

<b>EMPLOYMENT AND TRAINING ADMINISTRATION          ADVISORY SYSTEM          U.S. DEPARTMENT OF LABOR          Washington, D.C. 20210</b>	<b>CLASSIFICATION</b> TAA
	<b>CORRESPONDENCE SYMBOL</b> ONR
	<b>DATE</b>

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 6-09, Change 1

**TO:** STATE WORKFORCE AGENCIES  
 STATE WORKFORCE LIAISONS  
 ALL ONE-STOP CENTER SYSTEM LEADS

**FROM:** JANE OATES  
 Assistant Secretary

**SUBJECT:** Instructions for Implementing the Revised 2010 Trade Adjustment Assistance Trade Activity Participant Report (TAPR).

1. **Purpose.** The intent of this guidance is to rescind Attachment A: Data Preparation and Reporting Handbook, including Appendix: Trade Act Participant Report, of Training and Employment Guidance Letter (TEGL) 6-09, issued September 15, 2009.
2. **References.**
  - TEGL No. 17-05
  - TEGL No. 6-09
  - Information Collection Request, Office of Management and Budget (OMB) No. 1205-0469
3. **Background.** Following the issuance of TEGL 6-09, the Employment and Training Administration (ETA) Cooperating State Agencies recommended some changes in data element specifications for the TAPR. These changes support greater reporting conformity across ETA performance reporting. The suggested modifications do not alter the nature of the data that has been approved for collection, but provide adjustments in the data collection that support consistency with reporting structures in place for other ETA programs. Therefore, the Employment and Training Administration is replacing the September 2009 Data Preparation and Reporting Handbook, including Appendix: Trade Act Participant Report from TEGL 6-09 with the guidance in the attached.

These changes concern:

<b>RESCISSIONS</b>	<b>EXPIRATION DATE</b> Continuing
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- Creating the option to *not* provide information in data elements through modification to code value “0” and option to leave elements “blank”. Wording for these options was added to approximately half of the data elements in the TAPR, and accounts for the bulk of the text modification.
  - Minor corrections that provide proper consistency of information throughout the guidance.
  - A data numbering designation for each data element that corresponds to the currently approved OMB 1205-0469 “WISPR” to allow for further anticipated integration of ETA program reporting.
  - A revised ordering of data elements within the data appendix to reflect conformity with the above mentioned WISPR.
  - Expanded flexibility for “when” to terminate records in cases where TAA applicants do not access TAA benefits and services for a period of time following a determination of eligibility.
  - Removing a new requirement to treat *Date of Participation* and *Date of Exit* differently from that which is defined in TEGL 17-05 for some individuals reported on the TAPR.
4. **Action Requested.** State Administrators are requested to rescind the reporting instructions provided in the September Data Preparation and Reporting Handbook, including Appendix: Trade Act Participant Report, and replace it with the November Data Preparation and Reporting Handbook, including Appendix: Trade Act Participant Report attached below.
5. **Paperwork Reduction Act (PRA) Statement.** The annualized public reporting burden for the collection of information described in this TEGL is estimated to average 45 hours per state.

According to the PRA, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The Department notes that a Federal agency may not conduct or sponsor a collection of information, nor is the public is not required to respond to a collection of information unless it is approved by OMB under the PRA, and displays a currently valid OMB control number (44 U.S.C. 3507). Also, notwithstanding any other provisions of law, no person shall be subject to penalty for failing to comply with a collection of information if the collection of information does not display a currently valid OMB control number (44 U.S.C. 3512). The currently valid OMB Control Number for this collection is OMB 1205-0392.

6. **Inquiries.** Inquiries related to the implementation of the revised reporting system should be directed to the appropriate regional office or [TAA.reports@dol.gov](mailto:TAA.reports@dol.gov).

7. **Attachment.**

Attachment A: November 2009 Data Preparation and Reporting Handbook,  
including Appendix: Trade Act Participant Report