



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #10-37-OPE *(This Policy Bulletin Replaces PB #09-75-OPE)*

ISSUANCE OF CARFARE

<p>Date: April 14, 2010</p>	<p>Subtopic(s): Carfare</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>Revisions to the Original Policy Bulletin:</p> <p>This policy bulletin is being revised to:</p> <ul style="list-style-type: none"> • Allow the issuance of both job and apartment search carfare to the same individual, • Disallow apartment search carfare for undomiciled homeless individuals/households, and • Instruct workers to remove apartment search carfare from undomiciled (Shelter Type Code 23) cases at recertification or the next participant contact. <p>Purpose:</p> <p>The purpose of this policy bulletin is to inform Job Center staff that the single fare MetroCard rate is currently \$2.25 per one-way subway/bus trip. The weekly and monthly MetroCards amounts are as follows:</p> <ul style="list-style-type: none"> • \$27 for a weekly unlimited card • \$89 for a monthly unlimited card

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

Carfare can be issued for instances such as:

See PB #09-74-OPE for instructions on issuing one-way carfare for BEV appointments.

Undomiciled individuals (Shelter Type Code **23**) are no longer eligible for apartment search carfare.

Issuance Code **29** is used for job search carfare.

Apartment Search Carfare is Special Needs Type Code **25**.

Individual Income/Needs screen

New

Special Needs Type Code **25**

- applicants complying with agency referrals to ancillary programs (e.g., Wellness, Comprehensive Assessment, Rehabilitation and Employment [WeCARE], and the Bureau of Eligibility Verification [BEV]) to meet eligibility requirements.
- applicants/participants residing in a DHS shelter and searching for permanent housing (not to exceed three round trips per week [as of June 28, 2009 \$13.50/week]).
- homeless applicants sending and/or accompanying children to school, only when the applicant has been placed in temporary housing accommodations outside the five boroughs of New York City (e.g., in Long Island) and the child is attending school in one of the five boroughs and wishes to remain in the school district.

Job search carfare is issued when the applicant/participant is assigned to a work activity. When the carfare is issued on a recurring basis via the Daily Timekeeping System (DTS), the benefit will appear on the Benefit Issuance screen (**NQCS5B**) in WMS as Issuance Code **29**.

To issue the carfare for an apartment search grant, the JOS/Worker must create and authorize a new WMS budget and enter Special Needs Type Code **25** in the **SPEC NDS: TY** field and the monthly amount (\$13.50 per week x 4.333 weeks per month = \$58.50) in the **SPEC NDS: AMT** field.

New Information

Because engagement carfare may start and stop based on compliance issues and are issued on different cycles from apartment search carfare, individuals in homeless shelters may now be issued both job and apartment search carfare.

New information

Carfare should only be issued in instances where as is the case with shelter residents, individuals are conducting a monitored apartment search. JOS/Workers should therefore disallow apartment search carfare for undomiciled individuals (Shelter Type Code **23**). The apartment search carfare allowances must be removed at recertification or at any other contact.

Effective Immediately

Related Item:

PB #09-74-OPE