



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.

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 Connecticut Department of Labor (CTDOL) in decision making process regarding the 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. Training related expenses are paid by the CTDOL directly to you with funds provided by grants from the US Department of Labor.

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 enrolled in training by a specific deadline date, so timely completion of this form is of the utmost importance and is very much appreciated.
- 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. Benchmarks are established at the beginning of a participants training plan to measure their academic performance and adherence to the projected timeframe of the plan. 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 these 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.

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 our central administration office to contact you for more detailed information regarding a specific issue or more general follow-up information. Your cooperation in providing this information is appreciated.

Additional information about the TAA Program can be found at: <http://www.doleta.gov/tradeact/>