

INSTRUCTION NUMBER: 12-02

SUBJECT: TAA DEFINITION OF COMMUTING AREA

TO: UPSTATE WORKFORCE INVESTMENT AREA GRANTEES

DATE	DATE	DATE
ISSUED: <u>September 6, 2012</u>	EFFECTIVE: <u>September 2, 2012</u>	EXPIRES: <u>Indefinitely</u>

PURPOSE: The communicate State Instruction Letter Number 12-02 changing the definition of commuting area for those in the TAA program. **THIS LETTER REPLACES LOCAL WIA INSTRUCTION LETTER WIA 11-24.**

BACKGROUND: The TAA program allows for reimbursement of transportation or subsistence payments to attend training, out of area job search allowances, and job relocation allowances when the job is out of the commuting area.

Effective September 2, 2012, the definition of commuting area will be three (3) miles one way from the individual's residence. All TAA participants who are applying for or have already been enrolled in TAA approved training on or after September 2, 2012 will be reimbursed based on this definition. All new job search allowance and relocation allowance applications received on or after the effective date, will be reimbursed based on this definition.

ACTION: Please begin following this policy per the effective date.

INQUIRIES: Should you have any questions concerning this instruction, please contact Brenda Connelly at (864) 596-2028 or bconnelly@upstatewib.org.


Ann Angermeier, Executive Director

Source: State IL 12-02 and Trade Adjustment Assistance program

PO Box 995
1550 Gadsden Street
Columbia, SC 29202
www.dew.sc.gov



Nikki R. Haley
Governor

Abraham J. Turner
Executive Director

EMPLOYMENT SERVICES STATE INSTRUCTION NUMBER: 12-02

TO: Area Directors
DEW Staff Managers
TAA Workforce Specialists
LWIA Administrators

SUBJECT: Definition of the Commuting Area

ISSUANCE DATE: August 30, 2012

EFFECTIVE DATE: September 2, 2012

PURPOSE: To revise the State policy concerning the definition of commuting area pursuant to transportation allowances, subsistence, job search allowances, and relocation allowances under the Trade Adjustment Assistance (TAA) Program.

BACKGROUND: The TAA Program allows for payment of transportation or subsistence payment to attend training, out-of-area job search allowances, and job relocation allowances when the travel is outside a participant's commuting area.

POLICY: Effective September 2, 2012, the definition of a "commuting area" will be three (3) miles one way from a participant's residence.

All TAA participants who are applying for or are already participating in TAA-approved training on or after September 2, 2012, will be reimbursed according to this definition of the commuting area.

All new job search allowance and relocation allowance applications received on or after September 2, 2012, will be reimbursed according to this definition.

ACTION: TAA Workforce Specialists are responsible for the implementation of Trade Adjustment Assistance policy. Specifically, revised TAA Transportation Applications, including applicable activity codes and vouchers, for all participants in training that were previously denied travel allowances because they did not meet the commuting definition must be completed no later than Friday, September 7, 2012.

INQUIRIES: Questions regarding this instruction may be directed to Silvia Middleton at (803) 737-2583 or smiddleton@dew.sc.gov.


Dennis M. King
Assistant Executive Director
Employment Services

"Putting South Carolinians Back to Work"

INSTRUCTION LETTER



INSTRUCTION NUMBER: WIA [Type text]

TO: Upstate Workforce Investment Area Grantees

SUBJECT: TAA Job Search Allowances

DATE
ISSUED: October 1, 2012

DATE
EFFECTIVE: Immediately

DATE
EXPIRES: October 1, 2012

PURPOSE: To redesign job search allowance policies and procedures in order to empower TAA Participants to carry out more aggressive job hunting strategies.

BACKGROUND:

Beginning immediately, the definition of a TAA-approved job search activity is:

- Going to a job interview with a potential employer;
- Making an in-person visit with a potential employer who may reasonably be expected to have openings for suitable work;
- Completing a job application in person with a potential employer who may reasonably be expected to have openings for suitable work;
- Going to a local SC Works Center, copy shop, US Postal Service Office, or similar entity to print, copy, mail, email, or fax a job application, cover letter, and/or a resume;
- Going to a local SC Works Center, public library, community center, or similar entity to use online job matching systems, including SC Works Online Services (SCWOS), to search for job matches, request referrals, submit applications/resumes, and/or apply for jobs;
- Using certified professional employment resources from a provider other than the SC Works Center (Example: interview preparation meeting with a headhunter or private placement agency);
- Attending a job fair or professional association meeting (for networking purposes);
- Going to a local SC Works Center to use resources that may lead directly to obtaining employment, such as: Obtaining and using local labor market information; participating in skills assessments for occupation matching; attending job finding clubs; participating in pre-vocational workshops, including soft skills, resume writing, interviewing skills, etc. or obtaining and following up on job referrals from SC Works Center staff.

