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## COMMUNIQUE

**DATE:** January 26, 2012

**TO:** Regional Workforce Board Executive Directors

**FROM:** Lois A. Scott, Workforce Program Support 

**SUBJECT:** Revised Petition Forms to File for Trade Adjustment Assistance

### **PURPOSE:**

To transmit Training and Employment Guidance Letter (TEGL) 14-11 that provides updated petition forms to be used beginning January 31, 2012.

### **BACKGROUND:**

The United States Department of Labor (USDOL) requires that a petition be filed and approved on behalf of a worker group in order to be covered and eligible to receive Trade Adjustment Assistance (TAA) benefits and services. Updated petition forms may be downloaded from the USDOL's website at <http://www.doleta.gov/tradeact/DownloadPetitions.cfm> and can be accessed in English and Spanish. An electronic version of the petition form has also been updated at <https://www.etareports.doleta.gov/petition/index.cfm?reset=true> to allow petitioners to file online for group eligibility for TAA benefits under the 2011 Amendments. The updated forms have been assigned the same identification numbers as current forms but contain the new title and the revision date (October 2011).

### **INSTRUCTIONS:**

Effective January 31, 2012, states must begin using the updated forms with revision dates identified in the attached TEGL 14-11.



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**ACTION REQUIRED:**

Regional Workforce Boards should review the information contained in the below link regarding the updated petition forms. The old forms will be obsolete after January 30, 2012 and, if used, will delay the investigative process.

Please ensure staff working directly with the program and other partners eligible to file petitions on behalf of a worker group are aware of this information.

**AUTHORITY:**

United States Department of Labor (USDOL)

**LINK:**

[http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=4665](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=4665)