



Employ Milwaukee Administrative Memo		
Issue Date	09/01/2026	26-03
Sponsoring Executive	☒ President and CEO	☐ CFO
Dissemination	☒ Internal	☐ External

TO: Employ Milwaukee Staff and Workforce Partners

FROM: Julie Cayo, President and CEO 

RE: Transition Housing Reimbursement - Talent Recruitment Grant

I. BACKGROUND: Talent Recruitment Grant (TRG) funds may be used for administration of the talent recruitment program and costs associated with incentivizing eligible households to relocate to Milwaukee from outside Wisconsin. This policy governs direct household relocation payments, delivered as receipt-based reimbursement rather than a flat incentive.

II. DEFINITIONS: None.

III. PURPOSE: To direct the reimbursement of eligible household moving expenses under Employ Milwaukee's (EMI) recruitment program, funded in part by a Wisconsin Economic Development Corporation (WEDC) Talent Recruitment Grant (TRG). It establishes eligibility criteria, eligible and ineligible expense categories, reimbursement limits, documentation requirements, and the review and disbursement process for household relocation reimbursements.

IV. POLICY:

A. Household Eligibility. A household must meet all of the following criteria to qualify for a moving expense reimbursement under this policy, consistent with WEDC's TRG household eligibility requirements:

1. Resided outside Wisconsin at the time of application to TRG.
2. Has a household income of at least \$55,000 at the time of application.
3. Relocates to a residence within the City of Milwaukee
4. The relocating household member is employed, or has accepted an offer of employment, in one of the program's targeted sectors (biohealth, engineering, information technology, or policing) or otherwise meets program criteria as defined in the TRG operations plan.

B. Limitations.

1. EMI reserves the right to limit awards among otherwise eligible applicants. Funding will be distributed in a manner that best advances the strategic goals of the grant program and supports participation from a representative cross-section of the City's population. Eligibility alone does not guarantee receipt of funding.
2. Reimbursements are limited to actual, eligible moving expenses that are documented with itemized, paid receipts. Employ Milwaukee will not provide flat-rate, lump-sum, or incentive payments. Estimated, unsupported, undocumented, or otherwise unverified expenses are not eligible for reimbursement. Total reimbursement may not exceed the maximum program award amount.

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Item	Limitations
Maximum reimbursement per household	\$3,000 1 Person Household \$5,000 2 Person Household \$7,000 3 Person Household \$9,000 4 Person Household
Reimbursement basis	Actual, documented, paid expenses only
Reimbursement window	Expenses incurred within 60 days before, through 90 days after, the household's relocation date.
Number of reimbursements per household	One-time; a single consolidated reimbursement claim per household

- C. **Eligible Expenses.** The following categories of expense are eligible for reimbursement, provided they are directly related to the household's relocation to Milwaukee and supported by itemized paid receipts or invoices:
1. Professional moving company services (packing, loading, transport, unloading).
 2. Rental truck, trailer, or moving container costs (e.g., U-Haul, PODS) including mileage and fuel directly tied to the move.
 3. Packing supplies (boxes, tape, padding) purchased for the move, up to a reasonable amount.
 4. Temporary storage of household goods, for up to 60 days, when directly tied to a gap between move-out and move-in dates.
 5. Household travel costs to relocate to Milwaukee (mileage at the current IRS standard mileage rate, or coach-class airfare/train/bus fare for household members).
 6. Lodging during transit, limited to a reasonable number of nights directly tied to the relocation trip.
 7. Utility connection or transfer fees at the new Milwaukee residence (electric, gas, water, internet setup).
 8. Required move-in costs at the new residence: security deposit and first month's rent, or equivalent closing-related relocation costs for homebuyers (documentation required).
- D. **Ineligible Expenses.** The following are not eligible for reimbursement under this policy:
1. Real estate agent commissions, broker fees, or costs related to selling a prior home.
 2. Costs of goods purchased for the new residence that are not directly part of the move (furniture, appliances, décor).
 3. Meals, entertainment, or incidental travel expenses not directly tied to the relocation trip.
 4. Late fees, penalties, or costs resulting from lease-break or early-termination at the household's prior residence.
 5. Any expense not supported by an itemized, paid receipt or invoice in the household's name.
 6. Expenses reimbursed or covered by another source (employer relocation package, another grant program, etc.) — no duplicate reimbursement.
 7. Expenses incurred outside the reimbursement window defined in Section 4.
- E. **Documentation & Submission Requirements.** Households seeking reimbursement must provide sufficient documentation to substantiate eligibility and claimed expenses. Claims must be submitted

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within 90 days of the relocation date. Incomplete claims will be returned to the household with a written explanation of missing items and may be resubmitted within 30 days.

- F. Review, Approval & Disbursement Denied or partially approved claims include a written explanation and, where applicable, an appeal path to the TRG Program Manager.
- G. Recordkeeping. Employ Milwaukee will maintain records necessary to demonstrate compliance with grant and audit requirements.

V. EXCEPTIONS: Any exceptions, including exceptions to the limitations outlined in this policy, will be considered case-by-case and must be forwarded to the CEO or their designee for approval.

VI. PROCEDURE:

A. Household Applies for Reimbursement

1. To apply to receive reimbursement, a household must submit documentation to substantiate eligibility and reimbursement packet including but not limited to:
 - a) Household income
 - b) Itemized, paid receipts or invoices for each expense claimed (vendor name, date, amount, description).
 - c) Proof of new Milwaukee residency (signed lease, closing statement, or utility bill in household member's name).
 - d) Proof of prior out-of-state residency (final utility bill, prior lease, ID or Driver's License or mailing address change confirmation).
 - e) Direct deposit or mailing information for payment.
2. Staff acknowledges receipt.

B. A designated TRG reviewer verifies eligibility, expense category, and documentation against this policy.

1. Eligibility Verification.
 - a) Verify household income.
 - b) Verify prior out-of-state residency.
 - c) Verify Milwaukee residency.
 - d) Confirm qualifying employment.
2. Documentation Review
 - a) Review receipts and invoices.
 - b) Verify expenses fall within eligible categories.
 - c) Verify reimbursement window.
3. Reimbursement Calculation
 - a) Determine allowable expenses.
 - b) Apply household reimbursement cap.
 - c) Prepare reimbursement recommendation.

C. Approval Process

1. Complete an initial completeness review within 5 business days of receipt.
2. Submit to panel for review.
3. Obtain required approvals.
1. Notify household of approval, partial approval, or denial. Denied or partially approved claims include a written explanation and, where applicable, an appeal path to the TRG Program Manager.

D. Payment Processing

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1. Process direct deposit or check.
2. Approved claims are processed for payment within 15 business days of approval.
- E. Reporting and Record Retention - For each reimbursed household, Employ Milwaukee will record and retain the WEDC-required data points: household annual income, household occupation(s), pre-relocation ZIP code, new Milwaukee ZIP code, relocation date, relocation grant amount, and technical assistance cost. This data is reported to WEDC semiannually as part of TRG performance reporting
 1. Enter required WEDC data.
 2. Maintain supporting documentation.
 3. Retain records for required retention period.
 4. Provide records upon audit request.

VII. ACTION REQUIRED:

Posting of this Policy to the Employ Milwaukee website for open access to all personnel.

VIII. REFERENCES:

- 2025 Wisconsin Act 15
- Wisconsin Economic Development Corporation, Section 8

IX. RECISSIONS:

None.

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