

DW Counselor/Customer Checklist for Job Search Allowance¹

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