

Chapter 4 - WBOs, Registration and Intake Requirements

Section 4-1: Scheduling of WBOs

As outlined in Chapter 3, Section 3-2: Notification to Certified Workers, the WDA will request the separation list from the TAA-certified employer and will notify the administratively responsible MWA once it has been received. Subsequently, the MWA should schedule a Worker Benefit Orientation for adversely affected workers within fifteen working days from receipt of the separation list.

The MWAs must notify the WDA of their scheduling of a WBO meeting(s) for the adversely affected worker group. The WBO shall be conducted by the MWA staff or, upon request, a TAA State Coordinator.

The WDA maintains WBO information as a service to the MWAs seeking eligibility documentation for adversely affected workers certified outside of the MWA's service delivery area. Additionally, the WBO information provides assistance to adversely affected workers certified in Michigan who seek benefits in another state (Agent/Liable).

For accurate record keeping of TAA certifications, the MWA must provide the WDA with the following information relative to the WBO:

- 1) Separation List (if received).
- 2) Name of company or companies.
- 3) Petition number(s).
- 4) Date(s) and time(s) of WBO(s).
- 5) Location of WBO(s).
- 6) Number of adversely affected workers invited to each meeting.
- 7) MWA contact name and phone number.
- 8) Requests for WDA and/or TRA representation.

The required information shall be submitted to the TAA email address at TAA@michigan.gov.

Rapid Response services should be provided to all TAA adversely affected workers. If a worker or worker group did not participate in a Rapid Response worker orientation, Rapid Response services should be provided as part of the TAA application process.

Section 4-2: Requesting TRA Representation

It is highly encouraged that a TRA representative be in attendance at the WBO to present information regarding potential eligibility for monetary benefits to the worker group. For submission of a request for a TRA representative, please contact the TAA email address at TAA@michigan.gov.

Section 4-3: WBO Requirements

A WBO is an informative meeting notifying adversely affected workers of the TAA benefits available to them if eligibility criteria are met. To ensure all available TAA information is provided to each adversely affected worker, the WDA recommends, at a minimum, the following information be provided and forms completed at the time of each worker group or individual orientation for each TAA law.

TAA of 2002

Information to provide:

- 1) WBO PowerPoint.
- 2) TRA Fact Sheet.
- 3) Contact information for the MWA TAA staff.
- 4) MWA services available.

Forms to be completed:

- 1) Form TAA-100: *Trade Adjustment Assistance Registration.**
- 2) Form TRA-920: *Request for Determination of Entitlement to TAA/TRA.*
- 3) Form TAA-923: *TAA Training Application Form.***

Actions to be completed:

- 1) Provide applicants with required next steps to access TAA services.***

***Please Note:** MWAs are required to verify TAA eligibility, as outlined in Chapter 5: Eligibility for TAA Services (in this manual) prior to the provision of any TAA service (with the exception of Reemployment Services). Entering a TAA registration into OSMIS does not require eligibility verification, and does not commence TAA participation.

****Please Note:** The Form TAA-923: *TAA Training Application Form* is required to be completed and submitted to the TRA Unit no later than 210 days from the latter of the qualifying separation date or certification date.

*****Please Note:** Prior to the issuance of Form TAA-802: *Waiver of TAA Training Requirement - TAA of 2002*, or a training activity, adversely affected workers are required to complete a comprehensive assessment and ISS (if it is determined that the adversely affected worker is eligible for the Waiver of TAA Training Requirement).

TGAAA of 2009

Information to provide:

- 1) WBO PowerPoint.
- 2) TRA Fact Sheet.
- 3) Contact information for the MWA TAA staff.
- 4) MWA services that are available.

Forms to be completed:

- 1) Form TAA-100: *Trade Adjustment Assistance Registration.**
- 2) Form TRA-920: *Request for Determination of Entitlement to TAA/TRA.*

Actions to be completed:

- 1) Acknowledgment of the Eight Case Management Services offered.
- 2) Provide applicants with next required steps to access TAA services.**

***Please Note:** MWAs are required to verify TAA eligibility, as outlined in Chapter 5: Eligibility for TAA Services (in this manual) prior to the provision of TAA services. Entering a TAA registration into OSMIS does not require eligibility verification and does not commence TAA participation.

****Please Note:** Prior to the issuance of Form TAA-802: *Waiver of TAA Training Requirement - TGAAA of 2009*, or a training activity, adversely affected workers are required to complete a comprehensive assessment and ISS (if it is determined that the adversely affected worker is eligible for the Waiver of TAA Training Requirement).

TAAEA of 2011

Information to provide:

- 1) WBO PowerPoint.
- 2) TRA Fact Sheet.
- 3) Contact information for the MWA TAA staff.
- 4) MWA services that are available.

