



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

1900.3 PRIVATE VEHICLE TRANSPORTATION SERVICES

Policy Directive: **21-19**

Effective Date: **April 2021**

Implements Policy: **1900**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the use of Private Vehicle Transportation Services.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. CPSW/JPOs will use individuals certified by the applicable provisions of He-C 6343 when authorizing Private Transportation Services.
- II. As applicable to case specific circumstances, transportation services should be sought from other sources, such as relatives, friends, neighbors, Medicaid, and other agencies, before authorizing Private Vehicle Transportation Services.
- III. The CPSW/JPO documents efforts to obtain transportation at no cost to DCYF in the contact log.
- IV. Private Vehicle Transportation Services may be used to meet identified needs, including but not limited to:
 - A. Appointments and other community resources;
 - B. Medical care, behavioral health treatment, or similar health related services unless the client is eligible for reimbursement through Medicaid or other insurance;
 - C. Child care services;
 - D. Recreation services and opportunities; or
 - E. Visits with children in placement.

Frequently Asked Questions

Q1. How are Private Vehicle Transportation providers certified?

- A CPSW/JPOs should identify the case specific needs and discuss them with their Supervisor. If the Supervisor agrees, the Supervisor should contact the Community and Family Support Specialist to facilitate the certification process.

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log

PD	Modification Made	Approved	Date
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