| ESS Function: | Delaware JobLink DJL Functions: | Area |
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| 1. Trade Client comes into One-Stop with RTAA/ATAA Mandatory registration form (this policy is only for that group in this scenario). | See LE #1 for DJL steps-Front Desk. | One Stop  Front desk |
| 1. DET staff must review the Universal Screen to determine if the client has an open Job Service Enrollment. A Job Service Enrollment must be created before creating a Trade Act Enrollment. | See LE #1 for DJL steps-Registration. | One Stop  Registration |
| 1. If there is **not** a trade enrollment, DET staff must create a Trade Enrollment   If there is a trade enrollment, skip to step #5. | In demographic information of the Universal Screen, in the dislocated worker section, you must select “yes” to question #2: **“Have you been laid off or received a notice of layoff from your employer as a result of a permanent closing or major layoff?”**  Then you must go to “Layoff Details” and answer questions based on client’s responses. You must enter a Trade Petition number in order to create the Trade Act Enrollment.  Click ‘return to case details’ button at the bottom of the screen to return to the Universal Screen. | One Stop  Registration |
| 1. The **Trade Act** enrollment link will now be available. | Click on blue link next to **Trade Adjustment Act**. Date of Eligibility and Enrollment start date should be date Trade Client applied for benefits. | One Stop  Registration |
| 1. Ask Trade Client if they are looking for work and provide client APPLICANT SERVICES brochure, highlighting DJL website with labor market information.   If client answers “yes”, skip to step 6. If client answers “no”, trade client does not need to attend LE orientation, sign form returning white and yellow copy to client, client may leave. | In TAA enrollment, S&T plan, enter a quick service, “Workforce Information Services”. | One Stop  Registration |
| 1. Provide at least one job search/referral, then refer client to LE Orientation per LE #1. | See LE #1 for steps for completing a basic job search.  In TAA enrollment, S&T plan, enter a quick service, “Job Search and Placement Assistance”.  See LE #1 for DJL steps-Group and Individual Service Orientations. | One Stop  Registration |
| 1. DET staff signs Mandatory Registration-RTAA/ATAA form. |  | One Stop  Registration |

**After creating the Trade Enrollment**, send email to Manager to approve the trade enrollment for the client. Include client name and PID #.

**What happens to signed form?**

Local office keeps gold copy and returns the remaining forms to client. Make a copy for local DET office, make a copy to get returned to local UI office and send gold copy to Hudson attn: Bonita Egerson.