



**ASSET\*AMERICORPS MEMBER CONTRACT**  
October 2009-August 2010

**I. PURPOSE**

It is the purpose of this agreement to delineate the terms, conditions, and rules of membership regarding the participation of \_\_\_\_\_ (hereinafter referred to as the member) in the **ASSET\* AmeriCorps Program- Active Service Solutions for Economic Transition** (hereinafter referred to as the **ASSET Program**).

**II. MINIMUM QUALIFICATIONS**

The member certifies that he/she is a United States citizen, a United States national, or a lawful permanent resident alien and at least 18 years old or 17 with parental consent.

**III. TERMS OF SERVICE**

The member's term of service begins on **October 1, 2009** and ends on **August 31, 2010**. The **ASSET Program** and the member may agree, in writing, to extend this term of service for the following reasons:

1. The member's service has been suspended due to compelling personal circumstances.
2. The member's service has been terminated, but a grievance procedure has resulted in reinstatement.

The member will complete a minimum of hours of service during this period. Full Time members must serve 1750 hours during the service period defined above. Half Time Members serve a minimum of 925 hours during the established service period. Of these 1,750 or 925, a maximum of 20% of these hours may be training and a maximum of 10% of these hours may be fundraising activities. In order to complete the 1,750 or 925 hours during this service period, the Member will work a minimum of 40 hours per week for full time members or a minimum of 20 hours per week for part time members. The member referenced above is Full Time \_\_\_\_\_ or Part Time \_\_\_\_\_.

The member understands that to complete the term of service successfully (as defined by the ASSET Program and consistent with regulations of the Corporation for National and Community Service) and to be eligible for the education award, he/she must complete the duration of their service, all the hours of service, and satisfactorily complete early service and mid service training and the appropriate education/training that relates to the member's ability to perform service.

The member understands that to be eligible to serve a second term of service the member must receive satisfactory performance reviews for any previous term of service. The member's eligibility for a second term of service with this program will be based on at least a mid-term and end-of-term evaluation of the member's performance focusing on factors such as whether the member has:

- ❖ Completed the required number of hours
- ❖ Satisfactorily completed assignments, tasks, or projects
- ❖ Met any other criteria that were clearly communicated both orally and in writing at the beginning of the term of service

The member understands, however, that the mere eligibility for an additional term of service does not guarantee selection or placement.

**IV. POSITION DESCRIPTION (See attached ASSET Navigator Position Description)**

The name of the member's direct supervisor is \_\_\_\_\_

Service Site Location: \_\_\_\_\_



## V. BENEFITS

The member will receive from the ASSET Program the following benefits:

1. Living Allowance
2. Health Benefits (for members serving in a full-time capacity)
3. Child Care (for members serving in a full-time capacity, if eligible)

### **Living Allowance**

The living allowance is designed to help members meet the necessary living expenses incurred while participating in the ASSET Program. The ASSET program does not pay a living allowance on an hourly basis. It is not a wage and will not fluctuate based on the number of hours members serve in a given time period. The living allowance will be paid twice a month. The ASSET Program will use the United Cerebral Palsy of Texas or its merged entity's payroll system to process member living allowances.

A living allowance in the amount not to exceed \$11,400 (full-time) or \$6035 (part-time) will be distributed **in accordance to the living allowance schedule** during the service term. The living allowance will be prorated if the member does not begin at the start of the service term.

The living allowance is taxable, and taxes will be deducted directly from the living allowance.

The living allowance will be distributed **according to the living allowance schedule by direct deposit** starting on **October 23, 2009**. The gross amounts are listed on the living allowance schedule. The living allowance will be distributed upon timely completion and submission of member timesheets, in accordance with regular UCP Texas or its merged entity pay periods.

### **Health Benefits**

**(See attached Health insurance benefit summary)**

### **Child Care**

For members who elect to apply for this benefit, a child care allowance will be provided by the National Association of Child Care Resources and Referral Agencies (NACCRRA) directly to the provider, if the member qualifies for the allowance. (NACCRRA will distribute this allowance evenly over the term of service biweekly).

