

GLOW WORKFORCE INVESTMENT AREA
POLICY ON USE OF GAS VOUCHERS
Policy # 23 – 3/1/09

Purpose: The Genesee, Livingston, Orleans, Wyoming (GLOW) Workforce Investment Area will utilize Gas Vouchers to pay transportation costs for eligible WIA participants while they are receiving staff assisted core, intensive or training services. Due to the rural population of the GLOW area and limited public transportation in many jurisdictions, gas vouchers will assist to reimburse the cost of transportation during the participant's time of economic hardship.

WIA Eligibility: To be eligible for a WIA sponsored Gas Voucher, the participant must be determined to be WIA eligible under one of the following categories –

1. An Adult age 18 or older who is unemployed due to layoff or termination but does not meet the definition of Dislocated Worker.
2. A Dislocated Worker who has been laid off or terminated, or has received a notice of termination or lay off; is eligible for or has exhausted entitlement to unemployment compensation; and is unlikely to return to a previous industry or occupation.
3. A Dislocated Worker who has been terminated or laid off, or has received a notice of termination or layoff as a result of a permanent closure of, or any substantial layoff at, a plant, facility or enterprise; or employed at a facility where a general announcement has been made that the facility will close.
4. An Out-of-School Youth under age 21 who is an economically disadvantaged and has one or more barriers.

Gas Voucher Eligibility: In order to qualify for a Gas Voucher, the WIA eligible participant must meet one of the following criteria –

1. Enrolled in a staff assisted Core or Intensive WIA Service requiring regular trips to their local One Stop Center; or
2. Enrolled in an Occupational Training ITA and regularly attending classes; or
3. Enrolled in a staff assisted Core, Intensive, or Training Service and either engaged in a job search or beginning subsidized or unsubsidized employment.

And

4. Possess a valid Driver's License.

The GLOW Workforce Investment Area will use the existing WIB travel voucher policy, limit on supportive service payments and approved mileage reimbursement rate to pay for the costs directly related to attending Core or Intensive Services at their local One Stop Center, attending Occupational Training classes, and travel to and from their job search or job placement. This policy is effective March 1, 2009 through June 30, 2009 only.

GLOW WORKFORCE INVESTMENT AREA GAS VOUCHER PROCEDURE

Procedure: The GLOW Workforce Investment Board has authorized One Stop Center staff to process Gas Vouchers on behalf of an eligible participant when the following conditions are achieved –

1. The WIA Gas Voucher eligible participant has completed the GLOW Gas Voucher Certification Form, checking the eligibility category that applies to them.
2. The participant has signed the certification on the GLOW Gas Voucher Certification Form, indicating that they are being truthful in their application for a Gas Voucher.
3. The participant has complied with the terms for reimbursement by properly completing the Gas Voucher and supplying the specific details of the travel as noted below.

Mileage for approved GLOW WIB Gas Voucher activities will be reimbursed at the current GLOW WIB policy rate of 50% of the current IRS rate of \$.55 per mile or \$.275 per mile. After the proper completion of the GLOW Gas Voucher Certification Form, the One Stop Center staff person will secure the authorizing signature of the Director or their designated alternate. The One Stop Center staff person will then provide the approved WIA participant with the GLOW WIA Gas Voucher Form and discuss the proper completion of the form. Travel to and from the approved activities must be clearly documented indicating the date, start location, purpose of travel and end location. If travel is for a job search, the name of the business and Business contact person will also be listed. All information on the Gas Voucher is subject to verification by the issuing One Stop Center staff person prior to submittal to the Fiscal Department for payment.

The One Stop Center staff will retain the GLOW Gas Voucher Certification Form, and a photocopy of the participant's valid driver's license, filing them in the participant's folder and indicating in OSOS the date when the GLOW Gas Voucher Certification Form was completed, according to the documentation requirements as determined by DEWS. Each Gas Voucher(s) returned by the WIA participant, will first be reviewed, verified, and initialed by the issuing One Stop Center staff person to ensure it includes only the approved travel activities. The issuing One Stop Center staff person will calculate the value to be reimbursed, based on the prior unspent value of the GLOW Gas Voucher Certification Form, and indicate the remaining balance available on the GLOW Gas Voucher Certification Form. An additional Gas Voucher will only be issued to the participant if there is an unspent balance. The maximum value of an approved Gas Voucher will not exceed the total remaining value on the GLOW Gas Voucher Certification Form. Once the value of the Gas Voucher is fully expended, a determination can be made to issue an additional Gas Voucher, if funding is still available and the date is prior to 6/30/09. Once initialed, the Gas Voucher will then be forwarded to the agency's Fiscal Department for payment. Customers receiving a Gas Voucher will need to be enrolled in a WIA Intensive Service and complete the DEV documentation required for a WIA Intensive Service, with corresponding OSOS entries and creation of a WIA Participant Folder for the Gas Voucher documentation plus DEV backup.

