

**U.S. Department of Labor
Employment and Training Administration
Office of Trade Adjustment Assistance**

The purpose of this collection is to collect data on state organization and responses should be limited to staff, benefits, and processes used in the including, but not limited to, Trade Readjustment Allowances (TRA) and

According to the Paperwork Reduction Act of 1995, no persons are required reporting burden for this collection of information is estimated to average maintaining the data needed, and completing and reviewing the collection Chapter 2 of the Trade Act of 1974, as amended (19 USC § 2271 et seq.). suggestions for reducing this burden, to the U.S. Department of Labor, 2 Please do not return the completed TAA Administrative Collection of Sta

The U.S. Department of Labor will protect the privacy of the information Secrets Act, 18 USC § 1905, the Freedom of Information Act, 5 USC § 552

FTE - Full-Time Equivalent workers. Staff who work less than full time or spend on the TAA program. For example, a staff member who is full time

Local Office - A comprehensive or affiliate one-stop center.

Region - A sub-state group of local offices or geographic area for administrative programs.

COTS - Commercial Off The Shelf System

Fiscal - This is the state unit or office that generates fiscal reporting such

#	Question
1	How many TAA Merit Staff do you employ? (FTE - see definition at (FTE for all merit staff supporting the TAA program including state,
2	How many FTE are employed at the state-level? (FTE for all merit <u>and</u> non-Merit staff supporting the TAA program
3	How many state-level FTE do you employ for the purpose of providing allowed. Includes merit <u>and</u> non-merit staff, staff grouped into "regions" supporting TAA such as Rapid Response. Excludes local staff such as support local offices such as reporting staff and finance staff.)
4	How many FTEs are employed by local offices (includes case managers) (Estimates allowed. Includes merit and non-merit staff and case managers)
5	How many local offices does your state have?
6	Regions group local offices for the purposes of support or administrative offices. Are your local offices set up into regions?
7	If so, how many regions does your state have?

State Organizational

- 8 How many total FTEs are associated with regions in the state

- 9.1 Rank which group is most likely to file a TAA petition (1= most common and 5 is the least common. Leave blank if not used)?
- 9.2
- 9.3
- 9.4
- 9.5

- 10.1 Estimate the distribution of experience for TAA staff involved in state administration of TAA (percentage of staff):
- 10.2
- 10.3

- 11.1 Estimate the distribution of experience for local staff involved in TAA case management (percentage of staff):
- 11.2
- 11.3

- 12 Is new client intake conducted by state merit staff or non-merit staff?

- 13 Are the case managers most closely working with TAA participants
Would you categorize your state as centralized or localized?
This is a broad generalization based on the balance of centralized and decentralized forms, but is not limited to, whether state or local forms are standardized across the state or locally created, who creates them, and how they are integrated or decentralized.

- 14

Determinations for Eligibility and Participant Training

- 15 Does your State use UI wage records to determine TAA eligibility?

- 16 Does your State use Federal Employer Identification Numbers (FEIN) to determine TAA eligibility?

- 17 What Unit Contacts Employers to get the Worker List?

- 18 What Unit Determines initial TAA Eligibility (in the certified worker list)?

- 19 Which Staff Determine initial TAA Eligibility (in the certified worker list)?

- 20 Which Staff make TAA Training Eligibility Determinations?

- 21 Which Staff make TRA Eligibility Determinations?

- 22 Which Staff make A/RTAA Eligibility Determinations?

- 23 Is there a training amount threshold over which additional approval is required?

- 24 If so, what is that amount?

- 25 Does the state approve stand-alone remedial training without the approval of the employer?

- 26 Does the state require training plans to include credential attainment as a goal?

