

# Training Benefits Handbook



**Employment  
Security  
Department**  
WASHINGTON STATE

## **Congratulations! We have approved you to participate in the Training Benefits Program. As long as you maintain satisfactory progress in your approved training program, you do not have to look for work while collecting unemployment benefits.**

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### **How much money can you receive in training benefits?**

Training benefits can add additional weeks of benefits to your unemployment claim while you are in training – up to one year, including your regular benefits. Before we pay training benefits, you will receive “regular” unemployment benefits. Regular benefits may be available for up to six months. When those run out, you will need to call the Training Benefits Hotline to start your training benefits.

Training benefits can pay you 52 times your weekly benefit amount, minus any regular benefits you received. For example, if you received 20 weeks of regular unemployment benefits, you can receive up to 32 times your weekly benefit amount in training benefits. If you do not receive your full weekly benefit amount each week (because you are working, for example), benefits may be available longer, but the total amount available will not change.

You can receive training benefits until:

- You run out of money, or
- You are no longer in your approved training program.

Because we can't pay you training benefits after you complete school, you may want to begin searching for a job in your new field before you complete your training program. You can contact your local WorkSource employment center to prepare for and get help looking for work.

### **Who is approved for training benefits?**

Training benefits are available for different groups of people. The decision letter we mailed you will tell you which group you fit into. The section below explains the different requirements for each group.

#### **Dislocated workers**

Dislocated workers are workers who:

- Were laid off from their job because their employer permanently reduced operations, or
- Are unlikely to get the same type of work again, since there are few employment opportunities in their type of work, and
- Qualify for or have run out of unemployment benefits.

If we approved your training benefits as a dislocated worker, you must:

- Enroll in school within one year after filing your unemployment claim,
- Attend full- or part-time training, and
- Be able to show that you have sufficient resources to complete your training program once your training benefits are exhausted.

## Other groups

We may have approved you to receive training benefits if you:

- Actively served in the U.S. military or Washington National Guard within the last year, or are currently actively serving in the Washington National Guard,
- Are disabled, or
- Are considered a low-income worker.

If we approved your training benefits for any of these reasons, you must:

- Enroll in school within 120 days after filing for unemployment benefits, and
- Be enrolled full-time (unless you are disabled and we told you that you can attend part-time).

## Your responsibilities while in training

### *Tell us if something changes*

You are responsible to let us know if anything changes with your approved training program, such as:

- You don't start school as planned,
- Your graduation or completion date changes,
- You drop out of school,
- You reduce the number of classes you are taking, or
- You change schools or programs.

If you don't tell us about changes, your benefits could be denied, and you may have to pay back some or all of the unemployment benefits you've received. For more information on making a change to your training plan, see "When must you ask for a modification" (on page 5).

## Complete and return progress reports

You must maintain "satisfactory progress" and regularly submit "progress reports." Satisfactory progress means:

- You have at least a "C" average or 2.0 grade-point average,
- Your grade-point average is sufficient to graduate or complete your training, and
- You are taking enough classes to graduate or complete your training on time.

If you are in a self-paced or ungraded-training program, you must participate in class and pass any exams to complete training on time.

We will send you progress reports every six weeks. You must fill out your section and have your designated school representative complete the school's section. You will need to answer questions such as:

- Has any of the program information changed?
- Are you making satisfactory progress?
- If you are no longer in training, did you complete the training?

The progress report will ask your designated school representative if the information you provided is correct. He or she will also need to sign the document.

**Important:** You are required to send back the progress report on time. Most schools have designated staff available to complete the progress report during breaks.

If your school is on break when your progress report is due and no one is available to complete the school section, write that on the form and return it on time.

If you do not return your progress reports on time, your benefits may be denied and you may have to pay us back some or all of the unemployment benefits you've received.

If you are required to attend full-time and your school does not offer enough courses during summer quarter for you to attend full-time, you must:

- Take all courses available to you for your program,
- Provide a letter from your school verifying that you are taking all courses available, and
- Provide proof of registration showing you will attend full-time in the fall quarter.

### **When must you ask for a modification?**

We approved your training plan based on what you told us in the initial application. When you make certain changes to your training, you must request a modification. We will review your modification and decide if you continue to be eligible for training benefits.

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You must submit a modification request when you change:

- Your graduation or completion date,
- Schools or programs,
- The degree, licensing or certificate you are trying to complete, or
- Your status from full-time to part-time.

If you are required to attend full-time, but the number of classes or credits you need to complete your training in your final quarter is less than full-time, then you will need to provide a letter from your school with your modification request.

