



**WORKFORCE INVESTMENT NETWORK  
LOCAL WORKFORCE INVESTMENT AREA (LWIA) 13**

<b>DATE:</b>	<b>June 4, 2013</b>
<b>POLICY NUMBER</b>	<b>2013:02</b>
<b>SUBJECT:</b>	<b>WIN (LWIA 13) FUEL CARD POLICY</b>
<b>PURPOSE:</b>	This policy creates procedures and internal controls to govern the custody, control and distribution of fuel cards by LWIA 13.
<b>REPLACES:</b>	N/A
<b>REVISION NUMBER:</b>	N/A

**I. PROCURING FUEL CARDS**

In addition to procuring and issuing bus passes from the Memphis Area Transit Authority (MATA), LWIA 13 also procures and distributes fuel cards to eligible WIA Adult and Dislocated Worker participants. The WIN Fiscal Officer, acting under direction and authority of the WIN Executive Director, is authorized to procure fuel cards on behalf of the Workforce Investment Network. The WIN Contracts Manager will procure fuel cards pursuant to then effective procurement policies and procedures. The dollar amount of the fuel cards shall be jointly determined by the WIN Executive Director and WIN Fiscal Officer and is subject to the availability of funds.

**II. CUSTODY AND CONTROL OF FUEL CARDS**

Fuel cards shall, at all times, be stored in a locked safe or other secure location at the Career Center, under the control of the WIN Deputy Director of Education and Training and/or his or her authorized designee. On an as-needed basis, the WIN Fiscal Officer will distribute fuel cards to the WIN Deputy Director of Education and Training, upon receipt of a written request from the WIN Deputy Director of Education and Training. The written request shall specify the total amount of fuel cards requested and may be accomplished via electronic means (e.g., email or fax). Both the WIN Deputy Director of Education and Training and WIN Fiscal Officer shall sign a written confirmation after the requested fuel cards have been provided to the Deputy Director of Education and Training.

### III. ELIGIBILITY/AUTHORIZED USE(S) OF FUEL CARDS

Fuel cards may be issued to LWIA 13 Adult or Dislocated Worker participants who are enrolled in eCMATS (or the State's electronic system) and satisfy one of the following eligibility criteria:

- A. *LWIA 13 Adult and Dislocated Worker participants who are enrolled in educational or occupational training funded by LWIA 13 and are in good standing.* For purposes of this policy, "good standing" means regularly attending class and making, at a minimum, documented weekly contact with his or her assigned Case Manager. The need for transportation assistance must be documented on the participant's Individual Service Strategy ("ISS") and in eCMATS (or the State's electronic system);
- B. *LWIA 13 Adult and Dislocated Worker participants who are enrolled in specialized Industrial Readiness Training (IRT) funded by LWIA 13 at Southwest Tennessee Community College (Maxine Smith Campus), or other short-term occupational training funded by LWIA 13 as determined by the LWIA 13 Executive Director, and are regularly attending class(es).* The need for transportation assistance must be documented on the participant's Individual Service Strategy ("ISS") and in eCMATS (or the State's electronic system); or
- C. *LWIA 13 Adult and Dislocated Worker participants who have completed IRT or other approved short-term occupational training funded by LWIA 13 may continually receive fuel cards under the following conditions:*
  1. Those LWIA 13 participants who attain employment may receive fuel cards until he or she receives his or her second (2<sup>nd</sup>) payroll check; or
  2. Those LWIA 13 participants who remain unemployed after completion of IRT may receive fuel cards for a maximum period of two (2) months after he or she completes IRT. Such participants must actively engage in job search and submit documentation of such job search by Friday of each week. For purposes of this Policy, "actively engages in job search" means applying for a minimum of five (5) job searches per week and documenting the job search on the LWIA 13 Job Search Log. A valid job search activity is considered any of the following:
    - a. Registering at [www.jobs4tn.gov](http://www.jobs4tn.gov) and applying for jobs online;
    - b. Completing a job application in person or online;
    - c. Mailing a job application and/or resume, as instructed in a public notice;
    - d. Making in-person visits with employers who may have job openings;
    - e. Sending job applications to employers;
    - f. Interviewing with potential employers in person or by telephone;
    - g. Registering for employment with private employment agencies, placement services or hiring unions;

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- h. Using the employment resources available at the Tennessee Career Centers that may lead directly to a job;
  - i. Attending job search seminars, career networking meetings, job fairs or employment-related workshops that offer instruction in improving individual skills for obtaining employment.

