

Developmental Disabilities Resource Board Supported Employment Transportation Stipend Pilot Project

Policy Origination: June 19, 2003
Policy Revision Effective July 1, 2007

Supported Employment Services

Supported Employment services are for those individuals with the most severe disabilities for whom competitive employment has not traditionally occurred or for whom competitive employment has been interrupted or intermittent as a result of a severe disability. Typically, the Division of Vocational Rehabilitation (DVR) provides services for an individual assessment, job development and job coaching. The DDRB provides follow-along funding.

Often, individuals receiving Supported Employment Services need transportation in order to achieve their employment goals. Access to transportation is limited and transportation costs are often prohibitive.

The DDRB Strategic Plan

The DDRB strategic plan identifies transportation, as a specific service need.

Target: The number of individuals receiving transportation will increase annually. Possible Implementation Strategy: Provide for priority transportation needs, including but not limited to, transportation related to health issues and employment.

Supported Employment Transportation Stipend

The DDRB Supported Employment Transportation Stipend is intended to temporarily support the transportation needs of individuals in Supported Employment Services. Specifically, it is intended to support the needs of individuals who are unemployed or underemployed due to the lack of transportation. Individuals are encouraged to explore all transportation options. This stipend is not intended to cover the total transportation costs, but to enhance the options and opportunities while individuals explore long term transportation solutions.

The individual will be eligible for up to \$2,500 in transportation funding. These funds are a lifetime limit not a yearly amount. These funds can be accessed on an as needed basis, allowing the individual to use the money to enhance their employment options while seeking other supports to meet the ongoing transportation needs.

Individuals will select their own transportation provider, which may include any public transit provider, or individual not residing with the customer. Individuals may utilize the funds towards automotive purchases, automotive sales tax, initial licensing, major automotive repairs and driver education or related training. Funds may not be used for driver skill or competency assessments. If funds are

used to purchase a vehicle a copy of the customer's drivers' license must be attached to the application for funds. If the funds are used for automotive repairs two estimates must be submitted to the DDRB for approval prior to repairs being authorized. The customer will submit receipts to the lead agency. The lead agency will validate receipts and invoice the DDRB for reimbursement.

Role of the Agency

The agency representative will educate the customer about the Transportation Stipend Pilot Project. The customer will receive a "Supported Employment Transportation Stipend Pilot Project" brochure, which outlines the program guidelines. The agency will assist the customer in exploring all transportation options and inform the customer that this is a pilot program and there is a \$2500 lifetime limit in transportation funds per individual.

Eligibility

Those agencies that are DVR vendors of Supported Employment and are providing Supported Employment services for St. Charles County residents can access DDRB Supported Employment Transportation Stipend funds for their customers.

Guidelines

1. Lead Agencies will submit a Transportation Stipend application for each customer wanting to access funding.
2. Agencies must receive approval from the DDRB before authorizing Transportation funds for their customers.
3. Lead Agencies will verify receipts submitted by their customers.
4. Lead Agencies will reimburse their customers for approved transportation expenses.
5. Payments are made within the current approved invoicing and payment cycle as authorized by the DDRB.

Supported Employment Transportation Stipend Application

Date: _____

Participant Name:

First Middle Last

Current Address:

Street City State Zip

Social Security Number _____

Lead Agency: _____

Employment Contact: _____

Category of Need: Check appropriate scenario and describe why the participant needs the fund and how they will use it (off set the cost of cabs, pay a neighbor or co-worker, purchase a car, pay sales tax, initial licensing, major automotive repairs or driver education training).

1. To maintain employment _____

2. To become employed _____

3. To change jobs to enhance employment _____

