



BERGEN COUNTY HOUSING, HEALTH AND HUMAN SERVICES CENTER

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POLICY ON ISSUANCE OF BUS TICKET

Purpose:

Bus ticket requests at the Bergen County Housing Health and Human Services Center (BCHHHSC) will follow the guidelines outlined within this document. The determination for issuance of bus tickets is based on financial means or medical necessity.

Applicability:

This policy applies to all guests residing at the BCHHHSC.

Policy:

The purpose for requests will need a detailed reason and are listed as follows:

1. Medical/Dental Appointments;
2. Bergen County Board of Social Services;
3. General Assistance; and
4. Other.

Medical needs or any emergency situations will be handled on a case by case basis. Request for a Bus tickets to Bergen County Board of Social Services and General Assistance will need verification from said agency that an appointment or interview has been scheduled. Reasons that may include Other will be handled on a case by case basis and may require a re-payment plan. If bus tickets are required for job hunting, you must first complete an orientation process with the Bergen One-Stop Career Center prior to disbursement and may be required to a re-payment plan. Approval of requests is at the discretion of BCHHHSC Management.

All requests for bus tickets must be made 24 hours in advance. Request for Bus Ticket Forms are located at the reception desk. Completed forms are to be placed in the folder at reception clearly marked "Completed Bus Ticket Requests."

Once approved, bus tickets will only be given out during scheduled times.

Responsibilities:

The BCHHHSC Management reserves the right to change or modify these guidelines as they or their representatives deem necessary.