

# Northwest Workforce Council

## POLICY AND PROCEDURE DIRECTIVE

**EFFECTIVE DATE:** April 12, 2001

**SUBJECT:** Relocation Assistance Adults & Dislocated Workers

**REFERENCE #:** WIA 01-04

**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.

Adult and Dislocated Workers may need to relocate to another area or labor market to obtain employment. The NWC can facilitate worker's move to a new area when the relocation costs fall within the NWC's limits.

### **Eligibility Criteria:**

1. The applicant for relocation 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 relocation assistance through other programs providing such services.
3. It must be determined that there is no reasonable expectancy that the individual can obtain "suitable work" in the commuting area in which the individual resides AND the individual has obtained "suitable work" of long term duration or a bona fide offer of "suitable work" in the area of intended relocation. . "Suitable work" work matches the individual's skills, abilities and income needs.

### **Relocation Assistance Limits:**

1. Relocation assistance is generally limited to \$800.00 for the reasonable and necessary expenses to transport the individual, the family and household possessions to the relocation area. This limit can be increased up to \$1,600.00 by written appeal to the WDC's Deputy Director when he or she deems the financial need justifies the increase and the combined costs of all job search assistance and the all relocation assistance do not exceed \$1,600.00.
2. Relocation assistance must be requested in writing and in advance of the actual relocation

3. In general, no payment for relocation expenses will be made without receipts or other evidence of actual costs. The costs associated with hiring a commercial mover or renting a moving truck/van/trailer will be paid through a pre-approved voucher. Payments for meals and lodging during the move are based on the NWC's travel policy. The individual may request a travel advance for meals and lodging.
4. All shipments of household and personal goods must be completed within six months following the date of application for relocation assistance unless waived by the Deputy Director due to extraordinary circumstances such as illness of a family member.
5. Relocation assistance cannot be provided to cover the costs of relocation that is ordinarily paid for by the prospective employer or by the employer who has let go the individual.