

## Chapter 13 - Relocation Allowances

The Section 13-1: Relocation Allowances Overview portion of this chapter provides guidance applicable for *all* TAA Laws (TAA of 2002, TGAAA of 2009, TAAEA of 2011, and TAARA of 2015). Each subsequent section (13-2 thru 13-5) outlines Relocation Allowance requirements specific to each law.

The rules that apply to all TAA Laws include:

- \*Application Requirement.
- \*Deadlines Determination of Eligibility Criteria

### Section 13-1: Relocation Allowances Overview – Applicable to all TAA Laws

Relocation Allowances (20 CFR 617.40) may be provided to adversely affected workers who have secured suitable work outside their normal commuting area enabling the adversely affected worker and his/her family to relocate within the United States. Relocation Allowances pay a total or partial reimbursement of pre-approved moving expenses for the adversely affected worker, their family, and household items. Suitable work is defined as at least 70 percent of the rate of pay for which the adversely affected worker received at the certified employer. As of December 5, 2018, the normal commuting area is defined as five miles or more from the adversely affected worker's home to the location where suitable work has been secured. The amount of Relocation Allowances approved is dependent upon the TAA law for which the adversely affected worker is certified.

### Relocation Allowances – Application Requirement and Deadlines

Application for Relocation Allowances may be conducted by the completion of Form TAA-402: *Request for Relocation Allowance* or a locally developed form at any time regardless of whether a certification covering the worker has been made. The relocation may not be approved until after the adversely affected worker is covered under a certification and has a qualifying separation.

The following requirements apply to all requests for Relocation Allowances:

- The Form TAA-402: *Request for Relocation Allowances* application or locally developed form is filed before the relocation takes place and within the designated time limits:
  - The latter of the following: Before the 425th day after the date of the certification or the 425th day after the date of the adversely affected worker's last total separation; and/or
  - Before the 182nd day after the concluding date of TAA-approved training (see the TAA of 2002 exclusion below\*).

#### **\*Please Note:**

TAA of 2002 – Adversely affected workers can apply for Relocation Allowances within:

- \*425 days from the later of the certification date or the last qualifying separation date, or
- \*182 days from the conclusion of TAA-approved training IF a Waiver from the Training was not received. (If a Form TAA 802: *Waiver of TAA Training Requirement* is issued, the adversely affected worker is not eligible for Relocation Allowances after conclusion of training).

TGAAA of 2009, TAAEA of 2011, and TAARA of 2015 – Adversely affected workers can apply for Relocation Allowances within:

- \*425 days from the later of the certification date or the last qualifying separation date, or
- \*182 days from the conclusion of training.

Relocation Allowances include reimbursement for travel, meals, and lodging expenses for the adversely affected worker and their family and the costs accumulated for the moving of all household items. For the maximum monetary amount of reimbursement allowed for relocation, see the following sections of this chapter applicable to the TAA law for which the adversely affected worker is certified.

## Relocation Allowances – Determination of Eligibility Criteria and File Requirements

Subsequent to the application for Relocation Allowances within the above-mentioned application deadline requirements, the MWAs determine eligibility for Relocation Allowances, issue denials when appropriate, and issue payments.

Relocation Allowances may be approved once the MWA has considered the application deadline requirements and has determined that each of the following has been met and documented in the case file:

- 1) The adversely affected worker has a qualifying separation from the adversely affected employment at the time that relocation begins; and
- 2) The application for Relocation Allowances has been submitted prior to the adversely affected worker's move; and
- 3) Verification of suitable work obtained; and

**Acceptable Source Documentation:** Verification of a valid job offer or agreement of employment including name of employee, name and address of new employer, wages, hours, and start date of employment. This documentation may be in the form of an email and/or letter. A comparison of the wages of the TAA-certified employer and the new employment must be included to verify suitable work has been obtained.