ACTION:

TAA Workforce Specialist must use the Job Search Allowances Benefit Rights, Obligations, and Application form, *Attachment 1*, which replaced the Job Search Application form. The new form constitutes a blanket application to allow for job search activities to be conducted within a set time frame and in compliance with the rules and regulations stipulated therein.

Note: This is not a substitution for the general TAA Benefit Rights and Obligations form.

This application must be utilized in all of the below scenarios for existing and future TAA Participants:

- At the beginning of program participation, when a participant was assessed appropriately and it was determined that he/she has the necessary skills to become reemployed immediately. (In other words, the service strategy determined in the Individual Employment Plan (IEP) is set to reemployment services, including a marketable skills waiver for participants covered under the 2009 Amendments).

- Towards the last semester or term of training, when participants begin to plan and transition into successful job searching strategy.
- At the beginning of program participation, when a participant was assessed and counseled appropriately, and it was determined that he/she is in need of training services, but all available training options are refused. (Note: in this case participants must be made aware of the fact that their extended income support through Trade Readjustment Allowances (TRA) will not be available. Also, a TRA Waiver form should be signed to document the training refusal and a detailed case note must be entered into SCWOS).

Each time a job search allowances application is completed, and in regular intervals in-between, meetings should include:

- An assessment of the participant's job search strategy, including a review of the job search and application activity/history in SCWOS and a review of future job search strategies/plans;
- An assessment of the need for (further) occupational training (to be considered at a minimum of every three (3) months); career guidance and planning, including the completion of a 107 activity code; and reemployment services, including but not limited to, resume writing/updating assistance (including the completion of a 115 activity code), cover letter writing assistance, and referrals to partners and providers of reemployment services and workshops;
- Referrals to partners and providers of soft skills workshops;
- Reevaluation of the participant's Objective Assessment Summary; and
- Referrals to partners, providers, and community resources that may help overcome employment barriers identified in the Objective Assessment Summary.

The job search activity date range for each application should be set for a maximum of three (3) months, i.e., the same time frame a participant will remain active in SCWOS in the event that no further services are provided. If eligible and compliant with all rules and regulations set forth within the (signed) application, all job search activities conducted within the specified date range will be reimbursed. Upon expiration of the first application's date range, and if a participant has sufficient job search allowance funds remaining, subsequent applications can be taken.

The following procedure must be followed for entering data in SCWOS for job search allowance documentation:

- Each day a participant conducts a job search activity must be documented with one 237 – TAA Approved Out of Area Job Search Allowance activity code.
- However, an activity code should not be entered until a participant actually submits a Job Search Allowance Payment Form, *Attachment 2*, (and is eligible) for reimbursement.
- Participants must submit reimbursement requests in a timely manner to avoid conflicts with the 15-day activity backdating rule.
- Each activity code's service begin date should be the date the activity actually takes place.
- Each activity code's service end date should be the Saturday date of the week (CWE) in which the activity took place.
- The same service begin and end date rules apply for vouchers.

INQUIRIES:

Should you have any questions regarding this instruction please contact Brenda Connelly at 864.596.2028 or at bconnelly@upstatewib.org.

Ann Angermeier, Director

Source: Trade Adjustment Assistance Program

FROM: Silvia Middleton, TAA Program Manager

SUBJECT: Job Search Allowances

Good afternoon, everyone,

Being on the front lines daily, you all know better than anyone that job searching isn't just about applying for jobs and hoping to get called for an interview anymore. It is far more complicated than that, especially in a competitive job market. A successful job hunting strategy includes pursuing activities that will make you stand out from other job seekers, using a variety of job identification and application methods, utilizing professional help with résumé and cover letter writing, building interviewing skills, networking online and in person, following up on leads, etc.

Our recent reduction of the commuting distance to three (3) miles was done (in part) in consideration of all of the above. Our intent is, additionally to being able to provide further gas reimbursement assistance for participants in training, to redesign our job search allowance policies and procedures in order to empower TAA participants to carry out more aggressive job hunting strategies.

