



**TAA Handbook:  
A Customer's Guide to  
Trade Adjustment Assistance**

***For petitions numbered in the 81,000 series***

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## **Purpose**

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This document informs interested individuals about the Trade Adjustment Assistance (TAA) Program, the program benefits available, and the process for receiving such benefits in the State of Minnesota. It does not replace the federal law— Amendments to the Trade Act of 1974 enacted by the TAA Extension Act of 2011 for petitions numbered in the 81,000 series.

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## What is the Trade Adjustment Assistance Program?

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Trade Adjustment Assistance (TAA) is a federal program for workers threatened with job loss, working reduced hours, or actual layoff from a U.S. company due to:

- production of an article or delivery of a service was reduced due to foreign competition and/or imports;
- work shifted to a foreign country, or the article or service the workers supplied are being purchased by a company that is producing them outside the U.S.;
- production of the parts or services (i.e. testing, maintenance or transportation) being supplied to a company with TAA certified workers are reduced; and/or

The company can be a manufacturing firm, agricultural firm, service sector firm, supplier of component parts to a company affected by foreign competition, or a *downstream producer* related to the article or service affected.

The United States Department of Labor (DOL) certifies groups of workers from a given company or worksite for TAA purposes; then workers from certified sites may apply individually for specific financial and training benefits based on their needs. DOL requires that a significant number or proportion of workers to be adversely affected for the company to qualify for TAA certification.

The goal of the TAA program is to assist *adversely affected workers* in finding *suitable employment* as soon as possible.

In Minnesota, every customer of the TAA program is also a customer of the *Dislocated Worker Program*. This is because trade-related layoffs are a special sub-set of layoffs. Make sure you and your dislocated worker counselor work together over the phone or e-mail with the state TAA staff to receive the best possible package of appropriate benefits and services.

### “What Does that Mean?”

***Downstream producer*** means a firm that performs additional value-added production processes or services directly for another firm for articles or services with respect to the workers in the firm that became eligible for TAA benefits.

***Adversely affected worker*** means an individual who, because of lack of work in adversely affected employment, has been totally or partially separated from employment. A partially separated worker is one whose employer has reduced the individual’s hours of work to less than 80 percent of the individual’s original average weekly hours, resulting in new wages of less than 80 percent of the individual’s original wage.

***Suitable employment*** means full-time permanent work of equal or higher skill levels than the worker’s original employment, with wages no less than 80 percent of the worker’s original average weekly wages.

***The Dislocated Worker Program*** is a program that helps laid-off workers find suitable employment. You can find out more information at your local WorkForce Center and/or at [www.PositivelyMinnesota.com/dw](http://www.PositivelyMinnesota.com/dw).

## Who is Eligible for Benefits?

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An individual is eligible for TAA benefits if the individual belongs to a group of workers under a specific petition certified as TAA eligible by DOL. The approved petition contains an impact date and expiration date. The affected employer must indicate the eligible workers adversely affected on or after the impact date and prior to the expiration date of the petition.

## A Snapshot of Benefits

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Customers receive program benefits based on their individual circumstances and needs. TAA benefits for a given customer may include any or all of the following:

1. A weekly financial payment called *Trade Readjustment Allowance (TRA)*, which is an extension of Unemployment Insurance benefits;
2. *Employment and case management services* through a WorkForce Center or other appropriate service provider;
3. Financial assistance for *training* if suitable employment is unavailable (and under certain circumstances, *supplemental financial assistance* for transportation and subsistence expenses);
4. *Job search allowance* to assist you when looking for suitable employment outside the local area;
5. *Relocation assistance allowance* when you find suitable employment and need to move outside the local area;
6. *Health Coverage Tax Credit (HCTC)*, administered by the Internal Revenue Services (IRS), can pay 72.5 percent of the qualified monthly health insurance premium; and/or
7. If you are 50 or older, *Reemployment Trade Adjustment Assistance (RTAA)* is available when you obtain new employment that pays less than your previous (trade-affected) employment.

For details about each benefit, go to pages 7-15.

## Petition and Certification

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The submittal of a petition is the first step in obtaining TAA benefits. Workers, the employer, union representatives (or other duly authorized representatives), or the Minnesota Department of Employment and Economic Development (DEED) TAA Unit can file a *Petition for Trade Adjustment Assistance* with DOL. The petition and instructions are at [www.doleta.gov/tradeact/downloadpetitions.cfm](http://www.doleta.gov/tradeact/downloadpetitions.cfm) or 1-888-234-1330.

DOL investigates the petition, makes a determination, and then publishes a summary of the determination in the Federal Register and at their website:

[http://www.doleta.gov/tradeact/taa/taa\\_search\\_form.cfm](http://www.doleta.gov/tradeact/taa/taa_search_form.cfm) . The agency attempts to come to a determination within 40 calendar days of the petition’s submittal.

After a petition is certified, DEED’s TAA staff will contact eligible affected workers by certified mail. In the mailing, you will find a Trade Act Benefit Notice with information as to how to access the appropriate handbooks, application forms and other important program information.

TAA staff will hold meetings for larger layoffs (usually 20 or more). It is a very good idea to attend such meetings, when offered. If you are unable to attend a meeting or you are part of a smaller layoff, you can follow the instructions in this guide, work with your counselor and contact state TAA staff for individual assistance at 651-297-7543 or 1-888-234-1330.

You must meet with a counselor at a local WorkForce Center or other agency that receives Dislocated Worker Program funds, since your TAA benefits will complement Dislocated Worker Program services. To identify a counselor at your local WorkForce Center, go to page 27 in this guide or the website: [www.mnwfc.org/field/index.htm](http://www.mnwfc.org/field/index.htm).

## **Preparing to File for TAA Benefits**

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The goal of the TAA program is to assist you, our customer, in finding suitable employment as soon as possible (See page one for the definition of “suitable employment”.) We have an obligation to you, both as a customer and a taxpayer, to maximize your chances of meeting that goal. The information you provide on the application forms explains to us how you are going to reach this goal.

**Timeliness in filing application materials is important.** There are deadlines that apply to your ability to collect TRA; the financial benefit/the extended Unemployment Insurance. Generally, by 26 weeks after the petition’s certification date or your last day of full-time work (whichever gives you more time), you must either start full-time training or complete a waiver (See page six for more on Waiver of Training and the exceptions to this rule.)

If the company has already partially separated (reduced hours) or totally separated (laid off) you from employment, **then start with step 1. Start with step 2 below**, if you are an *incumbent adversely affected worker* (See page four for definition.) In this circumstance, you can start training before your last day of work.

1. If the company has partially separated or laid you off from employment, then **file for Unemployment Insurance**. This indicates to DEED’s TAA Unit that you are ready to begin full-time services under TAA.
2. **Call your local WorkForce Center** (See a list in the appendix) or the agency hired to work with you and your colleagues, tell the representative that you are eligible for TAA (if possible, provide the petition number), and ask to enroll in the Dislocated Worker Program.
3. **Meet with an employment counselor** as soon as you can. When you do:
  - a. Examine your needs.

