

TAA Glossary of Definitions

Accrued Expenditures (Accrual): Direct charges for goods and services including the amount of associated training costs involved in the participant's activity; minus any rebates, refunds, or other credits; plus, the total costs of all goods and property received or services performed, whether an invoice has been received or a cash payment has occurred. Accrued expenditures are to be recorded in the reporting quarter in which they occur, regardless of when the related cash receipts and disbursements take place. This item includes (1) Tuition: facility and training costs, books and laboratory fees, and/or equipment expenses approved by the MWA; (2) Travel allowances; (3) Subsistence allowances.

Administratively Responsible Michigan Works! Agency – The Michigan Works! Agency whose service delivery area includes the location of the employer from which a worker group was certified.

Adversely Affected Employment – A situation that exists in a firm or an appropriate subdivision of a firm, if individuals of such firm or appropriate subdivision, are certified as eligible for Trade Adjustment Assistance (TAA) as being adversely affected.

Adversely Affected Worker – is one who has been totally or partially separated from employment in a firm or subdivision of a firm that has been certified under TAA.

Agent State – is any state other than the *liable State*, or the state where the participant seeks services. It should be noted that residency is not relevant to the agent or liable state definition. The agent state is responsible for cooperating fully with the liable state. The agent state assists the liable state in carrying out its activities and functions including, but not limited to providing information needed for determinations, redeterminations/appeals, as well as procuring and paying the training costs approved by the liable state (including related training expenses, transportation, and subsistence). Documents relating to training enrollment and waivers must be provided by the agent state to the liable state.

Alien – a person who is not a citizen or national of the United States.

Alien Verification – the process in which the MWA is required to validate satisfactory immigration status for receipt of TAA benefits.

Alternative Trade Adjustment Assistance (ATAA) – The Trade Act of 2002 established **ATAA** as an alternative assistance program for older individuals certified eligible to apply for TAA. The ATAA is designed to allow adversely affected workers at least 50 years of age who obtain re-employment to receive a wage subsidy to help bridge the salary gap between their old and new employment. ATAA is only available through the Trade Act of 2002.

Appropriate Week – The week in which the adversely affected worker's first separation occurred.

Average Weekly Wage – One-thirteenth of the total wages paid to an individual in the individual's high quarter. The high quarter for an individual is the quarter in which the total wages paid to the individual were highest among the first four of the last five completed calendar quarters preceding the individual's appropriate week.

Bona Fide Application for Training – An individual’s signed and dated application (TAA-923: *TAA Training Application*), containing the adversely affected worker’s name, petition number, and specific occupational training filed with the MWA administering the TAA training program.

Certification – An authorization of eligibility to apply for TAA is issued under the Act with respect to a specified group of individuals of a firm or appropriate subdivision of a firm.

Certification Period – The time during which total and partial separations from adversely affected employment within a firm, or appropriate subdivision of a firm, are covered by said certification.

Commuting Area or **‘normal commuting area’** as defined by 20 CFR 617 is “that in which an individual is expected to travel to and from work or training on a daily basis.” In Michigan, the commuting area is 5 miles one-way from the adversely affected worker’s home.

Date of Separation for an *employed* individual, is the last day worked for a total separation. For an individual on employer-authorized leave, the last day the individual would have worked had the individual been working, is the date of separation. With respect to a **partial separation**, the date of separation is the last day of the week in which the partial separation occurred.

Enrolled in Training – Defined as an approved training contract signed by all 3 signatories (training provider representative, MWA representative, and the adversely affected worker) for which trainee will begin training within 30 days.

Equitable Tolling – An exception to a TAA deadline that applies in situations where it would be manifestly unfair to deny an adversely affected worker TRA eligibility or to deny other TAA benefits such as Additional TRA, Job Search Allowances, Relocation Allowances, or the issuance of a Waiver of the TAA Training Requirement, based on the adversely affected worker’s failure to meet the statutory deadline for enrolling in training, or to deny, based on a missed deadline. To apply this exception, the MWA must determine whether the adversely affected worker exercised due diligence in meeting the TAA benefit eligibility deadline.

Family – consists of specific members of an adversely affected worker’s household whose principal place of residence is with the individual in a home the individual maintains or would maintain, but for unemployment. These members are (1) a spouse; and/or (2) an unmarried child, including a stepchild, adopted child, or foster child, under the age of 21, or of any age if incapable of self-support because of mental or physical incapacity. Same-sex marriages are recognized and apply to the definition of family in the TAA program.

