



Materials Distribution Guide

Knowing what information is available to distribute to the individuals you work with is important in supporting the mission of the HCTC Program. Together – and through the distribution of relevant, accurate support materials – we aim to increase awareness of the HCTC, allowing a greater number of eligible individuals to *stay covered*.

Materials for HCTC Partners			
Audience	Publication	Publication #	Description
Trade Act Coordinators, State Workforce Agencies, One Stop Career Centers	TAA Information Guide	Publication 4815	Quick reference sheet that explains HCTC eligibility requirements and how TAA recipients can receive the HCTC.
Employers, HR Departments & Unions of companies that have been <i>Trade Certified</i>	HCTC General Drop-In Article	N/A	Article that partners can use in their newsletters; provides overview of the HCTC Program.
PBGC Field Benefit Administrators	PBGC Information Guide	Publication 4818	Quick reference sheet that explains HCTC eligibility requirements and how PBGC payees can receive the HCTC.
Employers, HR Departments & Unions of companies that have experienced a <i>Pension Bankruptcy</i>	HCTC General Drop-In Article	N/A	Article that partners can use in their newsletters; provides overview of the HCTC Program.

Materials for HCTC Candidates			
Audience	Publication	Publication #	Description
Trade Adjustment Assistance (TAA, ATAA & RTAA) Recipients Pension Benefit Guaranty Corporation (PBGC) Payees	TAA Information Guide	Publication 4815	Quick reference sheet that explains HCTC eligibility requirements and how TAA recipients can receive the HCTC.
	PBGC Information Guide	Publication 4818	Quick reference sheet that explains HCTC eligibility requirements and how PBGC payees can receive the HCTC.
	HCTC Program Kit and Cover Letter	Publication 4181	Comprehensive document that outlines HCTC eligibility requirements and how to receive the HCTC; includes the HCTC Monthly Registration Form. The Cover Letter guides TAA recipient through Program Kit, describing recent legislative changes to the HCTC that have not yet been included in the Program Kit.

Please [contact the HCTC Program](#) with any questions you have about the materials or for additional support.