



# Service Provider Manual

## Chapter 10: Mileage and Travel Incentive

Missouri Department of Elementary and Secondary Education  
Office of Special Education  
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## CHAPTER 10: MILEAGE AND TRAVEL INCENTIVE

*Missouri Part C State Plan Section XV. (34 CFR 303.119)*

*Uniform Guidance (2 CFR 200.333 through 200.337)*

The Missouri State Plan for Part C of the Individuals with Disabilities Education Act (IDEA) allows the Department of Elementary and Secondary Education (DESE) to reimburse providers for mileage, and when applicable, travel incentives, to deliver early intervention services or attend Individualized Family Service Plan (IFSP) meetings for a family in First Steps. Mileage and travel incentives are additional payments separate from the service or IFSP meeting attendance.

Providers are not required to utilize mileage reimbursement or travel incentives for First Steps visits; however, if a provider chooses to utilize these reimbursements, the following guidelines must be followed.

### SECTION I. MILEAGE GUIDELINES

A provider can only claim mileage for early intervention services delivered in the family's natural environment. The natural environment refers to the following locations:

- The family's home, including a relative's home; or,
- A community setting where the child and family frequently visit, such as a childcare center, local park, grocery store or library.

Direct services and IFSP meetings are the only First Steps activities applicable to mileage reimbursement. Providers are reimbursed 47 cents per mile for applicable First Steps activities.

#### A. Direct Service Authorizations

A provider must have an authorization to deliver a First Steps service and a date of service that corresponds to the authorization's date range before requesting mileage reimbursement for direct services.

- **No-Show Visit**

If a provider arrives for a visit and discovers that the family is not there (no-show), then the provider is allowed to bill one unit (15 minutes) for the service and mileage related to this no-show visit. For more information on no-shows visits, go to the DESE First Steps website – For Providers.

## **B. Individualized Family Service Plan (IFSP) Meetings**

A provider must attend an IFSP meeting before requesting mileage reimbursement.

IFSP meetings do not have an authorization. Providers are paid for IFSP meeting attendance when the Service Coordinator enters the provider's attendance in the child's electronic record (i.e., WebSPOE). All providers are reimbursed \$68 an hour for IFSP team meeting attendance, with the exception of Assistants, Interpreters for the Deaf and Translators who are reimbursed \$60 an hour.

In addition to mileage reimbursement for IFSP meetings held in the natural environment, providers may be reimbursed for mileage to IFSP meetings held in a location that is not the provider's official domicile.

For example, a provider may be reimbursed mileage for attending a transition IFSP meeting at a school district. However, mileage cannot be reimbursed for an IFSP meeting held at a hospital that is the provider's official domicile.

## SECTION II: MILEAGE DOCUMENTATION

Documentation of a provider's mileage is maintained by the individual provider in a daily tracking log that records the details of the visit, including the child's name, date, location, miles, etc. Each month a provider, or the provider's agency, submits a monthly mileage invoice to the Central Finance Office (CFO) for payment.

### A. Daily Mileage Log

A provider requesting mileage reimbursement from DESE must keep a daily log that details the location of the visit and the number of miles traveled.

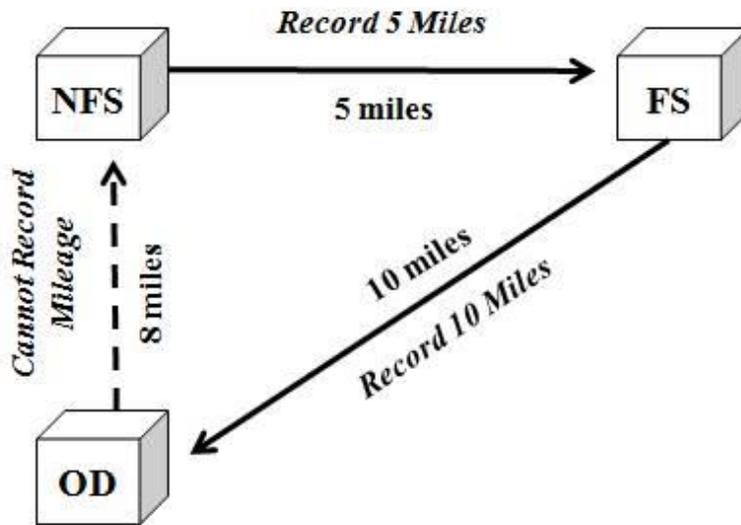
The *First Steps Provider Daily Mileage Log* (see Chapter 10 documents) is the preferred format for a provider to keep track of their daily mileage. A provider may use other mileage tracking forms such as an agency log; however, the log must include all of the information contained in the First Steps Provider Daily Mileage Log in order to be considered appropriate documentation for reimbursement.

