



Request for Transportation Assistance – Gas Card

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 travel for job seeking customers who are participating members of RochesterWorks! A \$25.00 gas card will be issued on a monthly basis to customers who are not in training and meet the following criteria:

- Unemployed
- Registered and active member of RochesterWorks! for at least 30 days (i.e. attending workshops, Job Network, Meeting with a Career Services Advisor)
- Holder of a valid driver’s license
- 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 was needed in order to participate in activities documented on the Job Search Expense Form.

Customers meeting these criteria are eligible to receive up to a maximum of \$150.00 in gas cards over a 6 month period. Only one gas card per month will be issued.

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 will be offered to ensure an appropriate job search is being conducted. This should include a variety of activities such as participation in RochesterWorks! services and workshops, 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 customers from receiving future gas cards.

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 one-stop area, etc.). I understand that in order to receive transportation assistance I must complete the attached Job Search Expense Form for staff review.

Customer Signature _____ Date _____

FOR OFFICE USE ONLY

Bus Pass Gas Card _____ ; DL# _____

Staff Signature _____ Date _____

Supervisor Signature _____ Date _____

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

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

