



Department of  
**Labor & Workforce  
Development**

# 30/60/90 Day Follow-Ups for TAA Participants

- My participant has completed their requested TAA service, what comes next?
  - You need to follow up with your participant **every 30 days for the next 90 days (at a minimum)**
    - Follow-ups are due on or before the 30-day mark, 60-day mark, and 90-day mark from the date of completion
  - Document in case notes your contact, all contact attempts, and information obtained during these follow-ups

**Remember, if you don't document it in case notes, it didn't happen!**

- Ask the participant for any paperwork not yet submitted to you
  - Credential, Success Story, etc.
- Discuss with the participant other possible TAA services they are eligible to request
  - Depending on the TAA service you are following up on, these could be:
    - Job Search Allowance
    - Relocation

- If participant finds employment, request:
  - Employer name
  - Hire date
  - Full-time or part-time
  - Permanent or Temporary
  - Wage amount
- Document this information both in case notes AND in the TAA application

# QUESTIONS?



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