

## 23. Bike to Work

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### 23.1 Overview

The Bike to Work program provides free bicycles to eligible individuals. All bicycle requests must go through CalWORKs Employment Services (CWES) staff.

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### 23.2 Program Eligibility

Benefits under this program are limited to qualified individuals who do not own a vehicle. Active CalWORKs and Cal-Learn participants who meet weekly hours of participation with employment, work experience or community service as their primary or concurrent activities are eligible. Participants enrolled at an adult education site, college (includes universities or private schools), or through an approved Cal-Learn provider are also eligible.

A Cal-Learn teen or 13 to 18 year-old teenager of active CalWORKs families, must be:

- attending school and
- be employed

#### 23.2.1 Post Aid Services

Post Aid families who have minor children must be currently employed. Post Aid 60-day job seeking participants are not eligible for the Bike to Work Program.

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### 23.3 Required Verifications

The employment counselor (EC) is required to verify the WTW participant's employment, work experience, or community service activity by using CalWIN and document in case comments that client met the Bike to Work eligibility requirements. School attendance must be verified using CalWIN or client statement. Verification from the school is not required.

Proof of employment is required for the Cal-Learn teen or 13 to 18 year-old teenager of active CalWORKs families. If the teenager is paid cash, the client must complete and sign the "Daily Wage Statement" (SCD 2227). If a current employment verification is in IDM for the teen, the EC does not need to request verification.

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## 23.4 Bike to Work Requests

When the EC becomes aware that the WTW or Cal-Learn participant meets the requirements, the Bike to Work program should be discussed. The EC should also explain the program to parents whose 13 to 18 year-old is employed.

“Ancillary Expenses, Estimate, Request and Verification” (SCD 1584) is completed by the EC.

The cost of the following items must be included with each approval of a bicycle:

- bicycle
- lock,
- lights, and
- safety helmet.

### 23.4.1 Approving the Request

ECs must review the eligibility requirements for the Bike to Work program and either approve or deny the request.

If approved, the EC notifies the client to provide two (2) estimates for a bicycle, including the cost of a helmet, lock and lights. The maximum amount payable is \$500. Advance payments are issued as an ancillary payment, with a type of “Bike to Work”, based on the lowest cost estimate for the bike, helmet, lock and lights.

Case comments must be entered in CalWIN when payment is issued for bicycles and associated equipment.

## 23.5 Bike to Work Program Process

Follow these guidelines when processing a request for the Bike to Work program:

STEP	WHO	ACTION
1.	Participant	<ul style="list-style-type: none"> <li>• Contacts EC to request a bicycle.</li> </ul>

STEP	WHO	ACTION						
2.	EC	<ul style="list-style-type: none"> <li>• Reviews case to make sure the participant:                             <ul style="list-style-type: none"> <li>a. is working, participating in WEX, or community service and/or attending school,</li> <li>b. does NOT own a vehicle, and</li> <li>c. has not previously received a bicycle.</li> </ul> </li> <li>• Explains program eligibility and participant responsibility.</li> <li>• Obtains employment verification from client if he/she is employed.</li> <li>• Informs participant to obtain two (2) itemized estimates for the purchase of the bicycle, helmet, lock and lights within ten (10) calendar days.</li> <li>• Enters case comments in CalWIN.</li> </ul> <table border="1" data-bbox="456 741 1521 1159"> <thead> <tr> <th data-bbox="456 741 808 793">If...</th> <th data-bbox="808 741 1521 793">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 793 808 951">written estimates are not received within 10 calendar days</td> <td data-bbox="808 793 1521 951"> <ul style="list-style-type: none"> <li>• manually completes NA 823.</li> <li>• mails NA 823 to client and sends to IDM for scanning.</li> <li>• documents actions taken in CalWIN.</li> </ul> </td> </tr> <tr> <td data-bbox="456 951 808 1159">written estimates received and lowest estimate is more than \$500</td> <td data-bbox="808 951 1521 1159"> <ul style="list-style-type: none"> <li>• deny the request</li> <li>• manually completes NA 823</li> <li>• gives/mails NA 823 to client</li> <li>• documents actions taken in CalWIN.</li> </ul> </td> </tr> </tbody> </table>	If...	Then...	written estimates are not received within 10 calendar days	<ul style="list-style-type: none"> <li>• manually completes NA 823.</li> <li>• mails NA 823 to client and sends to IDM for scanning.</li> <li>• documents actions taken in CalWIN.</li> </ul>	written estimates received and lowest estimate is more than \$500	<ul style="list-style-type: none"> <li>• deny the request</li> <li>• manually completes NA 823</li> <li>• gives/mails NA 823 to client</li> <li>• documents actions taken in CalWIN.</li> </ul>
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STEP	WHO	ACTION	
2. (cont)	EC (cont)	<p><b>If...</b></p> <p>lowest estimate is \$500 or less</p>	<p><b>Then...</b></p> <ul style="list-style-type: none"> <li>• using the lowest estimate, completes Ancillary Expenses Estimate, Request and Verification (SCD 1584).                             <ul style="list-style-type: none"> <li>a. under <b>REQUEST</b> checks “Other” and enters Bike to Work.</li> <li>b. under <b>ITEM(S) or SERVICE(S) NEEDED</b> enters bicycle, helmet, lock, lights with estimated cost of each item.</li> </ul> </li> <li>• enters name, checks “Agency Staff” boxes to certify the cost of the items listed and that items are necessary for the client to participate in an approved activity, accept employment, and or retain or advance in employment.</li> <li>• signs and dates form.</li> <li>• gives copy of form to participant.</li> <li>• informs participant:                             <ul style="list-style-type: none"> <li>a. bicycle and equipment must be purchased within 15 calendar days.</li> <li>b. itemized receipt must be provided within 10 calendar days after purchase, or overpayment will be calculated.</li> </ul> </li> <li>• issues advance payment as ancillary and selects “Bike to Work” from the drop down menu.</li> <li>• completes NA 823 in CalWIN and gives/mails copy to client.</li> <li>• documents actions taken in CalWIN case comments.</li> <li>• sends copy of SCD 1584 to IDM.</li> </ul>
3.	Participant	<ul style="list-style-type: none"> <li>• Purchases bike and equipment within 15 calendar days.</li> <li>• Submits itemized receipt to assigned EC within 10 calendar days after purchase.</li> </ul>	

STEP	WHO	ACTION	
4.	EC	<b>If itemized receipt...</b>	<b>Then...</b>
		<ul style="list-style-type: none"> <li>is more than authorized amount</li> </ul>	<ul style="list-style-type: none"> <li>participant is not reimbursed for any excess amount paid over the approved dollar amount.</li> <li>documents receipt received and dollar amount of receipt in CalWIN case comments.</li> <li>sends copy of receipt to IDM.</li> </ul>
		<ul style="list-style-type: none"> <li>is less than authorized amount</li> </ul>	<ul style="list-style-type: none"> <li>calculates an overpayment if receipt amount is \$200 or more below the advance payment amount and documents in CalWIN case comments.</li> <li>documents receipt received and dollar amount of receipt in CalWIN case comments.</li> <li>sends copy of receipt to IDM.</li> </ul>
<ul style="list-style-type: none"> <li>is not submitted within 10 business days</li> </ul>	<ul style="list-style-type: none"> <li>documents receipt not received in CalWIN case comments.</li> <li>creates overpayment for the amount of the advance payment and documents in CalWIN case comments.</li> </ul>		

