

Placer County Department of Human Services

EFFECTIVE DATE: 1/1/1998 REVISION DATE: 11/05/14	TITLE: <h2 style="margin: 0;">Transportation Policy</h2>	PROGRAM: <h2 style="margin: 0;">ES</h2>
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Background	<p>State regulation requires supportive services, including payments for transportation, shall be available to Employment Services (ES) participants in order to participate in the program activity to which he or she is assigned, or to accept or retain employment.</p> <p>Placer County provides Transportation Supportive Services payments to ES participants such as: public transportation, bus fare, mileage payments and parking costs.</p>
Purpose	<p>In order for ES participants to engage in work readiness, training, or education activities or to accept/retain employment, Placer County offers eligible participants the following transportation supportive services.</p>
Regulations, Letters, Notices	<ul style="list-style-type: none"> • Eligibility and Assistance Standards Manual Chapter 42-750.11 and 42-711.552 • All-County Letter No: 00-54; 03-15; 08-41
Definitions	<p><u>Reasonable Transportation:</u> Reasonable transportation is the most cost effective means of transportation, which does not exceed:</p> <ul style="list-style-type: none"> • By public transportation: <ul style="list-style-type: none"> ○ Two hours round trip from home to the work activity, including the time it takes to travel to/from public transit, and excluding the time to take family members to and from child care or school, or • If walking: <ul style="list-style-type: none"> ○ Two miles round trip from home to the work activity, including the distance it takes to travel to/from public transit and excluding the distance to take family members to/from child care or school. <p><u>Private Transportation:</u> A privately owned vehicle is defined as a vehicle owned by a person or private citizen, not a company or a business.</p> <p>If using a privately owned vehicle to participate in approved ES activities, the participant shall:</p> <ul style="list-style-type: none"> • Provide a valid vehicle registration through the Department of Motor Vehicles (DMV) if driving the vehicle • Possess a valid Driver’s License, if driving the vehicle • Provide verification of basic CA minimum requirements for vehicle insurance if driving the vehicle <p>The ESC shall obtain the above documentation from the participant prior to authorizing mileage payments and retain the documentation in the case file.</p>

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Policy

Reasonable transportation costs shall be paid for a participant, when needed, for the following:

- Travel to/from ES activities; and/or
- Travel (for both the parent and the children) to/from childcare providers; and/or
- Parking fees

Eligible ES participants must:

- Be employed and at risk of losing his/her job without these expenses being covered.
- Have a verifiable offer of employment and without these expenses being covered, would not be able to accept the employment.
- Have a signed ES Activity Agreement and/or participating in an activity.

Public Transportation: When ES activities are scheduled within public transportation zones and schedules, transit bus passes will be provided to participants for any of the transit systems within or between the County and neighboring cities and counties. They include but are not limited to:

- Placer County Transit
- Cities of Auburn, Roseville, Rocklin, and Lincoln
- The town of Loomis
- Consolidated Transportation Services Agency (CTSA/PRIDE)
- Tahoe Area Regional Transit

Participants who choose to use their own vehicles when public transportation is available will be reimbursed at the least expensive reimbursement rate of available transportation.

Private Transportation: Costs associated with the use of a private vehicle may be allowed as an ES supportive service if:

- The participant has first exhausted all other available resources.
- The participant is using his/her own vehicle.
- The vehicle is owned by and/or currently registered to the participant or the 2nd parent in the assistance unit, providing that the other parent lives in the same home as the participant.
- Proof of a valid CDL, registration and insurance is provided and in case file.
- The participant provides complete addresses so ESC can verify and document actual miles claimed.
- The participant provides an original Monthly Activity Report (P-224) request with signature.

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Reasonable Transportation Chart: In order to determine the appropriate transportation payment, the ESC shall evaluate the participant’s individual transportation needs by using the following “Reasonable Transportation Chart.”

