

Rick Scott
GOVERNOR

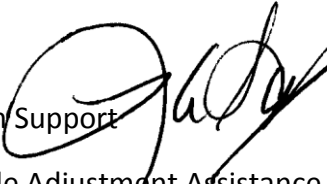


Jesse Panuccio
EXECUTIVE DIRECTOR

M E M O R A N D U M

DATE: March 6, 2015

TO: Regional Workforce Board Executive Directors

FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support 

SUBJECT: How-To Guide for Completing a Petition for the Trade Adjustment Assistance (TAA) Program and Partnering with Rapid Response Teams

Attached is a copy of Training and Employment Notice (TEN) 23-14 issued by the Employment and Training Administration “*How-To Guide for Completing a Petition for the Trade Adjustment Assistance (TAA) and Partnering with Rapid Response Teams to Improve the Quality of State-Filed Petitions*”. The notice is being transmitted to help partners better understand how to accurately complete petitions on behalf of worker groups.

Please share this notice with staff working directly with the TAA program and the Business Services Unit Representative(s) responsible for conducting Rapid Response Meetings.

If you have any questions, please feel free to contact Mershal Noble at (850) 921-3317 or via email at Mershal.Noble@deo.myflorida.com.

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Attachment: [How-To-Guide for Completing a Petition for the Trade Adjustment Assistance \(TAA\) Program and Partnering with Rapid Response Teams](#)

cc: Anita Richardson
TAA Coordinators
Rapid Response Coordinators

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