



## WIA Adult/DW Travel Reimbursement Policy

As approved by the CSS WFNY Board: Structure/Resource Committee 9/10/14

Policy: Effective immediately, for those individuals who are approved from today forward Workforce Investment Act (WIA) Adults or Dislocated Workers and who are participating in an approved Individual Training Account (ITA) or Brokered Training (BT) being paid for by Chemung Schuyler Steuben Workforce New York (CSS WFNY) mileage reimbursement may be made available by working with their respective Counselor. This initiative is not related to the ITA presentation nor the Brokered Training cost - it is separate and above. Mileage is not available for individuals utilizing On-the-Job Training (OJT) or Customized Training (CT) formats. This initiative will continue subject to funding availability for this line item as approved by the CSS WFNY Board.

- The maximum reimbursement under this initiative is disbursed at a maximum rate of \$0.25 mile according to the Training Level as set forth (below):
  - Level #1 – Maximum of \$100.00
  - Level #2 – Maximum of \$250.00
  - Level #3 – Maximum of \$500.00 (maximum of \$250.00 Year 1 and \$250 Year 2)
- To be considered for travel reimbursement, the individual **MUST** reside at least 10 miles from the training site.
- The minimum check amount to be issued by the CSS WFNY Administrative Office is \$10.00. If the travel reimbursement is less than \$10.00, then the invoice will be held and added to future invoices. If the training is concluded and the amount is less than \$10.00, then no travel reimbursement will be issued.
- For individuals that are co-enrolled in WIA Youth and either WIA Adult and/or Dislocated Worker, then WIA Youth process should be used in place of this announcement.

Procedural Specifics: Should specific state funds identified by the respective Technical Advisories and/or their replacements become available, then those funds will be utilized first when reimbursing customers for the documented expenses. Should these specific funds be exhausted but the individual is in training after those dates, then CSS WFNY may use other WIA funds to fulfill the obligation to the individuals previously approved for this supportive service.

When sending the reimbursement check to the individual, CSS WFNY will include a notification as to the remaining balance available against the cap. The appropriate form will be provided to the customer through her/his Counselor.

Reference: New York State Department of Labor Workforce Development System Technical Advisory #09-03, and Workforce Development System Technical Advisory #09-10, and may be supplemented by local formula funds.