

## Trade Adjustment Assistance (TAA) Relocation Allowance Process and Fact Sheet

TAA relocation allowances are payments issued by the Department of Labor to assist an adversely affected worker and the individual's family, if any, to relocate within the United States if the worker obtains suitable employment outside his or her present commuting area. You may not receive a relocation allowance unless you are totally separated from adversely affected employment at the time relocation begins. A relocation allowance may be granted only once under a certification and shall not be granted to more than one member of a family with respect to the same relocation. If applications for relocation allowance are made by more than one member of a family as to the same relocation, the allowance shall be paid to the head of the family if otherwise eligible. The prior payment of a job search allowance relating to the same employer shall not otherwise preclude the payment of a relocation allowance, but applications for relocation and job search allowances may not be approved concurrently.

**A REQUEST FOR RELOCATION ALLOWANCE MUST BE FILED WITH THE STATE AGENCY  
PRIOR TO BEGINNING THE RELOCATION.**

<b>DEADLINES</b>	<p>A relocation allowance application may be approved only if submitted before</p> <ol style="list-style-type: none"> <li>(1) The 425th day after the date of the certification under which you are covered, or the 425th day after the date of your last total separation, whichever is later; or</li> <li>(2) The 182nd day after the concluding date of Trade Act-approved training.</li> </ol> <ul style="list-style-type: none"> <li>• If approved, relocation must begin within 182 days of applying for relocation allowance or within 182 days of concluding Trade Act-approved training.</li> <li>• Relocation must be completed within a "reasonable" period of time, with consideration given to the availability of suitable housing in the area of relocation, whether you can dispose of your residence, whether you or a family member is ill; and whether a member of your family attending school would be best transferred to a school in the area of relocation at a future time. A relocation is deemed completed when you and your family, if any, and your household goods and personal effects arrive at your residence in the area of relocation; if no household goods and effects are moved, when you and your family, if any, arrive in the area of relocation and establish a new residence. The later arrival of a family member(s) approved for separate travel does not alter the date of relocation completion.</li> </ul>
<b>FILING PROCEDURES</b>	<ol style="list-style-type: none"> <li>1) Meet with your TAA counselor to assess whether an adequate number of suitable job opportunities exists in your local commuting area. If you obtain suitable work outside the commuting area and wish to relocate, you and your TAA counselor must complete a <i>Request for Relocation Allowances</i>, form TAA-860.             <ul style="list-style-type: none"> <li>• Your counselor will submit the original, completed application to the Connecticut Department of Labor's Trade Act Unit with a copy of your completed DOL-118/<i>Career Development Plan</i>. The TAA counselor must certify that you have registered for appropriate reemployment services; have no reasonable expectation of securing suitable employment in the local commuting area; have obtained a <i>bona fide</i> offer of suitable employment outside the commuting area affording a reasonable expectation of long-term employment in the area of intended relocation; and have submitted a timely application <i>before</i> beginning your relocation.</li> <li>• If your household goods and effects are to be moved by a commercial carrier, you must obtain two estimates; you must also obtain an estimate from any licensed insurer and/or rental truck/trailer firm involved with your relocation. Estimates may be submitted with your application or after being notified that you are eligible to apply. Be sure to maintain a copy of your application.</li> <li>• State agency verification of your employment is required if documentation is not submitted with the application.</li> </ul> </li> <li>2) The Trade Act Unit will review your application, determine eligibility and issue form TAA-860A, <i>Relocation Allowance – State Agency Determination</i>. The notice affords appeal rights. The Trade Act Unit will advise on vendor selection and estimate the allowances due.</li> <li>3) If approved, you will need to document your travel expenses and submit form TAA-860B/<i>Relocation Allowance – Worker's Certification of Expenses Upon Completing Relocation</i> to certify moving expenses and the amounts expended daily for lodging and meals while in transit (form TAA-860B will be provided to you with the TAA-860A determination notice if your application is approved, along with one or more copies of form SP-26NB, <i>State of Connecticut – Agency Vendor Form</i>, and form W-9, <i>Request for Taxpayer Identification Number and Certification</i>, necessary for processing payments to you and each of your vendors).             <ul style="list-style-type: none"> <li>• Receipts are required for all moving, lodging and purchased transportation expenses.</li> <li>• Direct payment will be made to the commercial carrier involved with the relocation of your household goods and personal effects. Where otherwise applicable, payments will be advanced to you at the time you depart your residence to begin relocation and/or at the time of the scheduled shipment of your household goods and personal effects, or within 10 days prior thereto.</li> <li>• You may submit form TAA-860B and required receipts and/or bills to either the Trade Act Unit or your TAA counselor. Be sure to maintain copies of the TAA-860B and any attachments or enclosures you submit.</li> </ul> </li> </ol>
<b>RELOCATION ALLOWANCES - PROVISIONS AND DEFINITIONS</b>	

