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Bulletin No. 90-22

P-2127

P-2127 Fair Hearing Procedures (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.

- 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.