

U.S. Department of Labor Employment and Training Administration Washington, D.C. 20210	CLASSIFICATION Trade Act/TAPR
	CORRESPONDENCE SYMBOL OAS
	DATE March 2, 2001

TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 11-00

TO: ALL STATE WORKFORCE LIAISONS
 ALL STATE EMPLOYMENT SECURITY AGENCIES
 ALL STATE WORKER ADJUSTMENT LIAISONS
 ALL STATE ONE-STOP CENTER SYSTEM LEADS

FROM: LENITA JACOBS-SIMMONS
 Deputy Assistant Secretary



SUBJECT: Revision of the Trade Act Participant Report (TAPR)

1. **Purpose.** To provide detailed information on the revisions and new submission procedures for the Trade Act Participant Report (TAPR).
2. **References.** The Trade Act of 1974, as amended; Title V of the North American Free Trade Agreement (NAFTA) Implementation Act (Pub. L. 103-182); 20 CFR Part 617; 29 CFR Part 97; General Administration Letter (GAL) No. 5-98, and GAL No. 5-98, Change 1; Workforce Investment Act (WIA) of 1998 (Public Law 105-220); Vol. 62, No. 210, Federal Register, pg. 58789, (1997).
3. **Background.** In 1998, the Employment and Training Administration (ETA) implemented a new reporting system, the Trade Act Participant Report (TAPR), which tracks program performance and participant outcomes for the Trade Adjustment Assistance (TAA) and NAFTA Transitional Adjustment Assistance (NAFTA-TAA) programs. This directive replaces GAL No. 5-98 and 5-98, Change 1 and provides detailed information on revisions to the TAPR that align it with the broader performance and outcomes reporting system established under WIA. Additional revisions to the TAPR incorporate new race/ethnicity reporting requirements established by the Office of Management and Budget (OMB).
4. **Approval.** The reporting requirements for the TAPR are approved by OMB according to the Paperwork Reduction Act of 1995 under OMB Control No. 1205-0392, expiration date 2/29/2004. Regulations published at § 617.61 give the Secretary the authority to require the States to report the data described in this directive; therefore, the respondent's obligation to fulfill these requirements is mandatory. **NOTE:** Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.

RESCISSIONS GAL 5-98 and GAL 5-98, Change 1	EXPIRATION DATE Continuing
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5. **Burden Disclosure.** Public reporting burden for this collection of information is estimated to average 160 hours per State per year, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Some States will require more than 160 hours per year, and some less. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Adult Services, Division of Trade Adjustment Assistance, Room C-5311, 200 Constitution Ave., N.W., Washington, DC 20210 (Paperwork Reduction Project 1205-0392).

6. **National Office and Regional Office Support.** The National Office and the Regional Offices will provide the necessary support to ensure a smooth transition into the revised reporting system. The National Office will provide current reports on the status of TAPR reporting to all Regional Offices, which can then assist in providing any needed support to their States.

7. **Funding.** For the purpose of implementing the TAPR revisions, States may access a limited amount of Fiscal Year 2001 NAFTA-TAA administrative funds. States should prepare a request for funds, along with a supporting statement that justifies the funding request, on Form ETA 9023 (OMB Control No: 1205-0275). These requests should be submitted to the State's appropriate Regional Office.

8. **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 the reports in the State implementation plans) are required to prepare and submit quarterly reports according to the instructions attached to this directive. The first quarterly report is to cover participants who exited during the quarter July 1, 1999 through September 30, 1999, and must be submitted no later than March 30, 2001. Reports are required for each quarter thereafter; future reports will be due no later than 45 days after the end of the reporting quarter, as defined in the attached instructions.

NOTE: Under Section § 205(c)(2)(C)(viii) of the Social Security Act, social security account numbers and related records that are obtained or maintained by authorized persons pursuant to any provision of law enacted on or after October 1, 1990, shall be confidential, and no authorized person shall disclose any such social security number (SSN) or related record. In addition, the OMB terms of clearance require that DOL not accept any TAPR reports from the States that include information, particularly a SSN, that could identify the person to whom the report refers. As a consequence, States are required to remove any personal identifying information such as an applicant's name or SSN from TAPR records being submitted to ETA. States are required to establish methods of deriving individual identifiers to be used in place of SSN's; the attached instructions provide further information.

9. **Inquiries.** Inquiries related to the implementation of the new reporting system should be directed to the appropriate Regional Office or to Curtis Kooser by telephone on (202) 693-3569 (this is not a toll-free number), or by e-mail at ckooser@doleta.gov.

10. **Attachments.**

- I. General Instructions
- II. Summary of Changes
- III. TAPR Record Layout
- IV. Data Submission Instructions