If reasonable public transportation is:	And the participant:	The appropriate payment is:
Available	Uses public transportation	Public transportation rate
Available	Drives their own privately owned vehicle	Lesser of public transportation rate or flat or mileage rate*
Available	Gets a ride in or drives a privately owned vehicle not registered to them	Public transportation rate, mileage rate*, or flat rate, whichever is less
Not available	Drives their own privately owned vehicle	Flat rate or mileage rate*
Not Available	Gets a ride in or drives a privately owned vehicle not registered to them	Flat rate or mileage rate*, whichever is less

**Mileage rate will only be paid if Driver’s License, registration, and insurance verifications are current and on file*

Ownership Expenses Allowed with Preapproval

Insurance

A maximum of up to six months insurance coverage may be paid for each participating parent, twice per year for California Minimum liability insurance policy for private passenger vehicles. Employment Services will only cover the cost of the minimum insurance required by California law, Personal Liability and Property Damage (PLPD).

Liability insurance compensates a person other than the policy holder for personal injury or property damage.

Minimum liability insurance is as follows (California Insurance Code §11580.1b):

- **\$15,000 for injury/death to one person.**
- **\$30,000 for injury/death to more than one person.**
- **\$5,000 for damage to property.**

In a two-parent household, Insurance can be paid on each vehicle only if both parents are actively participating and both vehicles are needed in order to meet WPR hours.

Participant must provide the following:

1. Three separate quotes for a **6-month** minimum liability insurance policy. (Quotes

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MUST ONLY reflect the minimum amounts as indicated above).

2. Copy of current vehicle registration verifying the vehicle is registered to you.

If the participant's current vehicle insurance is about to expire and the participant wishes to continue to be insured with the same provider, the participant can request a quote from their current provider, and this shall be considered 1 of the 3 quotes required.

The ESC will process a payment for the **lowest** quote provided. If the lowest quote is not that of the current provider, the participant can choose to use the payment issued to pay their current provider, but would then be required to cover any remaining costs.

Registration

Registration may be paid once per year, based on the individual parent's participation and current ES contract. In a two-parent household, registration can be paid on each vehicle **only** if both parents are actively participating and both vehicles are needed in order to meet WPR hours.

ESC will request verification of registration fee and will only provide payment for the originally stated amount. Payment will not be authorized for late fees or penalties incurred for failure to pay timely.

Restricted Licenses

The cost of a restricted license is an allowable expense. Fees or fines are not to be included. The client must verify that the restricted license is to accept or retain employment.

Smog Certification

Payment for a certificate is allowed for one vehicle only. In a two parent household, smog can be paid on each vehicle **only** if both parents are actively participating and both vehicles are needed in order to meet WPR hours.

Vehicle Repairs

See section on Advanced Vehicle Repair below.

Exclusions

- Fees or fines caused by a violation of the law
- Automobile payments

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Allowable Operation Expenses

Mileage

- Mileage reimbursement will be based on the individual agreement between the participant and CalWORKs Employment Services Counselor (ESC) in accordance with the needs of a specified activity.
- Effective June 1, 2010, employment services participants will be reimbursed on a monthly basis at a rate of \$.29 cents per mile. This rate covers the cost of fuel and normal vehicle wear and tear including tires, oil change, routine maintenance, and normal wear and tear items expected to be repaired or replaced.
- The request for reimbursement must be submitted within 100 days.
- Participants who choose to use their own vehicles when public transportation is available will be reimbursed at the least expensive reimbursement rate of available transportation.

Flat Rate

The \$7 per day flat rate applies when borrowing a car or riding with another person. Car registration and insurance verification is not needed. The participant will receive the lesser amount of either the flat rate or actual mileage reimbursement when they fail to provide updated verifications necessary to pay mileage. When driving short distances, the lesser of actual mileage or flat rate will be provided.

Advanced Mileage

The Employment Services Counselor (ESC) may issue mileage payments in advance. Advances for gasoline shall not exceed \$35.00. After approving advanced mileage, ESC must clearly document and track mileage reimbursements for adjustment on the Ancillary Costs/Adjustment form (P-09).

Advanced mileage payments may be issued via EBT or if not applicable via a Gas card.

