

**ND RYAN WHITE PROGRAM PART B  
NORTH DAKOTA DEPARTMENT OF HEALTH**

**TRANSPORTATION POLICY**

Transportation assistance is an allowable expenditure under the Ryan White Program Part B funds to assist clients in traveling to needed outpatient medical or other support services.

Transportation-related expenditures are permissible if the assistance is essential for an individual gain or maintain access to and compliance with HIV-related medical care and treatment. A qualified professional who makes decisions or coordinates health care for HIV-positive individuals must document in writing that the transportation assistance is necessary. Qualified professionals may include, but are not limited to, physicians, nurses, care coordinators, or case managers.

Transportation Assistance:

- Must be essential to a client's ability to gain or maintain access to outpatient medical care or treatment.
- Must be provided to the client in the form of a voucher arrangement. The client may not receive a direct cash payment.

**PROCEDURE**

1. Completed Request for Transportation Assistance (SFN58584)

The client will submit the request for travel reimbursement form to their case manager.

2. Action Plan

Fuel Assistance: The client will be expected to keep track of the mileage on their odometer and turn in the mileage to their case manager. The case manager will then be responsible for verifying the client's mileage. Information on mileage tools will be provided by the RWHAP. Mileage will be reimbursed at \$0.34 a mile. Reimbursement will be made with gas certificates/vouchers to the nearest dollar indicated by the amount of mileage multiplied by \$0.34. The client must supply the signed reimbursement form from the care provider to indicate that the scheduled appointment was kept.

Public Transportation: Assistance is also available if public transportation is used (e.g., bus or taxi). Because the client cannot receive cash, the ticket or fare must be pre-paid for the benefit of the client.

3. Fiscal Monitoring

For auditing purposes, the case manager maintains documentation of all actions in the client's file. This documentation will be made available upon request to RWHAP Coordinator.