

TAA Customer File On-Site Review Instructions

General Instructions: Any answer of No indicates a finding. Local monitoring staff must document monitoring results and communicate findings with LWIA supervisory staff. Supervisory staff must then initiate and document corrective action. All findings and corrective action must also be communicated to the Local Workforce Investment Board.

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| 1. Customer Name: | Enter the Customer's Name from DCEO/TAA Form #002 |
| 2. SSN: | Enter the Customer's Social Security Number from DCEO/TAA Form #002 |
| 3. County: | DCEO TAA form #002. |
| 4. Center No: | Enter the workNet Center Number or Agency Name. |
| 5. ATAA Certified: | Check Yes or No if the Petition is ATAA Certified |
| 6. Agent/Liable Customer: | Check Yes or No if this customer is an Agent/Liable Customer |
| 7. Employer Name: | Enter the Employer's Name from the Certified Company |
| 8. Employer Location: | Enter the Address of the Certified Employer from DETS. |
| 9. Petition Number: | Enter the Petition Number from the USDOL Trade Certification. |
| 10. Petition Originating Entity: | Enter who submitted the petition to DOL. |
| 11. Petition Impact Date: | Enter Date from the certified Petition |
| 12. Petition Certification Date: | Enter Date from the certified Petition |
| 13. Petition Expiration Date: | Enter Date from the certified Petition |
| 14. 8 weeks from Petition Certification: | Enter Date as calculated with date finder. |
| 15. 16 weeks from Customer Qualifying Separation: | Enter Date from as calculated with date finder. |
| 16. 210 days/30 weeks from date of Petition certification: | Enter Date from as calculated with date finder. |
| 17. 210 days/30 weeks from date of customer qualifying separation: | Enter Date from as calculated with date finder. |
| 18. Customer Date of Employment: | Enter Date from the DCEO TAA form #002 |

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Standard Application.

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| 19. Customer Qualifying Separation Date: | Enter Date from the DCEO TAA form #002 Standard Application. Ensure that the date matches the qualifying separation date found on the IDES Basic TRA Inquiry Screen. |
| 20. Date of BRO signature: | Enter Date from signed and dated BRO |
| 21. Date Waiver Issued: | Enter Date from signed and dated Waiver |
| 22. First TAA approved training start date: | Enter Date from the DCEO TAA form #006. This date should match the training start date listed in IWDS on the Services screen. |

Petition Date Verification

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| 23. A copy of the petition and certification is contained in the master file at the Entity. | Enter Yes or No Each case manager must have access to all Petitions from which customers are being served in this LWIA. |
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General Eligibility

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| 24. There is documentation that the customer worked for the certified worker group covered by the certification. | Enter Yes or No |
| 25. There is documentation that the customer worked for the certified worker group covered by the certification. | Enter Yes or No based on information gathered from IDES screen prints, customer layoff letter, customer pay stubs. |
| 26. There is documentation of the customer's United States citizenship. | Enter Yes or No |
| 27. There is documentation in the file that the Customer's Qualifying Separation Date falls between the impact date and the expiration date of the certification | Enter Yes or No based on information gathered from IDES' BIS screen prints. |

General Eligibility for TRA

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| 28. The customer's file contains documentation that he/she worked 26 of the prior 52 weeks with at least \$30 in wages each week at the certified company. | Enter Yes or No based on information gathered from the IDES TRA Basic Claim Inquiry screen print. |
| 29. The Customer's file contains a | Enter Yes or No |

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BRO (DCEO/TAA Form #001) that is properly signed and dated by the Customer and the Case Manager/LWIA representative.