The letter from your school must say:

- That you need only the remaining classes,
- Why your final quarter does not have enough classes to be considered full-time, and
- That you will complete training this quarter when you pass your remaining classes.

If you are unsure whether you need to complete a modification request, call the Training Benefits Hotline, 877-600-7701.

To modify your applications:

- Report the change on your weekly claim, or
- Get a modification application
  - Go to [esd.wa.gov](http://esd.wa.gov) and enter “training benefits modification” in the search box, or
  - Go to your local WorkSource employment center or other local employment (if living outside Washington).

You can visit your WorkSource employment center or school’s worker-retraining counselor for help submitting your modification application.

### **What if you work while going to school?**

If you work while going to school, you may be eligible to receive some unemployment benefits. The amount you will get depends on whether you are receiving regular benefits or training benefits. To be eligible for benefits, you must be “unemployed” for the week.

You are unemployed during a week if:

- You work fewer than the number of hours consistent with full-time work for your occupation, and
- Your gross earnings are less than one and one-third times your weekly benefit amount plus \$5. Use the “Excess-Earnings Chart” that begins on (on page 6) in this booklet.

There are two earnings deductions for you:

- If you are receiving regular benefits and are unemployed for a week, we will subtract \$5 from your gross earnings, multiply by 75 percent (earnings x 0.75) and round up to the next dollar then deduct that amount from your weekly benefit amount. Use the Earnings Deduction Chart in the Handbook for Unemployed Workers.
- If you are receiving training benefits and are unemployed for a week, we will subtract \$5 from your gross earnings, multiply by 50 percent (earnings x 0.5) and round up to the next dollar then deduct that amount from your weekly benefit amount. Use the Earnings Deduction Chart (on page 8) in this booklet.

## Examples

### Regular unemployment benefits

Assume your weekly benefit amount is \$200, and you are receiving regular benefits.

- During a week, you work 20 hours as a retail salesperson making \$10 per hour. Your earnings deduction will be \$147 (using the Earnings-Deduction Chart in your Handbook for Unemployed Workers), and your unemployment benefit for the week will be \$53.
- If you work 28 hours at the same wage, your earnings deduction would be greater than your weekly benefit amount (using the Earnings-Deduction Chart in your Handbook for Unemployed Workers). You will not be eligible for benefits because you are not “unemployed” for the week.
- If you are receiving training benefits and are unemployed for a week, we will subtract \$5 from your gross earnings, multiply by 50 percent (earnings x 0.5) and round up to the next dollar then deduct that amount from your weekly benefit amount. Use the Earnings Deduction Chart (on page 8) in this booklet.

### Training benefits

Now, assume your weekly benefit amount is \$200, and you are receiving training benefits.

- During a week, you work 20 hours as a retail salesperson making \$10 per hour. Your earnings deduction will be \$98 (using the Earnings- Deduction Chart beginning on page 10 in this booklet), and your unemployment benefit for the week will be \$102.
- If you work 27 hours at the same wage, your earnings deduction will be \$133 (using the Earnings-Deduction Chart beginning on page 10 in this booklet).Your unemployment benefit for the week will be \$67.
- If you work 28 hours that week at the same wage, your gross earnings will be more than one and one-third (benefits x 1.33) times your weekly benefit amount plus \$5 (using the Excess- Earnings Chart beginning on page 8 in this booklet).You will not be eligible for benefits because you are not “unemployed” for the week.

## How do you use the Excess-Earnings and Earnings-Deduction charts?

If you are working and receiving regular unemployment benefits, use the earnings deduction chart in the Handbook for Unemployed Workers. You can view

it online at [esd.wa.gov](http://esd.wa.gov) (enter “handbook” in the search box); pick up a printed version at your local

WorkSource center; or get one mailed to you by calling the claims center at 1-800-318-6022. You will begin receiving training benefits only after using up all of your regular benefits.

Use the following pages only while you are receiving training benefits to figure:

1. If you have excess earnings, and
2. If you do not have excess earnings, what we will deduct from your weekly benefit amount.

## Excess earnings

On the Excess Earnings Chart:

1. Find your weekly benefit amount before any deductions, in the column titled Weekly Benefit Amount (WBA).
2. Look at the amount just to the right in the column titled, “You are not eligible if you earn this much or more.”
  - If your gross earnings are equal to or more than the amount listed for your WBA, you will not be eligible to receive benefits for the week because you aren’t “unemployed” for that week.
  - If your gross earnings are less than the amount listed for your WBA, continue to the Earnings Deduction Chart.

