2016 Trade Adjustment Assistance Conference

Job Search & Relocation Allowance

Presented by: Jamie Franklin
12/15/2016
Job Search Allowance

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 activates 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 profession 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


I. General Information

Participant Name ________________________________
State ID ________________________________
Petition Number ________________________________
2001, 2011, or 2015 Max Allowance $1250
2009 Max Allowance $1500

JS Application Start Date ________________________________
JS Application End Date ________________________________
JS Remaining Balance ________________________________
JS App Deadline per Qualifying Separation ________________________________
JS App Deadline per Certification ________________________________
JS App Deadline per Training Deadline ________________________________

II. Eligibility Criteria

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

III. Payment Criteria

1. Job Search Allowances include payments for travel costs, lodging, and meals.
2. Applicable Job Search Allowances amounts are as follows:
   a. 2001, 2011, & 2015 Amendments – 94% of all reasonable and necessary expenses, up to $1,250
   b. 2009 Amendments – 100% of all reasonable and necessary expenses, up to $1,500
3. Travel must be the least expensive method, for the shortest duration of time.
4. Lodging and meals will be paid up to either 106% of the federal allowable daily rate for the travel destination (http://www.gsa.gov/portal/corporate/222) or the actual cost, whichever is less. (applies if travel is over 50 miles one way)
5. Only allowable job search activities (as described in section IV) will be reimbursed.
6. Job search activities must conclude 30 days after beginning.
7. You must provide all applicable and acceptable documentation (as described in section IV), in order to receive payment.

IV. Job Search Activity Definition

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

1. Going to a job interview with a potential employer;
2. Making an in-person visit with a potential employer who may reasonably be expected to have openings for suitable work;
3. Completing a job application in person with a potential employer who may reasonably be expected to have openings for suitable work;
4. Going to a local JTC, copy shop, US Postal Service Office, or similar entity to print, copy, fax, or mail, an application, cover letter, and/or a resume.
5. Going to a local JTC, public library, community center, or similar entity to use online job matching systems, including Job4TN, to search for job matches, request referrals, submit applications/resumes, and/or apply for jobs;
6. Using certified professional employment resources from a provider other than the JTC (example: interview preparation meeting with a headhunter or private placement agency);
7. Attending a job fair or professional association meeting (for networking purposes);
8. Going to a local JTC to use resources that may lead directly to obtaining employment, such as:
   a. Overtime and using local labor market information;
   b. Participating in skills assessments for occupation matching;
   c. Attending job training clubs;
   d. Participating in pre-vocational workshops, including soft skills, resume writing, interviewing skills, etc.; or
   e. Obtaining and following up on job referrals from JTC staff.

V. Required Documentation for Reimbursement

1. A copy of the approved Job Search Allowances Benefit Rights, Obligations, and Application.
2. 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, JTC staff, employee, headhunter, etc.).
4. Travel receipts or estimates for transportation methods other than private vehicle (example: bus fare, train fare, etc.).
5. Meal receipts (only applicable if travel is over 50 miles one way), and
6. Lodging receipts (only applicable if travel is over 50 miles one way).

VI. Participant Acknowledgement

By signing below, I affirm the following:
1. I have read and understand the above terms.
2. I was afforded the opportunity to ask questions regarding Job Search Allowances and all of my questions were answered satisfactorily.
3. I understand that giving any false information or withholding information in order to obtain or increase benefits is P.F.R.A.U.D. and can subject me to liability to repay payments, program disqualification, and criminal prosecution with penalties ranging from fines to up to 10 years imprisonment.
4. I understand that the job search activity will expire on _______ and that any job search activities conducted after that date will not be covered.
5. I understand that upon expiration of this application, I can reapply for further allowances if my balance is not exhausted.
6. I will be responsible for submitting a completed and signed Trade Adjustment Assistance Job Search Activity Verification form, including all applicable and acceptable documentation (as described in section IV), 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 record is correct and complete to the best of my knowledge. I understand that penalties are provided for willful misrepresentation or false statements to obtain allowances to which I am not entitled.

Participant Signature ________________________________ Date ________________________________

TAA JTC Representative Signature ________________________________ Date ________________________________
Trade Adjustment Assistance Job Search Activity Verification

Dear Mr. or Ms.,

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

First/Last Name: ___________________________ State ID: __________
Employee/Service Provider: ___________________________ Contact Person, Title: ___________________________
Complete Address: ___________________________ Contact Email: ___________________________
Phone: ___________________________ Job Search Activity Date: ___________________________
Job Search Activity Type: ___________________________ Job Search Activity Time: ___________________________

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: ___________________________

Employee/Service Provider Signature: ___________________________ Date: ___________________________

LD-1110

Page 3 of 3

[Form Instructions]
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

Picture Source: https://www.rochester.edu/working/hr/relocation/, accessed on 11/28/2016
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, permeant)
    • 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!!!!

### D. Worker Request for Lump Sum Payment

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<th>Average Weekly Wage</th>
<th>Multiplied By Three (3)</th>
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### E. Worker Record of Expenses

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<tbody>
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<td>BREAKFAST</td>
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<tr>
<td></td>
<td>LUNCH</td>
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<tr>
<td></td>
<td>DINNER</td>
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<td>DAILY TOTAL</td>
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<table>
<thead>
<tr>
<th>LODGING</th>
<th>NAME OF MOTEL</th>
<th>AMOUNT</th>
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</thead>
</table>

### F. Worker Certification

I gave this information to support my request for relocation allowances under the Trade Act of 1974, as amended, and understand that the information contained in this request is correct and complete to the best of my knowledge. I further certify that the expenses received will be used for the intended purpose and that I will provide proof of such expenditures as required.

SIGNATURE: ______________________  DATE: ______/____/____

### G. State Agency Determination

1. [ ] You are not eligible to receive relocation allowances under provisions of the Trade Act of 1974, as amended, 20 CFR part 511, subpart F, 617.40 because:

### C. Worker Request for Transportation of Household Goods

<table>
<thead>
<tr>
<th>Type of Service</th>
<th>No. Miles</th>
<th>Estimated Charges</th>
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<tr>
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<tr>
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### 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.
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.

Picture Source: http://www.scsk12.org/schools/cordova.ms/site/calendar.shtml, accessed on 11/30/2016
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:
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Workforce Service Division
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