### **Education Award**

Upon successful completion of the member's term of service, the member will receive an education award from the National Service Trust. For successful completion of a full-time term, the member will receive an education award in the amount of **\$4725**. Part-time members receive an award of **\$2362.50**.

If the member has not yet received a high school diploma or its equivalent (including an alternative diploma or certificate for individuals with learning disabilities), the member agrees to obtain a high school diploma or its equivalent before using the education award. This requirement can be waived if the member is enrolled in an institution of higher education on an ability to benefit basis or the ASSET Program has waived this requirement due to the results of the member's education assessment.

The member understands that his or her failure to disclose to the ASSET Program any history of having been released for cause from another AmeriCorps program will render him or her ineligible to receive the education award.

### **Loan Forbearance**

If the member has received forbearance on a qualified student loan during the term of service, the National Service Trust will repay a portion or all of the interest that accrued on the loan during the term of service.



## VI. RULES OF CONDUCT

At no time may the member:

- Engage in any activity that is illegal under local, state, or federal law
- Engage in activities that pose a significant safety risk to others
- Engage in any AmeriCorps-prohibited activities that include:
  - Attempting to influence legislation.
  - Organizing or engaging in protests, petitions, boycotts, or strikes.
  - Assisting, promoting or deterring union organizing.
  - Impairing existing contracts for services or collective bargaining agreements.
  - Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
  - Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
  - Engaging in religious instruction; conducting worship services; providing instruction as part of a Program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
  - Providing a direct benefit to: 1) A for-profit entity; 2) A labor union; 3) A partisan political organization; or 4) An organization engaged in the religious activities described in the preceding sub-clause, unless Grant funds are not used to support the religious activities. 5) A nonprofit entity that fails to comply with the restrictions contained in section 501(c)(3) of U.S. Code Title 26.
  - Voter registration drives by AmeriCorps members is an unacceptable service activity. In addition, Corporation funds may not be used to conduct a voter registration drive.

The member is expected to, at all times while acting in an official capacity as an AmeriCorps member:

- Comply with the rules and standards of the host agency.
- Demonstrate mutual respect toward others
- Follow directions
- Direct concerns, problems, and suggestions to the site supervisor and, if necessary, the Member Support Specialist.
- Use 'people-first' language

The member understands that the following acts also constitute a violation of the ASSET Programs rules of conduct:

- failure to submit in time sheets in a timely, appropriate manner
- Unauthorized tardiness
- Unauthorized absences
- Repeated use of inappropriate language (i.e., profanity, offensive terms) at a service site
- Failure to wear appropriate clothing to service assignments
- Stealing or lying
- Engaging in any activity that may physically or emotionally damage other members of the ASSET Program or people in the community
- Unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance or illegal drugs during the term of service
- Consuming alcoholic beverages during the performance of service activities
- Being under the influence of alcohol or any illegal drugs during the performance of service activities
- Failure to notify the ASSET Program of any criminal arrest or conviction that occurs during the term of service

Under the Drug-Free Workplace Act, you must immediately notify the ASSET Program Director if you are convicted under any criminal drug statute. Your participation in the ASSET Program is conditioned upon compliance with this notice requirement, and we will take action for violation of this.



In general, for violating the previously stated rules, the ASSET Program will do the following (except in cases where during the term of service the member has been charged with or convicted of a violent felony, possession, sale, or distribution of a controlled substance):

- For the member's first offense, the site supervisor will issue a verbal warning to the member.
- For the member's second offense, the site supervisor will issue a written warning and reprimand the member. ASSET Program Director will be copied on this written warning.
- For the member's third offense, the member may be suspended for one day or more without compensation and will not receive credit for any service hours missed. (Program will notify member in writing of the number of days of suspension)
- For the fourth offense, the ASSET Program may release the member for cause.

The ASSET program will notify the member of any violation and action being taken in writing. Notification signed by both the member and program supervisor will be kept in the member's file.