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| <p>30. A completed Trade Adjustment Assistance Standard Application (DCEO/TAA Form #002) and/or TAA/WIA Co-Enrollment Application (from IWDS) is in the Customer's file signed and dated appropriately by both the Customer and the Case Manager.</p> | <p>Enter Yes or No</p> <p><i>Note: If this file is during the co-enrollment time period April 1, 2006 – December 31, 2006 customers must be co-enrolled.</i></p> |
| <p>30 a. The Impact date is recorded correctly in the customer's file.</p> | <p>Enter Yes or No. Compare the date on the DCEO TAA form #002 with the Certification.</p> |
| <p>30 b. The Petition Certification date is recorded correctly in the customer's file.</p> | <p>Enter Yes or No. Compare the date on the DCEO TAA form #002 with the Certification.</p> |
| <p>30 c. The Expiration Date is recorded correctly in the customer's file.</p> | <p>Enter Yes or No. Compare the date on the DCEO TAA form #002 the Certification.</p> |
| <p>30 d. The Qualifying Separation Date is recorded correctly in the customer's file.</p> | <p>Compare the date on the DCEO TAA form #002 with the qualifying separation date listed on the IDES TRA Basic Inquiry Screen.</p> |
| <p>30 e. The 8 weeks from certification and 16 weeks from separation are accurately calculated and as recorded on the application</p> | <p>Enter Yes or No.</p> |
| <p>30 f. The TAA Standard Application date matches the TAA application date in IWDS.</p> | <p>Enter Yes or No. The signature date on the TAA Standard Application must match the TAA Application Date in IWDS. This will not be true for many Agent State customers as their paperwork may come from another state. In that case IWDS applications date must equal the date of the Liable State paperwork.</p> |
| <p>31. The Waiver from Training (DCEO/TAA Form #003) is signed and dated appropriately by both the Customer and the Case Manager.</p> | <p>Enter Yes or No.</p> |

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| 31 a. | Criteria have been selected to support the need for a waiver. | Enter Yes or No |
| 31 b. | There is documentation supporting the criteria selected for issuance of the waiver. | Enter Yes or No |
| 31 c. | If an extenuating circumstances waiver was granted, is there valid documentation. | Enter Yes or No |
| 31 d. | The Waiver was issued for 6 months. | Enter Yes or No |
| 31 e. | The Waiver has been extended, and there is a justifiable and documented reason for the extension. | Enter Yes, No or N/A |
| 31 f. | The Waiver criteria changed, and the reason is documented. | Enter Yes, No or N/A |
| 31 g. | For the duration of the Waiver, there is evidence of the 28 day Waiver review requirement being recorded on the TAA Status Screen in IWDS. | Enter Yes or No |
| 31 h. | For any 28 day review that is missing, there are copies of certified letters to the Customer contained in the Customer's file and documented in case notes on IWDS. | Enter Yes, No or N/A |
| 31 i. | A suspension was necessary, and IDES was notified timely and according to State policy. | Enter Yes, No or N/A. Staff must follow 06-PL-29 . This policy became effective 5-11-2007 and should be applied to any situation on or after that date. |
| 31 j. | The Potential Suspension requests have been resolved. | Enter Yes, No or N/A. 06-PL-29 states that LWIA staff shall contact IDES within 14 days if notification of the determination has not been received. |
| 31 k. | The Waiver was properly revoked. | Enter Yes, No or N/A |
| 31 l. | The Waiver was justifiably denied. | Enter Yes, No or N/A |
| 31m. | The Waiver from Training was | Enter Yes, No or N/A. Verification must be |

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entered on both the TAA Services and the List TAA Status screens on IWDS.	made that both IWDS screens are properly filled out in a timely manner.
32. The TAA-Bona Fide Application for Training (DCEO/TAA Form #004) is signed and dated appropriately by both the Customer and the Case Manager.	Enter Yes or No. Verify this information by checking the 210 form.
32 a. Date of Bona Fide Application (210) Signature	Enter the Date of Signature on the Bona Fide Application (210)
32 b. The DCEO Form #004 was issued within the 30 weeks (210 days) of the Certification or Separation date.	Enter Yes or No
32 c. The type of Training or Occupational Training Interest is indicated on DCEO Form #004.	Enter Yes or No
32 d. The 210 information is entered on the TAA Status Screen on IWDS.	Enter Yes or No. Verification must be made that the 210 Status record was entered properly in IWDS in a timely manner.
33. The Verification of TAA Training Enrollment (DCEO/TAA Form #006) was utilized to meet the 8/16 requirement? If 8/16 was met by Waiver, mark "N/A".	Enter Yes, No or N/A 8 weeks from Petition Certification 16 weeks from Customer Qualifying Separation
33 a. The Verification of TAA Training Enrollment (DCEO/TAA Form #006) signed and dated appropriately by the Customer, Case Manager and Training Provider is in the Customer's file.	Enter Yes, No or N/A
33 b. Copies of the customer's vocational assessment testing are in the Customer's file.	Enter Yes or No. Test scores MUST be entered on IWDS.
33 c. The Training started within 30 days from the latest of the three signature dates on DCEO/TAA Form #006/dated class registration.	Enter Yes, No or N/A
33 d. The customer met all of the	Enter Yes, No or N/A

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conditions for approval of training including all of the following criteria.

