



Southwest Georgia Workforce Development Board  
Policy/Procedure Name: Relocation Assistance  
Policy/Procedure #: WIOA-2017-68  
Effective Date: November 29, 2017  
Revision Date:

## **PURPOSE**

To provide guidance on relocation assistance for eligible participants enrolled and participating in career services.

## **BACKGROUND**

In accordance with WIOA, relocation assistance is an allowable career service for eligible adults and dislocated workers enrolled and participating in career services. An adult or dislocated worker who completes training services is also eligible for relocation assistance.

Relocation assistance may be provided through WIOA funding for participants in need of assistance to accept employment in another location. It is intended to serve those eligible adults and dislocated workers who are unable to find suitable employment in the local area. Such assistance will not be extended to participants who are transferring to another employment location while remaining with their present employer. Participants should be encouraged to seek relocation assistance from other sources (such as the Trade Act if eligible for Trade Act services) before applying for assistance through WIOA.

If relocation assistance is not available from other sources, it may be provided to assist qualified participants in moving within the state or to another part of the United States. This means that if an employer (or other source) pays all of the moving costs, no costs will be reimbursed through WIOA. If an employer (or other source) pays only part of the costs, then WIOA may pay some portion of the costs. If a person has moved prior to making application for WIOA relocation assistance, then no relocation expenses will be paid. Neither State WFD nor any of the Local Workforce Development Areas (LWDAs) accept any liability for the participant's damaged, lost or stolen property related to relocation assistance.

In addition to the requirements that a person be eligible for relocation assistance and be enrolled in WIOA services, as noted above, the person must also meet the two following requirements:

1. The participant has been unable to obtain self-sufficient employment within the local commuting area (to be determined by the LWDA), and
2. The participant has secured self-sufficient, long-duration employment outside the commuting area (over 75 miles from the participant's residence). This must be documented by the new employer's letter of verification of employment.



Relocation assistance is cost-reimbursement only, and no expenses are paid prior to the move. LWDA's will set the limitations or caps on payment amounts for Relocation Assistance.

## **POLICY**

If no suitable jobs are available within the local commuting area, defined as within a 50-mile radius of the participant's current residence, and a participant is offered a job more than 75 miles away, the participant may qualify for relocation assistance. If qualified, a participant may be reimbursed for reasonable expenses incurred in the move. To receive relocation assistance, a participant must:

- Not be eligible for relocation assistance through other federal, state or employer services;
- Be enrolled in WIOA career services or have completed training services;
- Have no reasonable expectation of securing suitable employment within a 50-mile radius of their current residence, as determined by LWDA staff;
- Have received a bona fide job offer for self-sufficient, permanent, full-time employment (WIOA staff to verify);
- Apply for relocation assistance before the move;
- Move more than 75 miles from the current residence; and
- Send a request for reimbursement of itemized expenses with original receipts

Relocation assistance may cover the following expenses up to a maximum reimbursement amount of \$3,000:

- The actual cost of transportation by the most economical means for the participant and 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 vehicles.
- The actual cost of moving the participant's family 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 (3) estimates of the charges from the most economical commercial carriers available. Justifiable situations, in which an LWDA would select an applicant other than the lowest, would be:
    - The lowest bidder cannot carry out the move within an acceptable timeframe



- The lowest bidder will not accept payments on a reimbursement basis, and the participant does not have 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, the LWDA will document justification for the selection
- Self-Move/Rental truck – Allowable expenses include the rental fee for each day reasonable 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 these 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 re-blocking, state and local fees for transporting the mobile home, and personal property of the family against loss or damage in transit.
  - The cost of reasonable temporary storage of household goods, if necessary, for no longer than 60 days.

Original receipts are required for the following items:

- The cost of reasonable temporary storage of household goods, 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 providing payment)

## REFERENCES

State of Georgia Workforce Development Board Relocation Assistance Policy 3.4.5

WIOA section 134(a)(3)(A)(xii)

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