

Cascades West



Serving Linn, Benton and Lincoln County Residents

TRANSPORTATION REIMBURSEMENT PROGRAM GUIDE

DECEMBER 2024



A program of Oregon Cascades West Council of Governments

TABLE OF CONTENTS

Program Overview	Page 3
Program Rules	Page 3
Setting up your Reimbursement payment method	Page 4
Pre-Authoring Your Reimbursement Request	Page 5
Verifying Your Appointments	Page 5
Completing the Appointment Verification Form	Page 6
Mileage Rate	Page 6
Meals and Lodging Allowance	Page 7
Meal Allowance	Page 7
Lodging Allowance	Page 8
Lodging Verification	Page 8
Mileage Reimbursement Questions & Answers	Page 9

PROGRAM OVERVIEW

The Ride Line Transportation Reimbursement Program offers a travel allowance to eligible Intercommunity Health Network Care Coordinated Care Organization (IHN-CCO) and Oregon Health Plan (OHP) clients for certain travel expenses while traveling to and from a covered Medicaid medical service. Clients requesting transportation reimbursement typically have access to a working vehicle or know a friend or family member that is available to drive them to their medical appointment. Clients MUST call Ride Line to see if they are eligible for this program.

Clients will receive their reimbursement payments electronically through a US Bank Debit Card issued through Ride Line or in the form of a physical check.

PROGRAM RULES

Included in this program guide are some general rules you will need to follow in order to qualify for transportation reimbursement. Oregon's Transportation reimbursement rules are defined under Oregon Administrative Rules (OAR) section(s) 410-136-3240 and in the Division 136 "Medical Transportation Rule Book" available through your case worker or online at:

<http://www.oregon.gov/oha/healthplan/pages/medical-transportation.aspx>

As a Medicaid transportation broker, if Ride Line identifies a more cost effective, more appropriate transportation resource for your trip (such as Amtrak, Greyhound, etc. or a shared ride) that resource will be offered to you in place of the transportation reimbursement.

Authorization for Mileage Reimbursement FORM(REQUIRED)

Before you can start receiving any mileage, meal, or lodging reimbursement payments, you must first call Ride Line to set up an account and request a Mileage Reimbursement Packet. You will then complete and return the **Authorization for Mileage Reimbursement Client/Designated Payee form** to get your ReliaCard prepaid debit card through Ride Line or to be setup to receive physical checks for Reimbursement. Once processed, the card or check takes between 7-10 business days to arrive at your home.

Your ReliaCard can be used anywhere Visa® debit cards are accepted. Reimbursement checks can be deposited or cashed at any financial institute of your choice. Once funds are distributed, they can be used to make purchases of any kind. With the Reliacard you can also get cash back with purchases at participating merchants or withdraw cash at ATMs, banks, or credit unions. All available funds are yours to spend.

Included with your ReliaCard is information on the card and any fees the bank may have. You may check the balance of your card day or night by contacting the ReliaCard Customer Care Center at: 1-855-282-6161 or www.usbankreliacard.com

Please Note: Reimbursement must be issued to a parent or guardian when transportation reimbursement is requested for a child under the age of 18. Adults requesting a Reimbursement for the benefit of an adult client who is unable to sign the authorization form, must first provide written proof of guardianship / power of attorney prior to Reimbursement being issued in their name.

The ReliaCard is issued by U.S. Bank National Association pursuant to a license from Visa U.S.A. Inc. ©2023 U.S. Bank. Member FDIC.

PRE-AUTHORIZING YOUR REIMBURSEMENT REQUEST

All reimbursement requests must be prior authorized through Ride Line. Trips not authorized are not eligible for reimbursement. To request authorization, please use the following numbers:

**Ride Line Medicaid Transportation Brokerage
Linn, Benton, & Lincoln County
541-924-8738 or Toll Free – 866-724-2975**

Ride Line will collect your appointment information, including the date and time of your appointment, the address of the office you are going to, the medical professional you are seeing, and the general reason for your appointment. **Any requests for meals / lodging allowances must be made at the time your transportation reimbursement request is scheduled.** Reimbursement requests can be made up to 90 days in advance and no later than the same day the trip is to occur.

For urgent or emergent trips that occur after business hours or on weekends, a request for reimbursement must be made by the next business day for approval.

VERIFYING YOUR APPOINTMENTS

All appointment verifications must be on a Ride Line Appointment Verification Form. Forms must be received within 45 days of the oldest appointment date, any appointments over 45 days old no longer qualify for reimbursement.

Forms must be complete and legible or they will be returned to you. You may complete the missing information and resubmit. If this delay results in an appointment being over 45 days old, it will not qualify for reimbursement.

