



Participant's Name	SID	Petition Number	LO#	Start Date
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VOS TAA Application, sign and dated by participant

VOS IEP – Goal & Objectives toward training, sign and dated by staff and participant

Proof of Eligibility (ex. Eligibility Determination Letter)

LB-1092 Worker Training Agreement and Responsibilities

LB-1090 Financial Statement

LB-0738 TAA/AE Training Assessment Referral form

CASAS/TABE Information (Test Results)

LB-3281 TAA Release of Information Agreement

Supply & Demand information or School Placement Rate

Academic Plan (courses and hours planned for each session) or Course outline for TCAT

Total Cost Sheet showing total of tuition, books, and supplies broken down **by term**

List of all books, supplies, tools with cost for each item broken down **by term**

LB-0898 Signature of Authority (both training facility and outside vendors)

School Calendar (identifying breaks in training that are over 30 days in length)

Comparison between a TCAT or state school if a private training facility is being requested

Mileage documentation (3 sources of mileage verification)

LB-1089 Willing to Commute Statement (when training requires commuting outside 50 mile radius)

Completed IRS – W9

Letter of Enrollment (if applicable)

TAA Program Success Story Information Guide and Waiver

Case Notes are Up to Date

NOTE: Include Education Level, i.e. HiSET, GED, Certificates, Diplomas, Degrees, dates received, and from what training facility.

**COST SUMMARY:**

Training Contract Amount	_____
Bookstore Contract Amount	_____
Tools/Supplies Amount	_____
Vendor Contract Amount	_____
Total	

**COMMENTS:**