

## **Northwest Workforce Council**

### **POLICY AND PROCEDURE DIRECTIVE**

**EFFECTIVE DATE:**           **October 18, 2016**

**SUBJECT:**                   **Out of Area Job Search Support**

**REFERENCE #:**           **WIOA 01-03**

**Background:** Adults, Dislocated Workers (DW) and Young Adults, age 18-24 may need financial assistance to search for work outside the Northwest Workforce Council service area. The NWC can assist with out of area job search expenses, based on an assessment and individual employment plan, subject to the eligibility criteria and cost limitations outlined in this policy. Out of area job search assistance for eligible Adults and Dislocated Workers is an allowable activity as specified in WIOA section 134(c) (2)(xii)(X). Out of area job search assistance is also available to young adults, 18-24, as a supportive service.

#### **ELIGIBILITY CRITERIA**

- 1) The applicant for out of are job search assistance must be determined eligible for WIOA Title IB services and be registered.
- 2) The individual must be unable to obtain out of area job search assistance through other programs providing such services.
- 3) It must be determined that there is no reasonable expectation that the individual can obtain “suitable work” in the commuting area in which the individual resides. “Suitable work” work matches the individual’s skills, abilities and income needs.
- 4) For out of area job search that is greater than 175 miles from where the worker resides, the individual must have secured a pre-employment interview for a bona fide job opening. For job search within 175 miles, the individual must certify the employer contacts made.

#### **OUT OF AREA JOB SEARCH ASSISTANCE LIMITS**

- 1) Out of area job search assistance is limited to \$800.00 for the reasonable and necessary expenses to seek work outside the individual’s area.
- 2) Out of area job search assistance must be requested in writing and in advance of the actual travel.
- 3) Out of area job search assistance cannot be provided to cover the costs of out of area job interviews that are ordinarily paid for by the prospective employer.
- 4). Travel expenses for “lodging” and “meals and incidental expenses (M&IE)” are reimbursed at the travel expense rates allowed by the US General Services

Administration, as accessed through the associated website,  
[www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287)

- a. Lodging is reimbursed at the actual rate of the lodging up to the CONUS (continental United States) rate for the location specified. The participant must produce a lodging receipt. This receipt also verifies that the travel actually occurred.
- b. Meal and incidental expenses (M&IE) are reimbursed based on the current CONUS rate. M&IE rates are identified for the specific location selected. No meal or incidental expense receipts are needed.

The incidental expenses rate for the first and last calendar day of travel are calculated at 75% of the M&IE rate.

Example: Lodging and M&IE for a job search trip to Portland, Oregon, indicating allowable lodging and M&IE expenses.

Using the GSA website: [www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287), the applicable maximum rate for the cost of lodging in Portland, Oregon during the applicable timeframe is \$157 per night. M&IE expenses are reimbursed at \$74 per full day and \$55.50 (75%) for the first and last day of travel.

- c. The cost of operating a vehicle for travel in an out-of-area job search is reimbursed at the rate of .20 cents per mile as established for participants in Northwest Workforce Council Policy WIOA-11. Miles traveled for reimbursement will be determined by a point to point inquiry through MapQuest or other reasonable internet travel service.