



Request for Transportation Assistance – Bus Pass

Customer Name _____

RochesterWorks! Member # _____ NY _____

As a result of the American Recovery and Reinvestment Act of 2009, Monroe County/Rochester Workforce Investment Board is making available funds to assist with the cost of public transportation for job seeking customers who are participating members of RochesterWorks! Up to a maximum of \$25.00 per month in bus passes may be issued to customers who are not in training and meet the following criteria:

- Unemployed
- Registered and received a staff assisted service to develop a job search plan
- Not eligible for transportation allowances through another program or agency (i.e., VESID, Department of Human Services, other one-stop area, etc.),
- Demonstrate pursuit of an active job search for which transportation assistance is needed. Job search activities include, but are not limited to participation in RochesterWorks! services and workshops, off site workshops at the local libraries, networking, job fairs, interviews, submission of job applications, etc. Activities must be documented on the Job Search Expense Form.

Customers meeting these criteria may be eligible to receive up to a maximum of \$25.00 in bus passes per month, not to exceed \$150.00 over a 6 month period. Single or multi-ride bus passes may be issued based on customer need. Customers who plan to participate in multiple career center or other job search activities (e.g., scheduled job interviews, job fairs, etc.) may be issued an initial multi-ride bus pass based on their stated need.

If and when customers request a second multi-ride pass, and for each subsequent request, the customer will complete a Request for Transportation form self-attesting to being unemployed and in need of transportation assistance for job search purposes. Customers may receive up to two multi-ride passes per month. On the Job Search Expense form the customer will document the job search activities he/she participated in as a result of the first and subsequent multi-ride passes. The form will be reviewed by staff prior to additional passes being issued. Failure to document activities for which the bus pass was used may disqualify the customer from being eligible for future passes.

Funding is contingent upon the availability of funds provided by WIA and is subject to change with little or no notice.

I attest that I am unemployed and in need of transportation assistance so that I can participate in services sponsored by the RochesterWorks! Career Center, as well as conduct an independent job search. I am not eligible to receive transportation assistance through any other program or agency (i.e. VESID, DHS, other WIB area, etc.). I understand that in order to receive transportation assistance I must complete the attached Job Search Expense Form documenting the activities I participated in with my previous bus pass.

Customer Signature _____ Date _____

FOR OFFICE USE ONLY

Bus Pass _____ Gas Card _____ ; DL# _____

Staff Signature _____ Date _____

Adult: _____ DW: _____ (Please Check One) Career Center: _____

Supervisor Signature _____ Date _____

RochesterWorks is an Equal Opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities.

