Illinois workNet: Trade Resources
HOW CAN ILLINOIS WORKNET HELP YOU?

ILLINOIS WORKNET RESOURCES INCLUDE

Rapid Response Layoff Reporting
Trade Layoff Reporting
Company Specific Layoff Pages
Trade Program Guide
Trade Program Forms
Trade FAQ
Trade Rapid Response Workshops
Coming Soon: TAA Success Stories

Illinois workNet® is sponsored by the Department of Commerce and Economic Opportunity.
Rapid Response Layoff Reporting

These services for employers and workers include:

- Labor Market Information
- Job Search and Placement Assistance
- On-the-Job Training
- Customized Training
- Incumbent Worker Training
- Registered Apprenticeships (RA)
- Classroom & Online Training
- Career Transition Services
- Entrepreneurial Training
- Referral to Basic and Remedial Education
- Support Programs and Facilities
- Local Out Service Groups

Access the Layoff Recovery Guide Here:
http://www.illinoisworknet.com/LayoffRecovery
Navigating to Rapid Response Layoff Reporting

1. Go to www.illinoisworknet.com

2. Click to open the menu

3. Click layoff assistance, then select rapid response layoff reporting and services

Use the QR code to get directly to the Rapid Response Page
RAPID RESPONSE LAYOFF REPORTING

RESOURCES

- Downloadable Materials.
- Illinois Department of Commerce and Economic Opportunity Contact information for the Northern and Southern Workforce Development Regions.
Trade Layoff Reporting

Illinois workNet provides information on:

- How to Report a Trade Layoff
- Link to Online Trade Application
- TAA Specific Benefits
- Links to Trade Petition Forms
- IL Trade Determinations Materials
- Trade Program Guidance
- Trade Program Forms
- FAQs

Access the Trade Layoff Guide Here: https://www.illinoisworknet.com/tradelayoff
Navigating to Trade Layoff Reporting

1. GO TO WWW.ILLINOISWORKNET.COM

2. CLICK TO OPEN THE MENU

3. CLICK LAYOFF ASSISTANCE, THEN SELECT TRADE LAYOFF REPORTING AND SERVICES

Use the QR Code to get directly to the Trade Layoff Page
TRADE LAYOFF REPORTING

RESOURCES

• Downloadable Materials
• IL TAA Contact Info
• USDOL Contact Info
• Illinois Agent Liable Contacts

TRADE LAYOFF

If your job may be, or will be, impacted by a layoff, it is important to know the steps you can take to protect yourself and your colleagues. This guide is designed to help individuals and companies understand their options and rights when facing a layoff.

How to Report

A group of three individuals or more who are losing their jobs due to a layoff can complete the Online Layoff Application. This application may be submitted to request certification by the employer, the union, or other duly authorized representative of the workers and their labor organization.

A copy of the petition should also be submitted to the State of Illinois TAA Coordinator listed in this guide. Please refer to forms 2510B Trade Petition for Form (PDF) and 2540B Trade Spanish Petition Form (PDF).

TAA Specific Benefits

Trade Adjustment Assistance (TAA) Specific Benefits:

• Employment and Case Management Services: Skills assessment, individual employment plans, career counseling, supportive services, and information on training, labor markets, and how to apply for TAA federal, state, and local programs.

• Training Benefits: Vocational training, on-the-job training, customized training designed to meet the needs of a specific employer or group of employers, administration programs, and more.

• Trade Readjustment Allowance (TRA): Income support available in the form of weekly cash payments to workers who are enrolled in a full-time training program and have exhausted their unemployment insurance.

• Job Search Allowance: Reimbursement for the cost of seeking employment outside of the worker’s commuting area.

• Relocation Allowance: Reimbursement for relocation costs for employment outside of the worker’s commuting area.

• Wage Subsidy (WSS): A wage subsidy for up to two years that is available to reemployed displaced workers who earn a portion of the difference between a worker’s new wage and their old wage up to a specified maximum amount.

• Health Coverage Tax Credit: A 75% credit if accepting TAA (for the costs you pay for health care insurance may be claimed on your federal income taxes. For more info go to the IRS website).

