

MEMORANDUM

DATE: February 19, 2019

TO: Local Workforce Development Board Executive Directors/Presidents/CEOs

FROM: Shila A. Salem, Bureau Chief, One Stop and Program Support *Shila A. Salem*

SUBJECT: Trade Adjustment Assistance State Definition of Commuting Area

The purpose of this memorandum is to establish a state definition of commuting area for Trade Adjustment Assistance (TAA) participants who are enrolled in TAA-approved training and/or are conducting job search or relocating outside the participant's current commuting area.

The TAA Program allows LWDBs to provide payments to TAA participants to subsidize transportation and/or subsistence (lodging and meals) costs related to attending training, conducting job search, and relocating to accept new suitable employment outside the participant's current commuting area.

Effective immediately, the established statewide commuting areas for the TAA program are as follows:

- Travel for TAA-approved Training – Ten (10) miles one-way from the participant's residence to the approved training provider.
- Subsistence for TAA-approved Training – Thirty (30) miles one-way from the participant's residence to the approved training provider.
- Travel for Job Search Allowance – Ten (10) miles one-way from the participant's residence to the prospective employer.
- Relocation Allowance – Thirty (30) miles one-way from the participant's previous residence to their new residence in the area of relocation.

TAA participants who are enrolled in TAA-approved training on or after the date of this memorandum will be reimbursed according to the definition contained herein. Current TAA participants who were previously denied travel or subsistence for training because they did not meet the previous commuting definition of fifty (50) miles should be encouraged to reapply. All new job search and relocation allowance applications received on or after the date of this memorandum will be reimbursed according to the definition contained herein.

If you have any questions or need additional information, please contact Steven Gustafson at (850) 245-7477 or via email at Steven.Gustafson@deo.myflorida.com.

SAS/skg

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