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## WIOA Program Transportation Policy

The WIOA Program will assist with fuel/transportation services according to the following process:

1. Participate or their transportation provider must possess a valid driver's license and provide a copy of the license to the WIOA Program.
2. The WIOA Counselor must verify activities prior to authorizing payment.
3. Gas allowance shall not exceed \$40.00 per week for preemployment/education services, and \$80.00 per week up to four (4) weeks for participants who obtained new employment.
  - a. Employed participants will be paid two (2) weeks of fuel. Upon submitting the fuel receipts. Another two (2) weeks of fuel will be provided completing the full four (4) weeks of fuel support service assistance. OR
  - b. The Agency may fuel a vehicle at the time of approval. The program will keep copies of all receipts.
4. The WIOA Program may purchase Green Bay Bus passes and Oneida Transit passes for clients without a valid driver's license.
5. Transportation allowances will not be provided if any of the following conditions exist:
  - a. Participant does not have an approved IEP with the WIOA Program.
  - b. Gas allowance is not requested for job search activities.
  - c. Participant has not returned previous receipts for most recent support services.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_