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| 33 i. | Criteria 1: There is documentation that the customer is unable to obtain "Suitable Employment" | Enter Yes, No or N/A
(If yes, check documentation)
Note: 80 % of customer's prior average weekly wage – equal or higher skill level. |
| 33 ii. | Criteria 2: There is documentation that the customer's chances of obtaining suitable employment are improved by completing the approved training. | Enter Yes, No or N/A
(If yes, list documentation) |
| 33iii. | Criteria 3: There is documentation of LMI supporting high growth approved training choice. | Enter Yes, No or N/A
(If yes, check documentation) |
| 33iv. | Criteria 4: There is documentation supporting that the approved training is reasonable accessible within the customer's commuting area. | Enter Yes, No or N/A
(If yes, check documentation) |
| 33 v. | The training is not within the customer's commuting area, and there is documentation supporting that the approved training was not available within the commuting area. | Enter Yes, No or N/A
(If yes, check documentation) |
| 33vi. | Criteria 5: There is documentation that supports that the customer has the skills and abilities necessary (based upon a complete assessment) to complete the approved training. | Enter Yes, No or N/A
(If yes, check documentation) |
| 33vii | Criteria 6: There is documentation that supports that the approved training is available at a reasonable cost of up to \$20,000.00. | Enter Yes, No or N/A. If the cost is above \$20,000 was is justified?
(If yes, check documentation) |
| 33 viii. | There is documentation that the approved training is full time as defined by the training institution. | Enter Yes, No or N/A
(If yes, check documentation) |

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| 33 ix. There is documentation that the approved training program meets the requirement of completion within 104 weeks or up to 130 weeks, if Remedial Training is included. | Enter Yes, No or N/A. This is an ongoing process. The initial approval of training must meet this criteria. The Case Manager must continue to monitor the 104/130 requirement.
(If yes, check documentation) |
| 33 x. The Customer completed the training program within 104 weeks or up to 130 weeks, if Remedial Training was included. | Enter Yes, No or N/A |
| 33 xi. The customer's attendance and progress is being monitored. | Enter Yes, No or N/A. Customer attendance is covered in 06-PL-29. <u>Any missed class</u> must have a corresponding Potential Suspension Request entered timely in IWDS. (If yes, check documentation) |
| 33 xii. There is documentation that the Customer's family and/or friends have not contributed financially towards the cost of the approved Training. | Enter Yes, No or N/A
(If yes, check documentation) |
| 33 xiii. The Customer is ineligible for TRA or has exhausted benefits before the approved TAA training will end, and there is documentation of the Customer's financial ability to support him for the duration of the training program. | Enter Yes, No or N/A. There should be a financial projection signed and dated by the customer in the file to support this criteria.
(If yes, check documentation) |
| 33 xiv. Pell Grant funds | Enter Yes, No or N/A. Check to see if the LWIA has policy regarding the use of Pell Grant funds for ALL customers of the LWIA. |
| 33 xv. The approved training was entered on the TAA Services screen and the List TAA Status Screen in IWDS. | Enter Yes, No or N/A. There must be separate training segments entered in IWDS for Vocational and Remedial etc. The Remedial training segment must reflect the actual training the customer is receiving. (If they are in Remedial Math – it should be coded to say Remedial Math and not the vocational program they are enrolled in) |
| 33 xvi. All of the six Criteria for Approval of Training are answered "Yes", and the ATAA question is answered "No" on the TAA Training Criteria Screen in IWDS. | Enter Yes, No or N/A |

