DW Counselor/Customer Checklist for Job Search Allowance

**Job Search**

- Encourage customers not interested in training or in final semester of training
- Customer registers in SWIFT
- Counselor and customer fill out Part One, sign, and date Job Search Allowance Application
- Submit Part One of Job Search Allowance Application to TAA (deed.taa@state.mn.us)
- Obtain pre-approval from Trade Adjustment Assistance (TAA) Specialist before interviewing and incurring costs

**Scheduled Interview**

- Complete and submit Part Two of Job Search Allowance Application prior to interview
- Job interview is substantiated and meets Suitable Employment Criteria
- Interview is 15 miles one-way or more from customer’s home; TAA will reimburse roundtrip mileage that exceeds the 15 mile commuting area radius one-way

**After Interview**

- Submit documentation of expenses and interviews to TAA within 30 days of interview

**Notes:**

- Interview documentation includes business card, email, etc. from potential employer
- TAA pays 90% of approved interview costs
- Receipts required for commercial travel
- TAA will pay federal mileage rate for personal transportation
- Meals and lodging can be paid (typically at per diem rate)
- TAA typically pays federal mileage rate for transportation and per diem for meals/lodging
- TAA to respond to Application Part 1 within 3 business days
- TAA to respond to Application Part 2 in 24-48 hours
- Customer will receive Job Search Allowance for multiple interviews up to $1,250

1. 20 CFR 618.405