

**TUSCARAWAS COUNTY JOB & FAMILY SERVICES
AGENCY POLICY**

TRANSPORTATION N.E.T. PLAN

POLICY

Transportation is provided or arranged on a limited basis and only when adult clients or caretakers cannot do so themselves. The agency has specific rules for all facets of the transportation program. Agency staff will use agency vehicles whenever possible.

I. TRANSPORTATION RULES

MISUSE OF THE TRANSPORTATION PROGRAMS

Clients who misuse any of the transportation programs, i.e., scheduling transportation and not using it, will be suspended from using transportation for three months and may permanently lose the transportation service. Use of agency transportation for any unauthorized purpose is strictly prohibited. In any circumstance where agency staff has reason to believe that a client has used agency transportation for an unauthorized purpose, i.e., personal business, the agency will require written documentation to establish that the use of transportation was for the approved purpose. If the agency determines that any client has used its transportation for an unauthorized purpose, in addition to loss of transportation privileges, that client will be subject to recovery procedures and may be subject to criminal prosecution. Clients who give false or misleading information in order to obtain transportation will be subject to recovery procedures, referral for investigation, and/or prosecution. Any client, unless noted below, who has an outstanding overpayment due to prior misuse of the transportation program is not entitled to further transportation services. Failure to maintain scheduled payments will result in ineligibility for any future transportation services until all missed payments have been paid or the claim is paid in full.

Also see SNAP and OWF Transportation Allowance, Recovery of Overpayments, item D.6., of this policy.

A. Non-Emergency Transportation (NET) (also see Addendum to this policy)

1. Transportation is provided or arranged for all Medicaid clients accessing Medicaid-covered services when Managed Care and other community transportation is not available.
2. Procedure for Non-Emergency Transportation
 - a. The Dispatcher in the Business Office receives telephone requests for NET.
 - b. The Dispatcher refers callers to use their Managed Care provider for transportation to Medicaid-covered services.
 - c. The Dispatcher uses transportation resources in the following order:
 - (1) Agency-reimbursed mileage to the client's driver (see addendum: NET Mileage Reimbursement Guidelines)
 - (2) Agency-employed drivers
 - (3) Agency-purchased transportation. (The least expensive contract will be considered first.)
 - TCJFS contracts with Society for Equal Access (SEA) and Horizons Inc. TCJFS also works with Shannon Hursey who is the Mobility Manager for the County. We would also consider working with others if SEA and Horizons were unavailable.

- (4) If the Medicaid recipient has a medical issue where timeliness is a concern, all efforts will be made to have the client use option 1 or 2 above. If those are not adequate options, the Fiscal Supervisor will make accommodations with a contracted transportation company or ambulate service.
- d. For each appointment, the Medicaid Services Provider must verify the client's service on the form provided, and the client must return this verification to TCJFS.

B. Non-Emergency Transportation Contracts

1. By the end of October an RFP is posted on TCJFS' website and letters are sent to prior bidders and other companies that had shown interest. A meeting is scheduled with the agency director, fiscal supervisor, and attorney supervisor to open the bid packets and do the scoring sheets. Successful bidders are determined at this time and contacted by the fiscal supervisor. Contracts are then prepared by the legal department.
2. Vendor Name: Society for Equal Access (SEA)
 - a. Address: 1458 5th St. NW, New Philadelphia, OH 44663
 - b. Phone Number: 330-343-3668
 - c. Length of Contract: 12/16/2016 – 12/15/2017
 - d. Parameters of the Contract: To provide residents of Tuscarawas County transportation to places in our community. SEA will transport Medicaid recipients, clients involved with children services, and other special cases when approved by TCJFS.
 - e. Cost of the Contract: \$900,000.00
3. Vendor Name: Horizon's Inc.
 - a. Address: 220 W. 4th St., Dover, OH 44622
 - b. Phone Number: 330-364-2159
 - c. Length of Contract: 12/16/2016 – 12/15/2017
 - d. Parameters of the Contract: To provide residents of Tuscarawas County transportation to places in our community. Horizons will transport Medicaid recipients, clients involved with children services, and other special cases when approved by TCJFS.
 - e. Cost of the Contract: \$446,145.00
4. Monitoring/Quality Control Review
 - a. The dispatcher shall receive and review all NET bills. The dispatcher shall be responsible for checking all mileage submitted for reimbursement to ensure it is accurate and non-duplicative.
 - b. The dispatcher shall ensure that all billings submitted for payment under the NET Plan are complete. This shall include Date, Time, Name, Address, Phone Number, Destination, Miles, and Reimbursement Amount.
 - c. If the dispatcher should discover a discrepancy or error in billing, a copy of the original bill with the corrections will be sent to the provider to review. The provider will then send back a revised bill.
 - d. Semiannual reviews by the TCJFS contract evaluators will be conducted with the contracted vendors. It is at this time that general progress of the contract, maintenance records, licenses and insurances, driver trainings, expenditures, and program issues will be reviewed. If any discrepancies with the vendor are identified, TCJFS and the contracted vendor develop any appropriate amendments or instructions to the contract to resolve identified issues.

