

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

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO.

TO: ALL STATE WORKFORCE AGENCIES
ALL STATE WORKFORCE LIAISONS

FROM: EMILY STOVER DeROCCO
Assistant Secretary

SUBJECT: Instructions for Implementing the Alternative Trade
Adjustment Assistance (ATAA) Activities Report

1. Purpose. To transmit instructions for implementing the Alternative Trade Adjustment Assistance (ATAA) Activities Report.
2. References. The Trade Act of 1974 (Pub. L. 93-619, as amended), the Trade Act of 2002 (Pub. L. 107-210); the Workforce Investment Act of 1998; 20 CFR Part 617; 29 CFR Part 90; TEGL No. 11-02; UIPL No. 24-03. The amendments to the Trade Adjustment Assistance ("TAA") program may also be referred to as the Trade Adjustment Assistance Reform Act of 2002 ("the Act" or "the Trade Act"). These amendments were included in Title I of the Trade Act of 2002.
3. Background. The Act establishes ATAA as an alternative assistance program for older workers certified eligible to apply for Trade Adjustment Assistance. This program is effective for petitions filed on or after August 6, 2003. ATAA is designed to allow TAA eligible workers for whom retraining may not be appropriate and who find reemployment to receive a wage subsidy to help bridge the salary gap between their old and new employment. To receive the ATAA benefits, workers must be TAA and ATAA certified.

Key workload data on ATAA is needed to measure program activities and to allocate program and administrative funds to the State Agencies administering the Trade programs for the Secretary. States will provide this information on the ATAA Activities Report (ATAAAR).

RESCISSIONS	EXPIRATION DATE Continuing
-------------	-------------------------------

4. Approval. The reporting requirements for the ATAAAR are approved by the Office of Management and Budget (OMB) according to the Paperwork Reduction Act of 1995, under OMB control number 1205-0459, expiration date 05/31/2009. Regulations published at 617.61 give the Secretary authority to require the States to report the data described in this directive; therefore the respondents' obligation to fulfill these requirements is mandatory.
5. Action Required. State Administrators are required to provide the above information to appropriate staff. State Trade Act Coordinators (or the individuals assigned responsibility for submitting reports) are required to prepare and submit quarterly reports according to the instructions attached to this directive.

The first report will be due August 15, 2006. For the first reporting period only, states are required to submit two reports. The first covers the January 1 through March 31, 2006 quarter, and the second covers the April 1 through June 30, 2006 quarter. Thereafter, states will submit a single report within 45 days after the end of the quarter, as provided in the attached instructions.

6. Inquiries. Inquiries related to the implementation of the new reporting system should be directed to the appropriate regional office or to Susan Worden at worden.susan@dol.gov.
7. Attachments.

Attachment A: General Instructions

Attachment B: Record Layout

Attachment A: General Instructions

Each report is quarterly and covers a three-month reporting period for all ATAA activity within the state.

- a. Scope of the Report. One report must be submitted each quarter that covers all ATAA services in the State.
- b. Requirement to Report. A report must be submitted for each reporting period. When no activities occur during a reporting quarter, the State should submit a report showing zeros in all fields.
- c. Reporting Methods. It is anticipated that an application will be made available in the near future that will allow states to upload reports via web interface. Until that time, reports must be submitted electronically (in a spreadsheet format, e.g. MS Excel) via email attachment to Cristian Vidrascu at Vidrascu.Cristian@dol.gov with a copy to Susan Worden at Worden.Susan@dol.gov. A copy of the report should also be sent to the appropriate ETA Regional Office.

The report should occupy one row on the spreadsheet; columns A through K each should contain one data item in the order listed in the record layout (Attachment B).

- d. Due Date. Reports are due in the Division of Trade Adjustment Assistance (DTAA) National Office 45 days following the end of the reporting period which the reports cover (e.g, February 15th, May 15th, August 15th, November 15th).
- e. State Contact. States are requested to complete and forward to the e-mail address above a memorandum designating the contact person responsible for each ATAAAR report and the agency, contact name, title, e-mail address, telephone number, and mailing address information for that person. A copy of the memorandum should also be sent to the appropriate ETA Regional Office. States should keep the contact information current by submitting a memorandum whenever there is a change.
- f. Item Coverage. When there is no activity to report for a particular report item, enter a zero. If the item does not apply, also enter a zero. Do not use dashes or "NA", and do not leave any items blank.
- g. Amended Reports. Amended reports should be used to correct errors

- on previously-submitted reports. Do not alter the numbers on current reports to adjust for previous reports; especially, do not enter negative numbers. In order to amend a previous report, the state must recompile the original report with the numbers corrected and resubmit the full report.
- h. Agent State - Liable State. In general, the State issuing payments for benefits should report those payments and the number of beneficiaries.
 - i. Dollar Amounts. All dollar amounts reported on ATAAAR should include both decimal places and should **not** be rounded to the nearest whole dollar.
 - j. Burden. Persons are not required to respond to this collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. Public reporting burden for this collection is estimated to average 50 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Department of Labor at the address provided below (Paperwork Reduction Project 1205-0459).

Attachment B: Record Layout

Alternative Trade Adjustment Assistance
Activities Report (ATAAAR)

FIELD NUMBER (Column)	FIELD NAME	Comments/Instructions
1 (A)	State	Enter the State FIPS code
2 (B)	Quarter ending date	Enter the last date of the quarter for which the report is being submitted Format: YYYYMMDD
3 (C)	Frequency of payments	Enter the frequency of ATAA payments made to individuals in the state. Format: 1 = Weekly 2 = Once every 2 weeks 3 = Once a month 4 = Other
4 (D)	Number of ATAA applicants	Enter the total number of individuals in the state who submitted an initial application for ATAA during the quarter. Do NOT include repeat applications from the same individual.
5 (E)	Number of first ATAA payments	Enter the total number of individuals in the state who receive their first ever ATAA payment during the quarter.

FIELD NUMBER (Column)	FIELD NAME	Comments/Instructions
6 (F)	Total Number of ATAA participants	Enter the total number of individuals who received one or more ATAA payments during the quarter. Include both those receiving a first payment and those who have previously received an ATAA payment.
7 (G)	Number of total payments made during the quarter	Enter the total number of ATAA payments made in the state during the quarter. This item will document more than one payment to most participants, so it is not intended to represent a count of participants.
8 (H)	Dollar value of total payments for the quarter	Enter the total dollar value for all ATAA payments made during the quarter. Format: Do NOT include the "\$" sign. Include both decimal places; do NOT round to the closest dollar.
9 (I)	Number of people who hit \$10,000 maximum	Enter the number of individuals who exhausted their ATAA payments because they reached the \$10,000 statutory limit during the quarter.

FIELD NUMBER (Column)	FIELD NAME	Comments/Instructions
10 (J)	Number of people who reach two year maximum	Enter the number of individuals who exhausted their ATAA payments because they reached the two year statutory limit during the quarter.
11 (K)	Number of people who lose eligibility	Enter the number of individuals who lost eligibility during the quarter but who have NOT reached either the \$10,000 or two year statutory limits. Examples include: lost their ATAA qualifying job, or received a promotion that resulted in a salary of over \$50,000.