Materials

Status of Illinois Trade Determinations

• Federal Numbers Greater than 60,000
• State of Illinois Trade-Labelling (PDF)
• Federal Numbers Greater than 20,000
• Trade and Adjustment Assistance Parliament Act of 2002, for petitions filed since May 18, 2008
• Trade Adjustment Assistance, 2002 Determinations for petitions filed prior to May 18, 2002

Agent Liable Contacts

• Illinois TAA Coordinator (PDF)
• Trade Program Guidance
• Procedures and Guidelines
• Trade Exam and Form

IL Contact Info

Susan Boggs and/ornivel Key
Illinois TAA Coordinator
Illinois Department of Commerce & Economic Opportunity
Office of Employment and Training
500 East Madison Street
Springfield, IL 62701
Phone: (217) 782-2144

US DOL Contact Info

U.S. Department of Labor
Office of Trade Adjustment Assistance
200 Constitution Avenue, NW, Room 6A428
Washington, DC 20210
Phone: 1-800-TRA-AID (1-800-872-2439)
Fax: 202-693-3584
http://www.dol.gov/ita/
Company Specific Layoff Pages

Company Specific Layoff Pages include:

- Business Info (i.e., Address, LWIA, Layoff Cause, & Layoff type)
- Message Board
- Layoff Packet
- Dislocated Worker Surveys
- Layoff Recovery Video Guide
- Illinois workNet Service Locator Search
- Illinois workNet Local Event Search
- Resume Writing Guide

Access the Company Layoff Search Here:
www.illinoisworknet.com/companylayoff
Navigating to Company Specific Layoff Pages

1. GO TO WWW.ILLINOISWORKNET.COM

2. CLICK TO OPEN THE MENU

3. CLICK LAYOFF ASSISTANCE, THEN SELECT COMPANY LAYOFF SEARCH

Use the QR Code to get directly to the Company Layoff Search Page

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Trade Program Guidance

Illinois workNet provides resources on:

- IL TAA Contact Info
- IL TRA Contact Info
- Quick Reference Email Titles Chart
- TAA Policy Links
- Trade Program Forms
- Trade Q&A Resources
- Training Material

Access the Trade Program Guidance Page Here:
http://illinoisworknet.com/tradeprogram
Navigating to Trade Program Guidance

1. Go to www.illinoisworknet.com
2. Click to open the menu
3. Click Layoff Assistance, then select Trade Layoff Reporting and Services
4. In the materials section, under Trade Program Guidance, click Procedures and Guidelines

Use the QR Code to get directly to the Trade Program Guidance Page

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TRADe PROGRAM GUIDANCE

COMING SOON

Updates to the Illinois Merit Staffing Procedures Training Materials section will be coming soon!!
# Trade Program Forms

Illinois workNet provides links to:

- **2002 TAA Forms**
- **2019 TGAAA Forms**
- **2011 TAAEA Forms**
- **2015 TAARA Forms**
- **Department of Commerce Trade Forms**

Access the Trade Program Forms Here: [http://illinoisworknet.com/tradeforms](http://illinoisworknet.com/tradeforms)

<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
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| 2002 TAA | Trade Program Forms for 2002 TAA, including:
  - TAA Form 001 TAA Benefits Rights and Obligations (BRD) (PDF) 10-5-2002
  - TAA Form 001 TAA Benefits Rights and Obligations (BRD) Instructions (MS Word) 1-20-2016
|
| 2019 TGAAA | Trade Program Forms for 2019 TGAAA, including:
  - TAA Form 004 TAA Benefit Form Application for Training (MS Word) 3-8-2019
  - TAA Form 004 TAA Benefit Form Application for Training Instructions (MS Word) 3-8-2019
|
| 2009 TGAAA | Trade Program Forms for 2009 TGAAA, including:
  - TGAA Form 001 TGAAA Benefit Rights and Obligations (BRD) (PDF) 11-30-2009
  - TGAA Form 001 TGAAA Benefit Rights and Obligations (BRD) Instructions (MS Word) 1-20-2016
  - TGAAA Form 009 TGAAA Illinois Waiver from Training (MS Word) 3-8-2019
|
| 2011 TAAEA | Trade Program Forms for 2011 TAAEA, including:
  - TAAEA Form 001 TAAEA Benefits Rights and Obligations (BRD) (PDF) 10-5-2011
  - TAAEA Form 001 TAAEA Benefits Rights and Obligations (BRD) Instructions (MS Word) 1-20-2016
|
| Department of Commerce Trade | Trade Program Forms for Department of Commerce Trade, including:
  - Trade MDA Standard Application (MS Word) 7-19-2017
  - Trade Form 005a Trade Waiver Termination Letter (MS Word) 1-20-2016
  - Trade Form 005b Trade Waiver Non-Compliance Letter (MS Word) 1-20-2016
  - Trade Form 005c Trade Potential Suspension Letter (MS Word) 1-20-2016
  - Trade Form 005d Trade Training Waiver Revocation Letter (MS Word) 7-24-2017
  - Trade Form 005e Trade Waiver from Training Request Sheet (MS Word) 2-10-2016
  - Trade Form 006 Eligibility Determination for Trade Readiness Assistance (MS Word) 7-19-2017
  - Trade Form 023A Eligibility Determination for Trade Readiness Assistance Instructions (MS Word) 7-19-2017
  - Trade Form 036 Verification of Trade Readiness Assistance Enrollees (MS Word) 7-19-2017
  - Trade Form 036a Bi-Weekly Verification of Trade Readiness Assistance Enrollees (MS Word) 7-19-2017
  - Trade Form 036b Bi-Weekly Verification of Trade Readiness Assistance Enrollees Instructions (MS Word) 7-19-2017
  - Trade Form 000 Trade Readiness Assistance Requirements Fact Sheet (MS Word) 1-20-2016
  - Trade Form 006a Trade Program Training Program Requirement Planning letter (MS Word) 1-20-2016
  - Trade Form 006b Trade Program Training Program Planning Form (MS Word) 1-20-2016
|
Navigating to Trade Program Forms

