



Department of
**Labor & Workforce
Development**

2016 Trade Adjustment Assistance Conference

Job Search & Relocation Allowance

Presented by: Jamie Franklin

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Job Search Allowance



Picture source: <https://www.resume-surgeon.com/blog/how-to-keep-your-job-search-on-track/attachment/planning-a-job-search>, accessed 11/28/2016

Job Search Allowance

- Workers covered by a certified TAA Petition
- Available to workers when the worker must travel 10 miles or more away from his/her home.
- What activities are covered?
 - Job Interviews, in-person visits with a potential employer, completing a job application, visiting the AJC to seek possible openings, seeking assistance from a certified professional employment provider.
- If traveling over 50 miles, lodging and meal cost are covered.
- REMEMBER: Participant Must Apply for Job Search Allowance Before Starting Job Search
- And Must Be Fully Separated & Not In TAA Approved Training.

Trade Adjustment Assistance Job Search Allowances Application

Trade Act of 1974 as Amended by the Trade Act of 2002, 2009, 2015

I. General Information

Participant Name	_____	JS Application Start Date	_____
State ID	_____	JS Application End Date	_____
Petition Number	_____	JS Remaining Balance	_____
2002, 2011, or 2015 Max. Allowance \$1250	<input type="checkbox"/>	JS App Deadline per Qualifying Separation	_____
2009 Max Allowance \$1500	<input type="checkbox"/>	JS App Deadline per Petition Certification	_____
		JS App Deadline per Training End Date	_____

II. Eligibility Criteria

- You must be covered by a certified TAA Petition.
- You must apply and be approved for Job Search Allowances prior to commencing a job search activity and before incurring any expenses.
- The job search activity must be 10 miles or more away from your residence (as defined by Google Maps, Rand McNally, Yahoo Maps).
- Suitable employment must not be available within a 10 mile radius from your home.
- You must be totally separated from employment with your Trade-affected company.
- You must complete a Job Search Allowances application within
 - 365 days of petition certification;
 - 365 days of most recent qualifying separation; or
 - 182 days after conclusion of training.

III. Payment Criteria

- Job Search Allowances include payments for travel costs, lodging, and meals.
- Approvable Job Search Allowance amounts are as follows:
 - 2002, 2011, & 2015 Amendments - 90% of all reasonable and necessary expenses, up to \$1,250
 - 2009 Amendments - 100% of all reasonable and necessary expenses, up to \$1,500
- Travel must be the least expensive method, for the shortest duration of time.
- Lodging and meals will be paid up to either 50% of the federal allowable daily rate for the travel destination (<http://www.gsa.gov/postal/category/21287>) or the actual cost, whichever is less. (only applicable if travel is over 50 miles one way)
- Only allowable job search activities (as described in section IV) will be reimbursed.
- Job search activities must conclude 30 days after beginning.
- You must provide all applicable and acceptable documentation (as described in section V), in order to receive payment.

IV. Job Search Activity Definition

In reference to TAA Job Search Allowances, approved job search activities are:

- Going to a job interview with a potential employer;
- Making an in-person visit with a potential employer who may reasonably be expected to have openings for suitable work;
- Completing a job application in person with a potential employer who may reasonably be expected to have openings for suitable work;
- Going to a local AJC, copy shop, US Postal Service Office, or similar entity to print, copy, mail, email, or fax a job application, cover letter, and/or a résumé;

- Going to a local AJC, public library, community center, or similar entity to use online job matching systems, including Jobs4TN, to search for job matches, request referrals, submit applications/resumes, and/or apply for jobs;
- Using certified professional employment resources from a provider other than the AJC (Example: interview preparation meeting with a headhunter or private placement agency);
- Attending a job fair or professional association meeting (for networking purposes);
- Going to a local AJC to use resources that may lead directly to obtaining employment, such as:
 - Obtaining and using local labor market information;
 - Participating in skills assessments for occupation matching;
 - Attending job finding clubs;
 - Participating in pre-vocational workshops, incl. soft skills, résumé writing, interviewing skills, etc.; or
 - Obtaining and following up on job referrals from AJC staff.

V. Required Documentation for Reimbursement

- A copy of the approved Job Search Allowances Benefit Rights, Obligations, and Application.
- A Job Search Activity Verification form, fully completed and signed by an authorized representative at the institution where a meeting takes place or services are sought (Example: library attendant, AJC staff, employer, headhunter, etc.);
- Google Maps, Rand McNally, or Yahoo Maps driving directions;
- Travel receipts or estimates for transportation methods other than private vehicle (Example: bus fare, airfare, etc.);
- Meal receipts; (only applicable if travel is over 50 miles one way), and
- Lodging receipts; (only applicable if travel is over 50 miles one way).

