

August 1, 2006
NEMO WIB Issuance # 02-06

To: All Career Assistance Program Operators
From: Sharon Hays, Executive Director
Subject: Transportation Related Expense (TRE) Payments

1. Purpose: To provide local policy for issuing Transportation Related Expense (TRE) payments through the Career Assistance Program in specific circumstances.
2. Substance: Transportation Related Expense (TRE) Payments are designed to ensure that a recipient has the resources necessary to complete the travel needed to participate in required employment related activities. TRE payments are authorized only when a recipient participates in allowable activities as required, incurs a transportation cost, and demonstrates a need for the TRE payment. For example, a Recipient must drive to work, pay for a ride share situation, pay someone to take them to their activity, etc. If the customer simply walks across the street to go work they have not incurred an expense and therefore would not be eligible for TRE.

Transportation Related Expense (TRE) payments are not an entitlement. All TRE payments will be made based upon availability of funding.

Documentation is the key to responsible use of TRE funds. TRE payments shall not be authorized without the appropriate documentation outlined in this issuance. *NEMO Workforce Investment Board Time Sheets* are required for authorization of TRE payments in the following CAP Recipient activities: Vocational Education and Training, Job Readiness, AWEP/CWEP, English as Second Language, Assessment, High School Activity, AEL/High School Equivalency, Remedial Education, and Subsidized Employment. *NEMO Workforce Investment Board Time Sheets* or pay stubs may be used to document participation in Unsubsidized Paid Employment in order for a customer to continue to receive TRE payments. If a pay stub is used rather than a time sheet there must be verification of the number of days that the customer worked. This could be obtained from the pay stub if noted there or could be received verbally or in writing from the employer. This information should be clearly documented in case notes. *The NEMO Workforce Investment Board OJT Time Sheet* must be used for customers participating in an OJT Activity. A copy of the test results (NOT written documentation *scheduling* the test) must be used to authorize TRE payments for customers in the GED Test Activity. The Career Assistance Program (CAP) *Job Search Plan/Activity Log* (located in ToolBox) must be used for the Job Search Activity. For CAP Recipients that are actively engaged in a Treatment and

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Support Activity TRE may be paid. Due to the sensitive nature of their circumstances, written documentation must not be required. The Case Manager should verify ongoing participation and attendance from the customer and document in case notes before paying TRE.

TRE payments shall not be authorized for pay periods that are more than 2 pay periods (4 weeks) in the past. Time Sheets or other authorized documentation, not previously received by the Program Operator, for TRE payments must not be paid if they are from more than 2 pay periods (4 weeks) prior to the one you are currently in. Please refer to the current *Transportation Related Expense (TRE) Payment Schedule* for specific pay period dates.

In the event that an overpayment of TRE to a customer is discovered, the Case Manager should investigate the situation verifying there was indeed an overpayment and the amount that was overpaid. The amount of the overpayment should be deducted from future TRE payments if the case is still active. If this occurs it should be well documented in the case notes of the customer's ToolBox record as well as notations made on the affected Time Sheets (or other documentation). There should be a clear trail of how the overpayment occurred and how it will be corrected in both the electronic and paper file.

TRE Payments should be authorized only for completion of required activities as detailed in the Career Assistance Program Policy Guide unless there are documented reasons for the customer not fully participating. TRE payments shall NOT be authorized in the following situations without justified reasons documented in case notes and a notation made in the paper file on the time sheet or job search log:

- If Job Search log is not completed as outlined in CAP Policy.
- If Job Search contacts are researched and proven to be fraudulent.
- If Job Search contacts are of no benefit and not in line with the customer's identified goals in their Individual Employment Plan (IEP). For example, if someone applies for a position that requires a High School Diploma or GED and the customer does not possess either or if the customer applies for positions that require a particular certification or license that the customer does not possess such as a CNA applying for positions requiring an LPN certification. (There must be documentation, through case notes, that this issue was discussed with the customer prior to sending them out on the job search activity.)
- If the customer does not meet full AWEP/CWEP scheduled hours outlined in the training plan (without a documented reason such as illness, scheduling change by employer, etc.).

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- Other reasons regardless of activity that have been submitted and approved in writing to the NEMO Workforce Investment Board office.

An individual who is currently Sanctioned is eligible to receive TRE payments after working and/or participating for 2 weeks prior to the TRE being issued.

3. Action: This issuance is affective immediately upon receipt and applies to all staff working with the Career 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