



## **POLICIES & PROCEDURES**

**Title: Mileage Encouragement Program (MEP)**

**Document Number: AE\_002**

**Effective Date: August 1, 2023**

**Revised Date:**

**Department: Adult Education**

### **Purpose**

To provide transportation assistance to HEP certified Adult Education students on a reimbursement basis to promote retention and the completion of a high school equivalency.

### **Scope**

HEP certified Adult Education students.

### **Policy**

To mitigate the cost associated with attending classes on a regular basis, the Adult Education Division, under the ULM and LDCC HEP Grants, will provide gas cards to HEP Certified Students on a reimbursement basis through the Mileage Encouragement Program (MEP). The reimbursement rate is set at the beginning of each fiscal year by the Director of Adult Education and the HEP Program Lead. There are limited funds available to support this program, so reimbursements will only be available while funds last. Students will be notified 30 days before the discontinuation of the reimbursements. Once the student obtains their high school equivalency, they are no longer eligible for the MEP program.

Purchasing Policy FN\_302 (Purchasing) and FN\_301 (Purchasing Card) will be followed for all gas card purchases.

### **Procedure**

To qualify for the Mileage Encouragement Program, Adult Education students must qualify for the High School Equivalency Program (HEP) and complete the certification interview and employment verification with the Adult Education Instructor. According to the Office of Migrant Education and the Department of Education, eligibility for the HEP Program is defined as:

1. A person, or his or her immediate family member, must have spent a minimum of 75 days during the past 24 months as a migrant or seasonal farmworker; OR
2. The person must have participated (with respect to HEP within the last 24 months), or be eligible to participate, in Migrant Education Program or the National Farmworker Jobs Program.

HEP Certified students who need the transportation assistance must submit the Mileage Encouragement Program Application and a Google Map showing the distance from their home, as listed on their intake form, to their adult education site to the HEP Program Lead. The HEP Program Lead will review the application and map to determine the eligibility and reimbursement amount per day based on the distance from the student's home to the adult education site.

Students approved for the MEP Program are responsible for requesting monthly attendance verification from the WRU Database from their Adult Education Instructor and submitting to the HEP Program Lead by the 15<sup>th</sup> of each month. Reimbursements will be distributed after the 15<sup>th</sup> of each month for the prior month.

MEP Applications and attendance verifications can be emailed to Mrs. Whitney Lively at [whitneygallup@ladelta.edu](mailto:whitneygallup@ladelta.edu)

### **Reimbursement Method**

- The reimbursement rate is set by the Director of Adult Education and HEP Program Lead at the beginning of each fiscal year.
- Reimbursements will be distributed in the amounts of \$25 or \$50 preloaded Chevron gas cards.
- A maximum monthly reimbursement is \$50.
- Any additional amounts will be carried over to the next month.