C. Transportation for Children in Agency Custody

1. Children in custody must always be attended by their parent, a caregiver, or an agency employee.
2. In accordance with the age and weight of the child, child restraint seats or booster seats are required to be used when transporting foster children. Children through age 12 must

- ride in the back seat and use both lap and shoulder safety belts. All children are to be properly restrained in a child-restraint system or by lap and shoulder safety belts.
3. The primary source of transportation for children in custody is the child's caregiver.
 4. The next source of transportation for children in custody is the vehicle operator.
 - a. Caregivers request transportation for children in their care 48 hours prior to the need through the child's case manager.
 - b. The worker submits a completed Transportation Request Form, BO 40, to the Clerical Specialist/Dispatcher in the Business Office.
 5. The final source of transportation for children in custody is through Children Services' staff arranged by the unit originating the request.
 6. Exceptions:
 - a. Unless the agency notifies the foster caregiver otherwise, a foster caregiver may give approval for a foster child in his/her care to ride with a specific person who has a valid driver's license and appropriate insurance coverage.
 - b. Foster caregivers must record the exceptions they make on their monthly reports to the agency. This record must include:
 - (1) the name of the driver
 - (2) the date of the event
 - (3) the event
 7. Reimbursement Procedures for Caregivers Providing Transportation
 - a. Group home, residential, and institutional caregivers' cost of therapeutic transportation is included in the child's per diem. A special payment agreement can be made between the placement resource and TCJFS when extraordinary transportation is necessary and requested by our agency.
 - b. TCJFS foster caregivers submit monthly invoices to the agency for transportation reimbursement.
 - c. Reimbursement is issued to the foster caregivers through the county auditor at the county's established mileage rate or the foster caregiver's actual cost of transporting, whichever is authorized in the caregiver's vendor agreement.

Also see General Information, Item G, of this policy

D. Transportation for Families Involved with Children Services

1. Transportation is provided to the following clients in priority order:
 - a. Children in agency custody.
 - b. Initial protective services clients—emergency transportation only.
 - c. Families of children in custody accessing services included in their court-ordered reunification plan.
 - d. Families with protective supervision cases accessing services included in their court-ordered case plan.
 - e. Families with non-court cases accessing services included in their case plan.
2. Procedures for adults/families in Children Services:
 - a. The primary source of transportation for adults/families involved with Children Services is their own vehicle or the vehicle of a friend or family member. In the event of a hardship, a gasoline voucher may be requested. When appropriate and determined necessary, the following procedure will be utilized:
 - (1) Children Services Worker completes an IM 54, Gasoline Voucher, authorizing a designated dollar amount of gasoline to be purchased by the client. See BO 56, Gas Voucher Guidelines. See Section H below on Gas Vouchers.

If not appropriate—

- b. The next sources of transportation for adults/families involved with Children Services are the Vehicle Operators or another entity contracted with the agency to provide these services.
 - (1) Children Services Worker submits a completed Transportation Request Form, BO 40, to the Clerical Specialist/Dispatcher in the Business Office.

