

Administrative Policy No. 19.60.01

Subject: Relocation Reimbursement

Information Contact: Office of Accounting Services
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Authorizing Source: State Administrative & Accounting Manual (SAAM) [60.10.30](#)

Effective Date: August 12, 2019

Revised: New

Approved By: **Original signed by Judy Fitzgerald**
Assistant Secretary / Chief Financial Officer
Facilities, Finance, and Analytics Administration

Purpose

This policy establishes requirements for relocation reimbursement eligibility, the process for requesting a relocation reimbursement, the payment of those expenses, and the tax implications.

Scope

This policy applies to qualified prospective employees.

This policy does not apply to board and commission members, volunteers or contractors.

Additional Guidance

[DSHS Forms Picker](#)

[Form 03-503 DSHS Relocation Authorization](#)

State Administrative & Accounting Manual (SAAM)

[25.30.60.b\(1\)](#), Returned relocation payments

[Chapter 60](#), Moving expenses

DSHS administrative policy

[18.28 Compensation \(HR\)](#)

[DES employee guide](#) (certain sections of the guide do not apply to DSHS)

[DES employer guide](#) (certain sections of the guide do not apply to DSHS)

RCWs

[43.03.120](#) Moving expenses of new employees

[43.03.125](#) Relocation compensation for domiciliary moves

WACs

[357-28-310](#) When can an employee receive relocation compensation

[357-28-315](#) What would cause an employee to be required to pay back the relocation payment

[357-28-320](#) Must the employer develop written criteria for relocation compensation

Definitions

Appointing authority is an employee DSHS authorizes to hire and terminate staff. The appointing authority may delegate this authority.

Department refers to the Department of Social and Health Services (DSHS).

Employee means an individual in DSHS who:

1. Is paid a salary or wages, and receives benefits for work performed for the department;
2. Has been issued a state employee identification number;
3. Is recognized as a state employee by the state Department of Enterprise Services (DES);
and
4. Is paid through the human resource management system (HRMS).

Human resource management system (HRMS) is the central personnel and payroll application for Washington state government. It serves all state government agencies, and provides a common data system.

Office of accounting services (OAS) payroll office is the office within the facilities, finance, and analytics administration (FFA) that manages payroll for the Department.

Program means the affected DSHS programs, including the division, office, or staff designated by the assistant secretary or division director as being responsible for compliance with this policy.

Qualified prospective employee means an applicant for the position of director, deputy director, assistant director, state supervisor or other personnel having both executive and professional status

DSHS Relocation authorization form is a form used to authorize moving household goods of prospective employees to a new official residence.

W2 is the IRS wage and tax statement form issued to report taxable income for providers who provide in-home care to DSHS clients, reportable under IRS publication 926

Policy

A. Relocation reimbursement is limited to qualified prospective employees

1. Exceptions may be made when there is an inability to fill a lower level exempt or classified position.

2. Transfers within the department are not authorized (see AP 18.28 Compensation section X. Relocation Compensation)
- B. The payment of relocation reimbursement must:**
1. Be pre-approved by the chief financial officer (CFO) using the DSHS relocation authorization form
 2. Not exceed 10% of the annual salary of the prospective employee
 3. Be reported as taxable income and documentation for approval and of payment must be sent to the OAS payroll office for tax reporting
- C. Payment of relocation reimbursement may occur once the prospective employee has been established in HRMS**
1. Payment can be made by exception code 05 if the prospective employee requires payment before they are established in HRMS
- D. The CFO may authorize a lump sum relocation payment**
1. Lump sum payments will be within existing resources and is the total amount for all moving costs. Receipts are not required for lump sum payments
 2. Payment by original receipts is required if lump sum is not approved by CFO
- E. The prospective employee is responsible for hiring a common carrier or for renting moving equipment**
1. The prospective employee is not authorized to use the state moving contract
 2. The department will not pay moving expenses directly to a vendor
 3. The prospective employee must submit receipts for reimbursement when required
 4. The prospective employee is responsible for any unauthorized charges or amount due in excess of approved funds
- F. The Department will only authorize moving expenses as stated in [SAAM 60.20](#)**
1. Allowable moving expenses include the costs to move household goods, personal effects, and property used in a dwelling.
 2. The department will not pay moving expenses for animals, and articles of sentimental or high value.
- G. The Department will withhold or request reimbursement if:**
1. The prospective employee terminates or causes termination within one year of the date of employment, except when the employee is laid off, receives disability separation, or other good cause as determined by the assistant secretary and CFO.

Procedures

A. Obtaining approval for moving expense

1. The program must:
 - a. Review the [DES agency moving guide](#) (certain sections of the guide do not apply to DSHS)
 - b. Complete a request using the DSHS relocation authorization form and

submit to the CFO

2. The CFO must:
 - a. Review the DSHS relocation authorization form request with the required supporting documentation and issue decision

B. Payment of relocation expense

1. Program must:
 - a. Notify prospective employee of decision made by CFO
2. The prospective employee must:
 - a. If relocation reimbursement is approved
 - i. Review the [DES employee moving guide](#) (certain sections of the guide do not apply to DSHS)
 - ii. Sign the completed DSHS relocation authorization form and submit to program
 - iii. The prospective employee can proceed with hiring a common carrier or rent moving equipment
 - a. Submit receipts to program for reimbursement
 - iv. If lump sum no further action required
3. Program must:
 - a. Issue payment using coding GD D090 if the CFO authorizes a lump sum
 - b. Issue payment based on original receipts submitted by the prospective employee if the CFO authorizes payment based on receipts
 - c. Provide DSHS payroll office with payment amount and backup documentation to enter into HRMS
4. OAS payroll office must:
 - a. Enter the information provided from the payment as wage type non cash gross to be reported on W2
5. If the prospective employee terminates or causes termination within one year
 - a. Program must:
 - i. Notify OAS payroll office employee has terminated or has caused termination if prior to payroll cutoff
 - ii. Submit overpayment to office of financial recovery
 - b. OAS payroll office must:
 - i. Use wage type agency reimbursement to pull payment amount out of payroll
 - ii. Code collection to GL 5199 and JV to GL GD D090
 - iii. Notify program of amount recovered if salary does not cover the amount needed for reimbursement