

## A guide to the Approved Training Program (AT)

### WHO CAN APPLY:

If you have applied and qualify for unemployment benefits and are considering full-time vocational training or post-secondary education, you may apply for the Approved Training (AT) Program. If approved for the program, the work search requirement for benefit eligibility will be waived while you attend training/school.

To qualify as Approved Training, the training/educational program in which you enroll must give you skills that prepare you for jobs in demand in your area. Basic education that is required as part of skills training may also be approved. Training must be provided by a recognized training facility and be completed within 104 weeks of the date training begins.

### ADDITIONAL BENEFITS:

If approved for AT, in addition to your regular unemployment benefits, you may be eligible to receive up to 26 weeks of additional benefits:

- The additional benefit amount cannot exceed the weekly benefit amount for which the claimant has been determined eligible. Additional benefits cannot exceed 26 times the weekly benefit amount.

- You must have been a full-time student under AT approval and have drawn as least one week of regular unemployment benefits.

- Additional benefits are not payable once the training/educational program has been completed or after the benefit year (BYE) of the claim has expired.

### REQUIREMENTS FOR APPROVAL:

To qualify for the Approved Training Program you must meet the following requirements:

- Your most recent employment was eliminated as a permanent reduction in business operations or you were separated from a declining occupation.
- You must be enrolled in a program for which there are reasonable employment opportunities in the immediate future.
- You must be enrolled in a training program and attending full-time before your benefits end.
- You are not receiving similar stipends or training allowances for non-training costs paid directly to you (e.g. Voc Rehab or the G.I. Bill).

### IF APPROVED, YOU MUST:

- Continue to file a weekly claim for benefits.
- Maintain satisfactory progress in a training program approved by WIA or AT and maintain attendance.
- Notify the Approved Training Unit of any breaks in your training that exceed 30 days.
- Notify the Approved Training Unit of any changes to your student status (e.g. no longer attending, reduced to part-time hours, change of schools, etc.).

To qualify for Approved Training (AT), an application must be received by the Department of Labor. If your decision to attend training depends on approval of the AT program, apply at least two weeks before you plan to start school. Do not submit an AT application until registration for classes has been completed.

### HOW TO APPLY FOR AT:

Applications for the program are available online at [dol.nebraska.gov](http://dol.nebraska.gov). You may also request an application by calling the Administrative Office at: (402) 471-9000.



Fill your application out entirely and mail to:

Nebraska Department of Labor  
Attn: UI Benefits Section -  
Approved Training  
P.O. Box 94600  
Lincoln, NE 68509-4600



Equal Opportunity Program/Employer  
TDD: 800.833.7352

Auxiliary aids and services are available upon request to individuals with disabilities.