

RESOURCE FAMILY MILEAGE REIMBURSEMENT ELIGIBILITY CRITERIA

- 1) Trip is for an OCS child in the resource family's home
- 2) Trip is pre-approved by the case worker
- 3) Trips exceed 50 miles per week (Sunday through Saturday)
- 4) Mileage is for one of the following reasons:
 - Counseling Appointments
 - OCS required activities (ie: family contact approved on a family contact plan)
 - Doctor, dentist, other medical appointments
 - Educational continuity, if the home the child is placed is not on the bus route to their school (excludes mileage to school for extracurricular activities)




RESOURCE FAMILY MILEAGE REIMBURSEMENT PROCESS

- 1) Traveler completes mileage form -> located [HERE](#) (under M)
- 2) Traveler signs mileage form and submits to case worker
- 3) Case worker will provide case number and names of children traveling
- 4) Case worker signs mileage form and submits to hss.ocs.vendor.payments@alaska.gov
- 5) Vendor Payments Unit (VPU) will review log, assess eligibility using CODE, deduct 50 miles/week
- 6) VPU will then send the mileage to providepay@alaska.gov
- 7) Provider Payments Unit will create the Request for Funds and process payments in IRIS
- 8) Mileage reimbursement issued to resource family



VACATION TRAVEL REIMBURSEMENT GUIDELINES

- 1) Provide as much notice as possible to the case worker regarding the vacation travel.
 - 2) Reimbursement for vacation travel is limited to once in a 12-month period per child.
 - 3) Maximum allowable reimbursement is \$800.00 per child.
 - 4) Booking of vacation travel is the responsibility of the resource parent (OCS does not purchase tickets for vacation travel).
 - 5) Reimbursement for transportation occurs after travel has been completed.
 - 6) Reimbursement only covers the cost of transportation (bus, ferry, airfare) and does not reimburse for lodging, rental cars, food or entertainment.
 - 7) Tickets booked using mileage points, companion fares or coupons will only be reimbursed for the taxes and fees associated with the trip. OCS can only reimburse what was actually paid by the resource parent.
 - 8) Copies of paper boarding passes are required in order to submit receipts for reimbursement. Boarding passes from an app may disappear once travel is complete (keep paper copies).
 - 9) Upon completion of travel resource parent submits copies of boarding pass and travel receipts to the Special Needs Hotline at hss.ocsservicearray@alaska.gov
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