

WIOA Relocation Assistance Policy and Procedures

To be considered for relocation assistance, the participant must be deemed a dislocated worker and have enrolled in career services through the Workforce Innovation and Opportunity Act (WIOA) program. Additionally, the relocation assistance must be deemed appropriate and needed for the individual to obtain or retain employment.

Anyone enrolled in career training can apply for relocation assistance, but the determination of the receipt of the assistance will be approved on a case-by-case basis by the Career Planner with final approval by Northwest Georgia Regional Commission.

The procedures to apply for relocation assistance are as follows:

- The participant must apply in person with a Career Planner when applying for relocation assistance.
- The participant must keep track of all expenses;
- Once the move is complete, the participant must submit a completed copy of the request for relocation assistance reimbursement form, along with the *original* receipts, to the Career Planner;
- The participant will write their full name and the last four digits of their social security number on all receipts;
- The participant will keep a copy of the form and receipts; and
- Make sure the new address is on the form.

Before payment of relocation assistance may be made, the participant will verify directly with the employer that he/she has been hired in full-time employment which is expected to be long-term in duration. If the company pays for the relocation, or he/she is eligible for relocation assistance under the Trade Act or other assistance program, WIOA will not reimburse for any relocation assistance. However, he/she may still receive the lump sum payment for incidentals not covered by the move.

*The maximum that can be received for relocation assistance (if that is the only funding that the participant receives for support) is **\$4,250**.



WIOA Relocation Assistance Guideline

If no suitable jobs are available within 75 miles (one way) of your home, and you are offered a job more than 75 miles away, you may qualify for relocation assistance. If qualified, the participant may be reimbursed for reasonable expenses incurred in the move.

To receive the relocation assistance, you must:

- Not be eligible for relocation assistance through other federal, state, or employer services;
- Be registered for career services or have completed training services;
- Have no reasonable expectation of securing suitable employment within a 50 mile radius, as determined by WIOA staff;
- Have received a bona fide job offer for employment that pays at least 80% of your former wage and the job is a permanent, full-time, employment offer with benefits (WIOA staff will verify);
- Apply in person for relocation assistance with a WIOA Career Planner before the move;
- Move more than 75 miles from your current residence; and
- Send a request for reimbursement of itemized expenses and original receipts to the participant's WIOA Career Planner.

The relocation assistance covers 90% of the following expenses:

- The actual cost of transportation by the most economical means for the participant and the participant's family to the area of relocation, or the cost per mile at the prevailing mileage rate authorized by the federal travel regulations, whichever is less. No additional mileage will be paid to family members traveling in the same vehicle or in additional vehicle.
- The actual cost of moving your family's household goods as follows:
 - Commercial carrier – the allowable weight of household goods and personal effects of the family to be moved may not exceed 18,000 pounds. Any weight in excess of 18,000 pounds will be the participant's responsibility.
 - If a commercial carrier moves the household goods, the participant must submit and attach at least three estimates of the charges from the most economical commercial carriers available. Justifiable situations, in which a bid other than the lowest, would be selected and approved by NWGRC:
 - The lowest bidder cannot carry out the move within an acceptable time frame.
 - The lowest bidder will not accept payments on a reimbursement basis, and the participant does not have the funds to pay for the move.
 - The lowest bidder does not have all the necessary equipment required for the move
 - If the lowest estimate is not selected, NWGRC must document justification for the selection.
 - Self move/Rental truck – the rental fee for each day reasonably required to complete the move and the necessary fuel bought for the truck. A receipt is required for the cost of fuel as well as the truck rental. The participant may also submit receipts for other related moving expenses such as boxes and packing materials provided that expenses are incurred with the same bona fide moving service.
 - Moving a mobile home – Allowable expenses include the commercial carrier's charges for moving the mobile home, charges for unblocking and reblocking, state and local fees for



transporting the mobile home and personal property of the family against loss or damage in transit.

- The cost of temporary storage, if necessary, for no longer than 60 days;

Original receipts are required as follows:

- The cost of temporary storage, if necessary, for no longer than 60 days.
- Transportation expenses
- Commercial carrier – the original bill of lading prepared by the carrier, including a receipt as evidence of payment of moving costs; and
- Truck or trailer rentals – the original bill itemizing and proving payment.

Procedures for Participants applying for Relocation Assistance with the Participant's Workforce Innovation and Opportunity Act (WIOA) program

- Apply, in person, with your local Career Planner. Be sure to inform your Career Planner that you are applying for relocation assistance
- Keep track of all of your expenses
- Once you have moved, send a completed copy of your request for relocation assistance, along with your *original* receipts, to your Career Planner
- Write your full name and the last four digits of your social security number on all receipts
- Keep a copy of the form and your receipts
- Make sure that your new address is on the form

Before payment of relocation assistance may be made, WIOA staff will verify directly with the employer that you have been hired in full-time suitable employment expected to be long-term in duration. If the company pays for relocation assistance, WIOA will not reimburse you for relocation assistance. However, you may still receive the lump sum payment.



WIOA Application for Relocation Assistance

Please provide the information listed below:

I. WIOA Provider Information	
Provider's Name:	Provider's Address:
Career Planner:	Phone Number:
II. Participant's Information	
Participant's Name:	Participant's Address:
Phone Number:	Last 4 digits of SS#:
III. Employer Information (Current)	
Company Name:	Company Address:
Phone Number:	Company Contact Person:
Is your current wage at least 80% of your former wage? Yes <input type="checkbox"/> No <input type="checkbox"/>	
What was your past wage? _____	What is your current wage? _____
Is your current employment full-time? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Did the company pay for your move? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Employer verification is on company letterhead? Yes <input type="checkbox"/> No <input type="checkbox"/>	
IV. Release Information of Employment	
I authorize the release of my past, current, and future employment information to the Career Advisor. Such records include information related to my job title, start/end date, hourly wages and hours worked per week, and benefits.	Initial Here
V. I certify that the above information is true and correct	
Signature:	Date:
VI. Received by WIOA Staff member	
WIOA Staff signature:	Date:



WIOA Relocation Assistance Reimbursement Form

Complete the information below and submit to your WIOA Career Planner.

If a commercial carrier was used, attach the three estimates. WIOA will reimburse the lesser of the three estimates. Reimbursements can be denied at the discretion of the WIOA Career Planner if original receipts are not submitted and if current employment wages are not at least 80% of your former wage and employment is not full-time.

Name: _____		Last 4 digits of SS#: _____	
Mailing Address: _____			
Phone Number: _____		Date: _____	
			For Office Use Only
Date	Expense	Amount	Approved
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
For Office Use Only			
Number of original receipts attached. _____			
Total reimbursement requested. _____			
All allowable receipt expenses for reimbursement. _____			

Applicant Signature Date

WIOA Staff Signature Date

