

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION TAA
	CORRESPONDENCE SYMBOL ONR
	DATE July 24, 2006

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 1-06

TO: ALL STATE WORKFORCE AGENCIES  
ALL STATE WORKFORCE LIAISONS

FROM: EMILY STOVER DeROCCO /s/  
Assistant Secretary

SUBJECT: Instructions for Implementing the Alternative Trade  
Adjustment Assistance (ATAA) Activities Report

1. **Purpose.** To transmit instructions for implementing the Alternative Trade Adjustment Assistance (ATAA) Activities Report.
2. **References.** The Trade Act of 1974 (Pub. L. 93-619, as amended), the Trade Act of 2002 (Pub. L. 107-210); the Workforce Investment Act of 1998; 20 CFR Part 617; 29 CFR Part 90; TEGL No. 11-02; UIPL No. 24-03. The amendments to the Trade Adjustment Assistance ("TAA") program may also be referred to as the Trade Adjustment Assistance Reform Act of 2002 ("the Act" or "the Trade Act"). These amendments were included in Title I of the Trade Act of 2002.
3. **Background.** The Act establishes ATAA as an alternative assistance program for older workers certified eligible to apply for Trade Adjustment Assistance. This program is effective for petitions filed on or after August 6, 2003. ATAA is designed to allow TAA eligible workers for whom retraining may not be appropriate and who find reemployment to receive a wage subsidy to help bridge the salary gap between their old and new employment. To receive ATAA benefits, workers must be TAA and ATAA certified.

Key workload data on ATAA is needed to measure program activities and to allocate program and administrative funds to the state agencies administering the TAA program for the Secretary. States will provide this information on the ATAA Activities Report (ATAAAR).

RESCISSIONS	EXPIRATION DATE Continuing
-------------	-------------------------------

4. **Approval.** The reporting requirements for the ATAAAR are approved by the Office of Management and Budget (OMB) according to the Paperwork Reduction Act of 1995, under OMB control number 1205-0459, expiration date May 31, 2009. Regulations published at 20 CFR Part 617.61 give the Secretary the authority to require states to report the data described in this directive; therefore, the obligation to fulfill these requirements is mandatory.
  
5. **Action Required.** State Administrators are required to provide the above information to appropriate staff. State Trade Act Coordinators (or the individuals assigned responsibility for submitting reports) are required to prepare and submit quarterly reports according to the instructions attached to this advisory.

The first report will be due August 15, 2006. For the first reporting period only, states are required to submit two reports. The first covers the January 1 through March 31, 2006, quarter, and the second covers the April 1 through June 30, 2006, quarter. Thereafter, states will submit a single report within 45 days after the end of the quarter, as provided in the attached instructions.

6. **Inquiries.** Inquiries related to the implementation of the new reporting system should be directed to the appropriate regional office or to Susan Worden at [worden.susan@dol.gov](mailto:worden.susan@dol.gov).
  
7. **Attachments.**

Attachment A:       General Instructions

Attachment B:       Record Layout