

# TRADE ADJUSTMENT ASSISTANCE

## Explanation of Services



|                          |                                |                 |
|--------------------------|--------------------------------|-----------------|
| _____<br>Last Name       | _____<br>First                 | _____<br>Middle |
| _____<br>Last 4 SSN      | _____<br>Date of Separation    |                 |
| _____<br>Petition Number | _____<br>Date of Certification |                 |

This is to advise you that as an affected worker under the Trade Act of 1974, as amended, you may receive services available at Workforce Solutions. Please check the services listed below that you are interested in now or may be interested in at a later date.

- 1. Job Placement** — Workforce Solutions staff will work with you during your job search in an effort to place you in a job based on your background and experience with pay comparable to area jobs.
- 2. Employment counseling** — Workforce Solutions staff will advise you about the local labor market and the salary you can expect to receive for various jobs in the area. Other services may include aptitude testing in order to better assess your aptitudes, interests and capabilities for jobs available in the area. You may be enrolled in a job search seminar if appropriate.
- 3. Training** — With your cooperation, Workforce Solutions will determine if training is necessary for you to obtain suitable employment. If training is necessary and funds are available, you may receive financial aid to pay the cost of training. We will assist you in locating appropriate training. Any training supported under the Trade Act will require that you make satisfactory progress and maintain good academic standing, and failure to do so may result in the termination of Trade Act support for your training. Vocational training cannot exceed: 104, 130, 156 weeks; and training must be full time only or full time and/or part time.

Desired occupation: \_\_\_\_\_

- 4. Trade Readjustment Allowances** — Income support payments in the form of Trade Readjustment Allowances may be available to assist you while you are in training. To receive Trade Readjustment Allowances, you must be enrolled in an approved training program no later than your Waiver/In Training Deadline date (indicated below):

Waiver /In Training Deadline Date: \_\_\_\_\_

Customer's Initials: \_\_\_\_\_

You may be eligible for a temporary waiver of this training requirement in limited circumstances. If you qualify for a waiver of the training requirement, you must remain in contact with us every 30 days for a waiver review to ensure your circumstances still apply.

- 5. Job Search Allowances** — Financial assistance may be available to assist you in seeking employment in other areas of Texas or the United States. Your written application for this assistance must be submitted before your job search trip begins. You must apply within 365 days of your separation or the petition certification date, whichever is later, or within 182 days after completion of training.
- 6. Relocation Allowances** — Financial assistance may be available to help relocate you, your family and your household goods. Once you have obtained bona fide employment in the U.S., you must make a written application for Relocation Assistance before you relocate. This application must be made within 425 days after the date of your qualifying separation or the petition certification date, whichever is later, or 182 days after completion of training.
- 7. Alternative/Reemployment Trade Adjustment Assistance (ATAA)** — A/RTAA may provide eligible individuals over the age of 50 who obtain new employment with a wage subsidy to help bridge the salary gap between their old and new employment.
- 8. Health Coverage Tax Credit (HCTC)** — Federal tax credits are available to assist participants by covering a percentage of the monthly health insurance premium costs paid by an eligible participant. For more information, visit: <https://www.irs.gov/Credits-&-Deductions/Individuals/HCTC>

I hereby certify that I have been informed of all the services described above, including the application requirements and time limits, have indicated which of these services I am interested in now or may be interested in at a later date, and have been given copies of appropriate information. If completed, this form will serve as a bona fide request for training.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Workforce Solutions Representative

\_\_\_\_\_  
Date Signed

Individuals may receive, review, and correct information that Workforce Solutions collects about the individual by e-mailing to [open.records@twc.state.tx.us](mailto:open.records@twc.state.tx.us) or by writing to the Texas Workforce Commission Public Information, Rm 264, 101 East 15th, Austin, TX 78778-0001.

Workforce Solutions is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas Numbers: 1-800-735-2989 (TDD) 1-800-735-2988 (voice) or 711