Traditionally, when we thought of job search activities within TAA, we thought mostly of interviews and job fairs. Beginning immediately, the definition of a TAA-approved job search activity is:

1. Going to a job interview with a potential employer;
2. Making an in-person visit with a potential employer who may reasonably be expected to have openings for suitable work;
3. Completing a job application in person with a potential employer who may reasonably be expected to have openings for suitable work;
4. Going to a local SC Works Center, copy shop, US Postal Service Office, or similar entity to print, copy, mail, email, or fax a job application, cover letter, and/or a résumé;
5. Going to a local SC Works Center, public library, community center, or similar entity to use online job matching systems, including SC Works Online Services (SCWOS), to search for job matches, request referrals, submit applications/résumés, and/or apply for jobs;
6. Using certified professional employment resources from a provider other than the SC Works Center (Example: interview preparation meeting with a headhunter or private placement agency);
7. Attending a job fair or professional association meeting (for networking purposes);
8. Going to a local SC Works Center to use resources that may lead directly to obtaining employment, such as:
 - Obtaining and using local labor market information;
 - Participating in skills assessments for occupation matching;
 - Attending job finding clubs;
 - Participating in pre-vocational workshops, incl. soft skills, résumé writing, interviewing skills, etc.; or
 - Obtaining and following up on job referrals from SC Works Center staff.

In order to be able to comply with the advance application requirement, we have redesigned the Job Search Application form. It is now called the **Job Search Allowances Benefit Rights, Obligations, and Application** form (see attached). (Note that this is not a substitute for the general TAA Benefit Rights and Obligations

form.) The new form constitutes a blanket application to allow for job search activities to be conducted within a set time frame and in compliance with the rules and regulations stipulated therein.

To further promote our mission of "Putting South Carolinians back to work!", this application **must** be utilized in **all** of the below scenarios for **existing** and **future** TAA participants:

1. At the beginning of program participation, when a participant was assessed appropriately and it was determined that he/she has the necessary skills to become reemployed immediately.
 - In other words, the service strategy determined in the Individual Employment Plan (IEP) is set to reemployment services (incl. a marketable skills waiver for participants covered under the 2009 Amendments).

Towards the last semester or term of training, when participants begin to plan and transition into a successful job searching strategy.

At the beginning of program participation, when a participant was assessed **and counseled** appropriately, and it was determined that he/she *is* in need of training services, but all available training options are refused.

- Note that in this case participants must be made aware of the fact that their extended income support through Trade Readjustment Allowances (TRA) will not be available.
- A TRA Waiver form should be signed to document the training refusal and a detailed case note must be entered into SCWOS.

Job Search Allowances are, of course, only one part of the TAA Reemployment Services package. Therefore, each time a job search allowances application is completed, and in regular intervals in-between, meetings should include

1. An assessment of the participant's job search strategy, incl.
 - a review of the job search and application activity/history in SCWOS;
 - a review of future job search strategies/plans;

An assessment of the need for (further) occupational training (to be considered at a minimum every 3 months);
Career guidance and planning (incl. the completion of a 202 activity code);

Provision of up-to-date labor market information (incl. the completion of a 107 activity code);
Reemployment services, incl. but not limited to:


- Résumé writing/updating assistance (incl. the completion of a 115 activity code);
- Cover letter writing assistance;
- Referrals to partners and providers of reemployment services and workshops;

Referrals to partners and providers of soft skills workshops; and

A reevaluation of the participant's Objective Assessment Summary; and

Referrals to partners, providers, and community resources that may help overcome employment barriers identified in the Objective Assessment Summary.

The job search activity date range for each application (see below) should be set for a maximum of 3 months, i.e., the same time frame a participant will remain active in SCWOS in the event that no further services are provided. **If eligible and compliant with all rules and regulations set forth within the (signed) application**, all job search activities conducted within the specified date range will be reimbursed. Upon expiration of the first application's date range, and if a participant has sufficient job search allowance funds remaining, subsequent applications can be taken.