- 4) No prior payment of a Relocation Allowance under the same certification has been made; and
- 5) The relocation is within the United States and is beyond the adversely affected worker's normal commuting area; and

**Acceptable Source Documentation:** The current address of the adversely affected worker and the address of the new residence site must be present. A mileage calculation using an online mapping tool is recommended.

- 6) The adversely affected worker has no reasonable expectation of securing suitable work within the commuting area; and

**Acceptable Source Documentation:** The MWA may verify this requirement by documenting proof of job search logs, declining LMI, or another locally developed method.

- 7) The relocation must begin within a reasonable period, or 182 days after the date of application for Relocation Allowances; and
- 8) For reimbursement of moving expenses, a cost comparison between different moving companies or rental equipment is required; and
- 9) For lodging and meals, receipts must be submitted, and

**Acceptable Source Documentation:** For payment of lodging and meals, receipts for each transaction must be submitted to the MWA for review. If a receipt is not provided, reimbursement may not be paid to the adversely affected worker. The adversely affected worker has the right to appeal the denial of lodging and meals due to the absence of receipts.

- 10) Mileage may be calculated in accordance with the [GSA Website](#).

## Section 13-2: Relocation Allowances – TAA of 2002

Adversely affected workers deemed eligible for TAA of 2002 benefits and who have secured suitable work outside of their normal commuting area must apply for Relocation Allowances at their local MWA. Moving expenses incurred prior to application for Relocation Allowances are not eligible for reimbursement.

The TAA of 2002 Relocation Allowance includes reimbursement to the adversely affected worker for 90 percent of the total cost of travel, meals, lodging, and moving expenses. Relocation Allowance reimbursement may also include costs of travel, meals, and lodging of family members.

### Lump Sum Payment

Additionally, a lump sum payment is allowable (not taxable income) equal to three times the adversely affected worker's average weekly wage, not to exceed \$1,250.

The MWA may pay the lump sum allowance when arrangements for the relocation are complete, but not more than ten days before the earlier of the following:

- 1) The adversely affected worker's departure to begin the relocation.
- 2) The shipment of the adversely affected worker's household goods and personal belongings.

For purposes of determining the amount of lump sum allowance payable to the worker, the average weekly wage will be obtained by dividing the gross wages earned from the adversely affected employer in the 52 weeks preceding the adversely affected worker's first qualifying separation, by the number of weeks worked in that 52-week period.

### Transportation Expenses

Payment amount for transportation may not exceed the lesser of 90 percent of one of the following:

- 1) Public transportation, using the most cost effective mode reasonably available in the area (bus, train, commercial air, etc.).
- 2) The cost per mile for travel by the adversely affected worker's personal automobile (maximum of two) at the prevailing rate authorized by current federal travel regulations.

Travel expenses may be paid for family members traveling at separate times from the adversely affected worker if health, school, or economic circumstances justify such separate travel. However, in no case may a travel allowance for the adversely affected worker or family be paid more than once in connection with a single relocation.

### Lodging and Meal Expenses

Payment amount for lodging and meals may not exceed the lesser of 90 percent of one of the following:

- 1) The actual cost to the adversely affected worker for lodging and meals while in travel status.
- 2) Fifty percent of the prevailing per diem allowance rate authorized under federal travel regulations for the locality where the suitable work is located.

For current mileage and per diem rates refer to the [GSA Website](#).

## Moving Expenses

Payment amount for moving expenses may not exceed the lesser of 90 percent of one of the following:

