

Yearly Auto Repair Funds

The Kentucky WORKS Program offers up to \$1,500 per year in auto repair and associated expenses. These expenses cover:

Auto repair expenses to make a vehicle drivable

Vehicle registration costs

Property tax on the vehicle

License fees

Liability insurance payments (up to 3 months)*

*In some cases, up to 6 months of liability payments can be made if the insurance company does not bill monthly or quarterly for premiums OR if the participant is in their 60th month of eligibility.

Prior Approval Required

Auto repair payments must have prior approval before services can be scheduled or paid. Participants can not be reimbursed for expenses they have already paid.

Limits

Car repair funds are limited to \$1,500 per family per 12 month period. In cases of two-parent households, the total available per year is limited to \$1,500 per family, not per work eligible individual.

Eligibility

The owner of the vehicle **must be a work-eligible individual participating in the Kentucky WORKS Program**. Program participants with an out-of-state driver's license or vehicle registration must obtain a Kentucky license and registration within 30 days of the move to Kentucky. Repairs may not be denied based on out-of-state license or registration. Supportive services can help pay for those additional expenses.

Repair Estimates

Repairs **must be approved by the case manager** based on written estimates obtained by the program participant. Providers must be reputable, established garages as determined by local staff, including vocational/technical schools that offer auto repair courses. **No private individuals** may be paid for car repairs. Only items related to making the vehicle operable are allowed.

Allowable Car Repair Expenses

The following are expenses that are allowed to be covered through Kentucky WORKS Yearly Auto Repair Funds: a repair which makes the car functional such as: brakes, transmission or engine repair, mufflers, and tires. These can be **new or used automotive parts** purchased by the work eligible individual to make the vehicle functional. If the Kentucky WORKS Program participant has an issue with the service received from a repair provider, it is the responsibility of the program participant to resolve it with the auto repair provider. **The Cabinet does not intervene in such matters.**

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Process Used for Car Expenses

DCBS will use form KW-34, Car Repair Estimate Verification. Or the program participant may bring in a written estimate from a professional auto garage. When an approved estimate is received, DCBS will issue KW-32 for the amount of the estimate.

Payments are issued to the provider, not the Kentucky WORKS Program participant, with the exception of property taxes, vehicle registration and licensing fees, and auto liability insurance. In these cases, payment is issued to the individual responsible for making the payment.

Repairs Over \$1,500

If the repair estimate exceed \$1500, DCBS **will not authorize payment** until the Kentucky WORKS Program participant has a written agreement with the auto repair provider to accept responsibility for and pay the remaining balance.

Example: Lamar

Lamar is a Kentucky WORKS Program participant who needs tires in order to drive to work. He provides a car repair estimate of \$1,550 from Big O Tires. The cost is \$50 more than the yearly allowance of \$1,500. Lamar signs a written agreement with Big O Tires that he is responsible for the \$50 balance due. Once that agreement has been provided, DCBS will issue form KW-32 to generate payment directly to Big O Tires.