

## Trade Adjustment Assistance Job Search Allowances Application

Trade Act of 1974 as Amended by the Trade Act of 2002, 2009, 2015

### I. General Information

Participant Name _____	JS Application Start Date _____
State ID _____	JS Application End Date _____
Petition Number _____	JS Remaining Balance _____
2002, 2011, or 2015 Max. Allowance \$1250 <input type="checkbox"/>	JS App Deadline per Qualifying Separation _____
2009 Max Allowance \$1500 <input type="checkbox"/>	JS App Deadline per Petition Certification _____
	JS App Deadline per Training End Date _____

### II. Eligibility Criteria

- III.** You must be covered by a certified TAA Petition.
- IV.** You must apply and be approved for Job Search Allowances prior to commencing a job search activity and before incurring any expenses.
- V.** The job search activity must be 10 miles or more away from your residence (*as defined by Google Maps, Rand McNally and Yahoo Maps*).
- VI.** Suitable employment must not be available within a 10 mile radius from your home.
- VII.** You must be totally separated from employment with your Trade-affected company.
- VIII.** You must complete a Job Search Allowances application within
  - a. 365 days of petition certification;
  - b. 365 days of most recent qualifying separation; or
  - c. 182 days after conclusion of training.

### IX. Payment Criteria

1. Job Search Allowances include payments for travel costs, lodging, and meals.
2. Approvable Job Search Allowance amounts are as follows:
  - a. 2002, 2011, & 2015 Amendments – 90% of all reasonable and necessary expenses, up to \$1,250
  - b. 2009 Amendments – 100% of all reasonable and necessary expenses, up to \$1,500
3. Travel must be the least expensive method, for the shortest duration of time.
4. Lodging and meals will be paid up to *either* 50% of the federal allowable daily rate for the travel destination (<http://www.gsa.gov/portal/category/21287>) or the actual cost, whichever is less. (*only applicable if travel is over 50 miles one way*)
5. Only allowable job search activities (*as described in section IV*) will be reimbursed.
6. Job search activities must conclude 30 days after beginning.
7. You must provide all applicable and acceptable documentation (*as described in section V*), in order to receive payment.

### IV. Job Search Activity Definition

In reference to TAA Job Search Allowances, approved job search activities are:

1. Going to a job interview with a potential employer;
2. Making an in-person visit with a potential employer who may reasonably be expected to have openings for suitable work;
3. Completing a job application in person with a potential employer who may reasonably be expected to have openings for suitable work;
4. Going to a local AJC, copy shop, US Postal Service Office, or similar entity to print, copy, mail, email, or fax a job application, cover letter, and/or a résumé;

5. Going to a local AJC, public library, community center, or similar entity to use online job matching systems, including Jobs4TN, to search for job matches, request referrals, submit applications/résumés, and/or apply for jobs;
6. Using certified professional employment resources from a provider other than the AJC (*Example interview preparation meeting with a headhunter or private placement agency*);
7. Attending a job fair or professional association meeting (*for networking purposes*);
8. Going to a local AJC to use resources that may lead directly to obtaining employment, such as:
  - Obtaining and using local labor market information;
  - Participating in skills assessments for occupation matching;
  - Attending job finding clubs;
  - Participating in pre-vocational workshops, incl. soft skills, résumé writing, interviewing skills, etc.; or
  - Obtaining and following up on job referrals from AJC staff.

**9. Required Documentation for Reimbursement**

1. A copy of the approved Job Search Allowances Benefit Rights, Obligations, and Application.
2. A Job Search Activity Verification form, fully completed and signed by an authorized representative at the institution where a meeting takes place or services are sought (*Example: library attendant, AJC staff, employer, headhunter, etc.*);
3. Google Maps, Rand McNally, and/or Yahoo Maps driving directions (3 sources of mileage verification);
4. Travel receipts or estimates for transportation methods other than private vehicle (*Example: bus fare, airfare, etc.*);
5. Meal receipts; (*only applicable if travel is over 50 miles one way*), and
6. Lodging receipts (*only applicable if travel is over 50 miles one way*).

