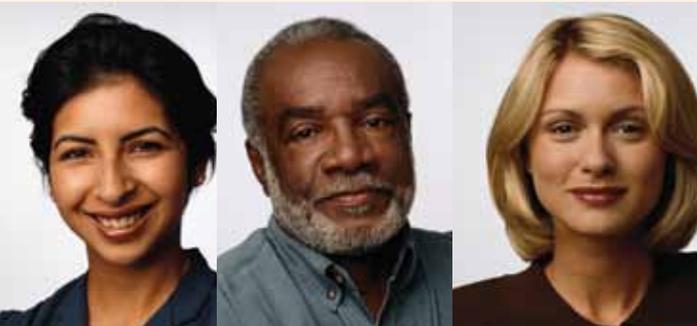


## AMERICAN JOB CENTERS

American Job Centers, sometimes known locally as One-Stop Career Centers or by a different name, are “full service” career centers. Services provided generally include:

- Information about employment and training opportunities
- Skills assessments
- Job placement
- Job counseling
- Other supportive services

It is important to maintain contact with local American Job Centers to meet required deadlines, ensure proper understanding of the rules, and receive guidance on benefits and services available to workers.



To find the nearest American Job Center, either call or visit:



**PHONE:**  
1-877-US2-JOBS  
1-877-889-5627 (TTY)



**WEB:**  
[www.servicelocator.org](http://www.servicelocator.org)

## CONTACT INFORMATION

For further information, please contact:



**U.S. Department of Labor**  
Employment and Training Administration  
Office of Trade Adjustment Assistance  
200 Constitution Ave, N.W., Room N-5428  
Washington, D.C. 20210



**PHONE:**  
1-888-DOL-OTAA (1-888-365-6822)  
1-202-693-3560



**FAX:**  
1-202-693-3584  
1-202-693-3585  
1-202-693-3586



**WEB:**  
To learn more about how to file a petition, locate a state or regional contact, check on the status of a petition, or to obtain more information on benefits and services, please visit our website at: [www.doleta.gov/tradeact](http://www.doleta.gov/tradeact)



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PATHWAYS TO CAREER SUCCESS



americanjobcenter

*Note: This brochure is intended as a general description and is not legally binding.*

EMPLOYMENT AND TRAINING ADMINISTRATION

## THE TRADE ADJUSTMENT ASSISTANCE PROGRAM

# GETTING Back to Work

AFTER A TRADE RELATED LAYOFF



*Trade Adjustment Assistance as expanded by the Trade Adjustment Assistance Extension Act of 2011*



**U.S. Department of Labor**  
EMPLOYMENT AND TRAINING ADMINISTRATION

## OVERVIEW AND PETITION PROCESS

The Trade Adjustment Assistance (TAA) Program is a federal entitlement program that assists U.S. workers who have lost or may lose their jobs as a result of foreign trade. This program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed.

The first step to receiving TAA benefits and services is to file a petition on-line or by mail with the U.S. Department of Labor (DOL). Petitions are available on-line and may also be obtained at American Job Centers. The petition may be filed by:

- Three or more workers in the same firm or subdivision;
- The workers' employer;
- A union official or other duly authorized representative of such workers; or
- American Job Center operators or partners (including state workforce agencies and dislocated worker units).

Upon receiving a petition, DOL initiates an investigation to determine whether the circumstances of the layoff meet the group eligibility criteria established by the Trade Act of 1974, as amended.

To learn more, please visit our website at [www.doleta.gov/tradeact](http://www.doleta.gov/tradeact).

## PROGRAM ELIGIBILITY

A petition identifies a worker group at a specific firm or subdivision and covers all individuals in that group. Generally, if a worker is laid off, a petition must be submitted within one year of the layoff for that worker to be covered by the petition and the certification if DOL grants the petition.

A group of workers may be eligible for TAA if their jobs are lost or threatened due to trade-related circumstances as determined by the DOL investigation. These circumstances may include:

- Increased imports of either articles or services;
- A shift in production to or an acquisition of services or articles from any foreign country by the worker group's company;
- An employer's loss of business from a customer with TAA-certified workers; or
- An employer is identified as trade-injured by the International Trade Commission (ITC).

After the investigation, DOL determines group eligibility to apply for TAA benefits and services. Workers in a certified group will be notified by their state, at which time they may apply for individual eligibility for benefits and services.

## BENEFITS AND SERVICES

If a worker is a member of a worker group certified by DOL, that worker may receive the following benefits and services at a local American Job Center:

<b>Employment and Case Management Services:</b>	Skill assessments, career counseling, supportive services, information on training, and more.
<b>Training:</b>	Up to 130 weeks of full-time or part-time training.
<b>Trade Readjustment Allowances (TRA):</b>	Up to 130 weeks of income support for workers enrolled in full-time training within 26 weeks of their trade-related layoff or certification, whichever is later.
<b>Health Coverage Tax Credit (HCTC):</b>	A tax credit covering 72.5% of the worker's monthly premium for qualified health insurance.
<b>Reemployment Trade Adjustment Assistance (RTAA):</b>	A wage subsidy for up to 2 years available to workers age 50 or over who are reemployed at annual wages of \$50,000 or less.
<b>Job Search Allowance:</b>	Reimbursement for job search costs outside the worker's local area.
<b>Relocation Allowance:</b>	Reimbursement for relocation costs for a job outside the worker's local area.