**SOUTH CAROLINA DEPARTMENT OF
EMPLOYMENT AND WORKFORCE**

TRADE ADJUSTMENT ASSISTANCE PROGRAM

Job Search Allowances

Benefit Rights, Obligations, and Application

I. General Information

Participant Name	<input type="text"/>	Date of Application	<input type="text"/>
State ID	<input type="text"/>	Application Deadline per Petition Certification	<input type="text"/>
Petition Number	<input type="text"/>	Application Deadline per Qualifying Separation	<input type="text"/>
2002 or 2011 Amendments	<input type="checkbox"/>	Application Deadline per Training End Date	<input type="text"/>
2009 Amendments	<input type="checkbox"/>	Job Search Activity Date Range	<input type="text"/>
		Job Search Allowance Remaining Balance	\$ <input type="text"/>

In regard to SCWOS documentation of job search allowances, the following procedure will have to be followed:

1. Each day a participant conducts a job search activity must be documented with one 237 – TAA *Approved Out of Area Job Search Allowance* activity code.
2. However, an activity code should not be entered until a participant actually submits a Job Search Allowance Payment Form (and is eligible) for a reimbursement.
3. Please note that participants must submit reimbursement requests in a timely manner to avoid conflicts with the 15-day activity backdating rule.
4. Each activity code's **service begin date** should be the **date the activity actually takes place**.
5. Each activity code's **service end date** should be the **Saturday date of the week (CWE)** in which the activity took place.
6. The same service begin and end date rules apply for vouchers.



Now...take a deep breath...

- For our TAA Workforce Specialists, all of the above will be discussed **in detail** at our upcoming training. If you are uncertain about any of the information provided, please be sure to bring all of your questions to Columbia.
- For ADs and DSMs, there is a TAA overview training planned for you in November; details are forthcoming.
- For everyone else, we are **always** available to provide you with TAA training and/or technical assistance. Please do not hesitate to contact me with any questions or concerns.

I hope you are as excited as I am about the new direction we're taking in making sure our participants receive the best possible services to maximize their chances for gainful reemployment.

Have a wonderful afternoon.

Regards,

Silvia A. Middleton

TAA Program Manager



SC Department of Employment and Workforce

P (803) 737-2583 | TTY 711

BB (803) 834-9216

F (803) 737-0921

www.dew.sc.gov/jobs-taa.asp

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**SOUTH CAROLINA DEPARTMENT OF
EMPLOYMENT AND WORKFORCE**
TRADE ADJUSTMENT ASSISTANCE PROGRAM
Job Search Allowances
Benefit Rights, Obligations, and Application

I. General Information

Participant Name	_____	Date of Application	_____
State ID	_____	Application Deadline per Qualifying Separation	_____
Petition Number	_____	Application Deadline per Petition Certification	_____
2002 or 2011 Amendments	<input type="checkbox"/>	Application Deadline per Training End Date	_____
2009 Amendments	<input type="checkbox"/>	Job Search Activity Date Range	_____
		Job Search Allowance Remaining Balance	\$ _____

II. Eligibility Criteria

1. You must be eligible for TAA.
2. You must apply and be approved for Job Search Allowances prior to commencing a job search activity and before incurring any expenses.
3. The job search activity must be further than 3 miles away from your residence (as defined by MapQuest).
4. Suitable employment must not be available within a 3 mile radius from your home.
5. You must be totally separated from employment with your Trade-affected company.
6. You must complete a Job Search Allowances application within
 - a. 365 days of petition certification;
 - b. 365 days of most recent qualifying separation; or
 - c. 182 days after conclusion of training.

III. Payment Criteria

1. Job Search Allowances include payments for travel costs, lodging, and meals.
2. Approvable Job Search Allowance amounts are as follows:
 - a. 2002 Amendments - 90% of all reasonable and necessary expenses, up to \$1,250
 - b. 2009 Amendments - 100% of all reasonable and necessary expenses, up to \$1,500
 - c. 2011 Amendments - 90% of all reasonable and necessary expenses, up to \$1,250
3. Travel must be the least expensive method, for the shortest duration of time.
4. Lodging and meals will be paid up to *either* 50% of the federal allowable daily rate for the travel destination (<http://www.gsa.gov/portal/category/21287>) or the actual cost, whichever is less.
5. Only allowable job search activities (as described in section IV) will be reimbursed.
6. Job search activities must conclude 30 days after beginning.
7. You must complete a Job Search Allowance Payment form, incl. all applicable and acceptable documentation (as described in section V), in order to receive payment.

