

Washington State Trade Adjustment Assistance Policy

Policy Number: 3005, Revision 1 (2002)

Policy Title: Relocation Allowance

Effective Date: December 21, 2018

1. Purpose:

To communicate guidance on relocation allowances for workers eligible for Trade Adjustment Assistance (TAA) for petitions certified under 2002 rules.

2. Background:

The Trade Adjustment Assistance for Workers Program (TAA program) was first established in the Trade Act of 1974 as a tool to retrain trade impacted workers and help them find suitable employment.

The Trade Adjustment Assistance Reform Act of 2002 (Public Law 107-210) reauthorized and expanded the scope of the TAA program. It also repealed the North American Free Trade Agreement Transitional Adjustment Assistance (NAFTA-TAA) program, which had been added to the TAA program in 1993 to provide benefits to workers who lost their jobs because of trade with Mexico and Canada after NAFTA. The NAFTA-TAA program was no longer necessary because the 2002 amendments extended the same favorable TAA coverage to workers who lost their jobs because of shifts in production to other countries with which the United States had trade agreements, treaties or where there was also a likelihood of increased imports because of shifts in productions to Mexico and Canada.

The 2002 amendments expanded coverage to adversely impacted secondary workers, whose layoffs could be attributed to trade impacts demonstrated by TAA certifications of workers for companies considered upstream suppliers or downstream producers to the certified primary firm. The 2002 Program applies to workers covered under petition numbers TA-W 50,000 – 69,999.

3. Policy:

Certified workers who apply for TAA services may be eligible for relocation allowances. Relocation allowances are reimbursements for moving expenses to participants who successfully obtain employment outside their normal commuting area.

A worker covered under a certification may receive one relocation allowance when it is determined that:

- There is no reasonable expectation that the participant can obtain suitable work

within the participant's commuting area; and

- The participant has obtained suitable work of long-term duration or a bona fide offer of suitable work in the area of intended relocation. (See definition of [suitable work](#)).

a. **Maximum Allowance**

Participants may receive one (1) relocation for not more than 90 percent of the reasonable and necessary expenses incurred in transporting themselves and their families, if any, and household effects to the area of relocation, plus a lump sum equal to three times the worker's average weekly wage, not to exceed \$1,250.

b. **Conditions and Requirements**

- i. Actual reimbursement of expenses will not be made until and unless certifications have been issued and workers have been determined to be eligible for TAA benefits.
- ii. Participants have not previously received a relocation allowance under the same certification.
- iii. Participants must receive an Initial Assessment prior to the approval of any request for relocation allowances. See [TAA Policy 3070](#) – Assessment.
- iv. Participants must request relocation allowances in writing prior to their relocation.
- v. Participants must file an application for relocation allowances within 425 days after the date of the certification under which the participant is covered or the date of the participant's last total separation from adversely affected employment, whichever is later.
- vi. Participants enrolled in approved training must file an application no later than 182 days after completion of such training.
- vii. Relocations must begin no later than 182 days after the date of the application.
- viii. Participants must verify that they have obtained suitable work or bona fide offers of suitable work. Participants enrolled in training are not eligible for relocation assistance until they complete their training component and obtain suitable work or bona fide offers of suitable work.
- ix. Participants must submit original receipts for reimbursement.
- x. Participants cannot use TAA funds to cover the costs of relocation paid by a prospective employer or other programs.
- xi. The following items are excluded from coverage, which means participants must assume costs for and personally arrange for transportation of:
 - A. Items of high intrinsic or sentimental value
 - B. Jewelry, collector's items, etc.
 - C. Animals

- D. Boats or personal watercraft
- E. Airplanes
- F. Camping vehicles
- G. Farming vehicles
- H. Explosives or dangerous goods
- I. Outside fuel tanks or similar non-household articles
- J. Cord wood and building materials
- K. Perishable foodstuffs subject to spoilage; and
- L. Mobile/manufactured homes (unless primary residence of employee)

Note: Snowmobiles, quads, golf carts and other vehicles with two or three wheels (e.g., motorcycles, mopeds, Segways, etc.) may be shipped as household goods. The weight of these vehicles will count against the 18,000-pound limit for which reimbursement is available. A participant must pay 100 percent of the associated costs for the weight of household goods in excess of the 18,000-pound allowance.