If not appropriate—

- c. The final source of Transportation for adults/families involved in Children Services cases is available through Children Services staff, arranged by the unit originating the request.

Also see General Information, Item G, of this policy

E. Supplemental Nutrition Assistance Program (SNAP) and Ohio Works First (OWF) Transportation Allowance

- 1. One and one-half miles are considered a reasonable distance for participants to walk to education, training, or work sites.
- 2. Allowance Amounts
 - a. When public transportation is used, that cost will be the transportation allowance amount for the month.
 - b. When the participant's own vehicle is used, \$50.00 per month will be used for the transportation allowance.
 - c. If the participant can furnish proof of monthly transportation costs exceeding the \$50.00 standard, an allowance up to \$200.00 may be granted.
- 3. The transportation allowance may be paid as a reimbursement or paid in advance. The participant shall not be eligible for retroactive payments prior to the month of his/her assignment.
- 4. Duplicate Payments
 - a. A participant may receive other payments for the purpose of transportation as long as there is no duplication of payment. This includes, but is not limited to, payments from vocational rehabilitation programs and/or Pell Grants that include a portion for transportation.
 - (1) These payments must list transportation as an included expense.
 - (2) When the amounts of these transportation payments vary, TCJFS will prorate the transportation allowance.
 - (3) Loans are not considered duplicate payments.
- 5. Recovery of Overpayments
 - a. SNAP and OWF transportation allowance overpayments are governed solely by the issuance and benefit recovery regulations in the Ohio Administrative Code and are not subject to the limitations previously outlined in this policy. However, if a client requests transportation outside of the SNAP and OWF programs, this service cannot be provided until an acceptable repayment plan is in effect and/or prior unpaid transportation claims are made current.

F. Ohio Works First Transportation

- 1. Transportation is provided to the following clients in priority order:
 - a. Employed individuals with a reduced OWF grant, due to earned income and not wanting to exhaust their 36-month time-limited OWF benefits, for a maximum of 12 months.
 - b. Work-assigned recipients needing transportation to get to their work assignment, until they can arrange for their own transportation or their assignment ends.

- c. Recipients attending an education and/or training program who need transportation to get to the education/training, until they can arrange their own transportation or the education/training ends.
2. Procedures for OWF transportation:
 - (1) The transportation allowance is paid to each work activities participant on his/her EPPIC card
 - (2) All required OWF participants in need of transportation are referred to New Freedom to schedule transportation **for themselves**.

Also see General Information, Item G, of this policy.

G. PRC Transportation

1. Eligible individuals may be eligible to receive a gasoline voucher due to employment.
2. The amount of the voucher is determined on a case-by-case basis, up to a maximum of \$200.00 in a 12-month period or actual expenditure if using public transportation.

H. General Information

1. Transportation is provided in county-owned vehicles. Drivers have access to cell phones for use in emergencies and for contacting the agency.
2. Requests for transportation are submitted 48 hours prior to the need.
3. Transportation is not provided within a school district closed for inclement weather.
4. Cancellations are reported to the Clerical Specialist/Dispatcher as soon as the cancellation is known.
5. Only those persons authorized on the Transportation Request form, BO 40, are transported. Attendants/advocates necessary to assist the client are to be included on the form as "passengers."
6. Children not in agency custody must be accompanied by an adult responsible for their care.
7. Transportation is not provided for court hearings, appointments with attorneys, or agency appointments (redeterminations, applications, direction cards) unless it is included in a Children Services Case Plan.
8. Drivers and all passengers use proper seat restraints:
 - a. Infants and small children must be seated in age- and size-appropriate safety seats, properly restrained, and seated in the back seat.
 - b. Children through age 12 must ride in the back seat and use both lap and shoulder safety belts.
 - c. Drivers and all passengers over age 13 must use both lap and shoulder safety belts.
9. Employees do not physically assist passengers—other than children in agency custody—in or out of vehicles.
10. Vehicles are parked completely out of the lane of traffic when passengers get in and out.
11. Employees who provide, or who might provide, transportation have their driving records checked annually.
12. Employees who drive, or who might drive, county-owned vehicles:
 - a. have a copy of their current driver's license and insurance on file with the Business Office.
 - b. follow the agency car policy and procedures in the TCJFS Employee Handbook.
13. Use of any tobacco products while in the vehicle is prohibited. This includes electronic cigarettes or tobacco products.
14. Possession of weapons of any kind in agency vehicles by employees or persons being transported is strictly prohibited. The possession of a concealed carry permit by any of these individuals **does not** entitle them to possess a weapon in an agency vehicle at any

