



Australian Government



Relocation Assistance to Take up a Job

Version 1.2

Disclaimer

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

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Document Change History

Version	Start Date	Effective Date	End Date	Change & Location
1.2	12 Sep 2015	12 Sep 2015		Minor wording changes to reflect DES Deed.
1.1	8 Dec 2014	8 Dec 2014	11 Sep 15	Included clarification on the 12 months on Income Support eligibility criterion. Updates to the documentary evidence required for confirming that employer has attempted to employ local job seekers. Inclusion of further details on the requirements for providing assistance for Rental Bond.
1.0	1 July 2014	1 July 2014	7 Dec 2014	Original version of document

Explanatory Note

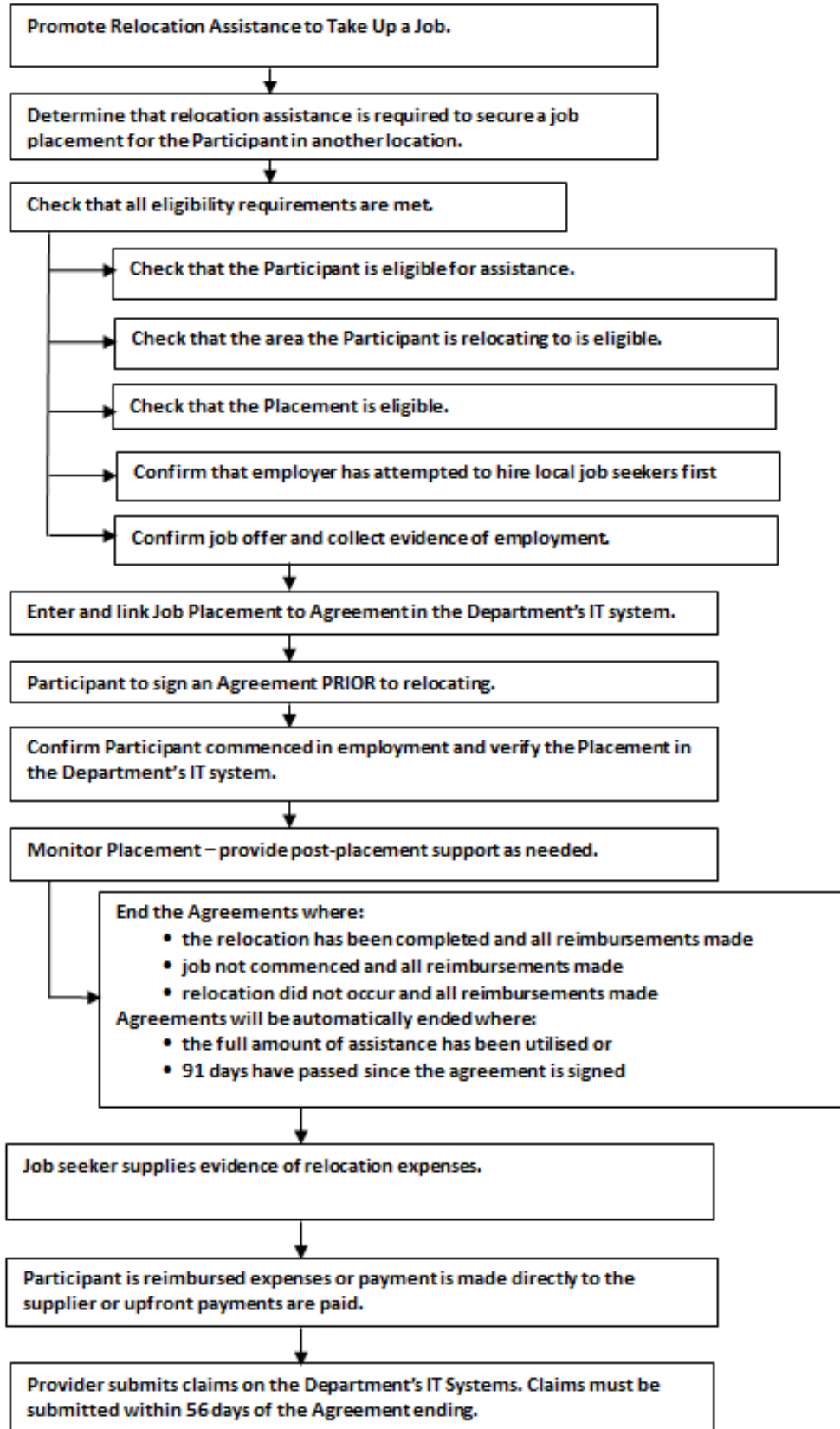
All capitalised terms have the same meaning as in the Disability Employment Services Deed. In this document, '**must**' means that compliance is mandatory and '**should**' means that compliance represents best practice.