- b. Begin discussing your *employment plan*.
- c. Discuss if you want to search for work or attend training.
- d. Determine if you and your counselor need to complete a Waiver of Training.
- e. Discuss how often you should meet with your counselor throughout this process.

**“What Does that Mean?”**

***Employment plan or an Individual Service Strategy (ISS):*** a written document outlining the steps you will take to find suitable employment as quickly as possible. You and your counselor complete and sign the plan.

***Incumbent adversely affected worker:*** your company has informed you in writing that they are laying you off and you are still working full-time.

- 4. **Update your résumé and upload it** to Minnesota Works at [www.MinnesotaWorks.net](http://www.MinnesotaWorks.net).
- 5. **Research the labor market** of the field(s) you want to work. Include this labor market information (LMI) in your TAA Training Application packet. Use this information to guide the development of your employment plan. *Please keep in mind TAA’s minimum requirement of five (5) percent growth in a field over the next two years before TAA will fund the training program.* Go to the appendix for a list of LMI resources.
- 6. **Conduct a work search** by identifying open positions in your field, applying for jobs, and completing the work search log. See an example of a work search log in the appendix.

*At this point, you may want to meet with your counselor to review information and next steps.*

- 7. If you need training (See page nine for more information), **conduct research on schools or programs you want to attend ensuring that they meet the minimum TAA employment growth criterion**, or identify an employer to do on-the-job training (OJT) or an apprenticeship opportunity.
  - a. If you enroll in a school training program, then do the following:
    - Apply to the program.
    - Collect information from the institution on the costs of tuition, fees, and required books, training tools and/or supplies.
    - Identify traveling distance from your home to school by printing a map from Google or another internet-mapping site.
    - Wait for your acceptance letter. The letter must state that the institution accepts you into the program you want to complete. If not, call the college/school to request such a letter.
    - If you need to complete prerequisite courses before entering your program, submit a letter from the school stating what courses you need to complete before you begin your program.

- b. If you are taking remedial training, then:
    - Include an acceptance letter or registration confirmation to the program, along with a list of courses and the costs of the program, books and supplies.
  - c. If you do an OJT or an apprenticeship, then submit following:
    - A letter from the company stating they will hire you for an OJT or apprenticeship. Make sure the letter includes a contact person, address and phone number. For OJT, the TAA Unit will contact the company to make arrangements. For an apprenticeship, it must be a registered program (see page 11 for information).
- 8. With your counselor, review your research**, discuss your employment plan, and start compiling your TAA Training Application packet. Additionally, at this meeting:
- a. Finalize and sign your employment plan. Make a copy for your TAA Training Application.
  - b. Discuss if you need a Waiver of Training, if you have not done so already.
  - c. Review the application checklist.
  - d. Review the TAA and TRA applications.
- 9.** Complete the TAA and TRA applications. Make sure you sign and date them.

## **What to Include in the TAA Training Application Packet**

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Compile your TAA Training Application packet. The appropriate forms are available online. You **MUST** include the following materials in your packet before the TAA Unit will review your plan for approval:

1. The TAA Training Application
2. The TRA Application (*you do not need to include TRA application if you are going to school part-time as defined by the institution you are attending, doing an OJT, or undertaking an apprenticeship*).
3. A copy of your résumé
4. Labor Market Information research (ensuring that you are meeting the five percent growth criterion.)
5. A copy of your Employment Plan
6. Copy of the acceptance letter or company letter for an OJT/apprenticeship
7. Information from the school on the program courses, required tools and/or supplies, and costs of tuition, fees, and required books, supplies, and tools.

8. Are you traveling over 50 miles one-way for training? If yes, include a map showing your route and the distance.
9. A Waiver of Training if you will not meet the TRA deadline.

Mail the items as one packet to:

Trade Adjustment Assistance  
MN Dept. of Employment and Economic Development  
1<sup>st</sup> National Bank Building  
332 Minnesota Street, Suite E200  
St. Paul, MN 55101

Or scan a copy of your packet and email it to:

[deed.taa@state.mn.us](mailto:deed.taa@state.mn.us)

Questions? Then, call: 1-888-234-1330 or 651-259-7543

Once TAA staff receives all required materials, we will review your application and contact you (usually by email) regarding your benefits.

## **Waiver of Training**

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The waiver allows you to receive 26 weeks of “basic” TRA (see TRA section below for more detail on the duration of basic and other types of TRA) in the absence of any other form of Unemployment Insurance.

Pursuant to the TRA deadline, a TAA participant must file a Waiver of Training by the end of the 26<sup>th</sup> week after the certification date of the petition, OR the end of the 26<sup>th</sup> week from the last day of work at the company or the point of being partially separated, whichever is later. As of that deadline, you must start full-time training or complete a Waiver of Training. Otherwise, your TRA benefits will end.

Ask your employment counselor to assess your situation for a Waiver of Training. You and your counselor will need to sign and date the form before the deadline. Once signed, send the Waiver of Training to the TAA Unit immediately for approval.

You must meet one or more of the conditions to qualify for a waiver:

- Your health prevents you from participating in training. However, you are required to actively search for work, and you cannot refuse work under unemployment compensation laws.
- You must delay your training. For example, your last day of work was in winter or mid-spring, and the training starts in the fall.

- You are unable to obtain the training because of its unavailability either because it is not provided or it is provided but at an unreasonable cost. Alternatively, training funds are not available under TAA or other Federal programs.

For all the conditions listed above, you must be actively looking for work, unless you are 30 business days from being in the classroom under TAA approved training.

A Waiver of Training is effective for six months from the issued date. You and your counselor must review the waiver at least once within the first 90 days and monthly thereafter. Failure to review the waiver could be a reason to revoke it, resulting in loss of future TRA payments. Your counselor needs to make a note of the review in DEED’s statewide database. This informs the TAA Unit that the review has occurred.

PLEASE NOTE: A WAIVER OF TRAINING TERMINATES WHEN BASIC TRA ENTITLEMENT IS EXHAUSTED.

## Benefit Details

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### 1. Trade Readjustment Assistance

PLEASE NOTE: There is a separate on-line handbook for the Trade Readjustment Assistance (TRA) program. The following is a summary of TRA:

*What is TRA and who is eligible?*

TRA is the income support available to adversely affected workers eligible for TAA benefits and either (a) participating in full-time training or (b) submitting a Waiver of Training approved by TAA. For customers participating in part-time training (as defined by the school/program you are attending), the TRA benefit is not available. Unemployment Insurance benefits supersede any TRA benefits to which an individual might be entitled.

TRA benefits you can qualify to receive are:

- Up to 52 weeks of *basic* TRA, reduced by the number of weeks you receive Unemployment Insurance and the number of weeks you receive federal and/or state extensions of Unemployment Insurance payments.
- Up to 65 weeks of *additional* TRA for participants in full-time TAA-approved training. Waivers of Training are not allowed under additional TRA. You have 91 weeks to collect additional TRA, which allows for 13 weeks of breaks in your training schedule. During the break periods that exceed 30 academic days, you are not paid additional TRA.
- Up to 13 weeks of *completion* TRA may also be available if the 13 weeks are necessary for you to complete the training and you have substantially met the *performance benchmarks* established as part of your training plan .

