

P-2341 Good News Garage Cars (B21-08)

Good News Garage (GNG) provides vehicles to Reach Up participants who need reliable transportation to gain and retain employment.

Purchasing vehicles supports the mission of Vermont's Reach Up Program to help income eligible adults overcome obstacles such as the lack of transportation, while improving their finances and/or retaining, employment.

If one of the participant's goals is to get a car, explore with the participant the cost associated with owning a vehicle and saving for future expenses. Reference [Tools for Car Conversations](#) or [Your Money, Your Goals](#) for additional resources.

- Due to limited resources, a second vehicle cannot be issued to a household. If a household has a working vehicle, or have received a GNG car in the past, they are not eligible to receive a GNG vehicle. In rare circumstances an exception can be made. This request should be sent to AHS.DCFReachUpGNGCars@vermont.gov.

GNG Initial Screen Questions

The case manager asks the participant three questions to determine if they are eligible for a GNG vehicle:

- Do they have a valid VT driver's license?
- Will they be able to pay \$360 in taxes if selected?
- Would this be their first GNG vehicle?

If the participant answered no to any of the above questions, the participant is not eligible for participation in the program at this time. They can work on the above issues to potentially be eligible in the future.

- If they have a valid license in another state, they will need to obtain a VT license before they are eligible.
- They need to have a plan to save \$360 to cover the taxes for the GNG vehicle. The plan can include, but is not limited to, borrowing from family or friends, using incentives, their next paycheck, etc.
- Due to the limited resources if they have received a GNG in the past they are not eligible to receive a second vehicle. If there are extenuating circumstances a RU Supervisor can send a detailed email to AHS.DCFReachUpGNGCars@vermont.gov and the RU GNG Team will decide if a second vehicle can be issued.

If the participant answered yes to all three questions, move to the next step.

Transportation Points System

Complete the Transportation Points System form ([602TPS](#)). Determine the participant's points based on:

Urgency

5 points- At risk of losing current job or job offer. Unable to accept advancement opportunity at current job or new job.

4 points- Unable to attend Voc Ed/PSE/Education activity.

Participant is unable to commit to or complete education related activity due to limited or no transportation.

3a. points- Unable to get to necessary appointments or to get children to childcare/appointments.

3b. points- Unable to accept more hours or fulfill full schedule at current job. Not at risk of losing employment.

2 points- Detrimental to the participant's health or safety.

Their physical or mental health is in jeopardy if they do not receive a car.

1 point- No urgency.

Their current transportation is reliable (R2G, borrowing a vehicle that is available when needed, etc.)

Barrier

5 points- Current resource is not available (no transportation available).

All transportation resources have been explored. A Ready to Go (R2G) ride request has been submitted to determine if R2G can accommodate the need.

4 points- Current resource does not fully meet the participant's employment or education obligation.

Participant transportation is not able to fulfill their required work or educational commitment.

Example: Participant is using R2G to get to work. Their schedule often changes and R2G is unable to accommodate OR Participant is unable to attend class on Friday because of transportation.

3 points- Current resource is time limited (borrowing a car, car unable to be inspected, car dying).

2 points- Current resource is costly (R2G, taxi, paying a friend).

If the participant is using R2G/bus and able to get to their education or work activity as scheduled, they would be scored as a 2 not 4 as the resource is costly but is meeting their need.

1 point- Current resource is reliable and available (but participant does not have their own vehicle).

The participant can accomplish their daily tasks with their current transportation, but they do not own a vehicle and would like to.

Activity (Need)

5 points- Employment.

Participant is actively employed.

4 points- Voc Ed/PSE/Education.

3 points- Job Search.

Participant is seeking employment. A job offer is considered Job Search until they are officially hired.

2 points- WKEX/CSP.

1 point- Other.

Additional Information

Include the following in the additional information section on the 602TPS:

- Family members in household (include children's ages)
- Average daily commute (include childcare and essential appointments)
- Able to operate standard transmission
By answering yes to this question, you are stating the participant can drive both a standard and automatic vehicle.
By answering no to this question, you are stating the participant can only drive an automatic.
- Summary of participant's transportation need.
In the summary briefly explain the participant's current transportation. Include their struggles and success. Indicate if they are using public transportation or R2G. If they are using public transportation or R2G include the participant's experience. If they are not using public transportation or R2G please explain why.

Submitting the Transportation Points System Form

Submit the 602TPS electronically. The form must be typed (not handwritten). Save the form in the following format: date, document type, and participant's initials.

Example: *8.21.21602TPSMB*

Attach the form to an email and send to AHS.DCFReachUpGNGCars@vermont.gov. If the form is not completed correctly it will be returned.

Do not print, then scan and save this document. The original document is required for the participant to be added to the list. This will allow for the document to be edited if necessary.

Save a copy of the 602TPS in the 4th brad of the electronic case file.

Enter a case note after submitting a 602TPS for the participant.

Prioritizing the GNG list

The participant will be added to a state-wide list of applicants and prioritized by total points.

GNG will notify the RU GNG Team when a vehicle is available. The participant with the highest points will be selected to receive a vehicle.

