COUNTY NAME:

# CALAVERAS

CalWORKs County Plan Addendum

Date Submitted to California Department of Social Services:
April 20, 2012

Prepared By:
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**I hereby certify that County Board of Supervisors was briefed regarding the contents of this Plan addendum prior to submittal.**

| | | |
|---|---|---|
| Mary R Sawicki | **Mary R. Sawicki** | **April 10, 2012** |
| **County Welfare Director's Signature** | **Printed Name** | **Briefing Date** |

This plan addendum is submitted pursuant to Welfare and Institutions Code Section 10534.

BOARD OF SUPERVISORS, COUNTY OF CALAVERAS
STATE OF CALIFORNIA

April 10, 2012
(Date)

RESOLUTION

NO: 2012-054

RESOLUTION AUTHORIZING THE SUBMISSION TO THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES (CDSS) THE CALAVERAS WORKS AND HUMAN SERVICES AGENCY (CWHSA) ADDENDUM TO THE CALWORKS COUNTY PLAN ESTABLISHING THE INTERNAL REVENUE SERVICE (IRS) STANDARD MILEAGE RATE AS THE MILEAGE REIMBURSEMENT RATE FOR THE CALWORKS WELFARE-TO-WORK (WTW) PARTICIPANTS TRANSPORTATION SUPPORTIVE SERVICES EFFECTIVE MAY 1, 2012.

WHEREAS, CDSS requires counties to submit addendums to the CalWORKs Plan to CDSS for approval regarding changes to the CalWORKs WTW Plan, and

WHEREAS, per CDSS All County Letter 08-41 requires the establishment by the county of a transportation reimbursement rate for CalWORKs WTW participants when participants use a personal vehicle to participate in WTW activities, and

WHEREAS, Calaveras Works &Human Services Agency (CWHSA) has included guidelines in the revised the Transportation Supportive Services section of the CalWORKs WTW Plan which states the transportation reimbursement rate for WTW participants will be the IRS Standard Mileage Reimbursement Rate.

NOW THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Calaveras approves the addendum to the CalWORKs Plan and authorizes the CWHSA to submit to CDSS establishing the transportation mileage reimbursement rate for WTW participants to be the Internal Revenue Mileage Reimbursement Rate effective May 1, 2012.

ON A MOTION by Supervisor Callaway, seconded by Supervisor Wilensky, the foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Calaveras, State of California, this 10 day of April 2012 by the following vote:

AYES: Supervisors Tofanelli, Wilensky, Callaway, Tryon and Spellman

NOES: None

ABSENT: None

ABSTAIN: None

Chair, Board of Supervisors

ATTEST:

Madalena Kusba

County Clerk and Ex-Officio Clerk to the
Board of Supervisors, County of Calaveras, California

# Calaveras Works and Human Services Agency
# Addendum to the CalWORKs Plan
Effective May 1, 2012
TRANSPORTATION SUPPORTIVE SERVICES:
MILEAGE REIMBURSEMENT RATE
[WIC Section 1053l (g)]

## Mileage Reimbursement Rates

Authority: All-County Letter No. 03-15; 08-41; M.P.P. 42-750.11

Mileage reimbursement or advances to current CalWORKs clients will be calculated and paid as follows:

1. The CalWORKs client must be in an approved Welfare-To-Work (WTW) activity, including employment.

2. Transportation supportive services must be necessary for the CalWORKs client in order to participate in the program activity to which he or she is assigned or to search for, accept, or retain employment.

3. The CalWORKs client must meet all of the following criteria for use of a personal vehicle in order to be eligible for mileage reimbursement:
   a. The vehicle must be registered to the CalWORKs client through the California Department of Motor Vehicles (DMV).
   b. The vehicle must be currently insured with the appropriate vehicle insurance coverage.
   c. The CalWORKs client must possess a current, valid California Driver's License.
   d. The CalWORKs client's vehicle must be claimed as property in the CalWORKs client's benefits case.
   e. For those CalWORKs clients who make use of non-owned vehicles for WTW purposes, the following criteria must be followed for the use of a non-owned vehicle.
      - Criteria **for use of a non-owned vehicle:**
        - The CalWORKs client must possess a current, valid California Driver's License, and
        - Provide a written statement from the registered vehicle owner that the CalWORKs client is required to reimburse the owner of the registered vehicle for use of the vehicle.

4. The CalWORKs client must submit documentation of the date(s) mileage reimbursement is requested for, the Welfare-To-Work activity (ies) involved, and the number of miles traveled.

5. Effective May 1, 2012, the county will pay the CalWORKs client at the established Internal Revenue Service (IRS) "standard mileage rate", based upon available federal and state funding allocations for participation in approved WTW activities.

a. The reimbursement rate will be reviewed no less than yearly by the County to ensure that the reimbursement rate reflects current regional market rates and covers necessary transportation costs. The County will update the reimbursement rate when appropriate, and will begin using the updated mileage reimbursement rate for CalWORKs participants at the time the rate is updated.

The County shall print these policies and the annual IRS "standard mileage rate" and make them available to CalWORKs clients whenever they request mileage advances or reimbursement and to members of the public upon request.

**Use of Mileage Reimbursement Payments or Advances and Restrictions on Reimbursement for Other Costs of Maintaining and Operating a Motor Vehicle**

1. Mileage reimbursement payments are intended to be used to reimburse the CalWORKs client for operating and fixed costs such as:
   a. Fuel;
   b. Vehicle insurance;
   c. Vehicle license fees;
   d. Vehicle registration costs, including smog inspection;
   e. Routine maintenance and tune-ups to include parts (belts, filters, fluids, spark plugs and wires, and similar items) and labor;
   f. Oil changes;
   g. Replacement of tires; and
   h. Replacement of brakes, brake lines and brake pads.

2. In most circumstances, CalWORKs clients receiving mileage reimbursement are not eligible for separate supportive services payments or reimbursements for any of the items in #1, as these operating and fixed costs are covered within the mileage reimbursement rate. Such payments or reimbursements may be approved on a case-by-case basis when there is a demonstrated hardship or extenuating circumstances.

3. It is the responsibility of the CalWORKs client requesting reimbursement or payment for an item in #1 to provide information and/or documentation about the hardship or extenuating circumstances.

4. Any request for payment or reimbursement above the approved mileage reimbursement rate for an item listed in #1 shall be reviewed and approved or denied by a CalWORKs Employment and Training Supervisor, Program Manager, or designee. Case managers may not authorize such payments without the review and approval of one of the above-titled individuals.

5. The decision of the Employment and Training Supervisor, Program Manager, or designee is final. The case manager shall issue a Notice of Action to the client stating the decision on the payment or reimbursement request.

6. CalWORKs client requests that are not approved under this section may file for a State Hearing as described on the Notice of Action.

# Calaveras Works and Human Services Agency
# Addendum to the CalWORKs Plan

Effective ~~January 1, 2010~~May 1, 2012
TRANSPORTATION SUPPORTIVE SERVICES:
MILEAGE REIMBURSEMENT RATE
[WIC Section 10531 (g)]

**Mileage Reimbursement Rates**

Authority: All-County Letter No. 03-15; 08-41; M.P.P. 42-750.11

Mileage reimbursement or advances to current CalWORKs clients will be calculated and paid as follows:

1. The CalWORKs client must be in an approved Welfare-To-Work (WTW) activity, including employment.

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3. The CalWORKs client must meet all of the following criteria for use of a personal vehicle in order to be eligible for mileage reimbursement:
   a. The vehicle must be registered to the CalWORKs client through the California Department of Motor Vehicles (DMV).
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   d. The CalWORKs client's vehicle must be claimed as property in the CalWORKs client's benefits case.
   e. For those CalWORKs clients who make use of non-owned vehicles for WTW purposes, the following criteria must be followed for the use of a non-owned vehicle.
      - Criteria **for use of a non-owned vehicle:**
        - The CalWORKs client must possess a current, valid California Driver's License, and
        - Provide a written statement from the registered vehicle owner that the CalWORKs client is required to reimburse the owner of the registered vehicle for use of the vehicle.

