

LWIA#22 WIOA Transportation Allowance for Customers Grandfathered In from Jersey & Calhoun Counties that are Receiving an Individual Training Account (ITA) Voucher

Effective July 1, 2019

LWIA#22 will be offering a transportation allowance to grandfathered in WIOA Adults and Dislocated Workers from Jersey & Calhoun Counties as a supportive service. Customers must be enrolled and attending a classroom training program. This allowance is to assist ITA customers in the travel costs to and from school.

Customers will be reimbursed round trip from home to school for \$0.20 per mile for each day they attend classes. The maximum daily transportation allowance will not exceed \$25.00. Travel will not be paid to a customer who is a passenger in a carpool. Mileage will be computed based on Google Maps and other approved map programs, using the fastest or shortest route.

The WIOA Transportation Allowance form will need one instructor signature for each day the customer is present in class. The form which covers a 2 week period, will need to be turned in to their Career Specialist at the end of the month. The customer and Career Specialist must sign the forms and submit to the department's accounting department. Travel checks will be issued once a month. Forms submitted to the Career Specialist later than 1 month from the last class day of attendance, will not be paid any transportation allowance from the late form.

In the event WIOA funds are limited, transportation reimbursement may be reduced or curtailed.

Attached is the WIOA Transportation Allowance form.