



Billy Altom, Executive Director
Association of Programs for Rural
Independent Living
North Little Rock, Arkansas

Traveler's

CHedque

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**

Traveler's

Cheque

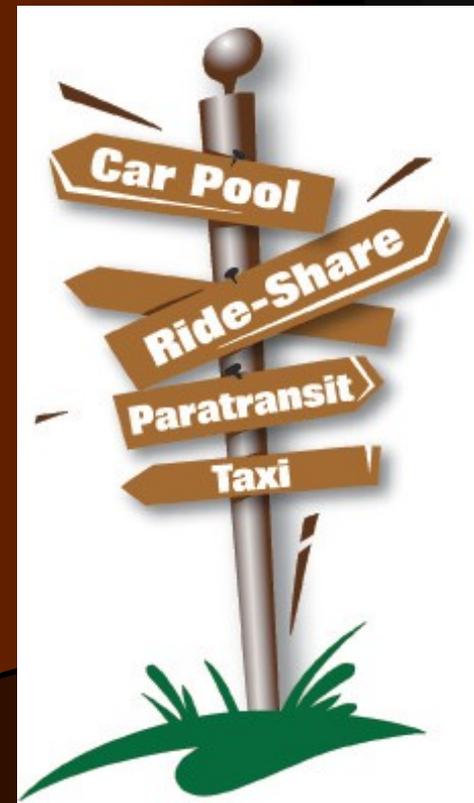
PROGRAM

**For Accessible Rural
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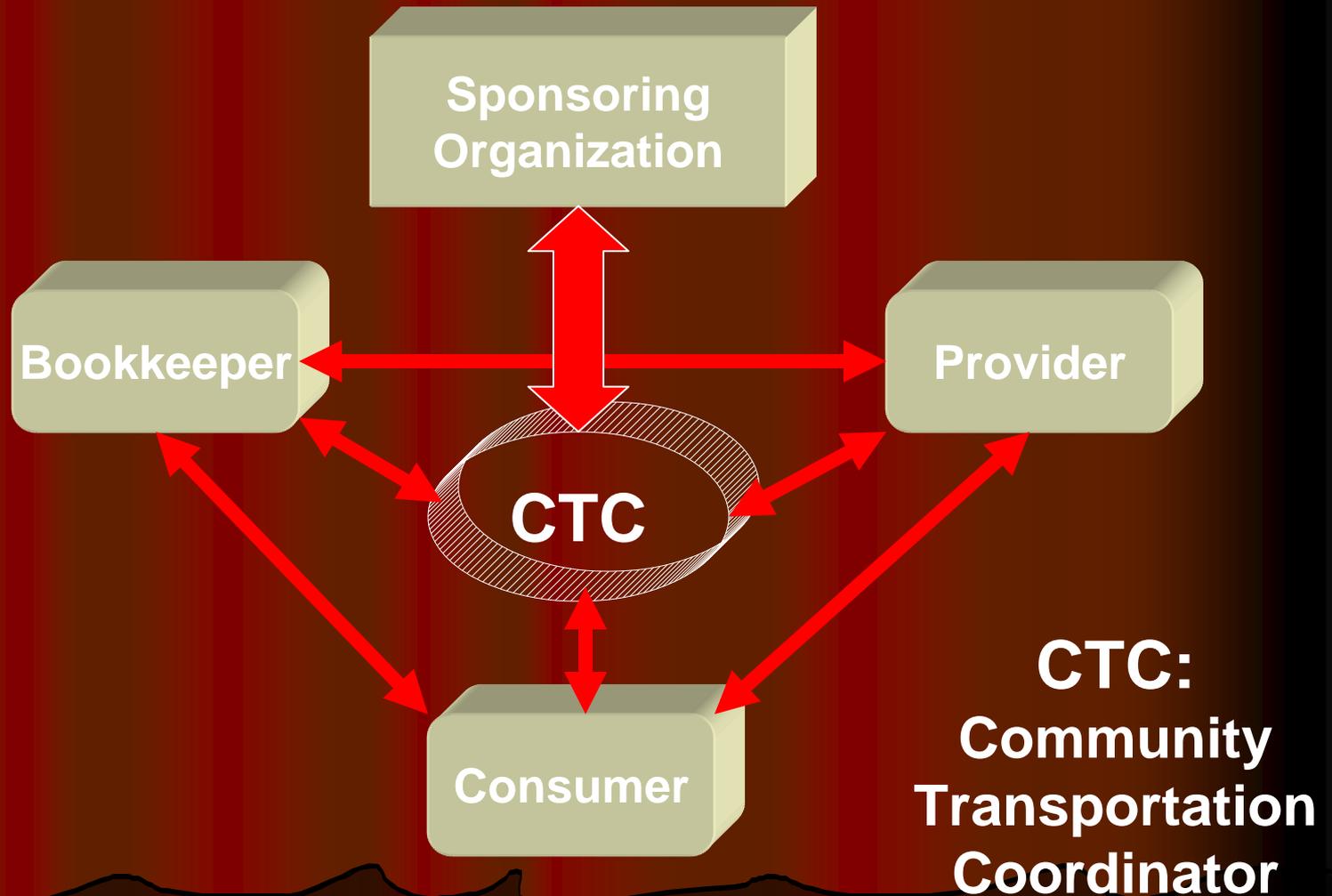
- ✓ Alaska
- ✓ Georgia
- ✓ Illinois
- ✓ Kansas
- ✓ Massachusetts
- ✓ Minnesota
- ✓ Montana
- ✓ New Mexico
- ✓ Pennsylvania
- ✓ Utah

