

# One-Stop Career Centers

**One-Stop Career Centers are “full service” career centers. You can learn about employment opportunities and all of the assistance available to help you get back in the workforce.**

## Contact Information

**For a copy of a TAA petition or further information please contact:**

**United States Department of Labor**  
Employment and Training Administration  
Office of National Response  
Division of Trade Adjustment Assistance  
Room N-5422  
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, call 1-877-US2-JOBS, 1-877-889-5627 (TTY), or visit the America's Service Locator Web site at: <http://www.servicelocator.org>.

**Note:** *This brochure is intended as a general description and is not legally binding.*

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



# Trade Adjustment Assistance (TAA) and Alternative Trade Adjustment Assistance (ATAA) Application Process

1. A firm closes a plant, threatens a layoff or lays off workers.
2. A group of three or more workers, a company official, a union or other duly authorized representative, a One-Stop operator, or a state workforce agency may file a petition for TAA and ATAA certification. Petitions must be filed with the U.S. Department of Labor (DOL) and the state in which the plant is located.
  - a) The petition identifies a worker group at a specific firm or subdivision and covers all workers of that group, not just those who submitted the petition.
  - b) The petition must be filed within one year of a worker's layoff for that worker to be covered by the petition.
3. DOL investigates the petition. Investigations typically take 40 days.
4. After investigating the petition, DOL certifies or denies group eligibility to apply for TAA and ATAA services and benefits and notifies the petitioners and a company official. Workers in a group denied certification may appeal the denial.
5. Workers in a certified group apply individually for services and benefits through One-Stop Career Centers.
6. To receive Trade Readjustment Allowances (TRA), a worker must either be enrolled in training 8 weeks after certification, 16 weeks after his/her most recent qualifying separation, or receive a waiver of the training requirement from the state. The enrollment deadline may be extended 45 days for extenuating circumstances.

## TAA Services and Benefits

Based on individual eligibility, members of a TAA certified worker group may receive one or more of the following through their One-Stop Career Center:

- **Reemployment Services**, including:
  - o Employment Registration
  - o Case Assessment
  - o Job Development
  - o Supportive Services
  - o 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 & Subsistence Allowances:** For costs of attending training outside the local area.
- **Health Coverage Tax Credit (HCTC):** A tax credit covering up to 65% of an eligible participant's monthly qualifying health insurance premium.
- **Training Services:** Up to 104\* weeks of approved training, including:
  - o Classroom training
  - o On-the-job training
  - o Employer-based training
  - o 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 education.

## ATAA For Older Workers

ATAA program benefits are provided as an alternative to the benefits offered under the regular TAA program. Participation in ATAA allows workers age 50 or older, for whom retraining may not be appropriate, to accept reemployment at a lower wage and receive a wage subsidy in lieu of the training and income support offered under the regular TAA program.

In order to be eligible to receive ATAA benefits, an individual must:

- Be certified as eligible to apply for both TAA and ATAA;
- Obtain reemployment within 26 weeks of layoff from the ATAA-certified employment;
- Be at least age 50 at time of reemployment;
- Not earn more than \$50,000 annually in the reemployment;
- Be reemployed full-time; and
- Not return to the same employment from which he or she was separated.

Workers who meet these eligibility criteria qualify for the following benefits:

- **Wage Subsidy:** 50% of the difference between the worker's wages in the ATAA-certified employment and a new job obtained within 26 weeks of layoff. A maximum of \$10,000 is available over a period of up to two years.
- **HCTC:** A tax credit covering 65% of an eligible participant's monthly health insurance premium.