

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

July 20, 2009

M E M O R A N D U M

What's Inside:Additions to the
Transportation
Policy

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

FROM: PAULA NEESE, DIRECTOR

SUBJECT: ADDENDUM TO TRANSPORTATION POLICY

DISCUSSION:

The purpose of this memo is to introduce additions to the revised transportation policy introduced in [CD08-106](#). Effective with this memo, mileage reimbursement for transportation costs will now include reimbursement for youth in Independent Living Arrangement (ILA) placements and youth in Transitional Living Advocate (TLA) placements.

Allowable transportation costs include:

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

Allowable transportation also includes 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 Children's Services Integrated Payment System Invoice, 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. A round trip is defined as leaving from point "A", traveling to point "B" and returning to point "A". The written approval will be attached to the Travel expense Log, CD-106, and CS-65 for submission of reimbursement.

Youth will use CD-106 and leave the field for the resource parent name blank and sign the bottom of the form indicated for the resource parent. All other information will be completed as normal. The completed form will be submitted to the local CD staff for

approval within (30) days of the month that the trip occurred. Youth will be reimbursed the current state mileage rate using a CS-65.

NECESSARY ACTION	
<ol style="list-style-type: none"> 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 Sally A. Gaines 573-522-6279 Sally.A.Gaines@dss.mo.gov	PROGRAM MANAGER Melody Yancey 573-522-5062 Melody.Yancey@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Section 4 Chapter 11 Attachment C Financial Support Planning, Special Expenses Payment, Transportation	
FORMS AND INSTRUCTIONS CD-106, Travel Expense Log	
REFERENCE DOCUMENTS AND RESOURCES N/A.	
RELATED STATUTE N/A.	
ADMINISTRATIVE RULE N/A.	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A.	
CHILD AND FAMILY SERVICES REVIEW (CFSR) Well-Being 1, Item 17 Needs and Services for Children	
PROTECTIVE FACTORS Parental Resilience N/A. Social Connections N/A. Knowledge of Parenting and Child Development N/A. Concrete Support in Times of Need N/A. Social and Emotional Competence of Children N/A.	
FACES REQUIREMENTS N/A.	