



Memorandum

Date: April 9, 1998

To: District Directors
Employment and Income
Assistance

From: Gerry Schmidt
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Employment and Income
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Subject: **Transportation Support to Search for a Job – Manual Update 98-06**

Employment and Income Assistance will begin assisting clients in certain circumstances with transportation support to look for work. Transportation support is available to clients only if they lack the resources to pay for their own transportation and not providing the support would be a barrier to the client finding a job. The policy is not intended to automatically provide every client seeking a job with transportation support.

Assistance for transportation may be provided to clients in the following circumstances:

- clients have completed a Personal Job Plan and are actively pursuing employment;
- clients have demonstrated that they can manage a job search, particularly through previous job search activity;
- clients are job-ready and do not have outstanding personal difficulties that may prevent them from taking a job such as lack of child care or substance abuse problems;
- clients have interviews scheduled or are planning to visit specific employers;
- clients have either not received transportation support previously from the program or have previously received support and effectively utilized it;
- clients are not enrolled in a program that normally provides transportation support; and
- clients do not currently have sanctions applied or pending because work expectations have not been met.

Clients that require assistance for transportation to job search may be provided with an amount for the lowest cost of transportation available to attend specific interviews or visit specific places of employment. Support may be provided as appropriate for public transportation for bus fares, bus tickets or bus passes.

If public transportation is not available outside of Winnipeg, amounts provided must follow the same guidelines as those provided for medical transportation (on page F4 71 01 of the policy manual.)

In order to track bus tickets that have been distributed for job search transportation purposes, please keep your supply of bus tickets for this purpose separately from other bus tickets so you may identify the number of job search transportation bus tickets you have issued.