time. This does not prohibit agency staff who have been issued OC spray from using the same.

15. TCJFS' community is defined as 150 miles from TCJFS. Anyone wanting transportation to a destination outside the community will be reviewed by the Fiscal Supervisor and approved on a case-by-case basis.
16. Any employee of TCJFS can refer any client to transportation in the following ways:
 - a. Transfer the client to the dispatcher or have the client call the dispatcher.
 - b. Tell the client that all the forms can be found and printed from the TCJFS website.
 - c. Inform the client that they have the ability to schedule their own transportation from our website.

I. Gas Vouchers

Tuscarawas County Job & Family Services will provide gas vouchers to assist clients if program eligible. However, a gas voucher will not be issued for a medical appointment unless deemed necessary by the Fiscal Supervisor or designee. It is neither the intent of nor requirement of the agency that these vouchers cover the entire cost of said transportation. Unless contained in a written exception to this policy signed by the Director of the Director's Designee, the following rates will apply:

1. For any travel from any location within the greater Dover/New Philadelphia areas, \$2.35 per round trip or \$1.20 per one way
2. From an area in the greater Dover/New Philadelphia areas to anywhere in the Newcomerstown area, \$9.50 round trip or \$4.75 one way.
3. From any an area in the greater Dover/New Philadelphia areas to anywhere in the Dennison/Uhrichsville areas, \$5.20 round trip or \$2.10 one way.
4. From any area in the greater Dover/New Philadelphia areas to anywhere in the Strasburg area, \$3.75 round trip or \$1.87 one way.
5. From an area in the greater Dover/New Philadelphia areas to anywhere in the Gnadenhutten area, \$7.50 round trip or \$3.75 one way.
6. For any other area not listed an amount that represents the mileage driven and divided by 15 miles per gallon multiplied by \$3.50 to represent an average cost of a gallon of gasoline.

In addition to the above, the provision of a gas voucher to one client in excess of \$50.00 per month must be approved by the Director as a written exception to this Policy upon the provision of the written justification for the same.

II. POLICIES AND PROCEDURES FOR AGENCY VEHICLE DRIVERS

A. All Drivers--Scheduling Use of Vehicles

1. Sign-up sheets for scheduling the use of vehicles are found on the Outlook calendars. Notify the Fiscal Supervisor when reserving a vehicle so that double booking will be avoided.
2. Vehicles are signed out for specific time periods. Do not reserve a car for the whole day unless it will be in use the whole day.
3. Immediately return car keys to their designated locations after use.
 - a. When keys are missing, contact most recent driver or that driver's Supervisor.
4. Return vehicles to their designated parking areas; windows closed, keys removed, doors locked, and the vehicle refueled as per section (D)(4) of this policy.
5. It is the responsibility of all persons using agency vehicles to insure that the Transportation Department has the opportunity to correct any vehicle problems. To that

end, any issues or problems with agency vehicles should be reported to the Fiscal Supervisor by the person using the vehicle as soon as practical given the particular issue.

B. Vehicle Operators – Pre- and Post-Inspections

1. Once a week, before and after driving a vehicle, the Vehicle Operators will complete pre- and post-inspections of the vehicle.
 - a. Inspections include looking for scratches, dents, car seats, snowbrushes, flashlights, etc.
 - b. Results of the inspections are recorded on the Pre-/Post-Trip Inspection form, BO 57.
 - c. All BO 57 forms will be turned into the Fiscal Supervisor upon completion.