The First Steps Provider Daily Mileage Log is completed for First Steps visits only.

The following diagrams are examples of trips providers may take that include non-First Steps visits and First Steps visits. Each day the provider must determine an official domicile or starting point. The official domicile may be the provider's home or office at the provider's agency. The official domicile is entered as the "office address" on the First Steps Provider Daily Mileage Log.

#### **Diagram #1: Official Domicile to a Non-First Steps Visit**

Diagram #1 is an example of mileage reimbursement when the provider starts the day with a Non-First Steps visit.



Start here each day

The provider starts from their official domicile (OD). The provider drives 8 miles from the OD to a Non-First Steps (NFS) visit. The provider cannot record the 8 miles from the OD to the NFS. The provider drives 5 miles from the NFS to a First Steps (FS) visit. The provider records the 5 miles from the NFS to the FS visit.\* Then the provider drives 10 miles from the FS visit to the OD. The provider records the 10 miles from the FS to the OD to complete the round trip.

\*A provider can record the mileage from the Non-First Steps visit to the First Steps visit, as long as the distance does not exceed the number of miles from the last First Steps visit back to the provider’s official domicile (OD).

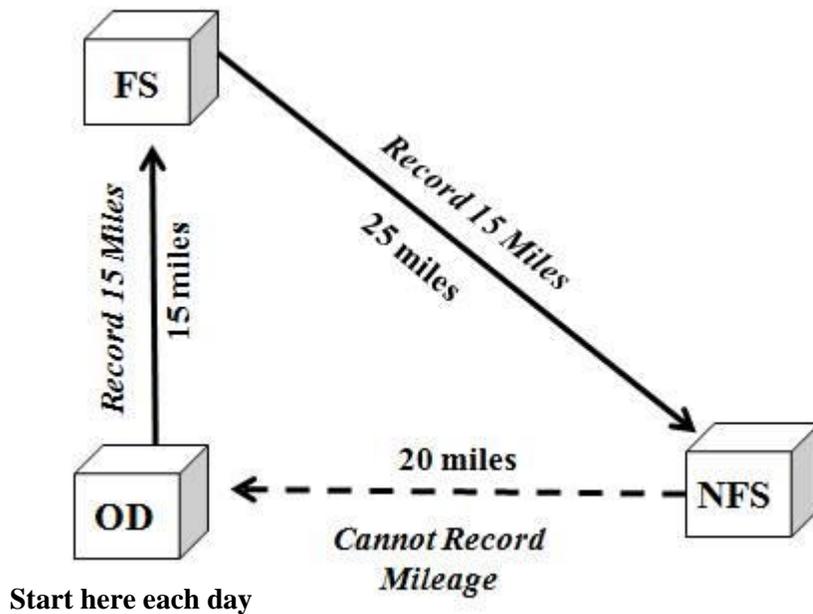
➤ **End of Day Mileage**

Mileage to the provider’s home or to the official domicile from the last First Steps visit location is entered separately as “End of Day Mileage.”

To report End of Day Mileage, the provider must complete the following columns: a) Date of Service; b) Authorization Number (which will be “End of Day Mileage”); c) Start Address; d) Destination Address; and e) Trip Mileage.

**Diagram #2: Official Domicile to a First Steps Visit**

Diagram #2 is an example of mileage reimbursement when the provider starts the day with a First Steps visit.



The provider starts from their official domicile (OD). The provider drives 15 miles from the OD to a First Steps (FS) visit. The provider can record 15 miles from the OD to the FS visit. The provider drives 25 miles from the FS to a non-First Steps (NFS) visit. The provider records 15 miles from the FS to the NFS visit.\* Then the provider drives 20 miles from the NFS visit to the OD. The provider cannot record the mileage from the NFS to the OD.

\*The provider can record the mileage from the First Steps visit to the Non-First Steps visit, as long as the distance does not exceed the number of miles from the First Steps visit back to the provider's official domicile (OD) or the next First Steps visit.

## B. Daily Mileage Log Instructions

The daily log must be completed for each date of service before mileage is submitted for payment. The following instructions correspond to the required fields on the First Steps Provider Daily Mileage Log:

- **Provider Name:** The name of the provider delivering the First Steps visit, not an agency name or representative.
- **Official Domicile:** The provider's daily official domicile.
- **Date of Service:** The date the service was provided to the family. This date must correspond to the claim date of service.
- **Service Authorization #:** The authorization number for the service. For IFSP meetings, enter the child's ID number in this field.
- **Child Last Name:** The child's last name as it is listed in WebSPOE.

