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INVOICING FOSTER PARENT TRAVEL

I. Travel Invoice Instructions

Prior to completing your travel invoice, please review the reimbursable travel definitions in Section II below to ensure that you only log travel that is approved. You must log all travel from the start of the month, including travel that is accounted for in the per diem.

1. Fill in the children’s person ID #'s and days placed in your home during the invoice month at the top right corner of the travel invoice.

- You may complete this information for all children on one invoice, OR
- You may complete it individually for each child placed in your care during the invoice month by filling in only one child’s information per invoice. (This may affect how you document mileage, as shown in the third bullet point under Step 3, as well as the second and third bullet points in Step 5 below**)

2. List each trip on the travel invoice separately for each destination.

For instance:

- A round trip to the doctor’s office is listed as two separate trips: 1) Home address to doctor’s office address; and 2) Doctor’s office address to home address.
- A trip with two separate destinations before returning home would be listed as three separate trips: 1) Home address to doctor’s office address; 2) Doctor’s office address to DCS office address; and 3) DCS office address to home address.

3. For each trip, enter a date, starting address, ending/destination address, number of miles driven and a reason code.

- You should use the Mapquest (www.mapquest.com/) or Rand McNally (www.randmcnally.com/) websites to get the shortest mileage distance for your trips. If



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you are unable to do so and use your car odometer, please note that reimbursement to you will be based on the shortest distances on those websites, so you may not be reimbursed for the exact amount you put on your invoice.

- The reason codes are listed just under the logo in the upper left hand corner.
- ****If you are completing separate invoices for each child**, you will have to divide the mileage up between invoices when a trip was for more than one child. Common examples might include appointments or family visits for sibling groups and foster parent training sessions that are not specific to an individual placement child's needs.

Examples:

- If you took 2 brothers to a doctor's appointment that was 8 miles one way, you would need to divide the mileage between the brothers ($8 \div 2 = 4$) and log 4 miles one way on each brother's invoice.
- If you took a sibling group of 3 to a family visit that was 15 miles one way, you would divide it among the 3 children ($15 \div 3 = 5$) and log 5 miles one way on each sibling's invoice.
- If you attend a foster parent in-service training, not specific to an individual child's needs, that is 12 miles one way, and you have 4 children placed in your home, you would divide the mileage among those 4 children ($12 \div 4 = 3$) and log 3 miles one way on each child's invoice.

4. If you are using the form via computer:

- The totals within the invoice will add/multiply for you. If the number in the "Reimbursable Miles" box is zero, you do not have mileage that you may claim for reimbursement. If the total in that box is above zero, it will result in a positive dollar amount in the "Total Claimable \$" box that you may claim.
- SKIP to step 6 if you have mileage to claim.

5. If you are unable to use the invoice via computer and need to complete it by hand, you will need to add/multiply for your totals:

- Add up the total number of miles that you drove by adding all of the numbers in the "Miles Driven" column together. Place this number in the row at the bottom of the invoice that is titled "Total Miles Driven."
- Add together the number of days that each child was in your home during the invoice month (as you indicated in the top right corner) for a total number of days. Place this number in the second row at the bottom of the invoice that is titled "Total Days Children in Home." If completing separate invoices for each child, you will simply carry the days the individual child was in your home down to this box on each of the invoices.

- To get the total number of miles that are covered in your per diem, look at the “Foster Care Mileage Graph” in Section III below. For each child in your home during the month, find the number of days they were in your home in the left column, and the number of miles next to it in the right hand column is the number of miles your per diem for that child covered. Once you have done this for each child, add those miles together and place this number in the third row at the bottom of the invoice titled “Miles Paid in Per Diem.” If completing separate invoices for each child, you will simply place the number of miles covered in the per diem for the individual child in this box on each of the invoices.
- If the number in the “Miles Paid in Per Diem” box is **larger** than the number in the “Total Miles Driven” box, **you may not claim mileage** on your invoice.
- If the “Miles Paid in Per Diem” is **smaller** than the “Total Miles Driven” box, **you may claim mileage** for the invoice month. Take the “Total Miles Driven” **minus** the “Miles Paid in Per Diem,” and place that number in the fourth row at the bottom titled “Reimbursable Miles.” This is the number of miles you may claim on your invoice.
- Take that number of “Reimbursable Miles” and multiply it by .44 to get the total dollar amount you may claim. i.e. $62 \times .44 = \$27.28$
- Place the resulting total dollar amount in the last row at the bottom of the invoice titled “Total Claimable \$.

6. If you have mileage to claim on your travel invoice:

- Complete the boxes at the bottom asking for your foster family name, address, original signature, license #, and date. **(Note that an original signature is necessary, and failure to provide one may result in denial of the invoice claim).**
- Submit the travel invoice with your standard monthly foster parent invoice.

II. Travel Definitions

The foster parent may receive an additional amount for properly claimed travel expenses incurred on behalf of a child placed in the foster home if the foster parent travels more than the monthly allowance for the below purposes:

1. Travel between the foster family home and the school in which the child was enrolled before placement and continues to be enrolled while residing with the foster family, to the extent that school transportation is not provided or required to be provided under applicable Indiana law by a public school corporation or other state or local agency¹;
2. Travel to and from the following types of health related appointments²:
 - a. Doctor (primary care physician and any specialists)
 - b. Dentist (including orthodontist)
 - c. Health clinic

¹ This does not include school extracurricular activities.

² This does not include trips to the pharmacy or the like to pick up medications, etc.

- d. Hospital/Emergency Room (including foster parent visits during child inpatient episodes)
 - e. Occupational and Physical Therapists
 - f. Behavioral Health Counselor and Therapist
3. Travel to and from the following types of case activities:
- a. Administrative case reviews
 - b. Judicial reviews (court appearances)
 - c. Case conferences
 - d. Child and family team meetings
 - e. Foster parent training sessions
 - f. Parent and/or sibling visits (including visits to other relatives that are authorized by the department and are a part the child’s case plan) and visits to facilitate the transition to another placement
4. Other travel approved in writing in advance by the department.

The above travel must be consistent with the child’s individual case plan or a court order to be claimable.

III. Foster Care Mileage Graph: Mileage Paid in Per Diem based on Days in Care

Day(s) in Care	Mileage Paid in Per Diem
1	5
2	11
3	16
4	21
5	27
6	32
7	37
8	43
9	48
10	53
11	59
12	64
13	69
14	75
15	80
16	85
17	91
18	96
19	101
20	107
21	112
22	117
23	122
24	128
25	133
26	138
27	144
28	149
29	154
30	160
31	165