PARTICIPANTS AND ROLES

- ✓ Sponsoring organization or site
- ✓ Community Transportation Coordinator (CTC)
- ✓ Bookkeeper
- ✓ Transportation providers
- ✓ Consumers



PARTICIPANTS AND ROLES



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 **No. 0001**
Site street address
City, State ZIP Date _____
Site phone number

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

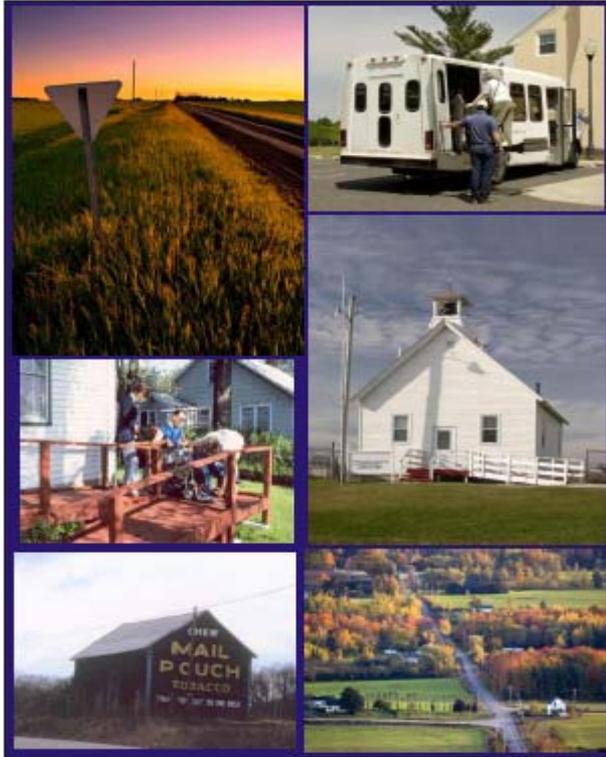
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TOOLKIT



Toolkit for Operating a Rural Transportation Voucher Program



Association of Programs for
Rural Independent Living

TOOLKIT CONTENTS

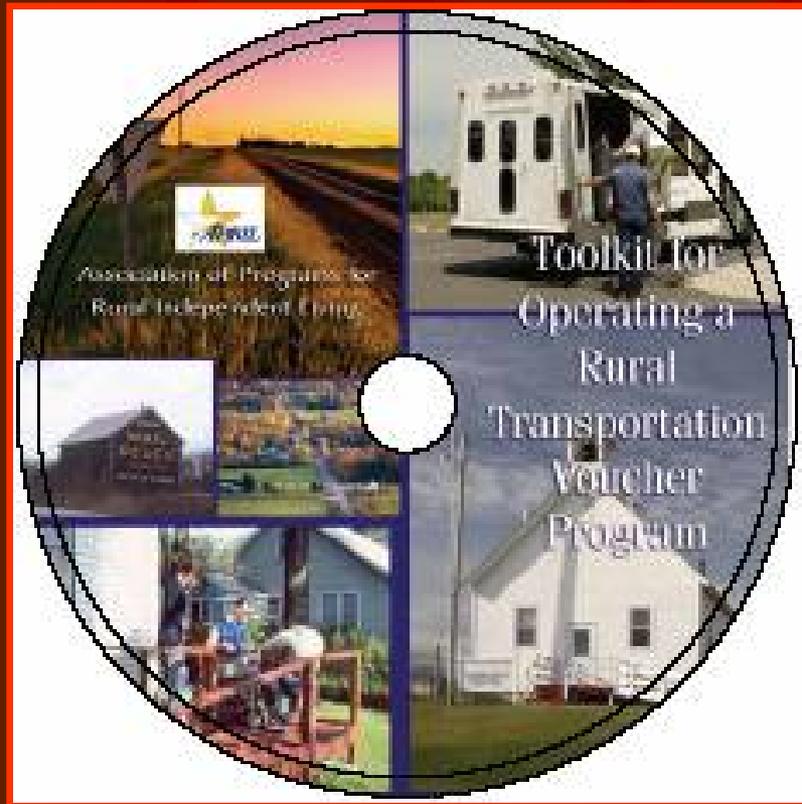
- ✓ Introduction
- ✓ Toolkit contents
- ✓ Key players
- ✓ Develop partnerships
- ✓ Set goals
- ✓ Seek funding
- ✓ Develop policies
 - ✓ Eligibility/purpose
 - ✓ Allocations/abuse
 - ✓ Providers allowed
 - ✓ Payment schedule
 - ✓ Exceptions
- ✓ Publicize
- ✓ Print checks
- ✓ Contract with providers
- ✓ 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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