

## WIOA YOUTH TRANSPORTATION ASSISTANCE REQUEST POLICY

### Transportation Assistance Receipt

*Original receipt returned within 5 business days at RWCC Front Desk  
at 100 College Ave, Suite 200 or via mail.*

*Cassilda Campbell, Youth System Assistant*

*Copy in youth's hard file.*

*(Maximum total transportation assistance disbursement per youth is \$560.)*

**Date:** \_\_\_\_\_

**Youth's NY# (must be WIOA enrolled youth in OSOS):** \_\_\_\_\_

**On this day I received the following transportation assistance (bus pass or gas card):**

- Single Ride \$1
- Weekly (5 consecutive days unlimited) \$14
- Monthly (31 days unlimited) \$56
- New! Kwik-Fill gas card (\$25) \_\_\_ Quantity** (previously Speedway gas card)

**Record last five number digits of Kwik-Fill gas card(s) but write in full bus pass number.**

**Bus pass or \$25 Kwik-Fill gas card #** \_\_\_\_\_

**By signing below, I (Youth-Print name), \_\_\_\_\_  
take full responsibility for safeguarding the bus pass or the Kwik-Fill gas card issued to me  
today. If the bus pass or the Kwik-Fill gas card is lost or stolen, it will be my responsibility  
to purchase the replacement.**

**Youth Signature:** \_\_\_\_\_

**Request completed by:** (Print Name and Organization) \_\_\_\_\_

**Navigator Signature:**

\_\_\_\_\_

### **ROCHESTERWORKS USE ONLY BELOW:**

**Original Receipt Received:** \_\_\_\_\_