

Training/Training Allowances Trade Adjustment Assistance (TAA), as amended

The TAA program approves training for Trade Affected Workers (TAW's) who lack the skills necessary to re-enter the current labor market/Workforce in order to find suitable employment; training is not of preference/choice and must be completed in the shortest duration to achieve the desired re-employment goal.

A Trade Case Manager (TCM) will work one-on-one with the worker to prepare the initial assessment for consideration of training or job search. The TCM will use accurate workforce information on current/projected demands to determine whether suitable employment is available. Information reviewed includes, but is not limited to job order activity; short-term projections data; job vacancy surveys; business visitation programs; local and regional strategic plans; all relevant labor market information; job postings; third-party job sites; unemployment rates; local employer skill demands; hiring prerequisites; the worker's skills, abilities, and knowledge, based on the worker's previous employment and education; the worker's transferable skills that might be of interest to employers; an evaluation of the worker's skills, aptitudes, and abilities (including skills gaps), as well as any supportive service needs; and any barriers to the worker's re-employment goal.

If the TCM results of the initial assessment show the need for training exist in order to return a worker to suitable employment the worker will be referred to our partner agency for a more in-depth comprehensive assessment. The comprehensive assessment will be released back to the TCM with a recommendation for a training curriculum plan, and that training curriculum plan will need to meet the six criteria which are:

- **There is no suitable employment available as defined at 20 CFR §618.110.** Suitable work is defined as “work of a substantially equal or higher skill level than the worker’s past adversely affected employment, and wages for such work that are not less than 80 percent of the worker’s average weekly wage. Part-time, temporary, short-term, or threatened employment is not suitable employment.
- **Participant would benefit from training.**
- **Reasonable expectation of employment following training.**
- **Training reasonably available from a private or public school regulated by a state agency.**
- **Participant is qualified to undertake and complete the training.**
- **Training is available at both a reasonable cost and at the lowest cost available for the occupation.**

If a TCM accepts the recommendation for training then the following will apply:

- Full-Time or Part-time training plans can be approved. Full-time -.12 credits or more Spring/Fall semester, and 9 credits for summer can be eligible to receive Trade Readjustment Allowance (TRA) while part-time training cannot receive any TRA weekly income support.
- Maximum cap on training is \$24,000 these caps are inclusive of all planned costs (tuition, books, fee's, tools, subsistence & travel to training, if applicable). The \$24,000 does not belong to the worker but applied as needed to pay directly to training vendors.
- Approved training can include classroom, vocational, technical, on the job training or work based learning with an educational component.
- Maximum length of approved training up to 130 total weeks for an On-the-Job training 104 weeks.
- Training plans are not changed unless a determination is made that extenuating circumstances exist, then an amended can be done but the last 5 criteria above must be met.
- Daily/weekly/monthly updates with TCM must take place while in approved training.
- Copies of class schedules each semester must be furnished, along with a copy of your class schedule after the add/drop date.
- Copies of your grades must be furnished at the end of each semester upon receipt.
- Satisfactory progress must be maintained throughout the training duration.
- Subsistence- Supplemental assistance necessary to cover the costs of separate maintenance (such as rent, utilities and food) when the training facility is located outside the commuting area. These costs will vary, but are usually 50% the federal per diem rate for the area where your training is taking place.
- Travel Subsistence: If your training program is 40 or more miles one way from your home documented by an Internet search map quest, you may be reimbursed at the current federal rate per mile. Max payable per day is \$49.50
- *Credential earned at the conclusion of training must be submitted to the TCM upon receipt.*
- *If training is approved and the worker fails to complete without justifiable cause then the worker could be held responsible for repayment of all cost associated for classes not taken for the completion of the approved training.*

For additional questions pertaining to training please email your assigned Virginia Employment Commission (VEC) mailbox shown in the notification letter also found in the Benefit Rights paper work and ends in _____TradeQuestions@vec.virginia.gov