DW Counselor/Customer Checklist for Relocation Allowance

Before Relocation

______ Counselor and customer fill out, sign, and date Relocation Allowance Application

______ New job is 15 miles or more from customer’s home

______ Obtain verification of employment (letter, email, etc.)

______ Customer registers in SWIFT

______ Submit Relocation Allowance Application to TAA (deed.taa@state.mn.us)

______ Obtain pre-approval from Trade Adjustment Assistance (TAA) Specialist before incurring costs

After Relocation

______ Submit receipts and records of total cost of moving to TAA Specialist to receive reimbursement

Notes:

- Customer can start job before relocation, but cannot move prior to TAA’s approval
- TAA pays 90% of total allowable costs²
  - GSA relocation mileage rate for personal vehicles; reimbursement begins after mile 16
  - Per diem rate per family member
  - Moving truck or trailer
- TAA will authorize $1,250 lump sum within 10 days of either the departure from the residence or anticipated date of shipment of household goods, whichever happens first
- If new company is contributing to move, TAA will subtract that amount from total
- If move dates are unknown, estimate
- TAA will likely pay moving company directly, but will reimburse for trailers (ex. U-Haul, Enterprise)
- No dollar limit, but over $10,000 must go out for bid (about a month)
- If the destination is storage, then TAA will reimburse for storage up to 60 days³
- TAA will pay for one move, one way
- TAA will reimburse for insurance coverage up to $40,000

1. 20 CFR 618.440
2. 20 CFR 618.455
3. 20 CFR 618.460