

**PA Department of Labor & Industry**  
**Workforce Investment Center**  
**Bureau of Workforce Development Partnership**  
**WORKFORCE INVESTMENT INFORMATION NOTICE NO. 12-03, change 1**  
**January 31, 2008**

**TO :** ALL STAFF OF THE LOCAL WORKFORCE INVESTMENT  
BOARDS  
ALL BUREAU OF WORKFORCE DEVELOPMENT  
PARTNERSHIP  
REGIONAL DIRECTORS AND ASSISTANT DIRECTORS  
FEDERAL PROGRAMS UNIT, BUREAU OF UNEMPLOYMENT  
BENEFITS AND ALLOWANCES  
ALL UNEMPLOYMENT COMPENSATION SERVICE CENTER  
MANAGERS AND WORKFORCE DEVELOPMENT ANALYSTS  
ALL PA CAREERLINK ADMINISTRATORS  
ALL TITLE 1 OPERATORS  
ALL RAPID RESPONSE COORDINATION SERVICE STAFF

**FROM :** CHRISTINE ENRIGHT  
Section Chief, RRTCS  
Bureau of Workforce Development Partnership

**SUBJECT :** Rapid Response Early Intervention and Trade Benefits  
Rights Interview Process

**INQUIRIES :** Questions concerning the WIIN can be directed to:

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**1. Purpose.**

This document informs the Commonwealth's agencies, local Workforce Board staff and PA CareerLink partners of policy to implement the provisions of Trade Adjustment Assistance (TAA) Reform Act of 2002 that requires the cooperating state agencies to provide TAA program and benefit information to workers. There are two areas providing general information and guidance in this WIIN: (1) An update and clarification of the criteria and process for Rapid Response early

intervention when a Trade Act petition is received, and (2) An update and clarification of the process when the Trade Act petition is certified to include Benefits Rights Interview (BRI) and Enrollment Assessment and Waiver (EAW) processes. The EAW ensures that trade impacted workers are able to access the critical gateway activities of the workforce development system providing a mechanism for PA CareerLink staff to manage increased workloads from a large trade impacted dislocation. Specifically, the EAW is designed to enroll trade impacted participants into PA CareerLink services timely (1) to provide for a preliminary assessment of the trade impacted dislocated worker; (2) to execute a WIA Registration; (3) to enroll the worker into the next appropriate service, i.e. workshops, testing, etc.; (4) to ensure that a trade impacted worker has the opportunity to meet the deadlines outlined in §231 of the Trade Act and (5) to recognize the impact of complex and/or large trade dislocation events on the workload of a PA CareerLink office by assigning staff from neighboring PA CareerLinks to the EAW event.

The information gathered in the EAW process:

- Provides the Rapid Response and PA CareerLink staff with a snapshot of The knowledge, skills, abilities and needs of the trade impacted dislocated workers.
- Enables the Rapid Response and PA CareerLink staff to determine if there are sufficient resources locally to serve the target population or if additional resources are required.
- Allows the Rapid Response and PA CareerLink staff to develop an event service strategy that is client focused.

## **2. Reference.**

Subchapter 2 of the Trade Act of 1974, as amended by the Trade Act of 2002, 19 USC §§ 2271-2331 and Training and Employment Guidance (TEGL) Letter No. 11-02, from the U.S. Department of Labor, dated October 10, 2002, titled “Operating Instructions for Implementing the Amendments to the Trade Act of 1974 Enacted by the Trade Act of 2002.” Page 11, Section B (2), Rapid Response.

## **3. Discussion.**

The Trade Act of 2002 amended certain provisions of the Trade Act of 1974. These amendments changed the procedures of when Rapid Response activities are to begin and changed the procedures of how Trade Act petitions are filed and certified.

Section 221(a) of the Trade Act 19 USC §2271 (a) (2) states:

“Upon receipt of a petition filed under paragraph (1), the Governor

shall – (A) ensure that Rapid Response assistance, and appropriate core and intensive services as described in Section 134 of the Workforce Investment Act of 1998 (29 USC 2864) authorized under other Federal laws are made available to the workers covered by the petition to the extent authorized under such laws; and (B) assist the Secretary in the review of the petition by verifying such information and providing such other assistance as the Secretary may request.”

TEGL No. 11-02, states:

“Upon receipt of a petition on or after November 4, 2002, the State must ensure that Rapid Response assistance and appropriate core and intensive services, as described in Section 134 of the WIA, are made available to the workers covered by the petition to the extent authorized under the WIA and other Federal laws. This requirement applies to every petition received. If a petition is generated during the course of Rapid Response assistance to a worker group, this requirement will be satisfied for that petition. The State shall use the date that the petition is received by the State as the criterion for providing Rapid Response assistance.”

If the employer sets a recall date (temporary layoff), the workers are not dislocated workers under the Workforce Investment Act, but they are eligible for core services. The Rapid Response team should provide information on how to access core services, unemployment insurance, health insurance, and other appropriate social services. In this situation, the employer and worker representatives will be advised to contact the Regional Rapid Response Representative if the temporary situation changes to a permanent layoff.

