



**Australian Government**



# **Relocation Assistance to Take Up a Job Guidelines V1.0**

**Disclaimer**

This document is not a stand-alone document and does not contain the entirety of Disability Employment Services Providers' obligations. It should be read in conjunction with the Disability Employment Services Grant Agreement and any relevant guidelines or reference material issued by the Department of Social Services under or in connection with the Disability Employment Services Grant Agreement.

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## Relocation Assistance to take up a Job Guidelines

### Document Change History

Version	Effective Date	End Date	Change & Location
1.0	01 July 2018		Original version of document.

### Background

This Guideline specifies DES Providers' responsibilities in managing the Relocation Assistance to Take Up a Job Program (RATTUAJ). RATTUAJ provides assistance to long-term unemployed job seekers to relocate to take up ongoing work, and can help Employers to find staff outside of their local areas. RATTUAJ can provide up to \$9,000 (GST exclusive) to assist the job seeker with moving. The program's intent is to provide practical and financial assistance to job seekers who need financial help to relocate to take up a job.

### Disability Employment Services Grant Agreement Clauses:

Clause 26 – Debts and offsetting

Clause 157 - Relocation Assistance to Take Up a Job

Annexure A – Definitions

Annexure B3 – Seasonal Worker, RATTUAJ and PaTH Internship Fees

### Reference documents relevant to this Guideline:

Documentary Evidence for Claims for Payment Guidelines

### Explanatory Note:

All capitalised terms have the same meaning as in the Disability Employment Services Grant Agreement. In this document, "must" means that compliance is mandatory and "should" means that compliance represents best practice.

## Relocation Assistance to Take Up a Job Guidelines

RATTUAJ is a way for Employment Services Providers to connect job seekers with work by recognising that job opportunities in some areas, particularly smaller towns, are more limited than in larger regions. Providers include jobactive and Disability Employment Services (DES) providers. Up to \$6,000 (GST exclusive) is available for individuals moving to regional areas, or up to \$3,000 (GST exclusive) is available if the job seeker moves to a capital city. Providers are expected to advise potentially eligible job seekers of the assistance available from RATTUAJ.

Who is Responsible:	What is Required:
<p><b>1. Provider</b></p> <p><i>Disability Employment Services Grant Agreement Clauses References:</i></p> <ul style="list-style-type: none"> <li>• Clause 157</li> <li>• Annexure A – Definitions</li> </ul>	<p>DES Providers must deliver the following services:</p> <ul style="list-style-type: none"> <li>• ensure that the Participant, location and job placement are eligible for RATUAJ;</li> <li>• enter into a Relocation Assistance to Take Up a Job Agreement (RATTUAJ Agreement);</li> <li>• assess and pay eligible expenses; and</li> <li>• assist Participants with job placements, post placement support and relocations.</li> </ul>
<p><b>2. The Provider</b></p> <p><b>Participant eligibility</b></p> <p><i>Disability Employment Services Grant Agreement Clause References:</i></p> <ul style="list-style-type: none"> <li>• Clause 157</li> <li>• Annexure A – Definitions</li> </ul>	<p>To be eligible, a Participant must:</p> <ul style="list-style-type: none"> <li>• be registered as a Fully Eligible Participant with a jobactive provider, or be participating in DES;</li> <li>• have Mutual Obligation Requirements;</li> <li>• have been receiving an eligible income support payment (Newstart Allowance, Youth Allowance (Other) or Parenting Payment) for at least the last 12 months; and</li> <li>• apply for assistance before moving and starting work.</li> </ul> <p>Note: The Department’s IT Systems will flag which Participants are eligible for RATTUAJ.</p>
<p><b>3. The Provider</b></p> <p><b>Relocation eligibility</b></p>	<p>The proposed relocation must:</p> <ul style="list-style-type: none"> <li>• be within Australia;</li> <li>• be at least 90 minutes away from the job seeker’s current residence (using their regular mode of transport); and</li> <li>• not be within the same capital city.</li> </ul> <p>If the relocation is between capital cities, the relocation must be to a capital city with a lower unemployment rate than the capital city they are relocating from. Unemployment rates are under <b>Additional information</b> in this Guideline.</p> <p>DES Providers can use the Relocation Assistance Distance &amp; Region Calculator to assess whether a location is at least 90 minutes away from where the Participant is currently residing.</p> <p>The calculator can be found on the DES Provider Portal via: DES Provider Portal &gt; DES &gt; Program information &gt; Relocation Assistance to Take Up a Job.</p>
<p><b>4. The Provider</b></p> <p><b>RATTUAJ Placement eligibility</b></p> <p><i>Disability Employment Services Grant Agreement Clauses References:</i></p> <ul style="list-style-type: none"> <li>• Clause 157</li> </ul>	<p>For a RATTUAJ Placement to be eligible:</p> <ul style="list-style-type: none"> <li>• the Participant must have accepted a job offer; and</li> <li>• the Employer must declare they have, using any method (e.g. advertised in newspaper or shopfront), attempted to employ local workers for the position. By signing the RATTUAJ Agreement, the Provider affirms that they have confirmed with</li> </ul>

