Online Guide Transmittal 2020-1
January 23, 2020

To:	**Department of Transitional Assistance Staff**
From:	**Sarah Stuart, Associate Commissioner for Change Management**
Re:	**SNAP: Clarification on Verifying Dependent Care Transportation Costs**

Overview

In response to feedback received from staff, two new examples have been added to the Online Guide Dependent Care Expense - Examples page.

The first example clarifies that a written self-declaration is sufficient for verifying dependent-care-related transportation costs that are not based on the federal mileage rate. Examples include the cost of a van service, Uber or public transportation. Like the self-declaration for verifying actual dependent care costs, the self-declaration for verifying dependent-care-related transportation costs **must be in writing, i.e., handwritten or typed**.

The second example clarifies that a client may be credited with transportation costs related to dependent care, even if the client does not specifically incur costs for the care of a child or adult.

Regarding dependent-care-related transportation costs based on the federal mileage rate, staff are reminded that if a client drives his/her dependent to a care provider for dependent care purposes, the client's **verbal** self-declaration of the care provider's address and the frequency of the trips to that address is be accepted, unless questionable.

Purpose	This Transmittal advises staff that two new examples have been added to the Dependent Care Expense – Examples page to provide clarification.

Revised Online Guide Pages	**Topic:**	SNAP
	Book:	Expenses and Deductions
	Chapter:	Dependent Care Expenses
	Page:	Dependent Care Expense - Examples

Questions	If you have any policy or procedural questions, after conferring with the appropriate TAO personnel, please have your Systems Information Specialists or TAO management email them to DTA.Procedural Issues.

Systems issues should be directed to the Systems Support Help Desk. |