The member understands that he/she will be either suspended or released for cause in accordance with this agreement for committing certain acts during the term of service including but not limited to being convicted or charged with a violent felony, possession, sale, or distribution of a controlled substance.

## VII. RELEASE FROM TERMS OF SERVICE

The member understands that he/she may be released for the following two reasons:  
For cause and for compelling personal circumstances

1. The ASSET Program will release the member for cause for the following reasons:
  - The member has dropped out of the ASSET Program without obtaining a release for compelling personal circumstances from the appropriate program official.
  - During the term of service the member has been convicted of a violent felony or the sale or distribution of a controlled substance.
  - The member has enrolled in school
  - The member has obtained employment, other than moving from welfare to work
  - The member is dissatisfied with the ASSET Program
  - The member has committed a fourth offense in accordance with this agreement.
  - The member has committed any of the offenses listed.
  - The member has committed another serious breach that, in the judgment of the ASSET Program Director, would undermine the effectiveness of the ASSET Program.
2. The ASSET Program may release the member from the term of service for compelling personal circumstances if the member demonstrates that:
  - The member has a disability or serious illness that makes completing the term impossible.
  - There is a serious injury, illness, or death of a family member which makes completing the term unreasonably difficult or impossible for the member.
  - The member has military service obligations.
  - The member has accepted an opportunity to make the transition from welfare to work. Member must have been on welfare prior to enrolling in AmeriCorps.
  - Some other unforeseeable circumstance beyond the member's control makes it impossible or unreasonably difficult for the member to complete the term of service, such as a natural disaster, a strike, relocation of a spouse, or the non-renewal or premature closing of a project or the ASSET Program.



The ASSET Program may suspend the member's term of service for the following reasons:

- During the term of service the member has been charged with a violent felony or the sale or distribution of a controlled substance. (If the member is found not guilty or the charge is dismissed, the member may resume his/her term of service. The member, however, will not receive back living allowances or credit for any service hours missed.)
- During the term of service the member has been convicted of a first offense of possession of a controlled substance. (If, however, the member demonstrates that he/she has enrolled in an approved drug rehabilitation program, the member may resume his/her term of service. The member will not receive back living allowances or credit for any service hours missed.)

The ASSET Program may suspend the member's term of service for violating the rule of conduct provisions in accordance with the rules set forth in this agreement.

If the member discontinues his/her term of service for any reason other than a release for compelling personal circumstances the member will cease to receive the benefits and will receive no portion of the education award or interest payments.

If the member discontinues his/her term of service due to compelling personal circumstances as previously described, the member will cease to receive benefits.

Program Director must submit written notification to the health care providers and cancel health insurance within one week of the member's exit date and submit written notification to NACCRRRA (child care) providers and cancel child care.

AmeriCorps members are not considered employees of ASSET\* AmeriCorps, UCP Texas or its merged entity, or the federal government. While unemployment compensation may potentially be received during or after a member's service with UCP Texas or its merged entity, the determination of the maximum weekly amount and maximum total claim amount of such compensation for which one may qualify would not be based in part or whole on the amount of living allowance earned by a member at UCP Texas or its merged entity. The AmeriCorps living allowance is not considered to be "covered" wages under the Texas Unemployment Compensation Act, meaning that UCP Texas or its merged entity does not pay unemployment insurance tax on the living allowance paid to an AmeriCorps member. However, it should be noted that AmeriCorps living allowance being received could reduce the weekly payout amount for a person who is qualified for benefits in a particular week.

#### **VIII. GRIEVANCE PROCEDURES (See attached Grievance Procedure)**

The member understands that the ASSET Program has a grievance procedure to resolve disputes concerning the member's suspension, dismissal, service evaluation, or proposed service assignment.

The member understands that, as a participant of the ASSET Program, he/she may file a grievance in accordance with the ASSET Program's grievance procedure.

#### **IX. Program has written policies that address:**

Grievance Procedures  
Drug-Free Workplace  
Nondiscrimination  
Reasonable accommodation for members with disabilities  
Social Networking  
Safety

#### **X. AMENDMENTS TO THIS AGREEMENT**

This agreement may be changed or revised only by written consent by both parties.

