

MARICOPA COUNTY  HUMAN SERVICES DEPARTMENT Workforce Development Division	SECTION/REFERENCE	PAGE 1 OF 2
	ORIGINAL ISSUE DATE July 2011	REVISION DATE January 2014
	AUTHORIZED BY: Patricia Wallace, Assistant Director	
SUBJECT: Transportation Assistance Policy and Procedures		ADDENDA: Transportation Assistance Request Form

Purpose:

To provide guidance to request, disburse and track gas cards and bus passes. Adults and Dislocated Workers must be enrolled into WIA services to be eligible for transportation assistance.

Career Guidance Specialist determines if participant is in need of transportation assistance, i.e. gas cards or bus passes and completes the Transportation Assistance Request form once need is determined.

Responsibility of:

Career Guidance Specialist (CGS), Program Service Representative (PSR), Workforce Development (WDD) Supervisor, and WDD Finance

Process Description:

Process for Ordering Gas Cards / Bus Passes

A Support Services Request (non-stock requisition form) is submitted by the Training Unit Supervisor and submitted to the Center Manager. Requests totaling more than \$10,000 are forwarded to Patricia Wallace for approval.

Finance notifies the Training Unit Supervisor that the cards/passes are available. The Training Unit Supervisor signs the invoice at the time of pickup and receives a copy for the file.

Training Unit Supervisor distributes cards/passes to PSR at appropriate center. Authorized issuers include designated Program Service Representatives, WDD Supervisor or their designee.

Authorized issuers at the centers are responsible for the inventory, security, disbursement and tracking of all gas cards/bus passes. Inventory is required to be kept in a locked secure location.

Program Service Representative (PSR) or authorized issuer duties:

- ✓ PSR receives cards
- ✓ Enters card/serial numbers into Transportation Services Tracker
- ✓ PSR ensures that correct number of cards/passes has been received per invoice
- ✓ PSR signs invoice indicating receipt and places in the file.

Career Guidance Specialist Duties:

- ✓ Submit request form to PSR
- ✓ Enters a case note and AJC activity upon notification by PSR that gas cards/ bus passes were issued.
- ✓ Document transportation needs on participant's IEP and continue to document assistance provided through AJC activities and case notes.

Process for Disbursement:

- ✓ PSR receives transportation assistance request form from the CGS
- ✓ Ensure signatures of participant, CGS
- ✓ If initial request, Program Supervisor's initials are required
- ✓ Verifies # of cards/passes requested and total dollar value
- ✓ PSR notifies client that cards/passes may be picked up
- ✓ PSR will issue to client and require client's signature and date of receipt on the Transportation Assistance Request form
- ✓ Client is reminded that receipts must be returned to PSR before any further gas cards will be provided
- ✓ PSR will update tracker daily when cards/passes are issued
- ✓ PSR creates email message and copy and pastes the tracker information into an email to the CGS
- ✓
- ✓ Upon receiving the gas card receipt from the customer the PSR will verify that the number on the receipt matches the card number, that gas was purchased, and the entire amount was spent. Once verified PSR logs on the tracker that the receipt was received and the receipt may be discarded.