

# North Country Workforce Investment Board

## Transportation Assistance Policy

- Transportation assistance will be provided for WIA-eligible activities only.
- Transportation assistance is available to eligible Adult, Dislocated Worker and Youth customers.
- The Workforce Investment Board (WIB) does not have a priority of service policy beyond that which is required for veterans.

### Usage

- The North Country WIB will fund the extraordinary costs of travel to and from ITA or classroom training;
- Participation in Intensive Services at the OWS Centers, these services include, but are not limited to, specialized assessments, career planning session, job search workshops or skills development activities;
- Participation in work experience in the public or private sector (youth only);
- New worker travel costs, until first paycheck is received;
- Customer Job Search.

OWS staff is responsible for documenting and monitoring travel assistance.

### Documentation Required

- Adult, Dislocated Workers and Youth enrolled in training will provide attendance sheets to verify class attendance. (*See "Customer Bi-Weekly Attendance Form"*) Travel assistance will only be paid for days the customer has a scheduled class; youth work experience participants will follow the same procedure.
- Adult and Dislocated Workers participating in Core or Intensive Services will complete a "*Customer Expense Form*". Youth participating in tutoring, basic skill classes, paid and unpaid work experience, occupational skills training, leadership development, or mentoring or counseling session will also complete a "*Customer Expense Form*". This form will be given to OWS staff at the completion of the Intensive Service every two weeks for Job Search customers.
- The newly employed customer will complete a "*Customer Expense Form*".

Entry to employment will be verified by OS/OS or employer contact.

Travel assistance can be in the form of mileage reimbursement, direct payment to a vendor; bus pass, taxi fees or gas cards. Each gas card will be numbered. When a customer receives a gas card(s) he/she will sign a register indicating the date and the dollar amount of the gas card(s) and the number of each card. This record will be maintained by the Fiscal staff at each OWS; data will be shared with LWIA Fiscal Manager for NYS DOL reporting. (*See "Gas Card Log"*)

Travel assistance, through the Gas Card Initiative, will be tracked separately from other supportive service payments to allow for reporting to New York State Department of Labor.

A 30-day supply of gas cards and bus passes will be purchased at a time. Gas cards and bus passes will have an expiration date. Gas cards will clearly say "GAS ONLY". Gas cards/bus passes will be kept in a secure location, locked file cabinet or safe. Fiscal staff will distribute cards; customer will sign to acknowledge the number of cards, the amount and the date they received them. Fiscal office will do an inventory of gas cards at least monthly.

### Criteria

Travel assistance for customers traveling to and from a WIA-approved Intensive or Training Programs, youth activities or employment will be paid at a rate of .28 per mile; up to a maximum of \$25 per day.

Gas cards for job search purposes, given at two week increments, will be capped at \$50 per month.

Travel for employment will be provided at the same rate(s) until the customer receives his/her first paycheck, up to a maximum of three weeks.

### Data Entry Requirements

Travel assistance will be entered as an Intensive Service: Support Service, Transportation; a comment will be required. The comment will detail the type of assistance provided: gas cards, mileage reimbursement, bus passes and indicate the number of gas cards/bus passes given to the customer and if applicable, the length of time.

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