RELOCATION ASSISTANCE & PRE-EMPLOYMENT INTERVIEW ASSISTANCE

Policy Number: 215, Revision 2
Effective Date: July 1, 2019
Revision Date: July 7, 2026

I. BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA), Sec. 134(c)(2)(A)(1)(xii)(X) allows for Adult and Dislocated Workers assistance to those who must seek employment out of their commute area. Commute area is 50 miles. Relocation assistance and Out-of-Area Assistance is allowed under the following guidelines.

II. POLICY

A. Relocation/Pre-employment Interview Assistance is available as an Intensive Service to participants who are registered in WIOA Adult or Dislocated Worker Programs to enable them to become permanently employed. **Services for relocation/pre-employment interview assistance are not entitlements and should be provided to participants based on 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.

B. Relocation/Pre-employment Interview Assistance shall not exceed $1,500 or a lesser amount as established by a project for an individual participant.

a. WIOA 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:
    i. Transportation and per diem for the participant pre-employment interview. Guide to per diem rates for Washington State can be accessed at: http://www.gsa.gov. 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;
    ii. Transportation for the participant and family to the relocation area;
    iii. Per Diem for the participant and family during transition; and
    iv. 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 participant's home to the new area. No additional mileage expense is payable for family member(s) who travel with the participant. 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:
    i. Lodging at a rate not to exceed $125 per day for the participant; and
    ii. Meals not to exceed the per diem rates for Washington State per day for the participant found at http://www.gsa.gov.

C. 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.

D. 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 follow up service up to 90 days following the termination, providing the request is initiated and approved prior to the actual termination.

E. Relocation assistance will only be provided for moves within the continental United States, including Alaska.

F. Exemption may be provided on a case-by-case basis upon approval of the South Central Workforce (SCW).

G. 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 ONET-SOC code 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.

H. 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

REFERENCES

All Contractors will be monitored for compliance with the MIS procedures for timeliness, accuracy and completeness of all forms and documents.

- CFR 20 134(c)(2)(A)(1)(xii)(X)