

January 24, 2005
NEMO WIB Issuance # 02-04

To: All Career Assistance Program Operators

From: Sharon Hays, Executive Director

Subject: Post Employment Transportation Related Expenses (TRE) Payments

1. Purpose: To provide local policy for issuing Post Employment Transportation Related Expense (TRE) payments through the Career Assistance Program.
2. Substance: According to the Policy and Procedures Guide for Career Assistance Program, Transportation Related Expense payments may be issued for up to ninety days after employment has been verified based upon recipient need whether their Temporary Assistance (TA) case is open or closed. The ninety days begins on the first day of the next month following employment verification. Post employment TRE payments must follow the same guidelines as other TRE payments made to recipients.

The ninety-day post employment Transportation Related Expense (TRE) will only be offered to a CAP customer one time. The customer's ninety-day period for a post employment Transportation Related Expense (TRE) payment will not start over if they leave their job and start another job before the original ninety-day period has ended. If the customer leaves a job after the ninety-day period and then begins another position, the ninety-day period does not begin again with the new position but will continue until the ninety-day period has ended.

The program operator may believe extraordinary circumstances exist in which additional post employment TRE payments should be provided beyond the ninety-day period. In those situations, the program operator should submit a request for waiver (attachment A) to the NEMO Workforce Investment Board for consideration of extending the ninety-day period for post employment TRE payments. If approved the post employment TRE could be extended for an additional 30 days at which time the situation would be re-evaluated to determine if additional assistance is needed.

Some examples of extraordinary circumstances may be:

- A Temporary Assistance Recipient is involved in a domestic violence situation and has been working at a job for 2 months when her abuser has discovered where she works. This has made her workplace a dangerous situation for her and she has to quit her job. In this circumstance, she

January 24, 2005
NEMO WIB Issuance # 02-04

would likely need support from the Career Assistance Program and perhaps TRE payments extended to begin another position.

- A Temporary Assistance Recipient has started a job and has been working for a month and receiving TRE payments and his job ends, at no fault of his own. In this instance, it may be appropriate to consider extending further TRE payments beyond the ninety-days to begin another position.

Request for waivers for Post Employment TRE payments should be submitted in writing to the NEMO Workforce Investment Board office in Paris, MO, attention of the Career Assistance Program Coordinator.

3. Action: This issuance is affective immediately upon receipt and applies to all staff working with the Temporary Assistance program.
4. Contact: If you have any questions regarding this issuance, please contact the Career Assistance Program Coordinator or me at (660) 327-5125.

Sharon Hays, Executive Director
NEMO Workforce Investment Board