Controls: The Fiscal Department will only process Gas Vouchers that have been reviewed and initialed by a One Stop Center Staff person, indicating the travel was for only WIB approved travel activities. Any Gas Voucher that is not initialed will be returned to the issuing staff person for the necessary review and authorization. All Gas Vouchers will be limited to reimbursing travel between March 1, 2009 and June 30, 2009. No Gas Voucher will be processed for travel occurring after the June 30, 2009 deadline. All Gas Vouchers must be returned to the One Stop Center by close of business on July 1, 2009

GLOW Workforce Investment Board
GLOW Gas Voucher Certification Form

Applicant Name: _____
Social Security Number: _____

1. WIA Eligibility: (Check if true for the applicant)
- a. An Adult age 18 or older who is unemployed due to layoff or termination but does not meet the definition of Dislocated Worker.
 - b. A Dislocated Worker who has been laid off or terminated, or has received a notice of termination or lay off; is eligible for or has exhausted entitlement to unemployment compensation; and is unlikely to return to a previous industry or occupation.
 - c. A Dislocated Worker who has been terminated or laid off, or has received a notice of termination or layoff as a result of a permanent closure of, or any substantial layoff at, a plant, facility or enterprise; or employed at a facility where a general announcement has been made that the facility will close.
 - d. An Out-of-School Youth under age 21 who is an economically disadvantaged and has one or more barriers
2. Gas Voucher Eligibility: (Check if true for the applicant)
- a. Enrolled in a staff assisted Core or Intensive WIA Service requiring regular trips to their local One Stop Center.
 - b. Enrolled in an Occupational Training ITA and regularly attending classes.
 - c. Enrolled in a staff assisted Core, Intensive, or Training Service and either engaged in a job search, or beginning subsidized or unsubsidized employment.

And (Check if true for the applicant)
 Possess a valid Driver's License

To qualify, the person must check one box in both #1 and #2, plus possess a valid Drivers License.

3. Certification:
I certify that the information I have completed above is true and correct. I understand that any false statement above is a violation of the Federal Workforce Investment Act and will carry a criminal penalty. I understand that I will only be reimbursed for the actual mileage to and from the activities listed in #2.a., #2.b., and #2.c. above. Travel to and from the approved activities must be clearly documented indicating the date, start location, purpose of travel and end location. If travel is for a job search, the name of the Business and Business contact person will also be listed. All information on the Gas Voucher is subject to verification by the issuing One Stop Center staff person. Eligibility for future Gas Vouchers will be dependant on my compliance with the terms of this Certification.

Signature: _____ Date: _____

Witnessing Staff: _____ Date: _____

Maximum Approved Voucher Value: _____
Amount Used & Date: _____

Director Authorization: _____ Date: _____

3/4/09

Above is the GLOW WIB Gas Voucher Policy which allows us to provide mileage reimbursement to our customers that need assistance. Please review the procedure and implement it as appropriate. There are several things that you will need to do:

1. Have the customer complete a W-9 in addition to the other required forms. Forward the W-9 to Mary Spaulding so that we can reimburse the person with a mileage check. The check will be issued by Genesee County Treasurer.
2. Enroll the person in a staff assisted Intensive Service in OSOS. This will also require that we collect all the WIA eligibility and DEV documentation plus make the appropriate OSOS notations for the Intensive Service and DEV.
3. A WIA participant folder will need to be established to file the Gas Voucher related materials we have to retain to document their eligibility for reimbursement i.e Certification Form, etc. See a WIA Counselor if you have questions.
4. Vouchers must be reviewed and initialed by issuing staff person and then forwarded to Mary Spaulding/Fiscal for reimbursement. Consult the WIA Vendor Payment Schedule below to see when checks will be issued.

If the participant is being transported by someone else, we should make a copy of the drivers license of that person, not the participant's drivers license. If you have any questions, please let me know. We will be having a training session as part of our 3/12/09 Staff Meeting. This is a work in progress so bear with us as we implement this.

Scott