- **Child First Name:** The child’s first name as it is listed in WebSPOE.
- **Discipline:** The provider’s discipline.
- **Service Provided:** The type of service provided (e.g., direct child service, evaluation/assessment, IFSP meeting).
- **Start Address:** The location the provider begins the trip to provide the First Steps service.
- **Destination Address:** The location of the First Steps service or official domicile if “End of Day Mileage.”
- **Round Trip:** Place an X in this column if the entry represents a round trip from the start address to the destination address and back to the start address.
- **Trip Mileage:** The actual miles traveled for this specific trip. This is not an estimated mileage number. Providers may calculate the mileage by using their vehicle’s odometer or by using MapQuest Driving Directions.

If an alternate route was used due to a closed road or road construction, please note that information in the Trip Mileage column.

- **Total Miles:** The total miles for all trips listed on the form.
- **Provider Signature/Date:** The provider must sign and date the mileage log.

### C. Monthly Mileage Invoice

A provider requesting mileage reimbursement from DESE must use the *First Steps Monthly Mileage Invoice* (see Chapter 10 Documents).

Mileage must be submitted to the CFO within 60 days from the date a service was delivered. To ensure the 60-day timeline is met, the provider should send a completed First Steps Monthly Mileage Invoice to the CFO at the end of each month.

Only one invoice is allowed for each month (e.g., all December visits are submitted in one December invoice). If the invoice is from a provider agency, all First Steps visits from that agency are compiled into one monthly invoice. The only time a second invoice for the same month is allowed is to correct errors reported on a previous mileage invoice. A correction invoice must include either the additional mileage that was not originally reported or a reduction to the original mileage reported on the previous invoice.

## D. Monthly Mileage Invoice Instructions

The monthly mileage invoice must reflect the total amount of miles traveled in a particular month as recorded on the daily mileage log.

Identifying the invoice type is the first step to completing the monthly mileage invoice.

- **Mileage Invoice Type:** The provider marks “New” for a new mileage invoice being submitted or “Correction” if submitting a correction to a previously submitted invoice.

Section 1: New Invoice. The following instructions correspond to the required fields on the First Steps Monthly Mileage Invoice:

- **Payee Name:** The Payee name on record with the CFO.
- **Tax ID:** The agency or independent provider’s tax ID number.
- **Invoice Number:** The invoice number is a combination of the Tax ID number, a dash and the month and year (in MMYYYY format). For example, 123456789-042015.
- **Month/Year Mileage Traveled:** The month and year that the miles were actually traveled.
- **Total Number of Providers:** The number of providers that incurred mileage during the invoicing month. For example, for an independent provider this number would be “1”. For an agency with 10 providers, it would be the total number of providers who completed daily logs for that month. For example, if all 10 providers submitted mileage, then the number would be “10.”
- **Total Number of Miles Traveled in Month/Year:** A count of all miles from all providers who incurred mileage for that month.
- **Total Invoice Amount:** The total dollar amount calculated for this mileage invoice.
- **Payee Name/Signature/Date:** The printed name and signature of the independent provider or the agency administrator/representative and the date.

Section 2: Correction. The following instructions correspond to the required fields on the First Steps Monthly Mileage Invoice:

- **Payee Name:** The Payee name on record with the CFO.
- **Original Invoice Number:** The invoice number from the previous invoice that needs to be corrected.
- **Reason for Correction:** The reason for the error in the previous invoice.
- **Original Total Number of Providers:** The number of providers that incurred mileage on the original invoice.

- **Corrected Total Number of Providers:** The correct number of providers that incurred mileage in that month. This number may be the same as the original number of providers if the error did not involve the number of providers.
- **Original Total Number of Miles:** A count of all miles from all providers who incurred mileage on the original invoice.
- **Corrected Total Number of Miles:** A count of all miles from all providers who incurred mileage in that month.
- **Difference in Miles Submitted in this Correction:** The difference in miles between the original and corrected number of miles.
- **Corrected Invoice Amount in Dollars:** The corrected amount of mileage for the month.
- **Payee Name/Signature/Date:** The printed name and signature of the independent provider or the agency administrator/representative and the date.

The provider maintains a copy of each completed First Steps Monthly Mileage Invoice form for their records.

The completed monthly mileage invoice is mailed to the following address:

Central Finance Office  
Missouri First Steps  
P.O. Box 29134  
Shawnee Mission, KS 66201-9134

### **SECTION III: MILEAGE REVIEW**

All First Steps providers are subject to a review of their daily mileage logs in order to substantiate mileage was delivered in accordance with the amount paid to providers. Logs should be filed by month and year and maintained for a period of at least five years. The daily mileage log must be available upon request from the CFO or DESE.

