

# Transportation Expenses

## Desk Aid

We provide short-term and substantial assistance to customers for transportation expenses to help them get a job, keep a job, or get a better job. Transportation Assistance is available in the following categories:

- **Personal transportation expenses**
  - Gas
  - Bus fare/passes
  - Other personal transportation expense i.e. taxi fare
  
- **Vehicular transportation expenses**
  - Car Repair and Maintenance
  - Consumables (i.e. tires, batteries)
  - Vehicle Safety Inspection
  - Liability Car Insurance
  - Vehicle Registration

Please refer to the [Financial Aid Limits](#) desk-aid for limits to transportation assistance.

### Short-Term Assistance

We may provide short-term assistance to a customer requesting personal transportation expenses if the customer has a job or job offer and need the assistance to work or the customer is required to work with us in order to maintain a benefit such as TANF or SNAP.

### Substantial Assistance

We may provide substantial assistance to a customer requesting personal transportation expenses or vehicular expenses.

### Personal Transportation Expenses

- We will provide bus passes, gas cards, or Chase cards for personal transportation to customers who need:
  - Help so they can continue working;
  - Help with getting and completing education or training to go to work; and
  - Help taking or a job or getting a promotion.
  
- The office manager may approve payment for other means of personal transportation, such as taxi fare, when there is no other practical way help the customer meet her transportation need.

## Vehicular Expense Limits

### ***Minor Car Repairs, Maintenance, Consumables and Safety Inspections***

Workforce Solutions may pay for minor mechanical repairs, maintenance, consumables and safety inspections if the customer:

- Demonstrates clearly and conclusively that she is unable to work, search effectively for work, or attend school without the repairs; and-
- Demonstrates that she owns the vehicle or has the approval of the vehicle owner for the proposed service (see [Vehicle Permission/Hold Harmless](#)); and
- Co-signs a statement with the vehicle's owner that she uses the vehicle to get to employment, work search, or school as called for in her employment plan
- Provides an estimate of the cost
  - ✓ Workforce Solutions procured Firestone to provide service to our customer's vehicles when we approve paying for that service.
  - ✓ Career office staff gives the customer a special Firestone Voucher from FAMS. Firestone provides the payment office an estimate before beginning work.
  - ✓ Only when we do not find a Firestone location available within 50 miles from the customer's residence, the customer must give us two estimates from area automotive repair/supply businesses listed in the local telephone directory and open to the public.

### ***Car Insurance and registration***

Workforce Solutions may pay for liability car insurance and vehicle registrations if the customer:

- Demonstrates clearly and conclusively that she is unable to get to work, search effectively for work, or attend school without one of the above, and -
- Has an estimate, or a bill, from the vendor for the cost, and
- Demonstrates that she owns the vehicle or has the approval of the vehicle owner for the proposed service (see Vehicle Permission/Hold Harmless form attached); and
- Co-signs a statement with the vehicle's owner that she uses the vehicle to get to employment, work search, or school as called for in her employment plan

We will pay the vendor directly for insurance and registration.

Office Managers may approve exceptions to the personal and vehicular expense limitations when there are extraordinary circumstances and/or a clear need for a greater level of assistance is documented in the customer's employment plan and TWIST counselor notes.