



Department of
**Labor & Workforce
Development**

TAA Training Packet

(TAA)

Trade Adjustment Assistance

- What's in a TAA Packet
 - Take time to inform participant of the process of completing a TAA Training Packet
 - Please remember to use current and up to date forms. (Rev 4/21)
 - These forms can be found on the www.tn.gov website.
<https://www.tn.gov/workforce/general-resources/forms.html>
 - Please ensure when submitting a TAA Training Packet that it is whole and complete.
 - Partial TAA Training Packet will not be accepted.

Trade Adjustment Assistance

Complete a LB-1047 (Rev. 4/21)

Participant's Name	SID	Petition Number	LO#	Start Date
<p><input type="checkbox"/> VOS TAA Application, sign and dated by participant</p> <p><input type="checkbox"/> VOS IEP - Goal & Objectives toward training, sign and dated by staff and participant</p> <p><input type="checkbox"/> Proof of Eligibility (ex. Eligibility Determination Letter)</p> <p><input type="checkbox"/> LB-1092 Worker Training Agreement and Responsibilities</p> <p><input type="checkbox"/> LB-1090 Financial Statement</p> <p><input type="checkbox"/> LB-0738 TAA/AE Training Assessment Referral form</p> <p><input type="checkbox"/> CASAS/TABE Information (Test Results)</p> <p><input type="checkbox"/> LB-3281 TAA Release of Information Agreement</p> <p><input type="checkbox"/> Supply & Demand Information or School Placement Rate</p> <p><input type="checkbox"/> Academic Plan (courses and hours planned for each session) or Course outline for TCAT</p> <p><input type="checkbox"/> Total Cost Sheet showing total of tuition, books, and supplies broken down by term</p> <p><input type="checkbox"/> List of all books, supplies, tools with cost for each item broken down by term</p> <p><input type="checkbox"/> <u>LB-0898 Signature of Authority</u> (both training facility and outside vendors)</p> <p><input type="checkbox"/> School Calendar (identifying breaks in training that are over 30 days in length)</p> <p><input type="checkbox"/> Comparison between a TCAT or state school if a private training facility is being requested</p> <p><input type="checkbox"/> Mileage documentation (3 sources of mileage verification)</p> <p><input type="checkbox"/> LB-1089 Willing to Commute Statement (when training requires commuting outside 50 mile radius)</p> <p><input type="checkbox"/> Completed IRS - W9</p> <p><input type="checkbox"/> Letter of Enrollment (if applicable)</p> <p><input type="checkbox"/> TAA Program Success Story Information Guide and Waiver</p> <p><input type="checkbox"/> Case Notes are Up to Date</p> <p>NOTE: Include Education Level, i.e. HISET, GED, Certificates, Diplomas, Degrees, dates received, and from what training facility.</p>				
COST SUMMARY:		COMMENTS:		
Training Contract Amount	_____			
Bookstore Contract Amount	_____			
Tools/Supplies Amount	_____			
Vendor Contract Amount	_____			
Total	\$ 0.00			

LB-1047 (Rev. 4/21)

IDA 1586

Trade Adjustment Assistance

- What's in a TAA Packet
 - VOS TAA Application, sign and dated by participant
 - VOS IEP – Goal & Objectives toward training, sign and dated by staff and participant
 - Proof of Eligibility (ex. Eligibility Determination Letter)
 - LB-1092 Worker Training Agreement and Responsibilities
 - LB-1090 Financial Statement LB-0738 TAA/AE Training Assessment Referral form
 - CASAS/TABE Information (Test Results)
 - LB-3281 TAA Release of Information Agreement

Trade Adjustment Assistance

- What's in a TAA Packet
 - Supply & Demand information or School Placement Rate
 - Academic Plan (courses and hours planned for each session) or Course outline for TCAT
 - Total Cost Sheet showing total of tuition, books, and supplies broken down by term
 - List of all books, supplies, tools with cost for each item broken down by term
 - LB-0898 Signature of Authority (both training facility and outside vendors)
 - School Calendar (identifying breaks in training that are over 30 days in length)

Trade Adjustment Assistance

- What's in a TAA Packet
 - Comparison between a TCAT or state school if a private training facility is being requested
 - Mileage documentation (3 sources of mileage verification)
 - LB-1089 Willing to Commute Statement (when training requires commuting outside 50 mile radius)
 - Completed IRS – W9
 - Letter of Enrollment (if applicable)
 - TAA Program Success Story Information Guide and Waiver
 - Case Notes are Up to Date

Trade Adjustment Assistance



QUESTIONS