### **“What Does that Mean?”**

**Performance benchmarks:** *To be eligible for completion TRA, your counselor will evaluate and document your satisfactory progress towards two benchmarks at intervals of no more than 60 days. The evaluation will determine whether you are:*

- 1. Maintaining satisfactory academic standing (not on probation or determined to be “at risk” by the instructor or training institution), and*
- 2. on schedule to complete training within the timeframe identified in the approved TAA Training Plan.*

To be eligible, you must have a layoff date (or date when you first worked on a reduced work schedule) on or after the petition’s impact date, and before the petition’s expiration date, usually a period of about three years. In addition, you need to:

- Demonstrate you have worked at least 26 weeks over the past year at the company at wages of \$30 or more a week, counting backwards from the week you were adversely affected. You can use up to seven weeks of certain employer-authorized leave and up to 26 weeks of disability leave compensated under a workers' compensation law toward meeting this wage-qualifying requirement.
- File a TAA Training Application packet and include a TRA application in the packet.
- Exhaust your regular Unemployment Insurance benefits.
- Submit a Waiver of Training or enroll in a full-time training program approved by TAA staff by the end of the 26 week after the petition’s certification or your lay off date.
- You are considered to be participating in TAA-approved training 30 days before you begin your training. If you are more than 30 days away from the start of the training or on a break from training for longer than six weeks, you must participate in a systematic work search.

*Can I receive TRA payments while on a scheduled break from training?*

You can collect TRA benefits during scheduled breaks in training that are no longer than six weeks.

*How much is the TRA payment?*

Your TRA benefit amount will be equivalent to your Unemployment Insurance amount when the company initially laid you off or partially separated you from employment.

*Will working part-time (i.e. less than 32 hours) affect the TRA payment amount?*

If you are participating in TAA approved training full-time and earning equal to or less than the weekly benefit amount from continued part-time employment, your TRA benefit amount will not be reduced.

*How do I apply for the TRA benefit?* The process is:

1. You complete the TAA Training application packet. Include the TRA application and a waiver, if needed (see waiver requirements on page six), by the 26-week deadline.
2. TAA staff will review your application and forward your information to TRA staff.
3. TRA staff will determine your eligibility for TRA benefit payments.
4. You will receive a letter from TRA staff about your determination.

5. If approved, TRA staff will provide you with a guidebook on how to request TRA benefit payments.

To learn more, read the handbook specifically on TRA. You can find this at the State of Minnesota's TRA webpage at [www.PositivelyMinnesota/applytaa](http://www.PositivelyMinnesota/applytaa) .

## 2. Employment and Case Management Services

*Who is eligible and what are the requirements?*

In Minnesota, counselors give case management services to workers threatened with layoffs, working reduced hours, or fully laid off. You receive case management services from either your local WorkForce Center or a selected service provider identified through the Dislocated Worker Program. To qualify for all TAA benefits, you must meet with a counselor to create an employment plan and (if necessary) complete a Waiver of Training.

*What services are available?*

Case management services you can receive, but are not limited to, are:

- career counseling;
- assessment of your skills and interests;
- development of a personalized employment plan that identifies goals and appropriate training opportunities;
- assistance with finding training information application requirements;
- access to statistics on labor market areas;
- access to information on how to apply for financial aid;
- access to workshops on interviewing, résumé writing, and on other employability enhancement skills; and/or
- access to information on supportive services such as child care, transportation, housing assistance, and needs-related payments.

*How do I access Case Management Services?*

1. Identify your dislocated worker service provider (see page twenty-seven) or go to the website: [www.mnwfc.org/field/](http://www.mnwfc.org/field/).
2. Contact the service provider, tell the representative that you are eligible for TAA (provide the petition number if possible), and request enrollment in the Dislocated Worker Program.
3. Bring this guide to your meeting to discuss the TAA application process.

## 3. Training

*Who is eligible and what are the requirements?*

Training is for workers threatened with layoffs, working reduced hours, or fully laid off. TAA will pay for training, if you meet the following general requirements:

- No suitable employment (as defined on page one) is available in your field;
- The training is available;
- You qualify for enrollment;

- You will benefit from the training;
- There is a reasonable expectation you will gain employment after the training.
- The training is available at a reasonable cost. If TAA staff determines the cost not to be reasonable, we may recommend other non-personal funding sources (e.g., Pell Grants). We will not require you to use such funds as a condition for approval. However, you may voluntarily agree to use such funds to help defray training costs when they exceed what we consider a reasonable amount. NOTE: You cannot use your own resources to reduce the cost of training and still qualify for TAA.

You can enroll in training as a part-time or full-time student (as defined by the school/program you are attending) to improve your marketable skills. If you attend part-time, you are not eligible for TRA. Generally, a training institution defines full-time as taking at least 12 credits or its equivalent in a semester/quarter.

*What types of training will TAA pay for?*

- Programs at an accredited institution of higher education
- OJT opportunities
- Apprenticeship programs
- Customized employer-based training
- Prerequisite coursework
- Remedial education
- WorkForce Investment Act (WIA) certified training
- Any training paid for by federal or state programs other than TAA

*How long do I have to complete training?*

You have up to 130 weeks to complete your training plan (including remedial and prerequisite coursework). Minnesota has instituted a “soft cap” of 104 weeks to complete training; a training plan that exceeds 104 weeks would need additional justification for an approval. Scheduled breaks between semesters or quarters are not counted. For OJT, you have up to 104 weeks.

*Who pays for training, and how?*

The State of Minnesota makes payments on your behalf directly to the training institution. The TAA program will pay for tuition, fees, and required books, supplies, and tools needed to complete the coursework. TAA program will also reimburse your OJT employer in accordance with the contract that both the state and the employer signed.

### **Programs at accredited institutions—vocational programs, higher education, and training certifications**

TAA approves the following types of training programs:

- Programs at the Minnesota State Colleges and Universities System (both two year and four year institutions) and the University of Minnesota (all branches). You can research programs offered through the Minnesota State Colleges and Universities System by going to their webpage at [www.mnscu.edu/index.php](http://www.mnscu.edu/index.php).
- Programs provided by providers that are registered, licensed, or exempt from registering with the Minnesota Office of Higher Education or with another state agency as required

by state law. You can find Minnesota information at [www.ohe.state.mn.us/index.cfm](http://www.ohe.state.mn.us/index.cfm) under the Licensure and Registration tab. (Please note: Appropriate higher education agencies in other states are responsible for training programs in their respective jurisdictions.)

- WIA Certified Training: information on this training is available at [www.iseek.org](http://www.iseek.org). WIA Certified programs have a “WIA” symbol. You are not required to enroll in WIA certified training, but you may find a WIA training opportunity that meets your needs. Programs that are WIA certified automatically meet the registration/licensure requirements of the Minnesota Office of Higher Education.

