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Nikki R. Haley  
Governor

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**STATE EMPLOYMENT SERVICES INSTRUCTION NUMBER: 12-13**

**TO:** Area Directors  
DEW Staff Managers  
TAA Workforce Specialists  
LWIA Administrators

**SUBJECT:** TAA Participant Source Document Management

**ISSUANCE DATE:** March 8, 2013

**EFFECTIVE DATE:** March 11, 2013

**PURPOSE:** To issue State policy concerning the management of source documents for Trade Adjustment Assistance (TAA) Program participants. This policy rescinds the State Employment Services Instruction Number 12-10 (TAA Participant Source Document Management) issued on January 28, 2013.

**POLICY:** Effective March 11, 2013, the required source documents for all TAA participants are:

- TAA Eligibility Determination (incl. all amendments)
- Benefit Rights and Obligations Form (BRO)
- Law Benefits Election Form
- Proof of Selective Service registration when www.sss.gov is not used
- Copy of Participant's Driver's License (or other State-issued ID)
- Copy of Disability Documentation\*
- Citizenship/Alien Status Verification
- Veteran or Eligible Spouse Documentation
- Bona Fide Application for Training (only for participants covered under the 2002 Amendments)
- Basic TRA Deadline Extension Request Form
- Waiver of Training Requirements
- Training Information Packet & Release of Information
- TAA Transportation Assistance Application (incl. all revisions)
- Commuting Distance Self-Attestation
- TAA Approved Training Application (incl. all revisions)

- Copy of Approved Occupational Skills Training Curriculum (incl. prerequisites)
- Progress Reports and/or Grades for Classroom Training
- TAA On-the-Job Training (OJT) Benefit Rights and Obligations Form
- TAA OJT Contract, incl. Attachments A – C (incl. all modifications)
- TAA OJT Progress Report and Invoice forms (incl. all supportive documentation)
- Participant Attestation (For Interruption of Training)
- Healthcare Provider Attestation (For Interruption of Training)\*
- TRA Benefits Waiver (Refusal of Training)
- ATAA/RTAA Application
- Job Search Allowances Benefit Rights, Obligations, and Application
- Relocation Allowance Application
- Relocation Allowance Reconciliation

All required documents must be complete, properly filled out, dated, and signed by both the participant and TAA Workforce Specialist; unless noted otherwise. Applications and determinations must be maintained whether approved or denied. All TAA source documents must be scanned into a legible and compatible format and uploaded into the SC Works Online Services (SCWOS) Electronic Document Management System (EDMS).

**\*Confidential information, such as medical records (incl. test results for learning disabilities, for example), documents pertaining to criminal history, etc. will continue to be kept in a separate hard copy case folder, in a separate, locked file cabinet.**

Old hard copy case files for the TAA Program should be retained for the following timeframes:

- Enrolled TAA Participants – Five (5) years from the end of the fiscal year (FY) based on the year the participant exited the TAA program.
- TAA Applicants (Partial Applications, Applied but Never Enrolled, and Denied Applications) – Three (3) years from the end of the FY based on the date of the application.

**ACTION:** TAA Workforce Specialists are responsible for the appropriate maintenance of TAA Participants' source documents and hard copy case files.

**INQUIRIES:** Point of contact for this State Instruction Letter is Silvia Middleton at (803) 737-2583 or [smiddleton@dew.sc.gov](mailto:smiddleton@dew.sc.gov).



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