**TRAVEL ALLOWANCE** – Either 90 percent (if your petition number is lower than 70000 or greater than 80000) or 100 percent (if your petition number is between 70000 and 79999) of the total costs of each of the following allowable transportation and subsistence items for you and your family, if any, from your place of residence to the new area of relocation (must be reduced if you are entitled to receive payment or reimbursement from any other source):

TRAVEL - The more cost effective mode of travel reasonably available using either

- The actual cost of travel by the most economical public transportation you reasonably can be expected to take from your old residence to your new residence the area of relocation; or
- The cost per mile at the prevailing relocation mileage rate authorized under the federal travel regulations for the usually traveled route from your old residence to your new residence in the area of relocation. (Information available at [www.gsa.gov](http://www.gsa.gov) - POV relocation mileage rates.)

LODGING & MEALS - The cost allowable for lodging and meals while in travel status is *the lesser of*:

- The actual cost to you of lodging and meals while engaged in travel status; or
- 50 percent of the prevailing per diem allowance rate authorized under the federal travel regulations for the locality to which the relocation is made. (Information available at [www.gsa.gov](http://www.gsa.gov) - per diem rates.)

A member or members of your family may travel separately if such separate travel is for good cause, which includes but is not limited to reasons related to the family member's health, schooling or economic circumstances. In no case will you be paid a travel allowance for yourself or a family member more than once in connection with a single relocation and no additional mileage shall be payable for family members traveling on the same trip in the same vehicle.

**MOVING ALLOWANCE** - Either 90 percent (if your petition number is lower than 70000 or greater than 80000) or 100 percent (if your petition number is between 70000 and 79999) of the total costs of each of the following allowable moving expenses, not to exceed the maximum number of pounds net weight authorized under the federal travel regulations (see 41 CFR Part 101-7), between locations (must be reduced if you are entitled to receive payment or reimbursement from any other source):

IF MOVING BY COMMERCIAL CARRIER

- If the household goods and personal effects of you and your family, if any, are moved from your old residence by commercial carrier, the reasonable and necessary moving and accessorial charges, by the most economical commercial carrier you reasonably can be expected to use. Before undertaking such move, you must submit to the state agency estimates from two commercial carriers as to the cost thereof.
- Accessorial charges include the cost of insuring such goods and effects for their actual value or \$40,000, whichever is least, against loss or damage in transit, if a bid from a licensed insurer is obtained by you and approved by the state agency before departure. If the state agency finds it is more economical to pay a carrier an extra charge to assume the responsibility of a common carrier for such goods and effects, 90 or 100 percent of such extra charge (as applicable), but not exceeding \$50, shall be paid in lieu of the cost of insurance.

IF MOVING BY TRAILER OR RENTAL TRUCK

- If the trailer is hauled by private vehicle, the cost per mile for the use of the private vehicle at the prevailing mileage rate authorized under the federal travel regulations (see 41 CFR Part 101-7) for the usually traveled route from your old residence to your new residence in the area of relocation, unless paid as travel allowance.
- If the trailer is rented, the rental fee for each day reasonably required to complete the move
- If the trailer is hauled by a commercial carrier, the actual charge
- If using a rental truck, the rental fee for each day reasonably required to complete the move and the necessary fuel for such rental truck

IF MOVING HOUSE TRAILER OR MOBILE HOME, providing a house trailer or mobile home was used as your place of residence in the old area and will be so used in the new area

- The commercial carrier's charges for moving the house trailer or mobile home
- Charges for unblocking and re-blocking
- Ferry charges, bridge, road, and tunnel tolls, taxes, fees fixed by a state or local authority for permits to transport the unit in or through its jurisdiction, and retention of necessary flagmen
- The cost of insuring the house trailer or mobile home, and your personal effects and those of your family, against loss or damage in transit (in accordance with the provisions outlined above regarding relocation by commercial carrier)

If temporary storage of household goods and personal effects is necessary, 90 or 100 percent (as applicable) of the total cost of such temporary storage, for a period not to exceed 60 days, will be included with the moving allowance.

**LUMP SUM PAYMENT** - A payment, equal to three times your average weekly wage in adversely affected employment, up to \$1,250 if your petition number is lower than 70000 and greater than 80000 or up to \$1,500 if your petition number is between 70000 and 79999.

**Suitable Employment** means work of a substantially equal or higher skill level than the worker's past adversely affected employment, 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.

**For the purposes of relocation allowance** – means employment that pays a wage of at least the 75th percentile of national wages, as determined by the National Occupational Employment Wage Estimates, and otherwise meets the suitable employment requirements.

**Family** means the following members of your household whose principal place of abode is with you in a home the you maintain or would maintain but for unemployment: (1) A spouse; (2) An unmarried child, including a stepchild, adopted child, or foster child, under age 21 or of any age if incapable of self-support because of mental or physical incapacity; and (3) Any other person whom you would be entitled to claim as a dependent for income tax purposes under the Internal Revenue Code of 1954.