In order to provide benefit information to affected workers and along with uniform services under the Trade Act, the attached charts explaining the roles and activities required shall be deemed as guidelines to follow when (1) a Trade Act petition is filed and (2) when a Trade Act Petition is certified.

#### **4. Action Required.**

All PA CareerLink staff and partners are to regard this issuance as clarification of the criteria and process for Rapid Response early intervention upon receipt of a Trade Act petition and as clarification of the Trade Act petition certification process. Each trade-affected worker will be enrolled, assessed and, if appropriate, issued a waiver in a customized manner. Based on size of dislocation, RRCS will determine suitable process. Workers that did not attend a group BRI will be afforded the same EAW process.

5. **Attachments.**

Attachment A – Rapid Response/Trade Early Intervention – Petition Filed

Attachment B – Trade Adjustment Assistance Reform Act of 2002, Benefits Rights Interview Process – Certified Petition

Attachment C – UC1290

Attachment D – EAW Planning Tool

6. **Expiration Date.**

Ongoing

***Auxiliary aids and services are available upon request to individuals with disabilities.  
Equal Opportunity Employer/Program***

**ATTACHMENT A**

**RAPID RESPONSE/TRADE EARLY INTERVENTION**

**FILED PETITION**

STEP	ORGANIZATION	ACTIVITY	DECISION POINT
<p>1. Petition received by Federal Programs Unit of the Office of Unemployment Compensation (UC) Benefits</p>	<p>Federal Programs Unit</p>	<p>E-mail notifications to Rapid Response—Trade Section, UC partners and others as requested.</p> <p>Request list of employees who were employed within a specific timeframe, usually within the past year or from the day after a prior certification’s expiration date to the current date, in format required by Unemployment Compensation (UC).</p> <p>Also request names of temporary/leasing agencies that provided workers to the petition company in the past year. If provided, each is listed in the petition database and requested to provide a list of workers assigned to work at the petition company from potential impact date to current date. E-mail notification of temporary/leasing agency potential inclusion sent to same group listed above if a certification is issued for the petition company.</p>	<p>If employer sends employee master list: Federal Programs sends list to Rapid Response Coordination Services (RRCS), PA CareerLinks, Unemployment Compensation Service Centers (UCSC), Labor &amp; Industry Central office staff and other entities as requested.</p> <p>If employer does not supply employee master list: Federal Programs will notify Office of Chief Counsel to secure the list.</p> <p>Note: In addition to notifying Office of Chief Counsel, Federal Programs staff reviews the UC-2A report and attempts to compile a list of names and addresses using UC claim record information.</p>

<p>2. Initiate Rapid Response</p>	<p>Bureau of Workforce Development Partnership (BWDP), Rapid Response Coordination Services (RRCS)</p>	<p>Review files to determine if Rapid Response assistance has been provided.</p>	<p>If Yes: Investigate for possible secondary (upstream and downstream) impact on other companies.</p> <p>If No: Initiate Rapid Response with fact finding call.</p>
<p>3. Fact Finding Call</p>	<p>Rapid Response Coordination Services (RRCS)</p>	<p>Explain reason for the call/Trade Act and Rapid Response.</p> <p>Determine if:</p> <ul style="list-style-type: none"> <li>• Any employees are in current lay off status,</li> <li>• Layoffs are permanent</li> <li>• There are anticipated layoffs</li> <li>• There are union affiliations</li> </ul>	<p>If temporary layoff, offer services appropriate to worker needs.</p> <p>If permanent layoff, schedule planning meeting.</p>

FILED PETITION

STEP	ORGANIZATION	ACTIVITY	DECISION POINT
<p>4. RRCS conducts a planning meeting with the employer and worker representatives to design provision of Rapid Response services, coordinating with appropriate service agencies, such as UC, PA CareerLink, Governor's Action Team and any others deemed necessary by RRCS</p>	<p>Rapid Response Coordination Services (RRCS)</p>	<ol style="list-style-type: none"> <li>1. Secure information on size and scope of layoffs to determine if there is sufficient number laid off to conduct a Rapid Response meeting.</li> <li>2. Determine employee characteristics, skill sets, special needs, etc.</li> <li>3. Promote the formation of a Dislocated Worker Transition Team.</li> <li>4. Develop agenda and publish date and time of meeting.</li> </ol>	<ol style="list-style-type: none"> <li>1. Establish time, date, place of meeting or alternative plan for disseminating information on respective services.</li> <li>2. Determine what organizations are to be represented at Rapid Response meetings.</li> <li>3. Determine best time and method to distribute DW surveys to the workers.</li> </ol>
<p>5. Conduct a Rapid Response Information Meeting (RRIM)</p> <p>THIS IS NOT A TRADE (BRI) BENEFITS RIGHTS INTERVIEW</p>	<p>Rapid Response Regional Representative, PA CareerLink partner, UC, and other partners as determined by RRCS</p>	<ol style="list-style-type: none"> <li>1. All agency partners provide information on their respective services.</li> <li>2. If Dislocated Worker (DW) surveys were not previously collected, distribute and collect surveys.</li> </ol>	

