

Part 11: Transportation Costs, Auto Liability and Supportive Services

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1100 Transportation Costs and Auto Insurance

A. Allowable Transportation Costs for Participants

Participants' transportation costs may be payable if funding or in-kind service is not available from other sources and such unavailability is documented. However, grant funds may not be used for participant transportation in connection with performing a project sponsor's or host agency's non-Title V work.

Transportation costs are payable to participants who are:

- Assigned to SCSEP project services and are required to use their personal vehicle in the performance of assigned duties, including, but not limited to, host agency monitoring. Under these circumstances, transportation costs are administrative costs; and
- Required to attend training, including quarterly or other periodic participant meetings, or other authorized education and training sessions. Transportation costs, under these circumstances, are training costs.

B. Mileage Reimbursement Rate

Mileage will be reimbursed up to the current federal rate produced by the U.S. General Services Administration (GSA), provided that costs are substantiated, within the budgeted transportation limits and funds are not available from other sources. SSAI periodically issues updated federal mileage rates to sponsors when the GSA revises the rates.

C. Valid Driver's License and Current Auto Liability Insurance Required

Participants cannot drive as part of their host agency community service assignment unless (a) the host agency confirms with the sponsor that their agency's insurance will cover the participants as drivers and (b) the participant who is authorized to drive his or her personal vehicle as part of his or her community service assignment has a valid driver's license and at least the minimum comprehensive automobile liability insurance (bodily injury and property damage) required by the state. Evidence of the participant's driver's license and insurance (including extent of coverage) must be included in the participant's record.

For participants who are assigned to the sponsor's SCSEP project services, the project sponsor should ensure that non-owned or hired car insurance coverage is extended to participants who drive. The additional expense for participants covered under non-owned auto insurance is an allowable cost. Project sponsors should inform the issuing insurance agent of the type of driving done by participants for whom they receive wages and mileage reimbursement.

Mileage reimbursement is limited to driving for project services and driving to and from training activities, including participant meetings. Mileage is reimbursed for as much as the federally set rate. (For more information, see section 1100-B Mileage Reimbursement Rate.)

D. Collision Coverage Not Included

Project sponsors and participants should be aware that collision coverage for damage to a private (non-agency) vehicle is not included in non-owner insurance.

E. Reimbursement Prohibited for Commuting to Community Service

Project sponsors may not reimburse a participant for the cost of commuting between home and the host agency.

1101 Supportive Services and Incidental Expenses

A. Supportive Services

Supportive services are services that are necessary to enable an individual to successfully participate in SCSEP activities. Such services include the following:

- Transportation;
- Health and medical services;
- Special job-related or personal counseling;
- Incidentals (such as work shoes, badges, uniforms, eyeglasses, and tools);
- Child, dependent, and adult care;
- Temporary shelter;
- Needs-related payments; and
- Follow-up services.

SCSEP participants are eligible to receive supportive services during their community service assignment or during the first six months of unsubsidized employment. To the extent practicable, project sponsors are encouraged to use available non-SCSEP resources such as those available through the American Job Centers/One-Stops, area agencies on aging, and other sources to provide supportive services to its participants.

All project sponsors must provide SSAI with a supportive services policy for review and approval, which they then can distribute to their SCSEP participants. This policy must describe the following:

- The specific supportive services the project sponsor will provide directly to participants and those services to be provided by other agencies (such as American Job Centers/One-Stops, area agencies on aging, etc.) through referrals by the project sponsor;
- The procedures for identifying and documenting each SCSEP participant's need for supportive services when completing or updating an individual's assessment, reassessment and/or Individual Employment Plan, Transitional Assessment and IEP and in case management notes when conducting follow-ups within the six months after an unsubsidized placement;
- Assurances that project sponsor's supportive services policy will result in fair and equal treatment of all SCSEP participants; and
- Assurances that the costs for such services are reasonable and are not likely to establish a precedent not sustainable by future funding levels.

B. Reimbursement for Incidental Expenses

When not available from other resources, project sponsors should provide participants with certain incidentals that are necessary for the successful performance of their community service assignments. Such incidentals may include, but are not limited to, uniforms, eyeglasses and tools.

Prior written approval must be obtained from SSAI if the total expense charged to this line item during one project year will exceed the amount established in the Sponsor Agreement.