



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY BULLETIN #04-88-ELI

### ISSUANCE OF CARFARE

<b>Date:</b> May 17, 2004	<b>Subtopic(s):</b> Carfare
<p> This procedure can now be accessed on the FIAweb.</p> <p>Avoid duplication of carfare allowances.</p>	<p>The purpose of this policy bulletin is to inform staff that when issuing carfare to applicants/participants the prevailing rate (currently \$2 per one-way subway/bus trip) must be used. In addition, when the cost of transportation increases/decreases, staff must adjust the amount of carfare accordingly.</p> <p>Carfare can be issued for instances such as:</p> <ul style="list-style-type: none"> <li>• Applicants complying with agency referrals to ancillary programs (e.g., HS Systems [HSS], Bureau of Eligibility Verification [BEV]) to meet eligibility requirements,</li> <li>• Homeless applicants/participants searching for permanent housing (not to exceed 3 round-trips per week), <u>and</u></li> <li>• Homeless applicants/participants sending or accompanying children to school.</li> </ul> <p>If carfare is required on a recurring basis the allowance must not exceed the amount of a monthly MetroCard.</p> <p><u>Reminder:</u> Before issuing carfare, workers must check the Benefit Issuance History in the Welfare Management System (WMS) to ensure that a carfare allowance for the period in question has not already been issued.</p> <p><i>Effective Immediately</i></p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 2 at the prompt followed by 765 or  
send an e-mail to *FIA Call Center*