

Rick Scott
GOVERNOR




Cissy Proctor
EXECUTIVE DIRECTOR

MEMORANDUM

DATE: June 1, 2017

TO: Local Workforce Development Board Executive Directors

FROM: Tom Clendenning, Director of Workforce Services 

SUBJECT: New Trade Adjustment Assistance (TAA) Process and Employ Florida Codes

The Department of Economic Opportunity (DEO) has implemented a new process for ensuring the quarterly Trade Activity Participant Report and the Trade Adjustment Assistance Data Integrity report card capture certain TAA participant information. In order to ensure both federal reports capture Basic Trade Readjustment Allowances (TRA) payments received by the TAA participant prior to their enrollment in TAA-approved training or placement on a waiver of the training requirement, it is now a requirement to have a TAA program application recorded in Employ Florida along with a reportable service.

To support this process change, two recently created service codes are available in Employ Florida for the TAA program. The names and descriptions for the new codes are as follows:

- TR0 - Eligibility Review “Local TAA Coordinator Use”
- TR1 - Initial TRA Application Review/Determination “Central Trade Staff Only”

Additionally, the Notice of Trade Benefits contains updated language that instructs trade-affected workers to submit their TRA Application (DEO ETA 855) and Acknowledgement of TRA Eligibility Deadlines (UCB TRA 345) form directly to their local TAA Coordinator.

Therefore, during the first face-to-face meeting with the trade-affected worker, the local TAA Coordinator will be required to create a TAA program application in Employ Florida, review the trade-affected worker’s TRA Application for accuracy and record the new service code “TR0” under the TAA program application (with the same actual begin and end dates). Additionally, the local TAA Coordinator must submit the TRA Application and the Acknowledgement of TRA Eligibility Deadlines form to the Trade Program Unit via the TRA Mailbox at TRA@deo.myflorida.com.

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.

TC/omn

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