

Job Search

Trade Act of 2009



Forms and Instructions

TAA Job Search Allowance Checklist

- _____ A Determination of Entitlement has been approved and issued.
- _____ Applicant Assessment done by your local Employment Service Office, which includes certification that suitable employment is not available within labor market and an out-of-town job search is necessary.
- _____ Application for Job Search is submitted prior to the job search occurring, and it is requested prior to the 365th day after the date of certification or the worker's separation date, whichever is later, or prior to the 182nd day after the completion of an approved training course.
- _____ Complete and sign the Request for Job Search Allowance form.
- _____ Request a travel advance or ticket if needed. Travel advances must be requested at least 10 days prior to departure. If a ticket is needed, please list travel agency name, address, phone and fax number so the TAA representative can send the travel agency a billing authorization.
- _____ Send a complete Job search packet to the TAA representative in Juneau.
- _____ Client should retain a copy of the Job Search Allowance Guidelines and Final Statement of Job Search Costs forms.

Upon Completion of the Job Search:

- _____ Complete Section E of the Request for Job Search Allowance form.
- _____ Complete the Final Statement of Job Search Costs form.
- _____ Attach all original receipts for travel, meals and lodging and submit to the TAA representative in Juneau.

Department of Labor and Workforce Development
Employment Security Division
TAA Program
PO Box 115509
Juneau, AK 99802
Phone: (907) 465-1805
Fax: (907) 465-8753

Job Search Allowance Guidelines

Alaska State Department of Labor and Workforce Development, Trade Adjustment Assistance (TAA) Program

Please read these guidelines carefully **before** you leave on your job search. Job Search Allowances to TAA eligible workers are intended to reduce the costs of seeking suitable work outside your normal labor market when suitable work is not available in your area.

1. In order to be reimbursed for any of your expenses, the job search must be applied for and authorized **in advance**.
2. Only travel within the United States is authorized.
3. You must complete your authorized job search within a reasonable time, not to exceed 30 days.
4. The maximum amount payable for **all** your job search activities under TAA is \$1,500.
5. You must submit **original** receipts for all expenses.
6. You cannot be reimbursed if your work search is not verifiable. You must have at least one verifiable work contact each day you are in the area of your work search.
7. Your method of travel and the length of your trip must be authorized by your TAA Representative before you leave.
8. You may be reimbursed 100% of necessary transportation costs.
9. You may be reimbursed 100% of the actual cost for lodging and meals or 100% of 1/2 the Federal per diem rate for the area of your work search if overnight stay is necessary, whichever is less.
10. Return your completed '**Final Statement of Job Search Costs**' form with your original receipts to your TAA Representative as soon as you return.

*****GOOD LUCK ON YOUR WORK SEARCH!*****

Alaska Department of Labor and Workforce Development
Employment & Training Technical Unit

Attn: TAA

P.O. Box 115509
Juneau, AK 99811-5509
Phone: (907) 465-1805
Fax: (907) 465-8753

EMPLOYMENT SECURITY DIVISION
Employment Security Program Support Unit

ES Programs Unit
Trade Act Programs
P.O. Box 115509
Juneau, AK 99811-5509
Phone: (907) 465-1805
Fax: (907) 465-8753

Job Search Allowance Forms and Instructions

Dear Applicant:

Thank you for inquiring into Job Search Allowance from the Trade Adjustment Assistance (TAA) Program. The process of requesting a Job Search Allowance is as follows:

1. Read the Job Search Allowance Guidelines. This is a general explanation of what is required and what to expect.
2. Complete **sections A, B, and D** of the *Request for Job Search Allowance* form.
3. Give the *Request for Job Search Allowance* form to the counselor you are working with or send it to the Trade Act Office in Juneau.
4. Upon receipt of this form, we will verify your interviews then approve or deny your request. Once the decision is made, your form with a Notice of Determination will be returned to you.

*****A few things to remember while you are on your job search*****

- (a) In addition to your scheduled interviews, you must make at least one in person job search each day while you are traveling to find work.
 - (b) You need to keep a record of each employer and employment service office you visit. Include in this record the date, business name or employment service office, telephone number and name of the person you spoke to about possible employment.
 - (c) We will contact each employer to verify your job search efforts after you return home.
 - (d) Failure to conduct the proper job searches could jeopardize final payment for your job search.
 - (e) Please remember to keep all of your receipts for travel, meals, lodging and other allowable costs while on this job-hunting trip.
5. Upon completion of your job search, you need to complete **section E** on the *Request for Job Search Allowance* form and complete the *Final Statement of Job Search Costs* form.
 6. Send both forms to the Trade Act Office in Juneau for reimbursement.

Request For Job Search Allowance

Trade Reform Act of 2009

Worker's Name (Last, First, Middle)	Social Security No.	Date of Request
Address (Street No., City or County, State, ZIP Code)	Petition No.	Paying State

A. Worker Request

1. Were you totally separated within the past year from adversely affected employment? <input type="checkbox"/> YES <input type="checkbox"/> NO		
2. Is this your first request for a job search allowance under the Trade Act? <input type="checkbox"/> YES <input type="checkbox"/> NO If "NO" explain. _____		
3. Name and Address of firm where interview is scheduled	4. Date of interview	5. Job title for which interviewed
	6. Date and time of	
	Departure Return	7. Number of miles traveled

B. Worker Certification

I give this information to support my request for payment of a job search allowance under the TRADE ACT OF 2002. The information contained in this request is correct and complete to the best of my knowledge. I understand that penalties are provided for willful misrepresentation made to obtain allowances to which I am not entitled.	
Signature of Worker:	Date:

C. State Agency Determination

1. Worker was last totally separated from adversely affected employment within the past year? <input type="checkbox"/> YES <input type="checkbox"/> NO If "YES" date of last total separation _____		
2. State employment service Director's certification of suitable employment completed and on file? <input type="checkbox"/> YES <input type="checkbox"/> NO		
3. Worker application for job search allowance made not later than:		
a. 365th day after the date of certification or last separation? <input type="checkbox"/> YES <input type="checkbox"/> NO		
b. 182nd day after the concluding date of training? <input type="checkbox"/> YES <input type="checkbox"/> NO		
4. Job search must begin on _____ and be completed on or before _____		
5. Applicant accepted referral by job service to employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		
6. Job Search allowance is approved for advance payment or reimbursement of the following costs:		
<input type="checkbox"/> Travel Expense	Actual Cost Amount Advanced Amt. Reimbursed (90%)	
Commercial Carrier	\$ \$ \$	
Privately owned automobile (no. miles _____)	\$ \$ \$	
<input type="checkbox"/> Lodging cost _____ (@ Actual Daily Rate)	\$ \$ \$	
<input type="checkbox"/> Meals _____ (@ Actual Daily Cost)	\$ \$ \$	
TOTALS	\$ \$ \$	
7. Job search allowance is denied for the following reason(s): _____		
Signature of state agency representative:	Title:	Date:

