

**Guidance for DVR Staff
Transportation**
(Updated: August 2011)

Transportation means travel and related expenses, authorized by DVR, that are necessary to enable an applicant or eligible individual to participate in a vocational rehabilitation service. It includes expenses for training in the use of public transportation vehicles and systems.

Examples of transportation related expenses that DVR staff may authorize include:

- Mileage (using the current state turndown rate)
- Bus fare
- Necessary motel or dorm costs associated with the trip
- Moving expenses (including 1st month rent and security deposit) to start a job
- Purchase of vehicles, but not modifications
- Vehicle repairs
- Meals (not to exceed the rates listed in the instructions on the ERL form)

DVR may pay only those transportation expenses that have been previously and specifically authorized by DVR staff and at the lowest rate which adequately meets the consumer's needs to participate in the primary service.

If a consumer requests that DVR fund a higher cost option (e.g., car purchase) instead of the lowest cost option available (e.g., public transportation) because of medical or psychological limitations, work with the consumer to obtain documentation on the specific limitations from a medical provider. Before proceeding with the purchase, work with the consumer to determine if treatment and/or accommodations could eliminate or reduce the limitations. Then move forward with the option that best meets the consumer's needs after appropriate treatment and/or accommodations have been explored and provided.

To assist in determining the most appropriate mode of transportation in support of achieving an IPE goal the following decision matrix should be used:

Transportation can only be provided in conjunction with a primary service.

- Is a primary service being provided?
 - If yes, continue to plan for transportation
 - If no, do not provide transportation

DVR can only provide transportation if the primary service being provided in conjunction with the transportation is creating additional travel costs for the consumer above and beyond normal day-to-day travel activities.

- Is the primary service creating additional travel costs for the consumer?
 - If yes, continue to plan for transportation
 - If no, do not provide transportation

- Transportation costs are factored in when DVR provides a DVR Training Grant. The DVR exception process must be used if the transportation costs covered within a DVR Training Grant are not sufficient to meet the consumer needs and the provision, by DVR, of the additional transportation funds will not result in a determination of an over-award by the Financial Aid Office. Note: No exception is needed if the transportation request is a disability related expense.

The following chart is intended to facilitate the process of locating the *most cost effective method* to address the consumer's transportation needs.

It is not a prioritized list. The top choices are not necessarily preferable to later choices. Also, please note, that what appears in the short term to be the most cost effective method to meet the consumer's needs, may over the entire life of the IPE not be the most cost effective method.

Method	Is it available and feasible?	Is it reliable (available dates/times the consumer needs)?	Will it meet the consumer's needs?	What would it cost?
Public transportation <ul style="list-style-type: none"> • Is it accessible (if necessary)? 				
Taxi service				
Ride with friends, relatives, neighbors <ul style="list-style-type: none"> • Consider reliability. If this option is selected as most appropriate, it allows specification of a mileage reimbursement, stipend, or payment covering documented costs which could include such things as: mileage, meals, and payment of driver time if appropriate. 				
Car pool <ul style="list-style-type: none"> • Consider reliability. If this option is selected as most appropriate, it allows specification of a stipend, mileage reimbursement, and payment of driver time if appropriate. Fee should not exceed that paid by others in the car pool. 				
Relocate family <ul style="list-style-type: none"> • If it is most cost effective to relocate the primary residence than to provide transportation, that is an allowable alternative. 				
Maintain second residence <ul style="list-style-type: none"> • If it is most cost effective to rent an apartment and maintain a second residence than to provide transportation, that is an allowable alternative. This includes the option of motel costs to reduce the number of commutes. 				

