



FAMILY INDEPENDENCE ADMINISTRATION
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POLICY BULLETIN #05-39-OPE
(This Policy Bulletin Replaces PB #05-18-OPE)

ISSUANCE OF CARFARE

<p>Date: February 25, 2005</p>	<p>Subtopic(s): Carfare</p>
<p> This procedure can now be accessed on the FIAweb.</p>	<p>Revision to Original Policy Bulletin:</p> <p>This policy bulletin is being revised to inform staff of the transit fare increase for weekly and monthly Metrocards. Beginning February 28, 2005 the new rates are as follows:</p> <ul style="list-style-type: none"> • \$24 for the weekly unlimited card • \$76 for the monthly unlimited card <p>The single fare rate will remain at \$2 per one-way subway/bus trip. NYCWAY has been programmed to adjust rates for issuing carfare for a job search.</p> <p>Purpose:</p> <p>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.</p> <p>Carfare can be issued for instances such as:</p> <ul style="list-style-type: none"> • Applicants complying with agency referrals to ancillary programs (e.g., Wellness, Comprehensive Assessment, Rehabilitation and Employment [WeCARE], HS 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).

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*

- 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.

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 the weekly job search and apartment search carfare allowances are not duplicated and do not together exceed the cost of a weekly unlimited Metrocard (currently \$24).

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:

Revised example

A participant is currently receiving job search carfare in the amount of \$48 biweekly. The cost for a weekly unlimited Metrocard is \$24. In this instance the participant would not be entitled to additional carfare for an apartment search.

Example 2:

Revised example

A participant is currently receiving job search carfare in the amount of \$24 biweekly. In this instance the participant would be entitled to an additional \$24 biweekly (\$12 per week) for apartment search carfare ($\$48$ [biweekly Metrocard fee] – $\$24$ [current biweekly carfare grant] = $\$24$ additional biweekly grant required), or \$26 semimonthly ($12 \times 2.167 = 26$).

To issue the carfare for apartment search grant, the Worker must create and authorize a new 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 February 28, 2005