




INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

To: The Workforce System
From: Dennis Wimer, Associate Chief Operating Officer, Workforce Operations 
Date: March 15, 2017
Subject: TECHNICAL GUIDANCE
DWU 2017-03 TAA ETA 855 Form Updates

Purpose

To announce the updates to the TAA ETA 855 form and submission process.

Employment Information Affidavit for Consideration of Trade Readjustment Allowance (TRA) Form (ETA 855)

The ETA 855 form has been updated to reflect changes required by USDOL. The "Employment Information Affidavit for Consideration of Trade Readjustment Allowance (TRA)" form, hereby referred to as the ETA 855 form, is used to verify the participant's eligibility for TAA/TRA. Case managers and TAA participants must complete the form at the first one-on-one meeting.

The ETA 855 form has replaced any former version, along with the new step-by-step guide that is available on the Field Operations Resource portal, TAA Program, TAA Documents and Forms section at: <https://webapps.dwd.in.gov/fieldOps/>. The ETA 855 form must be obtained from all TAA participants effective immediately.

Submission Process

The ETA 855 form must be submitted with the first TRA initialization to the TRA unit at TAATRA@dwd.in.gov. The DWU will review the form for completeness and potential eligibility for TRA when reviewing TAA Training Plan submissions; however, formal and final TRA eligibility is determined by the TRA Unit. The TRA Unit will complete the "For TRA Unit Use Only" section when determining eligibility.

Document Retention

The ETA 855 form is required to be scanned into the case management system with the following naming convention: LAST NAME_855_PETITION #. *Example: Smith_855_91491*. A TAA Scanned Document Guide is also available on the Field Operations Resource portal, TAA Program, TAA Documents and Forms section at: <https://webapps.dwd.in.gov/fieldOps/>.

Any questions regarding this technical guidance should be directed to the Dislocated Worker Unit through the DWD Trade Act – Training Plans email box (TAATrainingPlans@dwd.in.gov).