*This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation or religion.*



**XI. AUTHORIZATION**

Please review the attached policies and initial that you have read and understand each of them.

- \_\_\_\_ I have read and understand the Grievance Procedure Policy
- \_\_\_\_ I have read and understand the Drug Free Workplace Policy
- \_\_\_\_ I have read and understand the Non Discrimination Policy
- \_\_\_\_ I have read and understand the Reasonable Accommodations for Members with Disabilities Policy
- \_\_\_\_ I have read and understand the Safety Guidelines

The member and Program hereby acknowledge by their signatures that they have read, understand, and agree to all terms and conditions of this agreement.

AmeriCorps Member:

AmeriCorps Program Director:

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

Keri Hall  
**Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

- Attachments:
- Member Position Description
  - Grievance Procedure Policy
  - Drug-Free Workplace Policy
  - Nondiscrimination Policy
  - Reasonable Accommodation for Members with Disabilities Policy
  - Social Networking Policy
  - Safety Policy
  - Health Insurance Benefit Summary



## AmeriCorps Program Grievance Procedures

In accordance with 42 U.S.C. 12636 and implementing regulations at 45 C.F.R. 2540.230, the following grievance procedures have been established by the AmeriCorps program to deal with grievances from participants, labor organizations, and other interested individuals.

The filing of a written grievance is the first step of grievance process to be taken by the affected party seeking personal relief in a matter of concern or dissatisfaction relating to any AmeriCorps program issues, such as assignments, evaluations, suspension, or release of cause. Should the affected party decide to file a grievance, the following options are available for settling a grievance:

**Option 1: Resolution through Immediate Supervisor.** Prior to initiating the formal written grievance procedure, the aggrieved member should refer the complaint to his/her immediate supervisor who will attempt to resolve the complaint by mediation.

**Option 2: Optional Alternative Dispute Resolution (ADR).** As a first option, a member may choose to have the operating site designate a neutral party to resolve the complaint. Please read the ADR section regarding specific guidance and time limits for ADR process.

**Option 3: Grievance Hearing.** A member may choose a grievance hearing to resolve the complaint. A written request for such a hearing must be made in writing to the ASSET Program Director. Please read the Grievance Hearing section regarding specific guidance and time limits for the grievance hearing and the grievance hearing decision.

**Option 4: Binding Arbitration.** Bind Arbitration is available to the affected party only if a grievance hearing decision is adverse or if no decision is made within 60 days of the filing of the initial grievance. Please read the Binding Arbitration section regarding specific guidance and time limits for arbitration proceedings.

**Optional Alternative Dispute Resolution (ADR):** ADR must be selected within 45 days of the underlying dispute. If a member chooses ADR as a first option, a neutral party designated by United Cerebral Palsy of Texas or its merged entity will attempt to facilitate a mutually agreeable resolution. The neutral party must not have participated in any previous decisions concerning the issue in dispute. ADR is confidential, nonbinding, and informal. Rules of evidence will not apply. No communications or proceedings of ADR may be referred to at the grievance hearing or arbitration stages. The neutral party may not participate in subsequent proceedings.

If ADR is chosen by the member, the deadlines for convening a hearing and for a hearing decision, 30 and 60 days respectively, are held in abeyance until the conclusion of ADR. At the initial session of ADR proceedings, the neutral party must provide written notice to the aggrieved party of his or her right to request a hearing, right to file a grievance, and right to arbitration. If ADR does not resolve the matter within 30 calendar days, the neutral party must again notify the aggrieved party of his or her right to request a hearing. At any time, the aggrieved party may decline ADR and proceed directly to the hearing process. The decision by the neutral party is advisory and is not binding unless both parties agree.

**Grievance Hearing:** A member may request a grievance hearing without participating in ADR or if the ADR process fails to facilitate a mutually agreeable resolution. The member should make a written request for a hearing to the ASSET Program Director, Keri Hall. Except for a grievance that alleges fraud or criminal activity, a request for a grievance hearing must be made within one year after the date of the alleged occurrence. At the time a request for a hearing is made, the ASSET Program should make available to the member information that it relied upon in its disciplinary decision.

