

# North Carolina Infant-Toddler Program Procedural Guidance

**Reference: Infant-Toddler Program Services Policy**

## *Transportation and Respite*

### **Introduction**

Transportation and respite are supports that assist parents in meeting the outcomes on the Individualized Family Service Plan (IFSP). These supports are identified by the IFSP team as being needed by the parent in order to receive the services listed on the IFSP and authorized by the IFSP team.

### **General Procedures**

Reimbursement for transportation and respite is contracted through the Winston Salem Children's Developmental Services Agency (CDSA). Families are directly reimbursed for transportation or respite services that have been paid by the family. To receive reimbursement, the services must be listed on the child/family IFSP and authorized in writing by the CDSA in the area where the child/family lives. The Winston-Salem CDSA will reimburse parents directly for transportation and respite services.

The following guidelines apply to the reimbursement of transportation and respite to families:

- Authorization for respite and transportation reimbursement must be submitted by the local CDSA before parents can be reimbursed.
- The Winston-Salem CDSA will provide reimbursement to family members for respite and transportation expenses within two weeks of receiving authorization and approval from the CDSA in which the child is enrolled.
- Rates for these services are determined by the Early Intervention Section in the Division of Child and Family Well-Being.
- The amount reimbursed to each family is determined based upon a sliding scale applied to the standardized rate for each authorized reimbursement transaction to families. The sliding scale is based upon family size and income.
- Transportation reimbursement is based on travel reimbursement rates for state employees. Other types of authorized transportation (bus fare, taxi fares) require a receipt and the sliding scale will be applied to the total amount of the receipt.

### **Transportation Requirements**

**Transportation** and related costs include the cost of travel (e.g., mileage reimbursement, or travel by taxi, common carrier, or other means) and other costs (e.g., tolls and parking expenses) that are necessary to enable a child eligible under the NC Infant-Toddler Program and the child's family to receive early intervention services.

1. Transportation must be listed on the Individualized Family Service Plan and clearly indicate the provision of transportation (who, when, how, costs, etc.).
2. The Early Intervention Service Coordinator (EISC) authorizes and invoices reimbursement for transportation specific to the child using the *NC ITP Transportation Reimbursement Authorization & Invoice* form.
  - a. This form is completed monthly.
  - b. The EISC completes Sections 1 & 2 of the form for approval by the Finance Officer (FO) prior to the provision of service.
  - c. The EISC then forwards a copy of the form to the family.
  - d. The family completes Section 3 and submits the completed form and receipts, as appropriate, to their EISC at the appropriate CDSA.
  - e. EISC submits the completed form to the Finance Officer.
  - f. The Finance Officer completes Section 4 and mails the form with an original FO signature to the payment source. A copy is provided to the EISC for the child's chart and a copy is retained in the reimbursement file.
  - g. The CDSA EISC is responsible for maintaining and updating the form as needed.
  - h. Instructions for completing each section of the form are specified on page 2 of the form.

## **Respite Requirements**

**Respite Services** are time-limited, intermittent family supports that enable parents to participate in or receive other early intervention services in order to meet the outcomes on the child's and family's Individualized Family Service Plan. Examples include the parent participating in sign language classes in order to assist the child in developing communication skills, meeting with a psychologist to design appropriate behavioral management strategies when the child is exhibiting inappropriate behavior, attending Individualized Family Service Plan meetings and reviews, and obtaining counseling or psychological services for himself.

1. Respite services must be listed on the Individualized Family Service Plan and linked to a specific outcome for the child or family. As with all Infant-Toddler Program services, the Individualized Family Service Plan team must consider the use of natural supports to meet the respite needs of the child and family. Infant-Toddler Program funds for respite will be used only when there is no other resource for this service.
2. Reimbursement for respite is limited to thirty-two (32) hours per year. The year begins the first time that respite is listed on the Individualized Family Service Plan.
3. The EISC authorizes and invoices reimbursement for respite using the *NC ITP Respite Reimbursement Authorization & Invoice* form.
  - a. This form is completed monthly.
  - b. The EISC completes Section 1 & 2 for approval by the Finance Officer prior to the provision of respite.
  - c. The EISC signature in Section 2 indicates review of the information to ensure it corresponds to the current IFSP and family's financial eligibility forms.

- d. The Finance Officer completes Section 2, keeping a copy for the reimbursement file and returning the original to the EISC for the child's record.
- e. The EISC then forwards a copy of the form to the family and reviews the directions with them for completing Section 3. The parent selects a respite provider and arranges for the delivery of respite.
- f. The family completes Section 3 after receiving respite and submits the form to their EISC at the appropriate CDSA.
- g. The EISC submits the invoice to the Finance Officer.
- h. The Finance Officer completes Section 4, mailing the form with original Finance Officer signature to the payment source. A copy is forwarded to the EISC for the child's records and a copy is retained in the reimbursement file.
- i. The EISC is responsible for maintaining and updating the form as needed.
- j. Instructions for completing each section of the form are specified on page 2 of the form.