- **Gas Cards-One time only.** Gas Cards may be issued on an emergency basis and shall not exceed \$50.00. They may be used for gasoline only, and any unused cash balance is not to be returned to the participant. The amount is recouped from future mileage reimbursement.

Excessive Distance Employment

At times, participants take positions that offer little chance of providing a means to self-

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sufficiency, but require lengthy travel and transportation costs. In instances when the mileage received for travel significantly supplements the individuals' income from the job, and when the minimal income position does not provide specific practical experience, allow for advancement or promotion in the position, improve the individual's employability, or where comparable employment could be obtained locally, it is reasonable to limit the time an individual is supported in the position and activity.

In such cases, counselors should consider supporting the activity for three months, and reassess after to see that the participant is either increasing hours or income significantly toward self-sufficiency, or has a plan to move nearer to the employment. Counselors should staff such cases with a supervisor if considering extending the plan.

In instances where the job provides specific experience that the participant could not otherwise get locally, exceptions to that time limit may be made.

Bus Passes

If a participant needs immediate transportation assistance, the ECM shall issue bus tokens if possible. To issue bus tokens, the following shall occur:

The yellow form ALL 204-B is used to request bus tickets to be issued to clients.

❖ **Office Issuance**

- ESC Staff
 - Complete the Form ALL 204-B and have the client sign the bottom (for pick-up).
 - Bring the completed, signed form to Clerical to log and issue.
- Clerical Staff
 - Log the appropriate bus pass(es) and meet the client in the reception area.
 - Have client re-sign the form (received), review signature (for ID), and issue the bus pass(es).

❖ **Mail Issuance**

- ESC Staff
 - Complete the Form ALL 204-B and note "To be mailed" on the client signature line.
 - Print the NA-823 – to be used as insert for mailing bus pass(es).
 - Bring the completed ALL 204-B and NOA to Clerical to log and issue.
- Clerical Staff

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- Log the appropriate bus pass(es).
- Insert bus pass(es) and NOA in a window envelope - making sure that pre-printed address on NOA shows in window – and bring to mail room for mailing.
- Create a case comment in CalWIN, noting the number and type of tickets that were mailed out:

- Intake & Case Maintenance
 - + General System
 - Search Case Comments
 - Enter Case number and click Search
 - Click icon on tool bar with little green + plus sign
 - > Type: Worker Comments > Program: Welfare to Work

Enter comment (ie. 2 - Roseville Transit 20 Ride bus passes mailed today.)

Parking Costs

Parking expenses shall be reimbursed at actual cost and shall be verified with receipts.

Parking verifications include, but are not limited to:

- Receipts for actual parking expenses or written statements from the parking lot or school verifying actual parking expenses.

A Sworn Statement may be completed to verify parking expenses and to receive reimbursement if:

- Participant uses a parking meter and a receipt is not available
- a participant loses his/her parking receipt

ICT'S out of County

Transportation costs that occur after the participant has moved out of Placer County shall be denied.

- Example: A client moves to Sacramento County on 3/5/12. You receive the P-224 on 3/15/12. Mileage reimbursement would be for 5 days only. Case manager would send a denial notice and a P-19 or 683 deregistered notices.

Advanced Payment for Vehicle Repair

- Placer County currently offers advanced transportation payments **based on the availability of funds** for vehicle repair assistance to participants engaging in program activities and/or employment in an effort to enable them to continue to participate in their activities and to secure and/or retain employment.