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| <p>33 xvii. While in TRA pay status, The Customer did not have a break in training of more than 30 training days.</p> | <p>Enter Yes, No or N/A. If there was a break in training longer than 30 days a "Vacation Break" status record must be in IWDS reflecting the start date of the break and the end date of the break.</p> |
| <p>33 xviii. Training has been completed, and a copy of the customer's certification or diploma is in the Customer's file.</p> | <p>Enter Yes, No or N/A. Immediately after a customer completes training the training segment on IWDS must be closed out with the necessary information.</p> |
| <p>34. Illinois is the agent state, and the Customer's file contains the approval of training letter from the liable state.</p> | <p>Enter Yes, No or N/A. The Agent state must have written approval from the Liable State for any service the customer may receive in IL.</p> |
| <p>35. The customer is co-enrolled in another State or Federal Program, and the documentation is in IWDS on both the WIA and Trade Screens.</p> | <p>Enter Yes or No. Check the IWDS All Services screen for additional programs.</p> |
| <p>36. The Customer is attending Training and the eligibility for TAA Transportation Assistance is in the file.</p> | <p>Enter Yes, No or N/A. All Trade customers must have a valid 005 or 005a in the file stating that the customer is or is not eligible for daily TAA Transportation Assistance.</p> |
| <p>36 a. There is a valid DCEO/TAA Form #005 in the Customer's file, signed and dated by both the Customer and the Case Manager, per institution.</p> | <p>Enter Yes, No or N/A. There must be a valid 005 or 005a for each time the customer's situation changes and may or may not be eligible for TAA Transportation assistance. Also when the mileage rate changes.</p> |
| <p>36 b. There is valid documentation showing the actual number of miles between the Customer's residence and the training institution, utilizing the shortest route, per institution.</p> | <p>Enter Yes, No or N/A.</p> |
| <p>36 c. The Customer is attending Training at a facility more than 25 miles from their residence and the Customer is receiving transportation assistance at the Federal rate, per institution.</p> | <p>Enter Yes, No or N/A. The commuting distance was 25 mile from 1-1-95 thru 11-29-2005. The commuting distance was 50 miles from 11-30-2005 thru 7-6-2008. The commuting distance is 25 mile as of 7-7-2008.</p> |
| <p>36 d. TAA transportation payments are made on the lesser of either public transportation, 50% of prevailing</p> | <p>Enter Yes, No or N/A. Check the calculations for accuracy.</p> |

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Federal per diem rate, or actual per diem expenses.

- 36 e. The customer's training facility is less than 25 miles, and transportation assistance is being provided from another funding source.

Enter Yes, No or N/A. Refer to local transportation policy.

- 36 f. Historically, the Customer's per diems actually reflect the fluctuations in the Federal per diem rate.

Enter Yes, No or N/A Check www.gsa.gov for any changes in the per diem rate that may have occurred over the course of the customer's training program.

- 36 g. Transportation payments were not made during any unexcused absences.

Enter Yes, No or N/A. Compare IWDS potential suspension statuses with transportation and attendance file documentation.

Subsistence - ☐ Check if Not Applicable

37. The customer is receiving Subsistence, and the DCEO TAA Form # 005a is in the Customer's file signed and dated appropriately by both the Customer and Case manager.

Enter Yes or No

- 37 a. There is valid documentation showing the actual number of miles between the Customer's residence and the training institution, utilizing the shortest route.

Enter Yes or No. **(If yes, check documentation)**

- 37 b. TAA subsistence payments are made on the lesser of either 50% of prevailing Federal per diem rate or actual per diem expenses.

Enter Yes or No . Refer to DCEO TAA form #005 and local area disbursement documentation.

- 37 c. Subsistence payments were not made during any unexcused absences.

Enter Yes or No. Compare IWDS potential suspension statuses with transportation and attendance file documentation.

- 37 d. The Customer is attending Training at a facility more than 25 miles from their residence, and only one round-trip transportation payment was at the Federal rate.

Enter Yes or No. **The commuting distance was 25 mile from 1-1-95 thru 11-29-2005. The commuting distance was 50 miles from 11-30-2005 thru 7-6-2008. The commuting distance is 25 mile as of 7-7-2008.**

- 37 e. Historically, the Customer's per

Enter Yes or No. Check to see if the

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diems actually reflect the fluctuations in the Federal per diem rate.

appropriate rate was used for that time period.

Individual Employment Plan

The IEP was not a required form until issuance of this policy in 2009.

