

PUBLIC ASSISTANCE POLICY MEMO

Effective Date: Immediately

PA Memo: Procedure for the issuance of gas cards

Authored By: _____

Subject: and cab vouchers

Approval: _____

Policy Reference: _____

Date: _____

Obsoletes: _____

<p>Background</p>	<p>_____ County Job and Family Services has established the following procedures for the issuance of gas cards and cab vouchers.</p> <p>When SNAP E&T or OWF work activity required individuals complete their required weekly hours, they are eligible to receive either a gas card or cab voucher. Participants can receive either a gas card or cab voucher each week that they complete their assigned hours.</p> <p>SNAP E&T participants who are required to complete 8 hours or less each week and have completed their hours, are entitled to receive a \$5.00 gas card. SNAP E&T participants who are required to complete more than 8 hours each week and have completed their hours, are entitled to receive a \$10.00 gas card. Cab vouchers are issued in the amount of \$10.00 (equivalent to 5 one way trips) regardless of the number of hours assigned to a participant.</p> <p>OWF work required participants are entitled to receive a \$10.00 gas voucher once their weekly assigned hours have been completed. Cab vouchers are issued in the amount of \$10.00 (equivalent to 5 one way trips) regardless of the number of hours assigned to a participant.</p> <p>PRC eligible recipients can receive a gas card or cab voucher based on their employment hours at the time of the PRC approval. Individuals who are considered part time (less than 27 hours per week) will receive a gas card or cab voucher in the amount of \$30.00 for their PRC approval. Individuals who are considered full time (more than 27 hours per week) will receive a gas card or cab voucher in the amount of \$50.00 for their PRC approval. A PRC recipient may only receive 6 weekly fuel cards in a 12 month period. The recipient is required to complete a PRC application for each gas card or cab voucher requested.</p>
<p>Family Services or Fiscal Staff Responsibilities</p>	<p>SNAP E&T:</p> <ol style="list-style-type: none"> SNAP E&T participant will complete assigned weekly hours. Upon completion of the weekly hours, the OhioMeanJobs_ office will provide the participant with an orange ticket stating the number of hours the participant has completed for the week. If the participant is assigned to a Work Experience Placement (WEP), the supervisor of the WEP placement will verify the completed weekly hours. The WEP placement supervisor will provide the participant with documentation of hours completed which the participant will provide to the Family Services Unit. SNAP E&T participant will complete form _____. SNAP E&T participant will request either a gas card or cab voucher when completing the _____. Family Services front office worker will review the _____ for completion and signature. Family Services front office worker will log the gas card or cab voucher on the issuance logs located in the safe. Family Services front office worker will make a copy of the _____ and provide to fiscal staff. The issuance of the gas card or cab voucher will be documented in _____ and the tracking spreadsheet. The original _____ will be placed in the case file. <p>OWF:</p> <ol style="list-style-type: none"> OWF work required participant will complete assigned weekly hours. Upon completion of the weekly hours, the OhioMeanJobs_ office will provide the participant with an orange ticket stating the number of hours the participant has completed for the week. If the participant is assigned to a Work Experience Placement (WEP), the supervisor of the WEP placement will verify the completed weekly hours. The WEP placement supervisor will provide the participant with documentation of hours completed which the participant will provide to the Family Services Unit. OWF work activity required participant completes the OWF Transportation Supportive Services Form requesting either gas card or cab voucher once their weekly assigned hours are completed. OWF caseworker or supervisor will review the OWF Transportation Supportive Services Form for completion and signature. OWF caseworker or supervisor will log the gas card or cab voucher on the issuance logs located in the safe. OWF caseworker or supervisor will make a copy of the OWF Transportation Supportive Services Form and provide to fiscal staff. The issuance of the gas card or cab voucher will be documented in _____ and the original OWF Transportation Supportive Services Form will be placed in the case file. <p>PRC:</p> <ol style="list-style-type: none"> Fiscal staff will receive the approved PRC application for a gas card or cab voucher. Fiscal staff will place an envelope containing the issued gas card or cab voucher in the safe with the clients

name on the front of the envelope.

2. When customer is in agency to pick up PRC gas card or cab voucher, Family Services front office worker will have customer complete the _____.
 3. Family Services front office worker will review the _____ for completion and signature. Family Services front office worker will retrieve the envelope from the safe with the customer's name on it.
 4. Family Services front office worker will document in _____ that PRC gas card or cab voucher was given to the customer and give the original _____ to the fiscal staff.
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