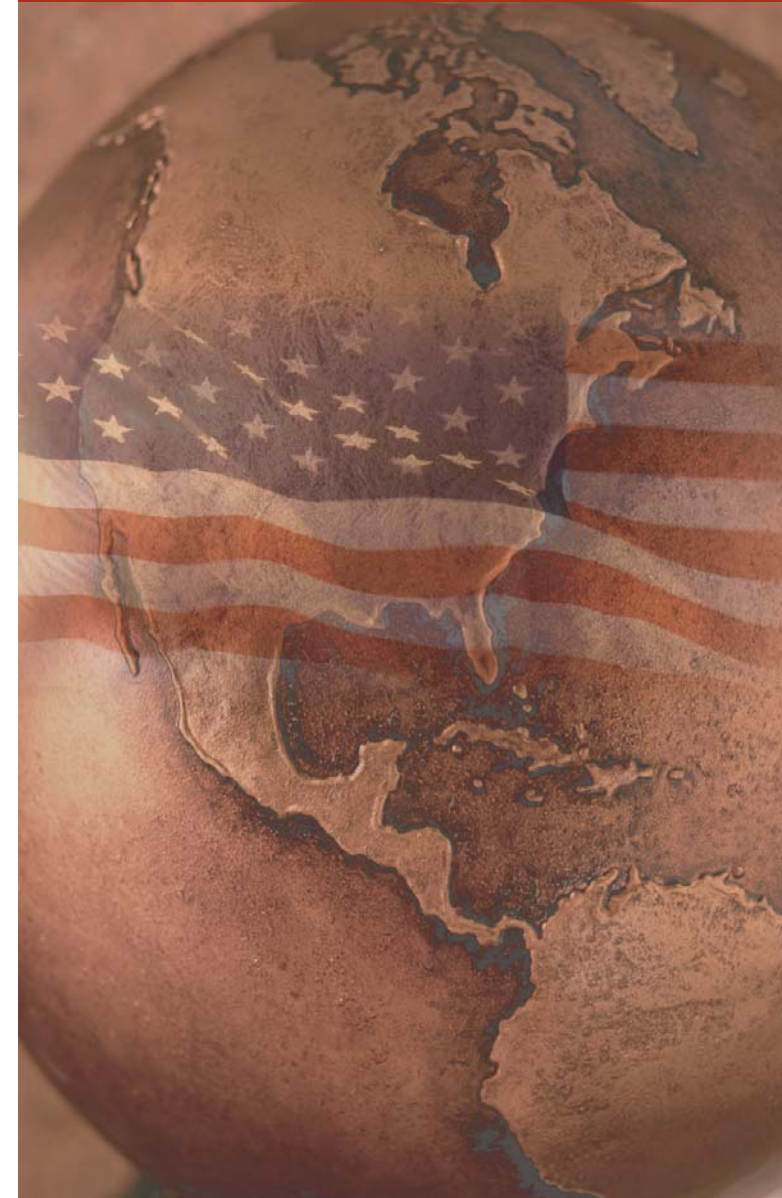


# *One-Stop Career Centers*

**One-Stop Career Centers are "full service" career centers. They are the focal points of your job search where you can learn about all of the assistance available to help you get back in the workforce.**

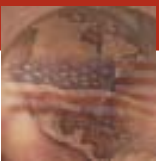
*Getting Back to Work After  
a Trade-Related Layoff*



U.S. Department of Labor  
Employment & Training Administration

2003





## TAA Services at Local One-Stop Career Centers

Based on individual eligibility, members of a TAA certified worker group may receive one or more of the following:

- **Reemployment Services**, generally include:
  - Employment Registration
  - Employment Counseling
  - Case Assessment
  - Job Development
  - Supportive Services
  - Self-Directed Job Search Services
- **Job Search Allowances:** For costs of a job search outside of the local area.
- **Relocation Allowances:** For costs of relocating to a job outside of the local area.
- **Trade Readjustment Allowances (TRA):** Up to 104\* weeks of cash payments for eligible workers enrolled in full-time training.
- **Transportation and Subsistence Allowances:** For costs of attending training outside the local area.
- **Health Insurance Coverage Assistance:** Tax credits covering up to 65% of the monthly health insurance premium paid by an eligible participant.
- **Training Services:** Up to 104\* weeks of approved training, including:
  - Classroom training
  - On-the-job training
  - Employer-based training
  - Basic or remedial education (including literacy training and English as a Second Language)

\* Up to 26 additional weeks are available to workers who require remedial training.

## Trade Adjustment Assistance (TAA) Application Process

1. A plant closes, threatens a layoff or lays off workers.
2. Workers visit their local One-Stop Career Center to learn about programs available to help them return to work.
3. A group of three or more workers, a company official, a union or other duly authorized representative, or a One-Stop operator files a petition with the U.S. Department of Labor's Division of Trade Adjustment Assistance (DTAA) **and** the Trade Adjustment Assistance (TAA) Coordinator or Dislocated Worker Unit of the state in which the plant is located.
4. DTAA investigates the petition. Investigations typically take 40 days.
5. After investigating the petition, DTAA certifies or denies eligibility to apply for TAA services and benefits and notifies petitioners and a company official.
  - a. Certified workers individually apply for services through One-Stop Career Centers.
  - b. Denied workers may appeal.
6. Workers must be enrolled in training 8 weeks after certification or 16 weeks after their last qualifying separation to receive TRA benefits, or a waiver of training enrollment must be granted by the state.

## Contact Information

### Division of Trade Adjustment Assistance:

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

### Local One-Stop Career Center

To find the nearest One-Stop Career Center, State TAA Coordinator, and Dislocated Worker Units, call 1-877-US2-JOBS, 1-877-889-5627 (TTY), or visit the America's Service Locator Web site at: <http://www.servicelocator.org>.

