

County of San Diego, Health and Human Services Agency (HHS)
Eligibility Policy and Procedures Guide

Daily Bus Pass Policy

Page

1 of 2

Revision Date:

09/01/2018

Background:

Daily Bus Pass Compass Cards (formerly known as Bus Passes or Bus Tokens) are preloaded and are good for the day of activation or one year from purchase date. Day passes to ride the bus are paper only. Previously bus “tokens” were provided to customers but the tokens are now obsolete.

Purpose:

The purpose of this document provides staff with County policy and instructions for issuing Daily Bus Pass Compass Cards.

Policy:

A Day Bus Pass may be provided to customers in the following situations:

- When a customer arrives at a Family Resource Center (FRC) to apply for one (or more) of the following programs:
 - CalWORKs
 - CalFresh
 - Medi-Cal
 - General Relief
 - Cash Assistance Program for Immigrants
- A customer visits an office that does not provide the program that is being requested and is without transportation to get to the office that offers the program requested.
- A customer without transportation or resources for transportation, and transportation is required to comply with conditions of eligibility (e.g., to obtain verification or return for scheduled appointment)

Day Bus Passes may only be issued to customers who are applying for aid or receiving aid. It may not be provided to customers who have been denied.

Procedure:

When one of the above criteria is met, the Eligibility Worker will:

1. Complete and sign form 08-32A Buss Pass Request Form.
2. Obtain proper approval.
3. Enter Case Comments in CalWIN.
4. Give the original 08-32A to the designated staff to transfer the information to the Bus Pass Log (08-32 HHS) for tracking and auditing purposes.

Note: Form 08-32A is not required to be imaged in CERMS.

Program Impact/s:

CalWORKs
CalFresh
Medi-Cal

**County of San Diego, Health and Human Services Agency (HHS)A)
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Page

2 of 2

General Relief
Cash Assistance Program for Immigrants (CAPI)

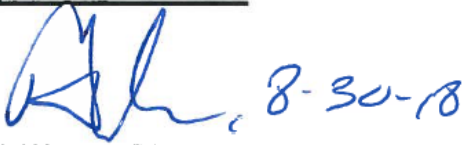
References:

None

Sunset Date:

This policy will be reviewed for continuance by 09/30/2021

Approval for Release:

A handwritten signature in blue ink, appearing to read 'Rick Wanne', followed by the date '8-30-18'.

Rick Wanne, Director
Eligibility Operations