- 1) **Relocation using commercial carrier services:** Costs for packing, moving, and unpacking of household goods and personal effects, to a maximum amount not exceeding the maximum net weight authorized by current federal travel regulations. This includes reasonable and customary accessorial charges, as well as insurance on goods up to actual cash value.
- 2) **Relocation using a trailer:** If a privately owned trailer is pulled by the adversely affected worker's personal vehicle, cost per mile at the prevailing rate authorized by current federal travel regulations. If the trailer is rented, rental of the trailer plus mileage costs of the towing vehicle at the prevailing rate authorized by current federal travel regulations, or if hauled by commercial carrier, the actual costs of hauling.
- 3) **Relocation using a rental truck:** If a rental truck is used, costs of the rental charges (including insurance surcharges) and necessary fuel paid by the adversely affected worker.
- 4) **Relocation by moving a mobile home:** If a mobile home is used as the adversely affected worker's residence before relocation, and will again be used in the area of relocation, costs of moving the mobile home may be paid. Such costs include commercial hauler charges, unblocking/blocking (set-up) charges, permits, tolls, charges incurred in the move, and insurance on the home and contents while in transit.

TAA will cover a maximum of 18,000 pounds of net weight for moving expenses. The adversely affected worker is responsible for any amount over 18,000 pounds.

If temporary storage of household goods and personal effects is necessary, 90 percent of the costs of such storage may be paid for a period not exceeding 60 days.

## Time and Method of Payments

Payment of Relocation Allowances may not be advanced or paid until all eligibility requirements are satisfied. The MWA must promptly determine eligibility for Relocation Allowances. Payments must be issued as promptly as possible upon determining that the adversely affected worker is eligible.

Travel expenses are paid in advance at 90 percent of the lowest allowable costs at the time the individual departs to begin the relocation or within ten days prior to the relocation. Amounts paid to family members for separate travel are paid to the adversely affected worker within ten days prior to departure. On completion of the relocation, the adversely affected worker must provide the MWA with receipts for all travel costs (meals, lodging, etc.). The MWA makes an adjustment if the amount advanced was more or less than the actual costs.

For commercial carriers, trailer rental or truck rental firms, and mobile home movers, the MWA may pay the service provider directly or pay the adversely affected worker who in turn pays the service provider. Payments are 90 percent of the estimated or bid cost. In all cases, receipts must be returned to the MWA. Advance payments may be made before the relocation begins by issuing a check to the individual and/or the rental agency for 90 percent of the estimated cost.

### Section 13-3: Relocation Allowances – TGAAA of 2009

Adversely affected workers deemed eligible for TGAAA of 2009 benefits and have secured suitable work outside of their normal commuting area must apply for Relocation Allowances at their local MWA. Moving expenses incurred prior to application for Relocation Allowances are not eligible for reimbursement.

The TGAAA of 2009 Relocation Allowance includes reimbursement to the adversely affected worker for 100 percent of the total cost of travel, meals, lodging, and moving expenses. Relocation Allowance reimbursement may also include costs of travel, meals, and lodging of family members.

#### Lump Sum Payment

Additionally, a lump sum payment is allowable (not taxable income) equal to three times the adversely affected worker's average weekly wage, not to exceed \$1,500.

The MWA may pay the lump sum allowance when arrangements for the relocation are complete but not more than ten days before the earlier of the following:

- 1) The adversely affected worker's departure to begin the relocation.
- 2) The shipment of the adversely affected worker's household goods and personal belongings.

For purposes of determining the amount of lump sum allowance payable to the worker, the average weekly wage will be obtained by dividing the gross wages earned from the adversely affected employer in the 52 weeks preceding the adversely affected worker's first qualifying separation, by the number of weeks worked in that 52-week period.

#### Transportation Expenses

Payment amount for transportation may not exceed the lesser of 100 percent of one of the following:

- 1) Public transportation, using the most cost-effective mode reasonably available in the area (bus, train, commercial air, etc.).
- 2) The cost per mile for travel by the adversely affected worker's personal automobile (maximum of two) at the prevailing rate authorized by current federal travel regulations.

Travel expenses may be paid for family members traveling at separate times from the adversely affected worker if health, school, or economic circumstances justify such separate travel. However, in no case may a travel allowance for the adversely affected worker or family be paid more than once in connection with a single relocation.

