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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 94 LCM-152

Date: December 21, 1994

Division: Office of Employment
Programs

TO: Local District Commissioners

SUBJECT: Transportation Reimbursement Rate Under the Job Opportunities
and Basic Skills Training (JOBS) Program

ATTACHMENTS: None

The purpose of this Memorandum is to provide guidance on the policy pertaining to the transportation reimbursement rate for clients participating in JOBS related activities.

We have received several inquiries regarding this issue. Department Regulation 385.3(a)(2)(iii) stipulates that transportation as a supportive services expense must be reimbursed at a rate not to exceed the cost of public transportation if available or, if not, at a level up to 30 cents per mile, but not to exceed the reimbursement rate for private transportation regularly paid by the social services district to its employees. The mileage allowance is thus a cap, not a standard allowance.

You have the option, therefore, of setting a mileage allowance other than that paid to your employees. For example, you may set an amount consistent with the amount paid for medical transportation in the district. Or, you may use the Average Operating Cost as calculated annually by the American Automobile Association. (93 LCM-95 provided pertinent information about using this methodology for the purpose of Medicaid private vehicle mileage.)

In setting a rate, you must be careful not to create an undue hardship which would jeopardize the client's ability to participate in the JOBS program. When ownership expenses, such as insurance, are not taken into consideration in setting the mileage reimbursement rate, such expenses may be appropriately paid under the guidelines contained in Department Regulation 385.3(a) if determined necessary to enable the individual to participate in JOBS activities.

Any questions regarding this Memorandum should be directed to your local district Technical Advisor for Employment Programs at 1-800-343-8859, extension 3-8377.

Jack Ryan
Assistant Commissioner
Office of Employment Programs