

Chapter 19 – File Requirements

General

- TAA-099: *Eligibility Determination*
- TAA-100: *TAA Registration*
- TAA-920: Request for Determination of Entitlement to TAA/TRA
- TAA-923: *Training Application* (TAA of 2002)
- Proof of Qualifying Separation
- Proof of identification (State Driver's License or State ID Card, or Permanent Residence Card, US Passport, School ID Card)
- Alien verification (if applicable)
- Petition certification
- Proof of veteran status (if applicable)
- Proof of Selective Service registration (if applicable)
- Profile on Pure Michigan Talent Connect
- Proof that EO information was provided
- Acknowledgement of Eight Case Management Services offered (TGAAA of 2009, TAAEA of 2011, and TAARA of 2015)
- Acknowledgement of training/training waiver deadline
- Exit documentation (if applicable) (OSMIS entry sufficient)
- Outcome documentation (if applicable) (OSMIS entry sufficient)

Waiver of TAA Training Requirement

- Comprehensive assessment
- ISS (OSMIS entry sufficient)
- TAA-802: *Waiver of TAA Training Requirement* (Specific to applicable TAA law)
- Verification that waiver reason applies to adversely affected worker (OSMIS entry sufficient)
- Documentation of 30-day waiver reviews
- Documentation of waiver extension (if applicable) (OSMIS entry sufficient)
- Documentation of waiver expiration/revocation (OSMIS entry sufficient)

Training (Classroom and EBT)

- Comprehensive assessment
- ISS (OSMIS entry sufficient)
- TAA-308: *Program Planning Worksheet* (optional, or other document detailing costs)

- TAA-604: *Employability Plan* (optional)
- TAA-312: *Training Approval Standards*
 - #1 - No suitable employment available
 - Profile on Pure Michigan Talent Connect
 - Local LMI for TAA-certified employment OR job search history
 - #2 - The worker would benefit from appropriate training
 - Comprehensive assessment
 - Local LMI for post-training employment
 - Narrative on TAA-312: *Training Approval Standards* stating benefit to adversely affected worker
 - #3 - There is reasonable expectation of employment following completion of training
 - Local LMI for post-training employment OR intent to hire letter
 - #4 - Training approved is reasonably available to the worker
 - Narrative on TAA-312: *Training Approval Standards* stating justification of training location chosen
 - TAA-605: *Travel and Subsistence Eligibility Determination* (if applicable)
 - #5 - The participant is qualified to undertake and complete the training program
 - Comprehensive assessment
 - Narrative on TAA-312: *Training Approval Standards* stating justification for training program chosen
 - Narrative on TAA-312: *Training Approval Standards* stating the adversely affected worker's financial ability to remain in training in the absence of UIA/TRA
 - #6 - Such training is suitable for the participant and available at a reasonable cost
 - Training contract with detailed costs
 - Training institution/program comparisons
 - Narrative on TAA-312: *Training Approval Standards* stating the justification for the training program (including costs) chosen
 - Narrative on TAA-312: *Training Approval Standards* stating the justification for higher cost training chosen (if applicable)
- Justification for part-time training (if applicable) (OSMIS entry sufficient)
- Verification that qualifying layoff occurred (pre-separation training)
- Financial tracking of all training expenses
 - Tracking log or record of training costs (including tuition, fees, books, supplies, and travel)
- Verification of satisfactory progress (from training institution)
- Verification of satisfactory participation (from training institution)
- TAA-306: *Benchmark Report* (TAAEA of 2011, TAARA of 2015)
 - Documentation of 60-day Benchmark Reviews

- TAA-304: *Training Contract Modification* (if applicable)
- UIA-6364: *Request for Determination of Entitlement to Completion Trade Readjustment Allowances* (if applicable)
- TAA-605: *Travel and Subsistence Eligibility Determination* (if applicable)
 - Comparisons/quotes for costs related to travel and/or subsistence
- Documentation of completion or withdrawal of training program (if applicable)
- TAA-319: *Participant Status Report*

Classroom Training (in addition to Training requirements)

- TAA-923: *Training Application*
- Training Contract (TAA-301: *Classroom Training Contract* [extended version] or TAA-302: *Classroom Training Contract* [abridged version] may be used) (must include three required signatures)

EBT (in addition to Training requirements)

- Training Contract (TAA-303: *Employer-Based Training Contract* may be used) (must include three required signatures)
- Verification that all provisions of the OJT contract have been met. (TAA-303: *Employer-Based Training Contract* includes these provisions.)

A/RTAA

- TAA-244: *A/RTAA Application*
- OSMIS entry for A/RTAA activity
- Determination of RTAA (TGAAA of 2009, TAAEA of 2011, TAARA of 2015) (Issued by UIA/TRA)
- Last pay stub at certified company
- Verification of new employment
 - Paying less than \$50,000/year (TAA of 2002, TAAEA of 2011, TAARA of 2015)
 - Paying less than \$55,000/year (TGAAA of 2009)
- Verification of full-time employment (TAA of 2002)
- Verification of reemployment within 26 weeks of last qualifying separation (TAA of 2002)
- Verification of age
 - 50 years or older at time of reemployment (TAA of 2002)
 - 50 years or older at time of application/RTAA payment (TGAAA of 2009, TAAEA of 2011, TAARA of 2015)

Job Search Allowances

- TAA-401: *Request for Job Search Allowance* (filed timely)
- Verification that suitable work is not available in the commuting area
- Verification of interview
- Verification that interview is related to suitable work
- Comparisons/quotes for costs related to Job Search (transportation and lodging, including per diem calculations)
- Receipts for transportation, lodging, and meals
- Financial tracking of expenses
 - Tracking log or record of Job Search costs

Relocation Allowances

- TAA-402: *Request for Relocation Allowances* (filed timely)
- Verification that suitable work is not available in the commuting area
- Verification of obtained suitable work outside of the commuting area
- Comparisons/quotes for costs related to Relocation (moving, transportation, and lodging, including per diem calculations)
- Receipts for transportation, lodging, meals, and moving expenses
- Verification of average weekly wage at adversely affected employment (for lump sum payment)
- Financial tracking of expenses
 - Tracking log or record of Relocation costs