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Informational Letter

Section 1

Transmittal:	14-INF-13
To:	Local District Commissioners
Issuing Division/Office :	Center for Employment and Economic Supports
Date:	December 8, 2014
Subject:	Transportation Guidance
Suggested Distribution:	Employment Coordinators Temporary Assistance Directors SNAP Directors Staff Development Coordinators
Contact Person(s):	OTDA Employment Services Advisor or Employment and Advancement Services Bureau at (518) 486-6106
Attachments:	Attachment 1: Transportation and Employment: A Guide for Workforce Professionals to Help Meet Job Seekers' Transportation Needs Attachment 2: Transportation to Work Desk Aid
Attachment Available On – Line:	<input checked="" type="checkbox"/>

Filing References

Previous ADMs/INFs	Releases Cancelled	Dept. Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
		385.4	332-a	Temporary Assistance and SNAP Employment Policy Manual-Section 385.4	

Section 2

I. Purpose

The purpose of this Information Letter (INF) is to provide local district employment staff and other workforce professionals with guidance regarding key items to be considered when working with job seekers to properly assess their individual transportation needs as part of an employment search.

II. Background

Transportation can be one of the most significant barriers to employment that job seekers face. Taking the time to review each job seeker's transportation situation and needs while engaging in job placement activities will provide a realistic picture of the array of job opportunities available to them and possibly lead to higher job retention rates. It will likely also minimize some of the employment stops and starts job seekers experience such as:

- receiving a job offer but being unable to take the position because the job is not on the bus line;
- they cannot afford the on-going cost of transportation to get to the position; or,
- the transportation options do not operate during all of their scheduled work hours or meet other needs such as allowing for drop off and/or pick of children at day care.

By exploring transportation needs upfront, ideally at the initial assessment, job seekers will have a higher chance of overcoming their transportation barriers and achieving their employment goals.

III. Program Implications

Local district employment staff and other workforce professionals are encouraged to review the attached guide (Attachment 1) to see if there are items that can be put in place that will strengthen the transportation assessment/services provided to job seekers locally. These practices will strengthen job matching and increase the likelihood of sustained employment success. The guide also describes some suggested approaches for sharing and coordinating vital transportation resources with job seekers, workforce professionals and community based partners. The Transportation to Work Desk Aid (Attachment 2) is a simplified job aid intended for frontline staff which provides the critical questions to review with job seekers when assessing their individual employment transportation needs.

Issued By

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