TRADE ADJUSTMENT ASSISTANCE REFORM ACT OF 2002  
BENEFIT RIGHTS INTERVIEW PROCESS

CERTIFIED PETITION

STEP	ORGANIZATION	ACTIVITY	DECISION POINT
1. Petition is certified	US Dept. Of Labor, Division Of Trade Adjustment Assistance (DTAA)	Post on website ( <a href="http://www.doleta.gov/tradeact/determinations.cfm">www.doleta.gov/tradeact/determinations.cfm</a> )  Provide written notification to petitioner(s).  Provide notification to State.  Federal Register <a href="http://www.gpoaccess.gov/fr/advanced.html">http://www.gpoaccess.gov/fr/advanced.html</a>	
2. Notification of Departmental Partners	Federal Programs	Send e-mail notification to partners: UC Service Centers, TRA Staff, UC WFD Staff, RRCS, PA CareerLinks, Labor & Industry Central Office staff and other entities as requested.	Note: Upon request Federal Programs can provide customized posters to primarily impacted PA CareerLinks.
3. Provision of individual notification to affected employees	Federal Programs	Letter sent (UC1290) to affected workers listed on employee master file provided by employer at the time the petition was filed.	If employer does not provide an employee list as requested by Federal Programs, RRCS should explore alternate sources of information such as UC data, union lists, media outreach, etc.
4. Establish a Benefits Rights Interview (BRI) Plan	Rapid Response Coordination Services, in consultation with UC and local PA CareerLink	1. Determine employment status of affected workers.  2. Determine if any worker has Limited English Proficiency (LEP)	1. Determine time, place (on or off site), and date of BRI  a. Workers currently employed and not under layoff notice, but whose jobs are at risk, should receive the information.  b. If ten or less with LEP the

STEP	ORGANIZATION	ACTIVITY	DECISION POINT
		<p>3. Schedule BRI meetings. If it is determined individual BRI's are warranted; PA CareerLink staff are responsible for notifying and delivering timely BRI's to appropriate workers.</p>	<p>PA CareerLink can use the language line to deliver the BRI</p> <p>c. If more than ten the RRCS staff will initiate a contract for interpreting at a BRI</p> <p>2. If the required deadline for being enrolled in training cannot be met, RRCS will contact the Trade Coordination Services supervisor to request a 45 day extension</p>
<p>5. Notify Affected Workers of BRI Meeting</p>	<p>Rapid Response Coordination Services</p>	<p>BRI meeting announcement letter generated to appropriate workers.</p>	<p>1. At least 2 weeks prior to the meeting date, the Rapid Response Coordination Services Regional Representative notifies RRCS Central Office administrative staff of the name of the company, date(s), time(s), and place(s) for the BRI meeting to generate letters.</p> <p>2. Exceptions to the above procedure are to be handled on a case-by-case basis with the RRCS Central Office staff creating and mailing the letters.</p> <p>(Note: If letters are returned due to undeliverable addresses the PA CareerLink staff assigned to the case are tasked to attempt to secure a current address to resend notifications.)</p>

STEP	ORGANIZATION	ACTIVITY	DECISION POINT
6. Determine if an (EAW) Enrollment/ Assessment/ Waiver/extension process is needed to meet the required deadline for being enrolled in training	Rapid Response Coordination Services in coordination with UC Workforce Development staff and the impacted PA CareerLink	Determination of when an EAW process is necessary	<ol style="list-style-type: none"> <li>1. Layoff schedule</li> <li>2. Worker residences, multi state, multi PA CareerLinks</li> <li>3. Number of workers impacted (If fewer than 100 RRCS will decide on a case-by-case basis if there is a need for the onetime EAW process to occur. If over 100, RRCS will begin the EAW process as listed below.)</li> </ol>
7. Conduct EAW planning meeting	RRCS - Rapid Response Coordination Services	Prior to BRI, RRCS will notify UC and PA CareerLink staff in order to schedule and conduct EAW planning meeting.	<ol style="list-style-type: none"> <li>1. Determine date of EAW, ensuring that UCSC can process ETA 855 prior to EAW date.</li> <li>2. Establish customer flow plan/appointment schedule for EAW process, keeping in mind the following factors: <ul style="list-style-type: none"> <li>• Number of affected workers</li> <li>• Site capacity, to include staff, computers, printers etc.</li> </ul> </li> <li>3. Determine if regular PA CareerLink operations/services can be conducted while PA CareerLink staff conducts EAW. Workshops/services normally provided to public may need to be suspended to maximize use of staff to accommodate volume.</li> </ol>
8. Conduct Group BRI Meeting(s)	RRCS - Rapid Response Coordination Services	<p>Ensure that: Appropriate partners are aware of date, time, and place of meeting(s).</p> <p>Handouts and equipment are produced and/or delivered.</p>	<p>Determine if the ATAA PowerPoint (PPT) presentation should be included.</p> <p>NOTE: The BRI PPT is meant to provide an introduction to the policies and requirements under the law. While the BRI PPT will answer many of the claimants'</p>

