

**Operations Bulletin 2016-8: Policy Refresher- ESP Eligibility for Transportation
(Issued 12/6/2016)**

Transportation is an essential support service in helping clients on their pathway to self-sufficiency. A TAFDC client who participates in any Employment Services Program (ESP) activity is entitled to receive a transportation benefit. Transportation payments are issued to help defray costs associated with travel to and from an approved ESP activity. This includes transporting children to and from child care.

Transportation payments must be issued without a request from the client, and without receipts for travel or mileage. Transportation can be approved for up to one month prior to the start of the activity after verification of the activity meeting participation requirements.

Transportation benefits should not be requested for clients who decline or demonstrate having no cost associated with travel.

Transportation payments must be issued to an ESP participant who has an approved EDP and who:

- meets and verifies participation requirements found at 106 CMR 207.115;
- is not receiving or eligible to receive transportation payments for the same costs from some other source;
- is exempt from the work program but volunteers in any activity including work;
- is in an approved extension and the activity meets participation requirements; and
- is a former client who was meeting participation in an ESP education and training activity when he or she reached the end of the 24-month time limited benefit.

TAFDC case managers must:

- inform clients of the transportation benefit;
- set up and approve the EDP for any client participating in any ESP activity;
- issue the full transportation benefit of \$80 monthly to all clients meeting their participation requirements;
- access the **TAFDC Clients with Employment** view and issue the \$80 transportation payment; and
- verify via the Educational Income and Expense Form (EDUC-1) that a client in a Post-Secondary or Advanced Degree program is not receiving or eligible to receive transportation payments as part of a financial aid package.
- in BEACON set up the transportation base plan with a fee amount of \$5 a day to ensure the client receives the maximum allowable benefit of \$80 monthly.

It is the responsibility of the TAFDC supervisor to ensure that transportation payments are issued monthly to all eligible clients.