C. Vehicle Operators – Routine Maintenance and Cleaning

1. The vehicle operators will be responsible to insure that agency vehicles are clean, including being washed and swept. The vehicle operators will also monitor vehicle usage and mileage in order to insure that routine maintenance is performed on the vehicles.
2. Nothing in this relieves any staff member using an agency vehicle from the obligation to clean up any trash in the vehicle and clean up any mess they make while using an agency vehicle.

D. All Drivers–Safety

1. Drivers abide by all laws and road signs, taking into consideration road conditions.
2. Transportation is not provided within a school district closed for inclement weather.
3. Drivers and all passengers use proper seat restraints:
 - a. Infants and small children must be seated in age- and size-appropriate safety seats, properly restrained, and seated in the back seat.
 - b. Children through age 12 must ride in the back seat and use both lap and shoulder safety belts.
 - c. Drivers and all passengers over age 13 must use both lap and shoulder safety belts.
 - (1) Drivers are responsible for all passengers being in proper restraints and car seats and for the car seats being properly installed.
 - d. Drivers do not physically assist passengers—other than children in agency custody—in or out of vehicles.
 - e. Vehicles are parked completely out of the lane of traffic when passengers get in and out.

E. All Drivers—Gasoline

1. When at all possible, drivers are to get gasoline from the Sheriff's Office. Please proceed using the following steps:
 - a. Pull up to the pump (**note:** you cannot pump gas on Mondays between 2:30 a.m. and 5:30 a.m.).
 - b. Fill up the tank.
 - c. Call the dispatcher—330-339-2000.
 - d. Tell the dispatcher who you are, that you are from TCJFS, how many gallons you received, what color vehicle you are driving, and the mileage of the vehicle.
2. When not utilizing the Sheriff's Department:
 - a. Regular unleaded gas is used.
 - b. Gas credit cards are located in each of the vehicles.
 - c. Receipts for the purchase of gas are to be signed by the driver (include the color of the agency vehicle) and returned to the Dispatcher.

F. All Drivers–Car Seats, Car Maintenance, and Cleanliness

1. The use of any tobacco product in vehicles is prohibited. This includes electronic cigarettes or tobacco products. Eating and drinking in agency vehicles is allowable, however the person doing so is responsible to clean up any mess that results from the same including removing any and all trash and cleaning up any mess.
2. Drivers are responsible for keeping the inside of vehicles and car seats clean and free of extraneous matter.
3. Car Seats
 - a. Car seats are located in transportation.
 - b. If a car seat is soiled, the car seat cover is removed, placed in a plastic bag, and given to a Vehicle Operator for proper cleaning.
 - c. If a car seat is exposed to lice, the car seat is sealed in a garbage bag, placed in the garage, and notice of the same is given to the Maintenance Worker for proper treatment.
 - d. All car seat covers are checked by a Vehicle Operator and properly cleaned on an as-needed basis.
4. Gasoline
 - a. Drivers are responsible for returning vehicles with at least three-fourths of a tank of gas.
 - b. Regular unleaded gas is used.
 - c. Gas credit cards are located in each vehicle.
 - d. Receipts for the purchase of gas are to be signed by the driver, include the agency vehicle color, and returned to the Dispatcher.
5. Safety and Repair Equipment
 - a. All Vehicles are equipped with a first aid kit. Additionally, safety items and minor repair items are contained in each vehicle. Repairs to agency vehicles should only be undertaken if they are minor and in consultation with agency staff as outlined in the vehicle breakdown materials contained in the glove box of each vehicle.

G. All Drivers–Communications

1. Drivers should use cell phones to communicate with the agency.
2. Drivers do not relay passengers' messages.

H. All Drivers–Accidents

1. Follow the Accident Information Guide, TCJFS 124, located in each vehicle.
2. Report all damage and mechanical problems to the Vehicle Operator and the Fiscal Supervisor.
3. Report all accidents to:
 - a. The Fiscal Supervisor, who reports to:
 - (1) Tuscarawas County Commissioners
330-365-3200
-- and --
 - (2) Kennedy Insurance Company
113 Fourth Street, NW
New Philadelphia, Ohio 44663
Phone: 330-602-8834
 - (3) If there were any occupants in the agency vehicle at the time of the accident, contact the County Human Resources (Kris Lowdermilk)
Phone: 330-365-3204
4. Give a written report of the accident to the Fiscal Supervisor.