Who is Responsible:	What is Required:
<ul style="list-style-type: none"> <li>Annexure A – Definitions</li> </ul>	<p>the Employer they have attempted to employ local workers; and</p> <p>The RATTUAJ Placement must also:</p> <ul style="list-style-type: none"> <li>be for more than six months;</li> <li>at a minimum, pay remuneration in accordance with the relevant award;</li> <li>start within eight weeks of the RATTUAJ Agreement commencement date in ESSWeb;</li> <li>be lodged in the Department’s IT Systems;</li> <li>not be a Non-Payable Outcome or self-employment; and be open employment that is: <ul style="list-style-type: none"> <li>a full-time position (30+ hours per week); or</li> <li>for a Participant with a Partial Capacity to Work (PCW) who can choose to work above their PCW hours (however the placement must be a minimum of 15 hours a week).</li> </ul> </li> </ul> <p>Where a short paid or unpaid Work Trial has occurred, negotiations for a RATTUAJ Placement should occur before the Work Trial commences. RATTUAJ financial assistance must only be provided once the Participant receives an offer of ongoing Employment.</p>
<p><b>5. The Provider</b></p> <p><b>Amount of relocation assistance</b></p> <p><i>Disability Employment Services Grant Agreement Clauses References:</i></p> <ul style="list-style-type: none"> <li>Clause 157</li> <li>Annexure B3</li> </ul>	<p>Eligible Participants can be reimbursed up to:</p> <ul style="list-style-type: none"> <li>\$3000 (GST exclusive) if relocating to a capital city;</li> <li>\$6000 (GST exclusive) if relocating to a regional area;</li> <li>an extra \$3000 (GST exclusive) if relocating with dependent child/children.</li> </ul>
<p><b>6. The Provider</b></p> <p><b>Dependent child/ children</b></p>	<p>A dependent child is:</p> <ul style="list-style-type: none"> <li>under 24 years of age</li> <li>financially dependent on the relocating Participant; and</li> <li>relocating to live with the Participant.</li> </ul> <p>Dependents do not include the job seeker’s sibling/s or parent/s.</p> <p>The Participant must be:</p> <ul style="list-style-type: none"> <li>a biological parent or legal guardian of the dependent child; and</li> <li>in receipt of Australian Government payment including: <ul style="list-style-type: none"> <li>Parenting Payment;</li> <li>Newstart Allowance;</li> <li>Family Tax Benefit; or</li> <li>Childcare Rebate.</li> </ul> </li> </ul> <p>DES Providers must obtain sufficient Documentary Evidence as outlined in the Documentary Evidence Guidelines.</p> <p>Where the dependent child/children or Participant does not meet these requirements, the DES Provider can assess if there is a genuine dependency relationship and grant the extra \$3000 of assistance. An example would be where the Participant’s ward has a disability and relies upon the Participant’s care.</p>