### **On-the-Job Training (OJT)**

TAA approves OJT when the training:

- Leads to suitable employment with the employer (as defined on page one);
- Is compatible with your skill level and work experience;
- Includes a curriculum that gives you knowledge and skills for proficiency in the job;
- Can be measured by benchmarks indicating you are gaining such knowledge and skills;
- Is only for the time required for you to be proficient in doing the job (not to exceed 104 weeks); and
- Is for a job that is different than the one from which you were laid off.

You are NOT eligible for TRA when participating in OJT. TAA will reimburse the company in monthly payments in accordance with the signed contract (not to exceed 50 percent of your wage rate excluding any overtime). The company must meet specific labor standards (e.g., consistency with collective bargaining agreements).

To apply for OJT,

1. You need to identify a company that provides OJT and they offer you a job.
2. You need to inform the state TAA staff. Provide a letter from the company, which states who to contact at the company.
3. TAA staff will contact the company to determine if the OJT qualifies.
4. After approval, TAA staff will enter into a contract with the company.

### **Apprenticeships**

TAA can pay for registered apprenticeship programs. Companies employ apprentices at the start of their apprenticeships and have them work through a series of related instruction. TAA funds can pay for expenses related to instruction, tools, uniforms, equipment, and/or books. Often apprentices earn an income; because of this, they may not be able to access TRA. However, for applicants who qualify, RTAA benefits (see page fourteen) are still available. To learn more about apprenticeship programs, go to [http://www.doleta.gov/OA/eta\\_default.cfm](http://www.doleta.gov/OA/eta_default.cfm).

### **Remedial and Prerequisite Coursework**

Remedial education allows you to complete your General Education Development credential; take basic refresher courses such as reading, writing, or mathematics; or take courses to improve your English skills. Prerequisite courses are courses a college or training program requires you to complete before entering your degree program.

Work with your WorkForce Center counselor to determine if you need remedial education, and work with your school/college to determine any prerequisites.

Do the following within your TAA Training Application packet for remedial and/or prerequisite training:

1. Complete all training questions on the application, including the section on remedial and/or prerequisite education.
2. Include in your application packet information from the organization including the course names, training period, and costs for tuition, fees, supplies, and tools.
3. For remedial education, include a copy of your acceptance letter or registration confirmation into the training. For prerequisite courses, submit a letter from the school listing the courses they require of you.

### **Supplemental Assistance to Attend Training**

Supplemental financial assistance is available to TAA participants for transportation and subsistence expenses **when the one-way commuting distance from home to school is over 50 miles.**

In order to request this benefit:

1. On the TAA Training Application, answer the question on the distance you will travel to and from training.
2. With your application, submit a map from a web program, such as Google map, showing the route and distance.

TAA staff will review this information and determine if you qualify. If you do, you will receive a contract that you need to sign and return to us. After that, you will complete forms to request supplemental assistance for the days you attend training.

## **4. Job Search Allowance**

*What will this allowance pay for and how much can I receive?*

The job search allowance covers 90 percent of travel expenses necessary to do a job search 50 miles from your home for suitable employment. One or more trips are permissible, as long as you can justify each one. The total maximum allowance one customer can receive, regardless of the number of trips, is \$1,250.

*What are the eligibility requirements?*

- You have completed your last day of work at the company.
- You demonstrate that you cannot secure suitable employment (as defined above) within a reasonable commuting area from where you live.
- You have arranged bona fide interviews with company representatives in the location where you are conducting a job search.

*What is the deadline?*

The deadline to apply for the benefit is no later than 365 days (1 year) after the date of company petition certification or after your last day of work, whichever is later. If you have attended training, the deadline is no later than the 182nd day after your last day of training

### *How do I apply?*

1. Contact the TAA Unit **before** your interview to obtain instructions and to request the Job Search Allowance Form.
2. Submit the following documentation to the TAA Unit **before** you leave:
  - A plan outlining your job search interviews, including a list of contact names and phone numbers for scheduled informational and/or job interviews.
  - Labor market information and/or other documentation showing suitable employment **is not** available within 50 miles from your home.
  - Labor market information and/or other documentation showing suitable employment **is** available in the area where you are searching. A letter, e-mail, or similar documentation showing you have a job interview for a position that meets TAA standard for suitable employment, along with the job description, will suffice.
3. TAA staff will review your request and determine if you are eligible.
4. After receiving approval from TAA staff, conduct your travel.
5. After you return from your trip, you will need to submit:
  - A completed job search allowance form;
  - Evidence you met with a potential employer(s) or had a job interview. A business card from the individual(s) will suffice; and
  - Travel expense receipts for reimbursement. TAA will reimburse for expenses up to the per diem rates set by the U.S. General Services Administration. This information is available at [www.gsa.gov](http://www.gsa.gov) (search for per diem rate).

## **5. Relocation Allowance**

### *What will this allowance pay for and how much can I receive?*

The program will cover 90 percent of all reasonable and necessary expenses to relocate you, your family, and household effects. Additionally, a lump sum equal to three times your average weekly wage, up to a maximum of \$1,250, is available.

### *What are the eligibility requirements?*

Applicants must meet all of the following requirements:

- Ability to show employment is not available locally;
- Completion of the last day of work at the company listed on the petition;
- Offering of suitable employment within the United States more than 50 miles from the applicants' current homes;
- Duration of the new employment is not temporary.

### *What is the deadline?*

The deadline to apply for the benefit is 425 days after the petition was certified or after your last day of work, whichever date is later. The deadline to move to the new location is 182 days after the initial application.

If you have attended training, the deadline to apply for the benefit and to move is 182 days after your last day of training.

*How do I apply?*

You follow the following steps:

1. Contact TAA staff **before** you move and **before** you hire a moving company.
2. TAA staff will send you relocation allowance forms.
3. Complete the forms, attach the required documentation (i.e. copies of three moving company bids and receipts for travel), and return the forms. TAA will reimburse for travel expenses up to the per diem rates set by the U.S. General Services Administration. This information is available at [www.gsa.gov](http://www.gsa.gov) (search for per diem rate).

## **6. Health Coverage Tax Credit**

*What is the Health Coverage Tax Credit (HCTC)?*

HCTC is a federal tax credit covering the costs you pay for qualified health care insurance. The credit covers up to 72.5 percent of a monthly health insurance premium. Eligible individuals can receive the HCTC as a monthly supplement or as a yearly tax credit. For more information, contact the IRS at 1-866-628-4282 or TDD/TTY 1-866-626-4282, or go to the IRS Web site at [www.irs.gov](http://www.irs.gov) (IRS keyword: HCTC).

*How do I apply for HCTC benefit?*

You complete the following steps:

1. Complete the TAA Training Application packet.
2. TRA staff will review your eligibility.
3. TRA staff will send your contact information to Internal Revenue Service.
4. The IRS will send you the HCTC application.

