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AWI Communiqué

DATE: March 29, 2010
TO: Regional Workforce Boards
FROM: Lois A. Scott, Program Manager, One-Stop and Program Support
SUBJECT: Policy Clarification – Relocation Assistance (TCA)

PURPOSE:

To notify Regional Workforce Boards of a Department of Children and Family's (DCF) Relocation Assistance policy clarification.

REFERENCE:

Department of Children and Family's Relocation Assistance Policy Clarification

BACKGROUND:

The Relocation Assistance Program, developed under Florida Statute 445.021, aids families who have significant barriers to finding and retaining employment in moving to communities where there are greater opportunities for attaining self-sufficiency. It is also to aid victims of domestic violence who would benefit from reduced probability of further incidents through relocation.

RWBs are responsible for approving an application for Relocation Assistance. The approval or denial should be indicated on AWI Form WTP-2279 and forwarded to the Department of Children and Families (DCF). The family must relocate within 90 days of the receipt of the Relocation Assistance.

RWBs are also responsible for monitoring the family's relocation 90 days after the Relocation Assistance is provided. Monitoring the family's relocation requires, at a minimum, that a survey be sent to the relocated family or that the RWB telephone the relocated family and completes the survey by phone. If the RWB determines that the family has failed to timely relocate without a good reason, it **must** notify the appropriate DCF office using a regionally established contact method (e.g. email, mail messages, CLRC), so that DCF can initiate the benefit recovery repayment process.

AUTHORITY:

Department of Children and Families

ACTION REQUIRED:

RWBs should share the attached policy clarification with its Welfare Transition Providers and ensure that its local program procedures comply with the DCF policy.

ATTACHMENT:
DCF Policy Clarification – Relocation Assistance (TCA)