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Flow Chart: Relocation Assistance to Take Up a Job



<p>Introduction</p>	<p>Relocation Assistance to Take Up a Job (RATUJ) is a labour mobility and relocation assistance programme. Practical and financial assistance is available for Participants to relocate to take up ongoing work or an apprenticeship and to support Employers to find workers from outside their local areas. The programme commenced on 1 July 2014.</p>
<p>Providers' responsibilities</p>	<p>Providers are expected to deliver the following services:</p> <ul style="list-style-type: none"> • assessing Participant, relocation and Placement eligibility • assessing and paying eligible relocation expenses • entering into a Relocation Assistance to Take Up a Job Agreement with Participants that outlines servicing arrangements • assisting Participants with job placements, post placement support and relocations.
<p>Relocation Assistance to Take Up a Job Participant Eligibility <i>Disability Employment Services Deed</i> reference:</p> <ul style="list-style-type: none"> • Annexure E – Definitions 	<p>To be eligible, a job seeker must:</p> <ul style="list-style-type: none"> • be a Fully Eligible Participant commenced with an Employment Provider • have Mutual Obligation Requirements and • for the preceding 12 months (inclusive of any nil rate or non-payment periods) be in receipt of one or a combination of: <ul style="list-style-type: none"> ○ Newstart Allowance ○ Youth Allowance (other) ○ Parenting Payment. <p>Note: The Department's IT Systems will flag which job seekers are eligible for RATUJ. Notes:</p> <ul style="list-style-type: none"> • As long as a Participant is in receipt of an eligible income support payment for the preceding 12 months at the time of signing the Agreement, regardless of the amount (e.g. nil rate payment), they can be eligible for the programme. • Participant eligibility takes into account changes between payment types (e.g. Participant has changed from Parenting Payment to Newstart Allowance within the 12 month period). • Short breaks in the receipt of income support payments do not stop the continuous period of income support as assessed by DHS. • Participant eligibility will be checked by the Department's IT system upon creating and approving a Relocation Assistance to Take Up a Job Agreement (hereon known as 'Agreement'). If Providers believe a Participant's eligibility has been incorrectly determined, please email evidence to the mailbox at relocationassistance@employment.gov.au. • A Participant can access Relocation Assistance multiple times – as long as all eligibility requirements are met and noting that the Participant may be subject to a 12-week unemployment non-payment period if they leave their job without legitimate reasons. See the section '12-week non-payment period' for more information.
<p>Relocation</p>	<p>The proposed relocation must:</p>

<p>Eligibility</p>	<ul style="list-style-type: none"> • be within Australia • be at least 90 minutes away from where the Participant is currently residing based on normally acceptable travel routes; and • not be within a capital city e.g. Sydney – Penrith to Mosman. <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.</p> <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 Additional information in this Guideline.</p> <ul style="list-style-type: none"> • Employment Providers can use the Relocation Assistance Distance & Region Calculator to assess whether a location is at least 90 minutes away from where the job seeker is currently residing.
<p>Relocation Assistance to Take Up a Job Placement Eligibility <i>Disability Employment Services Deed</i> reference:</p> <ul style="list-style-type: none"> • Annexure E – Definitions 	<p>For a RATUJ Placement to be eligible:</p> <ul style="list-style-type: none"> • the job seeker must have accepted a job offer • the Employer must declare they have, using any method, attempted to employ local job seekers for the position • the RATUJ Placement must: <ul style="list-style-type: none"> ○ be for more than six months ○ at a minimum, pay remuneration in accordance with the relevant award ○ start within eight weeks of the RATUJ Agreement execution ○ be lodged in the Department’s IT Systems ○ not be a Non-Payable Outcome or self-employment and <ul style="list-style-type: none"> ▪ be a full-time position (30+ hours per week) or ▪ be for a job seeker with a Partial Capacity to Work (PCW) who can choose to work above their PCW hours. The placement must be a minimum of 15 hours a week. <p>Notes:</p> <ul style="list-style-type: none"> • Where a short paid or unpaid Work Trial has occurred, negotiations for a RATUJ Placement should occur before the Work Trial commences. RATUJ financial assistance must only be provided once the job seeker receives an offer of ongoing Employment <p>By signing the RATUJ Agreement, an Employment Provider confirms that the Employer has declared to the job seeker and/or Employment Provider that they have attempted to employ local workers.</p> <p>Notes:</p> <ul style="list-style-type: none"> • ‘Pre-Existing Business relationship’ is any recent situation where the participant has been paid or worked for the employer (including as a contractor). • Providers must ensure that the Placement is suitable employment for the Participant taking account of Participant’s individual circumstances and any specific barriers to employment that the Participant faces.

