



Eric Holcomb, Governor  
State of Indiana

*Indiana Family and Social Services Administration*  
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October 26, 2023

TO: Matthew Wolf, Director  
State Budget Agency *Madeline Venable*

Rebecca Holwerda, Commissioner  
Department of Administration

THRU: Shawn McMahan, Administrative Services Director  
Family and Social Services Administration

FROM: Angela Mckeever, Travel Director  
Family and Social Services Administration

SUBJECT: Blanket Travel Approval for FY 2024

The Family and Social Services Administration (FSSA) oversees the following divisions:

- Division of Aging
- Division of Disability and Rehabilitative Services (DDRS)
- Office of Early Childhood and Out-of-School Learning (OECOSL)
- Division of Family Resources (DFR)
- Division of Mental Health and Addiction (DMHA)
- Office of Medicaid Policy and Planning (OMPP)
- FSSA Administration
- Disability Determination Bureau (DDB)

Based on the operational requirements consideration is given to accommodate the hardship of requiring standard out of state pre-travel event approval when FSSA employees are traveling outside of Indiana into bordering states and returning same-day while conducting state business on behalf of FSSA.



Exception is granted to the IDOA Travel Policy, allowing designated state employees to travel in compliance with FSSA's internal travel policy. The following positions are impacted:

- Area Supervisors
- Department Counselors
- Department Directors
- Deputy/Assistant Directors
- Hearing Officers
- Law Judges
- Policy Staff
- Program Analysts/Examiners
- Program Directors
- Program Managers
- Program Specialist
- Public Relations Officers
- Quality Staff
- Regional Managers
- Training Staff
- Broad Band Executives

Travelers that qualify under this exception are allowed to claim the following expenses when necessary and in compliance with the IDOA Travel Policy: mileage, parking, tolls, and fuel in connection to rental vehicles. State owned vehicles will be utilized when available. If there are no state-owned vehicle options; a rental vehicle through the State's QPA or mileage reimbursement using a personal vehicle are appropriate based on the most economical option. Non-State employee passengers must comply with Vehicle Fleet Management Policy Section V, B and may require State Form 53845 Waiver of Liability to be completed prior to travel.

This exception letter is valid for Fiscal Year 2024. A new exception letter will need to be submitted by June 1, 2024 for evaluation for the 2025 fiscal year.