IV. Job Search Activity Definition

In reference to TAA Job Search Allowances, approved job search activities are:

1. Going to a job interview with a potential employer;
2. Making an in-person visit with a potential employer who may reasonably be expected to have openings for suitable work;
3. Completing a job application in person with a potential employer who may reasonably be expected to have openings for suitable work;
4. Going to a local SC Works Center, copy shop, US Postal Service Office, or similar entity to print, copy, mail, email, or fax a job application, cover letter, and/or a résumé;
5. Going to a local SC Works Center, public library, community center, or similar entity to use online job matching systems, including SC Works Online Services (SCWOS), to search for job matches, request referrals, submit applications/résumés, and/or apply for jobs;
6. Using certified professional employment resources from a provider other than the SC Works Center (Example: interview preparation meeting with a headhunter or private placement agency);

7. Attending a job fair or professional association meeting (for networking purposes);
8. Going to a local SC Works Center to use resources that may lead directly to obtaining employment, such as:
 - Obtaining and using local labor market information;
 - Participating in skills assessments for occupation matching;
 - Attending job finding clubs;
 - Participating in pre-vocational workshops, incl. soft skills, résumé writing, interviewing skills, etc.; or
 - Obtaining and following up on job referrals from SC Works Center staff.

V. Required Documentation for Reimbursement

1. A Job Search Allowance Payment Form, fully completed and signed by all applicable parties.
2. A copy of the approved Job Search Allowances Benefit Rights, Obligations, and Application.
3. A Job Search Activity Verification form, fully completed and signed by an authorized representative at the institution where a meeting takes place or services are sought (Example: library attendant, SC Works Center staff, employer, headhunter, etc.);
4. MapQuest driving directions;
5. Travel receipts or estimates for transportation methods other than private vehicle (Example: bus fare, airfare, etc.);
6. Meal receipts; and
7. Lodging receipts.

VI. Eligibility Determination (FOR STAFF USE ONLY)

1. Is the applicant eligible for TAA? ☐ Yes ☐ No
2. Is suitable employment available within the commuting area? ☐ Yes ☐ No
3. Is the customer totally separated from employment with the Trade-affected company? ☐ Yes ☐ No
4. Is the Date of Request within:
 - ☐ 365 days of most recent qualifying separation?
 - ☐ 365 days of petition certification?
 - ☐ 182 days after conclusion of training?☐ Yes ☐ No

Per the Trade Act of 1974, as amended, the above-named applicant is ☐ eligible ☐ not eligible to receive Job Search Allowances for job search activities outside the commuting area (greater than 3 miles) within the specified date range.

TAA Workforce Specialist Signature _____

Date _____

VII. Participant Attestation

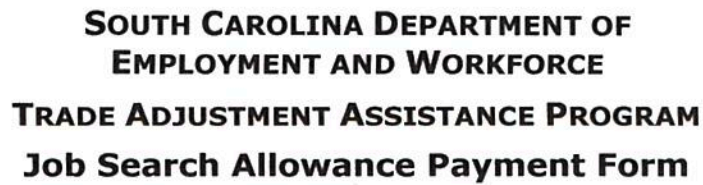
By signing below, I affirm the following:

1. I have read and understand the above terms.
2. I was afforded the opportunity to ask questions regarding Job Search Allowances and all of my questions were answered satisfactorily.
3. I understand that any deliberate falsifications, misrepresentations, or omissions of facts may be ground for program termination, in which case I will be held financially responsible for all incurred costs.
4. I understand that this job search application will expire on _____ and that any job search activities conducted after that date will not be covered.
5. I understand that upon expiration of this application, I can reapply for further allowances if my balance is not exhausted.
6. I will be responsible for submitting a completed and signed Job Search Allowance Payment form, incl. all applicable and acceptable backup documentation (as described in section V), in order to receive payment.
7. I understand that payments can only be processed after the claim week ending date (Saturday).

Participant Signature _____

Date _____

APPEAL RIGHTS - IF YOU DISAGREE WITH ANY DETERMINATIONS, YOU HAVE THE RIGHT TO APPEAL. DETERMINATIONS MUST BE APPEALED WITHIN TEN (10) CALENDAR DAYS FROM THE DECISION DATE. ALL APPEAL TIME FRAMES INCLUDE WEEKENDS AND HOLIDAYS; IF THE TENTH (10TH) DAY FALLS ON A SATURDAY, SUNDAY, OR HOLIDAY, THE APPEAL PERIOD IS EXTENDED TO THE NEXT BUSINESS DAY. YOUR APPEAL MAY BE FILED IN PERSON OR BY MAIL ADDRESSED TO **APPEAL TRIBUNAL, P.O. BOX 995, COLUMBIA, SC 29202.**



Participant Name _____ State ID _____ Claim Week Ending Date _____
Voucher ID #s _____

Rev. 9/12

V. Payment Determination (For TAA Accounts Payable Staff Only)

Reimbursement Rate ☐ 90% ☐ 100%

Advance Payment \$ _____

Final Payment \$ _____

Overpayment \$ _____

Please mail overpayment checks to:

