



CABINET FOR HEALTH AND FAMILY SERVICES
OFFICE OF THE SECRETARY

Steven L. Beshear
Governor

275 East Main Street, 5W-A
Frankfort, KY 40621
502-564-7042
502-564-7091
www.chfs.ky.gov

Audrey Tayse Haynes
Secretary

Contract Correspondence Transmittal (CCT)

CCT Number: 15-12	Date of Issue: 10-19-15
Issuance: Division of Protection and Permanency, Assistant Director-Christa Bell <i>CBell</i>	
Key Words/Phrases: Transportation log and reimbursement for mileage beyond the 40 mile radius	
Attachments/Forms:	

The purpose of this transmittal is to provide PCC/PCP staff clarification on the use of transportation log and regarding reimbursement of mileage beyond the 40 mile radius due to DCBS receiving several questions recently regarding this issue.

Please review the below procedure for completing the transportation log and for reimbursement for mileage beyond the 40 mile radius. This procedure will be included in the upcoming PCC Agreement, expected as early as January 2016. However, this procedure is expected to be implemented immediately to ensure payments are remitted promptly.

- 1) Provider staff shall complete the transportation log and submit it with its monthly billing invoice to the regional billing specialist.
- 2) If multiple children are transported, mileage beyond the forty (40) mile radius shall be divided among all the children, and the provider shall indicate on each child's transportation log that the trip's mileage was shared with another and the number of children transported together.
- 3) Upon receipt of the transportation log, the regional billing specialist shall obtain verification of mileage claimed from the Cabinet social services worker for the child or children.

If you have any questions regarding this transmittal please contact Christa Bell at Christa.Bell@ky.gov or by telephone at (502) 564-6852.

