



**WORKFORCE INVESTMENT NETWORK
LOCAL WORKFORCE DEVELOPMENT AREA (LWDA) 13**

DATE:	June 30, 2015
POLICY NUMBER	2013:02
SUBJECT:	WIN (LWDA 13) TRANSPORTATION POLICY
PURPOSE:	This policy creates procedures and internal controls to govern the custody, control and distribution of transportation assistance (i.e., bus passes or fuel cards) by LWDA 13.
REPLACES:	Fuel Card Policy
REVISION NUMBER:	1 (effective on date referenced above)

I. PROCURING BUS PASSES AND FUEL CARDS

In addition to procuring and issuing bus passes from the Memphis Area Transit Authority (MATA), LWDA 13 also procures and distributes fuel cards to eligible WIOA 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 and bus passes 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 BUS PASSES AND FUEL CARDS

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

III. ELIGIBILITY/AUTHORIZED USE(S) OF TRANSPORTATION ASSISTANCE

Subject to the maximum supportive service amount specified in LWDA 13 Policy No. 2014:06, transportation assistance may be issued to LWDA 13 Adult or Dislocated Worker participants who are (i) enrolled in the State's electronic management information system ("the State's MIS"); (ii) unemployed or underemployed pursuant to LWDA 13 Self-Sufficiency Policy (Policy No. 2012:01); and (iii) satisfy one of the following eligibility criteria:

- A. *LWDA 13 Adult and Dislocated Worker participants who are enrolled in educational or occupational training funded by LWDA 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") or Individual Employment Plan ("IEP") and in the State's MIS;
- B. *LWDA 13 Adult and Dislocated Worker participants who are enrolled in specialized short-term occupational training funded by or in partnership with LWDA 13 (e.g., Industrial Readiness Training (IRT)), as determined by the LWDA 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 the State's MIS; or
- C. *LWDA 13 Adult and Dislocated Worker participants who are have completed training funded by LWDA 13 may continually receive transportation assistance under the following conditions:*
 1. Those LWDA 13 participants who obtain employment may receive transportation assistance until he or she receives his or her second (2nd) payroll check. In addition, such participants may receive up to 4 gas cards to help defray costs for additional trips to the Career Center as requested by WIN to provide documentation of employment and/or participate in activities for the purpose of aiding the participant in retaining employment; or
 2. Those LWDA 13 participants who remain unemployed after completion of training may receive transportation assistance for a maximum period of two (2) months after he or she completes the training program. 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 LWDA 13 Job Search Log. A valid job search activity is considered any of the following:
 - a. Registering at 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;
- 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 TRANSPORTATION ASSISTANCE¹

- A. The Program Area Manager or authorized designee shall distribute fuel cards or bus passes to eligible LWDA 13 participants pursuant to the terms and conditions of this Policy.
- B. The Case Manager (“CM”)² shall request a fuel card or bus pass from the Program Area Manager or his or her designee for eligible LWDA 13 participants pursuant to the following:
 - 1. *LWDA 13 Adult and Dislocated Worker Participants Who Are Enrolled in Educational or Occupational Training Funded by LWDA 13 and are in good standing.* The CM prepares and submits the 3-part Bus/Gas Card Voucher Form (“Voucher Form”) to the Program Area Manager or his or her designee to request a fuel card or bus pass for eligible LWDA 13 Adult and Dislocated Worker participants enrolled in educational or occupational skills training. Prior to requesting such fuel card or bus pass, the CM shall:
 - a. Ensure that the need for transportation services is documented on the participant’s ISS or IEP; 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. *LWDA 13 Adult and Dislocated Worker Participants Who Are Enrolled in specialized Short-term Occupational Training Funded by or in partnership with*

¹ Misappropriation of transportation assistance is a violation of law and this Policy and will result in discipline, up to termination.

² Includes Workforce Development Specialist, Youth Specialist and Business Services Analyst

LWDA 13 and are regularly attending class(es). The CM prepares and submits the Voucher Form to the WIN Program Area Manager or his or her designee to request a fuel card or bus pass for eligible LWDA 13 Adult and Dislocated Worker participants enrolled in such training. Prior to requesting such fuel card or bus pass, 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 approved short-term occupational training.

3. *LWDA 13 Adult and Dislocated Worker Participants Who Have Completed Training Funded by LWDA 13.* The CM prepares and submits the Voucher Form to the Program Area Manager or his or her designee to request a fuel card or bus pass for eligible LWDA 13 Adult and Dislocated Worker participants who have completed 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 transportation assistance after he/she receives his/her second payroll check, except as otherwise provided for in Section III.C.2.**

LWDA 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 LWDA 13 for the same time period.

- C. The Program Area Manager or his or her authorized designee shall distribute fuel cards or bus passes to those eligible LWDA 13 Adult or Dislocated Worker participants pursuant to the following process:
 1. The Program Area Manager or his/her designee shall review the request for transportation assistance, and accompanying documentation, to determine whether the participant qualifies for a fuel card or bus pass;
 2. Upon approval, the Coordinator must issue a voucher in the MIS.
 3. The Program Area Manager or his/her designee shall copy the fuel card or buss pass and the participant's photo identification;
 4. 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;
 5. The Program Area Manager or his/her designee shall stamp "Approved" and initial the Voucher Form to verify distribution of the fuel card or bus pass to the participant;

6. The Program Area Manager or his/her designee distributes the fuel card or bus pass to the participant;
7. The Program Area Manager or his/her designee forwards a copy of the completed Voucher Form to the CM and to the WIN Fiscal Officer.
8. CM shall place a copy of the Voucher Form in the participants' file.

The Program Area Manager 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.

V. SEPARATION OF RESPONSIBILITIES.

To the extent possible, separation of each task shall be accomplished for the following responsibilities:

- A. Custodian – The Program Area Manager shall hold and maintain custody and control of the fuel cards and bus passes pursuant to Section II herein.
- B. Authorization – The Program Area Manager shall designate a staff person to authorize the transaction in the State's MIS.
- C. Record – The Program Area Manager shall designate a staff person to record the transaction in the centralized binder referenced in Section IV(C)(7).
- D. Reconcile – The Program Area Manager shall designate a staff person to reconcile the transactions.

Please note that a different person shall perform each of the above responsibilities.

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

VII. EXCEPTIONS.

The Executive Director (or his/her designee) may make exceptions to the requirements herein.

VIII. INQUIRIES: Please contact WIN's Career Center Manager with any questions or concerns regarding this Policy.