SC Dept. of Employment and Workforce
Trade Adjustment Assistance
PO Box 1406
Columbia, SC 29202

TAA Accounts Payable Signature

Date

APPEAL RIGHTS - IF YOU DISAGREE WITH ANY DETERMINATIONS, YOU HAVE THE RIGHT TO APPEAL. DECISIONS MUST BE APPEALED WITHIN TEN (10) CALENDAR DAYS FROM THE DATE OF THE DETERMINATION OR CHECK ISSUANCE, WHICHEVER IS LATER. ALL APPEAL TIME FRAMES INCLUDE WEEKENDS AND HOLIDAYS; IF THE TENTH (10TH) DAY FALLS ON A SATURDAY, SUNDAY, OR HOLIDAY, THE APPEAL PERIOD IS EXTENDED TO THE NEXT BUSINESS DAY. YOUR APPEAL MAY BE FILED IN PERSON OR BY MAIL ADDRESSED TO **APPEAL TRIBUNAL, P.O. BOX 995, COLUMBIA, SC 29202.**

¹⁾ Mileage Cost Calculation Example for a 12 mile (one way) trip:

One Way Distance = 12 miles

Round Trip = 24 miles

TAA Reimbursement Rate = \$0.555 per mile

24 miles x \$0.555/mile = **\$13.32 Mileage Cost**



dSOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE

TRADE ADJUSTMENT ASSISTANCE PROGRAM

Meal Reimbursement Schedule

For eligible TAA participants claiming Job Search Allowances or Relocation Allowances, the following applies:

1. Breakfast may be reimbursed, if travel status begins before 6:30 AM and ends after 11:00 AM.
2. Lunch may be reimbursed, if travel status begins before 11:00 AM and ends after 1:30 PM.
3. Dinner may be reimbursed, if travel status begins before 5:15 PM and ends after 8:30 PM.

	Departure Time <i>Before</i>	Return Time <i>After</i>
Breakfast	6:30 AM	11:00 AM
Lunch	11:00 AM	1:30 PM
Dinner	5:15 PM	8:30 PM

Lodging and meals will be paid up to either 50% of the federal allowable daily rate for the travel destination (<http://www.gsa.gov/portal/category/21287>) or the actual cost, whichever is less.

Please find the South Carolina rates for October 2011 – September 2012 below:

You searched for: South Carolina														
Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**
		2011 Oct	Nov	Dec	2012 Jan		Feb	Mar	Apr	May	Jun	Jul	Aug	
Standard Rate	Applies for all locations without specified rates	77	77	77	77	77	77	77	77	77	77	77	77	46
Aiken	Aiken	86	86	86	86	86	86	86	86	86	86	86	86	46
Charleston	Charleston, Berkeley and Dorchester	137	137	137	137	137	137	137	137	137	137	137	137	56
Columbia	Richland / Lexington	85	85	85	85	85	85	85	85	85	85	85	85	51
Greenville	Greenville	79	79	79	79	79	79	79	79	79	79	79	79	56
Hilton Head	Beaufort	105	87	87	87	87	87	123	123	123	123	123	105	61
Myrtle Beach	Horry	84	77	77	77	77	77	89	89	126	126	126	84	51

* NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations.



**SOUTH CAROLINA DEPARTMENT OF
EMPLOYMENT AND WORKFORCE**

TRADE ADJUSTMENT ASSISTANCE PROGRAM

Job Search Activity Verification

Dear Madam or Sir,

Whether you provide direct job offers or a service that is utilized for successful job search strategies, we would like to thank you for being an integral part of the Workforce System for Trade-affected Dislocated Workers. We greatly appreciate your efforts of returning South Carolinians to suitable employment.

By signing the statement below, you provide the necessary documentation to reimburse a participant for costs incurred with job search activities (within parameters of eligibility).

Thank you in advance for your collaboration.

Sincerely,

The SC TAA Team

Participant Name:	_____	Participant State ID:	_____
Employer/Service Provider:	_____	Contact Person, Title:	_____
Phone:	_____	Contact E-mail:	_____
Job Search Activity Type:	_____	Job Search Activity Date:	_____
Job Search Activity Location:	_____	Job Search Activity Time:	_____

By signing below, I certify the information provided above is correct to the best of my knowledge. I understand that willful misrepresentation made to obtain allowances to which the participant is not entitled may result in an overpayment of benefits.

Comment: _____

Employer/Service Provider Signature

Date