
(s) TRANSPORTATION SUPPORTIVE SERVICES:
MILEAGE REIMBURSEMENT RATE AND VEHICLE REPAIR POLICIES
[WIC Section 10531(g)]

Mileage Reimbursement Rates

Authority: All-County Letter No. 03-15; IRS Bulletin No. 2002-39; M.P.P. 42-750.11

Mileage reimbursement or advances to former and current CalWORKs customers will be calculated and paid as follows:

1. The CalWORKs customer or former CalWORKs customer must be in an approved Welfare-To-Work (WTW) activity, including employment, or, if a former CalWORKs participant, engaged in employment, self-employment, job search, or other post-aid retention activities specified in Section (m) of this Plan.
2. Transportation supportive services must be necessary for the customer or former customer in order to participate in the program activity to which he or she is assigned or to search for, accept, or retain employment.
3. The individual must meet all of the following criteria for use of a personal vehicle in order to be eligible for mileage reimbursement:
 - a. The vehicle must be registered to the customer through the California Department of Motor Vehicles (DMV).
 - b. The vehicle must be currently insured with the appropriate vehicle insurance coverage.
 - c. The customer must possess a current, valid California Driver's License.
 - d. The vehicle must be claimed as property in the CalWORKs benefits case OR must meet the required criteria for use of a non-owned vehicle.

Criteria for use of a non-owned vehicle:

- The customer must have a current, valid California Driver's License, **and**
 - Provide a statement from the registered owner that the customer is required to reimburse the owner for use of the vehicle and the amount **or** provide proof of customer's personal expense to use the vehicle.
4. The individual must submit documentation of the date(s) mileage reimbursement is requested for, the Welfare-To-Work activity(ies) involved, and the number of miles traveled.
 5. The individual will be paid at the established Internal Revenue Service (IRS) "standard mileage rate," which is published annually, for the first 1,000 miles traveled in a calendar month for participation in approved WTW activities or post-CalWORKs activities (pursuant to Section (m) of this Plan).
 6. The individual will be paid at half of the established IRS "standard mileage rate" for all miles exceeding 1,000 miles in a calendar month.

The County shall print these policies and the annual IRS "standard mileage rate" and make them available to CalWORKs customers whenever they request mileage advances or reimbursement and to members of the public upon request.

Use of Mileage Reimbursement Payments or Advances and Restrictions on Reimbursement for Other Costs of Maintaining and Operating a Motor Vehicle

Authority: All-County Letter No. 03-15; IRS Bulletin No. 2002-39; M.P.P. 42-750.11

1. Mileage reimbursement payments are intended to be used to reimburse the customer for operating and fixed costs such as:
 - a. Fuel;
 - b. Vehicle insurance;
 - c. Vehicle license fees;
 - d. Vehicle registration costs, including smog inspection;
 - e. Routine maintenance and tune-ups to include **parts** (belts, filters, fluids, spark plugs and wires, and similar items) and **labor**;
 - f. Oil changes;
 - g. Replacement of tires; and
 - h. Replacement of brakes, brake lines and brake pads.
2. In most circumstances CalWORKs customers and former customers receiving mileage reimbursement are not eligible for separate supportive services payments or reimbursements for any of the items in #1, as these operating and fixed costs are covered within the mileage reimbursement rate. Such payments or reimbursements **may** be approved on a case-by-case basis when there is a demonstrated hardship or extenuating circumstances.
3. It is the responsibility of the customer requesting reimbursement or payment for an item in #1 to provide information and/or documentation about the hardship or extenuating circumstances.
4. Any request for payment or reimbursement above the approved mileage reimbursement rate for an item listed in #1 shall be reviewed and approved or denied by a CalWORKs Employment Services (CWES) Employment and Training Supervisor, Program Manager, or designee. Case managers may not authorize such payments without the review and approval of one of the above-named individuals.
5. The decision of the CWES Employment and Training Supervisor, Program Manager, or designee is final. The case manager shall issue a Notice of Action to the customer stating the decision on the payment or reimbursement request.
6. Customer requests that are not approved under this section may file for a State Hearing as described on the Notice of Action.

