Programs <u>Social Welfare</u>

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P-2127 <u>Fair Hearing Procedures</u> (Continued)

C. Transportation

- 1. Transportation for any applicant traveling by private auto will be paid if the client completes a Vermont Personal Expense Claim including the following information:
 - name of person who provided transportation (it does not have to be the client)
 - address of person who provided transportation
 - Social Security number of person who provided transportation
 - date expense was incurred
 - explanation of why expense was incurred
 - total mileage and cost, figured at rate of State employees' reimbursement
 - signature of person providing transportation; date
 - IM supervisor's signature; date

Send the completed claim to Accounts Payable, Administrative Services.

2. Alternatives for those with special transportation needs

Transportation for those with special transportation needs will be handled by the Transportation Broker, according to the following procedures:

- All clients requesting a Fair Hearing will be notified by the inclusion of a card stuffer with the fair hearing schedule that DSW will reimburse recipients for transportation costs. Text of the stuffer reads:

Notice to Social Welfare Clients

If you are appealing a decision made by the

Department of Social Welfare, you can be paid back for your travel expenses if your Fair Hearing is held outside of the town where you live and you travel by car. Your Eligibility Worker will help you to fill out the forms.

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Transportation (continued) C.

If you have a special transportation need such as a lift equipped van or have no car and cannot find a ride to your hearing, call your Eligibility Worker or the District Director of your local Social Welfare office. Special transportation can be arranged, even if you live in the town where the hearing is held.

3. Special Transportation needs defined

A person is considered to have special transportation needs if he or she:

does not have a car which is registered, inspected, and operating, or is legally, medically or otherwise incapable of driving his or her own vehicle,

or

requires special vehicle equipment such as lifts, ramps, hand controls, and does not own such a vehicle,

doesn't own a car, states that he/she is unable to borrow a vehicle or get a ride from a friend or relative,

and

would be unable to attend the hearing unless transportation was provided.

The Eligibility Worker, on receipt of the request for special transportation, will:

- Evaluate the need for such transportation in terms of the criteria above
- Complete the DSW 160 Reach Up and Fair Hearing Transportation Authorization and distribute copies as follows:

case file white:

yellow: client

pink & gold: broker - Advise the client that(s)he must contact the Broker to make further arrangements. The Broker will determine what is the most appropriate form of transportation, and bill the Medicaid Division for the cost, using the DSW 160FT, Vermont Public Transportation Association Fair Hearing Transportation.