


<b>Workforce Connections General Policies Relocation Assistance</b>	<b>GEN-050-05</b>
<b>Supersedes policy 3.12 dated 07-11-2003</b>	<b>Revised: April 2016</b>
<b>Policy Approved By: WC Executive Director Policy Adopted on: February 2014</b>	

**Purpose:**

To provide guidance with respect to the provision of “**Relocation Assistance**” services to eligible adults and dislocated workers.

**Background:**

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

WIOA supports a more integrated, effective, job-driven workforce investment system that builds on proven practices such as sector strategies, career pathways, regional economic approaches, and work-based training. WIOA provides for a workforce system that is universally accessible, customer centered, and training that is job-driven.

Title I of WIOA allows the use of WIOA funds for the provision of relocation assistance services. In accordance to WIOA and its implementing regulations codified at 20 CFR Part 678.430, relocation assistance is an allowable service for eligible adults and dislocated workers.

**Policy:**

Workforce Connections (WC) has established standards for provision of relocation assistance services to eligible WIOA Title I adults and dislocated workers. Eligibility for relocation assistance services requires that the individual must first be enrolled and determined eligible to receive individualized career services. Sub-recipients shall follow this policy and must establish written procedures that meet the requirements of this policy.

**Reference:**

PL 113.128 WIOA [Sec. 134(c) (2) (A) (xii) (x)]; [20 CFR 678.430 (b) (10)]; [State TAG 15-3]

Relocation assistance is permissible as long as the rationale for provision of service has been properly documented and recorded for those individuals who have indicated a willingness to relocate, and who have received a written letter of intent to hire or job offer from an employer. Such assistance will not be extended to participants who are transferring to another employment location while remaining with their present employer.

As an allowable individualized career service, relocation assistance must be determined necessary for the program participant to accept and retain employment. All information required by Federal, State and local reporting requirements must be collected for each individual receiving WIOA Title I services, and must be kept in participant’s file. Neither WC, nor any of the enrolling agencies, accept any liability for any participant’s or moving service’s damage, lost, stolen property, etc., related to relocation assistance.

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**I. General Provision for Relocation Assistance.**

Relocation assistance is not an entitlement and shall be provided to program participants on the basis of a properly documented need and the absence of other resources. Relocation assistance may be provided to eligible adult and dislocated worker participants under the following requirements:

- A. The individual cannot obtain employment within his/her commuting area that meets their skill level and/or has a sufficient wage; or
- B. The individual has secured suitable, long-term employment, **verified in writing**, outside his/her commuting area, 100 miles (one way) from employer; or
- C. The individual has secured suitable, long-term employment, **verified in writing**, outside the Local Workforce Development Area (LWDA).
- D. Letter by new employer with verification of employment must become part of the program participant's file.
- E. The IEP must reflect the program participant employment goals and the appropriate combination of services for the participant to achieve his/her employment goals.
- F. WIOA Title I funds may only be used to cover the cost of relocation assistance which is not paid by a prospective employer.
- G. Currently WC has established a dollar amount cap for relocation assistance services, which is not to exceed \$1,500. Providers of WIOA Title I services are responsible to base the amount for relocation assistance on the individual's specific needs and circumstances.
- H. Exception may be granted by WC Executive Director based on an individual case review. Requests for exceptions must be submitted to WC Program Manager in writing prior to the provision of service.
- I. Record retention and data recording requirements must be followed. For more information refer to WC policies and procedures.
- J. Payments may include the following:
  - 1. Travel: The lesser of the actual amount or the cost per mile as authorized under Federal travel regulations.
  - 2. Lodging: The lesser of the actual amount or per-diem as authorized under federal regulations.
  - 3. Moving expenses: The lesser of three written/documented bids from a commercial mover or bona fide moving truck rental company.
- K. Payments may not include the following:
  - 1. Fuel for vehicles other than rental moving equipment;
  - 2. Food expenses or meals
  - 3. Deposits for moving service and/or equipment;
  - 4. Boxes or packing materials not included in the cost of the commercial service or private truck rental.