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| 38. The customer is receiving Training, and there is a completed DCEO TAA Form # 014, in the Customer's file signed and dated appropriately by both the Customer and Case manager. | Enter Yes or No

First TAA approved training start date |
| 38 a. The Employment Goal information is completed. | Enter Yes or No |
| 38 b. The Work History information is completed. | Enter Yes or No |
| 38 c. The List Transferable Skills is completed. | Enter Yes or No |
| 38 d. The Barriers to Employment/Supportive Services Needed is completed. | Enter Yes or No |
| 38 e. The Employment Assistance information is completed. | Enter Yes or No |
| 38 f. The Testing and Assessment information is completed. | Enter Yes or No |
| 38 g. The Education Level information is completed. | Enter Yes or No |
| 38 h. The Training Goal is identified. | Enter Yes, No or N/A |
| 38 i. The Training Program information is completed. | Enter Yes, No or N/A |
| 38 j. The Training Breaks information is completed. | Enter Yes, No or N/A |
| 38 k. The 6 Criteria for Training is completed and documentation is provided. | Enter Yes, No or N/A |
| 38 l. The DCEO Trade Training Forms Check List is completed. | Enter Yes, No or N/A |

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38 m. The Financial Ability section is completed. Enter Yes, No or N/A

38 n. The Pre-Approved Changes to the Training Plan is complete and signed and dated by the Customer and Case Manager Enter Yes, No or N/A

Individual Training Account

39. The Customer is attending Training, and a valid Individual Training Account Projection Enter Yes or No
(DECO/TAA Form #007), or State approved local form, is in the Customer's file.

39 a. All allowable TAA Training-related expenses have been calculated for the duration of the Training, based on published catalog costs. Enter Yes or No

39 b. Modifications to the ITA, are supported by documentation in the Customer's file. Enter Yes or No

On-the-Job [OJT], (20 CFR 617.25) - ☐ Check if Not Applicable

40. The Customer is enrolled in OJT, and there is a TAA Planning OJT Training (DCEO/TAA Form #008) completed, dated and signed by the Customer, employer and the Case Manager prior to starting the OJT Program in the Customer's file. Enter Yes or No

40 a. The file documents that the customer met all of the following conditions for approval of training. Enter Yes or No

40 i. Criteria 1: There is documentation that the customer is unable to obtain "Suitable Employment" Enter Yes or No
Note: 80 % of customer's prior average weekly wage – equal or higher skill level. (If yes, list documentation in comments)

40 ii. Criteria 2: There is documentation that the customer's chances at obtaining suitable employment are improved by completing the approved training. Enter Yes or No
(If yes, list documentation in comments)

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| 40 iii. | Criteria 3: There is LMI documentation supporting high growth for the approved training choice. | Enter Yes or No |
| 40 iv. | Criteria 4: There is documentation supporting that the approved training is reasonably accessible within the customer's commuting area. | Enter Yes or No
(If yes, list documentation in comments) |
| 40 v. | There is documentation that if the training is not within the customer's commuting area, that the approved training was not available within the commuting area. | Enter Yes or No |
| 40 vi. | Criteria 5: There is documentation that supports that the customer has the skills and abilities necessary (based upon a complete assessment) to complete the approved training. | Enter Yes or No
(If yes, list documentation in comments) |
| 40 vii. | Criteria 6: There is documentation that supports that the approved training is available at a reasonable cost of up to \$20,000.00. | Enter Yes or No |
| 41. | The Customer's file contains documentation that the following conditions were satisfied prior to placing a customer in an OJT as below: | Enter Yes or No |
| 41 a. | No currently employed worker is displaced, including partial displacement such as a reduction in the hours of non-overtime work, wages, or employment benefits; | Enter Yes or No |
| 41 b. | Training does not impair existing contracts for services or collective bargaining agreements; | Enter Yes or No |
| 41 c. | In the case of training which would be inconsistent with the terms of a collaborative bargaining agreement, written concurrence | Enter Yes or No |

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must be obtained from the
concerned labor organization;

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| 41 d. | No other individual is on layoff from the same or any substantially equivalent job for which such eligible worker is being trained; | Enter Yes or No |
| 41 e. | The employer has not terminated the employment of any regular employee or otherwise reduced the work force with the intention of filling the vacancy so created by hiring the eligible worker; | Enter Yes or No |
| 41 f. | The job for which the eligible worker is being trained is not being created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals; | Enter Yes or No |
| 41 g. | The training is not for the same occupation as that from which the worker was separated and with respect to which such worker's group was certified; | Enter Yes or No |
| 41 h. | The employer certifies that the employer will continue to employ the eligible worker for at least 26 weeks after completing the training, if the worker desires to continue such employment, and the employer does not have due cause to terminate the employment. | Enter Yes or No

