

## WIOA YOUTH TRANSPORTATION ASSISTANCE REQUEST POLICY

### **RochesterWorks! (RW) Requirements:**

Minimizing transportation barriers is the goal to enable active WIOA enrolled out of school youth (OSY) and youth receiving follow-up service (s), full participation in workforce development activities and opportunities for education (i.e. college, school) and/or employment to attain WIOA Youth Performance Indicators. Completed Individual Service Strategy (ISS) and dually signed (by youth and Navigator) Objectives and Services History(s) once a quarter (hard file) and fully completed OSOS data entry are required prior to Transportation Assistance Request SharePoint submission. Transportation assistance as a supportive service is available for individual service planning, workshop, training, education purposes, job search/interview, and employment including the Youth Employment Program internship.

**Five-hundred and sixty dollars (\$560) is the maximum total WIOA transportation assistance disbursement per youth enrollment based on funding availability. *Effective February 3, 2020: Maximum ten (10) business days processing time for fully completed requests, excluding weekends and holidays.***

### **Available transportation assistance options:**

- Single ride bus pass > \$1
- Weekly bus pass (5 consecutive days Unlimited) > \$14
- Monthly bus pass (31 day Unlimited) > \$56
- Speedway gas card > \$25

### ***Minimum data entry requirements for Transportation Assistance Requests based on youth status.***

#### ***Active status youth:***

- *Achievement Objective*
- *Youth -Supportive Svcs, Transportation*
- *Comment (SENSE Model) Specify transportation assistance option chosen and reason.*

#### ***Participating youth in follow up:***

- *Youth – Follow -Up Supportive Services*
- *Comment (SENSE Model) Specify transportation assistance option chosen and reason.*

***Incomplete requests will not be processed.*** Once a youth is employed and earning money, the Navigator will assist them in learning how to budget so eventually youth can pay for their own bus pass/gas for their car. However, transportation assistance is available for a youth who is not working enough hours.

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### Process (effective August 1, 2019):

1. Complete all OSOS data entry requirements for active and follow up status utilizing current OSOS Desk Guide draft **prior** to submitting Transportation Assistance Request.
2. Submit Transportation Assistance Request for processing to **Zinnia Dzus-DeBole**, Youth Program Coordinator (or other designated staff), go to SharePoint link below <https://rochesterworks490.sharepoint.com/sites/TransportationAssistanceRequests>
3. From the Home page, select **Transportation Assistance Requests**, on the left.
4. Select **New** on the top bar.
5. A new box appears. Fill in all fields with a **red star \***only.
6. If you have additional information about the request to share, you can add it in the field titled **Comments (If Needed)**. This field is not required.
7. All other fields are RW ONLY. They are used for RW Staff to process the requests.
8. Hit **SAVE** at the bottom.
9. Repeat for each request. No paper form needed! If you have any questions, connect with **Zinnia Dzus-DeBole** [zddebole@rochesterworks.org](mailto:zddebole@rochesterworks.org)
10. Once verification of OSOS data entry, request is completed, and **processed within ten (10) business days**, excluding weekends and holidays.
11. Requesting Navigator emailed once envelope is ready for pickup at the United Way Front Desk (75 College Ave) or, envelope can be mailed to Navigator via US Postal mail.
12. Download and complete the **Transportation Assistance Receipt** from the Navigator Resources and Information webpage <http://rochesterworks.org/navigator-resources/> for bus pass or \$25 Speedway gas card. Record last five number digits of Speedway gas card(s) but write in full bus pass number. Both youth and Navigator sign and date to verify distribution. Youth takes full responsibility for safeguarding bus pass or gas card and acknowledges lost or stolen bus pass or gas card will not be replaced.
13. The original ink-signed **Transportation Assistance Receipt** is returned within 5 business days to **Cassilda Campbell**, Youth System Assistant (US Postal mail, or drop off at United Way Front Desk) to be filed at RochesterWorks! for auditing purposes. A copy of the original receipt needs to be placed in the youth's hard file.

### Return process:

1. Place SENSE Model-OSOS comment regarding bus pass/gas card(s) return to RochesterWorks with specific reason(s).
2. Return bus passes and Speedway gas cards in envelopes to **Zinnia Dzus-DeBole**

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### Transportation Assistance Receipt

*Original receipt returned within 5 business days to RochesterWorks!  
Cassilda Campbell, Youth System Assistant  
Copy in youth's hard file,  
(Maximum total transportation assistance disbursement per youth is \$560.)*

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

**Youth's NY# (must be WIOA enrolled youth in OSOS):** \_\_\_\_\_

**On this day I received the following transportation assistance (bus pass or gas card):**

- Single Ride \$1
- Weekly (5 consecutive days unlimited) \$14
- Monthly (31 days unlimited) \$56
- \$25 Speedway gas card

**Record last five number digits of Speedway gas card(s) but write in full bus pass number.**  
**Bus pass or \$25 Speedway gas card #** \_\_\_\_\_

**By signing below, I (Youth-Print name), \_\_\_\_\_**  
**take full responsibility for safeguarding the bus pass or the Speedway gas card issued to me**  
**today. If the bus pass or the Speedway gas card is lost or stolen, it will be my responsibility**  
**to purchase the replacement.**

**Youth Signature:** \_\_\_\_\_


**Request completed by:** (Print Name and Organization) \_\_\_\_\_

**Navigator Signature:**  
\_\_\_\_\_

### **ROCHESTERWORKS USE ONLY BELOW:**

***Original Receipt Received:*** \_\_\_\_\_

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aids and services are available upon request to individuals with disabilities.*