Traveler's Cheque Program for Accessible Rural Transportation
THE TRAVELER’S CHEQUE PROGRAM

National demonstration of a rural employment transportation voucher model:

Placing control in our hands
PROJECT GOALS

- Increase high quality employment outcomes using a transportation voucher program
  - For people with disabilities in rural areas
  - National in scope at ten sites
- Develop a voucher model for transportation
  - Replicable
  - Sustainable
PARTICIPANTS AND ROLES

✓ Sponsoring organization or site
✓ Community Transportation Coordinator (CTC)
✓ Bookkeeper
✓ Transportation providers
✓ Consumers
PARTICIPANTS AND ROLES

CTC: Community Transportation Coordinator
ROLE OF SITE

- Develop eligibility criteria
- Develop policies to allocate resources
- Insurance
ROLE OF CTC

- Develop transportation interest network
- Help locate and negotiate rates with providers
- Enroll consumers, develop individual transportation plan with consumer and allocate mileage
- Submit periodic project updates
ROLE OF BOOKKEEPER

- Receive vouchers
  - Originals from providers
  - Duplicates from consumers
- Issue payments to providers
- Submit invoices for permitted expenses and voucher reimbursement
- Record all trip data and payments in workbook for analysis
- Maintain permanent records
ROLE OF PROVIDERS

- Provide transportation/receive vouchers
- Submit vouchers for payment
  - Volunteers: Fed rate per mile
  - Public and private providers
    - Negotiate rates with CTC
    - Establish hours/trip guidelines with CTC
ROLE OF CONSUMERS

✓ Complete enrollment forms with CTC
✓ Develop Individual Transportation Plan with CTC
✓ Receive mileage allocation
✓ Locate providers and arrange trips
✓ Pay with Traveler’s Cheques and maintain balance in register
✓ Submit duplicate cheques
THE TRAVELER’S CHEQUES

Site Name
Site street address
City, State ZIP
Site phone number

Pay to
the order of _____________________________________________

For (circle one): WORK  MEDICAL  SOCIAL/RELIGIOUS  SCHOOL  SHOPPING

SUBMIT FOR PAYMENT WITHIN 90 DAYS

Signature

Site Name                                                       No.   0001
Site street address
City, State ZIP
Site phone number

Date _____________

Pay to
the order of _____________________________________________

miles

For (circle one): WORK  MEDICAL  SOCIAL/RELIGIOUS  SCHOOL  SHOPPING

SUBMIT FOR PAYMENT WITHIN 90 DAYS

Signature

Duplicate Cheques / Transaction Register / Miles / Simplicity / Oversize Option
Advantages of a Voucher Program

- Allows riders more choices in where they work and live
- Puts resources into the hands of riders rather than agencies
- Place emphasis on rider needs rather than agency considerations
- Promotes rural tradition of volunteerism
- Promotes cost-sharing among service agencies, riders and transit providers
Toolkit for Operating a Rural Transportation Voucher Program

Association of Programs for Rural Independent Living
TOOLKIT CONTENTS

✓ Introduction
✓ Toolkit contents
✓ Key players
✓ Develop partnerships
✓ Set goals
✓ Seek funding
✓ Develop policies
  ✓ Eligibility/ purpose
  ✓ Allocations/ abuse
  ✓ Providers allowed
  ✓ Payment schedule
  ✓ Exceptions
✓ Publicize
✓ Print checks
✓ Contract with providers
✓ Work with riders
  ✓ Enrollment & ITP & miles
  ✓ Using the checkbook
✓ Program management
✓ Special considerations
  ✓ Insurance/ liability
  ✓ Trip purposes: “Access for All”
  ✓ Miles vs. dollars
APPENDICES

✓ Summary report
✓ Eligibility & policy guidelines
✓ Enrollment forms
✓ Sample workbook
✓ Transportation resources
TOOLKIT CD: CONTENTS

- Toolkit: in PDF format
- Traveler’s Cheque Workbook: Excel
- Toolkit: Text in Word
- Toolkit: Text in “Accessible text” format from Adobe
- Toolkit: Text in large print format (18 pt)
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