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| **To be eligible for an Out of Area Job Search Allowance the customer must meet the following criteria:**1. Total separation from adversely affected employment at the time the job search commences.2. Apply before the 365th day after the date of the certification under which the customer is covered, or the 365th day after the date of the customer's last total separation, whichever is later, or the 182nd day after the completion date of Trade approved training.3. The customer must be a Registrant in IWDS.4. A determination by the Career Planner that **the customer has no reasonable expectation of securing suitable employment in the commuting area** (documentation required), and **has a reasonable expectation of obtaining suitable employment of long-term duration outside the commuting area** and in the area where the job search will be conducted. 5. Completion of the job search within a reasonable period not exceeding 30 days after the day on which the job search began.6. Verification of employer contacts. The Career Planner shall verify contacts with employers certified by the individual.  |
| A Commerce/TAA Form #12 Application for Trade Out-of-Area Job Search Allowance must be completed and all the above criteria for an Out-of-Area Job Search Allowance must be met, the Out-of-Area Job Search Application Service Record must be entered into IWDS and Merit Staff approval must be received prior to allowing a customer to attend an Illinois Job Fair. It is preferable that the LWIA is involved in setting up the job fair, recruiting the employers to participate, and have knowledge of the types of employment the employers have to offer. If the LWIA is not involved in setting up the job fair, the customer and Career Planner must conduct research on the employers that will be participating and the types of employment the employers have to offer to ensure that there will be a possibility of jobs being offered that meet the criteria of “suitable employment of long-term duration outside the commuting area”. Incomplete information on the form or entries that don’t meet the above criteria may invalidate the ability of the customer to receive reimbursement for attending the Job Fair.   |
| Customer Name |  | Enter the Customer’s Name that will be attending the Job Fair. |
| Date of Contact |  | Enter the Date of Contact with the Employer at the Job Fair. |
| Time of Contact |  | Enter the Time of Day the customer is making contact with the Employer at the Job Fair. |
| Employer |  | Enter the Name of the Employer |
| Employer Phone |  | Enter the Phone Number of the Employer the customer is making contact with for the Employer at the Job Fair.  |
| Work Location |  | Enter the address of the “work location” for the job the customer is applying for. |
| Position Applying For |  | Enter the job title/position title the customer is applying for. |
| Salary of Position |  | Enter the amount of pay associated with the position the customer is applying for. Please mark if it is hourly, weekly, monthly or an annual salary. |
| Check All Job Search Activities |  | The Employer is asked to check all the job search activities completed by the employer and customer. Those include: Attended Job Fair, and Submitted Resume;Attended Job Fair, and Submitted Job Application; Attended Job Fair, and Completed Job Interview; and Suitable Employment Offered.  |
| Comments |  | The customer or the employer may enter any comments regarding the above process or future contact that may occur. |
| Employer Signature |  | The Employer Contact signature is required.  |
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| **Repeat the above process for each Employer Contact and Job Search Activities Completed at the Job Fair where Suitable Employment is being offered.** |