

TRADE ACT PARTICIPANT REPORT

REVISED PARTICIPANT RECORD LAYOUT

Field Number	Field Name	Guidelines and Comments
Section I: Identification and Characteristics of Applicant		
1	I.1. State name	Record the full name of the reporting State
2	I.2. Individual Identifier	The State should develop a process for assigning an identifier to each person. This identifier for a person must be the same for every period of participation and in every local area and Statewide program in the State. The identifier may have both alphabetic and numeric characters, and must be between 1 and 9 characters long.
3	I.3. Date of birth	Record the individual's date of birth in the following format: YYYYMMDD. NOTE: this is changed from the original TAPR which used the MMDDYYYY format.
4	I.4. Gender	Record the individual's gender: 1 = Male 2 = Female
5	I.5. Individual with a disability	Record the code which indicates the individual's disability status: 1 = Yes, but not a substantial barrier to employment 2 = Yes, and a substantial barrier to employment 3 = No, individual does not have a disability NOTE: codes 1 and 2 are reversed from the original TAPR
6	I.6. Ethnicity - Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino" 1 = Yes 2 = No

Field Number	Field Name	Guidelines and Comments
	I.7. Race	
7	I.7a. American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment 1 = Yes 2 = No
8	I.7b. Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. 1 = Yes 2 = No
9	I.7c. Black or African American	A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American” 1 = Yes 2 = No
10	I.7d. Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands 1 = Yes 2 = No
11	I.7e. White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa 1 = Yes 2 = No

Field Number	Field Name	Guidelines and Comments
12	I.8. Veteran status	<p>Record the code that indicates whether the individual served in the active U.S. military, naval, or air service for a period less than or equal to 180 days, and who was discharged or released from such service under conditions other than dishonorable, or whether the individual met the conditions above for more than 180 days.</p> <p>1 = Yes, less than or equal to 180 days 2 = Yes, more than 180 days 3 = No</p>
13	I.9. Limited English language proficiency	<p>Record the proficiency status of the individual:</p> <p>1 = An individual who has limited ability in speaking, reading, writing, or understanding English, and (a) whose native language is not English, or (b) who lives in a family or community environment where a language other than English is the dominant language.</p> <p>2 = Does not meet any of the criteria in (1) above.</p>
14	I.10. Unemployment compensation status	<p>Record the code indicating which of the following classifications best describes the individual's UC status on the date of application:</p> <p>1 = Claimant: an individual who has filed a claim and has been determined monetarily eligible for benefit payments under one or more State or Federal unemployment compensation programs, and who has not exhausted benefit rights or whose benefit period has not ended.</p> <p>2 = Exhaustee: an individual who has exhausted all UC benefit rights for which he/she has been determined monetarily eligible, including extended benefit rights, or whose benefit period has ended.</p> <p>3 = None</p>

Field Number	Field Name	Guidelines and Comments
15	I.11. Pell Grant recipient	Record whether the individual has been notified that he/she will be receiving a Pell Grant 1 = Yes 2 = No
16	I.12. Highest school grade completed	Enter the highest school grade completed by the individual, using the following codes: 00 = No school grade completed 01-11 = Number of elementary/secondary school grades completed 12 = High school graduate 88 = Attained certificate of equivalency for a high school diploma 13-15 = Number of school years completed 16 = Bachelor's degree or equivalent 17 = Education beyond the Bachelor's degree
17	I.13. Most recent qualifying separation	Record the most recent date of separation from trade-impacted employment that qualifies the individual to receive benefits and/or services under the Trade Act. Use the YYYYMMDD format.
18	I.14. Tenure with employer at most recent qualifying separation	Record the total number of months that the applicant was employed with the employer of record as of the applicant's most recent qualifying separation.
19	I.15. Date of application	Record the date, using YYYYMMDD format, on which the individual first applied for Trade Act services/benefits under the applicable certification.
20	I.16. Petition number	Record the petition number of the certification which applies to the individual's worker group. If there is more than one petition number (for example, certifications under both the TAA and the NAFTA-TAA programs), record the petition number of the program from which the training is paid, unless a waiver was issued. Do NOT include any alphabetic suffix; record the petition number only.

Field Number	Field Name	Guidelines and Comments
21	I.17. Program of participation	Enter the program under which the individual received services and benefits, using the following codes: 1 = TAA 2 = NAFTA-TAA 3 = Both
22	I.18. Date of participation	Record the date (using YYYYMMDD format) on which the individual BEGAN to receive Trade Act-funded program benefits and/or services. An applicant becomes a participant upon first receipt of training (including travel and/or subsistence), TRA, job search allowance, or relocation allowance.

Field Number	Field Name	Guidelines and Comments
Section II: Activity and Service Record		
II.1. Training		
23	II.1.a. Date entered training	Record the date (using YYYYMMDD format) 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 application date.
24	II.1.b. Date completed, or withdrew from, training	Record the date (using YYYYMMDD format) when the participant completed training or withdrew permanently from training.
25	II.1.c. Training completed	Record the appropriate code: 1 = Yes, completed approved training course 2 = No, did not complete (withdrew)
26	II.1.d. Travel while in training	Record the appropriate code: 1 = Yes, received travel allowance while in training 2 = No, did not receive a travel allowance
27	II.1.e. Subsistence while in training	Record the appropriate code: 1 = Yes, received subsistence allowance while in training 2 = No, did not receive a subsistence allowance
28	II.1.f. Occupational skill training code	Record the 8-digit O*NET version 3.0 code, the 5-digit OES code, or the 9-digit DOT code that best describes the occupation that the training leads to. DOT codes are now obsolete. States must transition to O*NET version 3.0 codes. If the participant's training was not related to any specific occupational skills, record 999999999.