**10. Participant Attestation**

By signing below, I affirm the following:

1. I have read and understand the above terms.
2. I was afforded the opportunity to ask questions regarding Job Search Allowances and all of my questions were answered satisfactorily.
3. I understand that giving any false information or withholding information in order to obtain or increase benefits is **FRAUD** and can subject me to liability to repay overpayments, program disqualification, and criminal prosecution with penalties ranging from fines to up to 10 years imprisonment.
4. I understand that this job search application will expire on \_\_\_\_\_ and that any job search activities conducted after that date will not be covered.
5. I understand that upon expiration of this application, I can reapply for further allowances if my balance is not exhausted.
6. I will be responsible for submitting a completed and signed Trade Adjustment Assistance Job Search Activity Verification form, including all applicable and acceptable backup documentation (as described in section V), in order to receive payment.

I give this information to support my request for payment of a job search allowance under the Trade Act of 1974, as amended. The information contained in this request is correct and complete to the best of my knowledge. I understand that penalties are provided for willful misrepresentation made to obtain allowances to which I am not entitled.

\_\_\_\_\_

Participant Signature

\_\_\_\_\_

Date

\_\_\_\_\_

TAA AJC Representative Signature

\_\_\_\_\_

Date

**VII. Eligibility Determination (FOR C.O. USE ONLY)**

- 1. Is the applicant eligible for TAA? Yes No
- 2. Is suitable employment available within the commuting area? Yes No
- 3. Is the customer totally separated from employment with the Trade-affected company? Yes No
- 4. Is the Date of Request within: 365 days of most recent qualifying separation?  
365 days of petition certification? Yes No  
182 days after conclusion of training?

**VIII. AGENCY VERIFICATION OF JOB INTERVIEW**

- A completed Trade Adjustment Assistance Job Search Activity Verification Form
- A Letter from the Company Official verifying interview
- Phone conversation with the Company Official verifying interview
- Email from Company Official verifying interview

Per the Trade Act of 1974, as amended, the above-named applicant is  eligible  not eligible to receive Job Search Allowances for job search activities outside the commuting area (greater than 10 miles) within the specified date range.

Amount to be reimbursed \$ \_\_\_\_\_

\_\_\_\_\_  
TAA Coordinator/Merit Staff

\_\_\_\_\_  
Date

**APPEAL Rights** - You have the right to appeal this determination within 15 days from the date the notice is mailed. You may file an appeal by letter to the Appeals Tribunal, TN Department of Labor and Workforce Development, 220 French Landing Drive, Nashville, Tennessee 37243-1002, by Fax 615-741-8933, or you may file through the office that filed your request. Your Social Security Number must appear on all correspondence.

## **Guidance for Trade Adjustment Assistance Job Search Allowances Application.**

This form must be filled out for the worker to apply for job search reimbursement funds. It must be completed before the job search begins.

### Section I: General Information to be completed by TAA representative

1. Input name, State Id Number, Petition Number
2. Check box corresponding to which amendment the worker falls under
3. Enter the application start date (the day they apply for the job search)
4. Enter the day the job search application will end (30 days from the application start date)
5. Enter Job Search Allowance Remaining Balance, this will be \$1250/\$1500, depending on the petition, minus whatever has already been spent on previous job searches. (Amount spent on previous job searches can be found in the VOS on the TAA Budget Plan section of the previous 237 activity)
6. Enter application deadline per qualifying separation, application deadline per petition certification and application deadline per training end date. (all can be found on training application in VOS under TAA Calculations)

### Section II: Eligibility Criteria

1. Discuss with the worker the 6 eligibility criteria.

### Section III: Payment Criteria

1. Make sure the worker understands the 7 payment criteria listed in this section.

### Section IV: Job Search Activity Definition

1. Discuss with the worker the Activity Definition to ensure they understand what can be covered.

### Section V: Required Documentation for Reimbursement

1. Review with the worker the needed documents for submission for reimbursement after the job search has completed.

### Section VI: Participant Attestation

1. The expiration date in line 4 should be completed for you. (30 Day completion date) If not please indicate the 30 day deadline date here.
2. Have the worker read this section and ask if they have any questions.
3. Have worker sign and date it.
4. You sign and date it.

### Section VII: Eligibility Determination

1. This section is to be completed and filled out by the Central Office (C.O.)