Vehicle Repair Policies

Authority: All-County Letter No. 03-15; All-County Letter 00-54; M.P.P. 42-750.11; and M.P.P. 42-711.552

1. Vehicle repairs shall be paid or reimbursed only when all of the conditions (a-l) are met:
 - a. The CalWORKs customer or former CalWORKs customer is in an approved Welfare-To-Work (WTW) activity, including employment, or, if a former CalWORKs participant, is engaged in employment, self-employment, job search, or other retention or re-employment activities as specified in Section (m) of this Plan; and
 - b. Public transportation is not available to the customer or circumstances preclude its use (for example, multiple stops are needed on the way to the customer's activity to take children to day care); and
 - c. The customer does not have another operable vehicle available to use for transportation to and from approved activities, including to and from child care locations; and
 - d. The vehicle is registered under customer's name with the California Department of Motor Vehicles (DMV) or the customer has a signed "pink slip" listing the customer as the new registered owner; and
 - e. The vehicle is currently insured and meets the DMV minimum vehicle insurance requirements; and
 - f. The customer possesses a current and valid California Driver License; and
 - g. The vehicle is listed as the customer's property on the CalWORKs benefits case; and
 - h. There are no other resources available to the customer to:
 - i. Cover the cost of the vehicle repair; or
 - ii. Get the customer to and from their activity(ies) and to and from childcare locations; and
 - i. The cost of the repairs requested does not exceed 80% of the vehicle's wholesale Kelly Blue Book value; and
 - j. The customer has received supportive services of less than \$2000 for vehicle repairs during the prior twelve months (see Extenuating Circumstances provision *m* below); and
 - k. The customer uses a County-approved vendor for the repairs, or, if no County-approved vendor is available, two estimates of the repair are provided, and the request and estimates are reviewed by County staff; and
 - l. The repair facility determines and provides verification that the vehicle is worth the cost of the repair(s) and will be safe to drive after the repair(s).

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- m. The County may determine that extenuating circumstances necessitate vehicle repairs in excess of \$2000 for one family within a twelve-month period of time. Such requests shall be reviewed and approved by a CalWORKs Employment Services (CWES) Employment and Training Supervisor, Program Manager, or designee.
 - n. The decision of the CWES Employment and Training Supervisor, Program Manager, or designee is final. The Case Manager shall issue a Notice of Action to the customer stating the decision on the payment or reimbursement request.
 - o. Requests that are not approved under this section may file for a State Hearing as described on the Notice of Action.

The County shall print these policies and an updated list of County-approved vendors for vehicle repairs and make this information available to customers and the public upon request and whenever a customer requests payment for vehicle repairs.

2. The following additional policies apply to requests for vehicle repair payment or reimbursement under CalWORKs supportive services provisions:
 - a. The cost of a leasing or renting a vehicle, either temporarily while repairs are being made, or as a long-term transportation solution, is not a covered expense under CalWORKs supportive services policies.
 - b. Vehicle repair costs shall not be approved for payment when a customer purchases a vehicle or is gifted a vehicle that is non-operable at the time of purchase or when ownership is transferred.
 - c. Payment or reimbursement of vehicle repairs is not available when a customer is receiving mileage reimbursement payments as a CalWORKs supportive service and the request is for an item that is considered a routine maintenance and operation cost. (*See Use of Mileage Reimbursement Payments and Restrictions on Reimbursement for Other Costs of Maintaining and Operating a Motor Vehicle* policies in this section.)
 - d. Only repairs that are needed to keep a vehicle operable or safe to drive are to be approved under this section. Repairs that are cosmetic only are not covered as a CalWORKs supportive service.
 - e. The County will not reimburse or pay for repairs using parts that a customer has acquired or purchased. Only repairs that use parts supplied by a County-approved vendor or alternate vendor (as described in 1.k. above) will be considered for payment or reimbursement.
 - f. Vehicle repair costs shall not be approved for non-owned vehicles.