

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 365th 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
- 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
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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 <https://apps.deed.state.mn.us/lmi/cpt/Search> – use regional Information for Wage (\$)_____ and Demand (%)_____ of the layoff job.

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.

Applicant Signature/Date

Dislocated Worker Counselor Signature/Date - *I have reviewed the application and recommend that the benefit be approved.*

TAA Specialist Signature/Date - *I approve the request for Job Search Allowance.*

Part II – Interview Details

Receipts for job search travel expense must be submitted 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		
Verification of Job Search - The applicant has reviewed and provided the documentation required: <i>(Please check the following)</i>		
<input type="checkbox"/>	Proof of scheduled interview (e.g., email or letter indicating invitation to interview with date and time)	
<input type="checkbox"/>	Proof of interview attendance (business card, additional email exchange etc.)	
<input type="checkbox"/>	Position meets “suitable employment” definition— https://apps.deed.state.mn.us//ddp/PolicyDetail.aspx?pol=174	
<input type="checkbox"/>	Employer is outside local commuting distance from the applicant’s residence. (Check with TAA for current commuting distance. Provide an internet map that confirms the distance from your residence on record and your new employer.)	
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 st Interview Date (mm/dd/yy)		End date to receive receipts (30 days from interview) (mm/dd/yy)
<input type="checkbox"/>	Travel by car	<input type="checkbox"/>
<input type="checkbox"/>	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

Transportation Expense *(Check Actual Cost if applicant submits receipts or check Federal Mileage if no receipts.)*

<input type="checkbox"/>	Actual Cost of transportation <i>(receipts) or</i>	
<input type="checkbox"/>	Federal Mileage Rate X (Round Trip miles – 30 miles) <i>*no receipts</i>	Federal Mileage Rate:
Total Transportation Expense \$		

Lodging and Meals Expense *(check Actual Cost if applicant submits receipts or per diem if no receipts)*

<input type="checkbox"/>	Actual Cost of lodging and meals while in travel status <i>(need receipts)</i>	
<input type="checkbox"/>	50% of the prevailing per diem allowance for the locality of the interview <i>(no receipts required)</i>	
Total Lodging and Meals Expense \$		
*TOTAL TRAVEL EXPENSE—Transportation + Lodging and Meals X % per applicable law—see above.		

TAA Specialist Signature/Date - This request for Job Search Allowance is approved.