The Executive Director of United Cerebral Palsy of Texas or its merged entity will conduct the grievance hearing. The person conducting the hearing may not have participated in any previous decisions concerning the issue in dispute. No proceeding communication from ADR may be referred to or used as evidence in hearing. A hearing must be held no later than 30 calendar days after the filing of the grievance, and a written decision must be made no later than 60 calendar days after filing. With the exception of a written and agreed-upon ADR, the proceedings must be confidential.



**Binding Arbitration:** An aggrieved party may request binding arbitration, if a grievance hearing decision is adverse or if no decision is made within 60 days of the filing of the grievance. The arbitrator must be qualified, independent and selected by agreement of both parties. If the parties cannot agree on an arbitrator, the Corporation for National and Community Service's Chief Executive Officer (CEO) will appoint an arbitrator from a list of qualified arbitrators within 15 business days after receiving a request from either party.

An arbitration proceeding must be held no later than 45 calendar days after the request for arbitration, unless OneStar/CNCS appoints the arbitrator. An arbitration decision will be made no later than 30 calendar days after the commencement of the arbitration proceeding.

The cost of arbitration will be divided evenly between the parties, unless the aggrieved party prevails, in which case the ASSET Program will pay the total cost of the proceeding as well as the prevailing party's attorneys' fees.

If the grievance alleges fraud or criminal activity then it must be brought to the attention of OneStar and CNCS.

## Drug-Free Workplace Policy

In accordance with the Federal Drug-Free Workplace Act of 1988, the ASSET Program is committed to maintaining a drug and alcohol-free environment. Members are therefore notified that:

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace and places of service;

The employee's employment or member's participation is conditioned upon compliance with the notice requirements; and actions, including termination from the ASSET Program, will be taken against employees and members for violations of such prohibitions.

As a condition of service as an AmeriCorps Member:

Members will abide by the terms of drug-free workplace policy; and notify the ASSET Program Director in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace and must do so no more than five calendar days after the conviction.

In joining AmeriCorps, the member agrees to remain drug-free for the remainder of the year.

As part of an ongoing member orientation and training, the ASSET Program will inform members about:

- The dangers of drug abuse in the workplace and service area
- The ASSET Program's policy of maintaining a drug-free workplace
- The penalties that you may impose upon members for drug abuse violations occurring in the workplace or service area

## Non-Discrimination Policy

It is against the law for organizations that receive federal financial assistance from the Corporation for National and Community Service to discriminate on the basis of race, color, national origin, disability, sex, age, political affiliation, or, in most cases, religion. It is also unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service. If you believe that you or others have been discriminated against, or if you want more information, contact:

*This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation or religion.*



Keri Hall Program Director

ASSET\*AmeriCorps Program

United Cerebral Palsy of Texas or its merged entity  
or

1016 La Posada, Suite 145

PH: 512-472-8696

FAX: 512-472-8026

Keri@ucptexas.org

Office of Civil Right and Inclusiveness

Corporation for National and Community Service

1201 New York Avenue, NW

Washington, D.C. 20525

(202) 606-7503 (voice); (202) 565-2799 (TTY)

(202) 565-3465 (FAX); eo@cns.gov (e-mail)

## Reasonable Accommodation for Members with Disabilities

AmeriCorps encourages individuals with disabilities to participate as national service providers through the AmeriCorps programs. AmeriCorps prohibits any form of discrimination against persons with disabilities in recruitment, as well as in service. As a program that receives federal funds, the **ASSET Program** complies with the requirements of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

No qualified individual with a disability shall, by reason of disability, be excluded from participation in or be denied the benefits of the ASSET Program, services, or activities of the ASSET Program, or be subjected to discrimination by the ASSET Program. Nor shall the ASSET Program exclude or otherwise deny equal services, programs or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. According to the ADA, the term "disability" means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the individuals major life activities, a record of having such an impairment, or being regarded as having such an impairment. "Major life activities" means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

A "qualified individual with a disability" is an individual with a disability who with or without reasonable accommodations meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the ASSET Program. Reasonable accommodations may include modifying rules, policies, or practices; the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services.