VI. Participant Attestation

By signing below, I affirm the following:

- I have read and understand the above terms.
- I was afforded the opportunity to ask questions regarding Job Search Allowances and all of my questions were answered satisfactorily.
- I understand that giving any false information or withholding information in order to obtain or increase benefits is **FRAUD** and can subject me to liability to repay overpayments, program disqualification, and criminal prosecution with penalties ranging from fines to up to 10 years imprisonment.
- I understand that this job search application will expire on _____ and that any job search activities conducted after that date will not be covered.
- I understand that upon expiration of this application, I can reapply for further allowances if my balance is not exhausted.
- I will be responsible for submitting a completed and signed Trade Adjustment Assistance Job Search Activity Verification form, including all applicable and acceptable backup documentation (as described in section V), in order to receive payment.

I give this information to support my request for payment of a job search allowance under the Trade Act of 1974, as amended. The information contained in this request is correct and complete to the best of my knowledge. I understand that penalties are provided for willful misrepresentation made to obtain allowances to which I am not entitled.

Participant Signature _____

Date _____

TAA AJC Representative Signature _____

Date _____

VII. Eligibility Determination (FOR C.O. USE ONLY)

1. Is the applicant eligible for TAA? ☐ Yes ☐ No
2. Is suitable employment available within the commuting area? ☐ Yes ☐ No
3. Is the customer totally separated from employment with the Trade-affected company?
☐ 365 days of most recent qualifying separation? ☐ Yes ☐ No
☐ 365 days of petition certification? ☐ Yes ☐ No
☐ 182 days after conclusion of training?
4. Is the Date of Request within: ☐ 365 days of most recent qualifying separation? ☐ Yes ☐ No
☐ 365 days of petition certification? ☐ Yes ☐ No
☐ 182 days after conclusion of training?

VIII. AGENCY VERIFICATION OF JOB INTERVIEW

- ☐ A completed Trade Adjustment Assistance Job Search Activity Verification Form
☐ A Letter from the Company Official verifying interview
☐ Phone conversation with the Company Official verifying interview
☐ Email from Company Official verifying interview

Per the Trade Act of 1974, as amended, the above-named applicant is ☐ eligible ☐ not eligible to receive Job Search Allowances for job search activities outside the commuting area (greater than 10 miles) within the specified date range.

Amount to be reimbursed \$

TAA Coordinator/Merit Staff

Date

APPEAL Rights - You have the right to appeal this determination within 15 days from the date the notice is mailed. You may file an appeal by letter to the Appeals Tribunal, TN Department of Labor and Workforce Development, 220 French Landing Drive, Nashville, Tennessee 37243-1002, by Fax 615-741-8933, or you may file through the office that filed your request. Your Social Security Number must appear on all correspondence.



Trade Adjustment Assistance Job Search Activity Verification

Dear Madam or Sir,

Whether you provide direct job offers or a service that is utilized for successful job search strategies, we would like to thank you for being an integral part of the Tennessee Department of Labor & Workforce Development's Trade-affected Dislocated Workers Program. We greatly appreciate your efforts of returning Tennesseans to suitable employment.

By signing the statement below, you provide the necessary documentation to reimburse a participant for costs incurred with job search activities (within parameters of eligibility).

Thank you in advance for your collaboration.

Sincerely,

The TN TAA Team

PLEASE PRINT CLEARLY

Participant Name: _____ State ID: _____
Employer/Service Provider: _____ Contact Person, Title: _____
Complete Address: _____ Contact E-mail: _____
Phone: _____ Job Search Activity Date: _____
Job Search Activity Type: _____ Job Search Activity Time: _____
(Job opening, Resume, AIC, etc.)

By signing below, I certify the information provided above is correct to the best of my knowledge. I understand that willful misrepresentation made to obtain allowances to which the participant is not entitled may result in serious penalties. Additionally, I understand that I may be contacted by a TAA staff member at the information listed above in order to verify this job search activity.