- 27 Rate the level of integration between TAA and Rapid Response (1 is low, 5 is high)

- 28.1 TAA and Rapid Reponse Coordination is done through (select all that apply):
- 28.2
- 28.3
- 28.4
- 28.5
- 28.6
- 28.7
- 28.8
- 28.9
- 28.10

- 29 Rate the level of integration between TAA and TRA (1 is low, 5 is high)

Integration

- 30.1 TAA and TRA Coordination is done through (check all that apply):
- 30.2
- 30.3
- 30.4
- 30.5
- 30.6
- 30.7
- 30.8
- 30.9
- 30.10

- 31 Rate the level of integration between TAA and Fiscal (1 is low, 5 is high)

- 32.1 TAA and Fiscal Coordination is done through (check all that apply):
- 32.2
- 32.3
- 32.4
- 32.5
- 32.6
- 32.7
- 32.8
- 32.9
- 32.10

- 33 Rate the level of integration between TAA and WIOA Title 1 (1 is low, 5 is high)

- 34 Rate the level of integration between TAA and Business Services (1 is low, 5 is high)

- 35 Rate the level of integration between TAA Remedial Training and t

- 36 Rate the level of integration between TAA and Adult Education (1 is low, 5 is high)

- 37 Rate the level of integration between TAA and Apprenticeship (1 is low, 5 is high)

- 38 Rate the level of integration between TAA and JVSG (1 is low, 5 is high)

- 39 Rate the level of integration between TAA and Vocational Rehab (1 is low, 5 is high)

- 40 Does your state currently utilize a common exit policy?

- 41 What is your state co-enrollment policy for TAA participants and WIOA Title 1?

- 42 What is your state co-enrollment policy for TAA participants and WIOA Title 1?

- 43 Does your state have a performance reporting or data analysis unit?

- 44 How many FTE work on performance reporting or data analysis?

- 45 Are there designated staff specializing in TAA data?

- 46.1 That unit provides data and analysis to: (check all that apply)
- 46.2
- 46.3

- 47 How many different IT systems are used in the generation of the TAA Case Management System?

- 48 What type of system is your current case management system?

- 49 What is your primary case management vendor (if any)?

- 50 Has your state used TAA case management funds for IT upgrades in the last 5 years?

- 51 Date of last major IT upgrade to TAA Case Management System(s)

- 52 Estimated completion date of next expected major IT upgrade to TAA Case Management System(s)

IT Systems and Reporting

- 53 Date of last major IT upgrade to UI System(s) completed?
- 54 Estimated completion date of next expected major IT upgrade to L
- 55 Date of last major IT upgrade to Financial System(s) completed?
- 56 Estimated completion date of next expected major IT upgrade to F
- 57 What best describes the current use of electronic files by your Cas
- 58 Does your state have an online portal for participants?
- 59 Can users search for jobs on that system?
- 60 Are users directed to case manager contact information in that sys
- 61 Can users communiatue with case managers through that system?
- 62 Can users do real-time communication with case managers throug
- 63 Can users get information on the TAA program on that system?
- 64 Can users get information on their individual TAA eligibility in that
- 65 Can users get information on their individual TAA benefits in that s
- 66 Can users complete required forms for receiving TAA benefits and
If no, skip to question 75.
- 67 Can an application for TAA be completed?
- 68 Can an application for Training be completed?
- 69 Can an application for TRA be completed?
- 70 Can an application for A/RTAA be completed?
- 71 Can an application for Job Search Allowance be completed?
- 72 Can an application for Relocation Allowance be completed?
- 73 Are there other forms that can be completed online?
- 74.1 How are signatures addressed? (select all that apply)
- 74.2
- 74.3

Training for TAA Staff

- 75.1 How is training delivered to state and local staff? (check all that
apply)
- 75.2
- 75.3
- 75.4
- 75.5
- 75.6
- 75.7
- 75.8
- 76 Are public information materials for TAA developed by your state?
- 77 If so, what unit develops those materials?
- 78 In your State, what portion of potentially TAA eligible worker grou
- 79 Do you have a process for evaluating WARN Notices to determine
- 80 Do you have a process for evaluating layoffs not requiring a WARN
- 81 Total number of workers notified of group eligibility to apply for T/
- 82 What percentage of TAA certified workers acknowledged the notif
Acknowledgement is any action the worker takes that indicates th
This may be a returned email, a returned call, a system access, or a
- 83 What percentage of TAA certified workers apply for TAA benefits c

