

## **Developmental Disabilities Resource Board Pre-Employment Transportation Stipend**

Policy Origination: June 19, 2003

**Revision Effective: July 1, 2019**

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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: 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 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.

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 Reimbursement Request form (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 Reimbursement Request form (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 Request Form

Below are the qualifying expenses that can be reimbursed with valid documentation.

### A. Individual Information (PRINT clearly):

First & Last Name: \_\_\_\_\_ DMH ID: \_\_\_\_\_  
Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No. \_\_\_\_\_ Case Manager (if applicable): \_\_\_\_\_

### B. How are you qualified? (SELECT one):

- ☐ Employed in the community    ☐ Enrolled/attending post-secondary school and/or Pre-Employment Program

Proof of current employment (most recent paycheck stub) or Proof of attendance in postsecondary school (most recent class schedule or acceptance letter) **must be submitted with this request form.**

### C. Qualified Expense(s):

Each section lists the documents that **must be submitted with this request form** within 90 days of the date the expense occurred.

#### 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 (title)
- 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)

REIMBURSEMENT REQUESTED: \$ \_\_\_\_\_

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

- Proof of ownership (title)
- Proof of valid driver's license
- Proof of current insurance (Individual must be listed on the policy)
- Paid receipt(s) for repair or parts

REIMBURSEMENT REQUESTED: \$ \_\_\_\_\_

#### Driver Education/Driver Training

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

REIMBURSEMENT REQUESTED: \$ \_\_\_\_\_

#### Transportation by a Public Transit

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

REIMBURSEMENT REQUESTED: \$ \_\_\_\_\_

#### Transportation by a Private Transit

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

REIMBURSEMENT REQUESTED: \$ \_\_\_\_\_

### D. Send/submit this completed form with required documentation within 90 days of the date the expense occurred. Mail to:

DDR B  
1025 Country Club Rd.  
St. Charles, MO 63303

or

Email to:  
[transportation@ddrb.org](mailto:transportation@ddrb.org)

<b>DDR B Review:</b>	Date Approved: _____	Lifetime Amount Remaining: \$ _____
	DDR B Representative Signature: _____	