## **7. Reemployment Trade Adjustment Assistance (RTAA)**

*What is RTAA?*

RTAA assists adversely affected workers age 50 or older who obtain new employment that pays less than their previous (trade-affected) employment.

- RTAA pays 50 percent of the difference between the worker's wages at the time of the qualifying separation and the worker's wages from new employment.
- The program will pay RTAA benefits for a period of up to two years beginning on whichever is earlier: (a) the date of exhaustion of eligibility for Unemployment Insurance benefits based on the separation from trade-affected employment, or (b) the date the worker obtains new employment.
- RTAA benefits may not exceed the maximum of \$10,000 in an eligibility period.
- RTAA participants may be eligible for the HCTC.

Workers who are interested in the RTAA program should take advantage of all available reemployment services offered by the Dislocated Worker Program. If a worker pursuing RTAA is not able to obtain new employment after a qualifying separation, the worker must contact TAA staff to consider other benefit options, including training.

*What are the eligibility requirements?*

You:

- Received a determination letter from TAA staff indicating eligibility for TAA benefits;
- Are at least 50 years of age and:
  - a. If enrolled in full-time TAA approved training, are employed at least 20 hours per week; OR
  - b. If **not** enrolled in TAA approved training, a company has reemployed you full-time (at least 32 hours per week). You can combine part-time jobs to achieve full-time employment.
- Are not employed by your former employer in which the TAA petition was certified.
- Are not going to earn more than \$50,000 each year in the new employment.

*If I receive TRA , can I still participate in RTAA?*

Yes, you can. Your RTAA benefits will be:

- RTAA pays up to a maximum of 50 percent of the difference between your wages at the time of the qualifying separation and your wages from new employment.
- RTAA benefits may be paid for a period of up to two years following the date you obtain new employment **reduced by** the total number of TRA weeks received.
- RTAA benefits will be reduced by all TRA benefits received during the RTAA eligibility period.
- RTAA participants may be eligible for HCTC.

*How do I apply for RTAA?*

1. After you obtain re-employment, contact TAA staff to receive the RTAA application.
2. Complete the RTAA application and return it to the TAA office for approval.
3. We will forward the application to TRA staff for review.
4. You will receive a RTAA determination by mail from TRA staff.
5. If approved, you will receive forms and instructions on how to request payment.

## **Immigration Status**

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Non-citizens must maintain their “authorization to work” status throughout their TAA participation. Your local dislocated worker counselor is responsible for ascertaining such eligibility by gathering, reviewing, and maintaining information related to I-9 form completion. Federal law allows only individuals eligible to work in the United States admission into the TAA and Dislocated Worker Programs.

Local staff will note expiration dates of all appropriate documentation and will follow up with you as authorizations end. You are responsible for obtaining appropriate renewals. Local staff will immediately exit customers without up-to-date authorizations from TAA and Dislocated Worker Programs.

## **Complaint/Appeal Process**

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If your TAA complaint originates at the local level (e.g., your dislocated worker counselor’s actions), then you are to file that complaint at that level. If the local provider fails to issue a decision within sixty calendar days or if you disagree with that decision, you have thirty calendar days to appeal to state-level TAA staff. If the State fails to issue a decision within sixty calendar days or you are dissatisfied with the State’s decision, you may appeal to the U.S. Department of Labor within thirty days.

If your TAA complaint originates at the state level (e.g., you have an issue with TAA staff), then you may initially file the grievance at that level. You may appeal to the U.S. Secretary of Labor if the complaint has not been resolved at this level, or if the State fails to issue a decision to you within sixty calendar days.

### **State Level Decisions/Appeals**

Trade Adjustment Assistance  
Workforce Development Division  
Minnesota Department of Employment and Economic Development  
First National Bank Building  
332 Minnesota Street, Suite E200  
St. Paul, Minnesota 55101-1351

### **Secretary of Labor’s Address**

Secretary  
United States Department of Labor  
Washington, D.C. 20210  
Attention: ASET

A copy of an appeal to the federal level should also go to the following:  
Nicholas Lammers, Acting Regional Administrator  
U.S. Department of Labor  
230 South Dearborn Street  
Chicago, Illinois 60604

## *Specific Complaint/ Appeal Policy and Procedures*

You must file a program complaint within one year of the alleged occurrence.

### **Step 1: Informal Resolution (local or state level)**

We will attempt to arrive at an informal resolution to the complaint.

- Upon an initial receipt of an oral or written complaint, the TAA program (at the local or state level as appropriate) will designate an impartial member of its staff to meet with you and/or your representative in person or by telephone to discuss the issue. We will begin this informal resolution before the formal filing of a written complaint. (Note: There is a different complaint procedure if you have a discrimination complaint. Please note below.)
- Although you are encouraged to attend this meeting, your failure to do so does NOT preclude your right to request a hearing on the subject.
- If there is a mutually satisfactory resolution to which all parties agree, the staff member will write a brief report for the file stating the issues and the resolution. The TAA program staff will then consider the matter closed.
- If the informal procedure does not result in a resolution to which all parties agree, the TAA program staff will provide you with a hearing upon your request within sixty calendar days. You must submit the grievance in writing (Step 2) to the local program's complaint officer (in the case of a local program) or to the State TAA office (in the case of a grievance with a state decision). Your counselor will provide you with the name of the local program's complaint officer.. As indicated above, the State TAA office is located at 332 Minnesota Street, Suite 200E, St. Paul, MN 55101.

### **Step 2: Formal Written Complaint (local or state level)**

The written program complaint must contain the following information:

- Your name, address, and phone number;
- Basis for the complaint;
- Brief written statement of the allegations, including the date of any relevant incidents; and
- Your signature and the current date

Please send the complaint to either the local or the state office as appropriate.

If you are unable to provide a written statement, we will offer you an alternative method of obtaining written documentation. This may include assistance by program staff or a by the proxy you designate.

### **Step 3: Local Decision (if appropriate)**

Local program staff must give you a decision within sixty (60) days of the date the complaint was filed.

- Upon your request, we will provide for you an impartial hearing officer within the sixty (60) days allowed for resolution.
- We will provide for you a hearing that will be free of unnecessary technicalities and will be as flexible as the circumstances allow.
  - We will use due process to ensure a fair and impartial hearing;
  - The hearing officer will begin the hearing by summarizing the record, the issues, and the manner in which the hearings will be conducted, ensuring that everyone involved understands the proceedings. The hearing officer may take testimony under oath or affirmation to assure the truthfulness of the hearing.
  - The burdens of proof will be reasonable, flexible, and depend upon the circumstances of the case involved.
- We will send hearing information to you consisting of the following:
  - Date, time, and location of the hearing;
  - Name and address of the hearing officer;
  - The purpose of the hearing and a statement of the issues;
  - The necessity of attending the hearing and the disadvantages of not attending;
  - Your rights in the process, including the rights to present testimony, to bring witnesses and records, to have counsel, and to present oral arguments;
  - Advice about obtaining further information or assistance;.
- You have the right to have the hearing in a location accessible to you
- You have the right to withdraw the hearing request in writing before the scheduled hearing.
- You have the right to request a change in the date of hearing.
- You have the right to receive a written decision.
- You have the right to appeal the decision within sixty (60) calendar days after receiving the decision
- You have the right to appeal a non-decision within sixty (60) calendar days after the conclusion of the hearing

#### **Step 4A: Appeal from Local Decision**

If your TAA complaint has not been resolved at the local level, TAA staff at the Minnesota Department of Employment & Economic Development (DEED), upon receiving your appeal, will review the complaint documentation and will conduct an investigation. TAA staff will obtain a complete copy of the complaint file and a copy of any hearing decision. Upon completion of its investigation, DEED TAA staff will offer a resolution to you.