	<ul style="list-style-type: none"> • Partial Capacity to Work Participants may volunteer to participate above their assessed Partial Capacity to Work requirements. • Providers should support the relocation of the Participant and work with the Employer to maximise the success of the Placement. • Relocation Assistance can be paid where a work trial has occurred, however, the work trial must not be more than 10 consecutive working days and the Participant must not have completed their relocation by the time they receive an offer of ongoing employment. Negotiations for potential relocation assistance should occur before the work trial commences. • Placements are permitted where the Participant has 'Found Own Employment'. • The signed Relocation Assistance Agreement is the provider's declaration and record that they have confirmed the employer has attempted to employ local workers. An employer may make any attempt to employ local workers such as placing a 'Help Wanted' sign or putting an advertisement in a local newspaper.
<p>Amount of Relocation Assistance <i>Disability Employment Services Deed</i> reference:</p> <ul style="list-style-type: none"> • Clause 61A 	<p>Eligible Participants will be able to be reimbursed up to:</p> <ul style="list-style-type: none"> • \$3000 (GST exclusive) if relocating to a capital city • \$6000 (GST exclusive) if relocating to a regional area • an extra \$3000 (GST exclusive) if relocating with dependent children.
<p>Dependent Child/ren</p>	<p>A Dependent Child is:</p> <ul style="list-style-type: none"> • under 24 years of age • financially dependent on the relocating Participant; and • relocating to live with the Participant <p>The Participant must be:</p> <ul style="list-style-type: none"> • a biological parent or legal guardian of the Dependent Child; and • in receipt of government payments concerning the Dependent Child. <p><u>In all other cases:</u> where a provider has evidence that a child remains dependent on the Participant and does not satisfy the definition of Dependent Child above, please email all evidence to relocationassistance@employment.gov.au for a case by case assessment.</p> <p>Notes:</p> <ul style="list-style-type: none"> • In order to be eligible the participant must be in receipt of government payments for the Dependant Child. Eligible government payments may include: <ul style="list-style-type: none"> ○ Parenting Payment

	<ul style="list-style-type: none"> ○ Newstart Allowance (parent rate) ○ Family Tax Benefit ○ Childcare Rebate
<p>Capital Cities and Regional areas <i>Disability</i> <i>Employment</i> <i>Services Deed</i> reference: <ul style="list-style-type: none"> ● Annexure E – Definitions </p>	<p>Capital Cities are the 2011 Urban Centre Localities as defined by the Australian Bureau of Statistics for the following cities:</p> <ul style="list-style-type: none"> ● Adelaide, South Australia ● Brisbane, Queensland ● Canberra, Australia Capital Territory ● Darwin, Northern Territory ● Hobart, Tasmania ● Melbourne, Victoria ● Perth, Western Australia ● Sydney, New South Wales. <p>All other areas are classified as regional.</p> <ul style="list-style-type: none"> ● Employment Providers can use the Relocation Assistance Distance & Region Calculator to assess whether a location is within a regional area or capital city.
<p>Relocation Assistance to Take Up a Job Agreement <i>Disability</i> <i>Employment</i> <i>Services Deed</i> reference: <ul style="list-style-type: none"> ● Clause 61A </p>	<p>Providers must arrange for an Agreement to be completed. This includes completing all details, printing, and signing.</p> <p>Participants must have a signed Agreement prior to relocating and commencing employment.</p> <p>Providers must <u>end</u> the Agreement with the relevant end reason where all claims for reimbursement have been made (including where no claims will be made) and:</p> <ul style="list-style-type: none"> ● the relocation has been completed ● the job did not commence ● the relocation did not occur. <p>Notes:</p> <ul style="list-style-type: none"> ● Agreements should be completed in the Department’s IT system Draft agreements in the Department’s IT system will be deleted after 91 days. ● Approved Agreements will also be automatically ended 91 days after approval. ● The Provider can extend the default end date. ● Providers can lodge claims for Reimbursement from the date the RATUJ Agreement is signed and up to 56 days after the RATUJ Agreement has ended.
<p>Payment of relocation assistance <i>Disability</i></p>	<p>Relocation Assistance to Take Up a Job Payments are flexible and can be used to:</p> <ul style="list-style-type: none"> ● assist Participants to prepare to move ● assist Participants to move; and

