

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:

1. Provide documentation about the past month regarding mileage. Be specific – where did the PA travel to? For what purpose? Was there something closer that could have provided the need? If so, why was it discarded to go someplace farther away?
2. Provide documentation about what the anticipated mileage will be for the month that you will exceed 300 miles. Provide proof if this is going to be a reoccurring appointment.
3. Provide information about what efforts were made to use other sources for transportation such as friends, family, senior center transportation, etc.
4. Description of where person lives, where the closest grocer is, affordability of the items at that grocer, location of closest quick mart, etc.
5. Information for the request must be submitted to BoSS by the 5th 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 to BoSS by August 5th.

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. Using up miles for Community Activities and no miles are left for Essential Errands.

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 must be faxed to BoSS at 304-558-6647.

***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.