When selected for review, the provider will receive a request from DESE, or its designee, to submit daily mileage logs for a specific month. The provider is required to submit the requested information within three weeks. The request is the only opportunity for the provider to submit paperwork for a mileage review; therefore, the paperwork must be complete and accurate.

DESE, or its designee, will review the information recorded on the daily mileage logs to verify the dates mileage was traveled corresponds to an authorization and claim for service.

Additionally, DESE or its designee will use MapQuest at [www.mapquest.com](http://www.mapquest.com) to verify the accuracy of the miles recorded on the daily mileage logs.

The provider will be notified if the review resulted in a Pass or Fail. If there are miles on the daily mileage log that failed the review, then the reimbursement previously paid to the provider for those miles will be recovered from the provider's next scheduled Electronic Funds Transfer (EFT) payment.

## SECTION IV: TRAVEL INCENTIVE

First Steps offers a travel incentive for a provider willing to drive 60 miles or more in one direction to deliver services to a family in the natural environment. The distance must be 60 miles or more from the provider's official domicile to the location of the visit. The travel incentive is paid at a flat rate equal to the provider's rate for one hour of service.

The travel incentive is reimbursed in addition to mileage. The travel incentive is an authorization the Service Coordinator enters in WebSPOE. The provider then can submit a claim for dates of service where travel was 60+ miles in one direction to deliver services.

Providers may have multiple travel incentive authorizations however not all of these authorizations may be claimed. It is important providers understand the parameters for making a claim on a travel authorization.

### A. One Travel Incentive Claim Per Trip Per Day

A "trip" is defined as a provider leaving their official domicile, traveling 60 miles or more to see one or more First Steps families in the same area and returning to their official domicile. A provider who sees two or more children in one day in the same area where all are 60+ miles away should receive a travel incentive authorization for each child. However, the provider cannot claim on multiple travel authorizations, the authorizations are entered in case one family cancels.

For example, a provider sees three children (Johnny, Joe and Sally) and their families all live 65 miles from the provider's official domicile. All three children will have an authorization for travel; however, the provider only claims travel for the trip by billing on Sally's travel authorization.

### B. More Than One Travel Incentive Claim Per Trip Per Day

There are two instances when a trip may include multiple directions where each trip is 60+ miles. In the two instances described below, a provider can claim more than one travel incentive in one day.

#### 1. Multiple Visits Trip

A provider leaves their official domicile and travels 60+ miles to see one or more First Steps families then returns to their official domicile. Later that same day, the provider leaves their official domicile again and travels 60+ miles to see one or more different First Steps families. Then the provider returns to their official domicile.

For example, a provider visits the homes of Tommy and Sue in the same day. The provider leaves their home in the morning and travels 65 miles to conduct an evaluation

in Tommy's home. The provider returns to their home. Later that same day, the provider leaves their home again and travels 72 miles to conduct a home visit with Sue and returns to their home. This provider would be authorized for travel incentive for both Tommy and Sue and the provider can bill on both in the same day.

## **2. Stacked Visits Trip**

A provider leaves their official domicile and travels 60+ miles to see one or more First Steps families in a particular area. When leaving this area, the provider travels 60+ miles further away from their official domicile (the provider is now approximately 120 miles from official domicile) and sees one or more First Steps families in this additional area. Then the provider returns to their official domicile.

For example, a provider visits the homes of Maria and Juan in the same day. The provider leaves his office and travels 78 miles to conduct an assessment in Maria's home. The provider leaves Maria's home and travels 61 miles further away from his official domicile to conduct an assessment in Juan's home. Then the provider returns to his office, which is 139 miles from Juan's home. This provider would be authorized for travel incentive for both Maria and Juan and the provider can bill on both in the same day.

## SECTION V: FREQUENTLY ASKED QUESTIONS

**Question 1:** Does DESE reimburse mileage for Early Intervention Team (EIT) meetings?

**Answer:** No. Mileage for EIT meetings is not reimbursed by DESE at this time.

**Question 2:** If early intervention services (e.g., group special instruction) are delivered in the same setting as the provider's official domicile (e.g., a special purpose center), can the provider claim mileage to deliver the service?

**Answer:** No. Mileage cannot be claimed for providers who deliver services in the same location as their official domicile.

**Question 3:** Can a provider be reimbursed mileage for going to a doctor appointment with a family?

**Answer:** No. A provider cannot claim mileage for attending a child's doctor appointment because a doctor's office is considered a special purpose setting/clinic. Note: Attending a child's doctor appointment would only be considered a First Steps service if the IFSP team specifically identified this as a need and the provider was authorized in the IFSP to do so.