<p><i>Employment Services Deed</i> reference:</p> <ul style="list-style-type: none"> • Clause 24 • Clause 61A 	<ul style="list-style-type: none"> • support Participants to settle in their new location. <p>Funding must not be provided where the costs are incurred outside of the Agreement period.</p> <p>Providers must:</p> <ul style="list-style-type: none"> • negotiate with and advise the job seeker on eligible relocation costs. Please refer to Additional information in this Guideline for some eligible relocation costs • obtain and retain at least two (unless there is only one supplier) quotes for the payment types that are identified in Additional information as requiring quotes. Quotes can include screenshots of prices from websites • ensure that costs represent value for money and, where required, are based on the quotes obtained • obtain sufficient evidence to enable reimbursement of claims in line with the Documentary Evidence for Claims for Payment Guidelines. <p>Providers must ensure that any payments meet the below principles:</p> <ul style="list-style-type: none"> • Are commensurate with the needs and circumstances of the Participant • Complies with any occupational, health and safety laws that may apply • Represent value for money • Capable of withstanding public scrutiny, and will not bring the Services into disrepute. <p>Notes:</p> <ul style="list-style-type: none"> • The Relocation Assistance to Take Up a Job programme is primarily a reimbursement model. Participants are reimbursed for their relocation expenses or Providers can pay a supplier directly. • Allowed and prohibited funding items can be found at Additional Information. These are not the limit of allowable funding.
<p>Up-front Payments</p>	<p>Up-front payments can be provided where:</p> <ul style="list-style-type: none"> • a Participant displays financial hardship; and • Providers cannot make payment on behalf of Participant – for example, food and petrol while in transit <p>Providers must, before providing up-front payments:</p> <ul style="list-style-type: none"> • obtain and retain at least two quotes (unless there is only one supplier) for items subject to up-front payments; and • ensure payments meet the principles above in the ‘Payment of relocation expenses’ section. <p>Providers must:</p> <ul style="list-style-type: none"> • be reasonably satisfied that up-front payments have been used appropriately and • ensure that once up-front payments are provided, that no extra funding is provided for the same items unless it can be shown that

	<p>extra expenses were, or will be incurred.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Providers should pay suppliers directly on behalf of a Participant where possible. • Providers should ensure that when payments are made up-front, any details of the payment are recorded in the Comments section of ESS, including what the payment was, for example, petrol. • Financial hardship is where non-payment of up-front costs will prevent the Participant from commencing employment.
<p>Goods and Services Tax (GST)</p>	<ul style="list-style-type: none"> • Providers need to consider any tax liability GST implications and obtain their own taxation advice. • Providers will submit the GST exclusive amount they are claiming from the Department. This may not necessarily be the GST exclusive figure on invoices received from Participants or suppliers.
<p>How to claim reimbursement <i>Disability Employment Services Deed</i> reference:</p> <ul style="list-style-type: none"> • Annexure E – Definitions <p><i>Disability Employment Services Deed</i> reference:</p> <ul style="list-style-type: none"> • Clause 61A 	<ul style="list-style-type: none"> • Providers must submit a claim using the Department’s IT system. Please refer to the Supporting Document on the Provider Portal. • Providers can only claim the value of actual expenses incurred up to the relevant funding limit. • Providers may lodge claims for Reimbursements as soon as they have made payment to the supplier. • Providers must lodge claims within 56 days after the Agreement end date. <p>Note:</p> <ul style="list-style-type: none"> • Providers must retain Documentary Evidence to support claims for Reimbursement in accordance with the Documentary Evidence Claims for Payment Guidelines.
<p>12 week Non-Payment Period</p>	<p>Participants may be subject to an Unemployment Non-Payment period of 12 weeks if a Participant receives relocation assistance and:</p> <ul style="list-style-type: none"> • voluntarily leaves a relocation job within the first six months without a reasonable excuse • has their employment terminated during this period due to misconduct; or • accepts the job but does not commence employment. <p>Providers must advise Participants that they may be subject to a 12-week Non-Payment period in the above circumstances.</p> <p>Providers should submit a Participation Report in the above circumstances, where it is appropriate, i.e. where the provider does not believe that the Participant has a valid reason for leaving their employment.</p>

