

Developmental Disabilities Resource Board Employment Transportation Stipend

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Scope of Employment Transportation Stipend

The DDRB Employment Transportation Stipend is intended to temporarily support the transportation needs of individuals competitively employed in community who are underemployed or in jeopardy of losing employment due to the lack of transportation. This stipend is not intended to cover total transportation costs, but to enhance options and opportunities while individuals explore long-term transportation solutions.

Eligibility:

Individuals accessing the Employment Transportation Stipend who meet the following criteria are eligible for a lifetime maximum amount of up to \$3,000.

- Individual has been determined eligible for DMH/DD services and have a DMH/DD I.D.
- Individual resides in St. Charles County
- Individual is competitively employed in the community
- Individual receives Supported Employment Services from a Division of Vocational Rehabilitation (DVR) vendor or has an active Case Manager/Service Coordinator.

If the maximum amount allowable is not fully utilized the individual's balance remains available for use at a later time.

Qualifying Expenses:

1. Public transit provider
2. Private transit provider or individual (Cannot reside with the customer)
3. Driver education or related training (Does not include driver skill or competency assessments)
4. Motor vehicle purchase
5. Motor vehicle sales tax
6. Initial motor vehicle licensing
7. Vehicle repairs, not including: oil change, fluids, filters, tune-up

Access Information:

Individuals accessing the stipend who receive Supported Employment Services from a Division of Vocational Rehabilitation (DVR) vendor, must access the Employment Transportation Stipend through their employment agency.

Individuals accessing the stipend who have secured employment on their own, and do not receive employment supports, must access the Employment Transportation Stipend through their case manager/service coordinator.

Role of Employment Agency OR Case Manager/Service Coordinator

1. Educate the customer about the Transportation Stipend program, including its requirements, as outlined on the Transportation Stipend checklist.
2. Assist the customer with exploring available transportation options.
3. Assist the customer to be responsible for obtaining valid receipts and submitting them to their employment agency or case manager/service coordinator for reimbursement within 60 days from the date the expense was incurred. Individuals should explore all options (Social Security work incentives, ride shares, etc.)
4. Submit billing to the DDRB within 90 days from the date the expense was incurred.
 - a. Employment agencies will submit billings via DDRB Portal. The employment agency maintains the check list and supporting documentation for all reimbursed transactions, for their agency onsite review by the DDRB.
 - b. Case manager/service coordinator will submit billings via Transportation Stipend Invoice form along with supporting documentation to the DDRB.

General Information

DDRB payments are made to the employment agency or customer (if not receiving employment services) within the current approved invoicing and payment cycle.

Transportation Stipend Reimbursement Check List

The case manager/service coordinator is responsible for submitting this checklist along with the supporting documentation reimbursement request form.

The employment agency is responsible for maintaining all required supporting documentation listed below for their agency onsite review by the DDRB.

Customer Name

Date

Lead Agency/Case Manager/Service Coordinator

_____ Motor Vehicle Purchase

- _____ Proof of valid driver's license (Expiration date : _____)
- _____ Proof of ownership
- _____ Proof of current insurance
- _____ Proof of Kelley Blue Book vehicle valuation
- _____ Bill of sale (copy of receipt)
- _____ Sales tax (copy of receipt required only if requesting reimbursement)
- _____ Initial licensing fees (copy of receipt required only if requesting reimbursement)

_____ Motor Vehicle Repair

- _____ Proof of ownership
- _____ Proof of valid driver's license
- _____ Proof of current insurance
- _____ Receipt(s) for repair or parts

_____ Driver Education/Driver Training

- _____ Driver's Permit
- _____ Driver's Assessment Results
- _____ Receipt(s) for Driver Education/Driver Training

_____ Public Transit

- _____ Paid Receipt(s) (include name of business, address, contact information, date of service and amount)

_____ Private Transit

- _____ Paid Receipt(s) (include name, address, contact information, date of service and amount)