

- Support service payments may not be made for ongoing living expenses, such as rent/mortgage and utilities. This includes the cost of installing new utilities and telephone hook-ups.

EXCEPTION: Pre-paid phone cards may only be purchased to enable the client to make activity-related calls when the client has no home telephone.

- The BA-67 form must be used when guaranteeing or promising payment for support services such as clothing, payment of rent for relocation, etc. The procedures outlined by the BCF Office of Finance and Administration for issuing and tracking the BA-67 must be followed.
- When a request for a support service payment has been made, but no payment is issued, the Worker must notify the client of the denial using form DFA-WVW-NL-2. The Worker must provide a narrative explanation of the reason the payment is denied in terms that are easily understood by the client. The action must be recorded in CMIC.

Under no circumstances is it correct to give or mail a DFA-WVW-NL-2 to a client without a Worker-composed explanation of the reason for the denial.

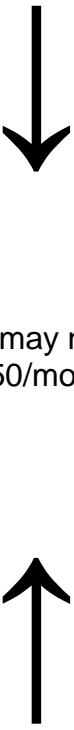
The DFA-WVW-NL-2 offers the client the right to a Fair Hearing on this denial and must be mailed or given to the client with a Hearing request form.

8. Transportation

- Payments are made to a client who is beginning to participate in an activity to assure that transportation is not a barrier. A prepayment for travel requires an estimate of the daily mileage for two weeks.
- Transportation payments may be authorized only if expenses have been incurred or are reasonably expected to be incurred.
- Payments made for private transportation are intended to cover more than the cost of fuel. Daily payments for travel include a portion of the following expenses: fuel, insurance, vehicle maintenance, minor repairs and parking.
- General limitations, in addition to those in item B above, are as follows. Limitations specific to an activity are shown in the chart below.
- Clients who must travel one mile or less to their place of employment or other participation site are not eligible for payment. In making this determination, consideration must be given to the distance traveled to deliver children to day care.
- Those who ride school buses or other conveyances without cost are not eligible for transportation payments for the days such conveyances are used.
- Those who use public transportation are reimbursed for the actual cost of the service.
- When clients share private transportation, only the owner of the vehicle is entitled to a payment. However, if the owner of the vehicle charges the other passengers, the passengers may be reimbursed for their charges. Members of the owner's AG may not be reimbursed when traveling in the same vehicle.
- Those who use a private vehicle are reimbursed as follows:

2 - 20 miles/day	\$12.00/day
21- 40 miles/day	\$15.00/day
41 + miles/day	\$18.00/day

Payments may be made for **transportation** as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	 <p>Payments may not exceed \$450/month</p>
EIP	EI	
Other Agency's OJTs	OJ	
Job Search and Job Readiness	JR	
Other Work Experience Programs	WE	
CWEP	CW	
JOIN	JN	
Community Service Programs	CS	
Vocational Educational Training	VT	
Providing Child Care for Community Service Participant	CC	
Job Skills Training Related to Employment	JT	
Education Related to Employment	ED	
Satisfactory Attendance at Secondary School or GED Program	HS, AB	
College	CL	
Continued Support Services/Job Retention	PL	
	PD	Payment is limited to those who are required to attend assessment testing and/or WV WORKS Orientation and payment is limited to two days during any calendar month.