



**Transportation Policy: Gas Cards**  
**Effective Date: July 1, 2009**

As a result of the American Recovery and Reinvestment Act of 2009, Monroe County/Rochester Workforce Investment Board is making available funds to cover the cost of transportation for job seeking customers who are participating members of RochesterWorks! This program is offered as long as funds are available and may be suspended with little or no notice once funds are exhausted.

A \$25.00 gas card may be issued on a monthly basis to customers who are not in training and meet the following criteria:

- Unemployed
- Registered and actively participating in RochesterWorks! staff-assisted activities for at least 30 days
- Holder of a valid driver's license
- Not eligible for transportation allowances through another program or agency (e.g., VESID, Department of Human Services, other one stop area, etc.)
- Demonstrate that they were actively pursuing a job search for which transportation assistance was needed in the month prior to gas card request (e.g., career center workshops, off-site workshops at libraries, job fairs, interviews, etc.)

Customers meeting these criteria may be eligible to receive up to \$25.00 a month in transportation assistance, not to exceed \$150.00 over a six month period. Customers not meeting all of these criteria may be recommended by a counselor/advisor to receive this service in the event of an extreme hardship.

For each month in which a gas card is requested, job search customers need to complete a Request for Transportation Assistance/Job Search Expense Form attesting to being unemployed and in need of transportation assistance while looking for work. The Job Search Expense Form will be used to describe activities conducted during the month to look for work. These will be reviewed by staff and if needed, additional suggestions may be offered to ensure an appropriate job search is being conducted. This should include a variety of activities such as participation in RochesterWorks! services, off-site workshops at libraries, networking groups, job fairs, interviews, submission of applications, etc.

Failure to document reasonable job search efforts on the Job Search Expense Form may disqualify a customer from receiving future gas cards.