

## Attachment B: Record Layout

### Alternative Trade Adjustment Assistance Activities Report (ATAAAR)

| FIELD NUMBER<br>(Column) | FIELD NAME                    | Comments/Instructions                                                                                                                                                             |
|--------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 (A)                    | State                         | Enter the State FIPS code                                                                                                                                                         |
| 2 (B)                    | Quarter ending date           | Enter the last date of the quarter for which the report is being submitted<br>Format: YYYYMMDD                                                                                    |
| 3 (C)                    | Frequency of payments         | Enter the frequency of ATAA payments made to individuals in the state.<br>Format:<br>1 = Weekly<br>2 = Once every 2 weeks<br>3 = Once a month<br>4 = Other                        |
| 4 (D)                    | Number of ATAA applicants     | Enter the total number of individuals in the state who submitted an initial application for ATAA during the quarter. Do NOT include repeat applications from the same individual. |
| 5 (E)                    | Number of first ATAA payments | Enter the total number of individuals in the state who receive their first ever ATAA payment during the quarter.                                                                  |

| FIELD NUMBER<br>(Column) | FIELD NAME                                       | Comments/Instructions                                                                                                                                                                                            |
|--------------------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 (F)                    | Total Number of ATAA participants                | Enter the total number of individuals who received one or more ATAA payments during the quarter. Include both those receiving a first payment and those who have previously received an ATAA payment.            |
| 7 (G)                    | Number of total payments made during the quarter | Enter the total number of ATAA payments made in the state during the quarter.<br>This item will document more than one payment to most participants, so it is not intended to represent a count of participants. |
| 8 (H)                    | Dollar value of total payments for the quarter   | Enter the total dollar value for all ATAA payments made during the quarter.<br>Format: Do NOT include the "\$" sign.<br>Include both decimal places; do NOT round to the closest dollar.                         |
| 9 (I)                    | Number of people who hit \$10,000 maximum        | Enter the number of individuals who exhausted their ATAA payments because they reached the \$10,000 statutory limit during the quarter.                                                                          |

| FIELD NUMBER<br>(Column) | FIELD NAME                                  | Comments/Instructions                                                                                                                                                                                                                                                          |
|--------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10 (J)                   | Number of people who reach two year maximum | Enter the number of individuals who exhausted their ATAA payments because they reached the two-year statutory limit during the quarter.                                                                                                                                        |
| 11 (K)                   | Number of people who lose eligibility       | Enter the number of individuals who lost eligibility during the quarter but who have <b>NOT</b> reached either the \$10,000 or two-year statutory limits. Examples include: lost their ATAA qualifying job or received a promotion that resulted in a salary of over \$50,000. |