Forms to be completed:

- 1) Form TAA-100: Trade Adjustment Assistance Registration.*
- 2) Form TRA-920: Request for Determination of Entitlement to TAA/TRA.

Actions to be completed:

- 1) Acknowledgment of the Eight Case Management Services offered.
- 2) Provide applicants with required next steps to access TAA services.**

***Please Note:** MWAs are required to verify TAA eligibility, as outlined in Chapter 5: Eligibility for TAA Services (in this manual) prior to the provision of TAA services. Entering a TAA registration into OSMIS does not require eligibility verification, and does not commence TAA participation.

****Please Note:** Prior to the issuance of Form TAA-802: *Waiver of TAA Training Requirement* - TAAEA of 2011, or a training activity, adversely affected workers are required to complete a comprehensive assessment and ISS (if it is determined that the adversely affected worker is eligible for the Waiver of TAA Training Requirement).

TAARA of 2015

Information to provide:

- 1) WBO PowerPoint.
- 2) TRA Fact Sheet.
- 3) Contact information for the MWA TAA staff.
- 4) MWA services that are available.

Forms to be completed:

- 1) Form TAA-100: *Trade Adjustment Assistance Registration*.*
- 2) Form TRA-920: *Request for Determination of Entitlement to TAA/TRA*.
- 3) Form TAA-099: Notice of TAA Eligibility Determination.**

Actions to be completed:

- 1) Acknowledgment of the Eight Case Management Services offered.
- 2) Acknowledgment of the deadline to be enrolled in training or receive a Waiver of the Training Requirement.
- 3) Provide applicants with required next steps to access TAA services.***

***Please Note:** MWAs are required to verify TAA eligibility, as outlined in Chapter 5: Eligibility for TAA Services (in this manual) prior to the provision of TAA services. Entering a TAA registration into OSMIS does not require eligibility verification, and does not commence TAA participation.

****Please Note:** If a qualifying separation cannot be identified at the WBO, the Form TAA-099: Notice of TAA Eligibility may be completed at the next one-on-one meeting with the adversely affected worker.

****Please Note:** Prior to the issuance of Form TAA-802: *Waiver of TAA Training Requirement* - TAARA of 2015, or a training activity, adversely affected workers are required to complete a comprehensive assessment and ISS (if it is determined that the adversely affected worker is eligible for the Waiver of TAA Training Requirement).

All Programs

The Form TRA-920: *Request for Determination of Entitlement to TAA/TRA* is required by the UIA, as the initial Request for Determination of Entitlement to TRA. Immediately after completion, the Form TRA-920: *Request for Determination of Entitlement to TRA* must be forwarded to the TRA/Special Programs Unit of the UIA. Upon issuance, the TAA-802: *Waiver of TAA Training Requirement* and TAA-923: *TAA Training Application and Determination of Entitlement to Allowances* must also be forwarded to the TRA Unit.

Section 4-4: TAA Registration

Once an adversely affected worker has learned of the TAA benefits at a worker group or individual WBO and has demonstrated an interest in seeking program services, a series of registration documents must be completed. The MWAs should evaluate adversely affected workers eligibility for dual-enrollment into the WIOA program, to provide the most comprehensive array of services available to the participant and to allow for the coordination and leveraging of funding, as appropriate.

Section 4-5: Intake

Subsequent to a WBO, MWAs may begin the registration and intake process for the adversely affected worker or worker group.

Adversely affected workers must be provided individual intake and application services, as follows:

- 1) MWA staff will provide each adversely affected worker with the Form TAA-100: *Trade Adjustment Assistance Registration Form*.
- 2) MWA staff will determine the qualifying separation of the adversely affected worker and will issue verification of such on the Form TAA-099: *TAA Eligibility Determination*.
- 3) MWA staff will provide the opportunity to register with the state's labor exchange system and facilitate registration for TAA services, as required.
- 4) MWA staff will offer case management services, where applicable, as outlined in Section 6-1: Case Management Services.
- 5) MWA staff will interview each adversely affected worker regarding suitable training.
- 6) MWA staff will inform each adversely affected worker of the deadline for participation in training, or a waiver of the training requirement, as a condition for receiving TRA compensation.
- 7) MWA staff will provide each adversely affected worker with an application for TRA payments on Form TRA-920: *Request for Determination of Entitlement to TAA/TRA*.
- 8) MWA staff will provide information and assistance in applying for Job Search and Relocation Allowances.
- 9) MWA staff will provide information and assistance in applying for A/RTAA.
- 10) MWA staff will offer assistance with the development of an ISS, required prior to waiver issuance and/or training approval.