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- The County shall print these policies and make this information available to participants and the public upon request and whenever a participant requests payment for vehicle repairs.
- Eligible participants may receive advanced payments for vehicle repairs, including labor and parts performed by an approved service provider, for non-routine maintenance and non-cosmetic body repair work. Advanced payments cannot be used to cover towing or storage charges.
- The amount is recouped from future mileage reimbursement, as agreed upon by the participant and the case manager, at the rate of 10% or the full amount.
- **Any advance payments for repairs, as listed previously, requires review by a Program Supervisor or Manager prior to approval.**

The following conditions are to be met prior to authorizing payment of repairs:

- The county will not pay for any repairs that have not been preapproved; and
- The participant is in an current approved ES activity, including employment or self-employment; and
- Public transportation is not available to the participant or circumstances preclude its use; and
- The participant does not have another operable vehicle available to use for transportation to and from approved activities, including to and from child care locations; and
- The vehicle is registered under participant's name with the California Department of Motor Vehicles (DMV) or the participant has a signed "pink slip" listing the participant as the new registered owner; and
- The vehicle is currently insured and meets the DMV minimum vehicle insurance requirements; and
- The participant possesses a current and valid California Driver License; and
- The vehicle is listed as the participant's property on the CalWORKs benefits case; and
- There are no other resources available to the participant to cover the cost of the vehicle repair; or get the participant to and from their activity or activities and to and from childcare locations; and
- The cost of the repairs requested does not exceed \$500 maximum per year or the value of the vehicle, determined at eligibility; whichever is less; and
- The participant uses a licensed business/certified mechanic and provides at least two estimates of the repair, and the estimates are reviewed by County staff prior to approval; and
- The repair facility determines and provides verification that the vehicle is worth the cost of the repair(s) and will be safe to drive after the repair(s).
- The County may determine that extenuating circumstances necessitate vehicle repairs in excess of \$500 for one family within a twelve-month period of time. Such requests shall be reviewed and approved by a Employment Services Program Supervisor, Program Manager, or designee.

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- The decision of the Program Supervisor, Program Manager, or designee is final. The Case Manager shall issue a Notice of Action to the participant stating the decision on the payment or reimbursement request.

Participants whose requests are not approved under this section may file for a State Hearing as described on the Notice of Action.

Self-Employment

- All transportation costs relating to Self-Employment are to be reviewed to determine if they are reimbursable. Once the self-employed participant chooses a method of determining his/her self-employment net income for the CalWORKS budget, the participant cannot alter that methodology until redetermination or every six months, whichever occurs first.
- The Self-Employed participant who uses the 40% reduction method will not receive reimbursement of mileage or flat rate.
- The participant who chooses itemized deductions and claims transportation costs will not receive mileage reimbursement or flat rate.
- The participant who is itemizing, but not claiming transportation related costs, would be reimbursed at the current rate or flat rate, whichever is less.

The ESC will determine mileage to and from an office that the participant maintains for their business, (not including a home office). Costs that are associated with running errands or delivering products sold are not reimbursable.

Exceptions

- Placer County may make exception to the above policy on a case by case basis due to extenuating circumstance. Discuss any such requests with your supervisor. Requests shall be reviewed and approved by an Employment Services Program Supervisor or Program Manager.

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	<ul style="list-style-type: none"> • Mileage reimbursement requested by a participant for transportation to an Employment Services activity that exceeds a two hour round trip, or 100 miles round trip daily, may be determined on a case by case basis and must be preapproved by the case manager and the supervisor when there is a sufficient basis to support such a plan. <p>When Reasonable Transportation is Not Available</p> <p>If reasonable transportation, as defined at the beginning of this section, is not available, the ESC must refer the ES participant to other transportation resources or be evaluated for Good Cause.</p>
	<p>Excessive Distance Employment</p> <p>At times, participants take positions that offer little chance of providing a means to self-sufficiency, but require lengthy travel and transportation costs. In instances when the mileage received for travel significantly supplements the individuals' income from the job, and when the minimal income position does not provide specific practical experience, allow for advancement or promotion in the position, improve the individual's employability, or where comparable employment could be obtained locally, it is reasonable to limit the time an individual is supported in the position and activity.</p> <p>In such cases, counselors should consider supporting the activity for three months, and reassess after to see that the participant is either increasing hours or income significantly toward self-sufficiency, or has a plan to move nearer to the employment. Counselors should staff such cases with a supervisor if considering extending the plan.</p> <p>In instances where the job provides specific experience that the participant could not otherwise get locally, exceptions to that time limit may be made.</p>