

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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