- You may file an appeal with the state TAA office if:
  - You are dissatisfied with the local TAA decision;
  - The local office failed to provide a decision to you within sixty (60) days of the complaint filing date
- You must include the following on all appeals to the state TAA office:
  - Your name, telephone number, and address;
  - Name and address of the office against whom the complaint is being made; and
  - A clear and concise statement of the facts, including pertinent dates, that make up the alleged violation.

You are to send the appeal to the TAA office at the address on page 16.

#### **Step 4B: Complaint at the State Level**

State TAA staff must give you a decision within sixty (60) days of the date the complaint was filed.

- Upon your request, we will provide for you an impartial hearing officer within the sixty (60) days allowed for resolution.
- We will provide for you a hearing that will be free of unnecessary technicalities and will be as flexible as the circumstances allow.
  - We will use due process to ensure a fair and impartial hearing;
  - The hearing officer will begin the hearing by summarizing the record, the issues, and the manner in which the hearings will be conducted, ensuring that everyone involved understands the proceedings. The hearing officer may take testimony under oath or affirmation to assure the truthfulness of the hearing.
  - The burdens of proof will be reasonable, flexible, and depend upon the circumstances of the case involved.
- We will send hearing information to you consisting of the following:
  - Date, time, and location of the hearing;
  - Name and address of the hearing officer;
  - The purpose of the hearing and a statement of the issues;
  - The necessity of attending the hearing and the disadvantage of not attending;
  - Your rights in the process, including the rights to present testimony, to bring witnesses and records, to have counsel, and to present oral arguments;
  - Advice about obtaining further information or assistance.
- You have the right to have the hearing in a location accessible to you
- You have the right to withdraw the hearing request in writing before the scheduled hearing.
- You have the right to request a change in the date of hearing.
- You have the right to receive a written decision.
- You have the right to appeal the decision within sixty (60) calendar days after receiving the decision
- You have the right to appeal a non-decision within sixty (60) calendar days after the conclusion of the hearing

#### **Step 5: Federal Appeal with the U.S. Secretary of Labor**

You can appeal to the United States Secretary of Labor if the State fails to issue a decision within sixty (60) days from the receipt of the appeal or from the receipt of the original complaint (as appropriate), or if you wish to appeal an adverse decision. You must file such an appeal with the U.S. Secretary of Labor within sixty (60) days of receipt of an adverse decision or in the case of a State non-decision within one hundred and twenty (120) days after filing the original complaint with the State. You must appeal to the U.S. Secretary of Labor by certified mail, return receipt request to the addresses listed above.

## **Discrimination Complaint Procedures**

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It is the policy of DEED to assure nondiscrimination and equal opportunity in the operation and administration of all programs, services, and activities. Federal law prohibits discrimination based on race, color, religion, gender, national origin, age, disability, political affiliation or belief and for beneficiaries only, based on either citizenship as a lawfully admitted immigrant authorized to work in the United States or participation in any Trade Adjustment Assistance (TAA) financially assisted program or activity. Additional prohibited factors under Minnesota state law include marital status, sexual orientation, creed, or status concerning public assistance. If you feel that you or any specific class of individuals has experienced or is experiencing prohibited discrimination, you have the option of filing a complaint with the TAA program provider or directly with the Civil Rights Center (CRC).

If you feel that you are a victim of discrimination, you may file a complaint in any of the following categories:

- Individual Complaint: filing by one individual alleging that the person has been or is being subjected to discrimination;
- Class Action Complaint: filing by one or more individuals alleging discrimination not only against themselves, but also against a group of similarly situated (must have the signed consent all of individuals in the complaint);
- Third Party Complaint: filing by a group or individuals alleging discrimination against another group or individual (must have the signed consent of all individuals in the complaint)

### *Specific Discrimination Complaint Policy and Procedures*

#### **Step 1. Verbal Complaint (Local or state level)**

Upon receipt of your verbal complaint of discrimination, local or state TAA staff will advise its Equal Opportunity Officer (EEO). The EEO will review the submitted allegation and, if appropriate, inform you that you must put your complaint in writing in order to proceed to the next step.

#### **Step 2. Written Complaint (Local or state level)**

If advised to make a written complaint, please observe the following process:

- You must file the complaint in writing within one hundred and eighty days (180) days of the alleged violation. The Civil Rights Center (CRC) of the United States Department of Labor can extend the one hundred and eighty (180) day time limit for good cause as demonstrated by you.
- If you cannot provide a written statement, we will provide an alternative method of obtaining written documentation, which may include assistance by TAA agency staff or by one of your representatives.
- If you are filing the complaint at the local level, the local EEO will send a copy of the complaint to the EEO at DEED.

- You must supply the following information in the written complaint:
  - Your name, address and phone number or another means of contacting you;
  - The individual/entity you allege is responsible for the discrimination;
  - A written statement of the allegations in sufficient detail to determine whether:
    - ✓ The complaint is covered as applicable under CRC's or another jurisdiction and whether these other proceedings have commenced or been concluded, including dates, authorities and other pertinent information;
    - ✓ The complaint is timely filed;
    - ✓ Complaint has apparent merit (Apparent merit means that the allegation of discrimination, or complaint, if proven to be true, would violate the law.)

You may file a complaint with:

- Local TAA Program Provider; or
- Judy Teske, Equal Opportunity Officer  
 Workforce Development Division  
 Minnesota Department of Employment and Economic Development  
 First National Bank Building  
 332 Minnesota Street, Suite 200E  
 St. Paul, Minnesota 55101 – 1351  
 Voice: 651-259-7585  
 Fax: 651-215-3842  
 TTY: 651-296-3900  
 E-mail: Judy.Teske@state.mn.us

or directly with the

- Director of the Civil Rights Center  
 200 Constitution Avenue NW  
 Room N-4123  
 Washington, D.C. 20210

If you wish to file your complaint with the program provider (local or with the state), please allow ninety (90) days to process the complaint. Please note that the State EEO will refer a state-filed complaint back to the local level for complaints best handled there..

