

Developmental Disabilities Resource Board Pre-Employment Transportation Stipend

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Scope of Pre-Employment Transportation Stipend

The DDRB's Pre-Employment Transportation Stipend is intended to temporarily support the transportation needs of individuals enrolled in a postsecondary school (vocational or trade school, college or university) or participating in a DDRB funded pre-employment training program. 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 Pre-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 enrolled in a postsecondary school and has an active case manager/service coordinator or receives Pre-Employment Services from a DDRB funded program.

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 are participating in a DDRB funded pre-employment training program, must access the Transportation Stipend through their employment agency.

Individuals accessing the stipend who are enrolled in a postsecondary school, must access the 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 reimburse 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)