

Children's Administration (CA)  
*Retroactive Caregiver Transportation Reimbursement Criteria*  
**July 1, 2009 to January 31, 2010**

Greetings Caregivers,

March 1, 2010

Thank you for making a difference in the lives of children every day. CA appreciates the commitment you have made to provide a safe, loving home to children in out of home care. We understand how vital your role is in meeting the individual needs of children.

Children's Administration has standardized our mileage reimbursement policy and we developed the necessary steps to reimburse you **retroactively** for child related transportation not previously reimbursed for the period of **July 1, 2009 to January 31, 2010**. If you believe you have provided transportation activities that have not been previously reimbursed, resubmit a claim for those reimbursements. For all transportation reimbursements after January 31, use the **Caregiver Monthly Mileage Voucher**. Remember all mileage reimbursement requests must be submitted within **90 days**.

**Directions:**

1. Complete the **Caregiver Monthly Mileage Voucher** by entering the child specific travel information and return the form by **April 15, 2010**. (*Requests received after April 15 can not be processed*)
2. All transportation must be related to **child specific transportation** and meet one of the **Reimbursement Criteria** below.
3. Send Retro Monthly Mileage Vouchers to: the Regional Business Manager:  
  
Region 1: 1313 N Atlantic St, Spokane WA 99201; Region 2: 315 Holton Ave #200, Yakima WA 98902; Region 3: 840 N Broadway B-504, Everett WA 98201; Region 4: 100 W Harrison #400, Seattle WA 98119; Region 5: 2121 S State St, Tacoma WA 98405; Region 6: PO Box 45714, Tumwater WA 98504.
4. Your social worker will contact you if there are any questions about any part of your reimbursement request.
5. We anticipate mileage payments should arrive by July 1, 2010.

For further information please contact: Dinah Martin, Foster Care, Kinship Care Program Manager at 360-902-0740 or email: [Dinah.Martin@dshs.wa.gov](mailto:Dinah.Martin@dshs.wa.gov)

**July 1, 2009 to January 31, 2010-Reimbursement Criteria:**

Reimbursement to Caregivers for transportation that is necessary to meet the **individual needs** of the child through ongoing case planning. Reimbursements may include but is not limited to the following:

- Visitation with parents or siblings
- Court hearings
- Court-ordered activities
- Medical, dental, counseling sessions
- Attendance at meetings at the request of the social worker
- Child specific State approved caregiver trainings include:
  - Trainings specific to the needs of the children in the home, and
  - First aid and HIV/BBP
- Transportation to maintain educational stability or participation in school-related extracurricular activities
- Transportation to and from respite, for mileage in excess of 10 miles each way
- Transportation to and from childcare, for mileage in excess of the caregiver's regular commute to work
- Transportation to and from the parent-child/sibling visit or appointment that is longer than 3 hours and the caregiver returns home
- Other transportation necessary to meet the needs of the child identified in ongoing case planning

**Note:** Transportation activities that are part of typical parenting and/or age/developmentally appropriate activities are **not** reimbursed. These activities include:

1. Haircuts
2. Sports events
3. Vacation
4. Birthday parties or shopping
5. School – except as indicated above
6. Recreational activities, practices or lessons

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