



## CHILDREN'S ADMINISTRATION REGION 5

### REGIONAL EXPECTATIONS AND PROCEDURES

**SUBJECT:** Foster Care Transportation and Mileage Reimbursement for Foster Parents, Relative Caregivers and to private child-placing agency licensed foster parents of CA-placed children.

**AUTHORIZING SOURCE:** CA Practices & Procedures Guide 4538-45384  
WAC 388-25-0090, 0100, 0125  
SAAM – Chapter 12-Transportation; 20-Auditing  
WAC 392-141-190

**EFFECTIVE DATE:** Feb 1, 2009

**SUNSET REVIEW DATE:** Feb 1, 2011

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#### PURPOSE:

This protocol ensures a uniform and coordinated approach within Children's Administration (Region 5) for processing and approving foster care transportation and mileage reimbursement for foster parents or relative caregivers.

#### SCOPE:

This protocol applies to all foster parents and relative caregivers seeking reimbursement for travel services for children under their care and to private child-placing agency licensed foster parents of CA-placed children. This protocol also applies to all Region 5 field offices and staff responsible for processing and approving foster care and relative caregiver reimbursement.

#### PROTOCOL:

This document reviews and implements current practice and guidelines for Foster Care Transportation and Mileage Reimbursement – SSPS Code 3233 for all of Region 5.

A. Foster parents and Relative caregivers may be reimbursed for **case related transportation activities:**

1. Court Ordered Visitation
2. Court Hearings
3. Medical, dental, counseling sessions.
4. Attendance at meetings at the request of the social worker.

- B. Transportation activities, that are for **typical, parenting and/or age development appropriate activities** are **not** reimbursable:
1. Transportation for haircuts
  2. Sports events
  3. Vacation
  4. Birthday parties
  5. Daycare
  6. School
  7. Recreational activities, practices or lessons
  8. Shopping
  9. Transportation to/from respite
  10. WIC

**PROVIDERS:**

- A. Providers must submit for reimbursement on a monthly basis. Travel reimbursement forms must be submitted within 90 days of travel per **DSHS Administrative Policy 19.10.02. Any mileage submitted after 90 days will not be reimbursed.**
- B. Multiple trips to the same location on the same day for the convenience of the driver will not be reimbursed. The trip must be necessary in relation to the foster care case, which makes it state business.
- C. Transporting more than one child to the same destination constitutes a single trip and will only be reimbursed for one of the children.
- D. Reimbursement must be claimed only on the Region 5 Mileage Reimbursement form attached. Mileage will be paid at the effective rate at the time of travel as defined by the Office of Financial Management.
- E. Provider must sign and date each claim certifying accuracy.

**PAYMENTS:**

- A. Routine transportation reimbursement payments of \$100.00 or less may be approved by the social worker handling the case.
- B. Routine transportation reimbursement payments of \$101.00 to \$300 must be approved by the social worker and the social worker's supervisor.
- C. Routine transportation reimbursement payments of \$301.00 - \$500.00 must be approved by the social worker, the social worker's supervisor, and the Area Administrator.
- D. Any transportation reimbursement payment of over \$500.00 must be reviewed and approved by the Regional Business Manager.