

<b>CSG Client Services Guide</b>	<b>Date Issued</b>  10/1/07	<b>Subject</b>  Maintenance and Transportation	<b>Maintenance and Transportation</b>
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**CHAPTER 18 – MAINTENANCE AND TRANSPORTATION**

**1800 MAINTENANCE AND TRANSPORTATION**

**1800.1 Federal Regulations**

[34 CFR 361.5](#) - Definitions

**State Rules**

[5 CSR 90-5.420](#)-Transportation and Maintenances Services

[5 CSR 90-4.100](#)- Financial Considerations

**1800.2 Refer to VR Fee Schedule in MoRIS when authorizing services**

**1800.3 Best Case Practice**

- Maintenance and/or transportation are considered secondary services, and may be provided only when necessary for the client to successfully participate in:
  - Diagnostic/non-IPE related services, or
  - A primary service associated with an IPE

**1800.3.1 Not Based on Financial Need**

- Maintenance when required to enable to the client to leave their domicile and relocate 45 miles or more to participate in diagnostic evaluation services.
- Transportation when required to enable the client to participate in diagnostic evaluation services.

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**1800.3.2 Based on Financial Need**

- Maintenance (noon meals, personal maintenance, room and board) may be authorized in association with the client’s IPE when:
  - the client is required to leave their domicile and relocate 45 miles or more; **and**
  - it is necessary for the client to receive services
- Transportation may be authorized in association with an IPE when necessary for the client to participate in planned services.
- Hardship exceptions should be approved by the district supervisor.

**1800.3.3 Maintenance (Personal and/or Placement)**

- For clients who will suffer hardship and there are no other available financial resources, maintenance may be provided as follows, when the client is required to leave their domicile and relocate 45 miles or more:
  - If the service is 20 hours or more per week, or not available within 45 miles commuting distance of the client’s home, the client may receive \$2.50 maximum per day for lunch.
  - A client who is considered independent, may receive an additional \$15.00 maximum per week if the counselor can establish and document severe hardship and strong economic need.
  - Personal maintenance: Up to \$10.00 per week, may be provided for clients who are considered independent.
  - Placement maintenance: May be provided for a period not to exceed 4 weeks, in association with an IPE that includes specific job-seeking activities; OR as an employment related expense, if the client is employed and has not received their first paycheck.
- Maintenance will not be paid during holiday breaks, absences, or vacations during the client’s plan **except** when failure to pay would jeopardize the planned service.
- Exceptions should be approved by the district supervisor.

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#### **1800.3.4 Maintenance (Room and Board)**

- Room and board, up to the amount of the dormitory fees at the nearest Missouri tax supported college, may be provided for a client when required to relocate more than 45 miles from their residence in order to successfully participate in a college/vocational training program.
- Room and board may include assistance with the cost of meals and/or housing for clients living either on or off campus.
- For clients residing on-campus, room and board should be authorized in accordance with fees listed for the specific college/vocational training school (located in the VR Fee Schedule in MoRIS).
- For clients residing off-campus, room and board should be authorized as follows:
  - in accordance with the “monthly allowable amount for clients not living in dorms”, at the nearest Missouri tax supported college (located in the VR Fee Schedule in MoRIS), or
  - the actual cost of housing, whichever is less.
- For clients required to relocate to the Kansas City/St. Louis area to participate in a training program that does not offer on-campus housing, consider the following:
  - apartments or hotels with approved vendor numbers may be found in the VR Fee Schedule in MoRIS by selecting “Other-Housing”,
  - the counselor should contact the Western Rehab. Liaison or Eastern Liaison Counselor to confirm/coordinate housing arrangements.
- When providing maintenance based on financial need, collect the required financial information, and complete the M & T Section of the Cost Worksheet (not required for SSI/SSDI recipients).

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### 1800.3.5 Transportation

- Transportation services for a client may include assistance with the cost of various modes of travel, only when necessary, to assist the client in successfully participating in an evaluation/assessment, or to participate in IPE-related services typically provided in Status 14-22, and including Status 32-Post-Employment.
- If the client chooses to obtain rehabilitation services at a location not within commuting distance (one hour travel time or 45 miles), and the services are available within commuting distance, the client is responsible for all costs exceeding those authorized by VR for services within commuting distance.
- Exceptions may be approved if the client suffers an economic hardship under the plan and there are no other available financial resources.
- The client is primarily responsible for arranging and coordinating transportation services.
- The client is also responsible for paying (if client is the vendor) for transportation services.
- When providing transportation services based on financial need, collect the required financial information, and complete the M & T Section of the Cost Worksheet (not required for SSI/SSDI recipients).
- VR may assist with the cost of the following transportation services, in accordance with the VR Fee Schedule in MoRIS, which includes, but is not limited to:
  - Mileage Reimbursement (currently calculated at 14 cents per mile x number of miles (round-trip) x number of days/weeks)
  - Bus Pass or Bus Ticket
  - Personal Car Allowance
- When providing transportation assistance in the form of mileage reimbursement, documentation in the case file should include how transportation costs were calculated. Documentation may include the following:

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### **1800.3.5 Transportation (continued)**

- Verify the number of miles utilizing an internet map search.
- Request a copy of the client's class schedule (if the client is participating in a college/vocational training program) to verify the number of days per week/month.

### **1800.3.6 Provider Extended Transportation and Travel Reimbursement**

- VR may provide reimbursement to CRP/SESP providers for transportation costs and/or overnight travel when services exceed 60 miles round trip outside of the main catchment area.
- Mileage is to be calculated for all trips at the designated state reimbursement rate.
- A flat fee of \$75.00 per day for meal and lodging will be issued when overnight travel stay is required.

### **1800.4 Procedure**

- Document informed choice.
- Document why these secondary services are required in order for the client to successfully participate in evaluation/assessment or the primary IPE-related service.
- Review and discuss financial guidelines, complete financial application and collect required financial documentation, as appropriate.
- Complete M & T Section of the Cost Worksheet (identify dollar amounts, and/or mileage), and provide documentation in the financial section of the case folder verifying costs.
- Discuss [Electronic Funds Transfer \(EFT\) -CSG 720.2.3](#), if appropriate, and prepare authorization(s) in accordance with the VR Fee Schedule in MoRIS.

### **1800.5 Authorization and Billing**

- Authorize maintenance or transportation to the client or third party, in accordance with the VR Fee Schedule in MoRIS.