### **Step 3. Local Review (if appropriate)**

Upon receipt of a written complaint, the local EEO will send you an Initial Written Notice containing the following:

- An acknowledgement that the local level has received the complaint;
- A list of your issues and for each issue a statement as to whether the local level will accept the issue for investigation or reject the issue, and if rejected, the reasons for each rejection, such as lack of jurisdiction, actual time limitation, or no basis for discrimination;

- Notice that you have the right to choose the following as a way of resolving the complaint:
  - Alternative Dispute Resolution (ADR)/Mediation, or
  - The investigative track (local level EEO will conduct an investigation)
- Notice that you have the right to be represented in the complaint procedure;
- Notice that if your complaint is transferred to a mediator, you must be informed in writing of your rights;
- Notice that you must inform the EEO within five (5) of your choice between ADR/Mediation and the investigatory process.
- A statement that if you choose the investigatory process, you are entitled to a decision or Notice of Final Action with forty (40) days after initial receipt of the complaint. If you do not receive such a notice within forty (40) days, you may contact Ms. Teske at the address above.

NOTE: We will assist you in writing your complaint if necessary.

If you choose the ADR/Mediation method of resolving the complaint we can assure you the impartial mediator will:

- Be acceptable to both you and the entity to which you are addressing the complaint;
- Be meeting with you at an acceptable time and location;
- Present you with a form to be signed for all parties at the beginning of the process ensuring that the contents of the mediation will be kept confidential and that both parties agree not to involve the mediator in any litigation;
- Document any agreed upon resolution (Documentation: Notice of Final Action)

If the ADR/Mediation fails to resolve the complaint, you may, within forty (40) days of your initial filing of the complaint, request the local EEO to resume the investigatory process. Time permitting, the local EEO will, within the forty (40) days of your initial filing of the written complaint, conduct the investigation and issue a decision. If there is no time, the local EEO will refer the complaint to Ms. Teske at the address above.

If you initially choose the investigatory process:

- The local EEO will gather and analyze details from you and from the entity to which you are addressing the complaint;
- You will be given an opportunity to question the information of others who present evidence;
- You will receive a written Notice of Final Action within forty (40) days of the complaint filing date that will contain:
  - A clear and concise statement of the issues;
  - The findings of fact, based on the information gathered during the investigation;
  - The opinion and reasons for the decision, based on the material and the applicable sections of the law;
  - The length of time, manner, and address in which an appeal against this decision may be filed in writing with DEED
- You have ten (10) calendar days to accept or refuse the local decision

#### **Step 4. Original State Decision**

If the complaint originates at the state level, then you will follow the steps in Step 3, substituting the state agency (DEED) for the local level. All other parts of the process remain the same.

#### **Step 5. Appeal Process from a Local Decision**

If you are appealing a decision made at the local level, submit the appeal to Ms. Teske at the address above. All appeals to DEED must contain the following information:

- The name, telephone number, and address of the person making the complaint;
- The name and address of the respondent (including the individual/entity) against whom the complaint is made;
- A clear and concise statement of the facts, including pertinent dates, constituting the alleged violation

DEED shall within forty (40) calendar days of the date is received at the department level perform one of the following:

- Issue a Written Notice of Lack of Jurisdiction;
- Refer you to another federal grant-making agency for investigation where there is dual jurisdiction;
- Issue a Written Notice of Final Action

#### **Step 6. Appeal from Original State Decision**

If you disagree with the “Original State Decision,” or if the state does not issue a decision, you have the right to file an appeal with the Civil Rights Center (CRC). As indicated above, you have ten (10) calendar days to decide whether you will accept or reject the state decision and to notify DEED of your decision. However, you have thirty (30) days to appeal to the CRC, counting from the day the decision was made or should have been made.

#### **Step 7. (Appeal from a State Appeal)**

If you disagree with the State’s decision, you have the right to file an appeal with the CRC. You have thirty (30) days to file the appeal, counting from the day the decision was made or from the time the decision should have been made.

#### **Step 8. Filing with the Federal Level (CRC)**

In filing a complaint with the CRC, you are to indicate the following:

- Your full name, telephone number, and address;
- The full name and address of the respondent against whom the complaint is made;
- A clear and concise statement of the facts, including pertinent dates;
- If known, the provision of the law(s) that is (are) being violated;
- A statement indicating whether the complaint has been handled by any Federal, state, or local authority and the appropriate dates the authority has dealt with the complaint;

- A statement of the date you filed the complaint with DEED and the date on which DEED should have issued a decision.

## Appendix

### TAA Resources

<b>Trade Adjustment Assistance</b>	<b>Metro Area: 651-259-7543</b> <b>Outstate: 1-888-234-1330</b> <b>Email: <a href="mailto:DEED.TAA@state.mn.us">DEED.TAA@state.mn.us</a></b> <b>Website: <a href="http://positivelyminnesota.com/applytaa">positivelyminnesota.com/applytaa</a></b>
<b>Trade Readjustment Allowance (TRA) Information line</b>	<b>Call the UI automated phone line at 651-296-3644 in the TC Metro area 1-877-898-9090 outstate</b>
<b>Unemployment Insurance Helpline</b>	<b>Metro Area: 651-296-3644</b> <b>Outstate: 1-877-898-9090</b>
<b>Unemployment Insurance Web site</b>	<b><a href="http://www.uimn.org">www.uimn.org</a></b>
<b>Minnesota Job Bank</b>	<b><a href="http://www.MinnesotaWorks.net">www.MinnesotaWorks.net</a></b>
<b>Financial Aid Free Application for Federal Student Aid (FAFSA)</b>	<b><a href="http://www.FAFSA.ed.gov/">www.FAFSA.ed.gov/</a></b>
<b>Health Coverage Tax Credit Helpline (HCTC)</b>	<b>1-866-628-4282</b> <b><a href="http://www.irs.gov/individuals/index.html">www.irs.gov/individuals/index.html</a></b>
<b>Minnesota Comprehensive Health Association (MNCHA)</b>	<b>1-866-894-8053</b> <b><a href="http://www.mchamn.com">www.mchamn.com</a></b>
<b>Dislocated Worker Program</b>	<b>1-866-213-1422</b> <b><a href="http://www.PositivelyMinnesota.com/dw">www.PositivelyMinnesota.com/dw</a></b>

## ***Searching for Labor Market Information (LMI)***

Dislocated worker service providers (such as WorkForce Centers) have resources available to identify LMI. Below is a short list of resources for you to begin your search.

**Minnesota Department of Employment and Economic Development** at  
[www.deed.state.mn.us/lmi/Home.htm](http://www.deed.state.mn.us/lmi/Home.htm)

The LMI Web site provides information on careers, the economy, industries, regional labor market profiles, unemployment rates, wages and salaries, trends in MN workforce, and links to publications and data reports.

**Iseek** at [www.iseek.org](http://www.iseek.org)

Iseek makes it easier for Minnesotans to research, organize, and understand successful pathways to careers, education, and jobs. The Web site provides access to the content within the Explore Careers, Plan Your Education, and Find a Job sections. Job seekers will find career descriptions, college information or job postings, direct access to MinnesotaWorks.net to search for jobs by zip code, and links to new content at the bottom of every page.

