



VOLUNTEER DRIVER MILEAGE REIMBURSEMENT SERVICE

BUSINESS CONSIDERATIONS

Eligibility Committee Approach

1. Every individual has specific needs and specific capabilities. Closely matching allowances to needs and capabilities maximizes the effective utilization of resources. An Eligibility Determination Committee (EDC) approach is recommended to make efficient and consistent allowance determinations that are not dependent on the way one person might feel on any one day.
2. An EDC should include members of community stakeholder groups, representatives of funding agencies, governing Board members, and people with specialized backgrounds, like social workers, retired doctors, nurses and so forth. The purpose of the EDC is to carefully evaluate the needs and capabilities of each applicant and establish individual service allowances or to decline service to applicants who do not meet policy criteria. This committee approach brings a wide perspective of expertise to each deliberation, helps to ensure that fair and reasonable allowances are granted and provides intimate stakeholder knowledge and appreciation of how funds are being used and connecting real people and real needs through the process.
3. A large number of community representatives should be invited to serve on the EDC with a limited number of total committee members required to attend any one meeting. If there are twenty EDC members, the EDC meets 2 times a month and only 2 members are needed to be at each meeting to make eligibility decisions, any one member will only need to attend a committee meeting once every 5 months. When the time commitment is maybe one hour every 5 months and the member has responsibility for making consensus decisions about individual applicant eligibility, it is relatively easy to build a volunteer committee.
4. At each meeting staff will present recommendations to the EDC members and guests, then present at each meeting, and details of the reasons that form the basis for their recommendations. The Committees are responsible for making final determinations, by consensus, of individual applicant eligibility for program service and for the establishment of individual allowances of purpose, days of travel, mileage and the like. Members who are related to, friends of, or who have other personal interests in common with any applicant, will recuse themselves from deliberation and determination of eligibility for those applicants.