



Trade Adjustment Assistance Program

Trade Adjustment Assistance (TAA) is a federally funded program that helps workers whose jobs have been adversely affected by foreign trade. TAA benefits and services help eligible workers return to suitable employment.

The TAA program works with you to create a plan for getting back to work. Depending on the type of help you need, the following benefits and services might be available to you:

1. Re-employment and job search assistance

You will receive employment and case management services such as:

- ▶ Assessments and services to help you identify your skill level.
- ▶ Support developing an employment plan that includes employment goals and objectives.
- ▶ Individualized career counseling.
- ▶ Information about occupations that are in demand or decline in your area, and what that means to you.
- ▶ Information about training, guidance, support services, and how to apply for additional funding and financial aid.

2. Out-of-area job search allowances

You could receive an out-of-area job search allowance if suitable jobs are not available in your local commute area and we confirm you have a job interview in another location. The allowance covers 90 percent of the travel costs, meals and lodging, up to a maximum of \$1,250.

To apply for an out-of-area job search allowance, you must:

- ▶ Submit the application **before** your out-of-area interview.
- ▶ Apply within 365 days of your layoff or certification date, whichever is later, or
- ▶ If you are enrolled in approved training, apply no later than 182 days after you finish training.

3. Relocation allowance

You could receive a relocation allowance if you must move more than 50 miles to take a job that pays family-sustaining wages. The allowance covers 90 percent of the reasonable and necessary expenses to move you, your family, and household goods.

In addition, you could receive a lump-sum payment equal to three times your average weekly wage, up to a maximum of \$1,250.

You must apply for a relocation allowance:

- Before your relocation begins.
- Within 425 days of your layoff or certification, whichever is later, or
- If you enroll in approved training, within 182 days after you finish training.

4. Training funding, including tuition assistance

You could receive full or part-time training. (Full-time training is required for Trade Readjustment Allowances (TRA) – see the section below.)

You may be eligible to enroll in an approved training program while you are still working if you have been notified that your position is at risk.

Allowable types of training include:

- Classroom or online training for occupational skills.
- On-the-job training (not eligible to receive TRA).
- Customized training.
- Apprenticeship training.

To receive training, you must meet the following criteria:

- No suitable employment is available.
- You will benefit from training.
- We can reasonably expect that you'll get a job after training is complete.
- Training is reasonably available and accessible.
- You are qualified to undertake and complete training.
- Training is suitable and available at a reasonable cost.

5. Trade Readjustment Allowances (an unemployment insurance extension)

Trade Readjustment Allowance (TRA) supports your income by extending an existing unemployment insurance (UI) claim while you participate in TAA required or directed activities. These activities may include researching training, attending training, and looking for work.

Weekly TRA payments are based on the weekly benefit amount you received during the qualifying UI claim. Before you receive TRA, you must use up your regular unemployment benefits.

To be eligible for TRA, you need to enroll in training or been granted a waiver of training before the enrollment deadline. The enrollment deadline is the later of:

- 26 weeks after the company was certified for Trade, or
- 26 weeks after your last separation from the Trade-affected employer.

The enrollment deadline will be on your Trade Act Determination.

You can apply for a training waiver if you have researched training and found:

- You can't participate in or complete training due to a health condition;
- No training is available within 60 days after the date you were notified of your eligibility for TAA training; or
- No training program is available.

Note: Your training enrollment deadline may pass while you are still receiving your regular unemployment benefits. Ask your TAA case manager about your training enrollment deadline.

If you are in training, TRA cannot be paid during the period of a scheduled break in training of more than 30 business days (e.g. summer break). It also cannot be paid during any unscheduled break in training (e.g. being in the hospital and unable to attend training).

If you are in training and need to make changes to your TAA approved training, you must submit your request to your TAA case manager. Your TAA case manager must review and approve the TAA training revision before you can change your training plan. Making a change without prior approval will affect your eligibility for TRA benefits.

We provide three types of TRA:

1. **Basic TRA** payments may be available after you have used up your regular unemployment benefits. You must be enrolled in the TAA program and at least one of the following must apply:
 - You are enrolled in or participating in full-time TAA approved training;
 - You are participating in full-time TAA approved training and on a scheduled break in training of 30 business days or less; or
 - You are conducting an Extended Benefits (EB) work search (regardless of whether the state is in an EB period), and you
 - Have not reached your enrollment deadline;
 - Have completed your TAA approved training and you have remaining Basic TRA; or
 - Have reached your enrollment deadline but you are under a training waiver.

The maximum Basic TRA amount payable is 52 times your TRA weekly benefit amount, minus the full amount of unemployment benefits you were entitled and the full amount of any federal or state-federal benefit extensions, regardless of whether you actually received the benefits.

2. **Additional TRA** provides up to 65 weeks of income support. You must be participating in full-time TAA, approved training and have used up your regular unemployment benefits and your Basic TRA benefits.
3. **Completion TRA** provides up to 13 more weeks of income support if you meet qualifying criteria. You must be participating in full-time TAA approved training each week you collect Completion TRA. You also must have used up your Basic TRA and Additional TRA benefits.

6. Re-employment Trade Adjustment Assistance

Re-employment Trade Adjustment Assistance (RTAA) can supplement your wages when you accept a new job at a lower wage. RTAA is available if you are age 50 or older, have found new employment, and earn \$50,000 or less per year. You can receive RTAA if you have received some TRA payments, but you can't receive TRA after receiving RTAA wage supplements.

