



Hillsborough Kids, Inc. Policy & Procedure

Series: 700: Provider Network & Licensing
Policy Name: Foster Parent Travel Reimbursement and Travel Support
Policy Number: 706
Origination Date: 06/09/09 **Revision Date:**
Regulation: 65C-13.003 F.A.C.

Related Documents: Foster Parent Mileage Reimbursement

Policy

It is the policy of the Hillsborough Kids System of Care to support foster families as they manage the day-to-day transportation needs of foster children. It is the expectation that foster parents participate in transportation of foster children to the greatest extent possible, consistent with their role as parent/caregiver. To ensure this policy is carried out, the following procedure is in effect.

Procedure:

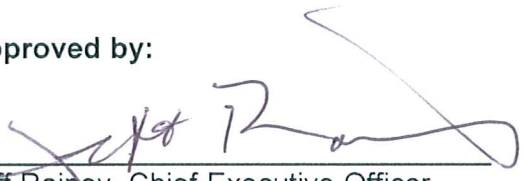
1. Foster parents are the primary transporters of foster children in their care and agree during their initial training to assume that responsibility.
2. As a back-up support and with sufficient notice, the Hillsborough Kids System of Care provides transportation and/or assists the foster family to arrange transportation for their foster children to medical, psychological, dental, school, and other appointments as required. See Transportation of Clients policy, 400.003, for further description of transportation support assistance provided by Hillsborough Kids System of Care.
3. Foster parents will maintain a Hillsborough Kids mileage form to collect mileage data each month. Appropriate transportation for mileage claim includes:
 - a. transportation to medical, visitation, court related events,
 - b. Psychological and dental appointments.
 - c. school meetings and conferences
 - d. required in-service training
 - e. Additional claims may be submitted for reasonable mileage based on individual circumstances provided prior approval was given by the Case Management Team.
4. The foster parent must submit the mileage form directly to Hillsborough Kids Accounting. The completed form is due by the 15th day of the month following the claim for processing with the upcoming month-end board payment.



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- a. To ensure quick turnaround for all mileage reimbursement, please make sure that the mileage form is accurate, claiming only allowable miles and destinations, and legible.
 - b. Requests for toll expense reimbursement must be accompanied with either toll receipts or monthly Sun Pass statements.
5. Mileage may only be submitted for periods not to exceed 60 days prior to the date of submission.
 6. Periodically, Hillsborough Kids Management audits the travel reimbursements.

Approved by:



Jeff Rainey, Chief Executive Officer



Date