- The goal is to place 65 vehicles 10/1 to 9/30 (federal fiscal year). To spread the vehicles out throughout the 12 months we will try and place 5-6 vehicles per month.
- When selecting the participant, the type of vehicle available will be taken into consideration. (i.e., large family size, # of children, transmission type, 4Wheel drive).
 - If GNG has a van available, the participant with the highest points and family size in need of van would be selected to receive the vehicle.
 - If GNG has a standard transmission available, the participant with the highest points that can drive a standard vehicle would be selected.

If participants have the same number of points the vehicle will be selected by:

- Highest total points;
- Highest urgency score;
- Highest barrier score;
- Highest activity score; and
- Date added to the list.

If there is still a tie, the RU GNG Team will consult with RU Central Office for decision.

Keeping participant points updated

Email AHS.DCFReachUpGNGCars@vermont.gov within 5 business days if the participant's points change. A new 602TPS may be requested.

Reviewing the GNG prioritization list

The RU GNG Team will email the list to Reach Up Supervisors quarterly for review.

- Confirm the points are the same or provide an updated 602TPS for any participant on the list that has had changes that were not previously reported.
- Review license expiration dates and update for those who have expired since the 602TPS was submitted.
- If the RU GNG Team does not receive any correspondence about the participants on the list, they will remain unchanged on the list.
- If the RU GNG Team asks for any specific updates—respond as soon as possible. Participants will be placed “on hold” and will not be able to receive a vehicle until the case manager provides the updated information.
 - If a participant has closed, but it is expected they will return to Reach Up/PSE/Reach Ahead, they will also be “on hold” for approximately 30 days until they reopen.

Requesting special prioritization on the GNG list

A Reach Up Supervisor or Operations Director can ask the RU GNG Team to consider a participant that does not have the highest points if there are extenuating circumstances. The RUS/Operations should submit the 602TPS, if not already received, and a detailed email of why the individual should receive the next available vehicle. This should be sent to AHS.DCFReachUpGNGCars@vermont.gov . The Team will review each request and let the Supervisor or Operations know the outcome.

Participant is selected for GNG vehicle

If a participant is chosen to receive a GNG vehicle, the RU GNG Team will send an email to the case manager/Reach Up supervisor.

Complete the Car Authorization form ([602RTP](#)) and email the completed form to GNG.

Inform the participant they were selected to receive a GNG vehicle.

Once GNG receives the Car Authorization form (602RTP), they will begin the placement process, which takes up to 8 days. It can take longer in certain situations.

- GNG will run a license check to ensure the participant holds a valid license and can legally operate a vehicle.
- GNG will contact the participant to arrange a date/time to pick up the vehicle.
- GNG will provide the participant with all the information needed for insurance. They will verify that the participant has required Automotive Insurance.

At this point, work with the participant to find insurance.

- Collision is not required, **however highly recommended.**
- Support services should be used to help with the cost of insurance. With the participant, review their budget to see if collision is affordable.

On the date of the vehicle pick up, GNG will educate the Reach Up participant on their new vehicle, the warranty that goes with the purchase, and child safety seat instruction.

GNG will send the completed Car Authorization form (602RTP) to the RU GNG Team, which will then send a check to GNG for the registration and title.

- Case managers do not need to issue a check for the registration and title.

GNG Warranty Information

Review with the participant the important GNG car warranty information below, specifically regarding any repairs.

One Year Limited Warranty on Good News Car Garage

The Warranty applies to the owner and vehicle given by GNG ONLY.

The Warranty is non-transferrable and terminates if the vehicle is sold or modified during the warranty period.

Repairs not specifically authorized by Good News Garage (or partner garage) are not covered under the warranty.

During the first 3 months or 3,000 miles of ownership, whichever comes first, Good News Garage will repair the vehicle and/or at GNG's option, authorize and pay for a garage near the participant to repair their vehicle if they have mechanical problems or a break down. This includes towing the vehicle if necessary.

Warranty of the power train may be extended for an addition 3 months or 3,000 miles IF when they reach the expiration of their 3-month/3,000-mile warranty they contact GNG and authorize GNG to provide a free Vehicle Wellness check and a free oil change. Failure to complete the authorized inspection effectively ends the warranty at 3 months or 3,000 miles, whichever comes first.

Warranty of the power train may be extended for an addition 3 months or 3,000 miles IF when they reach the expiration of their 6-month/6,000-mile warranty they contact GNG and authorize GNG to provide a free Vehicle Wellness check and a free oil change. Failure to complete the authorized inspection effectively ends the warranty at 6 months or 6,000 miles, whichever comes first.

Warranty of your power train may be extended for an addition 3 months or 3,000 miles IF when they reach the expiration of their 9-month/9,000-mile warranty they contact GNG and authorize GNG to provide a free Vehicle Wellness check and a free oil change. Failure to complete the authorized inspection effectively ends the warranty at 9 months or 9,000 miles, whichever comes first.

If the 9-month/9,000-mile Vehicle Wellness check is authorized and completed this Warranty becomes void after 12 months or 12,000 miles, whichever comes first.

This warranty is intended to support responsible vehicle ownership. Repairs will be focused on vehicle safety and reliability using Vermont State Inspection standards as a guide.