POTENTIAL SUSPENSION REQUEST INSTRUCTIONS PARTICIPANT DID NOT MEET ONE OF THE QUALIFYING REQUIREMENTS FOR ELIGIBILITY IN A TRADE/TRA PROGRAM

Complete the **Trade Potential Suspension Letter Commerce/Trade Form #003c (Potential Suspension Letter)** marking the box for **Participant did not meet one of the qualifying requirements for eligibility in a Trade/TRA Program.**
Send the **Potential Suspension Letter** to the participant.
The start date of the letter must match the start date of entry of the **Potential Suspension Request Status Record**.

Trade Potential Suspension Letter

Date: __/__/____

Participant Name: ____

Mailing Address: ____

City, State, Zip: ____

It has been determined you have not met all eligibility requirements to qualify for and maintain benefits in the Trade/TRA Program. Contact was previously made to inform you of this determination and request additional information or documentation. All documentation and information provided has been reviewed, however it does not support your continued participation and receipt of benefits.

This letter serves as notification that the Illinois Department of Employment Security will investigate your eligibility for benefits from the Trade/TRA Program due to the following reason:

☐ Participant was provided a waiver from training and refused suitable employment.

☐ Participant enrolled in training but failed to start.

☐ Participant failed to maintain full-time or part-time (as appropriate) status in a training program. Participant failed to attend all scheduled training classes and other training activities scheduled by the training institution in any week of the training program.

☐ Participant did not meet one of the qualifying requirements for eligibility in a Trade/TRA Program.

☐ Participant is non-compliant with Trade training requirements (including alleged fraud).

☐ Participant has failed to meet required Training Benchmarks and Completion TRA is in jeopardy.

   ☐ Training Plan will be modified.   ☐ Training Plan cannot be modified.

APPEAL RIGHTS
If you disagree with this determination, you may complete and submit a request for reconsideration/appeal. A letter will suffice if you do not have an agency form. Your request must be filed with the Illinois Department of Employment Security ("IDES") within thirty (30) calendar days after the date at the top of this letter. If the last day for filing your request is a day that IDES is closed, the request may be filed on the next day that IDES is open. Please file the request by mail to: IDES P.O. Box 19509 Springfield, IL 62794 or fax to: 217-557-4913. Any request submitted by mail must bear a postmark date within the applicable time limit for filing.
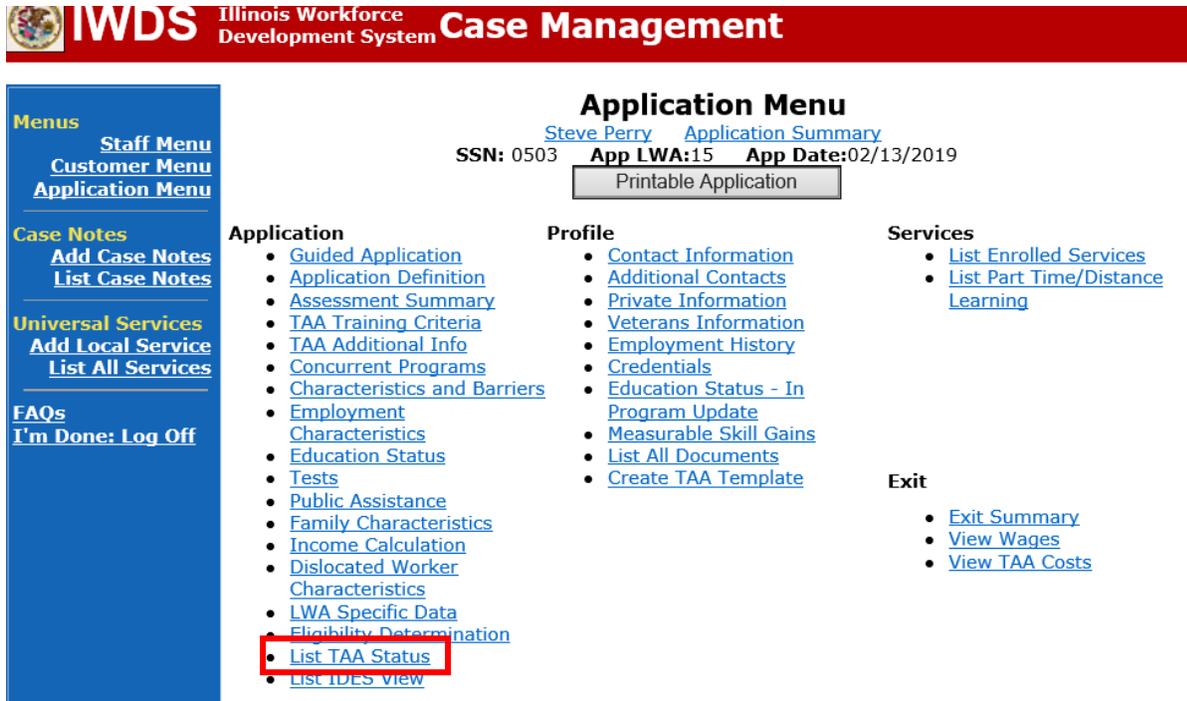
If you have any questions, please call me at (____) ____-____   Ext. ____
                    (Telephone Number)

_____   _____   __/__/____
Printed Name of Career Planner   *Signature of Career Planner*   *Date*

Enter a **Potential Suspension Request Status Record** in IWDS.

