



Department of  
**Labor & Workforce  
Development**

# The TAA Application

How To Complete the TAA Application  
for Benefits and Services

# The TAA Application For Benefits & Services

## Presented By

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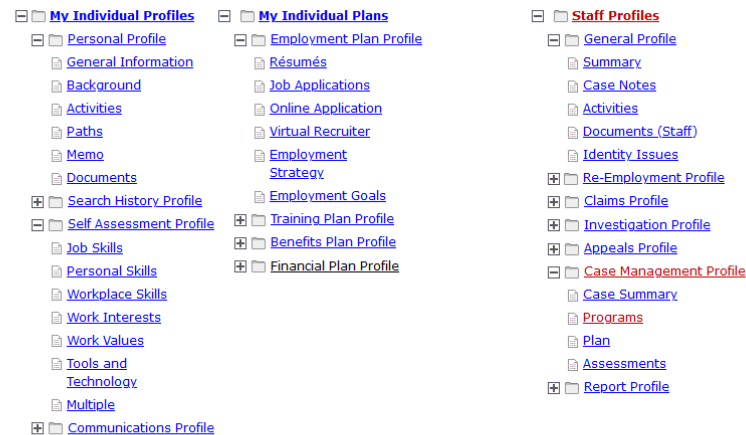
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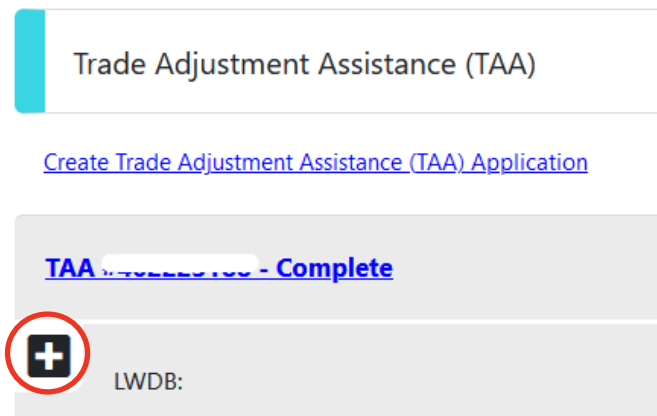
# The TAA Application For Benefits & Services

- In [www.Jobs4TN.gov](http://www.Jobs4TN.gov) go to the Programs tab
  - From the left menu, click on “Manage Individuals”, then “Assist an Individual”
  - Locate the individual you are assisting
  - Go to Programs
    - Staff Profiles → Case Management Profile → Programs



# The TAA Application For Benefits & Services

- Confirm that the worker has a Wagner-Peyser application, if they do not, please have them create one.
- Scroll down to the Trade Adjustment Assistance program tab and click “Create Trade Adjustment Assistance (TAA) Application”
- If the worker already has a TAA Application, click the plus symbol on the left side (below the application).

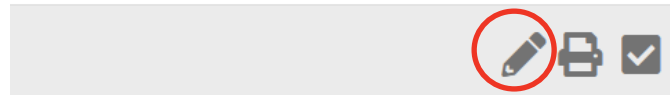


# The TAA Application For Benefits & Services

- **IMPORTANT REMINDER**

- DO NOT CREATE A DUPLICATE TAA APPLICATION IF ONE HAS ALREADY BEEN CREATED

- If the TAA Application has already been created, click on the “Edit Application” button (the pencil icon on the right side)



- Verify the information in the TAA Application for accuracy and **complete any areas that are missing**
  - This is ESPECIALLY IMPORTANT on the “Demographic” and “Employment” tabs

