



**Subject: Relocation & Pre-Employment Interview Assistance Policy**

**Policy No: 2015-03**

**Effective Date: 05/31/2016**

**1. Purpose:**

This policy addresses Relocation and Pre-employment Assistance to support eligible adult and dislocated workers participating in Workforce Innovation and Opportunity Act (WIOA) Title I activities.

**2. Background:**

WIOA provides program guidelines for out-of-area job search and relocation assistance for adults and dislocated workers as defined in WIOA Sections 134(b)(2)(I). These services are provided to enable unemployed individuals, who must seek employment out of their commute area, to become permanently employed.

## **Operational Procedure**

### **A. Relocation and Pre-employment Interview Assistance Requirements**

Relocation and Pre-employment Interview Assistance are available as individualized career services to adults and dislocated workers to enable them to become permanently employed. This assistance shall only be provided to enrolled WIOA program participants who:

1. Cannot obtain employment within their commuting area (commute area is considered to be 90 miles) that meets their skill level and/or has a sufficient wage; and
2. Have secured self-sufficient, long-duration employment, that has been verified in writing, outside their commuting area; or
3. Have secured a pre-employment interview for a bona fide job opening, documented by a letter from the prospective employer, in an area outside their commuting area.

Relocation and Pre-employment interview assistance are not entitlements and shall be provided to participants on the basis of a documented need, the absence of other resources and funding limitations.

### **B. Allowable expenditures**

WIOA funds may only be used to cover the costs of relocation or pre-employment interviews which are not paid for by a prospective employer. Relocation and Pre-employment Interview Assistance combined cannot exceed \$2,000 for an individual participant. No payment for relocation and pre-employment interview expenditures will be made without receipts or other evidence of actual costs.

Allowable expenses include:

1. Transportation and lodging for the participant's pre-employment interview. No more than \$500 may be provided for actual expenses (i.e. airfare, ground transportation, or lodging) incurred for a pre-employment interview for a bona fide job opening.
2. Transportation for the participant to the relocation area;
3. Lodging for the participant during relocation transition;
4. Transportation of household goods to the relocation area;

5. Transportation assistance by privately owned automobile by the most direct route from the participants' home to the new area. Travel by common carrier can be paid up to the allowable limit of \$2,000;
6. Lodging expenses may be allowable for up to five (5) days of travel and must not exceed the rates posted by the General Services Administration at [www.gsa.gov](http://www.gsa.gov);
7. Commercial carrier moves must have at least two estimates from moving firms. Assistance may be provided for moving household goods at the lower of the two estimates; and
8. Relocation assistance will only be provided for moves within the United States.

**C. Relocation Assistance documentation for approval and payment must include, at a minimum, the following:**

1. Written documentation that the participant secured long-duration, unsubsidized employment in an area outside their commuting area;
2. Name and address of employer in the relocation area;
3. Job title with O-NET code or brief job description;
4. Starting date, duration, and wage of employment;
5. Identification of transportation and lodging expenses to be provided;
6. Cost of the relocation minus employer contribution;
7. Signatures of participant and employment specialist;
8. Letter or documented phone confirmation from employer that the participant reported to work; and
9. Receipts or other evidence of actual costs.

**D. Pre-employment Interview Assistance documentation for approval and payment must include, at a minimum, the following:**

1. Name and address of employer for job search area;
2. Copy of job announcement and letter/email from employer setting up interview;
3. Signatures of participant and employment specialist; and
4. Receipts or other evidence of actual costs.