Who is Responsible:	What is Required:
	Where costs relating to dependent children are incurred, but the total expenditure of the relocation is less than the amount that would be available with the additional \$3,000, the Participant is still required to provide proof of dependent children.
<p><b>7. The Provider</b></p> <p><b>Capital cities and regional areas</b></p> <p><i>Disability Employment Services Grant Agreement Clauses References:</i></p> <ul style="list-style-type: none"> <li>• Clause 157</li> <li>• Annexure A – Definitions</li> </ul>	<p>For the purpose of RATTUAJ, capital cities are the 2011 Urban Centre Localities State and Territory Capital Cities defined by the Australian Bureau of Statistics. All other areas are classified as regional.</p> <p>DES Providers can use the Relocation Assistance Distance &amp; Region Calculator to assess whether a location is within a regional area or capital city.</p> <p>The calculator can be found on the DES Provider Portal via: DES Provider Portal &gt; DES &gt; Program information &gt; Relocation Assistance to Take Up a Job.</p>
<p><b>8. The Provider</b></p> <p><b>RATTUAJ Agreement</b></p> <p><i>DES Grant Agreement Clauses Reference:</i></p> <ul style="list-style-type: none"> <li>• Clause 157</li> </ul>	<p>DES Providers must explain the RATTUAJ Agreement to the Participant and have it completed and signed before the Participant completes their relocation and commences employment.</p> <p>DES Providers must end the RATTUAJ Agreement where all RATTUAJ Payments claimed (including where no claims are required) and where:</p> <ul style="list-style-type: none"> <li>• the relocation has been completed;</li> <li>• the job did not commence; or</li> <li>• the relocation did not occur.</li> </ul> <p>Note: The Department’s IT Systems will automatically end the RATTUAJ Agreement three months after the approval date. DES Providers can lodge claims for Reimbursement from the date the RATTUAJ Agreement is approved and up to 56 days after the RATTUAJ Agreement has ended.</p>
<p><b>9. The Provider</b></p> <p><b>Payment of RATTUAJ</b></p> <p><i>Disability Employment Services Grant Agreement Clauses References:</i></p> <ul style="list-style-type: none"> <li>• Clause 26</li> <li>• Clause 157</li> </ul>	<p>RATTUAJ Payments are flexible and can be used for:</p> <ul style="list-style-type: none"> <li>• preparing to move;</li> <li>• moving; and</li> <li>• settling in the new location.</li> </ul> <p>DES Providers must:</p> <ul style="list-style-type: none"> <li>• negotiate with and advise the Participant on eligible relocation costs. Please refer to <b>Additional information</b> in this Guideline for examples of eligible relocation costs;</li> <li>• obtain and retain at least two (unless there is only one supplier) quotes for the relocation costs. Quotes must include: <ul style="list-style-type: none"> <li>• The supplier’s name and ABN;</li> <li>• Date of quote;</li> <li>• Details of items in the quote and/or details of the service delivered;</li> <li>• Quote amount (including GST);</li> </ul> </li> <li>• ensure that costs represent value for money and, where required, are based on the quotes obtained; and</li> <li>• obtain sufficient evidence to enable reimbursement of claims in line with the Documentary Evidence for Claims for Payment Guidelines.</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Funding must only be provided where the costs are incurred within</li> </ul>

Who is Responsible:	What is Required:
	<p>the RATTUAJ Agreement period.</p> <ul style="list-style-type: none"> <li>• RATTUAJ Payment are paid as a reimbursement to the Participant for costs they incur and/or to the supplier that is providing relocation assistance.</li> </ul>
<p><b>10. The Provider</b></p> <p><b>Up-front (advance) payments</b></p>	<p>A DES Provider can make up-front payments to the Participant for their expenses (that is, before the expenses are incurred) where a Participant displays financial hardship and the DES Provider cannot make the payment directly to the supplier on behalf of a Participant.</p> <p>‘Financial hardship’ exists where the Participant will be unable to commence the RATTUAJ Placement if up-front payments are not provided.</p> <p>DES Providers must:</p> <ul style="list-style-type: none"> <li>• obtain and retain at least two (unless there is only one supplier) quotes for the costs;</li> <li>• ensure that up-front payments also represent value for money and, where required, are based on the quotes obtained;</li> <li>• be reasonably satisfied that payments have been used as agreed with the Participant (e.g. receipts were sighted or kept on record); and</li> <li>• ensure that extra funding of the same type of expense is only provided after the Participant demonstrates that the initial up-front payment is insufficient. For example, if \$200 is initially provided for fuel and the actual fuel costs is \$250, the additional \$50 can be provided.</li> </ul>
<p><b>11. The Provider</b></p> <p><b>Goods and Services Tax (GST)</b></p>	<p>DES Providers need to consider any tax liability and GST implications and obtain their own taxation advice.</p>
<p><b>12. The Provider</b></p> <p><b>Claiming reimbursement</b></p> <p><i>Disability Employment Services Grant Agreement Clauses References:</i></p> <ul style="list-style-type: none"> <li>• Annexure A – Definitions</li> <li>• Clause 157</li> </ul>	<p>DES Providers must submit a claim using the Department’s IT Systems and must retain Documentary Evidence in accordance with the Documentary Evidence for Claims for Payment Guidelines.</p>
<p><b>13. The Provider</b></p> <p><b>12 week non-payment period</b></p>	<p>DES Providers must advise the Participant that they may be subject to an unemployment non-payment period of 12 weeks if, without a Reasonable Excuse, they:</p> <ul style="list-style-type: none"> <li>• voluntarily leave a relocation job within the first six months;</li> <li>• have their employment terminated due to misconduct; or</li> <li>• accept the job but do not commence employment.</li> </ul> <p>DES Providers should submit a Participation Report in the above circumstances, where appropriate.</p> <p>Where DES Providers cannot submit Participation Reports using the Department’s IT Systems, DES Providers must send an email to their Account Manager containing the details of the Participation Report.</p>
<p><b>14. The Provider</b></p> <p><b>Transfer of the Participant</b></p>	<p>DES Participants will not automatically transfer to a new DES Provider where the person relocates to a new location as part of RATTUAJ.</p>

