



Policy Memorandum

To: Career Office Contractor Management
Financial Aid Payment Office

From: Rodney Bradshaw
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Date: June 4, 2008

Subject: Managing Financial Aid/TXDOT Transportation Aid

Purpose

Make sure contractors are aware of long-term, substantial transportation assistance available for welfare recipients

Background

Customers we tag as TANF/Choices, TANF Applicants, Former TANF/Choices or FSE&T may receive a variety of substantial financial aid from us for transportation expenses through the TXDOT fund. In some cases, this financial aid can be long-term if it is part of an employment plan and expanded service from us.

The financial aid we can provide varies with the tag for the customer, but as for any customer, we offer financial aid to support a customer's need to get a job, keep a job or get a better job.

We have attached a chart to this memo that explains the different kinds of aid for the different tags.

Applying for Financial Aid

Customers may apply for financial aid for transportation needs using the normal financial aid application process. If the amount of the requested assistance exceeds \$200, the customer must complete a financial aid application. Write in "TXDOT" as the fund source on the financial aid application.

Tracking Financial Aid

Use the TXDOT fund to charge transportation assistance for customers tagged as TANF applicants, TANF/Choices, former TANF/Choices and FSE&T.

Track transportation expenses under the Support Services tab in TWIST using service code 224-TXDOT Transportation.

Requesting Financial Aid

Request transportation financial aid in FAMS by:

- issuing a cash substitute(s) or
- creating a commitment to pay the vendor who will provide the service to the customer.

Select TXDOT:TANF or TXDOT:FSE&T as the fund source as applicable to the customer.

Actions Required

1. Make sure that all quality assurance staff, office managers, supervisors, financial aid specialists, trackers, personal service representatives, employment counselors and other appropriate staff know how to track and request transportation financial aid using TXDOT funds.
2. Make sure that quality assurance staff incorporate this information in their regular reviews and work.

Questions

Staff with questions should speak to their supervisor or manager first.

Direct questions through the electronic Q&A at <http://theworksource.org/staff/webqa.html> or for the Board staff to Ginger Rogers grogers@theworksource.org or 713.627.3200.

Attachments

- Providing Financial Aid with TXDOT Funds

Providing Financial Aid with TXDOT Funds

Tag	Financial Aid Type		
	Get a Job	Keep a Job	Get a Better Job
TANF Applicant	Bus passes/tokens/tickets Prepaid gas cards Minor car repairs Taxicab services Transportation to/from child care	Usually TANF applicants are unemployed, however we may use TXDOT funds to provide transportation support for TANF applicants to keep a job or get a better job, as along as this is part of the customer's employment plan.	
TANF/Choices	Bus passes/tokens/tickets Prepaid gas cards Minor car repairs Taxicab services Transportation to/from child care Car insurance Driver's license fees Vehicle inspection fees	Bus passes/tokens/tickets Prepaid gas cards Minor car repairs Taxicab services Transportation to/from child care Car insurance Driver's license fees Vehicle inspection fees	Bus passes/tokens/tickets Prepaid gas cards Minor car repairs Taxicab services Transportation to/from child care Car insurance Driver's license fees Vehicle inspection fees
Former TANF/Choices	Bus passes/tokens/tickets Prepaid gas cards Minor car repairs Taxicab services Transportation to/from child care	Bus passes/tokens/tickets Prepaid gas cards Minor car repairs Taxicab services Transportation to/from child care	Bus passes/tokens/tickets Prepaid gas cards Minor car repairs Taxicab services Transportation to/from child care
FSE&T unemployed	Bus passes/tokens/tickets Prepaid gas cards Minor car repairs Taxicab services	Cannot provide transportation financial aid using TXDOT fund	
FSE&T employed	Cannot provide transportation financial aid using TXDOT fund		