:	
Date of Employment:	
Starting Wage:	
Workers in this job classification: Are_____ or Are NOT_____ Entitled to receive relocation assistance from the employer?	
If benefits are available, please indicate the amount this worker will receive:	$

I certify that the above information is accurate	
Typed Name and Title:	
Contact Signature and Date:	

If you have any questions, please feel free to contact the Trade Unit at (617) 626-6007.

· DCS Trade Unit 1ª Floor, 19 Staniford Street, Boston, MA 02114 · info: www.mass.gov/dcs ·

1. After selecting the pertaining 1666 record.

2. Click the Job Search/Relocation tab.

3. Select a Relocation Allowance record and click the Edit button. The New Employment Details window is displayed. Click the Allowance Determination tab.

4. Click the View Relocation Application button to generate the Relocation Allowances Application Request word document.

5. MOSES displays the Relocation Allowances Application Request form.

6. When finished, close the document.

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF CAREER SERVICES

Trade Adjustment Assistance Program (TAA)
Relocation Allowances
Application Request

CLIENT INFORMATION		
Client's Name: TEST, Beth April	Petition #: 85379	**FOR DCS** **USE ONLY**
Address (#, street, state, zip) 1 Testing o Saturday Drive Lowell, MA 01852-3	Career Center: Hurley/MOSES Unit	Date Filed: Date of Application:
MOSES ID #: 11709238	Paying State:	

A. CLIENT APPLICATION FOR RELOCATION ALLOWANCES

1. Were you totally separated from adversely affected employment? ☐ YES ☐ NO

2. Are you currently employed? ☐ YES ☐ NO
If yes, please complete the information below concerning your current employer..............

Name & Address of Employer: Date employment expected to end:

_____   _____

_____

_____

3. Is this your first request for relocation allowances under the Trade Act? ☐ YES ☐ NO

If no, explain _____

4. Have you obtained suitable employment or do you have a bona fide offer of employment? ☐ YES ☐ NO

Name, Address & Telephone of Firm Offering Employment:	Job Title	Start Date
	City & State of Relocation	Expected Date to Move

B. CLIENT REQUEST FOR TRAVEL ALLOWANCES

TRAVEL IDENTIFICATION	NUMBER PERSONS	TRAVEL DATES		TRAVEL BY AUTO		TRAVEL BY COMMERCIAL CARRIER		
		FROM	TO	MILEAGE	COST $$	TYPE	# OF PASSENGERS	ACTUAL COST $$
WORKER								
SPOUSE								
CHILDREN								
OTHER FAMILY MEMBERS								
ABSENT CHILDREN OR FAMILY MEMBERS								

NAMES OF TRAVELERS	AGE	RELATIONSHIP	JUSTIFICATION (Other family members and late departure)

PLEASE SEE REVERSE SIDE FOR TRANSPORATATION OF HOUSEHOLD GOODS, LUMP SUM PAYMENT INFORMATION, CLIENT CERTIFICATION & DCS' DETERMINATION. ⇐ (Page 1 of 2)

1. After selecting the pertaining 1666 record.

2. Click the Training tab.

3. Select a VSS ID. On the Vendor Selection window, select the recommended course.

4. Click the Edit Detail button.

5. On the Course Detail tab, click the Contract Approval button.

6. MOSES displays the Training Contract Pre-Approval form.

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF CAREER SERVICES

Trade Adjustment Assistance Program (TAA)
Training Contract Pre-Approval Form

PLEASE GIVE A COPY OF THIS FORM TO THE CLIENT

Date Contract Documents Received:	03/31/2016	Petition #:	85097
Career Center:	ValleyWorks - Career Center of Lawrence	Phone #:	978-722-7000
Contact Name:	Marco Ruiz	Fax #:	

Client Name:	Arja TORTOLINI	MOSES Applicant ID #:	12485990
Course:	MS in Higher Education Administration	Hours Per Week / Credit Hours per Semester:	8 / 36

Approved Contract Costs:			
---- Tuition		----	

Total Contract Amount:	$0	Dates of Training:	06/27/2016 To 10/14/2017
Provider Name: Address:	Bay Path University 588 Longmeadow Street Longmeadow, MA 01106	Office/Contact: Phone:	(413) 565-1332

Approval Status:	Pending	Date:	03/31/2016
Reviewed By:		Date:	

IMPORTANT INFORMATION:

This document contains important information regarding your training approved under the Trade Program. It is important to have it translated immediately. You are responsible for the information and requirements contained herein.

Этот документ содержит важную информацию о Вашем обучении, утвержденном в соответствии с программой профессиональной подготовки. Очень важно немедленно его перевести. Вы несете ответственность за содержащиеся в нем сведения и выполнение требований.

El presente documento contiene información importante referida a su capacitación aprobada conforme al Programa de Comercio. Es importante que solicite su traducción de inmediato. Usted es responsable de los datos y requisitos que este documento contiene.

Questo documento contiene importanti informazioni relative al Suo addestramento approvato in base al Programma commerciale. È importante che queste informazioni siano tradotte immediatamente. Lei è responsabile delle informazioni e dei requisiti quivi contenuti.

Este documento contém informações importantes relativas ao seu treinamento aprovado pelo Programa de Comércio. É importante que seja traduzido prontamente. As informações e requisitos inclusos no documento são de sua responsabilidade.

Gen nan dokiman sa a, enfòmasyon enpòtan sou fòmasyon Trade Program lan otorize pou ou. Li enpòtan pou fè li tradyi touswit. Konnen ke, se ou ki responsab pou enfòmasyon an sik tout egzijans ki ekri ladann.

Tài liệu này bao gồm thông tin quan trọng liên quan đến việc giáo huấn được chấp thuận theo chương trình Trade. Điều quan trọng là phải phiên dịch bản này ngay. Quý vị chịu trách nhiệm cho thông tin và đòi hỏi bao gồm trong bản này.

這文件包含重要的資訊是有關你在貿易計劃之下的訓練已獲批准。這是很重要的必須即時翻譯或中文。你是有責任去承擔在這文件中所提及的資料和規定。

7. Close the document

1. After selecting the pertaining 1666 record

2. Click the Waiver Tab.

3. Select a waiver or extension record from the list.

4. Click the View Waiver in Word button.

5. MOSES generates the Waiver Determination form.

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF CAREER SERVICES

**Trade Adjustment Assistance Program
Request for a Waiver From Training**

Waiver from Training

Type:

☐ Approved training starts beyond 30 days

Career Center:	Fed Petition Number:
ValleyWorks - Career Center of Lawrence	85097
Client's Name:	**MOSES ID:**
Arja TORTOLINI	12485990
Start Date: 03/31/2016	**End Date:** 06/28/2016

Comments/Explanation:
The start date for Bay Path University Higher Education Administration program is 6/27/2016.

NOTE: the conditions under which this waiver is being granted must be reviewed at the end of the waiver period.

Client's Signature:	Date: 05/27/2016
Career Center Representative: Christopher Quan	Date: 05/27/2016

6. Close the document.

THAT IS ALL FOLKS.

2017

TC and the Trade Staff