STEP	ORGANIZATION	ACTIVITY	DECISION POINT
		<p>NOTE: Handouts must be approved by RRCS.</p> <p>Affected workers and participating staff sign the BRI register.</p> <p>UC has workers complete ETA-855 along with UCP-11A signature page.</p> <p>Affected workers given appointments for EAW process.</p>	<p>questions, it is meant to disseminate general information and does not have the force of regulation or law. Presenters will follow the PPT script as closely as possible, deviating only in order to cover/discuss any special circumstances as dictated by the audience. Concurrently, PA CareerLink staff will follow the in-person BRI script and instruct the dislocated worker to contact the TRA unit at the appropriate UCSC.</p>
<p>9. BRI Follow Up</p>	<p>1. RRCS – Rapid Response Coordination Services</p> <p>2. Unemployment Compensation</p> <p>3. PA CareerLink</p>	<p>1. RRCS mails completed BRI register to RRTCS in Harrisburg for record keeping.</p> <p>2. UC representative returns both ETA-855 and UCP11-a to appropriate UCSC for data entry.</p> <p>3. PA CareerLink staff annotates workers attendance at TAA BRI.</p>	<p>Note: Individuals reporting to a PA CareerLink, who did not attend a group BRI presentation by RRCS/UC, will be afforded an individual BRI at the PA CareerLink. PA CareerLink staff will utilize the “Benefits Rights Interview for Trade Adjustment Assistance for PA CareerLink Staff” PowerPoint for this purpose. The PowerPoint refers the individual to call the UC Service Center (UCSC). The individual will then be given the approved TRA BRI over the phone by UCSC staff.</p> <p>Worker will be issued the required documents referenced. Staff assigned to this function should be trained and competent in TAA Policies.</p> <p>PA CareerLink staff will refrain from answering any TRA/UC questions. Workers with TRA questions will be referred to UC Service Centers, Trade Unit.</p>

STEP	ORGANIZATION	ACTIVITY	DECISION POINT
10. EAW conducted	1. RRCS in coordination with PA CareerLink staff  2. PA CareerLink staff	1. Each worker will be evaluated for BRI attendance and enrolled in PA CareerLink system.  1. PA CareerLink staff conducts initial assessment, and uses assessment to schedule next appropriate steps such as workshops, testing, services, ATAA benefits etc.  2. Worker is scheduled for full WIA enrollment and subsequent intensive services.  3. Worker is scheduled for full WIA enrollment and subsequent intensive services.	1. If worker did not attend TAA BRI, individual BRI will be given and worker directed to contact UCSC for TAA determination.  2. PA CareerLink staff will review assessments to design service strategies based on worker needs.  Note: Using worker list, PA CareerLink staff will contact those affected workers that did not participate in BRI or EAW in order to determine status. Status (working, in training, retired, etc) should be documented and kept in employer folder.

PA DEPT OF LABOR & INDUSTRY  
FEDERAL PROGRAMS UNIT RM 604  
7TH AND FORSTER STREETS  
HARRISBURG, PA 17121



DEPARTMENT OF  
**LABOR & INDUSTRY**  
COMMONWEALTH OF PENNSYLVANIA  
BUREAU OF UC BENEFITS AND ALLOWANCES

Date Mailed: March 27, 2007

Petition Number TA-W:61103  
Date Filed: March 13, 2007  
Certification Date: March 22, 2007  
Impact Date: March 12, 2006  
Expiration Date: March 22, 2009

Social Security: 123-45-6789

SANDRA F. ASHMAN  
601 W SPRUCE ST  
PERKASIE, PA 18944

**NOTICE OF TAA CERTIFICATION ISSUED UNDER THE TRADE ACT OF 2002**

This letter notifies you of TRADE ADJUSTMENT ASSISTANCE (TAA) to which you may be entitled, and your rights and responsibilities under the Trade Adjustment Assistance Program. On March 22, 2007 the U.S. Department of Labor issued a certification of group eligibility to apply for Trade Adjustment Assistance under the Trade Act of 1974, as amended. This certification covers certain workers of:

DELBAR PRODUCTS INC  
601 W SPRUCE ST  
PERKASIE PA 18944-1368

Only workers who have been totally or partially separated from this covered employment on or after March 12, 2006 and before March 22, 2009 are eligible to apply for benefits under this certification. Benefits which are immediately available to qualifying workers include funded training, job search and relocation allowances, and after exhausting all other State and Federal unemployment compensation, weekly Trade Readjustment Allowances (TRA).

You have been identified as a worker who may be eligible for some of the benefits available under the TAA Program if your hours of work and wages have been reduced or if you have been totally separated from this employment. A BRIEF DESCRIPTION OF THESE BENEFITS AND THE TIME LIMITATIONS TO APPLY FOR THESE BENEFITS ARE PROVIDED ON THE BACK OF THIS LETTER. Information on the benefits available under the TAA Program and the qualifying requirements for each benefit are available by calling a UC Service Center or visiting a Team Pennsylvania CareerLink, or by contacting other state workforce agencies throughout the United States. More detailed information is also published in the pamphlet, UCP-11(A), Assistance for Workers Under the Trade Act of 1974, available by calling a UC Service Center at 1-888-313-7284 or visiting a Team Pennsylvania CareerLink.