## APPENDIX A - SAMPLE FIRST STEPS PROVIDER DAILY MILEAGE LOG

All fields are required for mileage reimbursement.

**Provider Name:** Suzie Smith, Special Instructor/ABA Provider

**Official Domicile:** 1234 Main Street, Anytown, Missouri 63999

Date of Service	Service Authorization #	Child Last Name	Child First Name	Discipline	Service Provided	Start Address	Destination Address	Round Trip	Trip Mileage
1/25/16	A330012345-1	Auburn	Abby	SI	Eval/Assess	1234 Main Street, Anytown, MO 63999	123 Maple Drive, Anytown, MO 63999	X	32
1/25/16	A330023456-2	Brown	Billy	SI	Direct Child	1234 Main Street, Anytown, MO 63999	111 Oak Blvd, Anytown, MO 63999		10
1/25/16	A330034567-45	Copper	Carrie	SI	Direct Child	111 Oak Blvd, Anytown, MO 63999	222 Willow Ave., Anytown, MO 63999		15
1/25/16	330045678	Emerald	Evie	SI	IFSP Meeting	222 Willow Ave., Anytown, MO 63999	444 Dogwood Lane, Anytown, MO 63999		17
1/25/16	A330067890-38	Fuchsia	Frankie	ABA	Direct Child	444 Dogwood Lane, Anytown, MO 63999	555 Pine Street, Anytown, MO 63999		21
1/25/16	End of Day Mileage					555 Pine Street, Anytown, MO 63999	1234 Main Street, Anytown, MO 63999		14
								<b>TOTAL MILES:</b>	<b>109</b>

I certify that the information entered as required to request First Steps mileage reimbursement is accurate and correct to the best of my knowledge. I agree to the conditions as outlined in the First Steps Provider Mileage Guidance and Instructions as required for mileage reimbursement and understand that First Steps will adjust any and all mileage reimbursement payments if errors are found in the information I have entered.

Suzie Smith  
**Provider Signature**

1/25/2016  
**Date**

# APPENDIX B - SAMPLE FIRST STEPS MONTHLY MILEAGE INVOICE



Central Finance Office  
 Missouri First Steps  
 PO Box 29134  
 Shawnee Mission, KS 66201-9134

Questions? Call Provider Claims at: (866) 711-2573 ext. 1

First Steps providers are allowed to submit **one new invoice per month** per payee account.

Mileage is reimbursed at \$0.47 per mile traveled.

For complete instructions, go to the First Steps Provider Mileage Guidance and Instructions at:

<http://dese.mo.gov/special-education/first-steps/providers>

**Section 1: New Invoice** (must be submitted within 60 days of the dates of service)

**Note:** All boxes in Section 1 must be completed for new invoices.

- **Payee Name** and **Tax ID** are the official name and number on record with the CFO.
- **Invoice Number** is a number you designate. It is a combination of the Independent/Agency tax ID, a dash and the month and year (in MM-YYYY format).
- **Mileage Service Month/Year** is the month and year that provider miles were actually traveled.
- **Total Invoice Amount** is the total dollar amount calculated for this mileage invoice.

<b>Payee Name</b>	<b>Tax ID</b>
ABC Early Intervention Agency	123456789
<b>Invoice Number</b>	<b>Month/Year Mileage Traveled</b>
123456789-122015	12/2015
<b>Total Number of Providers</b>	<b>Total Number of Miles Traveled in Month/Year</b>
5	625
<b>Total Invoice Amount</b>	293.75

**Section 2: Correction** (must be submitted within 180 days of the dates of service)

**Note:** All boxes in Section 2 must be completed for correction invoices.

- **Original items** are information from the invoice previously submitted.
- **Corrected items** are information intended to be corrected in this submission.

<b>Original Invoice Number</b>	<b>Reason for Correction</b>
<b>Original Total Number of Providers</b>	<b>Corrected Total Number of Providers</b>
<b>Original Total Number of Miles</b>	<b>Corrected Total Number of Miles</b>
<b>Difference in Miles Submitted in this Correction</b>	<b>Corrected Invoice Amount in Dollars</b>

I certify the above mileage was incurred by me and/or my staff during the Month/Year indicated. I certify only miles traveled by First Steps providers for the purpose of authorized First Steps services in the natural environment are included in this invoice. I understand I may be required, upon request, to provide documentation to substantiate this invoice.

Provider Sample	Provider Sample	1/5/16
Printed Payee Name (required)	Payee Signature (required)	Date