

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

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

Qualifying Expenses That Can Be Reimbursed With Valid Receipts:

1. **Public Transportation** provided by a public transit entity (cab, Uber, ITN, etc.).
2. **Private Transportation** provided by an individual (coworker, friend, neighbor, etc.). The individual cannot reside with the eligible individual.
3. **Driver education** or related training provided by reputable business. This does not include driver skill or competency assessments.
4. **Motor vehicle purchase:** the eligible individual must be listed as an owner on the title of the vehicle purchased.
5. **Motor vehicle sales tax:** the eligible individual must be listed as an owner on the title of the vehicle.
6. **Initial motor vehicle licensing:** the eligible individual must be listed as an owner on the title of the vehicle.
7. **Vehicle repairs, not including:** oil change, fluids, filters, and tune-up: the eligible individual must be listed as an owner on the title of the repaired vehicle.

How to Access Funding:

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.

Individuals accessing the stipend who have secured employment on their own, and do not receive employment supports or have an active case manager/services coordinator will need to submit for reimbursement directly to the DDRB.

Role of Employment Agency OR Case Manager/Service Coordinator:

1. Educate the eligible individual about the Transportation Stipend program, including its requirements, as outlined on the Transportation Stipend checklist.
2. Assist the individual with exploring available transportation options.
3. Assist the individual 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.)

Submitting a Request for Reimbursement:

1. 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 the request for reimbursement to the DDRB. The request must include the Transportation Stipend Invoice form (available on DDRB website), Transportation Stipend Checklist (available on DDRB website) and all supporting documentation to the DDRB.
 - c. Individual will submit the request for reimbursement to the DDRB. The request must include the Transportation Stipend Invoice form (available on DDRB website), Transportation Stipend Checklist (available on DDRB website) and all supporting documentation to the DDRB.

General Information

DDRB payments are made to the employment agency or eligible individual (if individual does not receive employment services) within the current DDRB invoicing and payment cycle.

Transportation Stipend Reimbursement Check List

The case manager/service coordinator or *eligible individual* 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.

Individual Name

Date

Lead Agency/Case Manager/Service Coordinator

The SC/CM or eligible individual is responsible for submitting the following with this form:

*Transportation Stipend Reimbursement Check list and supporting documentation

*Proof of current employment (most recent paycheck stub) or Proof of attendance in postsecondary school (most recent class schedule or acceptance letter)

_____ **Motor Vehicle Purchase** (Individual must be listed as an owner on the title of the vehicle purchased)

_____ Proof of valid driver's license (Expiration date : _____)

_____ Proof of ownership

_____ Proof of current insurance (Individual must be listed on the policy)

_____ Proof of Kelley Blue Book vehicle valuation

_____ Bill of sale receipt

_____ Sales tax receipt (copy of receipt required only if requesting reimbursement)

_____ Initial licensing fees (copy of receipt required only if requesting reimbursement)

_____ **Motor Vehicle Repair** (Individual must be listed as an owner on the title of the vehicle purchased)

_____ Proof of ownership

_____ Proof of valid driver's license

_____ Proof of current insurance (Individual must be listed on the policy)

_____ Paid receipt(s) for repair or parts

_____ **Driver Education/Driver Training**

_____ Driver's Permit

_____ Driver's Assessment Results

_____ Receipt(s) for Driver Education/Driver Training

_____ **Transportation by a Public Transit**

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

_____ **Transportation by a Private Transit**

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