

Out of Area and Relocation Assistance Policy

Purpose: Federal regulations provide that reimbursements for out of area job search and relocation may be provided to adults and dislocated workers while in intensive and training services. The purpose of this policy is to allow individuals who are interested in leaving the area to expand their job search to other areas of the country or to help adults and/or dislocated workers with relocation expenses associated with accepting a job out of the area. All out of area and relocation assistance is subject to funding availability.

Reference: 20 CFR 663.200

Policy:

Out of Area Job Search

Out of area job search reimbursement may be provided to adults and dislocated workers who have job interviews scheduled out of the area. The West Piedmont Workforce Development Board (WPWDB) requires that verification be received from the company interviewing the participant prior to the interview. The verification must state the position, time and date of interview.

Out of area job search reimbursement may be paid as follows:

1. If an individual must travel 50 to 175 miles for an interview, the WPWDB will reimburse for mileage only.
2. If an individual must travel more than 175 miles to attend an interview, the WPWDB may reimburse for food and lodging in addition to mileage.
3. The maximum allowable mileage for reimbursement is 1,000 miles.
4. Mileage will be reimbursed at 25 cents per mile.
5. Total out of area job search assistance funds available to each participant are limited to \$600, which is consistent with the board's adopted Needs related payments under Support Service Policy.
6. All out of area job search reimbursements will be paid only from actual receipts. Lodging reimbursement is at the discretion of the contractor but not exceed standard rates of lodging in the area where the interview is to occur.

Relocation

Relocation reimbursement may be provided to adults and dislocated workers who have accepted positions that require them to move from their present residence. Since this policy is to help reimburse the cost of moving personal property from one residence to another, the WPWDB will reimburse for 50 percent (not to exceed \$1,500) of the necessary expenses.

Approval Signature: _____



Revision Date: June, 2017