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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
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