

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

April 4, 2013

<u>What's Inside:</u> Transportation Reimbursement Process Revisions

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: TRANSPORTATION REIMBURSEMENT PROCESS REVISIONS

DISCUSSION:

This memorandum is in response to issues regarding transportation reimbursement raised during state level Continuous Quality Improvement (CQI) meetings. Included are the revisions to the transportation costs policy, the Travel Expense Log for Children in Foster Care, CD-106, introduction of the Travel Expense Log for Level B Foster Youth, CD-107, and introduction of Frequently Ask Questions (FAQ) document.

Changes to Transportation policy include, but are not limited to:

- Allowance for reimbursement for transporting a foster youth to and from a respite provider
- Reduction of the requirement for deducting the first 15 miles for certain transportation reasons to 10 miles
- Identification of supporting documentation required for other allowable transportation
- Revision to instructions for non-child specific travel reimbursement processing
- Removal of requirements for the over 75 mile approval

The CD-107, Travel Expense Log for Level B Foster Youth

The CD-107 is to be used as the invoice for the following Level B Foster Youth mileage reimbursement requests:

- Approval for Level B trips over 200 miles; and
- Approval for on-going Level B trips over 200 miles.

The CD-107 is used as the invoice for child-specific Level B transportation reimbursement requests. Completion of the form includes the following instructions:

- The resource provider completes fields 1 through 15 and signs and dates the CD-107.
- A separate CD-107 is completed and signed by the resource provider for each child transported. Separate forms are necessary to generate funds to support transportation reimbursement.
- Upon review of the submitted CD-107 the worker completes Box A, B, C, and D.
- The worker completes and submits the provider-signed CD-107 to the supervisor for approval.
- The CD-107 is submitted to the Circuit Manger or Circuit Manager Designee in the metro areas for approval signature.
- Once all signature approvals are completed the Payment Request (PR) may be entered in the system. The PR is not complete without all required signatures.
- If there is more than one CD-107 represented on the PR, all the CD-107 forms shall be attached to the PR.
- A copy of the original CD-107 approval for reoccurring trip will be attached to each CD-107 submitted for approved reoccurring trips.
- A copy of the CD-107 should be provided to the resource provider prior to sending the documents to the FACES Payment Unit.
- Once the PR has been entered into the system, the PR with the CD-107 attached is sent to the FACES Payment Unit.
- A copy of the PR with the CD-107 attached is filed in the centralized filing location which is determined locally.
- The PR and CD-107 shall not to be placed in the resource provider case file due to the child specific information.

CD-106, Travel Expense Log for Children in Foster Care

The CD-106 is used as the invoice for child-specific transportation reimbursement requests. Completion of the form includes the following instructions:

- The resource provider completes fields 1 through 12 and 14 through 16.
- A separate CD-106 is completed and signed by the resource provider for each child transported. Separate forms are necessary to generate funds to support transportation reimbursement.
- Upon review of the submitted CD-106 the worker completes field 13 and Box A, B, and C.
- The worker attaches required supporting documentation for field 13.
- The worker submits the provider-signed CD-106 to the supervisor for approval.
- Once the supervisor approves and signs the CD-106 the PR may be entered in the system.
- If the PR includes allowable transportation which supports the child's development per policy, enter in the comment section of the PR where the supporting documentation is located.
- If there is more than one CD-106 represented on the PR, all the CD-106 forms shall be attached to the PR.

- A copy of the CD-106 should be provided to the resource provider prior to sending the documents to the FACES Payment Unit.
- Once the PR has been entered into the system, the PR, CD-106 and supporting documentation, if required, is attached and sent to the FACES Payment Unit.
- The original copy of the PR with the CD-106 and supporting documentation, if required, is attached and filed in the centralized filing location which is determined locally.
- The PR and CD-106 shall not to be placed in the resource provider case file due to the child specific information.

The original copy of the CD-106 or CD-107 is not required to process a Payment Request. Resource providers may fax or email the forms to the county office to begin the approval for reimbursement process. Workers should write on the copy, “copy of original” before electronically submitting to the FACES Payment Unit. The original copy will be filed in the centralized filing location which is determined locally.

Using the new and revised forms begins with the publication date of this memorandum. Any transportation PR that does not have the appropriately completed and approved CD-106 or CD-107 attached will not be processed beginning, May 1, 2013.

Frequently Asked Questions, FAQ’s, about resource parent transportation reimbursement are now posted on the Children’s Division [Resource Development](#) intranet page and on the [Foster Parenting Information](#) page on the Internet.

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. Review revised and new Children’s Division forms as indicated below. 4. 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 Amy Martin 573-751-3171 Amy.L.Martin@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS Financial Support Planning, Special Expenses Payment, Section 4 Chapter 11 Attachment C	
FORMS AND INSTRUCTIONS Travel Expense Log, CD-106 Travel Expense Log for Level B Foster Youth, CD-107	
REFERENCE DOCUMENTS AND RESOURCES Children’s Division Resource Parent Transportation Reimbursement FAQs	

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