## Earnings deduction

On the Earnings Deduction Chart:

1. Find the range that includes the amount you made in gross earnings in the column titled Gross Earnings.
2. Look at the amount just to the right in the column titled Earnings Deduction. This amount will be deducted from your training benefits. Subtract this amount from your WBA to know how much you may receive in training benefits for the week.

**EXCESS-EARNINGS CHART (TRAINING BENEFITS)**

Weekly Benefit Amount (WBA)	You are not eligible if you earn this much or more	Weekly Benefit Amount (WBA)	You are not eligible if you earn this much or more	Weekly Benefit Amount (WBA)	You are not eligible if you earn this much or more	Weekly Benefit Amount (WBA)	You are not eligible if you earn this much or more	Weekly Benefit Amount (WBA)	You are not eligible if you earn this much or more
158	215.67	211	286.34	264	357.00	317	427.67	370	498.34
159	217.00	212	287.67	265	358.34	318	429.00	371	499.67
160	218.34	213	289.00	266	359.67	319	430.34	372	501.00
161	219.67	214	290.34	267	361.00	320	431.67	373	502.34
162	221.00	215	291.67	268	362.34	321	433.00	374	503.67
163	222.34	216	293.00	269	363.67	322	434.34	375	505.00
164	223.67	217	294.34	270	365.00	323	435.67	376	506.34
165	225.00	218	295.67	271	366.34	324	437.00	377	507.67
166	226.34	219	297.00	272	367.67	325	438.34	378	509.00
167	227.67	220	298.34	273	369.00	326	439.67	379	510.34
168	229.00	221	299.67	274	370.34	327	441.00	380	511.67
169	230.34	222	301.00	275	371.67	328	442.34	381	513.00
170	231.67	223	302.34	276	373.00	329	443.67	382	514.34
171	233.00	224	303.67	277	374.34	330	445.00	383	515.67
172	234.34	225	305.00	278	375.67	331	446.34	384	517.00
173	235.67	226	306.34	279	377.00	332	447.67	385	518.34
174	237.00	227	307.67	280	378.34	333	449.00	386	519.67
175	238.34	228	309.00	281	379.67	334	450.34	387	521.00
176	239.67	229	310.34	282	381.00	335	451.67	388	522.34
177	241.00	230	311.67	283	382.34	336	453.00	389	523.67
178	242.34	231	313.00	284	383.67	337	454.34	390	525.00
179	243.67	232	314.34	285	385.00	338	455.67	391	526.34
180	245.00	233	315.67	286	386.34	339	457.00	392	527.67
181	246.34	234	317.00	287	387.67	340	458.34	393	529.00
182	247.67	235	318.34	288	389.00	341	459.67	394	530.34
183	249.00	236	319.67	289	390.34	342	461.00	395	531.67
184	250.34	237	321.00	290	391.67	343	462.34	396	533.00
185	251.67	238	322.34	291	393.00	344	463.67	397	534.34
186	253.00	239	323.67	292	394.34	345	465.00	398	535.67
187	254.34	240	325.00	293	395.67	346	466.34	399	537.00
188	255.67	241	326.34	294	397.00	347	467.67	400	538.34
189	257.00	242	327.67	295	398.34	348	469.00	401	539.67
190	258.34	243	329.00	296	399.67	349	470.34	402	541.00
191	259.67	244	330.34	297	401.00	350	471.67	403	542.34
192	261.00	245	331.67	298	402.34	351	473.00	404	543.67
193	262.34	246	333.00	299	403.67	352	474.34	405	545.00
194	263.67	247	334.34	300	405.00	353	475.67	406	546.34
195	265.00	248	335.67	301	406.34	354	477.00	407	547.67
196	266.34	249	337.00	302	407.67	355	478.34	408	549.00
197	267.67	250	338.34	303	409.00	356	479.67	409	550.34
198	269.00	251	339.67	304	410.34	357	481.00	410	551.67
199	270.34	252	341.00	305	411.67	358	482.34	411	553.00
200	271.67	253	342.34	306	413.00	359	483.67	412	554.34
201	273.00	254	343.67	307	414.34	360	485.00	413	555.67
202	274.34	255	345.00	308	415.67	361	486.34	414	557.00
203	275.67	256	346.34	309	417.00	362	487.67	415	558.34
204	277.00	257	347.67	310	418.34	363	489.00	416	559.67
205	278.34	258	349.00	311	419.67	364	490.34	417	561.00
206	279.67	259	350.34	312	421.00	365	491.67	418	562.34
207	281.00	260	351.67	313	422.34	366	493.00	419	563.67
208	282.34	261	353.00	314	423.67	367	494.34	420	565.00
209	283.67	262	354.34	315	425.00	368	495.67	421	566.34
210	285.00	263	355.67	316	426.34	369	497.00	422	567.67



