

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

May 26, 2011

What's Inside:Revision of the
Travel Expense
Log, CD-106.

M E M O R A N D U M

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

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: REVISION OF THE TRAVEL EXPENSE LOG, CD-106

DISCUSSION:

The Travel Expense Log, CD-106, has been revised to facilitate accurate recording of the reimbursable miles allowed which a resource provider may receive.

Resource Providers and eligible older youth may be reimbursed for round trips when transporting foster youth for medical care, counseling, visits with parent(s), court, FST meetings and PPR meetings. Allowable child specific transportation which is intended to support the case plan and has been approved by the Family Support Team and/or case manager and supervisor is **only reimbursed after the first 15 miles**. The FST document that indicates that the mileage supports the case plan is attached to the Payment Request, PR, and the CD-106 and sent to Children's Division Payment Unit, CDPU. Child specific transportation that enables the child to remain enrolled in the school he/she was enrolled in at the time of placement in foster care is **only reimbursed after the first 10 miles**. Other restrictions for mileage reimbursement include:

- Regional Director or Designee approval for any trip that exceeds 75 miles;
- Level B resource providers are not reimbursed for mileage unless it is over a 200 mile round trip and with Regional Director approval only

The CD-106 now includes a field to enter the required deduction and the current rate for mileage so that accurate calculations may be made. All the [directions](#) for completing the form correctly must be followed. Only one child is to be listed on the form.

Mileage Reimbursement Payment Requests **will not** be accepted at the CDPU without **all the required documentation attached**; CD-106, PR, and documentation that the mileage supports the case plan, if applicable.

Refer to policy located in [Section 4 Chapter 11 Attachment C](#) for complete transportation reimbursement guidelines.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. Review revised Child Division Form as indicated below. 3. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT Elizabeth Tattershall 573-522-1191 Elizabeth.Tattershall@dss.mo.gov	PROGRAM MANAGER Dena Driver 573-751-3171 Dena.D.Driver@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS	
N/A	
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	
CHILD AND FAMILY SERVICES REVIEW (CFSR)	
N/A	
PROTECTIVE FACTORS N/A	
Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children	
FACES REQUIREMENTS	
N/A	