**CareerOne Stop** at [www.careeronestop.org](http://www.careeronestop.org)

COS is a national Web site that helps job seekers find employment and career resources. It includes America's Career InfoNet and America's Service Locator.

**METRO AREA**

\* indicates the WorkForce Center is located on a Minnesota State Colleges and Universities campus

<b>WorkForce Center Name</b>	<b>Address</b>	<b>City</b>	<b>ZIP Code</b>	<b>Phone</b>	<b>Fax</b>	<b>TTY</b>
<a href="#"><u>Anoka County</u></a>	1201 89th Ave NE Suite 235	Blaine	55434-3372	763-783-4800	763-783-4814	763-785-5987
<a href="#"><u>Dakota County - Burnsville</u></a>	2900 County Road 42 W Suite 140	Burnsville	55337-1854	952-895-7600	952-895-7660	952-895-7661
<a href="#"><u>Dakota County - West St. Paul</u></a>	1 Mendota Road W Suite 170	West St. Paul	55118-4764	651-554-5955	651-554-6565	651-554-5914
<a href="#"><u>Hennepin North</u></a>	7225 Northland Drive	Brooklyn Park	55428	763-279-4400	763-536-6001	763-536-6006
<a href="#"><u>Hennepin South</u></a>	4220 W Old Shakopee Road	Bloomington	55437-2949	952-346-4000	952-346-4042	952-346-4043
<a href="#"><u>Minneapolis North</u></a>	1200 Plymouth Ave N	Minneapolis	55411-4085	612-520-3500	612-520-3530	612.302.7061
<a href="#"><u>Minneapolis South</u></a>	777 E Lake Street	Minneapolis	55407-1546	612-821-4000	612-821-4014	612-821-4013
<a href="#"><u>Ramsey County - North St. Paul</u></a>	2098 11th Ave E	North St Paul	55109-5100	651-779-5666	651-779-5646	651-779-5223
<a href="#"><u>Ramsey County - St. Paul</u></a>	540 Fairview Ave N	St Paul	55104-1707	651-642-0363	651-642-0706	651-642-0679
<a href="#"><u>Scott County</u></a>	752 Canterbury Road S	Shakopee	55379-1840	952-445-7087	952-403-7995	952-403-7999
<a href="#"><u>Washington County Cottage Grove</u></a>	13000 Ravine Parkway South	Cottage Grove	55016-6102	651-430-4162	651-430-4157	Minnesota Relay 711
<a href="#"><u>Washington County Forest Lake</u></a>	19955 Forest Road North	Forest Lake	55025-9733	651-275-7265	651-275-8682	Minnesota Relay 711

<a href="#">Washington County Woodbury</a>	2150 Radio Dr	Woodbury	55125-9453	651-275-8650	651-275-8682	651-275-8653
<b>OUTSTATE AREA</b>						
<a href="#">Albert Lea</a> *	Riverland Community College 2200 Riverland Drive	Albert Lea	56007	507-369-1488	507-379-3413	Minnesota Relay 711
<a href="#">Alexandria</a>	303 22nd Ave W Suite 107	Alexandria	56308-2796	320-762-7800	320-762-7530	320-762-7805
<a href="#">Austin</a> *	1600 8th Ave NW	Austin	55912-1400	507-433-0555	507-433-0591	Minnesota Relay 711
<a href="#">Bemidji</a>	616 America Ave NW Suite 210	Bemidji	56601-3859	218-333-8200	218-755-4458	218-755-4422
<a href="#">Brainerd</a>	204 Laurel Street Suite 21	Brainerd	56401-3552	218-828-2450	218-828-6194	218-855-5030
<a href="#">Cambridge</a>	140 Buchanan Street N Suite 152	Cambridge	55008-1640	763-279-4492	763-689-7140	Minnesota Relay 711
<a href="#">Cloquet</a>	Carlton County Government Center 14 N 11th St	Cloquet	55720-1607	218-878-5000	218-878-4409	Minnesota Relay 711
<a href="#">Crookston</a>	1730 University Ave	Crookston	56716-1112	218-281-6020	218-281-6025	218-281-6020
<a href="#">Detroit Lakes</a>	801 Roosevelt Ave	Detroit Lakes	56501-3703	218-846-7379	218-846-0773	218-846-0772
<a href="#">Duluth</a>	320 W 2nd Street Suite 205	Duluth	55802-1406	218-723-4730	218-723-4734	Minnesota Relay 711
<a href="#">Fairmont</a>	412 S State Street	Fairmont	56031-4147	507-235-5518	507-238-4214	507-235-5518
<a href="#">Faribault</a>	201 Lyndale Ave S Suite 1	Faribault	55021-5758	507-333-2047	507-332-5487	507-333-2047

<a href="#">Fergus Falls</a>	125 W Lincoln Ave Suite 1	Fergus Falls	56537- 2144	218-739- 7560	218- 739- 7496	218-739-7287
<a href="#">Grand Rapids</a>	1215 SE 2nd Ave	Grand Rapids	55744- 3982	218-327- 4480	218- 327- 4179	218-327-4480
<a href="#">Hibbing</a>	3920 13th Ave E	Hibbing	55746- 3675	218-262- 6777	218- 262- 7316	218-262-6777
<a href="#">Hutchinson</a> *	2 Century Ave SE	Hutchinson	55350- 0550	320-587- 4740	320- 234- 7769	320-587-4740
<a href="#">International Falls</a> *	1501 Highway 71 SC 128	International Falls	56649- 2160	218-283- 9427	218- 283- 4042	218-283-9427
<a href="#">Litchfield</a>	114 N Holcombe Ave Suite 170	Litchfield	55355- 2273	320-693- 2859	320- 693- 9146	320-693-2859
<a href="#">Little Falls</a>	315 12th Street NE	Little Falls	56345- 2910	320-616- 2400	320- 616- 2424	800-627-3529
<a href="#">Mankato</a>	12 Civic Center Plaza Suite 1600A	Mankato	56001- 7796	507-389- 6723	507- 389- 2708	507-389-6512
<a href="#">Marshall</a>	607 W Main Street	Marshall	56258- 3201	507-537- 6236	507- 537- 6362	507-537-6237
<a href="#">Montevideo</a>	202 N 1st Street	Montevideo	56265- 1404	320-269- 8819	320- 269- 5696	320-269-8819
<a href="#">Monticello</a>	406 E 7th Street PO Box 720	Monticello	55362- 0720	763-271- 3700	763- 271- 3701	763-271-3745
<a href="#">Moorhead</a>	715 11th Street N Suite 302	Moorhead	56560- 2806	218-287- 5060	218- 299- 5871	218-236-2206

# Work Search Log

Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Date	Business	Contact	Resume, Application, or Phone Call	Interview (Yes/No)	Comments

<b>Date</b>	<b>Business</b>	<b>Contact</b>	<b>Resume, Application, or Phone Call</b>	<b>Interview (Yes/No)</b>	<b>Comments</b>