**IMPORTANT:** Each of the benefits available under the Trade Adjustment Assistance Program has specific qualifying requirements. However, in addition to satisfying the individual qualifying requirements for each benefit, you must:

1. APPLY FOR EACH BENEFIT BEFORE UNDERTAKING THE ACTIVITY THAT YOU WISH TO BE FUNDED,
2. FILE SEPARATE APPLICATIONS FOR EACH BENEFIT THAT YOU WISH TO RECEIVE, AND
3. APPLY FOR THE BENEFIT BEFORE THE APPLICATION DEADLINE EXPIRES.

If you wish to apply for any of these benefits, or you have questions about the benefits available, the time limitations to apply, or the enrollment deadlines, it is important that you call a UC Service Center at 1-888-313-7284 and ask for a TRA representative, or contact the nearest Team Pennsylvania CareerLink or state workforce agency immediately. CareerLink addresses can be found at [www.dli.state.pa.us](http://www.dli.state.pa.us).

This notification does not represent a full disclosure of applicable State or Federal Law or Regulations. This information is provided to inform you that benefits are available, that there are time limitations in which to apply for each benefit, and to notify you of those time limitations.

#### JOB SEARCH ALLOWANCES

If you have not been able to find a suitable job within your commuting area, and have arranged for a job interview outside of your normal commuting area, you may be eligible for job search allowances. Job search allowances provide reimbursement for a portion of the costs of attending a job interview outside of your normal commuting area.

**APPLICATION DEADLINE:** You must apply for the job search allowance within **365 days** of the latter of the petition certification date which appears on the front of this form or your qualifying separation. If you enroll in a Trade Adjustment Assistance approved training program, you may file your application for job search allowances within **182 days** of the day you successfully complete the program.

#### RELOCATION ALLOWANCES

If you have not been able to find a suitable job within your commuting area, and have secured employment outside of your commuting area, you may be eligible for relocation allowances. Relocation allowances provide reimbursement to help defray the costs of relocating your family and household goods.

**APPLICATION DEADLINE:** You must apply for relocation allowances within **425 days** of the latter of the petition certification date which appears on the front of this form, or your qualifying separation. If you enroll in a Trade Adjustment Assistance approved training program, you may file your application for relocation allowances within **182 days** of the day you successfully complete the program.

#### TRAINING

If suitable employment is not available to you based on your current educational background and job skills, you may qualify for Trade Adjustment Assistance approved training. If the training program is Trade Adjustment Assistance approved, there is no cost to you for the tuition, required books and required fees that are necessary to complete the program. You may choose to enter training immediately after your separation. You will be required to be enrolled in a Trade Adjustment Assistance approved training program or be issued a waiver of the enrollment requirement to qualify to receive basic weekly cash Trade Readjustment Allowance benefits after you exhaust all other State and Federal unemployment compensation, as indicated below. There are limits on the length of training that can be approved.

**APPLICATION DEADLINE:** As an adversely affected worker, you may apply for training at any time; however, to be eligible for weekly cash benefits of Trade Readjustment Allowances, you must be enrolled in the training program by a specific deadline, or be issued a waiver of the training enrollment requirement. If issued a waiver, you may be given a specific deadline by which to enroll if the waiver is revoked. You may also be required to have applied for the training program within a specified time to be eligible for certain further additional weekly cash benefits of Trade Readjustment Allowances. See the following section on Trade Readjustment Allowances for further information on these important deadlines. It is critical that you apply for training quickly so that you are enrolled in training before the deadlines pass.

#### TRADE READJUSTMENT ALLOWANCES-TRA

Trade Readjustment Allowances are weekly cash benefits similar to other types of unemployment compensation; however, Trade Readjustment Allowances have separate qualifying requirements. There are two types of Trade Readjustment Allowances, basic and additional. You may be eligible for basic Trade Readjustment Allowances after you have exhausted all other State and Federal unemployment compensation if you are enrolled in, or have already completed Trade Adjustment Assistance approved training and are otherwise eligible. However, under certain circumstances, the training requirement may be waived. Additional Trade Readjustment Allowances are payable to qualified workers only while participating in Trade Adjustment Assistance approved training and after basic Trade Readjustment Allowances have been exhausted.

**FILING LIMIT AND ENROLLMENT/APPLICATION DEADLINE:** If you qualify, a separate benefit eligibility period will be assigned for basic and additional Trade Readjustment Allowances. You may receive these benefits only within the eligibility period determined for you for each benefit. Further, to be eligible for both basic and additional Trade Readjustment Allowances, you must be enrolled in Trade Adjustment Assistance approved training by the end of the 8th week after the petition certification date that appears on the front of this form, or by the end of the 16th week after your most recent qualifying separation, or be issued a waiver of the training enrollment requirement. These deadlines can be extended up to 45 days under certain circumstances. If the waiver is revoked, you must be enrolled by the following Monday. In addition, if you are issued a waiver of the enrollment requirement, you still must apply for training within 210 days of the latter of the petition certification date that appears on the front of this form or your most recent qualifying separation to be eligible for weekly cash benefits of additional Trade Readjustment Allowances if needed to complete approved training. Workers who participate in remedial education training as part of their retraining plan may be eligible for further weeks of additional Trade Readjustment Allowances.

