



Local Policies – Title IB Programs

Dislocated Worker Program Eligibility Due to Economic Conditions

Effective Date

4/22/2021

Policy

If a self-employed individual becomes unemployed due to general economic conditions or natural disasters in the community in which the individual resides, the individual may be eligible to participate in the Dislocated Worker Program.

To be eligible based on economic conditions, one of the following factors must be present:

1. Individual resides in an area of substantial unemployment of a rate of 6.5% or higher.
2. Individual resides in a High Poverty area of 25% or higher based on US Census data.

To be eligible based on a natural disaster, the area in which the individual resides must have a disaster proclamation issued by the Governor of Iowa.

Procedures

Northeast Iowa LWDA always follows State ePolicy in addition to the approved local policies.

<https://epolicy.iwd.iowa.gov/Policy/Home>



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TRAVEL EXPENSE FORM

(Updated 8/16/2025)

Submitted by:		Date:	
Dates of Travel:		Destination:	
Representatives for Whom Reimbursement is Being Requested:			
Reason for Travel:			
<p>All expenses must be submitted with itemized receipts and supporting documentation. Mileage reimbursement requests must include a Google Maps printout (or equivalent) showing the route traveled.</p>			
Reimbursements:			
	# of Receipts	Amount	
Mileage - \$0.50/mile:		\$	
Meals – Maximum \$37/day:		\$	
Transportation (Uber, Taxi, etc.):		\$	
Lodging:		\$	
Airfare/Baggage:		\$	
Miscellaneous (Specify below):		\$	
		Total Reimbursement:	\$
Executive Director/Board Chair:	<input type="checkbox"/> Approve		<input type="checkbox"/> Not Approved
Signature:		Date:	
Are there any credit card charges associated with this trip? If yes, please list related charges and amounts:			
Additional Comments:			