

Northwest Workforce Council

POLICY AND PROCEDURE DIRECTIVE

EFFECTIVE DATE: September 1, 2001

SUBJECT: Out of Area Job Search Support for Adults & Dislocated Workers

REFERENCE #: WIA 01-03 (Revised 09-09-2008)

Background: Sec. 663.200 of the WIA lists examples of intensive services for adults and dislocated workers: Intensive services are listed in WIA section 134(d)(3)(C).

The list in the Act is not all-inclusive and other intensive services, such as **out-of-area job search assistance**, literacy activities related to basic workforce readiness, **relocation assistance**, internships, and work experience may be provided, based on an assessment or individual employment plan.

Adults and Dislocated Workers (DW) may need financial assistance to search for work outside the area where the individual resides. The NWC can assist with out of area job search expenses and when job search costs fall within the NWC's limits.

ELIGIBILITY CRITERIA

- 1) The applicant for out of are job search assistance must be determined eligible for Adult (and meet priorities for selection) or Dislocated Worker Intensive Services and be registered.
- 2) The individual must be unable to obtain out of area job search assistance through other programs providing such services.
- 3) It must be determined that there is no reasonable expectancy that individual can obtain "suitable work" in the commuting area in which the individual resides. "Suitable work" work matches the individual's skills, abilities and income needs.
- 4) For out of area job search that is greater than 175 miles from where the worker resides, the individual must have secured a pre-employment interview for a bona fide job opening. For job search within 175 miles, the individual must certify the employer contacts made.

OUT OF AREA JOB SEARCH ASSISTANCE LIMITS

- 1) Out of area job search assistance is limited to \$800.00 for the reasonable and necessary expenses to seek work outside the individual's area.
- 2) Out of area job search assistance must be requested in writing and in advance of the actual travel.
- 3) Out of area job search assistance cannot be provided to cover the costs of out of area job interviews that are ordinarily paid for by the prospective employer.
- 4) Travel expenses for "lodging" and "meals and incidental expenses (M&IE)" are reimbursed at the travel expense rates allowed by the Internal Revenue Service. See Publication 1542, Table 4, Maximum Federal Per Diem Rates. The standard rate (for calendar year 2008, \$109

[\$70 lodging and \$39 for M&IE]) applies to all locations within the continental United States (CONUS) not specifically listed in Publication 1542, Table 4.

- a) Lodging is reimbursed at the actual rate of the lodging up to the CONUS rate or the High Cost Location rate when the lodging is in a high cost area specified in Table 4. The participant must produce a lodging receipt. This receipt also verifies that the travel actually occurred. If a spouse, dependent, or other individual goes with the participant on an out-of-area job search, WDC cannot pay for the non-participant's travel cost above the necessary costs for the participant themselves.

Example. Jerry travels out-of-area to Seattle on an approved job search and takes his wife. Jerry pays \$135 a day for a double room. A single room costs \$105 per day. Jerry can be reimbursed for the total cost of driving his car, but only \$105 per day for his motel room. Note: Seattle is specified as a high cost area in Table 4 with a maximum lodging rate of \$152 per day in calendar year 2008.

- b) Standard Meal Allowance: Meals and incidental expenses (M&IE) are reimbursed based on the current CONUS rate or the specified high cost location rate identified in Publication 1542, Table 4. No meal or incidental expense receipts are needed.

Incidental expenses include: (1) laundry, cleaning and pressing of clothing and (2) fees and tips for persons who provide services, such as porters and baggage carriers.

Incidental expenses do not include taxicab fares, lodging taxes, or the cost of telephone calls. If a participant travels to more than one location in one day, use the rate in effect for the area where the participant stops for sleep. When a participant is not in travel status for an entire day, the M&IE rate is prorated by meal as follows for calendar year 2008:

	CONUS		High Cost Locations			
M&IE Total	\$39	\$44	\$49	\$54	\$59	\$64
Breakfast	7	8	9	10	11	12
Lunch	11	12	13	15	16	18
Dinner	18	21	24	26	29	31
Incidentals	3	3	3	3	3	3

- c) The cost of operating a vehicle for travel in an out-of-area job search is reimbursed at the rate of .20 cents per mile as established for participants in WIA-11. Miles traveled for reimbursement will be determined by a point to point inquiry through Mapquest or other reasonable internet travel site.