

Please print and read before you begin

Instructions

The Trade Act of 1974 (19 USC § 2271 et seq.), as amended, established Trade Adjustment Assistance (TAA) to provide assistance to workers in companies affected by imports from foreign countries, shifts in production to certain foreign countries, and to certain secondary workers. The program provides affected workers with both rapid and early assistance and the opportunity to engage in long-term training while receiving income support. These benefits are provided at no expense to employers.

Alternative Trade Adjustment Assistance (ATAA) for older workers is an alternative to TAA for trade affected workers 50 years of age or older. ATAA encourages qualified trade affected workers to quickly obtain full-time employment by providing a wage subsidy in lieu of training and income support. Submission of a completed Petition Form signifies a desire to file for both TAA and ATAA. If certified for both programs, workers will have the option of applying for TAA benefits and services and, if reemployment occurs within 26 weeks of the worker's separation, may be eligible to receive ATAA instead of TAA, if the worker desires.

- A worker group (minimum of three workers), union official or other authorized representative, state or local agency representative in a local One Stop Career Center, or knowledgeable firm official must complete this Petition Form, by answering all questions before submitting it to the Department.
- Persons are not required to respond to this collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. Public reporting burden for this collection is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Department of Labor at the address provided below (Paperwork Reduction Project 1205-0342).

Filing Directions

- You must submit the Petition Form within 1 YEAR from the date on which the workers were separated or had their hours/wages reduced, but no more than 60 days before layoffs are scheduled or expected to begin.
- Once the petition is submitted by electronic filing application, a copy of the petition will be simultaneously transmitted to the Department of Labor and the state office covering the location of the worker group.
- The petition date will be recorded as the date that the electronic filing application is submitted.

Questions? Contact the Department of Labor at:

U.S. Department of Labor
Division of Trade Adjustment Assistance
Room N-5428
200 Constitution Ave., N.W.
Washington, DC 20210
Phone: 202-693-3560
Fax: 202-693-3584, 3585
Internet: <http://www.doleta.gov/tradeact>

Required Information

The online filing applicant will not be able to save a partially completed petition; therefore, he or she should have the following information on hand before beginning the online application process:

- The names, addresses and telephone numbers of all petitioners (up to 3). Please note that up to three petitioners can file on behalf of all the workers in the group and the Department does not need a list of all the workers in the group to appear in order to determine the eligibility of the entire worker group.
- The name or a description of the workers on whose behalf the petition is filed.
- The name and address of the firm where the workers are employed.
- The name, address, telephone number, and title of an official at the company where the workers are employed.
- The approximate date on which worker separations began or are scheduled to begin.
- The approximate number of workers who have been or will be separated.
- A description of the articles produced by the workers.

To review all of the information requested in the application that will help the Department of Labor assess the worker group eligibility as quickly as possible, please download or print the complete petition at <http://www.doleta.gov/tradeact/petitions.cfm>. Although the online petition is a different format from the print petition, the information collected is the same.

Helpful Tips to Online Filing

The online petition contains several screens that will appear one at a time and will provide the petitioner the opportunity to complete the necessary information. **Note that the “back” button has been disabled and you will not be able to return**

to previous screens until the end of the application. At the end of the petition application process, a final edit screen will appear that will allow the user to edit any and all sections of the petition that have already been completed. Once the user has had the opportunity to review and correct all sections of the completed petition, he or she will then choose an option at the bottom of the screen that will transmit the petition to DTAA and to the relevant state office.

Throughout the online petition, there are help tags next to petition sections and terms. Clicking on help tags will provide pop-up windows that will provide additional description of the information that is required.

The online petition allows for the attachment of up to 3 documents. Please note that the attachments must be in MS Word, MS Excel, MS PowerPoint, or in pdf. format, and must also be less than 2MB each in size. For those who wish to file petitions with more than three attachments or attachments that do not fit the above requirements, please download and print a paper copy of the petition, and submit a completed petition with relevant attachments via fax or U.S. Mail.