

DSS Policy and Procedure Guide	
Division 03: Child Welfare	Chapter 10: Services
Item 012: Gas/Transportation Reimbursement	
Suggested changes send to: DSS PSOA Mailbox	Issued: October 25, 2019
References: N/A	New

Preamble

Child Welfare Policy and Procedure Guides (PPG) are meant to be used as tools to relay best practice and staff expectations. It is understood that specific case scenarios may not always align themselves with the stated practices and that at all times what is of paramount importance is the Safety and Well-being of the children we are charged to protect.

Policy

The Department of Social Services (DSS) will ensure that all DSS Child Welfare clients are provided with reasonable access to transportation in order to accomplish case plan goals and meet the needs of the children in their care. The reimbursement process shall be uniformed and specific to the needs of each individual client. Gas/transportation reimbursement shall be provided as necessary to ensure the safety and well-being of children and families.

Purpose

To inform and provide DSS staff with the procedure and rates for gas/transportation reimbursement. Gas/transportation reimbursement may be provided to facilitate the completion of services, which may include but are not limited to, parenting classes, substance abuse treatment, domestic violence treatment, drug testing, and mental health treatment. It may also be utilized facilitate visitation, attend medical appointments, or any other service deemed necessary for the accomplishment of case plan goals and/or to promote the safety and well-being of children and families.

Procedure

The Social Worker (SW) is responsible for the identification and linkage of clients to services and support as deemed necessary for the accomplishment of case plan goals. The SW must make reasonable efforts to ensure that clients are able to attend classes, visitation, and appointments as needed. Gas/transportation reimbursement is one avenue in which the SW assists the family with their goals.

Clients

The SW will complete the Child Welfare Services - Service Plan (65) and the Gas/Transportation Expense form (6367) and will submit to their supervisor for approval. Once approved by the supervisor, the Service Plan and Gas/Transportation Expense form will be provided to their Program

Manager (PM) for review and approval. The PMs Administrative Assistant (AA) will then scan and email the Service Plan, Gas/Transportation Expense form to the [DSS Service Plan 65](#) mailbox.

Rates

New Selected Methodology for Gas Reimbursement

- \$50 for clients that live in the Fresno/Clovis metropolitan area

- \$75 for clients that reside in Rural Area 1 or other areas that are in comparable distance to Fresno as the following cities (up to 35 miles):
 - Caruthers
 - Fowler
 - Kerman
 - Kingsburg
 - Parlier
 - Reedley
 - Sanger
 - Selma

- \$100 for clients that reside in Rural Area 2 or other areas that are comparable distance to Fresno as the following cities (more than 35 miles):
 - Coalinga
 - Firebaugh
 - Huron
 - Mendota
 - Orange Cove

Resource Parents

Gas/transportation reimbursement may also be available to Resource Parents on a case-by-case basis as deemed appropriate by the PM. Reimbursement is at the discretion of DSS and is subject to fund availability. Examples of when gas/transportation reimbursement may be available to Resource Parents are:

- To transport minors to visits, medical appointments or psychiatric facilities outside of Fresno County
- Hotel and meal reimbursement for out of County travel to meet the needs of a minor (approval by the Resource Family Services (RFS) placement PM only)

Resource Parents will be reimbursed at the Fresno County per diem rate when transporting minors for visits, services, and medical appointments outside of the Fresno County only. The SW will complete the Child Welfare Service Plan (65) and the Service Plan Payments for Transportation Resource Parent Expenses form (6032) and will submit to their supervisor for approval. Once approved by the supervisor, the 65 and 6032 forms will be scanned and emailed to the AA for the RFS PM. Once approved by the RFS PM, the AA will then scan and email the 65 and the 6032 forms to the [DSS Service Plan 65](#) mailbox.

**Please note that there is no reimbursement to Resource Parents for travel within Fresno County.

Methodology for Future Rate Updates

Program staff shall review rates every two years to determine if a rate increase is needed and update reimbursement rate accordingly.