

## **General Travel Claim Information July 2016:**

- 1.) Foster parents may be reimbursed for four trips per month per child.
- 2.) When multiple children are being transported on the same trip, mileage can only be claimed once.
- 3.) A trip must be at least 26 miles round trip in order to be claimed
- 4.) Qualifying trips are limited to the following per OAC 75:
  - o (A) visits with parents;
  - o (B) visits with the child's sibling;
  - o (C) court hearings;
  - o (D) medical, behavioral health, dental, or vision appointments. Transportation for medical appointments is limited to appointments not covered by medical transport provided by SoonerCare; or
  - o (E) transporting a child who is placed in either the Oklahoma School for the Blind or School for the Deaf to and from the foster placement to the school on a bi-weekly basis

### Other qualifying trips:

- o Court ordered visits with relatives.
- o Visits with a relative who was primary guardian when child was brought into custody.
- o Visits with a relative if permanency for the child is being sought with the relative.
- o WIC appointments can be counted if child went and saw physician. Picking up vouchers only does NOT qualify
- o Visit between the child and the attorney

### Non qualifying trips:

- o Pick up or drop off of child for placement
- o Taking or picking up a child from respite
- o Visit between the child and the caseworker
- o Travel to Family Team Meetings

- 5.) Special requests to approval travel that is not considered to be a qualifying trip per policy must come from the District Director.

- o An email from the District Director should state the hardship and why the claim should be approved.

§ Send email from District Director to Jamie Ledoux, Deputy Director.

§ An approval email from Deputy Director must be attached to every special permission travel claim.

§ Special permission travel is usually approved for a 90-day time period.

- 6.) A travel claim cannot have two KK numbers.