#### ASSISTANCE WITH HEALTH INSURANCE COSTS

You may be eligible for federal tax credits to help cover health insurance costs for you and your family. Contact the UC Service Center at 1-888-313-7284 for further information.

**TO FILE AN APPLICATION FOR ANY OF THE BENEFITS AVAILABLE UNDER THE TAA PROGRAM, OR TO LEARN MORE ABOUT THESE BENEFITS, PLEASE CALL A UC SERVICE CENTER AT 1-888-313-7284, OR CONTACT THE NEAREST TEAM PENNSYLVANIA CAREERLINK OR STATE WORKFORCE AGENCY. IF YOU REPORT IN PERSON TO A CAREERLINK, PLEASE BRING THIS NOTICE WITH YOU.**

**The Enrollment Assessment Waiver (EAW) process is designed to assist the Dislocated Worker in obtaining suitable employment, preserving their program eligibility, and is the initial step in dual enrollment. This is a flexible guideline and you are encouraged to adjust and adapt it to your specific situation and circumstances. It is important that you start planning for the EAW prior to the Trade BRI (Benefit Rights Interview); it does take time, effort, and teamwork.**

### **Suggested Process**

#### **TRADE BRI**

- Prior to the BRI, create an EAW folder for each Dislocated Worker (DW) using the employee alpha roster.
- In the top right hand corner attach a tab with the workers name, their scheduled EAW date and time at the participating PA CareerLink
- Sort the folders alphabetically into files/boxes: Example, A-G, H-L, M-S, T-Z, to hand out at the BRI
- Forms to be included in the EAW folder
  - Training Agreement Statement (Informational)
  - WIA Application Form (*completed by the worker & brought to the EAW*)
    - Annotate that the worker should bring drivers license or photo ID, & proof of citizenship: social security card, passport, birth certificate, etc**
  - PA CareerLink Mini Enrollment Card (*completed and returned at the BRI*)
  - Directions to the PA CareerLink
  - Other forms as determined by PA CareerLink

## **TRADE BRI (continued)**

-Publications furnished by UCWD at BRI

--UC Form 8-55, Trade Application, (*completed by worker & returned at the BRI*)

--Trade Act of 2002 Booklet (*UCP 11A*) *receipt completed & returned at the BRI*)

-Publications furnished by RRCS at BRI

--BRI & ATAA PowerPoint, HCTC Brochure

-Physical Arrangement for BRI Sign-in

--Separate table with 3 sign in sheets

--3 tables together, the first with Trade Act Booklet, Form 8-55, pencils, UC business card, BRI & ATAA Powerpoint, HCTC handout. The other 2 tables have the boxes with the EAW folders, each box labeled with alpha listing, A-G, etc. As the DW is given the EAW folder by staff, their name is hi-lighted on an alpha roster. If unable to attend their scheduled EAW time, the DW will be rescheduled by PA CareerLink staff. The Sign-in desk will issue EAW folders for DWs that did not attend the brief at the EAW.

-The actual Trade BRI presentation is the same, but emphasize the importance and purpose of attending the EAW

### **-Other considerations**

--EAW date & time based on staff and facility availability

--UCWD will collect the 8-55's and take them to the UC Service Center; request claim build be expedited

--Keep a staff member at the sign in for late shows after BRI starts

--It's beneficial for the PA CareerLink to host an open house for DWs prior to the EAW to get them enrolled into the system

## **TRADE BRI (continued)**

- A proactive Dislocated Worker Transition Team (DWTT) can assist throughout the EAW planning process and participate at both the BRI and EAW
- Call DWs that did not attend the BRI and notify them of their EAW date and time, annotate on roster that they require a BRI.

## **TRADE EAW**

- DWs processed: 12 scheduled for each hour, on the hour, from 8am to 3pm. The PA CareerLink should adjust the numbers and times that best suit their situation.
- Recommended staff. (*This is for processing 12 DWs per hour*)
  - 2 DWTT members (*if available*) to greet and direct
  - 1 Front/Sign In Desk\*
  - 1 Flow Monitor\* (*coordinates the entire process; usually competed by RRCS*)
  - 2 Enrollment/1 CRC Assistance\*
  - 2 Assessment\*
  - 4 Waiver\*
  - 1 Catch-all (*can do all EAW steps*)
  - 1 BRI Briefer\* (*recommend RRCS/UCWD do this*)
  - 1 UCWD representative
  - 1 UTILITY

\*Minimum of 12 Staff required to process 12 DWs each hour

## **TRADE EAW (continued)**

### -Other Information

- The DW is to review the EAW folder issued at the Trade BRI and bring the completed WIA Application Form to the EAW.
- Have additional forms & EAW folders available at the Front Desk.
- The Front Desk/DWTT greeters have an alpha roster with the names, scheduled times, and whether the worker has received a BRI. A check mark is to be placed by the name.