Note: does not apply to workers eligible under petitions filed on or after November 11, 2002. |
| 41 i. | The employer has not received payment under any other on-the-job training provided by such employer which failed to meet the requirements of (1) through (6) above; | Enter Yes or No |
| 41 j. | The employer has not taken, at any time, any action which violated the terms of any certification described above made by the employer with | Enter Yes or No |

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respect to any other on-the-job training provided by the employer for which the Secretary has made payment; and

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| 41 k. | The contract agrees to a monthly progress monitoring visit by a TAA Case Manager with the contractor and trainee for the purpose of insuring that all contract training obligations are being met and satisfactory progress is being made. | Enter Yes or No |
| | | |
| 41 l. | The OJT is less than or equal to the 104 (or 130 with remedial) Training week limit. | Enter Yes or No |
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| 42. | There is a TAA Invoice (DCEO/TAA Form #009) completed, dated and signed by the Customer and employer in the Customer's file for each month the Customer participated in the OJT. | Enter Yes or No |
| | | |
| 42 a. | The reimbursement does not exceed 50% of the Customer's wages. | Enter Yes or No |
| | | |
| 42 b. | The hours reflect full-time OJT, or the combination of OJT and Remedial Training total full-time. | Enter Yes or No |
| | | |
| 43. | There is a TAA Monitoring (DCEO/TAA Form #010) completed, dated and signed by the Customer and the Case Manager in the Customer's file for each month the Customer participated in the OJT. | Enter Yes or No |
| | | |
| 43 a. | The area of Training, completed Training hours, begin and end dates on the TAA Monitoring (DCEO/TAA Form #010) match the plan outlined on the TAA Planning OJT Training (DCEO/TAA Form #008). | Enter Yes or No |

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- 43 b. Both the Supervisor and the Customer agree with the Training Progress Outline of the area of Training, completed Training hours, begin and completion dates on the TAA Monitoring (DCEO/TAA Form #010) as document by the Supervisor's and Customer's initials on the form. Enter Yes or No

Customized Training - ☐ Check if Not Applicable

44. The customer was enrolled in Customized Training. Enter Yes or No
45. The percentage of the customer's training costs paid by the Trade Act Program did not exceed 50%. Enter Yes or No
46. The Customer's file contains a Trade Act Program Authorization for Obligation of Funds form. Enter Yes or No
47. The Customer's file contains documentation regarding the training to be undertaken. Enter Yes or No
48. The 6 criteria for approval of training were met. Enter Yes or No
49. Attendance and progress was tracked. Enter Yes or No

Out-of-Area Job Search Allowance - ☐ Check if Not Applicable

50. The Customer received Out-of-Area Job Search Allowance, and there is a TAA Out-of-Area Job Search Allowance (DCEO/TAA Form #012) completed, dated and signed by the Customer and the Case Manager in the Customer's file for each request. Enter Yes or No
- 50 a. All of the conditions for Job Search eligibility were met and include: Enter Yes or No
- 50 i. The pre-approved application was filed either 365 days (one year) after the petition was certified or the last total separation from work Enter Yes or No

Note: Receipt of a waiver eliminates the 182

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- (whichever is later) or 182 days (6 months) after the completion of TAA approved Training.
- day extension at the conclusion of the training program. Also, if the customer ceases participation in training without justifiable cause, Out-of-Area Job Search is not allowed.
- 50 ii. The Customer was totally separated from the adversely affected employment at the time the Job Search commenced. Enter Yes or No
- 50 iii. The Customer was registered with the Entity. Enter Yes or No
- 50 iv. A determination was made by the Entity that the customer has no reasonable expectation of securing suitable employment in the commuting area. Enter Yes or No . **The commuting distance was 25 mile from 1-1-95 thru 11-29-2005. The commuting distance was 50 miles from 11-30-2005 thru 7-6-2008. The commuting distance is 25 mile as of 7-7-2008.**
- 50 v. A determination by the Entity that the Customer has a reasonable expectation of obtaining suitable employment of long-term duration outside the commuting area and in the area where the job search will be conducted. Enter Yes or No
- 50 vi. The Job Search was completed within a reasonable period not exceeding 30 days after the day on which the job search began. Enter Yes or No
- 50 vii. There is verification of employer contacts at the Job Search location in the Customer's file. Enter Yes or No
- 50 viii. A copy of the required letter verifying the Job Interview is in the Customer's file. Enter Yes or No
- 50 ix. There is proof of a Job Interview in the Customer's file. Enter Yes or No
- 50 x. Documentation is in the Customer's file that the least expensive method of travel, for the shortest duration of time, was utilized. Enter Yes or No