# The TAA Application For Benefits & Services

- Demographic

The screenshot shows the 'Demographic Information' section of the TAA application. At the top, a progress bar indicates three steps: 'Contact' (completed), 'Demographic' (current step), and 'Veteran' (pending). Below the progress bar, there are three columns of links for each step. The 'Demographic' step is active, showing a form with various fields. Fields marked with a red asterisk (\*) are required. The 'Date of Birth' field is empty and has an 'Edit Date Of Birth' link. The 'Verify' section has a 'Verify' link and a 'Driver's License' checkbox. The 'Today's Age' field contains '25'. The 'TAA Eligibility Age' field contains '24'. The 'Gender' field has radio buttons for 'Female', 'Male' (selected), and 'Did not self-identify'. The 'U.S. Citizenship Status' field is a dropdown menu with 'U.S. Citizen/Naturalized' selected. The 'Hispanic/Latino Heritage' field has radio buttons for 'Yes' (selected), 'No', and 'Did not self-identify'. The 'Race (ethnicity) check all that apply' section has checkboxes for 'African American/Black' (selected), 'American Indian/Alaskan Native', 'Asian', 'Hawaiian/Other Pacific Islander', 'White', and 'I do not wish to answer.'. The 'Considered to have a disability' field has radio buttons for 'Yes' (selected), 'No', and 'Did not self-identify'. At the bottom of the form, there are '<< Back' and 'Next >>' buttons, and a 'Help' icon.

- *The red \* indicates the field must be answered before you can move forward with the application*
- When you click the “Next” button, it saves the page you are currently on while also moving you to the next page in the application

# The TAA Application For Benefits & Services

- Employment

Trade Adjustment Assistance (TAA) 5/9

Veteran Employment Education

Info, Contact, Demographic, Education, Eligibility Summary, History, Employment, Services, Hide All Steps

Individual Detail Case Notes Comments

### Employment Information

Information entered on this screen is related to the specific individual only.

Employment Status (from Registration): Working Part Time

Employment Status: Employed

Not in the labor force: Those who are not actively looking for work, including those incarcerated.  Yes  No

UC Eligibility Status: Neither Claimant nor Exhaustive

Claimant was referred by: Not Applicable

Claimant has been exempted from work search:  Yes  No

Date Claimant was exempted from work search: Today

UC Status Verify: Verify Scan Upload Link Print Barcode

Attended a Rapid Response Orientation:  Yes  No

Rapid Response Event: Find RE Event  
TN202000200A Aleborno Brake Corporation

### Individual Employment History

View Background Summary

Company Name	Location	Job Title (Occupation)	Start/End Dates	Action
Randstad	2250 J Wilma Rudolph Blvd Clarksville, TN 37040	Operator in training (Team Assemblers)	09/14/2016 - Present	Edit Delete
Walmart Distribution	Hopkinsville, KY Hopkinsville, KY 42240	PR Hauler (Production Workers, All Other)	11/17/2021 - Present	Edit Delete
A KESBOND		OPERATOR	04/01/2017 - Present	Help

- Verify all information on the Employment tab and update any incorrect information
- The “Attended A Rapid Response Event” should always be Yes (even if the worker did not attend, it would have been made available to them)
- The “Rapid Response Event” needs to always be completed, if you can not find the Rapid Response event, choose the entry with all 9’s

# The TAA Application For Benefits & Services

- Employment (continued)

## TAA Petition and Employer

Search DOC for Petition: [Find DOC Petition](#)  
Search TAA Petition Numbers: [Find TAA Petition](#)  
\* TAA Petition: 90066  
+ Verify: [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [Print Barcode](#)  
✓ DOL/ETA Website  
\* Has been threatened with layoff (Adversely affected incumbent worker)?  Yes  No  
\* TAA Liable/Agent State:   
TAA Employer: Akabono Brake Corporation  
Employer Address 1: 780 International Blvd  
Employer Address 2: NA  
Employer City: Clarksville  
Employer State: Tennessee  
Employer Zip: 37040  
\* Hours Per Week (xx.x):   
Entered Employers:   
\* Job Title:   
\* Employment Begin Date:  [Today](#)  
Employment End Date:  [Today](#)  
\* Dislocation Hourly Wage:   
Projected Date of Layoff:  [Today](#)  
Most Recent Date of Qualifying Separation:  [Today](#)  
Months Employed at Qualifying Separation Date:   
+ Verify: [Verify](#) | [Scan](#) | [Upload](#) | [Link](#) | [Print Barcode](#)  
✓ Conversion

