

Content. These instructions will apply to reporting procedures under both subchapters A (the Reg TAA program) and D (the NAFTA-TAA Program) of Chapter II, Title II of the Trade Act of 1974.

Trade Adjustment Assistance Quarterly Activities Report

General Instructions. Each report is quarterly and covers a three-month reporting period for all petition activity. The state aggregate totals reported should account for all trade program activity in the state, including any remaining activity under the NAFTA-TAA program.

Duration of the Report. A report must be submitted for each reporting period as long as there is activity related to the certified petitions. When no activity occurs during a reporting quarter, the state should not submit a report, but must notify the national office to that effect. If activity resumes after one or more quarters of inactivity, the state should resume reporting.

Reporting Methods. The report must be submitted in Microsoft Excel. The data fields in the spreadsheet should be presented horizontally across the spreadsheet as labeled in the record format presented in Attachment B of this TEGL.

Due Date. Reports are due in the Division of Trade Adjustment Assistance (DTAA) National Office 45 days following the end of the reporting period which the reports cover (e.g, February 15th, May 15th, August 15th, November 15th.) The Microsoft Excel file needs to be emailed to the following address:

TAA.reports@dol.gov

One file of the report should also be sent to the appropriate ETA Regional Office.

Item Coverage. When there is no activity to report for a particular report item, a zero needs to be entered. If the item does not apply, a zero must also be entered. The use of dashes or "N/A" is not allowed, nor should any items be left blank (except on amended reports; see below).

Amended Reports. Amended reports should be used to correct errors on previously submitted reports. Numbers on current reports must not be altered to adjust for previous reports; above all, negative numbers must never be entered. Amended reports should comprise a complete report; amended numbers should be supplied in the relevant fields, while the remaining fields should be populated with the previously submitted numbers.

Amended reports should be sent separately as an attachment in an e-mail with the word "amendment" and relevant quarter ending date(s) in the subject line. For example, if the amended report needs to be sent containing corrected participant data for the January 1st through March 31st, 2007 quarter, then the subject line should read "Amended Report 3/31/07".

Agent State - Liable State. In general, the state issuing payments for benefits should report those payments and the number of beneficiaries. In particular, all interstate trade readjustment allowance (TRA) data and job search and relocation data should be reported by the liable state.

Dollar Amounts. All dollar amounts reported on ETA 563 should be rounded to the nearest whole dollar.



Trade Adjustment Assistance Quarterly Activities Report

Burden. Persons are not required to respond to this collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. Public reporting burden for this collection is estimated to average 18 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Department of Labor at the address provided below (Paperwork Reduction Project 1205-0016):

United States Department of Labor
Employment and Training Administration
Division of Trade Adjustment Assistance
Room C-5311
200 Constitution Avenue, N.W.
Washington, DC 20210

Excel Column	Data Element	Description
A	State Name	Enter the name of the state reporting.
B	Report Date	Enter the month and year for the last day of the quarter for which the report is being submitted. Valid dates include 12/31, 3/31, 6/30, and 9/30.
Basic TRA		
C	Recipients	Enter the number of individuals who received at least one basic TRA payment during the quarter.
D	First Payments	Enter the number of payments which represent the first week of basic TRA paid to claimants.
E	Weeks Paid	Enter the total number of weeks for which basic TRA was paid to eligible claimants.
F	Amount Paid	Enter the total dollar amount of basic TRA paid during the reporting period.
Additional TRA		
G	Recipients	Enter the number of individuals who received at least one additional TRA payment during the quarter.
H	First Payments	Enter the number of payments which represent the first week of additional TRA paid to claimants.
I	Weeks Paid	Enter the total number of weeks for which additional TRA was paid to eligible claimants.
J	Amount Paid	Enter the total dollar amount of additional TRA paid during the reporting period.
Remedial TRA		
K	Recipients	Enter the number of individuals who received at least one remedial TRA payment during the quarter.
L	First Payments	Enter the number of payments which represent the first week of remedial TRA paid to claimants.
M	Weeks Paid	Enter the total number of weeks for which remedial TRA was paid to eligible claimants.
N	Amount Paid	Enter the total dollar amount of remedial TRA paid during the reporting period.
Entered Training		
O	Occupational	Number of individuals who began TAA-approved occupational skills training during the quarter (regardless of the funding source that paid).
P	Remedial	Number of individuals who began TAA-approved remedial training during the quarter (regardless of the funding source that paid).

Excel Column	Data Element	Description
Q	OJT	Number of individuals who began TAA-approved on-the-job training during the quarter (regardless of the funding source that paid).
R	Customized	Number of individuals who began TAA-approved customized training during the quarter (regardless of the funding source that paid).
S	In Training	Total number of individuals in training on the last day of the reporting quarter.
Waivers Issued		
T	Recall	Number of individuals issued a waiver on the basis of being recalled to their employer.
U	Marketable Skills	Number of individuals issued a waiver on the basis of marketable skills.
V	Retirement	Number of individuals issued a waiver on the basis of retirement.
W	Health	Number of individuals issued a waiver on the basis of health issues.
X	Enrollment Unavailable	Number of individuals issued a waiver on the basis of enrollment unavailable.
Y	Training Not Available	Number of individuals issued a waiver on the basis of training not available.
Waivers Revoked		
Z	Recall	Number of recall waivers revoked
AA	Marketable Skills	Number of marketable skills waivers revoked
AB	Retirement	Number of retirement waivers revoked
AC	Health	Number of health waivers revoked
AD	Enrollment Unavailable	Number of enrollment unavailable waivers revoked
AE	Training Not Available	Number of training not available waivers revoked
Other		
AF	Completed Training	Number of individuals who completed training during the quarter.
AG	Training Cost – Recipients	See below for definition of Training Cost Recipients

Excel Column	Data Element	Description
AH	Training Costs – Amount	This item includes: (1) Tuition: facility and training costs, books and laboratory fees, and/or equipment expenses approved by the State agency; (2) Transportation: payments made to defray the costs of travel between the trainee's residence and the training facility, if the training is outside the commuting area; and (3) Subsistence: payments made to persons in TAA-approved training to defray the expenses of separate maintenance when the training facility is located outside the commuting area.
AI	Job Search Allowance – Recipients	See below for definition of Job Search Allowance.
AJ	Job Search Allowance – Costs	Payments of actual job search expenses incurred by a worker seeking employment in an area within the United States and outside the normal commuting area when there is no reasonable expectation of finding work within the commuting area.
AK	Relocation Allowance – Recipients	See below for definition of Relocation Allowance.
AL	Relocation Costs Paid	Payments made to defray the cost of relocating workers and their families to an area within the U.S., and outside the normal commuting area, when the worker has obtained employment or received a bona fide offer of employment which is reasonably expected to be of long-term or lasting duration.
AM	Participants- this quarter	Unduplicated count of participants who received one or more services during the reporting quarter. Participants include anyone who received one or more of the following: training waiver, TRA, TAA-approved training, job search allowance, relocation allowance.
AN	Total Participants- Year to Date	Unduplicated count of participants who received one or more services since the beginning of the fiscal year (YTD). Participants include anyone who received one or more of the following: training waiver, TRA, TAA-approved training, job search allowance, relocation allowance.
AO	Co-Enrolled in Wagner Peyser Program	Number of individuals co-enrolled in Wagner Peyser program.
AP	Co-Enrolled in WIA Dislocated Worker Program or NEG Program	Number of individuals co-enrolled in WIA Dislocated Worker and/or National Emergency Grants programs.