4. The CalWORKs client must submit documentation of the date(s) mileage reimbursement is requested for, the Welfare-To-Work activity (ies) involved, and the number of miles traveled.

5. Effective May 1, 2012, the county will pay the CalWORKs client at the established Internal Revenue Service (IRS) "standard mileage rate", based upon available federal and state funding allocations for participation in approved WTW activities.

5. ~~Effective January 1, 2010 the reimbursement rate for travel when a participant uses a personal vehicle and is in an approved Welfare-to-Work activity will be calculated using a two-tiered system per ACL 08-41 dated September 29, 2008.~~

   a. ~~The two-tiered payment system is based on AAA.com average driving costs, the average costs for Calaveras County, and surveys of neighboring counties.~~

      - ~~$.41 per mile driven up to 400 miles in a calendar month~~
      - ~~$.25 per mile driven for 401 miles and above in a calendar month.~~

| ~~AAA -Average Driving Costs of small, medium and large sedan~~ | | |
|---|---|---|
| ~~Gas Costs~~ | | |
| ~~Gas @$3.00 avg cost per gallon /12 mpg~~ | | ~~25 cents~~ |
| ~~Fixed Operating &Ownership Cost~~ | | |
| ~~Maintenance=oil changes, routine maintenance, normal wear & tear AAA.com avg cost per mile=~~ | ~~05 cents~~ | |
| ~~Tires-4 tires avg cost $400 /25,000 miles per set =~~ | ~~02 cents~~ | |
| ~~Insurance - Avg Annual cost $600/ 10,000 miles per year = cost per mile~~ | ~~06 cents~~ | |
| ~~Annual license & registration, taxes=$250.00 / 10,000 miles per year =cost per mile~~ | ~~03 cents~~ | |
| ~~Total Operating &Ownership Cost per mile~~ | | ~~16 cents~~ |
| | ~~Total Cost per mile~~ | ~~41 Cents~~ |

   b. ~~The rate of $.41 cents per mile is based on the fixed costs of $.16 per mile plus an additional cost of $.25 per mile for gas reimbursement for up to 400 miles driven per month. The rate of $.25 per mile will be reimbursed for mileage over 401 miles per month.~~

   c. The reimbursement rate will be reviewed no less then yearly by the County to ensure that the reimbursement rate reflects current regional market rates and covers necessary transportation costs. The County will update the reimbursement rate when appropriate, and will begin using the updated mileage reimbursement rate for CalWORKs participants at the time the rate is updated.

The County shall print these policies and make them available to CalWORKs clients whenever they request mileage advances or reimbursement and to members of the public upon request.

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e. Routine maintenance and tune-ups to include parts (belts, filters, fluids, spark plugs and wires, and similar items) and labor;
f. Oil changes;
g. Replacement of tires; and
h. Replacement of brakes, brake lines and brake pads.

2. In most circumstances, CalWORKs clients receiving mileage reimbursement are not eligible for separate supportive services payments or reimbursements for any of the items in #1, as these operating and fixed costs are covered within the mileage reimbursement rate. Such payments or reimbursements may be approved on a case-by-case basis when there is a demonstrated hardship or extenuating circumstances.

3. It is the responsibility of the CalWORKs client requesting reimbursement or payment for an item in #1 to provide information and/or documentation about the hardship or extenuating circumstances.

4. Any request for payment or reimbursement above the approved mileage reimbursement rate for an item listed in #1 shall be reviewed and approved or denied by a CalWORKs Employment and Training Supervisor, Program Manager, or designee. Case managers may not authorize such payments without the review and approval of one of the above-titled individuals.

5. The decision of the Employment and Training Supervisor, Program Manager, or designee is final. The case manager shall issue a Notice of Action to the client stating the decision on the payment or reimbursement request.

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