

## Northwest Workforce Council

### POLICY AND PROCEDURE DIRECTIVE

**EFFECTIVE DATE:** October 18, 2016

**SUBJECT:** Relocation Assistance: Adults, Dislocated Workers and Young Adults

**REFERENCE #:** WIOA 01-04

**Background:** Adults, Dislocated Workers (DW) and Young Adults age 18-24 who have secured employment outside of the Northwest Workforce Council service area may need financial assistance with costs associated with relocation to begin the job. The NWC can assist with relocation expenses, subject to the eligibility criteria and cost limitations outlined in this policy. Relocation assistance for eligible Adults and Dislocated Workers is an allowable activity as specified in WIOA section 134(c)(2)(xii)(X). Relocation assistance is also available to Young Adults, 18-24, as a supportive service.

#### ELIGIBILITY CRITERIA

- 1) The applicant for relocation assistance must be determined eligible for WIOA Title IB Services and be registered.
- 2) The individual must be unable to obtain relocation assistance through other programs providing such service. In addition, relocation expenses are not available if the cost of relocation is ordinarily paid by the new employer, or by the applicant's former employer (as may be the case after a business closure, for example).
- 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, AND the individual has obtained "suitable work" of long term duration or a bona fide offer of "suitable work" in the area of intended relocation. "Suitable work" matches the individual's skills, abilities and income needs.

#### Relocation Assistance Limits:

1. Relocation assistance is generally limited to \$800.00 for the reasonable and necessary expenses to transport the individual, the family and household possessions to the relocation area. This limit can be increased up to \$1,600.00 by written appeal to the NWC's Deputy Director when he or she deems the financial need justifies the increase and the combined costs of all job search assistance and the all relocation assistance do not exceed \$1,600.00.
2. Relocation assistance must be requested in writing and in advance of the actual relocation. The participant requesting the assistance must present a written offer of

employment, or proof of acceptance of a job offer outside the Northwest Workforce Council service area.

- 3). Assistance up to the allowable limit can include costs associated with hiring a commercial mover or renting a moving truck or similar vehicle, and for expenses associated with lodging, meals and incidental expenses associated with the move.
  - a. Costs related to hiring a mover or renting a truck will be paid through use of a pre-approved voucher. All shipment of household and personal goods must be completed within six months following the date of application for relocation assistance unless waived by the Deputy Director or designee due to extraordinary circumstances such as illness of a family member.
  - b. 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)

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.

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 during a relocation 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.