



MEDICAID/CHOICE Mileage Tracker



Caregiver (PRINT): _____ Client (PRINT): _____

Pay Period: _____

Date	Specific Location(s)	Miles

Client Signature: _____

ONE MEDICAID/CHOICE MILEAGE TRACKER PER CLIENT

Mileage Tracker is due to the office on Mondays following the pay period. Email to: payroll-indy@comfortkeepers.com

Mileage allowance: Up to 1 mile per Attendant Care/Home and Community Assistance hour worked with client, but **no more than 40 miles per week**.

Mileage tracker must include specific locations visited. Client or client representative must sign for each Mileage Tracker Form.

TRANSPORTATION/ERRANDS GUIDE

What transportation can caregivers provide?

Caregivers can provide transportation for life essential outings in the community including:

- Grocery store
- Food Bank/Pantry
- Pharmacy
- Bank
- Dr's appointment
- Physical Therapy
- Dialysis

What is my mileage allowance per week?

- Medicaid Waiver/CHOICE Mileage allowance:
Up to 1 mile per hour worked with client, but no more than 40 miles per week will be reimbursed at a rate of \$0.42 per mile. Mileage must be recorded on mileage tracker and must include locations visited. Client or client representative must sign for each Mileage Tracker Form. Mileage tracker to be turned in to payroll department. If mileage tracker is incomplete, reimbursement may not be approved and processed.
 - Mileage allowances are based on the number of Attendant Care and Home and Community Assistance hours your client receives per week. If your Attendant Care or Home and Community Assistance schedule is 5 hours, 5 days per week = 25 miles per week
- Mileage trackers to be turned in on Monday following the pay period in which they occurred. Late submissions will not be processed for reimbursement.
- If you do not know how many miles you are permitted to drive per week, please call the office.

Can my client put gas in my car?

- **NO** – Clients or family members are not permitted to give caregivers money to put gas in their vehicles in any way, shape, or form. This could lead to immediate termination.

Can I drive my client's vehicle if they ask me to?

- Caregivers are permitted to drive a client's vehicle IF the agency has a copy of the client's auto insurance on file for the vehicle AND caregiver has a valid driver's license.
 - Please call for verification.
- If the caregiver drives the client's vehicle, there are no agency limits on mileage (client may set limitations).
- If the caregiver drives the client's vehicle, there is no mileage reimbursement to the caregiver.

Can I ride with my client if they drive?

- No – caregivers are not permitted to ride with a client or family member if the client or family member is driving due to liability reasons.

If my client uses public transportation, "Medicaid cab" or other transportation service can I ride with them?

- Yes – as long as the public transportation allows it. If there is a fee for an additional rider, the client is responsible for paying that fee for caregiver to ride with them.

Caregivers CANNOT provide transportation/errands for any friends or family members of a client.

Caregivers CANNOT take a client to the Emergency Room when client is having a medical emergency. Call 911

Mileage is NOT allowed under VA, Medicaid PA or Respite home health aide services.

Questions? Call the office