

## Trade Adjustment Assistance – Application Process

The Trade Adjustment Assistance (TAA) and Alternative Trade Adjustment Assistance (ATAA) programs help workers who have lost their jobs as a result of increased imports, or shifts in production of an article to foreign countries, get back to work quickly. The TAA program offers benefits and services, including up to 104 weeks of job training (up to 130 weeks if remedial education is also required), income support, job search and relocation allowances. The ATAA program offers qualified workers age 50 or over a wage subsidy equal to 50 percent of the difference between their old and new wages, up to a total of \$10,000, if they choose to take a lower paying job in lieu of job training. The information below provides details on the process of applying for TAA and ATAA.

### **Obtaining TAA and ATAA benefits is a two step process:**

1. **Group Certification:** A petition must first be filed on behalf of a group of workers with the U.S. Department of Labor's Division of Trade Adjustment Assistance (DTAA) requesting certification as workers adversely affected by foreign trade. A single petition form covers requests for both TAA and ATAA certification. If the worker group meets the necessary group eligibility criteria, a certification will be issued. A worker group must be certified for TAA in order to be certified for ATAA.
2. **Individual Eligibility:** After a group certification is issued, each worker in the group may then apply for individual services and benefits through their local One-Stop Career Center to determine individual TAA eligibility and ATAA eligibility for services and benefits. Workers age 50 and older may be eligible to receive benefits under either the TAA program or the ATAA program. All other workers may only apply for TAA benefits.

### **A petition may be filed by:**

- Three or more workers in the same company or subdivision of a company (workers must submit a petition within one year of their separation from the firm or subdivision identified in the petition);
- A company official;
- A union official or other duly authorized representative of such workers; or
- One-Stop operators or partners (including state workforce agencies and dislocated worker units).

### **Petitions can be obtained from:**

- Local One-Stop Career Centers;
- Downloaded directly from the DTAA Web site; or



- Requested from the DTAA.

### **Petitions must be filed with both:**

- DTAA and
- The state trade coordinator or dislocated worker unit in each state where layoffs occurred.

Contact information for the appropriate state trade coordinator or dislocated worker unit can be obtained from a local One-Stop Career Center or by calling the Toll-Free Helpline at (877) US-2JOBS.

### **What worker groups may be certified for TAA /ATAA?**

Generally, worker groups may be certified if the following group eligibility criteria are met:

- A significant number or proportion of the workforce has been separated or is threatened with separation; AND
- One of the following:
  - Increased imports contributed importantly to an actual decline in sales or production, and to a layoff or threat of a layoff; OR
  - There has been a shift in production to certain countries outside the United States; OR
  - There has been a shift in production outside the United States and there has been or is likely to be an increase in the import of like or similar articles; OR
  - A loss of business as a supplier of component parts of the article, a final assembler, or a finisher for a TAA-certified firm contributed importantly to an actual decline in sales or production, and to a layoff or threat of a layoff.

### **How long does it take DTAA to make a decision?**

DTAA will normally make a determination on whether to certify or deny within 40 days of receiving the petition.



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## Who is covered by the certification?

If the group of workers described in the petition is certified, the certification will cover all workers in the group, whether or not their names are on the petition. Generally, the certification covers all members of the worker group who are laid off during the three-year period beginning one year prior to the date on the petition and ending two years after the date of the certification. Each certification specifies the worker group covered and the period of coverage.

## What appeal rights are available?

The Department's determinations are published in the Federal Register at (<http://www.gpoaccess.gov/fr/index.html>). Workers who are denied certification may request administrative reconsideration in writing from DOL within 30 days of the determination's publication in the Federal Register, or request judicial review by the U.S. Court of International Trade (USCIT) within 60 days of the publication of the initial denial or denial on reconsideration in the Federal Register.

Requests for administrative reconsideration should be sent to the DTAA at the address or fax number at the end of this fact sheet, and petitions for judicial review must be filed with the USCIT at One Federal Plaza, New York, New York 10007.

## Contact Information

United States Department of Labor  
Employment and Training Administration  
Division of Trade Adjustment Assistance  
200 Constitution Avenue, N.W. Room C-5311  
Washington, DC 20210  
Phone: 202-693-3560 Fax: 202-693-3584 or 3585  
Web site: <http://www.doleta.gov/tradeact>

One-Stop Career Center Locator  
<http://www.servicelocator.org>

ETA Toll-Free Helpline  
(877) US-2JOBS