## **OTHER INFORMATION**

- PA CareerLinks need a good copier, printer, and paper
- Initial DW group will have the longest processing time; following groups are easily flowed into the process
- While in the waiting area, remind DWs to review their packet
- If staff goes to a different station, ensure they are briefed on that position's responsibility
- Flow late/early shows into the process
- Have an employee roster at each station, which is checked off after service
- Have an appointment strategy for Intensive Service following the EAW; implement a system that best suits staff availability
- Designate an area for the BRI presentation
- Ensure adequate holding areas for folks to wait
- Average processing time, enter to exit: 30 minutes if BRI is not required
- Some workers will elect to go to another PA CareerLink for service and processing

### **OTHER INFORMATION (continued)**

- Send a form letter to EAW no-shows emphasizing the need to contact the PA CareerLink
- The physical arrangement of the PA CareerLink will determine the best customer flow plan
- The planning for the event may require staff training sessions to provide quality and timely service
- The planning group will determine whether the EAW Process can be accomplished with available staff. If not, request assistance from neighboring PA CareerLinks. This process requires Teamwork
- The work location of visiting staff will need changed so that entered services are correctly credited. Have visiting staff coordinate with the “Security Administrator” at their home site prior to the EAW; the Administrator have Harrisburg Central Office make the change.
- The Site Administrator will determine if the PA CareerLink is able to conduct regular business and classes throughout the process
- If able, staff should work at their own cubicle; this will avoid printer/computer problems
- Have 2 chairs at each station, some DWs bring their spouses
- Don’t allow a DW to hold up the process with questions best addressed at the follow up appointment
- Post signs at each station identifying their function
- All staff members should wear their nametags
- Vets referred to Vet Rep for follow up appointment
- Don’t forget breaks and lunch for staff. Suggestion: Don’t schedule any DWs over the lunch period (11:30 AM to 1 PM)

## STAFF INSTRUCTIONS BY STATION

### Front/Sign-In Desk/Greeter Station

- Sign in (*check workers off the roster*)
- If they did not attend Trade BRI, issue an EAW folder, filed alphabetically, and refer to the Flow Monitor
- Issue manila folder with the EAW Session Checklist attached and a Keystone ID/password card
- Direct to Flow Monitor

### Enrollment Station (*Computer with staff access*)

- Have DW put last name and social security number or participant ID on Checklist Sheet, Enrollment station transcribes name to manila folder file tab. Staff does this for clarity
- Verify that customer is enrolled in the PA CareerLink website
- If enrolled, get Keystone ID and password
- If not enrolled, notify Flow Monitor, DW directed to CRC to complete enrollment then sent back to Flow Monitor to continue process
- Complete Checklist
- Direct to Flow Monitor

**Assessment Station** (*This is not necessarily a full WIA enrollment, that may be done at a later date*)

- Collect WIA Application Form
- Make copy of proof of citizenship and driver's license or photo ID
- Schedule TABE or appropriate assessment as determined by local WIA; note if already scheduled or completed
- Complete Checklist
- Direct to Flow Monitor

**Waiver Station** (*Computer with staff & printer access*)

- Access petition list of affected employer
- Attach participant to the petition
- Go to participant home page; click on case and trade
- Select affected petition; create waiver if appropriate
- If waiver is already in effect, do not input a new one unless it's for a different trade petition.
- Issue Waiver for the number of weeks appropriate to the situation, *use the waiver as a tool*
- Print 2 copies of waiver, have applicant sign each, highlight expiration date. Put one in workers file, give DW a copy, fax copy to UC Service Center

### **Waiver Station** (continued)

- Stress that it is the individuals responsibility to contact PA CareerLink prior to waiver expiration
- Complete new training application, make copy of Training Agreement Statement for participant
- Schedule with assigned staff for follow up appointment for Intensive Services & full WIA enrollment
- If over 50 and considering ATAA, make an individual appointment with assigned staff
- Collect manila folder
- Complete Checklist
- Customer should have a copy of the waiver, Training Agreement Statement, Keystone ID/Password card, and return appointment card at the end of the process
- Direct to Flow Monitor

## **ATTACHMENTS**

### **-EAW Session Checklist (sample)**

--To be attached to manila folder that is issued at the Front Desk

### **-PA CareerLink Mini Enrollment Card (sample)**

--Completed by worker at BRI

### **-Training Agreement Statement**

--Issued to worker at Waiver Station

### **-WIA Application Form (sample)**

--Issued to worker at BRI, will bring to EAW

# **THIS FORM IS TO BE COMPLETED BY STAFF**

## **Enrollment / Assessment / Waiver Session Checklist**

Name \_\_\_\_\_

### **\_\_\_ Enrollment**

- \_\_\_ Customer has attended the Trade BRI meeting
- \_\_\_ Customer has not attended a Trade BRI
- \_\_\_ Verification that customer is enrolled in the PA CareerLink website
- \_\_\_ Get Keystone ID and Password
- or
- \_\_\_ Complete enrollment at CRC

