



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

POLICY	
Department on Disability Services	Subject: Transportation Policy
Responsible Program or Office: Rehabilitation Services Administration	Policy Number: 2019-RSA-POL009
Date of Approval by the Director: 2/26/2019	Number of Pages: 4
Effective Date: 2/26/2019	Expiration Date, if Any:
Supersedes Policy Dated: Transportation SOP dated February 19, 2013	
Cross References, Related Policies and Procedures, and Related Documents: 29 DCMR 114, 29 DCMR 199, Post Secondary Education and Training Procedure (2015).	

1. PURPOSE

The purpose of this policy is to provide clarification and guidance on the provision of transportation as a supporting rehabilitation service to both facilitate in the assessment of rehabilitation needs, and to help the person achieve his or her employment outcome.

2. APPLICABILITY

This policy applies to all Vocational Rehabilitation (VR) Specialists, supervisors, administrators, and people whom the Department on Disability Services (DDS), District of Columbia Rehabilitation Services Administration (DCRSA) serves.

3. AUTHORITY

The authority for this policy is established in DDS as set forth in D.C. Law 16-264, the “Department on Disability Services Establishment Act of 2006,” effective March 14, 2007 (D.C. Code §§ 7-761.01 *et seq.*), and Establishment of the Rehabilitation Services Program (D.C. Code §§ 32-331 *et seq.*), 29 DCMR §§ 100 *et seq.*, and 34 C.F.R. Part 361.

4. DEFINITION

Transportation - Transportation is defined in 29 DCMR § 199 as “travel and related expenses that are necessary to enable an applicant or eligible individual to participate in a vocational rehabilitation service, including expenses for training in the use of public transportation, vehicles and systems.”



5. POLICY

- A. It is the policy of DCRSA to provide transportation services in connection with the provision of other VR services in order to assist the person with a disability in preparing for, securing, retaining, advancing in or regaining an employment outcome that is consistent with the person's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.
- B. The appropriate mode of transportation shall be based on the least costly mode which meets the individual needs of the person. This can include Metro trains and buses, client-owned vehicles, taxi cabs, private cars, and ride-sharing services such as Uber and Lyft.
- C. DCRSA shall determine if the transportation service provided is subject to financial participation before provision is approved, except when the transportation is necessary to access or participate in VR services that are not subject to financial participation including, but not limited to, transportation provided during assessment.

6. RESPONSIBILITY

The responsibility for this policy is vested in the Director of DDS. Implementation of this policy is the responsibility of the Deputy Director of DCRSA.

7. STANDARDS

- A. Transportation is not a standalone service. It shall be provided when necessary for persons to participate in identified VR services or assessment. Transportation services shall be terminated when the primary service being accessed is completed or terminated. In accordance with a person's Individualized Plan for Employment (IPE), transportation may continue following job placement until the person receives a first paycheck.
- B. Transportation services shall be provided in the form of funds attached to a Smart Trip Card or EZ-Pay account (MetroAccess) unless the primary service is not accessible via public transportation or there is another exception identified consistent with paragraph D below.
- C. The VR specialist shall calculate the dollar amount needed for the transportation using the Metro Trip Planner, which can be found online at www.wmata.com. The agency will pay transportation based on public transportation rates, unless one of the specific exceptions identified in D(1-3) below exists.
- D. DCRSA shall provide a gas stipend for the mileage between the person's residence



and the destination for primary service(s) under the following circumstances:

1. When a person is unable to access public transportation due to his or her disability;
2. There are no public transportation services available, and therefore the person has to drive his or her personal vehicle in order to get to and from school, work, training site, or vocational rehabilitation services related sites; or
3. The cost of traveling in a personal vehicle is more cost effective than public transportation.

When a gas stipend is appropriate, the VR specialists will calculate the distance in mileage between the person's residence and the destination for primary service(s) by using MapQuest, and that mileage will be paid at the prevailing federal mileage reimbursement rate for business which can be found online at <https://www.irs.gov/tax-professionals/standard-mileage-rates>.

It shall be the responsibility of the person to develop a plan with the VR specialist that identifies travel needs on a monthly basis. The person is also responsible for submitting documentation of actual travel expenses. DCRSA shall distribute checks on a monthly basis when documentation is received in accordance with all requirements and deadlines.

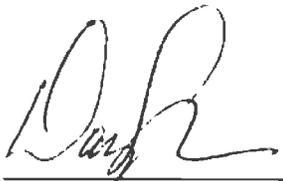
- E. Alternative Modes of Transportation. DCRSA will pay for alternative modes of transportation, such as taxi cab, private car, and ride-sharing services when:
1. Public transportation is not available; or
 2. The person's disability prevents him or her from using public transportation; and
 3. A personal vehicle is not available.

DCRSA shall fund only the actual cost of fare for the most cost-effective option.

- F. If a person is receiving Post Secondary Education Services to attend a school or training program, transportation needs shall be identified and planned for in the IPE in accordance with 29 DCMR §122.8.
1. Daily transportation associated with educational/training costs shall be paid in accordance with 6(A-E) above.
 2. Non daily transportation associated with educational/training shall be paid by DCRSA if there is no public or private institution located in the DC Metro Area that offers an academic program necessary to achieve the consumer's vocational outcome. Non-daily transportation will be paid using the most cost-effective means of travel subject to the following conditions:



- a. When a person resides in on-campus housing, the Rehabilitation Services Administration will pay for non-daily transportation at the beginning and end of each academic semester/session, and otherwise when on-campus college/university housing is closed during the academic calendar year in which the person is actively enrolled and engaged in a program of study; or,
- b. When a person resides in off-campus housing, the Rehabilitation Services Administration will pay for non-daily transportation at the beginning and end of each academic semester/session in which the person is actively enrolled and engaged in a program of study.



Darryl Evans
Deputy Director, DCRSA



Approval Date



Andrew P. Reese, Director



Date