Financial Hardship – According to the CFR (C)(1) For the purpose of paragraph (a)(2)(ii) of this section, an extraordinary financial hardship shall exist if recovery of the overpayment would result directly in the person’s or individual’s loss of or inability to obtain minimal necessities of food, medicine, and shelter for a substantial period of time; and an extraordinary and lasting financial hardship shall be extraordinary as described above and may be expected to endure for the foreseeable future.

Head of a Family – An individual who maintains a home if over half the cost of maintenance is furnished by the individual, or would be, but for unemployment.

Health Coverage Tax Credit (HCTC) – A federal tax credit which subsidizes private health care coverage for adversely affected workers, and for individuals receiving benefits from the Pension

Benefit Guaranty Corporation. The tax credit covers 72.5 percent of the premium amount paid by eligible individuals for qualified health insurance coverage. This credit is referred to as the HCTC and is administered by the Internal Revenue Service (IRS).

Impact Date – The date stated in a certification issued under TAA on which total or partial separations began, or threatened to begin, in a firm or a subdivision of a firm. The impact date can be up to one year prior to the date of the petition.

Increased Imports – Imports that increased either absolutely or relatively to domestic production, compared to a representative base period. The representative base period is one year, consisting of the four quarters immediately preceding the date that is 12 months before the date of the petition.

Layoff – A suspension of, or separation from, adversely affected employment by a firm for lack of work initiated by the employer that is expected to last 7 days.

Liable State – The state in which the worker's Unemployment Insurance claim is established. The liable state is responsible for payment of Trade Readjustment Allowances (TRA), issues determinations for the following: eligibility, waivers, training, job search allowances, relocation allowances, TRA and RTAA. It is the responsibility of the liable state to pay UI, TRA, RTAA, and Job Search and Relocation Allowances.

Partial Separation occurs during a week ending on or after the impact date specified in the certification under which an adversely affected worker is covered. A partial separation occurs if hours of work are reduced to 80 percent or less of the individual's average weekly hours in adversely affected employment, and wages are reduced to 80 percent or less of the individual's average weekly wage in such adversely affected employment.

Prerequisite Training – A required course or coursework that must be completed before commencement of study for a particular program.

Reemployment Trade Adjustment Assistance (RTAA) – A wage subsidy benefit to workers age 50 and older. The RTAA is designed to allow adversely affected workers at least 50 years of age who obtain re-employment to receive a wage subsidy to help bridge the salary gap between their old and new employment. RTAA is available through the Trade and Globalization Adjustment Assistance Act of 2009, the Trade Adjustment Assistance Extension Act of 2011, and the Trade Adjustment Assistance Reauthorization Act of 2015.

Remedial Training refers to training in the elementary skills that every worker must have in order to achieve basic re-employability. Examples of remedial education are basic writing, basic mathematics, English as a Second Language, courses leading to a G.E.D., and basic computer courses.

Systematic Alien Verification for Entitlement (SAVE) Program – The mechanism used by the UIA and TIA for alien verification.

Secondarily-Affected Workers – are those individuals who supply components to a firm whose workers are certified or workers who perform additional, value-added production and finishing operations for a firm whose workers are certified.

Separate Maintenance – Maintaining a second residence, in addition to the adversely affected worker’s primary place of residence, while attending a training facility outside the individual’s commuting area.

Suitable Employment – Work of a substantially equal or higher skill level than the adversely affected worker’s past adversely affected employment, with wages no less than 80 percent of the individual’s average weekly wage from the adversely affected employment. The first of the six training approval criteria is “No Suitable Employment is Available.”

Suitable Work – “Work is suitable if the pay rate for that work is at least 70 percent of the gross pay rate the individual received immediately before becoming unemployed,” according to Subsection 29 (6) of the Michigan Employment Security Act. The 20 CFR.3 (kk) states, “suitable work is defined by the local state law.” The Trade Act allows payment of Job Search and Relocation Allowances to qualified adversely affected workers who interview for or accept offers of **suitable work** that are outside of the commuting area.

Total Separation – A layoff of an individual from a firm, or a subdivision of a firm, in which adversely affected employment exists.