

Out-of-Area Job Search and Relocation Payment Policy

Federal regulations provided that reimbursements for Out-of-Area Job Search and Relocation may be provided to adults and dislocated workers while in intensive services. The purpose of this policy is to allow those individuals that are interested in leaving the area a chance to expand their job search to other areas of the country or to help adults and/or dislocated workers with the moving expense associated with accepting a job out of the area and the relocation expense associated with the required move.

Out-of-Area Job Search

Out-of-Area Job Search reimbursement may be provided to adults and dislocated workers who have job interviews scheduled out of the area. The New River/Mount Rogers WIB is requiring that verification be received from the company interviewing the participant prior to the interview. The verification must state the position for which the interview is for, the time of the interview and the date of the interview.

Out-of-area job search reimbursement may be paid as follows:

- 1) If an individual has to travel more than fifty miles for an interview, gasoline reimbursement may occur **only**.
- 2) If an individual has to travel more than four hours to get to an interview, lodging and food reimbursement may occur in addition to gasoline.

All Out-of-Area Job Search reimbursements will be paid from actual receipts **only**. This includes gasoline, food and lodging. Food Allowance is set at a maximum of \$ 35.00 a day, including tip. Lodging reimbursement is at the discretion of the program operator.

Relocation

Relocation reimbursement may be provided to adults and dislocated workers who have accepted positions that require them to move from their present residence. The policy is to help reimburse the cost of moving personal property from one residence to another **only**. The New River/Mount Rogers Workforce Investment Board relocation policy is to reimburse the cost of moving rental equipment (moving van/truck) and gasoline, but not to reimburse for professional movers. If the move requires an overnight stay, food and lodging may be provided in addition to gasoline and moving rental equipment. Relocation reimbursements will be paid from actual receipts **only**. This includes gasoline, food, lodging and moving rental equipment. Food Allowance is set at a maximum of \$35.00 a day, including tip. Lodging reimbursement is at the discretion of the program operator. Moving van/truck reimbursement will be based on three moving equipment rentals (example: Ryder or U-Haul trucks) estimates, with the program operator and the participant coming to an agreement on the best proposal.

The New River/Mount Rogers Workforce Investment Board is requiring that a WIA Out-of-Area/ Relocation Service Authorization form be completed on all participants requiring such service.