

**Fulton County Family Partnership, Inc.**  
**Employment Transportation Assistance Program (ETAP)**  
**AKA Welfare to Work Program (W2W)**  
**Transition Procedures and Guidelines**

## **BACKGROUND & PURPOSE**

The W2W Program was established as a temporary program to transition individuals to a permanent transportation resource that will allow them to sustain employment. The purpose of this document is to provide transition procedures and guidelines for all referrals to the Welfare to Work (W2W) Program. These procedures and guidelines should be followed for all consumers eligible for the program. The term and financial limits will apply to new and existing consumers and would begin calculating beginning July 1, 2011.

### **Time & Financial Limits:**

- Limits have been established by the funding source to be a maximum of \$8,000 and/or one year of assistance. Extensions in time may be granted under extenuating circumstances for two additional six month periods for a maximum time frame for any individual of two years. However, this would not include additional dollars.

### **Employment Verification**

- Verification of employment must be made on each individual in the W2W Program on a monthly basis. Initial verification will be completed by the Case Manager/ Transportation Coordinator and verified by the CAO where applicable. Income and Employment verification will be completed prior to any services being provided. Regular verification of sustained employment will be requested throughout the enrollment period as services are requested. Individuals will be asked to provide copies of paystubs monthly to verify continued employment in order to continue to receive services.

## **Internal Procedures**

1. All new enrollments will be completed by the Case Manager/Transportation Coordinator to ensure the application and all necessary information is completed. The CM/TC will contact the CAO to ensure that they are aware of the consumer and validate any information provided by the consumer. CAO contact will be documented in client file. The CM/TC will complete a file for the consumer once CAO has been contacted.
2. The CM/TC will determine the appropriate mode of transportation for the individual either :

- a. mileage reimbursement – if the client has a working vehicle in the household, they will be required to do mileage reimbursement unless there are extenuating circumstances in which case, the circumstances will be reviewed by the Executive Director
  - additionally the CM/TC will review
    1. Procedures for completing mileage reimbursement
    2. Maximum monthly mileage reimbursement amount - \$400.00
    3. Reimbursement amount will start at the federal mileage reimbursement rate and decrease as follows;
      - After 3 months payments will go from \$0.625 a mile to \$0.375 a mile.
      - After 6 months payments will go from \$0.375 a mile to \$0.25 a mile.
      - After 8 months payments will go from \$0.25 a mile to \$0.125 a mile.
    4. Clients will be required to submit a new mileage reimbursement form for the first date of every month. Months should not overlap on the same form.
    5. All mileage forms must be submitted by the 10<sup>th</sup> of the month following service. For example all mileage sheets which include December dates, must be submitted by January 10<sup>th</sup>.
    6. Paystubs must be submitted monthly in order to receive reimbursement.
- b. Paratransit – an individual may be determined to receive paratransit services if they do not have a working vehicle in their household.
  - If the individual is determined for paratransit, the CM/TC will gather information from the client regarding their work schedule. Dates will be provided one week in advance. The dates of transportation will be entered into the transportation software. Transportation will be provided in coordination with other human service transportation if possible. This will be determined by the Transportation Director. Client's work must be at least one mile from their place of residence to receive these services and no more than 35 miles from McConnellsburg.
  - Clients will be responsible for a co-pay for transportation services. CM/TC will provide the client with an invoice which will include dates of service and required co-pays. The first month (20 days) will require a \$2.00 co-pay per round trip (\$10.00 per week). The second month (days 21-40) will require a \$3.00 co-pay per round trip (\$15.00 per week). Months 3 through 6 (days 41+) will require a \$5.00 co-pay per round trip (\$25.00 payable in advance).
  - Client will be educated that initial paratransit services are available for 20 days. Service availability beyond 20 days will be evaluated based on job attendance and trip no-show/cancellation rate. Paratransit services may be provided beyond the initial 20 days at the discretion of the Executive Director. Service will be evaluated monthly to determine if it is still necessary. Maximum of

transportation services will be 6 months (120 days of service).

3. If vehicle repair or purchase assistance is requested, the CM/TC will work with the consumer to gather all pertinent information including estimates and how co-payments will occur. The consumer will receive a document entitled “ETAP Program Benefits – Vehicle Assistance” which will provide them with guidance for the process. The CM/TC will complete a “Vehicle Purchase or Repair Screening Checklist” and attach all documentation (vehicle estimate, driver’s license etc.) All information will be presented to Executive Director for approval. If vehicle repairs are over \$1,000.00, vehicle purchase costs are over \$10,000 or if the purchased vehicle is financed, must be approved by PennDOT. Repair and purchase payment must be made directly to the business or seller who is providing the service. No payments will be made to clients. Proof of valid driver’s license, current insurance and registration will be required.
  - a. Vehicle repair – A client may be eligible for multiple repairs during the enrollment term. Total repairs cannot exceed \$1,500.
    - Individuals will be required to pay a co-pay of 25% for all eligible repairs
    - Only one vehicle repair per eligible individual, every 6 months, is eligible for reimbursement.
    - Vehicle repairs may not include routine maintenance and repairs covered through insurance policies.
  - b. Vehicle purchase – A client is eligible for one vehicle purchase per family per lifetime.
    - Individuals are required to pay minimum co-pay which shall include all costs or fees associated with the purchase of the vehicle: tax, title, registration, paperwork processing etc.
    - Vehicle financing is allowable, however, high financing rates will not be approved. Monthly payments must be manageable within the individual’s salary.
4. The CM/TC will verify employment at least monthly for active consumers. Consumers will be asked to provide copies of current paystubs to verify employment. The CM/TC may make calls to all employers to verify employment at any time during enrollment the W2W program.
5. If the CM/TC (or any other staff member) verifies that a consumer is no longer employed at the employer of record, all assistance including paratransit trips and mileage reimbursement assistance will be immediately halted.
6. Consumers receiving mileage reimbursement or paratransit services will be notified in writing 30 days prior to their time/funding running out and given an estimated last day for eligible trips.
7. If enrollment is ending, a consumer may request a 6 month extension. The circumstances requiring an extension shall be gathered and documented in the client’s file by the CM/TC. The Executive Director will review the extension request and submit it to PennDOT for approval. If the extension is approved, the appropriate notes

will be added to the transportation software.

8. Prior to the end of the consumer's enrollment period, the CM/TC will contact to ask how the consumer plans to continue getting to and from work without the assistance of the program. The information gathered will be recorded in the clients file.
9. After the consumer's enrollment ends, the CM/TC will make them ineligible in the transportation software if they are utilizing paratransit services.

I have read and understand the policies and procedures set forth in this document with regard to the Welfare to Work Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Witnessed by:**

\_\_\_\_\_  
Case Manager/Transportation Coordinator

\_\_\_\_\_  
Date

Please provide a copy for the client, original to be included as part of the client's file.



