

# WORKFORCE SERVICES

sdjobs.org

## TRADE ADJUSTMENT ASSISTANCE

### REQUEST FOR JOB SEARCH ALLOWANCE

**PART I: INFORMATION**

Full Name: \_\_\_\_\_ Last four Digits of SSN: \_\_\_\_\_

**REQUEST FOR JOB SEARCH ALLOWANCE** – I have made arrangements for job interviews for suitable employment with the following employer(s). *Additional scheduled interviews should be submitted on a separate page.*

Item	1 <sup>st</sup> Interview	2 <sup>nd</sup> Interview	3 <sup>rd</sup> Interview
Employer:			
Address:			
City/State/Zip:			
Contact Name/Title:			
Telephone Number:			
Job Title/position:			
Date of Interview:			
Mode of travel: <input type="checkbox"/> Personal vehicle; <input type="checkbox"/> Commercial Carrier: ( _____ )			<b>ESTIMATED COSTS</b>
Departure Date/Time: _____ / _____ ; Return Date/Time: _____ / _____			Est. Mileage: \$ _____
Est. Number of miles: _____			Est. Lodging: \$ _____
# of nights: _____			Est. Meals: \$ _____
			<b>TOTAL: \$ _____</b>

#### WORKER CERTIFICATION

I, the undersigned, am requesting Job Search Allowances under the Trade Act. The information provided is correct and complete to the best of my knowledge. I will provide sufficient documentation to substantiate any payment for allowances. If funds are advanced I understand the total to be reimbursed will be reduced by any amount advanced. I understand I will repay any amount overpaid by TAA. I understand penalties are provided for willful misrepresentation.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PART II: DETERMINATION**

Petition Number:		Certification Date:	
Certified Employer:		Separation Date:	
		Date of Request:	

**APPROVED** This request meets conditions for approval of Job Search allowances under the Trade Act.

**DENIED** This request does not meet conditions for approval of Job Search allowances under the Trade Act.

#### REASON FOR DENIAL:

DLR Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Determination Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**APPEAL RIGHTS:** This is the final determination. If you wish to appeal, you must follow the procedure set out under Other Grievances in our [Equal Opportunity is the Law Form 2](#) found at [https://dlr.sd.gov/workforce\\_services/wioa/manual.aspx](https://dlr.sd.gov/workforce_services/wioa/manual.aspx)

## JOB SEARCH ALLOWANCE REIMBURSEMENT

### PART III : EXPENSES

CATAGORY	Estimated Costs	Actual Costs	Payable (at 90%)
Car Miles (See Federal Rate at <a href="https://www.irs.gov/tax-professionals/standard-mileage-rates">https://www.irs.gov/tax-professionals/standard-mileage-rates</a> )			
Commercial carrier			
Lodging			
Meals			
<b>TOTAL</b>			

If the total above exceeds \$1,250, check the box below to reimburse the participant \$1,250 (the maximum allowable).

**Maximum Reimbursement – \$1,250**

### PART IV: STAFF AUTHORIZATION

DLR Staff:

\_\_\_\_\_

Tel: \_\_\_\_\_ – \_\_\_\_\_

Signature:

\_\_\_\_\_