

Policy Transmittal

Vocational Rehabilitation



Howard Fulk, Policy and Training Manager

Number: VR-PT 19-02

Authorized signature

Issue date: 04/01/2022

Topic: Other

Due Date: 04/01/2022

- New policy
 Policy change
 Policy clarification
 Executive letter
 Administrative Rule
 Manual update
 Other: [add if needed]

Applies to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children’s Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other: All Vocational Rehabilitation staff |
| <input type="checkbox"/> ODDS Children’s Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Transportation-Mileage Reimbursement Rate to VR Clients		
Policy/rule number(s):	VR-PT 19-02 temporary revision	Release number:	4/1/2022
Effective date:	04/01/2022	Expiration date:	5/31/2022
References:	Temporary change from IRS Standard Mileage Rates (4/1/2022-5/30/2022)		
Web address:	https://dhsosha.sharepoint.com/teams/Hub-ODHS-VR/Shared%20Documents/Forms/AllItems.aspx?id=%2Fteams%2FHub%2DODHS%2DVR%2FShared%20Documents%2FPolicies%2DRules%2DRegulations%2FPolicy%2DTransmittals%2FVR%2DPT%2D19%2D02%2Dmileage%2Dreimbursement%2D2020%2D12%2D31%2Epdf&parent=%2Fteams%2FHub%2DODHS%2DVR%2FShared%20Documents%2FPolicies%2DRules%2DRegulations%2FPolicy%2DTransmittals		

POLICY

Vocational Rehabilitation (VR) uses a program-established rate of client mileage reimbursement if provided this transportation service in their individualized plan for employment.

Discussion/Interpretation:

Due to the increase in fuel prices occurring during the first quarter of 2022, Vocational Rehabilitation (VR) program will temporarily increase the standard rate for mileage reimbursement to VR clients under the service category Transportation.

This transmittal temporarily increases the mileage reimbursement rate for VR clients to 30 cents per mile for the period April 1, 2022 to May 31, 2022.

Implementation/transition instructions:

The rate established for client mileage reimbursement is set at 30 cents per mile, without exception for the period April 1, 2022 to May 31, 2022.

Any VR client currently receiving mileage reimbursement other than 30 cents per mile must have their reimbursement rate corrected to 30 cents per mile for April 1, 2022 to May 31, 2022.

Training/communication plan:

1. **Supervisors:** review and discuss transmittal with field staff.
2. **Field Staff:** review and discuss transmittal and address questions to supervisors.
3. **Supervisors:** after field level review and discussion of the transmittal, send consolidated requests for clarification to [mailto:VR.Policy@dhsosha.state.or.us?subject=Client mileage reimbursement](mailto:VR.Policy@dhsosha.state.or.us?subject=Client%20mileage%20reimbursement).
4. **VR.Policy@dhsosha.state.or.us:** provide clarification.

Local/Branch action required:

- Use the established rate of 30 cents per mile for client mileage reimbursement when authorizing this service, effective immediately.
- Identify clients that receive reimbursement at a rate other than 30 cents per mile. Inform them of the need to adjust to the current mileage reimbursement rate to assure equal treatment and compliance.
- Revise case vocational rehabilitation documentation to reflect the current mileage reimbursement rate of 30 cents per mile for the period of 4/1/2022 to 5/31/2022.

Central office action required:

Monitor need to update the reimbursement rate.

Field/stakeholder review Yes No

If yes, reviewed by: VR Leadership and field, VR-SRC Policy Legislation and Budget Committee

Filing instructions:

If you have any questions about this policy, contact:

Contact(s): mailto:VR.Policy@dhsoha.state.or.us	
Phone:	Fax:
Email: VR.Policy@dhsoha.state.or.us	