#### Lodging and Meal Expenses

Payment amount for lodging and meals may not exceed the lesser of 100 percent of one of the following:

- 1) The actual cost to the adversely affected worker for lodging and meals while in travel status.
- 2) Fifty percent of the prevailing per diem allowance rate authorized under federal travel regulations for the locality where the suitable work is located.

For current mileage and per diem rates refer to the [GSA Website](#).

## Moving Expenses

Payment amount for moving expenses may not exceed the lesser of 100 percent of one of the following:

- **Relocation using commercial carrier services:** Costs for packing, moving, and unpacking of household goods and personal effects to a maximum amount not exceeding the maximum net weight authorized by current federal travel regulations. This includes reasonable and customary accessorial charges, as well as insurance on goods up to actual cash value.
- **Relocation using a trailer:** If a privately owned trailer is pulled by the adversely affected worker's personal vehicle, cost per mile at the prevailing rate authorized by current federal travel regulations. If the trailer is rented, rental of the trailer plus mileage costs for the towing vehicle at the prevailing rate authorized by current federal travel regulations or, if hauled by commercial carrier, the actual costs of hauling.
- **Relocation using a rental truck:** If a rental truck is used, costs for the rental charges (including insurance surcharges) and necessary fuel paid for by the adversely affected worker.
- **Relocation by moving a mobile home:** If a mobile home is used as the adversely affected worker's residence before relocation, and will again be used in the area of relocation, costs of moving the mobile home may be paid. Such costs include commercial hauler charges, unblocking/blocking (set-up) charges, permits, tolls, charges incurred in the move, and insurance on the home and contents while in transit.

TAA will cover a maximum of 18,000 pounds of net weight for moving expenses. The adversely affected worker is responsible for any amount over 18,000 pounds.

If temporary storage of household goods and personal effects is necessary, 100 percent of the costs of such storage may be paid for a period not exceeding 60 days.

## Time and Method of Payments

Payment of Relocation Allowances may not be advanced or paid until all eligibility requirements are satisfied. The MWA must promptly determine eligibility for Relocation Allowances. Payments must be issued as promptly as possible upon determining that the adversely affected worker is eligible.

Travel expenses are paid in advance at 100 percent of the lowest allowable costs at the time the individual departs to begin the relocation or within ten days prior to the relocation. Amounts paid to family members for separate travel are paid to the adversely affected worker within ten days prior to departure. On completion of the relocation, the adversely affected worker must provide the MWA with receipts for all travel costs (meals, lodging, etc.). The MWA would make an adjustment if the amount advanced were more or less than the actual costs.

For commercial carriers, trailer rental or truck rental firms, and mobile home movers, the MWA may pay the service provider directly or pay the adversely affected worker who in turn pays the service provider. Payments are 100 percent of the estimated or bid cost. In all cases, receipts must be returned to the MWA. Advance payments may be made before the relocation begins by issuing a check to the individual and/or the rental agency for 100 percent of the estimated cost.

## Section 13-4: Relocation Allowances – TAAEA of 2011

Adversely affected workers deemed eligible for TAAEA of 2011 benefits and have secured suitable work outside of their normal commuting area must apply for Relocation Allowances at their local MWA. Moving expenses incurred prior to application for Relocation Allowances are not eligible for reimbursement.

The TAAEA of 2011 Relocation Allowances include reimbursement to the adversely affected worker for 90 percent of the total cost of travel, meals, lodging, and moving expenses. Relocation Allowance reimbursement may also include costs of travel, meals, and lodging of family members.

### Lump Sum Payment

Additionally, a lump sum payment is allowable (not taxable income) equal to three times the adversely affected worker's average weekly wage, not to exceed \$1,250.

The MWA may pay the lump sum allowance when arrangements for the relocation are complete but not more than ten days before the earlier of the following:

- 1) The adversely affected worker's departure to begin the relocation.
- 2) The shipment of the adversely affected worker's household good and personal belongings.

For purposes of determining the amount of lump sum allowance payable, the average weekly wage will be obtained by dividing the gross wages earned from the adversely affected employer in the 52 weeks preceding the adversely affected worker's first qualifying separation by the number of weeks worked in that 52-week period.