I. All Drivers – Vehicle Breakdowns

1. Anytime an employee utilizing an agency vehicle experience a vehicle breakdown, that employee should follow the specific guidelines outlined and maintained in each vehicle glove box. This document contains necessary phone number and persons to contact.

J. All Driver – Use of Over-night Vehicles

1. Agency vehicles may not be kept over night by agency employees except under extraordinary circumstances. These include, but are not limited to, attendance at a two-day training and transportation of foster children requiring an over-night stay.
2. Any employee desiring to keep an agency vehicle over night must obtain prior approval from either the Fiscal Supervisor or Director. The vehicle must then be signed out for the period authorized.

K. All Drivers – Personal Use of Vehicles

1. No personal use of agency vehicles is permitted. This includes running personal errands or traveling to lunch. The only exception to this requirement is that it is permissible to detour to meal locations in agency vehicles. Additionally, agency employees will not transport any person in agency vehicles other than authorized by this policy.

III. PASSENGERS IN AGENCY VEHICLES

1. Transportation is arranged or provided on a limited basis.
2. Transportation is not provided for agency appointments, unless it is included in a Children Services' case plan.
3. A request for transportation must be made 48 hours prior to the need; this does not count weekends and holidays.
4. Misusing any of the transportation programs or giving false or misleading information in order to obtain transportation will be subject to recovery procedures, referral for investigation, and/or prosecution. At a minimum, access to TCJFS' transportation program will be suspended for three months and may result in the permanent loss of transportation benefits.
5. Clients should be ready to be picked up 15 minutes before their scheduled pick-up time. Drivers will not wait or change their routes to accommodate clients being late.
6. Only those persons authorized on the Transportation Request form, BO 40, are transported. Attendants/advocates necessary to assist are to be included on the form as "passengers." Most of the time, all passengers will be able to ride. However, this is not a guarantee and passengers will be reviewed on a case-by-case basis.
7. Everyone must use proper seat restraints:
 - Infants and small children must be seated in age- and size-appropriate safety seats, properly restrained, and seated in the back seat.
 - Children through age 12 must ride in the back seat and use both lap and shoulder belts.
8. No one is permitted to use any type of tobacco products in the vehicles.

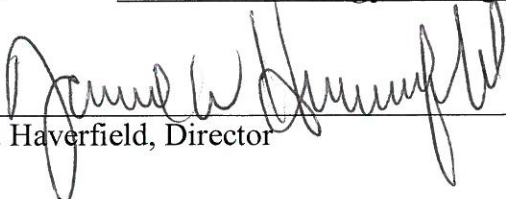
9. Possession of weapons of any kind in agency vehicles is not permitted. Even if someone has a concealed carry permit, they cannot have a weapon in an agency vehicle.
10. To cancel transportation, the client must call 24 hours before their scheduled pick-up time. If the driver is on his/her way or already there and the client does not go, that is considered a "no show."

You can contact the Dispatcher by calling 330-308-7716.


IV. USE OF AGENCY VEHICLES

1. Agency vehicles are primarily for the use of agency vehicle operators who transport agency clients and children in the custody of the agency. However, there may be times when an agency vehicle is available for use by employees as part of their job duties. Any employee wishing to use an agency vehicle should check with an employee in the transportation department regarding availability and then schedule use of the vehicle if available.
2. Priority will be given for those employees traveling greater distances or when multiple employees are traveling to one location, i.e., out-of-town conferences or trainings. In the event that an agency vehicle is reserved for a shorter period of time on a date and time when it may be utilized for a longer trip, the use of the vehicle will be determined by the supervisors of the respective employees needing to travel or the employees themselves whenever possible.
3. Employees traveling to the same location are required to ride together as space permits. Any employee who elects to travel separately for any reason will not be reimbursed. This includes employees who elect to travel to training from home unless the training site is nearer to the employee's home than the agency in which case the employee will only be reimbursed for mileage in excess of the normal and most direct route traveled from home to the agency site. An exception to this requirement may be granted by the Director in cases where multiple employees are traveling to one location and the same is a part-way destination point to further appointments or approved travel.

