



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. Prepayments must be deducted from subsequent transportation payments requested.
- 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.
- Transportation stipends received from another source must be deducted from any transportation payments requested.
- 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.
- A BA-67 is not required for transportation payments made to a vendor.
- Requests for transportation received more than 3 months past the month of participation are ineligible. Requests for exceptions due to extenuating circumstances may be sent to the Family Support Policy Unit for consideration.

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

WV WORKS Activity	RAPIDS Component	Limitations
College	CL	
Community Service Programs	CS	
Continued Support Services/Job Retention	PL	
CWEP	CW	
Education Related to Employment	ED	
EIP	EI	2 – 20 miles/day, \$12/day 21 – 40 miles/day, \$15/day 41+ miles/day, \$18/day
Employment Assistance Program	EA	
Employment: Unsubsidized, Subsidized, Full- or Part-time.	FU,FV,FB,PU,PV,PB	Payments may not exceed \$450/month
Job Search and Job Readiness	JR	
Job Skills Training Related to Employment	JT	
JOIN	JN	
Other Agency's OJTs	OJ	
Other Work Activities	OW	
Other Work Experience Programs	WE	
Providing Child Care for Community Service Participant	CC	
Satisfactory Attendance at Secondary School or GED Program	HS, AB	
Vocational Educational Training	VT	

15. Participation Achievement Bonus

Payment may be made for participation achievement bonus as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Community Service Programs	CS	 <p>Payments may not exceed \$50/month per PIN</p> <p>Participant may use Holiday or Excused Absence Hours to meet minimum participation hours for receipt of this bonus. In a 2-parent household where both parents are participating to meet the minimum requirement, each parent may receive the bonus. Refer to Section 24.3,A for minimum participation requirements.</p> <p>Time sheets received more than 3 months past the month of participation are ineligible for this payment.</p> 
CWEP	CW	
EIP	EI	
Employment Assistance Program	EA	
Employment: Unsubsidized, Full- or Part-time	FU, PU	
Job Search and Job Readiness	JR	
JOIN	JN	
Other Agency's OJTs	OJ	
Other Work Experience Programs	WE	
Providing Child Care for Community Service Participant	CC	
Vocational Educational Training	VT	

16. **WV WORKS** Emergency **Assistance** Payment

The **WV WORKS** Emergency **Assistance** Payment is intended to cover any emergency need that is considered a barrier to employment. Multiple payments may be issued under this category. Payments issued to the individual require a receipt before any further support service payments may be issued. Recipient must not be in a current sanction for non-compliance to receive assistance from this payment. Recipient must not be eligible for any other community or Department benefit that would cover the specific item(s) of need. Evictions, foreclosures, and disconnects must meet the requirements found in Section 19.2 and the payment must continue service for a minimum of 30 days.

a. Rent/Mortgage Payment and/or Deposit

Recipient must have a pending eviction or foreclosure. Payment may be used for a new residence when applicant is homeless or landlord will not accept payment to eliminate the emergency.

b. Utility Disconnects and/or Deposits

Gas, electric, water, and sewage are Public Service Commission (PSC) regulated utilities. Bulk fuels such as bottled gas, fuel oil, coal, and wood are non-PSC regulated.



c. Household Supplies or Furnishings

Payment may include, but is not limited to, items such as furniture, bedding, fire escape stairs, eating and cooking utensils, towels and linens, or an appliance. Appliances are limited to: washer, dryer, hot water tank, refrigerator or stove and must not be provided to renters when landlord is responsible. A home visit may be required to verify need.

d. Emergency Transportation

Any transportation emergency may be authorized for payment when all other resources have been used.

Payment may be made for the **WV WORKS** *Emergency Assistance Payment* as follows:

WV WORKS Activity	RAPIDS Component	Limitations
Applies to any active WV WORKS recipient in component listed.	AB, CC, CS, CW, EA, ED, EI, FB, FU, FV, HS, JN, JR, JT, OJ, PB, PL, PU, PV, TV, VT, WE	<div style="text-align: center;">  \$5,000 / AG </div> <p>Rent/Mortgage - 3 months equivalent rent or mortgage payment</p> <p>Utility Disconnects - amount needed to eliminate emergency for PSC regulated utilities; 60-day amount for non-PSC regulated utilities.</p> <p>Household Supplies - \$2,000 per household</p> <p>Transportation - \$250/AG member</p> <div style="text-align: center;">  </div>

D. CORRECTING THE SUPPORT SERVICE CHECK AMOUNT

When the Worker discovers that a support service payment has been requested for less than was intended, an additional payment for the difference is requested in RAPIDS.

E. SUPPORT SERVICE CHECK RETURNED BY THE CLIENT TO THE LOCAL OFFICE

For any support service check returned to the local office, the Worker must complete an ES-14, attach the check and mail both to the Accounts Receivable, Office of Accounting. The Unit disposes of the check according to the instructions on the ES-14.

F. SUPPORT SERVICE CHECK AND BA-67 REPLACEMENT PROCEDURES

See Section 21.3 for instructions.

G. RECOUPMENT OF SUPPORT SERVICE PAYMENTS

Recoupment of support service overpayments is accomplished by adjusting subsequent support service payments. When adjusting subsequent payments is not possible, the Worker must contact the client to request repayment. If the payment is returned, it is sent to the Accounts Receivable, Office of Accounting, Building 3, Room 413, with an ES-14. The Worker must identify the returned payments by indicating "Work Support" in the upper right corner. Do not include an account number for deposit of the funds.

When a Worker discovers a client has received an improper cash refund of support service monies instead of goods or services, the amount of the refund will be considered an overpayment of support services and must be recouped.