

# AGED AND DISABLED WAIVER-TRANSPORTATION REQUEST

---

## PROCESS TO REQUEST ADDITIONAL ADW NON-MEDICAL TRANSPORTATION

If it is necessary to request more mileage in a month than is provided by the 300 miles, the provider must:

**DIRECTIONS:** Information for the request must be submitted to the Bureau of Senior Services (BoSS) by the fifth (5<sup>th</sup>) calendar day prior to the month you are requesting additional mileage, i.e. if you want additional mileage for the month of September, your request must be submitted to BoSS by August 5<sup>th</sup>.

**EXCLUSION:** Additional mileage will **NOT** be granted for the following:

- a. To go to the grocery store more than one time per week.
- b. To go to the pharmacy more than one time per week.
- c. To go on essential errands because mileage was exhausted going to community activities.

**EMERGENCIES:** For emergencies, additional mileage still has to be requested in advance. Limit of 3 emergencies per year. Criteria that qualifies as an emergency:

- a. Unanticipated medical appointment that will not be covered by Medicaid that had to be scheduled quickly due to serious medical problems, such as VA appointments. You must provide documentation that another funding source such as VA will not cover the transportation costs.
- b. Unanticipated essential errand due to utility outage/natural disaster – (examples: to buy food after electric has been off for several days resulting in refrigerator full of spoiled food, to do laundry at laundromat after house has flooded and dirtied all clothing, all bed linens, etc.).

Request can be faxed to BoSS at 304-558-6647 to the attention of Barbara Paxton and copied to Arlene Hudson. They may also be emailed to [Barbara.A.Paxton@wv.gov](mailto:Barbara.A.Paxton@wv.gov) and copied to [Arlene.M.Hudson@wv.gov](mailto:Arlene.M.Hudson@wv.gov).

\*\*\*Please note that any documentation sent in is subject to review by BoSS staff and therefore, if disallowable items are found, a claim will be created and BMS will seek the monetary remittance.