Comment: _____

Employer/Service Provider Signature

Date

Job Search Allowance

- Time Limits
 - 365th day after date of Certification
 - Or 365th day after date of last total separation, which ever is later
 - Or 182nd day after completion of approved training



Job Search Allowance

- Reimbursement Amounts
 - 10 Miles or more one way:
 - This helps cover the cost of mileage
 - Reimbursed at 90% of the federal rate
 - Ex: 20 miles one way = $20 * 2 * .54 * .9 = \$19.44$
 - 50 Miles or More:
 - Above mileage +
 - Hotel Cost (@ 90%) +
 - Per Diem (Federal rate @ 50% * 90%) or actual cost of food, whichever is less
 - Allowance is limited up to \$1250



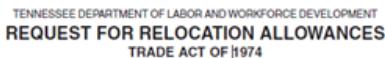
Relocation Allowance



Relocation Allowance

- What is Relocation Allowance?
 - A partial reimbursement to help a dislocated worker who has found a new job out of their commuting area move to their new work location.
- What's the Rules?
 - Participant must have obtained actual employment to qualify.
 - Must be suitable (full-time, permanent)
 - Must be fully separated from dislocated job
 - Can't be in training
 - Participant's new job must require a move outside to his/her 50 mile commuting distance
 - Must apply for Relocation Allowance before the move occurs!!!!





PETITION NO.		DATE FILED
LOCAL OFFICE	COST CENTER NO.	DATE OF APPLICATION
SOCIAL SECURITY NUMBER		PAYING STATE
ADDRESS FOR CHECK MAILING (NO., STREET, CITY OR COUNTY, STATE, ZIP CODE)		

1. WERE YOU TOTALLY SEPARATED FROM ADVERSELY AFFECTED EMPLOYMENT? ☐ YES ☐ NO

2. ARE YOU CURRENTLY EMPLOYED? ☐ YES ☐ NO

(IF "YES," COMPLETE THE INFORMATION CONCERNING YOUR PRESENT EMPLOYMENT)

NAME AND ADDRESS OF FIRM

DATE OF EMPLOYMENT EXPECTED TO END:

	YES	NO
3. IS THIS YOUR FIRST REQUEST FOR RELOCATION ALLOWANCES UNDER THE TRADE ACT OF 1974, AS AMENDED.....	<input type="checkbox"/>	<input type="checkbox"/>

4. HAVE YOU OBTAINED SUITABLE EMPLOYMENT, OR DO YOU HAVE A BONA FIDE OFFER OF EMPLOYMENT? ☐ ☐

5. NAME, TITLE AND COMPLETE TELEPHONE NUMBER OF PERSON WHO HIRED YOU

NAME AND ADDRESS OF FIRM OFFERING EMPLOYMENT

JOB TITLE:	
------------	--

STARTING DATE:	
----------------	--

CITY AND STATE
OF RELOCATION:

EXPECTED DATE
OF MOVE:

TRAVEL IDENTIFICATION	NUMBER PERSONS	TRAVEL DATES		TRAVEL BY AUTO		TRAVEL BY COMMERCIAL CARRIER		
		FROM	TO	MILEAGE	COST	TYPE	NO. PASSENGERS	ACTUAL COST
WORKER								
SPOUSE								
CHILDREN*								
OTHER FAMILY MEMBERS*								
ABSENT CHILDREN OF FAMILY MEMBERS*								
*NAMES OF TRAVELERS		AGE	RELATIONSHIP	JUSTIFICATION (OTHER FAMILY MEMBERS AND LATE DEPARTURE)				

COMMERCIAL CARRIER			TRAILER HAULED BY AUTO			COMMERCIAL CARRIER AND/OR TRUCK RENTAL		
TYPE OF SERVICE	NO. MILES	ESTIMATED CHARGES	TYPE OF SERVICE	NO. MILES	ESTIMATED CHARGES	TYPE OF SERVICE	NO. MILES	ESTIMATED CHARGES
MOVING		\$	TRAILER RENTAL		\$	TRAILER HAULED BY COMMERCIAL CARRIER		\$
ACCESSORIAL		\$	FEDERAL RATE		\$			
INSURANCE		\$				TRUCK RENTAL		\$
TOTAL		\$	TOTAL		\$	TOTAL		\$

NAME AND ADDRESS OF COMMERCIAL CARRIER
AND/OR RENTAL COMPANY
LB-0430 ETA-860 (Rev. 1/08)

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RDA 2258

AVERAGE WEEKLY WAGE \$ (MULTIPLIED BY THREE (3)) \$

EXPENSE RECORD OF EMPLOYEE				
DATE	BREAKFAST	*MEALS LUNCH	DINNER	DAILY TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
DATE	*LODGING NAME OF MOTEL			AMOUNT
_____	_____			_____
	_____			_____
*ATTACH RECEIPTS				

I GIVE THIS INFORMATION TO SUPPORT MY REQUEST FOR RELOCATION ALLOWANCES UNDER THE TRADE ACT OF 1974, AS AMENDED. THE INFORMATION CONTAINED IN THIS REQUEST IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT PERJURY IS PROHIBITED FOR FULFILLING MISREPRESENTATION MADE TO OBTAIN ALLOWANCES TO WHICH I AM NOT ENTITLED. I FURTHER CERTIFY THAT THE FUNDS RECEIVED WILL BE USED FOR THE INTENDED PURPOSE AND THAT I WILL PROVIDE PROOF OF SUCH EXPENDITURES AS REQUIRED.