	<p>Note:</p> <ul style="list-style-type: none"> Depending on a Participant’s circumstances, a provider may be unable to submit a Participation Report where a job seeker has transferred or is flagged as Meeting Activity Test Requirements. In these cases, Providers must send an email to the relocationassistance@employment.gov.au mailbox with the details of the Participation Report.
<p>Transferred Participants</p>	<ul style="list-style-type: none"> Approval of an Agreement in the Department’s IT system will prevent the Participant from automatically transferring Providers or provider sites if they update their address with the Department of Human Services (Centrelink). Providers will be able to manually transfer Participants between sites and Providers. If a Participant transfers to another Provider then both the gaining and losing Providers must negotiate servicing of the Participant in accordance with the Agreement. If the gaining provider is to make any claims or service the Agreement, both the provider and the Participant must sign a new Agreement. To enact an Agreement transfer in the Department’s IT system please contact the mailbox at relocationassistance@employment.gov.au.
<p>More information</p>	<p>If you require further clarification you can email the programme mailbox relocationassistance@employment.gov.au or email your Account or Contract Manager.</p> <p>What to include in your email?</p> <ul style="list-style-type: none"> Clearly identify the Participant that the enquiry relates to. Attach all of the required supporting information. Your business details including the full name of your organisation, your location and site code. Contact details of person coordinating this request. The question/s you want answered. All the facts pertaining to the circumstance. Your considerations. <p>Notes:</p> <ul style="list-style-type: none"> The Department may decline to provide an answer if sufficient information is contained in the Guidelines. The Department will provide a response within 14 days. <p>Providers must adhere to the Customer Feedback Guidelines where employers or job seekers seek information or provide feedback on the Relocation Assistance to Take Up a Job programme, including complaints about decisions made by Providers regarding the Relocation Assistance to Take Up a Job programme.</p>

Other reference documents relevant to these Guidelines	<ul style="list-style-type: none">• Relocation Assistance to Take Up a Job Supporting Document• Documentary Evidence for Claims for Payment Guidelines• Region and Distance Calculator• Outcome Guidelines• Job Seeker Compliance Guidelines• Job Seeker Transfer Guidelines•
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Additional information – Relocation Assistance to Take Up a Job

Unemployment rates of capital cities—1 July 2015 to 30 September 2015 (rates will be updated after 30 September 2015) 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
Adelaide, SA	6.6%	Hobart, TAS	6.3%
Brisbane, QLD	6.1%	Melbourne, VIC	6.3%
Canberra, ACT	3.8%	Perth, WA	5.1%
Darwin, NT	3.5%	Sydney, NSW	5.1%

Approved relocation assistance funding (this is not an exhaustive list)

**Items which require quotes before purchase*

1. Travel	
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
2. Disturbance costs	
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
3. Accommodation	
a. Non-rent accommodation at new location—two weeks*	b. Rent at new location—up to two months
c. Rental bond	
i. The Employment Provider should have the bond paid and registered in the Employment Provider's name.	
ii. If it is not possible to have the bond paid and registered in the Employment Provider's name, the bond should be issued in the job seeker's name. The Employment Provider must inform the job seeker that it is their responsibility to return any remaining bond when the lease ends.	
iii. Where the relevant law or lease agreement places liability for excess damages with the party that paid the bond, the Employment Provider should not lodge the bond in its own name.	
4. Employment	
a. Tools (up to \$500)	b. Safety clothing
c. Uniforms	d. Boots
5. Removalists/Self-removal	

1. Travel	
a. Removalists and removalist insurance*	b. Truck hire*
c. Storage*	d. Trailer hire*

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 assistance, please email the mailbox at relocationassistance@employment.gov.au.

Department of Employment website (www.employment.gov.au/relocationassistance)

Relocation Assistance to Take Up a Job Fact Sheet—General

Relocation Assistance to Take Up a Job Fact Sheet—Job Seeker