



**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 \$.50 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 10<sup>th</sup> 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.

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