

## **Supported Employment Transportation Stipend**

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In addition to agency funding, the DDRB also provides funding for several community programs. The following Supported Employment Transportation Stipend funding policy provides valuable information as to the purpose, eligibility, and procedures for accessing these services.

Please note that the forms in this section include the watermark, "DO NOT SUBMIT". **These forms will require submission by the service provider, DDRB Case Manager or Regional Office Service Coordinator.**

**Developmental Disabilities Resource Board**  
**Supported Employment Transportation Stipend**

Policy Origination: June 19, 2003  
Policy Revision Effective July 1, 2009

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***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 underemployed or in jeopardy of losing employment 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 driver education or related training, automotive purchases, automotive sales tax, initial licensing and major automotive repairs for vehicles owned by the individual. Funds may not be used for driver skill or competency assessments. If funds are used to purchase an automobile or motor vehicle requiring licensure by the Missouri Department of Revenue, a copy of the customer's drivers' license, proof of insurance and the bluebook value of the car must be attached to the application for funds. If the funds are used for motor vehicle repairs, two estimates, proof of ownership and proof of insurance by the customer 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. Lead Agencies will submit proof of customer ownership and insurance for expenses related to motor vehicle purchases and sales tax, initial licensing and major motor vehicle repairs.
3. Lead Agencies must submit Kelley Blue Book value documentation of the vehicle to be purchased.
4. Lead Agencies will receive approval from the DDRB before authorizing Transportation funds for their customers.
5. Lead Agencies will verify receipts submitted by their customers.
6. Lead Agencies will reimburse their customers for approved transportation expenses.
7. Individuals must submit receipts to the Lead Agency within 90 days of expense.
8. Lead Agencies will have 120 days from the date of expense to submit billing to 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: \_\_\_\_\_

Check the appropriate service the participant is currently receiving:

Job Coaching  Follow Along

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 change jobs to enhance employment \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If funds for a family member to provide transportation is requested explain circumstances:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Individuals receiving this funding are eligible for up to \$2,500 lifetime funding. The customer is responsible for obtaining valid receipts and submitting them to their lead agency for reimbursement. The lead agency is responsible for working with the customer to access long-term transportation options. This funding is intended to provide assistance that may open employment opportunities while exploring long-term transportation solutions. Individuals should explore all options (Social Security Work Incentives, ride share, etc.)

I have reviewed and agree to this funding policy. This also serves as authorization to release/obtain records and general information deemed necessary for the purpose of the Supported Employment Transportation Program to the DDRB.

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Signatures:

_____	_____
Participant	Date
_____	_____
Lead Agency Representative	Date
_____	_____
DDRB Program Manager Approval	Date

DO NOT SUBMIT