Training Provider Overview
Trade Adjustment Assistance Program

The Trade Adjustment Assistance (TAA) Program is a federal entitlement program that assists U.S. workers who have lost 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. A key benefit of this program includes funding for job training.

The TAA program prohibits TAA trainees from directly or indirectly contributing towards the cost of training. This means that training related expenses are paid on behalf of the trainee directly to the provider by the Connecticut Department of Labor (CTDOL), via third party billing.

Your organization has been identified as a potential training provider to a trade impacted worker.

In order to complete the application process, you are being asked to provide information that will assist the CTDOL in the decision making process regarding this request.

If the request is approved and your organization is chosen to provide training services for the TAA client, you will receive an approval letter outlining the specific terms of the agreement. In addition, other forms and information will be needed throughout the duration of the program.

TAA forms and their purpose:

- **JS-52 - Training Application and Proposal**: This form is used to collect information such as the type, duration and estimated costs of training. The most accurate and complete information possible is very important because there are specific time and cost limitations imposed by the program. TAA clients must be approved before training begins and are not permitted to pay for training related expenses with personal funds.

- **Individual Course Outline**: This form is used to break out the training program by specific time periods (semesters, trimesters, summer, etc.), required and elective courses and the number of credits required to complete.

- **JS-52B – Training Progress and Attendance**: It will be necessary to obtain information from the training provider, such as test scores, grades instructor attestations and attendance reports at regular intervals to measure the student’s performance against pre-established benchmarks.

- **Agency Vendor Form (SP-26) and Taxpayer Identification Form (W-9)**: If new to doing business with the CTDOL, you will be required to fill out these forms in order to invoice and receive payment for services rendered. (An invoice may be submitted prior to the start of training; however, the earliest payment can be made for training related expenses, including tuition, is on the first day of classes.)

**Please Note**: Each TAA participant works with an assigned career counselor from their local Department of Labor office to help guide them through the entire training process. At times, it may be necessary for that counselor or a representative from the TAA Administration Unit to contact you regarding a specific issue or general follow-up information. Your cooperation in providing this information is appreciated.

Additional information about the TAA Program can be found at: [https://www.ctdol.state.ct.us/TradeAct](https://www.ctdol.state.ct.us/TradeAct) and [http://www.doleta.gov/tradeact/](http://www.doleta.gov/tradeact/)