



Children's Behavioral Health Travel Reimbursement Extended

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Dear Case Managers:

As you recall, last year the Office of Child and Family Services (OCFS), Children's Behavioral Health provided financial reimbursement for guardians of youth placed in out of home placement for the period of 2/1/2020 to 6/30/2022. The reimbursement has been extended, from 7/1/2022 to 6/30/2023.

To recap, this reimbursement is for guardians traveling to participate in their child's treatment. Participation in therapy sessions, as well as attending treatment team meetings, would qualify as 'participation in treatment'. The child may be placed in Maine or in other states.

- For guardians of a child placed in Maine, OCFS will reimburse guardians who travel more than 50 miles from home to the residential placement, for bi-weekly trips (every other week) after the first 50 miles. OCFS will also reimburse a portion of one night of lodging for the bi-weekly trips, up to \$100.00, if the guardian travels more than 200 miles one way.
- For guardians of a child placed in New England, OCFS will reimburse guardians who travel more than 50 miles from home to the residential placement, for bi-weekly trips (every other week) after the first 50 miles. This includes New Hampshire, Vermont, Massachusetts, Connecticut, and New York. OCFS will also reimburse a portion of one night of lodging for the bi-weekly trips, up to \$100.00, if the guardian travels more than 200 miles one way.
- For guardians of a child placed outside of New England, OCFS will reimburse guardians who travel once quarterly; reimbursement shall include airfare, hotel and mileage/car rental. **This does not apply to youth placed with agencies who fund quarterly trips.** Partial lodging reimbursement will be up to \$100.00 per night, with a maximum of 4 nights per quarterly visit, if the residential program is located outside of New England.

FOR ALL GUARDIANS, the yearly maximum reimbursement to one individual or agency is \$5,000.00 per state fiscal year.

For guardians with more than one child in the same residential program, one bi-weekly trip will be reimbursed per the guidelines.

For guardians with more than one child in different residential programs, one bi-weekly trip for each child will be reimbursed per the guidelines.

REMINDER: HOW TO RECEIVE REIMBURSEMENT:

- Guardians without a Case Manager: complete a [vendor form](#) and email it to judy.demerchant@maine.gov; submit Individual Planning Fund (IPF) request for actual mileage and any hotel accommodations/airfare/car rental. Receipts must accompany all requests. All requests will be processed by Judy Demerchant. Forms can be found at the following link: <https://www.maine.gov/dhhs/ocfs/support-for-families/childrens-behavioral-health/individual-planning-funds>
- Guardians with a Case Manager: IPF must be submitted in EIS, with accompanying documentation. Case Manager shall submit receipts and completed vendor form on behalf of family receiving reimbursement—case management agencies shall not receive reimbursements on behalf of families.
- The request will be processed when complete, and the approval letter will be sent to the person submitting the request.

Reimbursement Rates:

- Effective 10/1/2021, Mileage is reimbursed at .45 per mile.
- Partial Lodging reimbursement will be up to \$100.00 per night if traveling more than 200 miles one way, with a maximum of 1 night per bi-weekly visit, for residential programs in Maine and New England.
- Partial Lodging reimbursement will be up to \$100.00 per night, with a maximum of 4 nights per quarterly visit, for residential programs outside of New England.
- Airfare reimbursement will be based on average rates to closest airport to residential program from Portland, ME.

Finally, please remember that reimbursement requests are to be submitted prior to travel, when possible—this is especially important for the month of June. All IPF requests must be submitted before June 30, 2023 for reimbursements to be approved. Requests submitted after July 1, 2023 for travel prior to July 2023 will not be approved.

Please email Judy DeMerchant at judy.demerchant@Maine.gov with any questions.

Sincerely,
Judy DeMerchant, Family Information Specialist