

Policy Name: Relocation Assistance

Policy Number: BGWIOA-N17-S3

Effective Date: June 28, 2017

Applies To: TRADE

1. **Purpose:** The purpose of this policy is to provide guidance to the workforce staff including subcontracted staff, in documenting and justifying any decision made or action taken to assist TRADE participants with relocation assistance.
2. **Background:** TRADE participants are eligible for relocation assistance as long as they meet the eligibility conditions outlined in the Trade Act of 1974 under § 617.42.4.
3. **Definitions:** TRADE: Trade Adjustment Assistance or (TAA) is a federal program of the United States government to act as a way to reduce the damaging impact of imports felt by certain sectors of the U.S. economy. The program for workers is the largest, and administered by the U.S. Department of Labor.
4. **Policy:**
 - A. Eligibility for a relocation allowance requires:
 - i. A timely filed application
 - ii. Total separation from adversely affected employment at the time relocation commences
 - iii. No prior receipt of a relocation allowance under the same certification
 - iv. Relocation within the United States and outside the individual's present commuting area
 - v. Registration with the State agency which shall furnish the individual such reemployment services as are appropriate under Subpart C of this Part 617
 - vi. A determination by the State agency that the individual has no reasonable expectation of securing suitable employment in the commuting area, and has obtained suitable employment affording a reasonable expectation of employment of long-term duration, or a bona fide offer of such suitable employment, outside the commuting area and in the area of intended relocation. For the purposes of this section, the term "suitable employment" means suitable work as defined in § 617.3(kk) (1) and (2), whichever is applicable to the individual and
 - B. (7) Relocation beginning within a reasonable period, as determined under § 617.43(b), and completion of such relocation within a reasonable period of time as determined in accordance with Federal travel regulations and § 617.43(a).
5. **Inquiries:** Questions should be addressed to the Workforce Services Manager, Youth Services Manager and/or the Director of Workforce Services.