

April 1, 2019

**Transportation Assistance for Access to Professional Services**

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As part of your 2019/20 service plan, Children's disABILITY Services has set aside funds to help subsidize the costs of bringing your child to services that are not available in your community. This letter will explain which expenses are eligible and how to make a claim for reimbursement.

Assistance is available when your child must travel more than 40km one way to access eligible disability-related services. Please speak to your Community Service Worker about the appointment before travelling to ensure that you are eligible for reimbursement from Children's disABILITY Services.

**TRANSPORTATION**

When travelling by private vehicle, Children's disABILITY Services can reimburse your actual gas and parking costs incurred to bring your child to his/her appointment. You may be reimbursed for the gas used travelling to and from the appointment when receipts are provided. You are asked to fill your vehicle before travelling and upon your return home to ensure reimbursement of your actual fuel costs.

or

When travelling in a private vehicle, Children's disABILITY Services can reimburse you for mileage to bring your child to their appointment. The mileage rate is cents per kilometer, which covers your gas and parking costs.

or

When travelling by public transportation, Children's disABILITY Services can reimburse the fares for your child and an accompanying caregiver including local travel to and from appointments, accommodations and stations.

**MEALS**

Meals may be reimbursed at the per person rates below for your child and an accompanying caregiver when the appointment will keep them away from home for more than eight hours.

<u>Breakfast</u>	<u>Lunch</u>	<u>Supper</u>	<u>Daily Maximum</u>
\$	\$	\$	\$

## **ACCOMMODATIONS**

Accommodations may be reimbursed when approved by your Children's disABILITY Services. Accommodations can be arranged by your Children's disABILITY Services with the bill being sent directly to Children's disABILITY Services, saving you from paying up front for the accommodations. You may be reimbursed up to \$ (plus taxes) per night when you make your own arrangements.

## **MAKING A CLAIM FOR REIMBURSEMENT**

To request reimbursement for transportation expenses, you will need to submit:

- a completed Department of Families invoice
- original detailed receipts
- written confirmation that your child attended the appointment (if required) using either *Confirmation of Attendance* form (enclosed) or a note from the practitioner's office

Reimbursement requests should be submitted to your Children's disABILITY Services by the **10<sup>th</sup> day of the month** following the travel. Claims for travel in March should be received by April 7. Claims may not be approved if they are received after these dates.

Your reimbursement may be deposited directly into your bank account by completing and returning the attached *Direct Deposit Payment* form.

If you have any questions about assistance with transportation costs, please contact me at the number listed below.

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Community Support Worker  
204-XXX-XXXX

This information is available in alternate formats upon request  
Ces renseignements sont offerts dans d'autres formats sur demande