

Instructions for Trade Program Eligibility

To help us determine your eligibility for Trade Adjustment Assistance (TAA) and Trade Readjustment Allowances (TRA) benefits, you must be covered under a certified petition and follow these steps:

1. Make contact with your local TAA Coordinator to schedule an appointment to begin the assessment process. Bring to the appointment, a completed TRA Application (ETA 855) and Acknowledgement of TRA Eligibility Deadlines Form (UCB/TRA 345) for which your coordinator will be responsible for submitting to the Trade Program Unit on your behalf.
2. File a Reemployment Assistance (RA) claim as soon as possible. You will need to be eligible for RA benefits prior to qualifying for TRA payments. You may file your RA claim over the Internet at <https://connect.myflorida.com>.

Note: If you are interested in receiving TAA program services, you will need to file a claim even if you are currently receiving severance payments. Remember, this is a time sensitive program for which every covered worker has an identified enrolled in training deadline.

3. If you are a trade-affected worker who is at least 50 years of age at the time of reemployment, you will need to file a Wage Subsidy (Reemployment Trade Adjustment Assistance) Application by visiting your area CareerSource Center and meet with your TAA Coordinator to complete the application.

Form ETA 855

Front Side:

1. Complete name, social security number, address, county, and last occupation.
2. Complete Section A. Hire Date, Separation Date and Wage Information.
3. Complete Section B. Please provide your entire employment period with the trade-affected employer.

Back Side:

4. Complete Section C. Other Qualifying Information.
5. Complete Section D. Worker Certification. Sign and Date.

Form UCB/TRA 345

Please read the information: Print, sign, date and take the forms with you to your meeting with your local TAA Coordinator to discuss your potential benefits options. Remember to keep a copy of the forms for your records.

Claiming TRA Benefits

TRA benefits are claimed on a bi-weekly basis online via the DEO's website: <https://connect.myflorida.com>. Due to extenuating circumstances, it may be necessary for benefits to be paid manually. If applicable, you will be provided detailed instructions.