



ADMINISTRATIVE BULLETIN NO. 15A

TO: WIA ADULT CONTRACTING AGENCIES

SUBJECT: RELOCATION ASSISTANCE & PRE-EMPLOYMENT
INTERVIEW ASSISTANCE

EFFECTIVE: JULY 1, 2009

I. BACKGROUND

The WIA Adult Program allows for assistance to workers who must seek employment out of their commute area. Commute area is considered to be 50 miles. Relocation Assistance and Out of Area Assistance is allowed under the following guidelines.

II. POLICY

1. Relocation/Pre-employment Interview Assistance is available as an Intensive Service to adults who are registered in the WIA Adult Program to enable them to become permanently employed. **Services for relocation/pre-employment interview assistance are not entitlements and shall be provided to participants on the basis of documented need, the absence of other resources and funding limits.** This assistance shall only be provided to enrollees who:
 - a. cannot obtain employment within their commuting area that meets their skill level and/or has significant wage earnings; and
 - b. for relocation, have secured suitable, long-duration employment, verified in writing, outside their commuting area. OJT or other training is not considered unsubsidized employment; or

- c. for pre-employment interview assistance, have secured a pre-employment interview for a bona fide job opening, documented by a job announcement or letter from the prospective employer, outside their commuting area.
2. Relocation/Pre-employment Interview Assistance combined shall not exceed \$800 or a lesser amount as established by a project for an individual participant.
- a. WIA funds may only be used to cover the costs of relocation or pre-employment interviews which are not paid for by a prospective employer. Costs for relocation/pre-employment interviews, paid for by the employer, must be documented and verified to be used as matching contributions.
 - b. Allowable costs include, but are not limited to:
 - 1) Transportation and per diem for the participant pre-employment interview. No more than \$500 may be provided for actual expenses (i.e., airfare, surface transportation, or per diem) incurred for a Pre-employment Interview for a bona fide job opening.
 - 2) Transportation for the adult and family to the relocation area;
 - 3) Per diem for the adult and family during transition; and
 - 4) Transporting household goods to the relocation area.

- c. Transportation assistance for travel by privately owned automobile may be paid for the most direct route from the adult's home to the new area. No additional mileage expense is payable for family member(s) who travel with the WIA Adult. Travel by common carrier can be paid up to the allowable \$800 limit.
 - d. Actual expenses for lodging and meals may be allowed for up to five (5) days of travel at a rate not to exceed \$50 per day for the participant.
- 3. Commercial carrier moves must have at least two estimates from moving firms. Assistance may be provided for moving household goods at the lower of the two estimates. Payments should be made payable jointly to the mover and the participant.
 - 4. Circumstances, such as the sale of a home, may preclude the movement of household goods prior to program termination. In such cases, relocation assistance may be provided as a post termination service up to 90 days following termination, providing the request is initiated and approved prior to the actual termination.
 - 5. Relocation assistance will only be provided for moves within the continental United States, including Alaska.
 - 6. Exemption may be provided on a case by case basis upon approval of the WDC.

7. Documentation records for Relocation Assistance will include, at a minimum, the following:
 - a. Name and Social Security Number of the participant;
 - b. Name and address of employer in the relocation area;
 - c. Job Title with DOT or brief job description;
 - d. Starting date, duration, and wage of employment;
 - e. Identification of transportation and per diem expenses to be provided;
 - f. Cost of the relocation minus employer contribution; and
 - g. Signatures of participant and counselor; and
 - h. Letter or phone confirmation from the employer that the participant reported to work.

8. Documentation records for approval and payment of Pre-employment Interview Assistance will include, at a minimum, the following:
 - a. Name and Social Security Number of the participant;
 - b. Name and address of employer for job search area;
 - c. Copy of job announcement or letter from employer setting up interview; and
 - d. Signatures of participant and counselor

Attachment 1: Request for Relocation Assistance

Attachment 2: Relocation Expenditure Log