<b>Who is Responsible:</b>	<b>What is Required:</b>
<p><i>Disability Employment Services Grant Agreement Clause Reference:</i></p> <ul style="list-style-type: none"> <li>• Clause 157</li> </ul>	<p>DES Providers will be able to manually transfer Participants between Sites and DES Providers. If a Participant transfers to another DES Provider or to jobactive then both the gaining and losing DES Providers must negotiate the servicing of the Participant in accordance with the RATTUAJ Agreement.</p> <p>If the gaining DES Provider is to make any claims for servicing the Participant, both the DES Provider and the Participant must sign a RATTUAJ Agreement transfer. To enact a RATTUAJ Agreement transfer in the Department's IT Systems, please email your Account Manager.</p>
<p><b>15. The Provider/The Department</b></p> <p><b>More information</b></p>	<p>If you require further information, you can email your Account Manager. A response will be provided within 10 Business Days.</p>

## Additional information – Relocation Assistance to Take Up a Job

**Unemployment rates of capital cities—1 April to 30 June 2018 (rates will be updated quarterly)** *Where a relocation is from one capital city to another, the relocation must be to a capital city with a lower unemployment rate.*

Capital city	Unemployment rate	Capital city	Unemployment rate
Greater Adelaide, SA	6.4%	Greater Hobart, TAS	5.8%
Greater Brisbane, QLD	6.1%	Greater Melbourne, VIC	6.1%
Australian Capital Territory	4.1%	Greater Perth, WA	6.1%
Darwin, NT	3.4%	Greater Sydney, NSW	4.5%

### Approved relocation assistance funding

This is not an exhaustive list - *\*Items which require quotes before purchase.*

<b>1. Travel</b>	
a. Plane, train or ship tickets and fees*	b. Car hire and car hire insurance*
c. Pet transport*	d. Baggage allowances
e. Fuel	f. Incidentals during travel e.g. food/drink
g. In-transit accommodation costs	h. GPS hire
<b>2. Disturbance costs</b>	
a. Gardening fees*	b. Cleaning fees *
c. Pet boarding fees—up to one month*	d. First groceries to set up house
e. Utility connection and exit costs	f. Relocation-associated legal costs
g. Associated medical costs	h. School uniforms
i. School enrolment fees	j. Breaking lease costs
k. Vehicle registration transfer fees	l. Licence transfer fees
<b>3. Accommodation</b>	
a. Non-rent accommodation at new location—two weeks*	b. Rent at new location—up to two months
<b>4. Employment</b>	
a. Tools (up to \$500)	b. Safety clothing
c. Uniforms	d. Boots
<b>5. Removalists/Self-removal</b>	
a. Removalists and removalist insurance*	b. Truck hire*
c. Storage*	d. Trailer hire*
<b>6. Rental Bond</b>	
i. The DES Provider <b>should</b> have the bond paid and registered in the DES Provider's name.	
ii. If it is not possible to have the bond paid and registered in the DES Provider's name, the bond <b>should</b> be issued in the Participant's name. The DES Provider <b>must</b> inform the Participant that it is their responsibility to return any remaining bond when the lease ends. Where bond monies are returned to a DES Provider, they should be reimbursed to the Department.	
iii. Where the relevant law or lease agreement places liability for excess damages with the party that paid the bond, the DES Provider <b>should</b> not lodge the bond in its own name.	

**Prohibited relocation assistance funding**

a. Assets—including whitegoods, furniture, tyres	b. Ongoing costs—utilities, school fees, mortgage
c. Repairs—including vehicles	d. Post Placement Support
e. Cost of return relocation	f. Association fees

For further assistance, please email your Account Manager, or visit the [Department of Jobs and Small Business](http://www.jobs.gov.au/relocation-assistance-take-job) website (www.jobs.gov.au/relocation-assistance-take-job)