**EXCESS-EARNINGS CHART (TRAINING BENEFITS)**

Weekly Benefit Amount (WBA)	You are not eligible if you earn this much or more	Weekly Benefit Amount (WBA)	You are not eligible if you earn this much or more	Weekly Benefit Amount (WBA)	You are not eligible if you earn this much or more	Weekly Benefit Amount (WBA)	You are not eligible if you earn this much or more	Weekly Benefit Amount (WBA)	You are not eligible if you earn this much or more
423	569.00	476	639.67	530	711.67	583	782.34	636	853.00
424	570.34	477	641.00	531	713.00	584	783.67	638	855.67
425	571.67	478	642.34	532	714.34	585	785.00	639	857.00
426	573.00	479	643.67	533	715.67	586	786.34	640	858.34
427	574.34	480	645.00	534	717.00	587	787.67	641	859.67
428	575.67	481	646.34	535	718.34	588	789.00	642	861.00
429	577.00	482	647.67	536	719.67	589	790.34	643	862.34
430	578.34	483	649.00	537	721.00	590	791.67	644	863.67
431	579.67	484	650.34	538	722.34	591	793.00	645	865.00
432	581.00	485	651.67	539	723.67	592	794.34	646	866.34
433	582.34	486	653.00	540	725.00	593	795.67	647	867.67
434	583.67	487	654.34	541	726.34	594	797.00	648	869.00
435	585.00	488	655.67	542	727.67	595	798.34	649	870.34
436	586.34	489	657.00	543	729.00	596	799.67	650	871.67
437	587.67	491	658.34	544	730.34	597	801.00	651	873.00
438	589.00	492	661.00	545	731.67	598	802.34	652	874.34
439	590.34	493	662.34	546	733.00	599	803.67	653	875.67
440	591.67	494	663.67	547	734.34	600	805.00	654	877.00
441	593.00	495	665.00	548	735.67	601	806.34	655	878.34
442	594.34	496	666.34	549	737.00	602	807.67	656	879.67
443	595.67	497	667.67	550	738.34	603	809.00	657	881.00
444	597.00	498	669.00	551	739.67	604	810.34	658	882.34
445	598.34	499	670.34	552	741.00	605	811.67	659	883.67
446	599.67	500	671.67	553	742.34	606	813.00	660	885.00
447	601.00	501	673.00	554	743.67	607	814.34	661	886.34
448	602.34	502	674.34	555	745.00	608	815.67	662	887.67
449	603.67	503	675.67	556	746.34	609	817.00	663	889.00
450	605.00	504	677.00	557	747.67	610	818.34	664	890.34
451	606.34	505	678.34	558	749.00	611	819.67	665	891.67
452	607.67	506	679.67	559	750.34	612	821.00	666	893.00
453	609.00	507	681.00	560	751.67	613	822.34	667	894.34
454	610.34	508	682.34	561	753.00	614	823.67	668	895.67
455	611.67	509	683.67	562	754.34	615	825.00	669	897.00
456	613.00	510	685.00	563	755.67	616	826.34	670	898.34
457	614.34	511	686.34	564	757.00	617	827.67	671	899.67
458	615.67	512	687.67	565	758.34	618	829.00	672	901.00
459	617.00	513	689.00	566	759.67	619	830.34	673	902.34
460	618.34	514	690.34	567	761.00	620	831.67	674	903.67
461	619.67	515	691.67	568	762.34	621	833.00	675	905.00
462	621.00	516	693.00	569	763.67	622	834.34	676	906.34
463	622.34	517	694.34	570	765.00	623	835.67	677	907.67
464	623.67	518	695.67	571	766.34	624	837.00	678	909.00
465	625.00	519	697.00	572	767.67	625	838.34	679	910.34
466	626.34	520	698.34	573	769.00	626	839.67	680	911.67
467	627.67	521	699.67	574	770.34	627	841.00	681	913.00
468	629.00	522	701.00	575	771.67	628	842.34		
469	630.34	523	702.34	576	773.00	629	843.67		
470	631.67	524	703.67	577	774.34	630	845.00		
471	633.00	525	705.00	578	775.67	631	846.34		
472	634.34	526	706.34	579	777.00	632	847.67		
473	635.67	527	707.67	580	778.34	633	849.00		
474	637.00	528	709.00	581	779.67	634	850.34		
475	638.34	529	710.34	582	781.00	635	851.67		









The Employment Security Department is an equal opportunity employer/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available free of charge. Washington Relay Service: 711