SIGNATURE _____ DATE _____

1. ☐ YOU ARE NOT ELIGIBLE TO RECEIVE RELOCATION ALLOWANCES UNDER PROVISIONS OF THE TRADE ACT OF 1974, AS AMENDED. (20 CFR PART 617, SUB PART E, 617.40) BECAUSE

☐ RELOCATION ALLOWANCES ARE APPROVED FOR PAYMENT OF THE FOLLOWING COST:

2. (a) ☐ TRAVEL EXPENSE OF \$ _____
 COMPUTED 90% OF THE TOTAL OF:
 (1) ☐ \$ _____ at \$ _____ PER MILE
 FOR PRIVATELY OWNED AUTO
 FOR _____ MILES
 (b) ☐ LODGING AND MEALS OF \$ _____

(c) ☐ MOVING ALLOWANCE OF \$ _____
 COMPUTED AT 90% OF:
 (1) ☐ \$ _____ FOR COST OF COMMERCIAL
 CARRIER OR TRAILER HAULED BY COMMERCIAL
 CARRIER OR RENTAL TRAILER, OR TRUCK.
 (2) ☐ \$ _____ COMPUTED BY
 \$ _____ PER MILE FOR
 _____ MILES FOR TRAILER OR HOUSE
 TRAILER HAULED BY AUTOMOBILE

(b) ☐ LODGING AND MEALS OF \$ _____

COMPUTED AT 90% OF THE LESSER OF:

(1) ☐ \$ _____ OF ACTUAL EXPENSE OR

(2) ☐ \$ _____ 50% OF FEDERAL DAILY

\$ _____ 50% OF FEDERAL DAILY
LIVING ALLOWANCES

(d) ☐ LUMP SUM OF _____
COMPUTED AT 3 X \$ _____
(AVERAGE WEEKLY WAGE) NOT TO EXCEED \$1,250.00

TOTAL AMOUNT PAID \$

DATE OF PAYMENT (MO., DAY, YR) _____

H. APPEAL RIGHTS


IF YOU DISAGREE WITH THIS DETERMINATION, YOU HAVE THE RIGHT TO APPEAL OR REQUEST A RECONSIDERATION. HOWEVER, YOUR APPEAL RIGHTS EXPIRE FIFTEEN DAYS FROM THE DATE THIS DETERMINATION IS MAILED OR DELIVERED. YOU MAY FILE AN APPEAL BY LETTER OR PERSONAL VISIT TO THE OFFICE WHERE YOU FILED YOUR APPLICATION FOR TRADE READJUSTMENT ALLOWANCES.

LB-0430 ETA-R60 (Rev. 1/08)

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TN

Relocation Allowance

- Time Limits:
 - 425th day after date of Certification
 - Or 425th day after date of last total separation, which ever is later
 - Or 182nd day after completion of approved training
 - Must complete move within 182 days from the date of application for relocation allowance.
- 
- A collage of various calendar snippets and date cards. The cards are scattered and overlapping, showing different months like March, April, August, and December. They also display specific days of the week such as Tuesday, Wednesday, Thursday, Sunday, and Monday. Large, colorful numbers (1, 2, 3, 6, 7, 10, 16, 23, 29, 30) are prominent on the cards, representing different dates. The colors of the numbers and text vary, including red, blue, green, orange, and purple.



Relocation Allowance

- May receive a one time lump sum of \$1250
 - This is to be used for miscellaneous costs not reimbursable under the program.
- May receive cost assistance with his/her moving expenses.
 - This could include:
 - Travel
 - Lodging and Meals
 - Moving Allowance:
 - Commercial Carrier
 - Trailer
 - Rental Truck
 - House Trailer
 - Temporary Storage
 - This reimbursement is only a partial reimbursement, most at 90%.
 - Must supply receipts in order for anything to be reimbursed.



Questions?

My Contact Information:

Jamie Franklin

Trade Adjustment Unit

Workforce Service Division

220 French Landing Drive, 4-B

Nashville, TN 37243

Ph: 615-253-6357

Email: Jamie.Franklin@tn.gov