

ATTACHMENT A

Job Search Allowances Procedural Guide

A Job Search Allowance may be granted to an adversely affected worker to assist the individual in securing a job within the United States. The following are basic points associated with Job Search Allowances:

- Job Search Allowances (estimates) must be approved before the individual begins to job search.
- A Job Search Allowance may be granted only once, for one 30-day period, under a certification. However, there may be several job searches during that 30-day period.
- Approval and/or payments of Job Search Allowances will be made based on the guidelines set forth in this policy and according to the Regulations which implement the Trade Act of 1974, as amended.

APPLICATIONS

- Applications for Job Search Allowances must be made using the *Trade Programs Request for Job Search Allowances* Form via MOSES/TAARRNEG and in accordance with the items outlined below. Applications must be complete and contain estimated figures. When applying for a job search allowance for air travel or other out-of-state transportation, at least 2 quotes must be supplied.
- An application for Job Search Allowances can be filed before an individual's eligibility has been determined (1666).
- Applications may not be approved until after the individual's eligibility has been determined (1666).
- Applications for Job Search Allowances may not be approved unless submitted before:
 1. the 365th day after the date of the certification of the company,
or
the 365th day after the date of the individual's last total separation,
whichever is later.
 2. the 182nd day after the concluding date of training approved under Trade.

ELIGIBILITY

For Job Search Allowances, the following are required:

- A timely filed application (see Attachment B).
- The individual must be totally separated when the job search commences.
- No prior receipt of a Job Search Allowance under the same certification.
- Job Search must be within the United States and outside the individual's normal commuting area.
- Registration with a Career Center for reemployment services, as appropriate. Career Center must also provide a statement via MOSES/TAARRNEG which states that a determination has been made that there is no reasonable expectation that the individual will secure suitable work in the normal commuting area* and that he/she has a reasonable expectation of obtaining suitable work** of long-term duration outside the commuting area in the area in which the job search will be conducted

***Note:** For the purpose of this section, the term “*Normal commuting area*” means the area in which an individual would be expected to travel to and from work on a daily basis as determined under the applicable state law. Please refer to the Trade Programs Travel Policy (WIA Communication 05-21).

****For the purposes of this section, the term “*suitable work*” means suitable work as defined in 617.3(kk) (1) or (2), of the Massachusetts Unemployment Law, under which a job is not suitable if it meets one of the following:**

- i. It could endanger the health, safety, or morals of the claimant;
 - ii. The claimant is not reasonably fitted for the job by training and experience;
 - iii. The job is located beyond a reasonable distance from the claimant's residence or previous workplace;
 - iv. The job involves substantially higher travel expenses than those in his or her former work;
 - v. The work's pay, hours, or other conditions are substantially less favorable than the prevailing conditions for similar work in the locality;
 - vi. The position offered is vacant due directly to a strike, lockout, or other labor dispute;
 - vii. Accepting the job would require the claimant to join a company union, or limit his or her right to join or retain membership in any bona fide labor organization or workers' association.
- Job Search must be completed within a reasonable period not to exceed 30 days after the job search began.
 - A job search shall be deemed completed when the individual either secures employment or has contacted each employer to whom he/she was referred by the Career Center in connection with a job search.

ALLOWABLE ITEMS

The costs of the following items may be covered with Job Search Allowances:

- 1. TRANSPORTATION:** the more cost effective mode of transportation shall be approved by using:
 - A.** The actual cost of round trip travel from the individual's place of residence to the area of job search by the most economical means of transportation an individual can reasonably be expected to utilize.
 - or**
 - B.** The cost per mile at the prevailing mileage rate authorized under the Federal travel regulations for round trip travel from the client's residence to the area of job search by the usually traveled route.
- 2. LODGING AND MEALS:** costs allowable for lodging and meals must be the lesser of the following:
 - A.** The actual cost to the client while engaged in job search
 - or**
 - B.** 50% of the prevailing per diem allowance rate authorized under the Federal travel regulations for the locality to which the client is job searching.

LIMITS

The total amount of Job Search Allowances paid to an individual under a certification may not exceed the maximum amount (depending on the date of the filing date of the petition under which the individual is covered), regardless of the number of job searches completed by the individual.

PAYMENT(S):

The Trade Programs Central Office shall promptly make and record determinations regarding an individual's entitlement to Job Search Allowance(s). Payment(s) shall also be made promptly as soon as an individual is determined eligible.

- No Job Search Allowance can be paid or advanced to an individual until the Division of Unemployment Assistance determines that the individual is eligible and covered under a certification (1666 approved).

- An individual must submit the *Interview Verification* Form (see Attachment C) before any job search allowance is reimbursed. Original receipts are required for the Trade Programs Central Office to make any payments. Adjustments will be made if any amount was advanced.

NOTE: Neither the United States nor the DWD/DCS Trade Programs Central Office shall under any circumstances be or become liable to any party for personal injury, property loss, damage, etc.

ADVANCES:

The Trade Programs Central Office may advance an eligible individual 60% of the estimated amount of the job search allowance payable on completion of the job search, but not exceeding \$360.00, within 5 days prior to the commencement of a job search. Any advance will be deducted from the final amount to be reimbursed.

SUMMARY

A job search shall be deemed completed when the 30 days from the individual's first interview has elapsed or the individual secures employment. The state must contact each employer to whom the client was referred by the Career Center in connection with a job search.