


# LRS CHAPTER 4, TECHNICAL ASSISTANCE & GUIDANCE MANUAL

 <p>LOUISIANA <b>WORKFORCE</b> COMMISSION The Department of Labor</p>	<b>Part</b> 412.21	<b>Name</b> Transportation	<b>Effective Date</b> *2/13/2023**
	<b>Authorization</b> Federal Register, Volume 81, Department of Education, 34 CFR 361, Part VI, State Vocational Rehabilitation Services Program, §361.48, §361.50, §361.52, §361.53 and §361.54.		

The Counselor must apply all LRS Policy/Procedure relative to Consumer Participation in the Cost of Services (Section 411 Financial Status) and Comparable Services/Similar Benefits (Section 410) when providing transportation.

## I. GENERAL GUIDELINES

- A. Transportation is a supportive vocational rehabilitation service that is provided to eligible consumers to enable their participation in other substantial/primary vocational rehabilitation services.
- B. The Counselor can provide a consumer with transportation from the consumer's residence to a place providing services, unless transportation is available from other resources.
- C. The beginning date of the planned transportation on a consumer's IPE cannot precede the beginning date of the primary vocational rehabilitation service. The ending date of transportation cannot exceed the ending date of the primary vocational rehabilitation service.

The consumer must contact the Counselor or RCA during the last week of the month to notify the agency that they continue to participate in the primary vocational rehabilitation service (such as training). If the consumer fails to contact the agency during the last week of the month, the next month's transportation payment will be canceled by the RCA.

If the consumer is no longer participating in the planned primary VR service, the RCA must immediately cancel any future recurring payments. If it is determined that the consumer received payments that he/she was not entitled to receive, this must be noted on the RS-12 cancellation form that is sent to the consumer and the vendor, if applicable. \*\*\*

## II. COST EFFECTIVENESS

The Counselor must consider the cost-effectiveness of providing funds for consumers to commute. The Counselor should relocate the consumer if the cost of transportation exceeds the cost to relocate the consumer.

### III. CALCULATION AND DOCUMENTATION OF MILEAGE FOR TRANSPORTATION

The Counselor must document in AWARE case notes how mileage was calculated in determining the transportation payment to the consumer. \*The Counselor is to attach documentation from any “map” website (i.e. Google Maps, MapQuest, etc.) to support the narrative and calculation in the case note.\*\*

### IV. RESOURCES

**Baton Rouge Capitol Area Transit Services (CATS) On-demand program:** This is the CATS website & how to apply

<https://www.brcats.com/page/cats-on-demand>

**Louisiana Department of Transportation Development Human Transportation Resource Guide** - This is the official listing, by parish, of public transit services under the Federal Transit Administration (FTA) USC 49 rural, elderly & disabled. It is searchable by parish or address:

<http://wwwapps.dotd.la.gov/multimodal/publictransportation/transitresources/>

**Louisiana Department of Health Medical Transportation Resources (non-emergency)** - Listing of approved Medicaid-providers of Non-Emergency Medical Transport services:

<http://ldh.la.gov/index.cfm/page/352>

**National Aging & Disability Transportation Resources**

<https://www.nadtc.org/about/transportation-aging-disability/>

Phone: 866-983-3222

**La. Gov Emergency Information Website** (with useful information regarding transportation during emergency events):

<http://emergency.louisiana.gov/>

**U.S. Department of Veterans Affairs Transit Services.** This website describes the Veterans Transportation Program:

[https://www.va.gov/healthbenefits/vtp/veterans\\_transportation\\_service.asp](https://www.va.gov/healthbenefits/vtp/veterans_transportation_service.asp)

#### IV. PURCHASING GUIDELINES FOR TRANSPORTATION

- A. The Counselor must use form RS-14 form as appropriate, to determine the consumer’s ability to participate in the cost of transportation. (Refer to Chapter 4, Part 411 Financial Status.)
  
- B. The Counselor must apply all Agency policy and guidelines relative to use of comparable services and similar benefits. (Refer to Chapter 4, Part 410.) To determine the availability of public transportation in the consumers’ community, the Counselor or Rehabilitation Counselor Associate may conduct a search using the following website:

<http://wwwapps.dotd.la.gov/multimodal/publictransportation/transitresources>

- C. The Counselor must use the following guidelines in determining the cost of transportation.
  - 1. Public Carrier
    - a. “Public carrier” means a vehicle or set of vehicles in the business of transporting the public, such as city bus service, ambulance company, airline, bus company (example: Greyhound), taxi, and “private” non-profit organizations that offer transportation for a fee.
  
    - b. Payment for public carrier is for actual cost only.
  
  - 2. Private Carrier
    - a. “Private carrier” means a vehicle owned by a person or family, and not customarily for hire. Example: A consumer’s neighbor can be paid to transport a consumer who has no car and no access to other less expensive transportation.
  
    - b. Payment for private carrier will be in accordance with [Louisiana State Travel Guide PPM49](#). The rate per mile includes compensation for fuel as well as normal automobile maintenance on vehicle(s), incidental repairs, and insurance. LRS will not pay for additional vehicle costs which may include maintenance, insurance, and/or repair of vehicle(s).

Mode of Transportation	Rate per mile
Automobile	*\$0.655
Motorcycle	\$0.635**

3. Out-of-state Transportation Cost
    - a. Transportation for an otherwise eligible consumer to attend out-of-state post-secondary training is limited to the cost of up to 2 round-trip coach **\*or economy\*\*** airline tickets per school year.
    - b. NOTE: A “school year” is defined as the Fall Semester and the Spring Semester\*; or, the First and Second Quarter and the Third and Fourth Quarter. Therefore, a consumer could\*\* be eligible for one (1) round trip ticket in the Fall and one (1) round trip ticket in the Spring.
- D. The Counselor must complete the IPE/Plan. Submit to the District Supervisor for approval unless Counselor is on Independent Status. Upon approval the RCA\*\*\* will enter the Authorization(s). See Chapter 4, Part 411.1 for further instructions on Secondary Approval requirements.
1. The only exception to completion of the IPE or Plan is as follows:
    - a. If transportation is provided to applicant to enable the consumer to access diagnostic services, the Counselor does not complete an IPE/an.
    - b. In these instances, the Counselor authorizes payment with an AWARE Authorization.
  2. If the total of all items/services on any IPE/ Plan is equal to or greater than \$75,000, it shall be considered “high cost.” In these instances, all Counselors must have the IPE/Plan approved by both the District Supervisor and the Regional Manager.