### **\_\_\_ Assessment**

- \_\_\_ WIA application completion/verification
- \_\_\_ Copy driver's license or photo ID and citizenship verification
- \_\_\_ Schedule TABE/skills assessment

### **\_\_\_ Waiver**

- \_\_\_ Waiver issued
- \_\_\_ Signed waiver and received copy
- \_\_\_ Schedule individual appointment with assigned staff
- \_\_\_ Collect folder

**CareerLink Mini Enrollment Card**

Social Security Number (optional) \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_

Citizenship Status: Yes or No

**Last Name** \_\_\_\_\_ **Veteran: Y or N**

First Name \_\_\_\_\_ M.I. \_\_\_\_ Gender: M or F

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_(\_\_\_\_)\_\_\_\_\_

Highest Grade Level Completed: 1 2 3 4 5 6 7 8  
9 10 11 12 13 14 15 16

Are you enrolled on the CareerLink website? Yes or No

**BRING DRIVERS LICENSE OR PHOTO ID, & PROOF OF CITIZENSHIP:  
SOCIAL SECURITY CARD, PASSPORT, BIRTH CERTIFICATE, ETC**

***IF ENROLLED IN PA CAREERLINK, PLEASE BRING KEYSTONE ID AND  
PASSWORD OR PARTICIPANT NUMBER***

## **Training Agreement Statement**

### **The following is an explanation of training benefits:**

Training opportunities may be immediately available to qualified import-affected workers when partially or totally separated. Funded training opportunities may include remedial, vocational, technical, trade-related, community college, or college programs; however, training programs must be full-time and may not exceed 104 weeks. Under limited circumstances, you may also be eligible for payments to help cover the costs of subsistence and transportation.

Once you have identified the specific occupational training you would like, you should apply for TAA funded training. The training must be approved before incurring any of the costs. To be approved, you must be determined to be entitled to TAA reemployment services, have no suitable employment available to you, you must benefit from appropriate training, there must be a reasonable expectation of employment following completion of the training, training must be reasonably available and generally within commuting distance, you must be qualified to undertake and complete the training, and the training must be suitable and available at a reasonable cost. A training program may be approved only if you show that you have the financial resources to undertake and complete the training.

While an approved training program may have up to 104 weeks of training, you may not be eligible for weekly UI (Unemployment Insurance) or TRA (Trade Readjustment Allowances) to cover the entire period of your training. Therefore, in order to be able to receive income support for as much of the time period while attending training, it may be to your advantage to apply for training as soon as you believe you may be covered by a petition, or early in your regular unemployment claim. Further, in order to receive "additional weeks" of TRA, payable for up to 52 additional weeks if you are still in training and have no more "basic weeks" of TRA payable to you, you must make a bona fide application for training within 210 days after the date the petition under which you are covered is certified by the US Department of Labor, or within 210 days after your most recent separation from import-affected employment covered by the petition certification, whichever is later. Only one training program may be approved under a single certification.

## **Training Application Signature**

As a condition of my referral to and enrollment in training under the Trade Act sponsorship, I understand that any failure to complete or make satisfactory progress in training without good cause (e.g. injury to health), may result in denial or discontinuance of Trade Readjustment Allowances (TRA), and may also result in an overpayment of TRA funds received. I also understand that only one training program will be approved under a certification.

I have reviewed the training program and concur that both the facility and training course are the most suitable to my occupational goal. Upon completion of training, I agree to seek and accept employment in the occupation for which I am requesting training.

# WIA Application Form

Social Security Number # \_\_\_\_\_ Birth Date \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

County \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Males- Are you registered with the Selective Service? \_\_\_\_\_

Are you receiving Temporary Assistance for needy Families (TANF)? \_\_\_\_\_

Are you receiving General Assistance (GA)? \_\_\_\_\_

Are you receiving Refugee Assistance? \_\_\_\_\_

Are you receiving Supplemental Security Income? \_\_\_\_\_

Last Employer \_\_\_\_\_ Lay-Off Date \_\_\_\_\_

Job Title \_\_\_\_\_

Hourly Wage \_\_\_\_\_ Hours per Week \_\_\_\_\_

Are you a veteran? \_\_\_\_\_

If yes- Date went in to service \_\_\_\_\_

Date came out of service \_\_\_\_\_

Disabled veteran? \_\_\_\_\_

Gender \_\_\_\_\_

Race \_\_\_\_\_

Highest-grade level completed \_\_\_\_\_

**BRING DRIVERS LICENSE OR PHOTO ID, & PROOF OF CITIZENSHIP:  
SOCIAL SECURITY CARD, PASSPORT, BIRTH CERTIFICATE, ETC**

***IF ENROLLED IN PA CAREERLINK, PLEASE BRING KEYSTONE ID AND  
PASSWORD OR PARTICIPANT NUMBER***