## TAA Re-Employment

\* Re-Employed since layoff from Trade  Yes  No affected job?  
New Employment Projected or Actual Start Date:  [Today](#)  
Projected or Actual Annual wage of individuals new employment:

[help](#)

- TAA Liable/Agent state:
  - **Both** = when the participant earned wages and lives in TN
  - **Agent** = when the participant is requesting services in Tennessee but earned wages in another state (other state pays TRA benefit)
  - **Liable** = when the participant is requesting services in another state but earned wages for a company in Tennessee (Tennessee pays TRA benefit)

- **The “Employment End Date” and the “Qualifying Separation Date” need to match and should be verified against the separation letter**



# The TAA Application For Benefits & Services

- Eligibility Summary

Trade Adjustment Assistance (TAA) 9 / 9

Public Assistance Barriers Eligibility Summary

Intro Veterans Public Assistance Contact Employment Barriers Demographic Education Eligibility Summary

Hide All Steps

TAA

Individual Detail Case Notes Comments To Bottom

### Trade Adjustment Assistance (TAA) Eligibility Information

Program	Eligible	Reason(s) Not Eligible	Action
TAA	Meets definition for TAA: <b>Yes</b>		<a href="#">Set TAA Eligibility to No</a>
ATAA	Meets definition for ATAA: <b>No</b>	Petition Number does not qualify for ATAA. The TAA Petition you have selected is not ATAA Certified.	<a href="#">Set ATAA Eligibility to Yes</a>
RTAA	Meets definition for RTAA: <b>No</b>	Age at Re-employment is less than 50. Turned 50 since date of re-employment and still employed is set to No.	<a href="#">Set RTAA Eligibility to Yes</a>

TAA Petition Number: 90066

Eligible for TRA?  Yes  No

Trade Extension Act 2011 (TAAEA)  Yes  No

Petition Number between 80000 and 80999:  Yes  No

One time election to be served under TAAEA has been made?

Date Election was made:

Have you received a benefit under a prior TAA certification in the last 10 fiscal years?  Yes  No

Referred to WIOA staff for possible co-enrollment?  Yes  No

Individual has declined WIOA co-enrollment?  Yes  No

#### Benefits Deadlines

Basic TRA Deadline (on Waiver or in Training)	05/08/2021
Job Search Allowance Deadline	11/06/2021
Relocation Allowance Deadline	01/05/2022

- Please review the information on this page carefully!

- Verify that the participant meets definition for TAA
- All TAA participants are **REQUIRED** to be referred to WIOA
- Please remember that the Basic TRA Deadline date has not been revised for Reversion 2021
  - 98000 petitions
  - TRA can confirm the participant's Basic TRA deadline once the TAA Application has been completed

# The TAA Application For Benefits & Services

- The TAA Application needs to be as accurate as possible for reporting on the PIRL, TADDI, and other TAA related reports for Federal reporting requirements
- Verification Documents
  - If the verification documents are not scanned into [www.jobs4tn.gov](http://www.jobs4tn.gov), it is YOUR RESPONSIBILITY to obtain those documents and upload them and link them to the related verification

# The TAA Application For Benefits & Services

- REMINDERS:
  - You must confirm verification documents have been uploaded to the system
  - The participant should provide you with their separation notice from their employer
    - If the participant does not have their separation notice, please contact your TAA Regional Coordinator to determine if they are on the mass layoff list
  - The TAA Application determines if an AAW is eligible to request TAA benefits and services. It *does not* determine if a participant is eligible for training.

# The TAA Application For Benefits & Services

## QUESTIONS?

