

<b>Title:</b>	Relocation Assistance & Out of Area Job Search	<b>Policy #:</b>	17
<b>Effective Date:</b>	August 20, 2015	<b>Revision Date:</b>	January 17, 2019

**Purpose:**

Federal regulations provide that reimbursements for out-of-area job search and relocation may be provided to adults and dislocated workers while in individualized career and training services. The purpose of this policy is to allow individuals who are interested in leaving the area to expand their job search to other areas of the state or country and to help adults and/or dislocated workers with relocation expenses associated with accepting a job out of the area. **All out of area assistance and relocation is subject to funding availability.**

**Procedure:**

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 Piedmont Workforce Development Board (PWDB) requires that verification be received from the company interviewing the participant prior to the interview. The verification must state the position, time, and date of the interview.

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

1. If an individual must travel 50 to 175 miles for an interview, the PWDB will reimbursement for mileage only.
2. If an individual must travel more than 175 miles to attend an interview, the PWDB may reimburse for food and lodging in addition to mileage.
3. The maximum allowable mileage for reimbursement is 1000 miles.
4. Mileage will be reimburse at a rate of 32 cents per mile.
5. Total out of area job search assistance funds available to each participant are limited to \$1,000.00.
6. All out of area job search reimbursements will be paid only from actual receipts. Lodging reimbursement is at the discretion of the Program Operator but may not exceed standard rates of lodging in the area where the interview is to occur.

Relocation

Relocation reimbursement may be provided to adults and dislocated workers who have accepted positions that require them to move from their present residence. Since this policy is to help reimburse the cost of moving personal property from one residence to another, the PWDB will reimburse the participant for the cost of necessary expenses (not to exceed \$2500.00).