1. GO TO www.illinoisworknet.com

2. CLICK TO OPEN THE MENU

3. CLICK LAYOFF ASSISTANCE, THEN SELECT TRADE LAYOFF REPORTING AND SERVICES

4. IN THE MATERIALS SECTION, UNDER TRADE PROGRAM GUIDANCE, CLICK TRADE PROGRAM FORMS

Use the QR Code to get directly to the Trade Program Forms Page
Trade FAQ’s

- How Can I Qualify for These Benefits?
- What Benefits Can I Receive if My Petition is Certified?
- What Happens After DOL Receives the Petition?
- What is the Trade Adjustment Program?
- Who are the Designated Contacts for Trade in Illinois?

Access the TAA FAQs Here:
https://www.illinoisworknet.com/FAQ
Navigating to TAA FAQs

1. GO TO WWW.ILLINOISWORKNET.COM
2. CLICK TO OPEN THE MENU
3. CLICK LAYOFF ASSISTANCE, THEN SELECT TRADE LAYOFF REPORTING AND SERVICES
4. IN THE MATERIALS SECTION, UNDER TRADE PROGRAM GUIDANCE, CLICK THE FAQS LINK
5. IN THE SUBJECTS FILTER SELECT TRADE ADJUSTMENT ASSISTANCE (TAA)

Use the QR Code to get directly to the TAA FAQ Page

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Trade Rapid Response Workshops

01 Who are they?
02 Where are we located?
03 What do they do?
04 What do Dislocated Trade Workers need to do?

ILLINOIS WORKNET

Illinois workNet provides resources and tools to help Local LWIAs and the Department of Commerce facilitate rapid response workshops. Staff have access to flyers and guides and can create company specific layoff pages to allow the dislocated workers a place to download layoff packets and complete the dislocated worker survey.
Navigating to Trade Rapid Response Workshop Handout

1. Go to the IWN Partner Page
   www.illinoisworknet.com/partners

2. In the Program Guides for Partner Section select the Layoff Assistance Guide

3. In the Resources Section Click Resources & All Printables

4. Select PDF Next to Trade Rapid Response Workshop Handout
   Trade Rapid Response Workshop Handout (PDF)
   WIOA Rapid Response Workshop Handout (PDF)
   Trade General Brochure (MS Word) (PDF)

Use the QR Code to get directly to the Trade Rapid Response Workshop Handout
Coming Soon: TAA Success Stories

Highlight your participants’/employers’ success:

- Where was the participant when they started?
- What services or activities did they participate in?
- How did the services or activities help them achieve their goals?
- What WIOA and other partners were included?
- What was the outcome of the services or activities?
- What are the details of the employment they received?

Access the Success Story Guide Here:
www.illinoisworknet.com/success
SUCCESS STORIES

This update is currently in development and will be available on Illinois workNet by the end of March 2019!

Completing a Success Story:

Public View of a Success Story:
Illinois workNet: Trade Resources
Where you can explore, learn, plan, and achieve all of your career goals.

Contact us:
HOME https://www.illinoisworknet.com/
EMAIL info@illinoisworknet.com

Follow us on:
https://www.facebook.com/illinois.worknet/
@ILworkNet

The Illinois workNet Center System, an American Job Center, is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment by calling TTY (800) 526-0844 or 711. This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. For more information please refer to the footer at the bottom of www.illinoisworknet.com.