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50 xi. The Customer was paid 50% or less of the Federal Allowable rates for lodging and meals. Enter Yes or No

50 xii. The total reimbursement for the Out-of-Area Job Search did not exceed \$1,250. Enter Yes or No

50 xiii. The Customer's file contained copies of receipts for lodging, meals and transportation expenses. Enter Yes or No

50 xiv. There is an out-of-area Job Search record entered on the List Enrolled Services Screen in IWDS. Enter Yes or No

Out-of Area Relocation Allowance - ☐ Check if Not Applicable

51. The Customer is enrolled in Out-of-Area Relocation, and a completed Application for Out-of-Area Relocation Allowances (USA Only) (DCEO/TAA Form #013) with the required signatures and date(s) is in the Customer's file. Enter Yes or No

51 a. The pre-approved application was filed by either 425 days after the petition was certified, or the last total separation from work, whichever is later, or 182 days (6 months) after the completion of the TAA approved Training? Enter Yes or No

Note: Receipt of a waiver eliminates the 182 day extension at the conclusion of the training program. Also, if the customer ceases participation in training without justifiable cause, Out-of-Area Job Relocation is not allowed.

51 b. The Customer totally separated from the adversely affected employment at the time the Relocation commenced. Enter Yes or No

51 c. There was only one receipt of a Relocation allowance under the same certification. Enter Yes or No

51 d. The relocation was within the US and outside the Customer's present commuting area. Enter Yes or No

51 e. The Customer registered with the Enter Yes or No

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Entity.

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| 51 f. | A determination by the Entity that the customer has no reasonable expectation of securing suitable employment in the commuting area was made. | Enter Yes or No |
| 51 g. | There is documentation that the Customer has obtained suitable employment of long-term duration in the area where the customer is relocating. | Enter Yes or No |
| 51 h. | There is documentation that the Customer's employer has contributed financially towards the relocation. | Enter Yes or No |
| 51 i. | There is no pending Job Search application(s) for this Customer. | Enter Yes or No |
| 51 j. | There is more than one valid estimate for moving expenses. | Enter Yes or No |
| 51 k. | The Customer was provided a lump sum payment, and it is less than or equal to the allowable \$1,250 maximum. | Enter Yes or No |
| 51 l. | There is an out-of-area Relocation record entered on the List Enrolled Services Screen in IWDS. | Enter Yes or No |
| 51 m. | There is an employment record reflecting the Relocation job entered on IWDS including the new wages and scheduled hours worked. | Enter Yes or No |

Out-of-Area Relocation Reimbursement - ☐ Check if Not Applicable

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|-----|--|-----------------|
| 52. | The Customer is enrolled in Out-of-Area Relocation, and a completed Reconciliation for TAA Out-of-Area Relocation Reimbursement (DCEO/TAA Form #014) with the required signatures and date(s) is in the Customer's file. | Enter Yes or No |
|-----|--|-----------------|

TAA Customer File On-Site Review Instructions

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|-------|---|---|
| 52 a. | The Relocation was concluded prior to 182 days after the date of the application for the Relocation Allowance or 182 after the conclusion of TAA approved training. | Enter Yes or No

Note: Receipt of a waiver eliminates the 182 day extension at the conclusion of the training program. Also, if the customer ceases participation in training without justifiable cause, Out-of-Area Job Relocation is not allowed. |
| 52 b. | The Relocation Allowance was computed in accordance with Federal and State Regulations. | Enter Yes or No |
| 52 c. | The Customer was paid 90% of all moving costs, lodging, meals and transportation expenses for the Customer and the Customer's Family. | Enter Yes or No |
| 52 d. | The Customer's file contained copies of receipts for all moving costs, lodging, meals and transportation expenses. | Enter Yes or No |
| 52 e. | The Customer was provided a lump sum payment, and it was less than or equal to the allowable \$1,250 maximum. | Enter Yes or No |
| 52 f. | A copy of the required letter verifying the new employment is in the Customer's file. | Enter Yes or No |

Alternative Trade Adjustment Assistance (ATAA) - ☐ Check if Not Applicable

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|-------|---|-----------------|
| 53. | The Customer is enrolled in ATAA and a completed Application (DCEO/TAA Form #011) with the required signatures and date(s) is in the Customer's file. | Enter Yes or No |
| 53 a. | The Certified Petition includes eligibility for ATAA. | Enter Yes or No |
| 53 b. | There is documentation that the Customer was at least fifty years of age before beginning the | Enter Yes or No |

TAA Customer File On-Site Review Instructions

ATAA employment.

