

DW Counselor/Customer Checklist for Relocation Allowance¹

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