

## JOB SEARCH ALLOWANCE APPLICATION

The goal of the TAA program is for workers to return to suitable employment, or to find work that will eventually pay as much or more than the trade affected position. Suitable employment is defined as full-time, permanent work that pays at least 80% of the wage earned with the trade affected employer and utilizes the same or better skills.

*A request for job search allowance must be submitted before the job search begins, and before the 365<sup>th</sup> day after layoff or certification, whichever is later, or within 182 days following the conclusion of TAA approved training. Applicant must be registered as a vendor with the State of Minnesota to receive job search reimbursements.*

Reimbursement will be the lesser of:

- **Transportation receipts, or the Federal mileage rate for travel outside the commuting area**
- **If deemed reasonable, meals and lodging receipts, or 50% of the prevailing per diem for the interview location.**

*Part I This can be submitted prior to job searching and must be approved prior to attending interviews*

Applicant Information				
Name (First MI Last)		Home Address (Street, City, State, ZIP Code)		Last # SSN
Phone Number	WF1 ID No.	Email Address	DW Enrollment Date (mm/dd/yy)	
Petition Number		Certified Employer Name		
Employer Address (City, State)		Employment Agency/Contractor, if applicable	Impact Date (mm/dd/yy)	
Certification Date (mm/dd/yy)	Expiration Date (mm/dd/yy)	Employment Start Date (mm/dd/yy)	Employment End Date (mm/dd/yy)	
Dislocated Worker Counselor Information				
Counselor Name	Agency Name	Email Address	Phone Number	
Labor Market Information (LMI)				
The approval of Job Search Allowance is contingent on the lack of suitable employment within a reasonable distance (15 miles). Enter the LMI data below:				
Labor Market Information (LMI): "Career and Education Explorer" at <a href="https://apps.deed.state.mn.us/lmi/cpt/Search">https://apps.deed.state.mn.us/lmi/cpt/Search</a> – use regional Information for Wage (\$) _____ and Demand (%) _____ of the layoff job.				
Supplier Registration				
Reimbursements can only be made if you are registered with the State of Minnesota as a vendor/supplier. To register, go to the following site: <a href="http://mn.gov/supplier">http://mn.gov/supplier</a> .				
<b>Once you have received your vendor/supplier ID, print or type it here:</b>				
Signatures				
<b><i>TAA Applicant: The information contained in this request is correct and complete to the best of my knowledge. I understand that I am subject to penalties should I willfully misrepresent information in order to obtain funding that I am not entitled to. I further certify that the funds will be used for the intended purpose and that I will provide proof of such expenditures as required.</i></b>				
Applicant Signature/Date				
Dislocated Worker Counselor Signature/Date - <i>I have reviewed the application and recommend that the benefit be approved.</i>				
TAA Specialist Signature/Date - <i>I approve the request for Job Search Allowance.</i>				

Part II – Interview Details: *Submit this page to TAA as soon as you have an interview scheduled. Submit proof of interview attendance and receipts, if applicable, within 30 days of the actual interview.*

Applicant Information				
Name (First MI Last)		Home Address (Street, City, State, ZIP)		Last # SSN
Preferred Phone		Email Address	Petition Number	
Vendor ID		WF1 ID	DW Enrollment Date (mm/dd/yy)	
Prospective Employer Information				
<b>Verification of Job Search</b> - The applicant has reviewed and provided the documentation required: <i>(Please check the following)</i>				
Proof of scheduled interview (e.g., email or letter indicating invitation to interview with date and time)				
Proof of interview attendance (business card, additional email exchange etc.) – <i>submit after attending interview.</i>				
Position meets “suitable employment” <a href="#">definition</a>				
Employer is outside local commuting distance from the applicant’s residence. <b>(Check with TAA for current commuting distance. Provide an internet map that confirms the distance from your residence on record and your new employer.)</b>				
Employer Name			Employer Address (Address, City, State, ZIP Code)	
Employer Contact Name, Title			Employer Contact Phone	Employer Contact Email
Interview Position Title			Annual Salary for Interview Position	
1 <sup>st</sup> Interview Date (mm/dd/yy)			End date to receive receipts (30 days from interview) (mm/dd/yy)	
Travel by car		Travel by Commercial Airline		Miles from residence to employer
TAA Use Only				
*2002/2011/2015 Law: 90% of the total cost up to a total of \$1,250			*2009 Law: 100% of the total cost up to \$1,500	
<b>Transportation Expense</b> <i>(Check Actual Cost if applicant submits receipts or check Federal Mileage if no receipts.)</i>				
Actual Cost of transportation <i>(receipts) or</i>				
Federal Mileage Rate X (Round Trip miles – 30 miles) <i>*no receipts</i>			Federal Mileage Rate	
Total Transportation Expense \$				
<b>Lodging and Meals Expense</b> <i>(check Actual Cost if applicant submits receipts or per diem if no receipts)</i>				
Actual Cost of lodging and meals while in travel status <i>(need receipts)</i>				
50% of the prevailing per diem allowance for the locality of the interview <i>(no receipts required)</i>				
Total Lodging and Meals Expense \$				
<b>*TOTAL TRAVEL EXPENSE—Transportation + Lodging and Meals X % per applicable law—see above.</b>				
<b>TAA Specialist Signature/Date - This request for Search Allowance is approved.</b>				

**Appeal Rights:**

If you disagree with the determination indicated above, you can file an appeal. Appeals must be filed within 45 calendar days from the date listed on this notification. The appeal must be mailed or faxed. When you file an appeal, a hearing with an Unemployment Law Judge will be scheduled. Appeal hearings are done by phone. Include the following information in the appeal: your name and the reason for the appeal.

**Fax:**

651-296-0288

**Mail:**

Minnesota DEED – TAA  
Great Northern Building  
180 E 5<sup>th</sup> Street, Suite 1200  
St. Paul, MN 55101

After submission of your appeal, all appeal correspondence will be via the United States Postal Service. Please review the following link regarding the Trade Adjustment Assistance Appeal Policy

<https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=463>

Questions? Please contact TAA's general phone line at 651-259-7543 or via email [deed.taa@state.mn.us](mailto:deed.taa@state.mn.us)