

TRANSPORTATION REIMBURSEMENT GUIDELINES

Transportation reimbursement requests must be submitted monthly.

Foster parents are expected to provide **routine** transportation to their foster children. "Routine" transportation is defined as transportation a parent would provide to their own children as part of their parenting responsibilities. Reimbursement for routine transportation is built into the monthly foster care grant.

Service Transportation

Reimbursement may be approved for the following non-routine transportation expenses:

Transportation to and from court-ordered services.

Transportation to and from appointments with social worker, appointments with attorneys, Permanency Planning Reviews, and court appearances.

Transportation to and from family visits.

Transportation to and from meetings at a residential treatment center, corrections facility, or out-of-county group home to assist a child's transition to or from treatment.

Transportation to service provider team meetings.

If two or more foster children are transported to the same location at the same time, mileage should only be claimed for one trip (not per child).

Reimbursement **may not** be approved for the following routine transportation expenses:

Transportation of children to and from school when the school is in the foster parent's school district (i.e. Madison Metropolitan School District, Sun Prairie School District, etc.), to school conferences, to routine school events, to employment, or to regular sports activities. The following are also not reimbursable: Trips to the library, swimming, parks, museums, movies, etc.

Medical Transportation

Foster parents will contact MTM at 1-866-907-1493 to request a mileage log sheet. For all medical appointments (doctor, dental, eye, therapy, etc.) you will have to call MTM to "schedule" the trip for reimbursement, even though you will be providing transportation. Calls for non-urgent medical appointments must be made at least 48 hours prior to the appointment time. When requesting a log sheet you will need to provide the child's name, date of birth, and Forward Health (MA) number exactly as they appear on the child's Forward Health card.

When "scheduling" the trip for reimbursement, you must tell them the following:

- You must state you are a foster parent and are not allowed to obtain rides from friends or neighbors.
- You must state that you need financial assistance with mileage reimbursement.
- If you are denied reimbursement, contact the complaint line at 1-866-436-0457.
- Please let Judy Coats know if you continue to experience difficulties with MTM.

After the ride is approved, any follow-up contact is done using the ride reference number supplied by MTM, by calling the reservation line at (866) 907-1493 or the Where's My Ride number at (866) 907-1494.

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Trip logs may be submitted for reimbursement (*of medical mileage only*) at any time after the trip has been taken as long as the time does not exceed 60 days past the date of the appointment. The trip log sheet may be faxed or mailed to MTM. The addresses/fax numbers are on the form.

NOTE: Transportation to “routine” medical appointments (specifically: Ages 0-24 months well-baby checkups at 6 weeks, 3 months, 6 months, 9 months, 12 months, 18 months, 24 months; Ages 12-18 – annual physical, annual eye exam, twice-annual dental checkups) **is not** reimbursable. This is built into your monthly foster care grant.