The ASSET Program shall make reasonable accommodations in policies, practices, or procedures when the accommodations are necessary to avoid discrimination on the basis of disability, unless the ASSET Program can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity, and/or impose an "undue hardship". A reasonable accommodation may include: making facilities readily accessible to and usable by individuals with disabilities; job restructuring; part-time or modified schedules; acquisition or modification of equipment or devices, training materials, or policies; etc.

Members may request reasonable accommodations by completing the **Reasonable Accommodation Request form** and submitting it to the ASSET Program Director. Members should request a reasonable accommodation request form from the ASSET Site Supervisor. Members should expect to receive a response on the request 30 days after the ASSET Program Director receives the Reasonable Accommodation Form. Approved requests for reasonable accommodations will be expedited within a reasonable amount of time.

**Confidentiality:** Information provided regarding her/his disability, by a potential Member or a Member shall be kept confidential, except that appropriate supervisors, managers, and safety and health personnel may be informed regarding any restrictions in service duties or necessary accommodations. Government personnel may be provided information in compliance with various laws and regulations.



**Self-Identification:** A potential member or a member with a disability is not required to disclose information about any physical or mental limitations, whether or not you believe it will interfere with your capability to perform the essential functions of the position sought or held. If you would like, however, for the ASSET Program, to consider any special arrangements to accommodate a physical or mental impairment, you may identify that impairment, describe the functional limitations that result from that impairment, and suggest the type of accommodation that you believe would be appropriate. Medical verification of the condition may be requested for the member to be protected under Section 504 of the Rehabilitation Act.

**Grievances:** An individual whose request for an accommodation was denied may use the grievance procedure outlined in the Member Contract to appeal the decision and/or file a complaint with the Corporation for National and Community Service Equal Opportunity Office within forty-five days of the decision or forty-five days from when the member becomes aware of the decision.

## Social Networking Policy

AmeriCorps members who are registered with MySpace, Facebook, or any other networking site are strongly encouraged to set their profiles to private in order to protect the member. These profiles are considered public information if they are not set to private and can be easily viewed by consumers. If you choose not to set your profile to private we strongly encourage you to keep your profile clean and appropriate. As social networking becomes more commonplace it is important to keep your boundaries when communicating with consumers. Communicating with consumers through these sites while supporting them may not be adhering to the proper boundaries. For those members working with youth, please note that there are many students that utilize these sites and members are not allowed to add students as friends or communicate with students through the sites.

## Safety Policy

This policy is for the general safety of all members participating in the ASSET\* AmeriCorps Program. This policy is to ensure not only the safety of the member, but the safety of any participants in the ASSET program. While this policy is for all ASSET\* AmeriCorps members, there may be exceptions, please contact your site supervisor if you are unsure of the safe way to proceed in a given situation. Members should first adhere to safety policies and procedures laid out by service sites.

### General Safety

- Member should not engage in activity that could potentially be dangerous to his or herself or to program participant
- Member should keep personal belongings (wallets, purses, backpacks, etc) out of sight (if possible) of program participants
- Member should carry a cell phone when off site and have numbers programmed for quick reference

### Boundaries

- Member should not give out too much personal information with program participants while serving
- Member should not give or loan program participants money or other personal items
- Members should not engage in any type of personal business during service hours with program participants
- Members should not tolerate any language of a sexual nature. If you feel harassed, contact your site supervisor
- Members should not attempt to "counsel" program participants on personal matters, instead refer them to appropriate agency
- Members should adhere to mentor/mentee relationship guidelines at all times
- Meet in public place-do not go into a participants home (unless part of program site guidelines)

### Financial Information

- Members should keep personal financial information private
- Members should not encourage program participants with specific advice on financial matters, housing and or in the purchase of AT devices

### Transportation

- Members **should not** transport program participants in personal vehicles