

Date: May 26, 2005
To: Economic Assistance and Employment First Supervisors and Staff and Employment First Contractors
From: Trish Bergman, FS/EF Administrator
Re: EF Supportive Service Payment Restriction

Allowable Employment First supportive services include payment for a participant's motor vehicle tax and registration, which includes the license plate fee.

Employment First (EF) will not authorize payment for specialty plates (military, message or spirit).

If the participant chooses specialty license plates, EF will not pay for the motor vehicle tax and registration, even if the participant intends to pay the additional fee. Please inform the participant.

The Renewal Postcard or a printout from the County Treasurer's office must be provided to you.

The document will indicate the cost of tax, registration fee, license plate fee, and miscellaneous fees. If the client previously had specialty license plates the Renewal Postcard and possibly the printout will reflect this additional fee.

The regular license plate fee is \$6.50. Speciality plates (military, message or spirit) cost an additional \$5, \$30 and \$70 respectively.

All county treasurer's offices will be notified of this policy. Please direct questions to the Employment First Policy Staff in Central Office.

When creating a voucher or N-FOCUS Service Authorization to the County Treasurer:

- Select the service name Motor Vehicle License Fee or Motor Vehicle Taxes.
- Enter the following statement in the comment section of the voucher or in the Description under Authorization Detail on the Service Authorization Detail window:

This voucher authorizes the amount of the registration and motor vehicle tax only.

This voucher is not valid if the authorized person chooses speciality license plates.