

**South Central WorkForce Service Area 7  
Dislocated Worker  
Policy Letter #1**

**Effective Date: July 1, 2004**

**Purpose: To establish a policy for Out of Area Job Search and Relocation for all dislocated worker projects and formula funding**

**Policy/Procedures:**

**Costs associated with out of area job search and relocation is chargeable to the Retraining costs category. This policy sets forth the parameters for these two activities. This policy is set forth in recognition of the increasing cost of travel and auto maintenance associated with finding and retaining employment:**

**Out of Area Job Search**

**The following items can be reimbursed for workers participating in out of area job search activities that are 35 miles or more from their previous employer. In each instance, the interviews must be verified or arranged by job training staff before reimbursement is made. Receipts or mileage logs must be submitted before reimbursement is made:**

**Airfare for interviews**

**Mileage for interviews**

**Hotel/Meal costs for multiple interviews that cover more than one day**

**Relocation**

**The following items can be reimbursed for workers who are relocating once new employment has been obtained. Relocation assistance is available for persons accepting employment 35 miles or more from their previous employer. In each instance job training staff must verify employment before reimbursement is made. Receipts must be provided before reimbursement is made:**

**Airfare or auto mileage for the worker to relocate (airfare will be provided for the worker only. The worker will need to provide transportation for other family members).**

**Cost of moving van**

**First month rent or house payment.**

**Reimbursement Amounts**

**Staff will have the flexibility to provide these services based on the needs of the worker and viability of the request. Consideration should be given to previous services provided, funds available compared to the anticipated needs of others receiving services, distance of move/job search, and the worker's cooperation in carrying out an active job search. The following maximum amounts will apply over the life of the grant:**

**Moving Van: \$1,000**

**First Month Rent/house payment: \$500**

**Airfare for Interviews/move: \$500**

**Hotel/Meal Costs for interviews: \$70/day**

**Mileage: \$500**