



FAMILY INDEPENDENCE ADMINISTRATION
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POLICY BULLETIN #05-18-OPE
(This Policy Bulletin Replaces PB #04-88-ELI)

ISSUANCE OF CARFARE

Date: January 26, 2005	Subtopic(s): Carfare
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This procedure can now be accessed on the FIAweb.

Revision to Original Policy Bulletin:

This policy bulletin is being revised to correct the statement regarding the issuance of carfare to homeless applicants/participants sending and/or accompanying their child(ren) to school and to inform staff that apartment search carfare must be reduced when a participant is in receipt of job search carfare.

Purpose:

The purpose of this policy bulletin is to inform staff that when issuing carfare to applicants/participants, the prevailing rate (currently \$2 per one-way subway/bus trip) must be used. In addition, when the cost of transportation increases/decreases, staff must adjust the amount of carfare accordingly.

Carfare can be issued for instances such as:

- Applicants complying with agency referrals to ancillary programs (e.g., Wellness, Comprehensive Assessment, Rehabilitation and Employment [WeCARE], Health Services Systems [HSS], Bureau of Eligibility Verification [BEV]) to meet eligibility requirements.
- Homeless applicants/participants searching for permanent housing (not to exceed three round-trips per week).
- Homeless applicants/participants sending and/or accompanying children to school, only when the applicant/participant has been placed in temporary housing accommodations outside of the five boroughs of New York City (e.g., in Long Island) and the child is attending school within the five boroughs and wishes to remain in the NYC school district.

Revised information

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or
send an e-mail to *FIA Call Center*

Distribution: X

Avoid duplication of carfare allowances.

Before issuing apartment search carfare, the Worker must check the Benefits Issuance History in the Welfare Management System (WMS) to ensure that job search and apartment search carfare allowances are not duplicated and do not together exceed the cost of a weekly unlimited Metrocard (currently \$21).

New information

To determine if the participant is in receipt of job search carfare, check the Benefits Issuance Screen (**NQCS5A**) in WMS for Special Grant Code **53** (Job Search Expenses). If the participant is in receipt of job search carfare, then his/her apartment search carfare must be reduced to the difference between the cost of a weekly unlimited Metrocard and the amount issued for job search expenses.

Example 1:

The participant is currently receiving job search carfare in the amount of \$42 biweekly. The cost for a weekly unlimited Metrocard is \$21. In this instance the participant would not be entitled to additional carfare for an apartment search.

Example 2:

The participant is currently receiving job search carfare in the amount of \$24 biweekly. In this instance the participant would be entitled to an additional \$18 biweekly (\$9 per week) for apartment search carfare ($42 - 24 = \$18$), or \$19.50 semimonthly ($9 \times 2.167 = 19.50$).

To issue the carfare for apartment search grant, the Worker must create and authorize a new Welfare Management System (WMS) budget and enter Special Needs Code **25** (Carfare [Homeless PA Recipients]) in the **SPEC NDS: TY** field and the semimonthly amount in the **SPEC NDS: AMT** field.

Effective Immediately