

Trade Adjustment Assistance Yearly Federal Audit Data Element Validation Instructions

Data Element	Location within EKOS	Verification Material to be in each customer folder
Veteran Status	Customer Module / Add'l Info Tab / Military Service Section	DD-214 , Cross-match with Veterans Data, Cross-match with Wagner-Peyser, State MIS
Qualifying Separation Date	Customer Module / Work Hist. Tab / TAA / NAFTA - TAA section	TAA-855 form (Determination of eligibility form); Layoff lists or rapid response list, Notice of termination letter from employer
Date of application	Customer Module / Work Hist. Tab / TAA / NAFTA - TAA section	TAA-855 form (Designation on eligibility form, Application in case file), State MIS, WIA registration form
Petition Number	Customer Module / Work Hist. Tab / TAA / NAFTA - TAA section	TAA-855 form (Determination of eligibility form), Worker group certification in case file, State MIS, UI Records, DOLETA Website
Date entered Training	Customer Services Module / Services Tab / Actual Start Date field	Case notes (This should be the date when the participant's approved training began--NOTE Trade Act-approved training which begins under the WIA dislocated worker program may have a date entered training that is earlier than the participant's date) Vendor training documentation in case file; State MIS; attendance lists; UI records; WIA status form
Date completed, or withdrew from training	Customer Services Module / Services Tab / Actual End Date field	Vendor training documentation in case file; WIA Status Form; Training plan
Training Completed	Customer Services Module / Services Tab / Completed field	Vendor training documentation in case file; Case Notes about communications with program; Applicant statement; WIA Status Form; UI Records; State MIS
Basic Trade Readjustment Allowance (TRA)	Customer Services Module / Services Tab (staff will need to attach Basic TRA to the participant record)	screen print of KYNET / KYIMS UI TRA screen showing payments (State UI records of TRA checks issued); Request for allowance; State MIS
Waiver from training requirement	Customer Services Module / Services Tab / Funding Section / Training Waiver field	TAA7_ACT02 (Case file documentation that includes initial approval and renewals at 30 day intervals); State UI records of TRA checks issued; form from employment counselor
Date of Exit	Customer Services Module / system generated on Enrollments Tabs based on the Actual End Date staff entered on the Services Tab (Exit Date). Also listed on the Outcomes Tab when staff highlight the Trade Act Program (Co-Enrollment Exit Date) if the participant was co-enrolled.	Documentation in case file; State MIS; WIA exit form
KY UI Wages (Employed in 1st full quarter after exit) (Employed in 3rd full quarter after exit) (3 quarters prior to participation quarter) (2 quarters prior to participation quarter) (Wages 1st quarter after exit quarter) (Wages 2nd quarter after exit quarter) (Wages 3rd quarter after exit quarter)	Customer Services Module / Outcomes Tab / Employed in Quarter After Exit section (at this time these fields do not need to be completed unless the determination method is "Supplemental", if so, post a note[see requirements on the "TAPR Field Locations within EKOS" training material documentation])	This will be verified from the actual UI/WRIS wage files (a copy will not need to be placed in the customer folder at this time unless the determination method is "Supplemental")

NOTE -- contact information:

Trade Program Coordinator/502-564-7456 -- for programmatic specific questions
 Michele Belcher 606-433-7721, 606-422-6462 or michele.belcher@ky.gov -- for TAPR report specific questions

NOTE:

- * The above information is being provided so information needed for each Trade participant is completed and available during the Trade Yearly Data Validation Audit.
- * The information in the 3rd column has been placed in bold and normal font...the bold print is the preferred documentation to be placed in the participant case file for the Yearly Data Validation Audit.
- * Due to Common Measures the **Date of Exit** can be extended if the participant is enrolled in a partner program such as WIA or Labor Exchange.
- * **State MIS** refers to specific, detailed information that is stored in the states information system that supports an element. An indicator, such as a checkmark on a computer screen, alone is not acceptable source documentation.
- * **Case Notes** refer to online statements by the case manager that identifies a participant's status for a specific data element.