

Supervisor. At that time, the Relocation Supervisor will notify the appellant in writing and provide a copy of the appeal award. The appellant will also be informed, in writing, of their right to seek judicial review.

All information relating to the claim may be sent by regular mail. The appeal payments, if any, will be reported and accepted by the Department and will be vouchered by the appropriate section in the amount determined by the appeal board and shown in the Report of Appeal Board. All records related to the claim will be retained in the Relocation Assistance Section for three years after the final payment is made for project right of way.

CLAIMS AND PAYMENTS

PROCESS FOR PAYMENT

A claim for payment should be submitted to a Senior Relocation Advisor for review, with the appropriate documentation. Bona fide estimates and/or receipts are required for payment. Upon satisfactory review by the senior advisor, the claim is then submitted for payment to the Payment and Audit Unit of the Office of Right of Way.

The Payment and Audit Unit will review the claim to ensure such things as project number, parcel number, correct spelling of names of relocatee, vendors, addition, etc. are correct. Any questions will be resolved with the proper advisor and/or the Relocation Supervisor. A voucher will be prepared and submitted for the preparation of a payment warrant and the file will be promptly returned to the Relocation Assistance Section. Processing for payment usually takes seven to ten working days.

ADVANCE PAYMENTS

At times it is necessary to make an advance payment in order to reduce a hardship to the relocatee. Funds can be advanced subject to safeguards. In these instances, the relocatee is required to sign an agreement to perform. The vehicle to accomplish the advancement of funds is the Relocation Housing and Possession Agreement. These advance payments may be necessary to enable the relocatee to complete a transaction, rent necessary moving equipment, close on the replacement house, etc., prior to actually moving or giving possession of the acquired property.

DEDUCTIONS FROM RELOCATION ASSISTANCE PAYMENTS

No payment will be withheld from a relocatee to satisfy an obligation to any creditor.

TIME FOR FILING CLAIMS

All claims for payment must be filed within a specific time frame unless there are extenuating circumstances. This time frame is dependent on occupancy status.

Tenants must claim payments within 18 months after the required date to move.

For owners, the date is the later of:

- 18 months after the actual date moved, OR,
- 18 months after the final acquisition payment, including condemnation or court awards.

In all residential cases, the eligible expenses must be incurred within 12 months. Business relocations are allowed 18 months to incur and claim.

NOT CONSIDERED AS INCOME

Relocation Assistance payments are not considered as income for tax purposes. However, the advisor should avoid giving the impression of providing tax advice.

NOTICES

GENERAL NOTICE - RELOCATION ASSISTANCE AND ADVISORY SERVICES BROCHURE

This brochure has been prepared for people who will be required to move or move their personal property. Everyone is entitled to receive a written description of the Iowa Department of Transportation's relocation assistance program. Copies of this brochure are available to attendees of public hearings and upon request.

This brochure is presented by the Relocation Advisor at the first contact with the owner or tenant of a parcel requiring relocation assistance. The Receipt for Brochure should be signed to demonstrate that the general information contained in the brochure was made available. Refusal to sign the receipt should be noted by the advisor and included in the parcel file.

The purpose of the brochure is to inform the relocatee that they may be required to move as a result of the project. In general, the brochure:

- Describes payments that may be available, how the person may become and/or remain eligible for benefits and the procedure to obtain payment; and,
- Informs the person that as much assistance as reasonably possible will be made available to them, including assistance in filing claims for reimbursement, locating potential replacement properties, obtaining assistance from other sources (housing authorities, social services, etc.) and other assistance that may be required to successfully relocate; and
- Informs the person that he or she will not be required to move without at least 90 days written notice, and if the person is the occupant of a home to be acquired, this notice will not be issued until the Iowa Department of Transportation has