#### **IV. DISTRIBUTION OF FUEL CARDS<sup>1</sup>**

- A. The Deputy Director of Education and Training or authorized designee shall distribute fuel cards to eligible LWIA 13 participants pursuant to the terms and conditions of this Policy.
- B. The Case Manager (“CM”) shall request a fuel card from the WIN Deputy Director of Education and Training or his or her designee for eligible LWIA 13 participants pursuant to the following:
  - 1. *LWIA 13 Adult and Dislocated Worker Participants Who Are Enrolled in Educational or Occupational Training Funded by LWIA 13 and are in good standing.* The CM prepares and submits the 3-part Bus/Gas Card Voucher Form (“Voucher Form”) to the WIN Deputy Director of Education and Training or his or her designee to request a fuel card for eligible LWIA 13 Adult and Dislocated Worker participants enrolled in educational or occupational skills training. Prior to requesting such fuel card, the WDS shall:
    - a. Ensure that the need for transportation services is documented on the participant’s Individual Service Strategy (ISS); and
    - b. Provide, along with the Voucher Form, all necessary documentation (i.e., participant’s class schedule and attendance verification). Attendance verification shall consist of the weekly attendance documentation issued by the provider of the educational or occupational training provider.
  - 2. *LWIA 13 Adult and Dislocated Worker Participants Who Are Enrolled in IRT or Other Approved Short-term Occupational Training Funded by LWIA 13 and are regularly attending class(es).* The CM prepares and submits the Voucher Form to the WIN Deputy Director of Education and Training or his or her designee to request a fuel card for eligible LWIA 13 Adult and Dislocated Worker participants enrolled in IRT. Prior to requesting such fuel card, the CM shall provide, along with the Voucher Form, all necessary documentation (i.e., participant’s attendance verification) and ensure that the need for transportation services is documented on the participant’s Individual Service Strategy (ISS). Attendance verification shall consist of the weekly attendance documentation issued by the provider of the IRT or other approved short-term occupational training.

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<sup>1</sup> Misappropriation of fuel cards is a violation of law and this Policy and will result in discipline, up to termination.

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3. *LWIA 13 Adult and Dislocated Worker Participants Who Have Completed IRT or Other Approved Short-term Occupational Training Funded by LWIA 13.* The CM prepares and submits the Voucher Form to the WIN Deputy Director of Education and Training or his or her designee to request a fuel card for eligible LWIA 13 Adult and Dislocated Worker participants who have completed IRT or other approved short-term occupational training. Prior to requesting such fuel card, the CM shall provide, along with the Voucher Form:
    - a. A copy of the participant's proof of employment (e.g., official documentation from the employer, payroll check, etc.)\*; or
    - b. A copy of the participant's documented job search.

**\*Participants shall not receive a fuel card after he/she receives his/her second payroll check.**

**LWIA 13 participants shall not receive both bus passes and a fuel card within the same time period. The Case Managers shall ensure that a fuel card is not being requested for a WIA participant who is currently receiving bus passes from LWIA 13.**

- C. The WIN Deputy Director of Education and Training or his or her authorized designee shall distribute fuel cards to those eligible LWIA 13 Adult or Dislocated Worker participants pursuant to the following process:
  1. The WIN Deputy Director of Education and Training or his/her designee shall review the request for a fuel card, and accompanying documentation, to determine whether the participant qualifies for a fuel card;
  2. The WIN Deputy Director of Education and Training or his/her designee shall copy the fuel card and the participant's photo identification;
  3. The participant shall sign and date the Voucher Form and include the last four (4) digits of his or her social security number on the Voucher Form;
  4. The Deputy Director of Education and Training or his/her designee shall stamp "Approved" and initial the Voucher Form to verify distribution of the fuel card to the participant;
  5. The Deputy Director of Education and Training or his/her designee distributes the fuel card to the participant;
  6. The Deputy Director of Education and Training or his/her designee forwards a copy of the completed Voucher Form to the CM and to the WIN Fiscal Officer.
  7. CM shall place a copy of the Voucher Form in the participants' file.

The WIN Deputy Director of Education and Training or his/her designee shall maintain a copy of each signed Voucher Form and the accompanying documents in a centralized binder maintained at the Memphis Area Career Center. The WIN Deputy Director of Education and Training shall maintain custody and control of the remaining fuel cards (and accompanying documents) pursuant to Section II herein.

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**V. EFFECTIVE DATE:** This Policy shall be effective upon the date referenced above and remain in effect until further notice.

**VI. INQUIRIES:** Please contact WIN's Deputy Director of Education and Training with any questions or concerns regarding this Policy.



**WORKFORCE INVESTMENT NETWORK  
LOCAL WORKFORCE INVESTMENT AREA 13  
POLICY RECEIPT ACKNOWLEDGEMENT FORM**

SUBJECT: Fuel Card Policy  
POLICY NUMBER: 2013:02  
IN EFFECT: June 4, 2013 until further notice

It is the policy of the Workforce Investment Network that all employees receive a copy of the various Local Workforce Investment Act 13 ("LWIA 13") policies and procedures and acknowledge receipt of each policy.

I hereby acknowledge that I have been informed about the content, requirements, and expectations of the LWIA 13 Fuel Card Policy ("Policy"). I further acknowledge that I have received and retained a copy of the Policy and agree to abide by the policy guidelines in fulfilling my applicable job duties. I understand that a copy of the Policy can be accessed in the LWIA 13 Policies and Procedures Manual maintained at the Memphis Area Career Center and electronically at [www.workforceinvestmentnetwork.com](http://www.workforceinvestmentnetwork.com).

***Note: Please read the Policy carefully to ensure that you understand the contents of the Policy before signing this Policy Receipt Acknowledgement Form.***

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_