



<b>WS 21-02 Change 1</b>
<b>Issued: May 4, 2022</b>
<b>Effective: Immediately</b>
<b>Financial Aid</b>
<b>Expires: Continuing</b>

**TO:** Career Office Contractors  
Financial Aid Support Center  
Financial Aid Payment Office

**FROM:** Brenda Williams  
Rebecca Neudecker

**SUBJECT:** Trade Adjustment Assistance (TAA) - Procedures for Adversely Affected Customers - Change 1

---

## Purpose

To update procedures for helping customers eligible for financial aid using Trade Act resources - Trade Adjustment Assistance (TAA) and Trade Readjustment Allowances (TRA).

This issuance updates WS 21-02 Trade Adjustment Assistance (TAA) Procedures for Trade-Affected Customers issued July 27, 2021.

## Background

The federal Trade Act provides money to help workers who have lost their jobs due to adverse effects of foreign trade. The U.S. Department of Labor is responsible for determining if a company's workers are eligible for assistance and for providing funds to the states and workforce boards. In Texas, the state and Workforce Solutions are responsible for delivering service to eligible workers.

Trade Act financial aid comes in two forms: Trade Adjustment Assistance (TAA), and Trade Readjustment Allowances (TRA). TAA consists primarily of financial aid grants for education expenses (tuition/fees, books), out-of-area job search travel, and relocation expenses. TRA is a stipend, paid to an individual customer through the Unemployment Insurance (UI) system, after regular UI compensation has been exhausted.

The Trade Adjustment Assistance Reauthorization Act of 2015 (TAARA 2015) was signed into law on June 29, 2015. The law continues the Trade Adjustment Assistance (TAA) program for six years and changes group eligibility requirements and individual benefits and services

available under the Trade Adjustment Assistance (TAA) program, retroactive to January 1, 2014. All certified petitions numbered 85,000 and above will fall under the provisions of TAARA 2015. TAARA 2015 reinstates:

- 26-week waiver/in training deadline date
- Part-time training

On July 1, 2021, TAA reverted to a modified version of TAARA 2015. Under Reversion 2021, TAA will offer benefits and services similar to those of the 2002 program, with some exceptions. Absent new legislation, the Reversion 2021 program will remain in effect until June 30, 2022. All certified petitions after July 1, 2021 will be numbered 98,000 and above. Key changes under Reversion 2021 include:

- 8-week TAA certification or 16 weeks from separation waiver/in training deadline date,
- Work-based training, such as OJT and Apprenticeship, is the preferred method of training,
- Classroom training can only be approved if work-based training is not available, and
- Workers must have a bona fide application within 210 days of separation or certification.

Our procedure provides background information and the processes for tracking services.

A list of the revisions can be found in Section 11 of the issuance.

## Customer Service

Career office staff members work with customers who ask us about benefits available through the Trade Act. The [Trade Adjustment Assistance Procedures](#) document details the service process for staff to use to assure our customers get what they want and need. This document as well as other guidance, forms and letters are at <http://www.wrksolutions.com/staff-resources/system-resources/trade-act-rules-and-procedures>.

Every customer who has any interest in services available under the Trade Act must get a Workforce Solutions Orientation Packet that includes at minimum:

- Explanation of Services Form – [English](#) or [Spanish](#) as appropriate
- [Job Skills Seminars description sheet](#)
- Rebranding Your Skills Tip Sheet – [English](#) or [Spanish](#) as appropriate

These documents are available at this link: <http://www.wrksolutions.com/staff-resources/system-resources/trade-act-rules-and-procedures>

## Action

1. Make sure all staff members understand the procedures and know their role in helping adversely affected customers get the service and benefits they want and need.

## Questions

Staff should ask questions of their supervisors and managers first. Direct questions for Board staff through the electronic Q&A available for new issuances on <http://wrksolutions.com>.