Method	Is it available and feasible?	Is it reliable (available dates/times the consumer needs)?	Will it meet the consumer's needs?	What would it cost?
<p>Mileage reimbursement for consumer's personal vehicle</p> <ul style="list-style-type: none"> Consider whether the consumer has the ability to pay routine maintenance and insurance costs for the personal vehicle. Mileage logs are to be handed in monthly. <i>If assisting with costs of insurance this is to be paid in the form of a direct payment to the consumer, not a purchase order to the insurance company. This will help ensure the consumer is taking responsibility for obtaining and maintaining insurance and that all insurance documentation is in the consumer's name.</i> If determined appropriate, mileage is to be paid using the current state turndown rate. 				
<p>Vehicle Repair for a consumer's personal vehicle.</p> <ul style="list-style-type: none"> If mileage reimbursement is being received routine maintenance costs are typically included in that rate. If the consumer has been receiving mileage for six months or longer, the consumer will be expected to pay for routine maintenance of his/her vehicle (oil change, filters, belts, battery and tire replacement, etc.) If the consumer has been receiving mileage for six months or longer and requests DVR participation in routine maintenance costs requires supervisory approval through review and case note. Requests for catastrophic repairs (replacement of engine, water pump, alternator, transmission, etc.) do not require supervisor approval but the counselor and consumer should explore the cost effectiveness of the repairs compared to vehicle replacement before proceeding and document that discussion. 				

Method	Is it available and feasible?	Is it reliable (available dates/times the consumer needs)?	Will it meet the consumer's needs?	What would it cost?
Rental of a vehicle <ul style="list-style-type: none"> This is usually only appropriate for short term transportation needs. 				
Lease with Purchase Option/Purchase of a vehicle				
<p>Factors to consider:</p> <ul style="list-style-type: none"> What can the consumer contribute towards the costs, such as loans, trade in, family contribution? Will the consumer need to participate in credit counseling/repair? Will the consumer be able to routinely maintain the vehicle and pay for insurance? (Before obtaining quotes, discuss with the consumer the costs necessary to maintain and insure the vehicle once it is purchased. Consumers should have a good understanding of all the costs involved in maintaining a vehicle, and how they will meet those before starting the purchasing process. Case note this discussion. <p>If assisting with costs of insurance this is to be paid in the form of a direct payment to the consumer, not a purchase order to the insurance company. This will help ensure the consumer is taking responsibility for obtaining and maintaining insurance and that all insurance documentation is in the consumer's name.</p> <ul style="list-style-type: none"> Will the income from the vocational objective allow the consumer to replace, make payments, or purchase the vehicle when it is necessary to do so? 				

<ul style="list-style-type: none">• If leasing with purchase option, or purchasing a vehicle, the transportation allowance is <u>UP TO \$5000.00</u>. Anything beyond \$5000.00 requires an exception. The allowance can be used as a down payment, for monthly payments, or the purchase of a vehicle out right.• If a new vehicle is being recommended, other than for reasons of accommodation, it is necessary to determine why a lease with purchase option is not being used.• The most cost effective option is the one that determines the amount of the DVR contribution, but the consumer can opt for any method they feel best meets their needs.				
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Method	Is it available and feasible?	Is it reliable (available dates/times the consumer needs)?	Will it meet the consumer's needs?	What would it cost?
<ul style="list-style-type: none"> • Will the consumer need training to operate the vehicle? • Will the consumer require modifications to the vehicle? • Does the consumer have a valid driver's license? <i>Consumers are financially responsible for tickets, fines, or legal restitution needed to reinstate the driver's license.</i> • Have alternative sources of funding been considered (e.g. VA benefits, CIP/COP, IRWE, PASS, WisLoan)? • If vehicle purchase is selected, the procedures contained in the guidance paper should be followed. • Also when purchasing a vehicle from a private party vs. a car dealership the counselor should coach the consumer that they should ask the following important questions, as they can impact their ability to purchase the vehicle: • Is the title in the name of the person selling the vehicle? • Is there a lien on the title? With the VIN number a query can be done with DOT - (608) 266-3666 press 0 for business cue. <i>There may be a charge for this from DOT.</i> 				

After all alternatives are assessed, the most cost effective alternative which meets the consumer's needs (to participate in the IPE) determines the maximum amount DVR can pay toward transportation.

Consumer informed choice – Once this information has been shared with the consumer, including the maximum DVR participation toward transportation costs, **the consumer can select whichever option the consumer feels is best provided it meets the consumer's IPE needs.**

Questions about this guidance should be directed to your supervisor.