- The amount of your weekly RTAA payment represents 50 percent of the difference between the weekly wages from your old and new employment. You may receive RTAA for up to two years or a maximum of \$10,000 (unless you received TRA).
- RTAA entitles you to receive employment and case management services. You are also eligible to enroll in approved training and apply for the Health Coverage Tax Credit (see below).

You may qualify for RTAA if you meet eligibility requirements and:

- Work full-time as determined by your occupation; or
- Work part-time (at least 20 hours a week) and participate in a TAA-approved training program.

Determining eligibility for Trade Adjustment Assistance

To apply, you must fill out and submit the included Request for Trade Act Determination form. You can submit this application through your local WorkSource office, your TAA case manager, or by fax (1-800-301-1796).

We will send you a Trade Act Determination

Make sure that you read and understand your determination. You need to understand the deadlines and how they apply to you. Make sure you connect with your local WorkSource office to talk to a Trade Act case manager.

Note: Please refer to the list on the last page, if you don't see your local WorkSource office on the list, use the list to contact the office closest to you for assistance. Not all WorkSource offices have Trade Act case managers, however if you contact the office nearest you the TAA staff will be able to assist you with accessing program services.

Your right to appeal

All TAA benefits and services have different deadlines and eligibility criteria. If we decide that you are not eligible to receive TAA benefits and you disagree, you can file an appeal. The written determination you receive after applying for each TAA benefit or service explains your appeal rights and deadlines.

WorkSource offices with TAA Case Managers

City or County	Name / Address	Main Phone
ABERDEEN / GRAYS HARBOR COUNTY	WORKSOURCE GRAYS HARBOR 415 W WISHKAH ST, STE 2D, ABERDEEN, WA 98520	360-538-2350
BREMERTON / KITSAP COUNTY	WORKSOURCE KITSAP 1300 SYLVAN WAY, BREMERTON, WA 98312	360-337-4810
COLVILLE / STEVENS COUNTY	WORKSOURCE COLVILLE 956 S MAIN ST, SUITE B, COLVILLE, WA 99114	509-685-6158
COWLITZ COUNTY	WORKSOURCE COWLITZ/WAHKIAKUM 305 S PACIFIC AVE, SUITE B, KELSO, WA 98626	360-577-2250
EVERETT / SNOHOMISH COUNTY	WORKSOURCE EVERETT 3201 SMITH AVE, SUITE 114, EVERETT, WA 98201	425-258-6300
LEWIS COUNTY	WORKSOURCE LEWIS COUNTY 500 CENTRALIA COLLEGE BLVD, SUITE 200, CENTRALIA, WA 98531	360-748-2360
MASON COUNTY	WORKSOURCE MASON COUNTY 2505 OLYMPIC HWY, N SUITE 420, SHELTON, WA 98584	360-427-2174
MOSES LAKE / GRANT COUNTY	WORKSOURCE CENTRAL BASIN 309 E 5TH AVENUE, MOSES LAKE, WA 98837	509-766-2559
MOUNT VERNON / SKAGIT COUNTY	WORKSOURCE SKAGIT 2005 E COLLEGE WAY, MOUNT VERNON, WA 98273	360-416-3600
OLYMPIA / THURSTON COUNTY	WORKSOURCE THURSTON COUNTY 1570 IRVING ST, TUMWATER, WA 98512	360-704-3600
OKANOGAN COUNTY	WORKSOURCE OKANOGAN 126 S MAIN ST, OMAK, WA 98841	509-826-7310 800-887-8057
PIERCE COUNTY	WORKSOURCE PIERCE 1305 TACOMA AVE S, SUITE 201, TACOMA, WA 98402	253-593-7300
PORT ANGELES / CLALLAM COUNTY	WORKSOURCE CLALLAM 228 W 1ST STREET, STE # A, PORT ANGELES, WA 98362	360-457-2103
KING COUNTY	WORKSOURCE REDMOND 7735 178TH PLACE NE, SUITE C, REDMOND, WA 98036	425-861-3700
YAKIMA	WORKSOURCE YAKIMA COUNTY 1205 AHTANUM RIDGE DRIVE, UNION GAP, WA 98903	509-574-0105
YAKIMA COUNTY	WORKSOURCE SUNNYSIDE 1925 MORGAN ROAD, SUNNYSIDE, WA 98944	509-836-1128
SPOKANE / SPOKANE COUNTY	WORKSOURCE SPOKANE 130 SOUTH ARTHUR, SPOKANE, WA 99202	509-532-3120
VANCOUVER / CLARK COUNTY	WORKSOURCE VANCOUVER 204 STONEMILL DRIVE, SUITE 215, VANCOUVER, WA 98684	360-735-5000
WENATCHEE / CHELAN COUNTY	WORKSOURCE WENATCHEE VALLEY 270 9TH ST NE, SUITE 240, EAST WENATCHEE, WA 98802	509-665-6605
SKAGIT	2005 E. College Way Mount Vernon WA 98273	360-416-3600

WHATCOM	101 PROSPECT STREET BELLINGHAM, WA 98225	360-676-1521
COLUMBIA BASIN	815 N KELLOGG STREET, SUITE D KENNEWICK, WA 99336	509-734-5910
Outside Washington go to the website dol.gov/agencies/eta/tradeact/contact/states/		