

<b>1915 PUBLIC TRANSPORTATION SERVICES</b>	
Chapter: <b>Services for Children, Youth, and Families</b>	Section: <b>Community-Based Services</b>
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: <b>07-20</b> Effective Date: <b>October 2007</b> Scheduled Review Date:
	Approved:  Maggie Bishop, DCYF Director
Related Statute(s): <a href="#">RSA 126-A</a> , <a href="#">RSA 169-B</a> , <a href="#">RSA 169-C</a> , <a href="#">RSA 169-D</a> , <a href="#">RSA 170-G</a> , <a href="#">RSA 263</a> , <a href="#">RSA 265</a> , and <a href="#">RSA 376</a> Related Admin Rule(s): <a href="#">He-C 6343</a> Related Federal Regulation(s):	Related Form(s): <b>FORM 2103, and FORM 2240</b> Bridges' Screen(s) and Attachment(s):

**Purpose**

To define the purchased service specifications for Public Transportation Services.

**Definitions**

**"Public Transportation Services"** means the provision of funds for transporting children and families to and from family support services and court through the use of taxicabs, buses, trains, airlines, other public carriers, and travel agencies.

**"Service Code"** is PT.

**"Service Unit"** means one (1) trip.

**Policy**

**Service Population**

- I. Public Transportation Services are provided for children, youth, and family members who are separated due to the child's placement in an out-of-home setting.
- II. Public Transportation Services for families who do not have children in out-of-home care settings must only be provided after approval from the CP Program Administrator or JJ Bureau Chief, who bases the decision on a written request received from the District Office Supervisor that contains the following information:
  - A. The family's specific needs;
  - B. The reasons that transportation services are necessary; and
  - C. The dates of service provision.

**Provider Qualifications**

- I. An individual or business that provides transportation services through use of taxicabs or buses must:
  - A. Possess a valid operator's license, as required by the type of transportation service;
  - B. Have insurance liability coverage;

- C. Comply with RSA 263, drivers and licenses, or with RSA 376, motor carriers of passengers, prior to applying for certification;
  - D. Meet state and municipal requirements for the transport of passengers.
  - E. Comply with RSA 265:107-a, child passenger restraints required;
  - F. During vehicle operation, ensure that all vehicle occupants use safety restraints; and
  - G. Retain documentation for A, B, D, and E above, which includes copies of licenses applicable to the public transportation service, liability insurance policies, and motor vehicle or other transportation records for quality assurance review by DCYF or DJJS.
- II. An individual or business that provides transportation services through use of airlines or trains must:
- A. Possess a valid operator's license, as required by the type of transportation service;
  - B. Have insurance liability coverage;
  - C. Meet State and Federal requirements for intra and inter state transport of passengers as required by the type of transportation service; and
  - D. Retain documentation for A, B, and C above, which includes copies of licenses applicable to the public transportation service, liability insurance policies, and other transportation records for quality assurance review by DCYF or DJJS.
- III. An individual or business that provides transportation services through travel agencies must be a travel agency that is registered with the NH Secretary of State and certified for payment by DCYF.
- IV. A provider of Public Transportation Services must not be reimbursed for transporting his or her own child or other household and family members.

**Service Provision Guidelines**

- I. The CPSW or JPPO must authorize payment for public transportation services based on a court order, a non-court agreement, or a voluntary services agreement.
- II. The CPSW or JPPO must not authorize limousine services, car rentals, or school bus travel.
- III. The CPSW or JPPO must only authorize Public Transportation after seeking other transportation arrangements at no cost to DCYF or DJJS. The "Case Contact Log" on NH Bridges must list the other transportation arrangements sought.
- IV. The "Case Plan" (Form 2240) must include the need for authorizing Public Transportation Services. The court order or voluntary agreement must specify transportation services.
- V. Public Transportation is provided to children and families to meet identified needs, including trips to or for:
  - A. Appointments and other community resources;
  - B. Medical care, behavioral health treatment, or child care services;

- C. Recreation services;
  - D. Visiting a child in placement; and
  - E. Border state locations and airports to return a child who has runaway, escaped, or absconded.
- VI. Public Transportation must be used only as a temporary solution. If service is required on a continuing basis, it must be sought through other means.
- VII. When a child is receiving services in the home, Public Transportation Services must only be provided after approval from the CP Program Administrator or JJ Bureau Chief, who bases the decision on a written request from the CPSW or JPPO that specifies the need, reasons, dates, and time limits.
- VIII. DCYF or DJJS will not pay for Public Transportation to and from medical services when children are eligible for Medicaid transportation.

**Payment and Billing Procedures:**

- I. The CPSW or JPPO must authorize payment for Transportation Services, based on a court order or voluntary agreement between DCYF or DJJS and the child’s family.
- II. The CPSW or JPPO requests services and/or placements from a certified provider by contacting the provider and arranging for the child and/or family to receive services, obtaining agreement on the begin date of service, length of service and/or number of units to be provided. Once the CPSW or JPPO finalizes the arrangements with the provider, the CPSW or JPPO notifies the fiscal specialist by Form 2103 via e-mail, note or verbal notification of the child to receive services.
- III. Services provided without a “Service Authorization” will not be paid.
- IV. The provider uses the service authorization as an invoice for services provided and submits the invoice to the county human services administrator pursuant to RSA 126-A: 3 II-a and RSA 169 and who then forwards it to DCYF for payment.
- V. No payment is allowed for bills received after one year from the date of service, pursuant to RSA126-A:3II

<b>Practice Guidance</b>
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**What is the Service Rate for this Service?**

- Refer to [Item 2700 Rates](#) (Fiscal Management Chapter, Rates Section) for current rate.