Name: David Haverfield, Director
Tuscarawas County Job & Family Services
Address: 389 16th St SW
New Philadelphia, OH 44663
Phone: 330-339-7791
Fax: 330-339-6388
Email: David.Haverfield@jfs.ohio.gov



David Haverfield, Director



Effective Date

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 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. 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.

It is recommended the driver 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 Google Map the trip. TCJFS will then reimburse the lower of the two (BO 51 or Google Map).

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 BO 52 form 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 where a BO 52 form is incomplete. **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 10th of the following month**. Please turn in each month separately.

Mileage reimbursement requests more than 3 months old will not be processed unless approved by TCJFS. For example, when processing mileage reimbursement in August, TCJFS will accept mileage reimbursement requests for May, June, and July.

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.

Sandy Burrier
NET Coordinator
Tuscarawas County Job & Family Services
389 16th Street, SW
New Philadelphia, Ohio 44663
Direct #: 330-308-7716

Joe Krockner
Support Services Supervisor
Tuscarawas County Job & Family Services
389 16th Street, SW
New Philadelphia, Ohio 44663
Direct #: 330-308-7722

**TUSCARAWAS COUNTY JOB & FAMILY SERVICES
NON-EMERGENCY TRANSPORTATION (NET) VERIFICATION**

I, _____, authorize the release of information between Tuscarawas County Job and
NET RECIPIENT NAME

Family Services, 389 16th Street, SW, New Philadelphia, Ohio 44663, and

NAME OF MEDICAL PROVIDER (The Doctor, Dentist, etc.)

at

NAME OF MEDICAL FACILITY (Union Hospital, CMH, etc.)

ADDRESS OF MEDICAL PROVIDER

The above information may be photocopied; however, the information below may not be photocopied.

Date of Appointment: _____ **Time of Appointment:** _____

Driver's Signature: _____

NET Client's Signature: _____

Medical Provider's Name: _____ **Med Provider's Phone #:** _____
(please print)

Medical Provider's Signature: _____ **Date:** _____ **Time:** _____

(This can be a nurse, receptionist, doctor, etc. This signature is to verify that the client was seen on this date and the provider will be billing Medicaid/Managed Care Plan for the service provided.)

**FAILURE TO HAVE VERIFICATION COMPLETED ENTIRELY WILL RESULT IN NON-PAYMENT OF
THE TRANSPORTATION!**

BO 52 (12/13/2013/vb)

**TUSCARAWAS COUNTY JOB & FAMILY SERVICES
NON-EMERGENCY TRANSPORTATION (NET) VERIFICATION**

I, _____, authorize the release of information between Tuscarawas County Job and
NET RECIPIENT NAME

Family Services, 389 16th Street, SW, New Philadelphia, Ohio 44663, and

NAME OF MEDICAL PROVIDER (The Doctor, Dentist, etc.)

at

NAME OF MEDICAL FACILITY (Union Hospital, CMH, etc.)

ADDRESS OF MEDICAL PROVIDER

The above information may be photocopied; however, the information below may not be photocopied.

Date of Appointment: _____ **Time of Appointment:** _____

Driver's Signature: _____

NET Client's Signature: _____

Medical Provider's Name: _____ **Med Provider's Phone #:** _____
(please print)

Medical Provider's Signature: _____ **Date:** _____ **Time:** _____

(This can be a nurse, receptionist, doctor, etc. This signature is to verify that the client was seen on this date and the provider will be billing Medicaid/Managed Care Plan for the service provided.)

**FAILURE TO HAVE VERIFICATION COMPLETED ENTIRELY WILL RESULT IN NON-PAYMENT OF
THE TRANSPORTATION!**

BO 52 (12/13/2013/vb)