COMPLETING THE APPOINTMENT VERIFICATION FORM

1. Fill out your personal information at the top of the reimbursement form. Only **one client name** is permitted on each verification form.
2. Take the reimbursement form with you to each IHN / OHP Medicaid covered appointment. Pre-authorization is required since not all appointments qualify for reimbursement.
3. Complete the space with the requested information for each appointment. Incomplete information will cause a delay in processing.
4. Have the provider or a staff person in the provider's office sign and/or stamp the form to verify you attended the appointment.
5. When you have completed the appointments you want to submit for reimbursement, sign and date the form at the bottom.

The "Repeating Appointment Verification" form is for multiple appointments at the same location (dialysis, physical therapy, or counseling, etc). Have the office sign and date this form once at the **END OF THE MONTH**. However, reoccurring trips for drug and alcohol treatment must be signed **after each** appointment.

Forms are available by calling 541.924.8738 or printing from the Ride Line website at: <http://www.ocwcog.org/transportation/cascades-west-ride-line>

MILEAGE RATE

The current transportation reimbursement rate is forty-six cents (\$0.46) per mile and is calculated from your home to your medical appointment then back to your home. **Ride Line will calculate the distance using state approved mapping software. Ride Line will only reimburse you for the shortest, most appropriate route to and from your medical appointment.**

MEALS & LODGING ALLOWANCE

If you are required to travel four (4) or more hours out of your local area (including travel to and from your appointment and the length of the appointment) you may be eligible for meal and or lodging allowance. You must request meals and or lodging at the same time you pre-authorize your mileage reimbursement. Travel times are determined by using state approved mapping software.

MEAL ALLOWANCE

Meal allowances may be issued under the following conditions:

Minimum travel and appointment time of 4 hours or more, and

- Breakfast allowance -- travel **must begin** before 6 am;
- Lunch allowance -- travel and appointment time **must span** the entire time from 11:30 am through 1:30 pm;
- Dinner allowance -- travel **must end** after 6:30 pm.

Meal allowances are currently reimbursed at the following rates:

- Breakfast: \$9.00
- Lunch: \$10.00
- Dinner: \$15.00

You are not eligible for the meal allowance if you did not pre-authorize the meal request at the time you requested mileage reimbursement. You are also not eligible when a medical facility (hospital, long term counseling center, etc.) provides you meals while you are receiving medical services or have been admitted into the hospital.

LODGING ALLOWANCE

When traveling out of your local area to a covered medical service, you may be eligible for a lodging allowance when your trip meets the following criteria:

- You are **required to begin traveling before 5 am** in order to reach your scheduled appointment;
- Your travel **would end after 9 pm returning** from a scheduled appointment;
- You are **required to travel four (4) or more hours one way** to reach your scheduled appointment.

Current lodging allowances are paid up to \$110.00 per night. When your lodging expenses are less than \$110.00, Ride Line will reimburse you at the actual cost.

VERIFICATION FOR LODGING

If you have requested lodging, you must send in the original lodging receipt (no copies or faxes) to Ride Line along with the appointment verification form for the appointment that the lodging was requested for. The name of the client (or the parent/guardian of client) whose appointment is associated with the lodging request must be listed on the lodging receipt.

REIMBURSEMENT OF FUNDS

Verification Forms can be emailed, mailed, or hand delivered to our office. Forms are picked up from the reception desk and payments are processed weekly. Ride Line has up to 30 days to process all mileage, lodging, and meal reimbursement forms turned in from the date of receipt and can take up to 30 days to receive funds in the form of a check or on your ReliaCard from the date of receipt. Once your appointment and lodging expenses (if requested) have been verified, Ride Line will issue reimbursement funds.

MILEAGE REIMBURSEMENT – Questions and Answers

Q – Did you get my papers?

A – We do not have the staffing to look through hundreds of requests, if you mailed it to or dropped it off at Cascades West Ride Line, 1400 Queen Ave SE Albany, OR 97322 we should have it. Keep a copy for your records.

Q – When will I get my money?

A – Payments are processed once a week. For Reliacards any funds paid out should be deposited by the following Monday, and physical checks received within 7-10 business days. Please note, Ride Line has up to 30 days to process your form and for payment to be received.

Q – Why didn't I get paid the full amount?

A – ALL TRANSPORTATION REIMBURSEMENT REQUESTS MUST BE AUTHORIZED THROUGH RIDE LINE. TRIPS NOT PRE-AUTHORIZED ARE NOT ELIGIBLE FOR REIMBURSEMENT. Ride Line will calculate the distance to and from your appointment using state approved software mapping for the shortest, most appropriate route to and from you medical appointment. Mileage from your family or caregiver's home to pick you up is not covered.

Q - What if I forgot to get a signature or stamp at my appointment?

A – Ask your doctor to provide you the appointment date and time on their letterhead, with their signature, and turn in with your verification form.

**Cascades West Ride Line
1400 Queen Ave SE Suite 205
Albany, OR 97322**