### Transportation Expenses

Payment amount for transportation may not exceed the lesser of 90 percent of one of the following:

- 1) Public transportation, using the most cost-effective mode reasonably available in the area (bus, train, commercial air, etc.).
- 2) The cost per mile for travel by the adversely affected worker's personal automobile (maximum of two) at the prevailing rate authorized by current federal travel regulations.

Travel expenses may be paid for family members traveling at separate times from the adversely affected worker if health, school, or economic circumstances justify such separate travel. However, in no case may a travel allowance for the adversely affected worker or family be paid more than once in connection with a single relocation.

### Lodging and Meal Expenses

Payment amount for lodging and meals may not exceed the lesser of 90 percent of one of the following:

- 1) The actual cost to the adversely affected worker for lodging and meals while in travel status.
- 2) Fifty percent of the prevailing per diem allowance rate authorized under federal travel regulations for the locality where the suitable work is located.

For current mileage and per diem rates refer to the [GSA Website](#).

## Moving Expenses

Payment amount for moving expenses may not exceed the lesser of 90 percent of one of the following:

- **Relocation using commercial carrier services:** Costs for packing, moving, and unpacking of household goods and personal effects to a maximum amount not exceeding the maximum net weight authorized by current federal travel regulations. This includes reasonable and customary accessorial charges, as well as insurance on goods up to actual cash value.
- **Relocation using a trailer:** If a privately-owned trailer is pulled by the adversely affected worker's personal vehicle, cost per mile at the prevailing rate authorized by current federal travel regulations. If the trailer is rented, rental of the trailer plus mileage costs for the towing vehicle at the prevailing rate authorized by current federal travel regulations or, if hauled by commercial carrier, the actual costs of hauling.
- **Relocation using a rental truck:** If a rental truck is used, costs for the rental charges (including insurance surcharges) and necessary fuel paid for by the adversely affected worker.
- **Relocation by moving a mobile home:** If a mobile home is used as the adversely affected worker's residence before relocation and will again be used in the area of relocation, costs of moving the mobile home may be paid. Such costs include commercial hauler charges, unblocking/blocking (set-up) charges, permits, tolls, charges incurred in the move, and insurance on the home and contents while in transit.

TAA will cover a maximum of 18,000 pounds of net weight for moving expenses. The adversely affected worker is responsible for any amount over 18,000 pounds.

If temporary storage of household goods and personal effects is necessary, 90 percent of the costs of such storage may be paid for a period not exceeding 60 days.

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Travel expenses are paid in advance at 90 percent of the lowest allowable costs at the time the individual departs to begin the relocation or within ten days prior to the relocation. Amounts paid to family members for separate travel are paid to the adversely affected worker within ten days prior to departure. On completion of the relocation, the adversely affected worker must provide the MWA with receipts for all travel costs (meals, lodging, etc.). The MWA would make an adjustment if the amount advanced were more or less than the actual costs.

For commercial carriers, trailer rental or truck rental firms, and mobile home movers, the MWA may pay the service provider directly or pay the adversely affected worker who in turn pays the service provider. Payments are 90 percent of the estimated or bid cost. In all cases, receipts must be returned to the MWA. Advance payments may be made before the relocation begins by issuing a check to the individual and/or the rental agency for 90 percent of the estimated cost.

## Section 13-5: Relocation Allowances – TAARA of 2015

Adversely affected workers deemed eligible for TAARA of 2015 benefits and have secured suitable work outside of their normal commuting area must apply for Relocation Allowances at their local MWA. Moving expenses incurred prior to application for Relocation Allowances are not eligible for reimbursement.

The TAARA of 2015 Relocation Allowances include reimbursement to the adversely affected worker for 90 percent of the total cost of travel, meals, lodging, and moving expenses. Relocation Allowance reimbursement may also include costs of travel, meals, and lodging of family members.

