

# TRADE ADJUSTMENT ASSISTANCE

## On-the-Job Training

Information for Employers



Trade Adjustment Assistance (TAA) is a federal program that provides aid to workers who lose their jobs, are at risk of losing their jobs, or whose hours of work and wages are reduced because of foreign competition. TAA services are designed to help workers gain employment as good as or better than the job they lost. TAA can provide eligible people with employment counseling, training, job search allowance and other services to help them gain such employment. For employees to be eligible for the Minnesota TAA on-the-job training (OJT), they must be a participant in the TAA program. The following information is intended to give employers insight into how this program works and how they can implement it.

## FAQs

### What is the Minnesota TAA OJT?

The Minnesota TAA OJT provides reimbursements to employers to help compensate for costs associated with skills upgrade and training for an eligible TAA participant. OJT employers may receive 50% of the wage rate of OJT participants to help defray personnel training costs.

### What's in it for my company?

Opportunity to bring on employees who are eager to learn new skills and enhance your workforce. Your company will be reimbursed for costs associated with training the new employee, usually half the pay rate for the agreed-upon training period. You will receive prompt payments with minimal paperwork and assisted by TAA staff throughout all phases of the TAA OJT.

### How do I find an OJT eligible job candidate?

By contacting any Dislocated Worker Program service provider on the link below.

[Service Providers for the Dislocated Worker Program / Minnesota Department of Employment and Economic Development \(mn.gov\)](#)

### How do I know if a job candidate is eligible for OJT?

The candidate will likely have an introductory letter from TAA or introduced by the Dislocated Worker Program.

### Can a company rehire one of their previously released (laid-off) employees to take part in the OJT?

Yes, a business can rehire a previous employee to take part in the TAA OJT, but the former employee must be rehired for a different position that requires additional training for the employee.

### Who selects the OJT participants?

You make the hiring decision with an OJT participant just as you would any other candidate.

### Are there any restrictions?

Yes, there are a few restrictions, but TAA staff can assist you in determining your company's eligibility. For example, you cannot use TAA OJT funded participants to replace employees laid-off within six months prior to the date of your application. You must agree to keep TAA OJT participants as regular full-time employees for at least six months beyond the contracted period. The rate of pay and benefits must be commensurate with what you pay other employees doing similar work.

### How long is the OJT approval process?

The process of writing and negotiating the OJT contract and establishing a training plan for the individual could take one to two weeks, depending on the speed of communication. An OJT contract will be completed with your company outlining the terms between Minnesota TAA and your company.

### Whom should I contact for more information on OJT?

Minnesota Department of Employment and Economic Development (DEED)  
Trade Adjustment Assistance (TAA) Program  
Email: [deed.taa@state.mn.us](mailto:deed.taa@state.mn.us)  
Phone: 651-259-7543 or 888-234-1330  
Website: <https://www.careerforcemn.com/taa>