

- Mandatory
- Informational
- Best Practice
- Other



## TECHNICAL ASSISTANCE

**Date:** January 31, 2020

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**Department/Document Number:** Department of Workforce Development, TAA Unit/TA 20.01

**Topic:** Procedural Guidance and Updates to RTAA Full-Time Employment Definition

**Purpose:** The purpose of this communication is to provide formal guidance on RTAA eligibility and employment requirements. The “full-time” definition below enables a higher level of funding to be provided to TAA participants eligible for RTAA and allows those eligible to reach the \$10,000 maximum benefit amount in a shorter timeframe.

### Content

#### Background

Reemployment Trade Adjustment Assistance (RTAA) is a benefit available to adversely affected workers age 50 or older who have gained reemployment. RTAA provides a wage subsidy for workers who have gained reemployment making less than their adversely affected employment.

#### Individual Eligibility

For consideration of eligibility for RTAA, the worker must:

- Be at least 50 years of age, and
- Employed full-time if not participating in TAA-approved training
- Employed part-time, at least 20 hours/week if participating in TAA-approved training, and
- Not employed at the TAA-certified firm from which the worker is separated, and
- Reemployment annualized earnings do not exceed \$50,000/year

#### Full-Time Definition

If the worker is not participating in TAA-approved training, the worker must be employed full-time. TEGL 5-15 Section H.3. states, “if there is no state law addressing the definition of full-time employment, the CSA must issue a definition of full-time employment for RTAA purposes.” State of Indiana UI law does not define “full-time” therefore, the state agency, Indiana Department of Workforce Development, has determined that for consideration of eligibility for RTAA purposes only, the worker must be employed at a minimum of thirty (30) hours per week to be eligible for the RTAA wage subsidy. If a worker is employed at a firm that considers less than thirty (30) hours full-time, the worker must provide written documentation from the employer verifying the employers full-time standard for eligibility consideration for the RTAA

wage subsidy. This updated definition applies to RTAA applications and/or monthly wage subsidy requests submitted upon the immediate release of this technical assistance.

Additionally, for individuals who work outside of the state of Indiana, the full-time requirement will be determined by the state law of the state in which the wages are earned. *Example: If the worker is currently employed in the state of Illinois, Illinois state law or Illinois established TAA policy for determining full-time requirements must be used.*

### **Allowable Hours**

For consideration of RTAA continuous eligibility, the participant must work at minimum of thirty (30) hours each calendar week. Hours and wages earned from the following categories are included in the 30-hour calculation:

- Regular hours
- Authorized Leave (sick, vacation, PTO, bereavement, etc.)

Hours and wages earned from the following categories are not included in the 30-hour calculation:

- Overtime
- Bonuses
- Health insurance premiums
- Severance/buyout payments

### **Verification of Hours Worked**

State agencies are required to verify hours worked for each week that the individual submits for the RTAA wage subsidy. The state agency will verify these hours with copies of the weekly, bi-weekly, semi-monthly, or monthly paystubs or other written documentation provided by the participant's employer. The following items must be included on the verification document for consideration of eligibility for the RTAA wage subsidy:

- Name and address of the employer, and
- Pay period dates, and
- Gross wages, and
- Number of hours worked within the pay period

**Effective Date:** Immediately

Please direct all questions and clarification to the [TradeActRTAA@dwd.in.gov](mailto:TradeActRTAA@dwd.in.gov) inbox.