Outreach

-
- 84.1 What methods are used to contact workers? (for all that apply, please rank based on how frequently they are used with 1 being most frequently used)
 - 84.2
 - 84.3
 - 84.4
 - 84.5
 - 84.6
 - 84.7
 - 84.8
 - 84.9
-

JSR

- 85.1 What sources are used for identifying worker contact information? (for all that apply, please rank based on how frequently they are used with 1 being most frequently used)
 - 85.2
 - 85.3
 - 85.4
 - 85.5
 - 85.6
 - 85.7
-

- 86.1 When are job search and relocation allowances offered? (select all that apply)
 - 86.2
 - 86.3
 - 86.4
 - 86.5
-

Barriers

- 87.1 Rank the following challenges to TAA program operation (for all that apply, please rank with 1=Most Significant Barrier)
 - 87.2
 - 87.3
 - 87.4
 - 87.5
 - 87.6
 - 87.7
 - 87.8
 - 87.9
 - 87.10
 - 87.11
 - 87.12
 - 87.13
 - 87.14
 - 87.15
-

88 Commen



Affirmation

Knowingly falsifying any information on this form is a Federal offense.
By signing below, you agree to the following statement:
“Under penalty of law, I declare that to the best of my knowledge, the information provided is true and complete.”

A solid yellow rectangular box with a black border, intended for the user's name.

Name

A solid yellow rectangular box with a black border, intended for the user's email address.

Email

A solid yellow rectangular box with a black border, intended for the user's signature.

Signature



Operations to facilitate the identification of best practices in the TAA program. Unless otherwise specified, TAA program. However, the TAA program should include all TAA-funded staff, benefits, and processes Reemployment Trade Adjustment Assistance (RTAA).

Paperwork Reduction Act Statement

Required to respond to a collection of information unless such collection displays a valid OMB control number. Public burden estimate: 5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and reviewing information. The obligation to respond to this collection is mandatory under Section 239(c) of Title II, 29 USC 239(c). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Office, Paperwork Project Director, Paperwork Reduction Project (1205-XXXX), 1200 Constitution Avenue, N-5428, Washington, D.C. 20210, and reference the OMB Control Number. Note: This collection of information is required to be provided by the TAA program (TAAACS) to this address.

Privacy Statement

The information you provide to the full extent of the law, in accordance with the Trade Act, 19 USC § 2272 (e)(3)(c), the Trade Adjustment Assistance Act of 2002, and 29 CFR Parts 70 and 90.

Definitions

Employees who split their time between the TAA program and other programs should be recorded by the portion of time they spend on TAA. Employees who spend only half their time on TAA should be recorded as 0.5 FTE.

Administrative purposes for the TAA program. This may or may not be the same as regional designations under other programs.

Information provided is to be entered on the ETA-9130 form.

Questions	Response
(Include local, case managers, reporting, fiscal, and other staff.)	
at the state level including program, reporting, fiscal, and other staff.)	
providing support to local offices on TAA-related issues? (Estimates "regions" to support local offices, as well as staff in other units as TAA case managers. Excludes state staff who do not directly support local offices.)	
(Include case managers directly supporting TAA participants).	
and generally have staff specific to support that group of local offices.	

?	
TAA State Staff	
TAA Local Staff	
Rapid Response State Staff	
Rapid Response Local Staff	
Other Local Staff	
% Expert	
% Intermediate	
% Novice	
% Expert	
% Intermediate	
% Novice	
Staff?	
State merit staff or non-merit staff?	
Decision-making and coordination vs. localized autonomy. The staff determine procedures for approving TAA benefits, whether they set policies such as co-enrollment policy, and whether IT systems	
N) in whole or in part to determine TAA eligibility?	
Group, not for individual benefits)?	
Group, not for individual benefits)?	
als must be obtained?	
goal of subsequent credential attainment?	
ent?	
s low, 5 is high):	
Same Department	
Same Unit	
Same Administrator or Manager	
Shared Meetings	
Shared Trainings	
Cross Attendance of Unit Meetings	
Systematized Process (Electronic)	
Email	
Other Formal Process	
Informal	
igh):	