Field Number	Field Name	Guidelines and Comments
29	II.1g. Occupational code system	Record the system of occupational codes used in field II. If above: 1 = 5-digit OES code 2 = 8-digit O*NET Version 3.0 code (embodies the 6-digit SOC code) 3 = 9-digit DOT code 0 = None NOTE: because the DOT code system is being phased out, and the OES system is being replaced by the SOC system, the use of O*NET codes is strongly encouraged.
30	II.1h. Received occupational skills (classroom) training	Record whether the participant received occupational (classroom) training. 1 = Yes 2 = No
31	II.1i. Received on-the-job training	Record whether the participant received on-the-job training. 1 = Yes 2 = No
32 1	II.1j. Remedial training	Record whether the participant received remedial training. 1 = Yes 2 = No
NOTE: fields II.1h, II.1i, and II.1j were grouped in one field in the original TAPR		
33	II.2. Trade Readjustment Allowances (TRA)	Record whether the participant received any Trade Readjustment Allowances (TRA). 0 = Did not receive any TRA 1 = Received basic TRA 2 = Received additional TRA 3 = Received both basic and additional TRA
34	II.3. Waiver from training requirement	Record whether the participant received a waiver from the training requirement. 1 = Received a waiver from the training requirement in order to receive basic TRA (TAA program only) 2 = Did not receive a waiver

Field Number	Field Name	Guidelines and Comments
35	II.4. Job search allowance	Record whether the participant received a job search allowance. 1 = Yes 2 = No
36	II.5. Relocation allowance	Record whether the participant received a relocation allowance. 1 = Yes 2 = No
37	II.6. Date of registration	If the participant was registered for a WIA Title I program, record the date (using YYYYMMDD format) of the registration.
38	II.7. Other Federal coenrollment	Record whether the participant was coenrolled in any of the following Federal programs: 0 = Not coenrolled in any other Federal program 1 = WIA Title I dislocated worker program 2 = WIA Title I National Emergency Grant program 3 = Both 1 and 2 above 4 = Other Federal job training (in addition to either 1 or 2 or both) 5 = Other Federal job training (not including either 1 or 2) NOTE: Receipt of a Pell Grant is no longer recorded in this field, as it was in the original TAPR. Use field I.11 to record Pell Grant status.

Field Number	Field Name	Guidelines and Comments
Section III: Outcomes		
39	III.1. Date of exit	<p>Record the last date on which Trade Act-funded services or WIA Title I partner services were received by the participant. There are two ways to determine exit:</p> <ol style="list-style-type: none"> 1. a participant who has a date of completion or known exit from Trade Act-funded services (or, if later, from WIA Title I-funded services for coenrollees) (hard exit), or 2. a participant who does not receive any Trade Act-funded or non-TAA partner services for 90 days and is not scheduled for future services (soft exit) <p>NOTE: this definition is functionally equivalent to the definition of terminée in the original TAPR.</p>
40	III.2. Employed in first full quarter after exit	<p>Record whether the participant was employed in the first full quarter after exit.</p> <p>1 = Yes 2 = No</p>
41	III.3. Occupational code (if available)	<p>Record the occupational code that best describes the exiter's employment. Occupation can be recorded using 8-digit O*NET codes, 5-digit OES codes, or 9-digit DOT codes.</p>
42	III.4. Occupational code system	<p>Record the system of occupational codes used in field III.3 above:</p> <p>1 = 5-digit OES code 2 = 8-digit O*NET Version 3.0 code (embodies the 6-digit SOC code) 3 = 9-digit DOT code 0 = None</p> <p>NOTE: because the DOT code system is being phased out, and the OES system is being replaced by the SOC system, States must transition to the O*NET version 3.0 codes.</p>

Field Number	Field Name	Guidelines and Comments
43	III.5. Employed in third full quarter after exit	Record whether the participant was employed in the third full quarter after exit.. 1 = Yes 2 = No
	Total earning from wage records	
44	III.6. Three quarters prior to most recent qualifying separation	Earnings in the third full quarter prior to the participant's most recent qualifying separation. Format 00000.00
45	III.7. Two quarters prior to most recent qualifying separation	Earnings in the second full quarter prior to the participant's most recent qualifying separation Format 00000.00
46	III.8. First quarter following exit	Earnings in the first full quarter after the participant has exited. Format 00000.00
47	III.9. Second quarter following exit	Earnings in the second full quarter after the participant has exited. Format 00000.00
48	III.10. Third quarter following exit	Earnings in the third full quarter after the participant has exited. Format 00000.00
49	III.11. Recalled by layoff employer	Record whether the participant was recalled by the employer where the qualifying separation took place. 1 = Yes 2 = No