

Attachment A: General Instructions

Each report is quarterly and covers a three-month reporting period for all ATAA activity within the state.

- a. Scope of the Report. One report must be submitted each quarter that covers all ATAA services in the state.
- b. Requirement to Report. A report must be submitted for each reporting period. When no activities occur during a reporting quarter, the state should submit a report showing zeros in all fields.
- c. Reporting Methods. It is anticipated that an application will be made available in the near future that will allow states to upload reports via Web interface. Until that time, reports must be submitted electronically (in a spreadsheet format, e.g. MS Excel) via e-mail attachment to Cristian Vidrascu at Vidrascu.Cristian@dol.gov with a copy to Susan Worden at Worden.Susan@dol.gov. A copy of the report should also be sent to the appropriate ETA Regional Office.

The report should occupy one row on the spreadsheet; columns A through K each should contain one data item in the order listed in the record layout (Attachment B).

- d. Due Date. Reports are due in the Division of Trade Adjustment Assistance (DTAA) National Office 45 days following the end of the reporting period which the reports cover (e.g, February 15th, May 15th, August 15th, November 15th).
- e. State Contact. States are asked to complete and forward to the e-mail address above a memorandum designating the contact person responsible for each ATAAAR report and the agency, contact name, title, e-mail address, telephone number, and mailing address information for that person. A copy of the memorandum should also be sent to the appropriate ETA Regional Office. States should keep the contact information current by submitting a memorandum whenever there is a change.
- f. Item Coverage. When there is no activity to report for a particular report item, enter a zero. If the item does not apply, also enter a zero. Do not use dashes or "NA," and do not leave any items blank.

- g. Amended Reports. Amended reports should be used to correct errors on previously-submitted reports. Do not alter the numbers on current reports to adjust for previous reports; in particular, do not enter negative numbers. In order to amend a previous report, the state must recompile the original report with the numbers corrected and resubmit the full report.
- h. Agent State - Liable State. In general, the state issuing payments for benefits should report those payments and the number of beneficiaries.
- i. Dollar Amounts. All dollar amounts reported on ATAAAR should include both decimal places and should **not** be rounded to the nearest whole dollar.
- j. Burden. 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 50 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 1205-0459).