- xi. Participants are required to submit a completed Relocation Final Statement of Cost Form with **all original receipts** to the originating office within 30 days of completing their relocation.
- xii. Use of a commercial carrier requires at least two competitive bids or other adequate justification for the cost. Except for extenuating circumstances, participants must accept reimbursement at the lowest bid on a move by a commercial carrier.
- xiii. Relocations must be completed within a reasonable time period. To determine reasonableness, the following factors must be considered:
 - A. Whether or not suitable housing is available in the area of relocation
 - B. Whether or not participants can dispose of their current houses
 - C. Whether or not participants or family members are ill or members of a participant's family are attending school.

c. **Transportation**

The amount allowable for transportation cannot exceed the lesser of:

- 90 percent of the actual cost of the trip for participants and any dependents by the most economical public transportation they reasonably can be expected to take from the place of residence to the area of relocation; or
- 90 percent of the cost per mile at the prevailing federal mileage rate for such a trip for participants and any dependents by the usual route from the place of residence to the area of relocation.

Up to two privately-owned vehicles can be moved by the most direct route at 90 percent of the prevailing federal mileage rate provided that:

- Participants and/or their dependents travel to the new location in such vehicles;
- The vehicles are driven rather than towed;

- There are no other claims under this move for transportation costs for such workers and/or dependents; and
- Other family members and/or household goods will be traveling in the authorized vehicle(s).

d. **Lodging and Meals**

The amount allowable for lodging and meals cannot exceed the lesser of 50 percent of the prevailing federal per diem rate for lodging and meals or 90 percent of the actual expense for lodging and meals.

Payment is limited to the number of days reasonably necessary to travel to the new location when traveling by personal vehicle. If more than one day of travel is necessary, 425 miles per day is the standard. When traveling by commercial air, one day is normally allowed for travel. Lodging and meals at the new location may be authorized for a reasonable period when circumstances warrant. Invoices and receipts that document expenses must be submitted by participants, even when the federal rate for lodging and meals is used.

e. **Moving**

The total amount allowable for moving household goods of participants and their family by commercial carrier, trailer, or rental truck, or of moving a mobile home to the new location, and of insuring such goods for their actual value or \$10,000, whichever is least, cannot exceed 90 percent of the total cost.

The total amount allowable for moving must not exceed the cost of moving a maximum of 18,000 pounds of household goods between the same origin and destination points by commercial carrier. Participants must pay charges for weights of more than 18,000 pounds.

Such amount is payable for the most practical and economical method reasonably available to participants.

f. **Temporary Storage**

Temporary storage for up to 60 days at either the origin or destination, but not both, is allowed at 90 percent of the total cost. The request for storage must be approved prior to the move and the cost for storage must be identified.

g. **Advance Payment**

Advance payment of up to 90 percent of the estimated allowance for transportation, lodging and meals, transportation of household goods (where a commercial carrier is not involved), and lump sum payment may be provided to participants not more than 10 days prior to the anticipated move.

h. **Veteran's Priority of Service**

The Trade Adjustment Assistance program will comply with the Jobs for Veterans Act, enacted into Public Law 107-288 on November 2, 2002. Covered veterans determined

eligible for the TAA program must receive priority over non-veterans for the receipt of appropriate services provided under the TAA program.

4. Definitions:

Suitable Employment - Work of a substantially equal or higher skill level than the worker's past adversely affected employment (as described for the purposes of the Trade Act of 1974, P.L 93-618), and wages for such work that are not less than 80 percent of the worker's average weekly wage. Part-time, temporary, short-term, or threatened employment is not suitable employment.

5. References:

- [Public Law 107-210](#), Trade Adjustment Assistance Reform Act 2002
- [Training and Employment Guidance Letter \(TEGL\) 11-02](#), Operating Instructions for Implementing the Amendments to the Trade Act of 1974 Enacted by the Trade Act of 2002; [Change 1](#); [Change 2](#); [Change 3](#)

6. Supersedes:

TAA Policy Number 3005 – Relocation Allowances effective January 17, 2006

7. Website:

[Workforce Professionals Center](#)

8. Action:

Employment Security Regional Directors and WorkSource Administrators must distribute this policy broadly throughout the system to ensure that WorkSource System staff are familiar with its content and requirements.

Direct Inquiries To:

*Employment System Administration and Policy
Employment System Policy and Integrity Division
Employment Security Department
P.O. Box 9046
Olympia, WA 98507-9046
SystemPolicy@esd.wa.gov*