

# FOR YOUR INFORMATION

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Issue 20-03

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## TRANSIT FARE GUIDELINES

### **Background**

The Department of Children and Family Services (DCFS) provides transit fares to Clients with transportation needs which are specifically identified in the new [DCFS 63, Transit Fare Request and Receipt](#). The majority of transit fares are ordered from the Metropolitan Transit Authority (MTA). Beginning in May 2018, MTA ceased to sell tokens. Tokens already in circulation will still be accepted until November 29, 2019. Unused tokens cannot be returned. The Department has begun to issue stored value cards to transition from tokens.

The linked [Transit Fare Guide](#) and included forms have been developed to simplify the transit fare procedures, eliminate language referencing tokens and strengthen internal controls as recommended by the Los Angeles County Auditor Controller.

### **Effective Immediately**

All staff are to adhere to the instructions in the [Transit Fare Guide](#). Please be advised that Policy Guides [0900-520.10](#) Requesting Public Transportation for Clients: Eligibility and Ordering and; [C300-202](#) Bus Passes/Tokens/Coupons Ordering, Disbursement and Reporting will be updated accordingly and redistributed at a later time.



If you have any questions regarding this release please e-mail your question to:

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