Click **List TAA Status** on the **Application Menu** on the **TAA Application** for the participant.

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Click **Add TAA Status**.

IWDS Illinois Workforce Development System Case Management

List TAA Status
Steve Perry   **Application Summary**
SSN: 0503   **App LWA:**15   **App Date:**02/13/2019

[Add TAA Status]   [Return]

	Start Date	End Date	Status	Approval Status	Last Updated By	Date
View	12/15/2021	12/15/2021	Payable Training Interruption		Sheila Sloan	12/15/2021
View	12/15/2021		Potential Suspension Request	Pending Approval	Sheila Sloan	12/15/2021
View	12/06/2021		Returned to Work		Sheila Sloan	12/08/2021
View	12/01/2021	12/11/2021	Ceased Participation in Training		Sheila Sloan	12/15/2021
View	12/01/2021		In Training		Sheila Sloan	12/10/2021
View	11/30/2021	12/01/2021	Enrolled in Training - Not Yet Started	Approved	Sheila Sloan	12/10/2021
View	02/13/2019	04/14/2019	Waiver from Training Requirement	Approved	Sheila Sloan	02/25/2019
View	02/13/2019		IEP	Approved	Sheila Sloan	11/30/2021

[Add TAA Status]   [Return]

Select **Potential Suspension Request** for the **Status**.
Enter the **Status Start Date**. The start date is the date of entry (this should also match the date of the **Potential Suspension Letter**).

Select **Failed to meet the qualifying requirements of TRA/TAA** as the **Suspension Request Reason**.
Enter a dated comment in the **Comment Box** explaining the reason for the **Potential Suspension Request**.

Here is the screen after a completed entry of a **Potential Suspension Request.**

IWDS Illinois Workforce Development System **Case Management**

Maintain TAA Status
Steve Perry   Application Summary
SSN: 0503   App LWA:15   App Date:02/13/2019

Menus
Staff Menu
Customer Menu
Application Menu

Case Notes
Add Case Notes
List Case Notes

Universal Services
Add Local Service
List All Services

FAQs
I'm Done: Log Off

TAA Petition Number: 90900   **TAA Act:** 2015
Employer Name: Caterpillar

Status: Potential Suspension Request
Entry Date: 12/15/2021
Status Start Date: 12/15/2021
Status End Date: [   ]
Suspension Request Reason: Benchmarks Not Met, No Completion TRA

Comments: Participant failed to meet two benchmarks. Training Plan cannot be modified.

Created By: Sheila Sloan   **Date Created:** 12/15/2021
Last Updated By: Sheila Sloan   **Date Last Updated:** 12/15/2021

[Save]   [Return]   [Part Time/Distance]

Approval Type	Approver	Approved/Denied Date	Approval Status
Original			Pending Approval

[Save and List Approvals]   [List Approvals]

	Doc ID	Screen	Document Type	Date Stored	Date Reviewed	Reviewed By

There is nothing to display.

[Add Document]

Add **Case Management Services** in IWDS on the WIOA and Trade applications based on the following:

For participants covered by certifications numbered up to 97,999:

Trade Application Entry (Add Additional Episode to Trade Case Management Service Record)

Click **List Enrolled Services** on the **Application Menu** on the **TAA Application** for the participant.

Click on **Trade Case Management – TAA.**

Click **Add Additional Episode**.

Complete the following fields:

Contact Date – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

Program – Select **TAA/NAFTA** from the drop down list.

Note Category – Select the appropriate entry from the drop down list.

Confidential – Select **Yes** or **No** to indicate if the case note is confidential.

Note Subject – Enter a subject for the case note that describes what service is being provided.

Case Note – Enter a detailed case note detailing the circumstance of the **Potential Suspension** Request and the date the **Potential Suspension Letter** was sent to the participant.

Click **Save and Return**.

NOTE: The End Date for the Trade Case Management – TAA Service Record has updated with the current date of the entry that was just made.

WIOA Application: No entry.

For participants covered by certifications numbered 98,000+ (2021R):

Trade Application: No entry.

WIOA Application Entry (Add a New Episode to the Career Planning (Case Management) Service Record).

Click **List Enrolled Services** on the **Application Menu** on the **WIOA Application** for the participant.

Click on **Career Planning (Case Management) – 1DC.**

Click **Add Additional Episode.**

Complete the following fields:

Contact Date – This will autofill to the current date. If the case management is for a date other than the current date, enter the correct date.

Program – Select **WIOA** from the drop down list.

Note Category – Select the appropriate entry from the drop down list.

Confidential – Select **Yes** or **No** to indicate if the case note is confidential.

Note Subject – Enter a subject for the case note that describes what service is being provided.

Case Note – Enter a detailed case note detailing the circumstance of the **Potential Suspension Request** and the date the **Potential Suspension** Letter was sent to the participant.

Click **Save and Return**.

If Illinois is the agent state, the career planner must communicate the **Potential Suspension Request** status for the participant to the Liable State.

IDES Notification of Adjudication
Following the career planner's IWDS entries, the Potential TRA Training/Waiver file Maintenance Report is transmitted to IDES overnight.

Career planner's Follow-Up to IDES Adjudication of the Potential Suspension Request
The career planner will review the IBIS Claimant Issue List Screen for the outcome.

Following IDES adjudication, contact state merit staff for instructions on the next steps to take.