



FAMILY INDEPENDENCE ADMINISTRATION

Matthew Brune, Executive Deputy Commissioner




James K. Whelan, Deputy Commissioner
Policy, Procedures, and Training

Stephen Fisher, Acting Assistant Deputy Commissioner
Office of Procedures

POLICY BULLETIN #11-11-OPE (This Policy Bulletin Replaces PB #10-37-OPE)

ISSUANCE OF CARFARE

Date: January 31, 2011	Subtopic(s): Carfare
<p> This procedure can now be accessed on the FIAweb.</p> <p>New MetroCard rates as of December 30, 2010.</p> <p>See PB #09-74-OPE for instructions on issuing one-way carfare for BEV appointments.</p>	<p>Revisions to the Original Policy Bulletin:</p> <p>This policy bulletin is being revised to:</p> <ul style="list-style-type: none"> • Inform Job Center staff of the new Metropolitan Transportation Authority (MTA) rates for base fare, single-ride ticket, weekly unlimited, and monthly unlimited MetroCards. <p>Purpose:</p> <p>The purpose of this policy bulletin is to inform Job Center staff that the base fare (cash or pay-per-ride MetroCard) rate is currently \$2.25 per one-way subway/bus trip. The single-ride ticket (sold at MTA vending machines only) rate is \$2.50. The weekly and monthly MetroCards amounts are as follows:</p> <ul style="list-style-type: none"> • \$29 for a weekly unlimited card • \$104 for a monthly unlimited card <p>Note: Excluding the unlimited Metrocards, Job Centers will continue to issue carfare based on the \$2.25 base fare rate.</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], and the Bureau of Eligibility Verification [BEV]) to meet eligibility requirements.

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

Undomiciled individuals (Shelter Type Code **23**) are not eligible for apartment search carfare.

- applicants/participants residing in a Department of Homeless Services (DHS) shelter and searching for permanent housing (not to exceed three round trips per week [\$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.

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

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**.

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

To issue the carfare for an apartment search grant, the JOS/Worker must create and authorize a new Welfare Management System (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.

Individual Income/Needs screen

Case No & Suffix	Line No.	Bdgt No.	Client Name	Hours Worked	Tax FICA30 & Pregnancy	Emplmt Due Date	Spec	Rel
00000014371J	1	1	Adlai Stevenson	1/3				

Employability Status	PA Status	FS Status	Date of Birth Aged / Disabled	Involvement	CIN
SINGLE ISSUE		NOT APPLYING	1/15/1978		S271521H

Income Line	Source	Frequency	Gross	Program	Usage	Inc. Exemption	PA	FS
1								
1								
1								

Deductions and Medical Bills Line	Type	Amount
1		
1		

Daycare Needs Line	Type	Amount	Date of Birth	Disabled?
1			00/00/0000	
1			00/00/0000	
1			00/00/0000	
1			00/00/0000	

Special Needs Line	Type
1	Carfare (Homeless PA Recipients)
1	Restaurant Allowance - Breakfast, Lunch and Dinner

Special Needs Type Code **25**

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 be issued both job and apartment search carfare.

As is the case with shelter residents, carfare should only be issued in instances where 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

Reference:

Temporary Assistance Source Book - Chapter 27, § A, Page 478

Related Item:

PB #09-74-OPE