|  |  |
| --- | --- |
| Policy No.  | **27** |
| Effective Date | 1/18/2018 |
| Supersedes  |  |
| Revision Date |  |
| Revision No.  |  |
| Approval  | GNWDB |

**Relocation Assistance**

**Dislocated Worker & Adult Programs**

**Policy**

Policy

Pre-employment interview (out-of-area job search) and relocation assistance is available to enable adults and dislocated workers who are unemployed to find permeant employment outside of their commuting area. [[1]](#footnote-1)

**Qualification**

To receive pre-employment interview and/or relocation assistance, program participants must meet the following criteria:

|  |  |
| --- | --- |
| 1. | Cannot obtain employment within their commuting area (commute area is considered to be 50 miles) that meets their skill level and/or has a sufficient wage; and  |
| 2. | Relocation or pre-employment interview is within Nebraska;  |
| 3A. | Have secured self-sufficient, long-duration employment, that has been verified in writing, outside their commuting area; or  |
| 3B. | 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;  |
| 4. | Participating in a career or training service;  |
| 5.  | And be unable to obtain assistance through other programs.  |

**Allowable Expenditures**

Funds may only be used to cover the costs of relocation or pre-employment interviews which are not paid for by a prospective employer. No payment for relocation and/or pre-employment interview expenditures will be made without receipts or other evidence of actual costs and prior approval from the Regional Manager.

Reasonable and necessary expenses include:

|  |  |
| --- | --- |
| 1. | Transportation and lodging for the participant’s pre-employment interview; |
| 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 including cost of renting a trailer, moving truck, or hiring a commercial carrier; and  |
| 5. | Temporary storage (up to 60 days) of household effects.  |

**Maximum Payment**

Combined assistance cannot exceed $2,000 for an individual participant. All expenses count towards the lifetime cap, unless covered by the mass layoff exemption, policy 26.

**Documentation – Relocation Assistance**

|  |  |
| --- | --- |
| 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;  |
| 8. | Letter or documented phone confirmation from employer that the participant reported to work, or paystub from new job; and |
| 9. | Receipts or other evidence of actual costs**.** |

**Documentation – Pre-employment Interview Assistance**

|  |  |
| --- | --- |
| 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  |
| 4. | Receipts or other evidence of actual costs.  |

1. WIOA Sections 134(b)(2)(I) [↑](#footnote-ref-1)