



STATE OF TENNESSEE  
**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**  
DIVISION OF EMPLOYMENT AND WORKFORCE DEVELOPMENT  
EMPLOYMENT AND TRAINING SECTION

DON SUNDQUIST  
GOVERNOR

ANDREW JOHNSON TOWER  
710 JAMES ROBERTSON PARKWAY, 4TH FLOOR  
NASHVILLE, TN 37243-0658  
(615) 741-1031

MICHAEL E. MAGILL  
COMMISSIONER

August 1, 2000

**Workforce Investment Act Memorandum Number E&T 00-03**

**Topic:** Services to Dislocated Workers

**Subject:** Relocation assistance to dislocated workers who have documentation from an employer in another state or outside the commuting area that he/she will hire them with a ninety five percent wage recovery.

**Purpose:** To provide the circumstances under which "Relocation Assistance" can be provided to dislocated workers who have found employment outside the commuting area and need assistance to relocate to the new employment area.

**Background:** Based on the experiences gained from previous employment and training programs, it is evident that many dislocated workers frequently relocate. To assist them in making the transition to another labor market area relocation assistance can be provided. Under WIA, there is a provision for needs related payment and needs based payment for dislocated workers but no provision for relocation assistance. To assist dislocated workers, who find employment outside the commuting area but are not able to accept employment due to lack of relocation funds, the state is allowing LWIBs to consider relocation assistance as part of supportive services to dislocated workers.

**Instructions:** Each LWIA may provide relocation assistance to dislocated workers who are able to find employment with a 95% wage recovery with the endorsement of the Local Investment Board (LWIB). The LWIB must develop a policy that outlines the amount of funds to be provided each dislocated worker, the limitations on which dislocated worker population will receive these funds and the methods of payment.

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**Contact:** For questions regarding this policy, please contact Susan Cowden,  
Director, Employment and Training Section, at 1-800-255-5827.

**Effective Date:** July 1, 2000

**Expiation Date:** Indefinite

A handwritten signature in black ink that reads "Susan Cowden". The signature is written in a cursive style with a large, looping initial "S".

Susan Cowden, Director  
Employment and Training Section

SKC/RT