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**STATE EMPLOYMENT SERVICES INSTRUCTION NUMBER: 13-03**

**TO:** ES Area Directors  
ES Regional Managers  
TAA Workforce Specialists  
TAA Regional Coordinators  
LWIA Administrators

**SUBJECT:** Decrease in the Trade Adjustment Assistance  
Federal Mileage Reimbursement

**ISSUANCE DATE:** January 24, 2014

**EFFECTIVE DATE:** February 16, 2014

**PURPOSE:** To revise the State policy concerning the decrease in the federal mileage reimbursement rate 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 payments to attend training, out-of-area job search allowances, and job relocation allowances when the travel is outside of a participant's commuting area.

**POLICY:** Effective for the claim week beginning on Sunday, February 16, 2014 and forward, the federal mileage reimbursement rate under the TAA Program decreases from 56.5 cents to 56.0 cents per mile.

All TAA participants who are applying for or are already participating in TAA-approved training on or after February 16, 2014, will be reimbursed according to this rate. All new job search allowance and relocation allowance applications received on or after February 16, 2014, will be reimbursed according to this rate.

**ACTION:** TAA Workforce Specialists are responsible for the implementation of the Trade Adjustment Assistance policy. Specifically, **revised TAA Transportation Applications for all participants in training must be completed no later than Friday, February 21, 2014.**

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

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