



**TUSCARAWAS COUNTY JOB & FAMILY SERVICES (TCJFS)  
NON-EMERGENCY TRANSPORTATION (NET) MILEAGE REIMBURSEMENT**

The Medicaid recipient (person being transported to the appointment) **MUST** contact the NET Coordinator **BEFORE** transportation begins. The NET Coordinator must verify eligibility and open a case before reimbursement can begin.

Reimbursement of \$.46 per mile may be paid to the driver or designee for miles traveled while transporting a client to a Medicaid-/Management Care Plan-covered service. Due to budget cuts, TCJFS will only reimburse the payee or family for one trip to a city greater than 20 miles away per day. For example: TCJFS will pay for a trip from home, to city A, to city B, etc, and back home. TCJFS will not pay for round trips to each city on the same day. Please make every effort to schedule appointments as close together as possible to avoid multiple trips.

The driver must document the actual odometer readings (beginning and ending) for each trip provided. Reimbursement may only be paid for the **ACTUAL MILES TRAVELED** (even if more than one person in the vehicle is going to the medical provider). If for any reason TCJFS questions the mileage of a trip, TCJFS will Mapquest the trip. TCJFS will then reimburse the lower of the two (BO 51 or Mapquest).

**Each month**, the driver must submit **proof of current car insurance** (coverage during the time period reimbursement is being requested) and a **valid driver's license**.

A verification slip must be signed **for each appointment for EACH DAY of transportation**. A verification slip must be signed by a representative at each medical office to confirm the client was seen and that the provider will bill Medicaid/Managed Care Plan for the service. Reimbursement will not be paid for days that do not have a verification slip signed by the medical provider. **No photocopies of signatures, or reimbursement cannot be paid.**

If the medical provider WILL NOT bill Medicaid/Managed Care Plan for the service provided, reimbursement CANNOT be paid.

NET Mileage Reimbursements are processed once a month and each month is processed separately. Each month's mileage reimbursement requests are to be **submitted, with the required verification forms, to TCJFS by the 10<sup>th</sup> of the following month.** Please turn in each month separately.

All mileage reimbursement requests **must** be submitted to Tuscarawas County Job & Family Services within 60 calendar days of the transport. Payment will not be made for late requests.

All efforts will be made to issue a reimbursement check to the driver within 30 days of receipt of complete and accurate paperwork.

**Fraud.** Note: Any misuse of this program will result in recovery procedures and/or referral for prosecution. At a minimum, the client's access to transportation will be suspended for three months and may result in the permanent loss of transportation benefits.

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