### Lump Sum Payment

Additionally, a lump sum payment is allowable (not taxable income) equal to three times the adversely affected worker's average weekly wage, not to exceed \$1,250.

The MWA may pay the lump sum allowance when arrangements for the relocation are complete, but not more than ten days before the earlier of the following:

- 1) The adversely affected worker's departure to begin the relocation.
- 2) The shipment of the adversely affected worker's household good and personal belongings.

For purposes of determining the amount of lump sum allowance payable, the average weekly wage will be obtained by dividing the gross wages earned from the adversely affected employer in the 52 weeks preceding the adversely affected worker's first qualifying separation by the number of weeks worked in that 52-week period.

### Transportation Expenses

Payment amount for transportation may not exceed the lesser of 90 percent of one of the following:

- 1) Public transportation, using the most cost-effective mode reasonably available in the area (bus, train, commercial air, etc.).
- 2) The cost per mile for travel by the adversely affected worker's personal automobile (maximum of two) at the prevailing rate authorized by current federal travel regulations.

Travel expenses may be paid for family members traveling at separate times from the adversely affected worker if health, school, or economic circumstances justify such separate travel. However, in no case may a travel allowance for the adversely affected worker or family be paid more than once in connection with a single relocation.

### Lodging and Meal Expenses

Payment amount for lodging and meals may not exceed the lesser of 90 percent of one of the following:

- 1) The actual cost to the adversely affected worker for lodging and meals while in travel status.
- 2) Fifty percent of the prevailing per diem allowance rate authorized under federal travel regulations for the locality where the suitable work is located.

For current mileage and per diem rates refer to the [GSA Website](#).

## Moving Expenses

Payment amount for moving expenses may not exceed the lesser of 90 percent of one of the following:

- **Relocation using commercial carrier services:** Costs for packing, moving, and unpacking of household goods and personal effects to a maximum amount not exceeding the maximum net weight authorized by current federal travel regulations. This includes reasonable and customary accessorial charges, as well as insurance on goods up to actual cash value.
- **Relocation using a trailer:** If a privately owned trailer is pulled by the adversely affected worker's personal vehicle, cost per mile at the prevailing rate authorized by current federal travel regulations. If the trailer is rented, rental of the trailer plus mileage costs for the towing vehicle at the prevailing rate authorized by current federal travel regulations or, if hauled by commercial carrier, the actual costs of hauling.
- **Relocation using a rental truck:** If a rental truck is used, costs for the rental charges (including insurance surcharges) and necessary fuel paid for by the adversely affected worker.
- **Relocation by moving a mobile home:** If a mobile home is used as the adversely affected worker's residence before relocation, and will again be used in the area of relocation, costs of moving the mobile home may be paid. Such costs include commercial hauler charges, unblocking/blocking (set-up) charges, permits, tolls, charges incurred in the move, and insurance on the home and contents while in transit.

TAA will cover a maximum of 18,000 pounds of net weight for moving expenses. The adversely affected worker is responsible for any amount over 18,000 pounds.

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Payments must be issued as promptly as possible upon determining that the adversely affected worker is eligible.

Travel expenses are paid in advance at 90 percent of the lowest allowable costs at the time the individual departs to begin the relocation or within ten days prior to the relocation. Amounts paid to family members for separate travel are paid to the adversely affected worker within ten days prior to departure. On completion of the relocation, the adversely affected worker must provide the MWA with receipts for all travel costs (meals, lodging, etc.). The MWA makes an adjustment if the amount advanced was more or less than the actual costs.

For commercial carriers, rental trailer or rental truck firms, and mobile home movers, the MWA may pay the service provider directly or pay the adversely affected worker who in turn pays the service provider. Payments are 90 percent of the estimated or bid cost. In all cases, receipts must be returned to the MWA. Advance payments may be made before the relocation begins by issuing a check to the individual and/or the rental agency for 90 percent of the estimated cost.