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|-------|--|-----------------|
| 53 c. | The ATAA job(s) is considered full-time. | Enter Yes or No |
| 53 d. | The ATAA job pays less than \$50,000 annually. | Enter Yes or No |
| 53 e. | The Customer began working the ATAA job within 26 weeks of their Qualifying Separation. | Enter Yes or No |
| 53 f. | The six Criteria for Approval of Training are answered "No", and the ATAA question answered "Yes" on the TAA Training Criteria Screen in IWDS. | Enter Yes or No |
| 53 g. | There is an ATAA Service Record entered on the List Enrolled Services Screen in IWDS. | Enter Yes or No |
| 53 h. | The ATAA Employment Record is entered on the Customer Record in IWDS. | Enter Yes or No |

Appeals Status - ☐ Check if Not Applicable

- | | | |
|-------|--|-----------------|
| 54. | The customer has been issued a determination by the entity affecting their eligibility for benefits that includes: | Enter Yes or No |
| 54 a. | The LWIA has issued a written determination letter to the customer of any decisions affecting eligibility or benefits which includes his/her rights to appeal if he/she is aggrieved by this action or lack of action. | Enter Yes or No |
| 54 b. | The LWIA provided the customer with contact information for the Local IDES office where the appeal can be filed. | Enter Yes or No |
| 54 c. | The appeal was made to the local or State IDES office. | Enter Yes or No |

TAA Customer File On-Site Review Instructions

54 d. A copy of the determination letter was forwarded to the local IDES office. Enter Yes or No

54 e. The applicant/customer was informed within 30 days by the IDES office of the written determination. Enter Yes or No

54 f. All appeals information and outcomes have been document in IWDS and in Case Notes. Enter Yes or No

Customer Exit - ☐ Check if Not Applicable

55. The customer has not received a TAA funded service or services funded by a partner program for 90 consecutive calendar days and is not scheduled for future services. Enter Yes or No

55 a. The customer was properly exited. Enter Yes or No

55 b. The customer exited due to employment and all relevant information was entered onto IWDS. Enter Yes or No

55 c. The customer obtained a Degree, Certificate or a Credential, and it was it properly entered on IWDS. Enter Yes or No

55 d. The customer had post exit outcome information and it has been added to IWDS for the appropriate quarter. Enter Yes or No

Effective Date	Rate per mile	Illinois Commuting Distance
January 1, 2009	\$0.55	Commuting Distance is 25 Miles
August 1, 2008	\$0.585	Commuting Distance is 25 Miles
March 19, 2008	\$0.505	July 7, 2008 State Commuting Distance

TAA Customer File On-Site Review Instructions

Effective Date	Rate per mile	Illinois Commuting Distance
		Changed to 25 Miles
February 1, 2007	\$0.485	Commuting Distance is 50 Miles
January 1, 2006	\$0.445	Commuting Distance is 50 Miles
September 1, 2005	\$0.485	November 30 2005 State Commuting Distance Changed to 50 Miles
February 4, 2005	\$0.405	Commuting Distance is 25 Miles
January 1, 2004	\$0.375	Commuting Distance is 25 Miles
January 1, 2003	\$0.360	Commuting Distance is 25 Miles
January 21, 2002	\$0.365	Commuting Distance is 25 Miles
January 22, 2001	\$0.345	Commuting Distance is 25 Miles
January 14, 2000	\$0.325	Commuting Distance is 25 Miles
April 1, 1999	\$0.31	Commuting Distance is 25 Miles
September 8, 1998	\$0.325	Commuting Distance is 25 Miles
June 7, 1996	\$0.31	Commuting Distance is 25 Miles
January 1, 1995	\$0.30	Commuting Distance is 25 Miles