

Policy and Procedure

Title:	Out of Area Job Search Assistance /Relocation Services	Number:	OP-12-10
Effective Date:	July 1, 2012	Revised:	October 10, 2019

Purpose

Federal regulations provide that reimbursements for out-of-area job search and relocation may be provided to adults and dislocated workers while receiving Individualized Career 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 country and to define the allowable expenses associated with accepting a job out of the area. All out of area assistance and other associated expenses are subject to funding availability and is at the discretion of the program operator.

Policy

Definition: Out of area shall be defined as 60 or more miles from the client's home.

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 participant shall have approval from the contractor in advance of this travel. Payment of out of area travel implies the participant is willing to move, if a position in that area is offered. The SVWDB requires that the contractor receive verification from the company interviewing the participant after the interview is conducted. The verification must state the position being interviewed for and the date and time the interview was conducted.

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

1. For travel of 60 to 175 miles for an interview, the SVWDB allows reimburse for mileage only.
2. If an individual must travel more than 175 miles to attend an interview, the SVWDB allows reimbursement for food and lodging, in addition to mileage.
3. The maximum allowable mileage for reimbursement is 1,000 miles per event.
4. The maximum food allowance is set at \$35 per day, including tips. Partial days may be paid
5. Mileage may be reimbursed at a rate of no more than 32.5 cents per mile.
6. Total out-of-area job search assistance funds available to each participant are limited to \$400 per event and \$1,000.00 in total.
7. All out of area job search reimbursements for food and lodging shall only be paid 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. If within Virginia, the maximum state lodging rate will apply.

Out of Area Relocation

Due to the severe funding limitations in this workforce area, relocation costs (the cost of moving) will not be paid by the SVWDB. The contractor does, however, have discretion to pay other supportive services connected to the new job, just as it would for a local job.

Exceptions

Exceptions to these policies must be requested from the Chief Executive Officer in advance of any payment.

Revisions:

October 10, 2019