

Approved Date:

Effective Date: 2/26/2024

Subject: WIOA Adult, Dislocated Worker, & Youth Gas Card Policy

Purpose

This policy is to provide guidance to the Iowa Plains Local Workforce Development Area for the purchase of gas cards for WIOA eligible Adult, Dislocated Worker, and Youth participants.

Background

- I. The following defines the procedure for purchasing, securing, issuing, and reporting an assortment of gas cards, for the purpose of providing transportation assistance to WIOA eligible Adult, Dislocated Workers, and Youth participants. Gas cards will be issued to participants when mileage reimbursement would create a hardship.

Purchase of Gas Cards

- I. The following is the process in which gas cards will be purchased from vendor of choice.
 - A. The primary vendor must have a W-9 on file with Iowa Workforce Development.
 - B. Title I Program Coordinators will request an Exception to State Policy through Department of Administrative Services(DAS) to get approval to purchase gas cards.
 - C. Once the Exception to State Policy has been approved, Title I Program Coordinators will submit a request to Accounts Payable for the quantity and dollar amount of gas cards.
 - D. Accounts Payable will coordinate with the Title I Program Coordinators to issue the check for the purchase of gas cards from the authorized vendor.
 - E. When the Title I Program Coordinators receive the gas cards from approved vendor, the Coordinators will maintain the receipt indicating the number and dollar amount of gas cards received to enter on the spreadsheet listed in "Securing Gas Cards", bullet 3.
 - F. The Title I Program Coordinators will mail gas cards to each IowaWORKS office; only a limited number of gas cards will be maintained on site at each of the IowaWORKS offices.

Securing Gas Cards

- I. Gas cards will always be secured in a locked container and/or drawer, accessible only to designated staff.
- II. Title I Program Coordinators will verify the number and amounts of the gas cards.
- III. Title I Program Coordinators will maintain a log through an excel spreadsheet. This spreadsheet will consist of gas card number, gas card amount, date of issuance to participant, name of participant, and assigned Title I Career Planner providing gas card.

Process

- I. Title I Career Planner will meet with the participant (eligibility for Title I Adult/Dislocated Worker, or Youth has been established and appropriate documentation of eligibility has been received), develop an Individual Employment Plan (IEP) or Individual Service Strategy (ISS), and discuss support services that are needed for the participant to be successful in their job search and/or training component. The Title I Career Planner will have a conversation regarding other agencies, community partners, and resources that may be available to assist the participant. If transportation assistance is needed, the Title I Career Planner will inquire if mileage reimbursement would create a hardship for the participant. If mileage reimbursement would create a hardship, this must be stated within the justification case note. The Title I Career Planner has the option to provide a gas card to the participant before their scheduled activity. The participant will not be issued a gas card and receive mileage reimbursement. The completed IEP/ISS will then be sent to the Title I Manager and the Title I Program Coordinators for approval before any gas cards are provided.
- II. Example of Justification Case Note:
 - A. Petunia needs support services to cover the transportation to/from training 4 days per week. We reviewed the available resources and there are none at this time that provide transportation assistance. Because she is not working and has no income, she does not have the money necessary to pay for transportation ahead of time and wait for reimbursement. Doing so, would create a hardship for her. This career planner is approving a gas card for \$____ based on her need and mileage below: 20 miles round trip x 16 days x .67 (Federal Mileage Rate) = \$214.40 rounded to \$215.00

- III. Title I Career Planner will complete the Support Services Request form with the participant. The amount will be determined based on the round-trip mileage from the participants home to their destination at the Federal Rate. Justification must include such items as a map from a web mapping service, training schedule, and/or documentation confirming date and time of in person activity. Title I Career Planner will send the Support Service Request form and documents to the Title I Manager for review of eligibility, program support limits, and confirm that it is an allowable expense. Title I Manager will then forward email to the Title I Program Coordinators for their review and approval. The email request and approval will include the participant ID and program in the subject line. Once the Title I Program Coordinator reviews and approves request, they will forward the email to the Career Planner and Title I Manager letting them know the request has been approved and will include the gas card amount and the number of the gas card that will be given to participant. The Title I Program Coordinator will complete the excel spreadsheet log, payment tracker, and expenditure logs. The participant must complete the Receipt of Support Services form when the gas card is picked up at the IowaWORKS office. The Receipt of Support Services form will be uploaded in the participant's IowaWORKS file.
- IV. Gas cards will be issued monthly. If participants are requesting gas cards for training or employment, they must submit monthly attendance sheets signed by Training Provider/ Employer, Participant, and Title I Career Planner. All participants receiving a gas card must submit all receipts of gas purchases to the Title I Career Planner. If a participant does not provide the monthly attendance sheets and/or receipts, no further gas cards will be provided. If a participant does not attend training or employment activity as scheduled and/or uses the gas card for other purchases, not including gas, the Title I Career Planner will calculate the difference in the next month's calculations.

For example:

Participant is scheduled to attend class 16 days each month, therefore, gas cards were provided in the amount of \$215.00.

20 miles round trip x 16 days x .67 (Federal Mileage Rate) =
\$214.40 rounded to \$215.00

Participant turned in monthly time and attendance sheet and receipts; they only attended 10 days of class for the month. Therefore, the following amount will need to be adjusted.

20 miles round trip x 10 days (16 days total -6 days missed) x .67
=\$134.00 rounded to \$135.00

Replacement Cards

- I. Replacement cards will not be issued for lost or stolen gas cards.