

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 5, 2008

What's Inside:

Revised
Transportation
Policy

M E M O R A N D U M

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: JAMES C. HARRISON, ACTING DIRECTOR

SUBJECT: REVISED TRANSPORTATION POLICY

DISCUSSION:

The purpose of this memo is to introduce the revised Transportation Policy and the new Travel Expense Log, CD-106.

Resource providers may receive mileage reimbursement for transportation costs as outlined in policy. The resource provider will complete the Travel Expense Log, CD-106, and submit it to the local CD staff for approval within thirty (30) days of the month that the trip occurred.

Child Specific travel

Allowable child specific transportation costs for vendors with AC, PP, behavioral or medical contracts continue to include:

- Medical care
- Counseling
- Visits with parent(s)
- Court
- FST and PPR meetings

The providers may be reimbursed the current state mileage rate for all the above listed miles traveled using a Children's Services Integrated Payment System Invoice, CS-65.

Additional allowable child specific transportation are trips that are intended to support the case plan as approved by the Family Support Team and/or case manager and supervisor. The reimbursement for these trips may be made at the current state mileage rate for each mile over a 15 mile round trip using a CS-65. The first 15 miles of these trips will not be reimbursed.

Any trip that is 75 miles round trip or over must have approval by the CD Regional Director or Designee. The written approval will be attached to the Travel Expense Log, CD-106, and CS-65 for submission of reimbursement.

Transportation costs for any level of care for child care services is not an allowable cost, even if such services are part of the child’s case plan.

The career level resource provider may be reimbursed at a per mile state rate for child specific transportation that is over a 200 mile round trip with Regional Director approval only. For cases that require frequent approval, the determination can be made at a Family Support Team meeting and a standing approval be granted for that frequent child specific trip. The approval in written form from the Regional Director or Designee will be attached to the travel Expense Log, CD-106 and the CS-65 for submission of reimbursement.

A round trip is defined as leaving from point “A”, traveling to point “B” and returning to point “A”. Some round trips may not include the foster youth in the vehicle on the return trip, as when a youth is being dropped off to be picked up at a later time.

Non Child Specific

Transportation reimbursement will be paid to resource providers for trips over a 15 mile round trip for pre-service (after the license is approved and granted), in-service training, and Foster Parent Advisory Board Meetings.

NECESSARY ACTION:

1. Review this memorandum with all Children’s Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:

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PROGRAM MANAGER:

Melody Yancey
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CHILD WELFARE MANUAL REVISIONS:

[Financial Support Planning, Special Expenses Payment, Transportation](#) Section 4 Chapter 11 Attachment C
[Selection of Placement Resource and Placement Options](#) Section 4 Chapter 4 Subsection 5
[Roles of the Referring Children's Service Worker and the BFC Children's Service Worker in the Placement and Service Provision Processes](#) Section 4 Chapter 14 Subsection 3
[Career Foster Homes/Individualized Care Placement Process](#) Section 4 Chapter 16 Subsection 4
[Resource Provider Training-STARS In-Service Training](#) Section 6 Chapter 2 Subsection 5

FORMS AND INSTRUCTIONS:

Travel Expense Log, CD-106

REFERENCE DOCUMENTS and RESOURCES:

N/A

RELATED STATUTE:

N/A

ADMINISTRATIVE RULE:

N/A

COUNCIL ON ACCREDITATION (COA) STANDARDS:

N/A

PROGRAM IMPROVEMENT PLAN (PIP):

N/A

SACWIS REQUIREMENTS:

N/A.