

Self-Hired Staff Toolkit

SELF-DIRECTION TRANSPORTATION OPTIONS

Mileage reimbursement covers all vehicle operating costs included in the IRS standard mileage rate, such as gas, registration, inspections, insurance, repairs and maintenance.

INDIVIDUAL DIRECTED GOODS AND SERVICES TRANSPORTATION

IDGS can cover transportation reimbursement for mileage or public transportation costs (bus, train, rideshare and taxi) related to transportation provided to/from:

- IDGS community classes, direct provided therapies (art, music, riding, aquatic, play), memberships and camps
- Medicaid-funded services included in the self-direction budget that do not provide transportation (for example, agency-provided respite)
- Trips with self-hired staff members to generic community locations that are related to a valued outcome

IDGS transportation cannot cover:

- Transportation to or from locations that have other sources of transportation funding available (including but not limited to medical appointments, school or day hab); transportation outside of the United States, Puerto Rico, US Virgin Islands, Guam, or Canada; transportation to locations outside of New York State provided by anyone other than an actively working staff member
- Airfare, however airfare costs for self-hired staff members may be covered in some cases by OTPS staff activity fees

OTHER THAN PERSONAL SERVICES: PERSONAL USE TRANSPORTATION (PUT)

PUT can cover transportation reimbursement for mileage or public transportation costs (bus, train, rideshare, airfare and taxi) related to transportation provided to/from:

- Generic community locations related to valued outcomes in the life plan related to the person's health, safety or independence
- Work
- Vacation (see below for details on allowed locations)

Personal Use Transportation cannot be used for:

- Transportation to or from locations that have other sources of transportation funding available (including but not limited to medical appointments, school or day hab), transportation outside of the United States, Puerto Rico, US Virgin Islands, Guam, or Canada.

OTHER CONSIDERATIONS:

- Mileage for family vacations/trips will be split by the number of people in the vehicle. A family vacation/trip is defined as an overnight trip.
- Transportation should be specific to the needs/desires of the person.
- Reimbursement requests should include the complete address for any location that is not easily identifiable in the community.
 - An easily identifiable location would be something like the Lockport YMCA or the Latta Road Wegmans. A location that would need a complete address with be somewhere like "Grandma's house" or "YMCA".
- Proof of travel can be requested at any time.