Same Department	
Same Unit	
Same Administrator or Manager	
Shared Meetings	
Shared Trainings	
Cross Attendance of Unit Meetings	
Systematized Process (Electronic)	
Email	
Other Formal Process	
Informal	
high):	
Same Department	
Same Unit	
Same Administrator or Manager	
Shared Meetings	
Shared Trainings	
Cross Attendance of Unit Meetings	
Systematized Process (Electronic)	
Email	
Other Formal Process	
Informal	
ow, 5 is high):	
l is low, 5 is high):	
he Adult Basic Education program (1 is low, 5 is high):	
is low, 5 is high):	
s low, 5 is high):	
igh):	
l is low, 5 is high):	
VIOA Adult?	
VIOA Dislocated Worker?	
t that incorporates TAA?	
rsis (including contract staff)?	
DOL	
State Stakeholders	
Local Stakeholders	
AA PIRL?	
n the last 3 years?	
completed?	
AA Case Management System(s), if known?	

JI System(s), if known?	
Financial System(s), if known?	
Key Managers?	
Item?	
How that system?	
System?	
System?	
Services through that system? (1 = No, 5 = All TAA Forms)	
Electronic Signature or Certification	
Upload Scanned Signed Documents	
Signatures in Person	
Handbook	
Conferences (Select Frequency)	
Webinars (Select Frequency of New Webinars Created)	
Regular Conference Calls (Select Frequency)	
Online Forums or Similar	
Document Depot	
New Employee Orientation	
Other	
Do you have petitions filed?	
If a petition should be filed?	
Notice to determine if a petition should be filed?	
TAA in the last year? (estimates allowed)	
Notification? (estimates allowed)	
Has notification been received?	
Anything similar.	
For services? (estimates allowed)	

Employer/Union/Peer Counselor as Intermediary	
Emails	
Phone Calls	
Newspaper Notices	
Online Notices	
Social Media	
Text Message	
Mailed Letters	
Other Method	
Employers	
Union Officials	
State Records (UI, Coenrollment, etc.)	
Other Workers	
Worker Self-Identification	
Rapid Response Surveys / Sign-Up Sheets	
Other Sources	
During Initial Discussion of Potential TAA Benefits	
At Case Manager Discretion	
At Training Completion	
At a Required Specific Follow-Up Time	
When Informed About Job Search/Placement Progress	
Companies Not Informed About TAA Program	
Identifying Potentially TAA Eligible Layoffs	
Difficulties Filing TAA Petitions	
TAA Petition Processing Time	
Difficulties Determining Individual Program Eligibility	
Difficulties Determining Individual Benefit Eligibility	
Difficulties Understanding TAA Guidance/Regulations/Law	
Reaching Affected Workers	
Workers Not Informed About TAA Program	
Worker Disinterest in Program	
Worker Unwillingness to Complete Paperwork	
Language Barriers	
Difficulties Obtaining Information from Other State Agencies	
Staffing	
Funding	

ts (Optional)



of Information

use (18 USC § 1001) and a violation of the Trade Act (19 USC § 2316).

and belief the information I have provided is true, correct, and



Title



State Workforce Agency



Date

40

No
Yes, including TAA, Title I, and Title III.
Yes, including TAA and Title I but not Title III.
Yes, including TAA and Title III but not Title I.
Yes, but TAA is not included.

41-42

No Co-Enrollment
Case Manager Discretion
Referral Required
Co-Enrollment Required
Varies by Local Area

Operate Exclusively in Paper

Work Primarily in Paper

Maintain both an Electronic and a Paper Case File

Work Primarily Electronically with Some Processes Still Paper

Work Electronically with All Paper Documents Uploaded to the Electronic System

Work Electronically with All Documents in Electronic Format

75

Yes - More than 30 per year

Yes - 21 to 30 per year

Yes - 11 to 20 per year

Yes - 3 to 10 per year

Yes - 1 to 2 per year

Yes - Less than Annually

No