

**10.1.1.1 Transportation Reimbursement Fund****FY2024**

<b>Transportation Reimbursement Fund</b>	
Purpose	The DDRB Transportation Reimbursement Fund temporarily supports an individual's transportation needs. This funding is not intended to cover total transportation costs, but to enhance options and opportunities while individuals explore long-term transportation solutions.
Employment Agency and/or Case Manager/ Service Coordinator Role	To educate individuals about the Transportation Reimbursement Fund, including its requirements, as outlined below.
Qualifying Type of Employment	<ol style="list-style-type: none"> <li><b>Employment-</b> Reimbursement for transportation related expenses for individuals who are competitively employed in the community.</li> <li><b>Employment Training/Education-</b> Reimbursement for transportation related expenses for individuals who are enrolled in a postsecondary school (vocational or trade school, college, or university) or participating in a DDRB funded Adult Employment Training program or other community employment training program that leads to competitive employment in the community.</li> </ol>
Eligibility	<p>Individuals who meet the following criteria are eligible to access the Transportation Reimbursement Funds:</p> <ul style="list-style-type: none"> <li>Individual has been determined eligible for DMH/DD services and have a DMH/DD I.D. number</li> <li>Individual resides in St. Charles County</li> <li><b>Employment-</b>Individual is competitively employed in the community</li> </ul> <p>And/or</p> <ul style="list-style-type: none"> <li><b>Employment Training/Education-</b>Individual is enrolled in a postsecondary school, receives Adult Employment Training services from a DDRB funded program or other community employment training program.</li> </ul>
Reimbursement Amount	<p>The DDRB establishes lifetime caps annually for each fund (Employment and Employment Training/Education). Refer to the Transportation Reimbursement Fund Checklist for lifetime limits.</p> <p>Individuals may request reimbursement for both funds in tandem and/or back-to-back if eligibility criteria are met. If the maximum amount allowed is not fully utilized, individual's balances will remain available for use at a later time. Employment and Employment training/Education funds cannot be combined.</p>
Qualifying Expenses (Reimbursable with Valid Receipts)	<ul style="list-style-type: none"> <li><b>Public Transportation</b> provided by a public transit entity (cab, Uber, ITN, etc.).</li> <li><b>Private Transportation</b> provided by an individual (coworker, friend, neighbor, etc.). The individual cannot reside with the eligible individual.</li> <li><b>Driver education</b> or related training provided by reputable business. This does not include driver skill or competency assessments.</li> <li><b>Motor vehicle purchase:</b> when purchasing a vehicle, the eligible individual must be listed as an owner on the title of the vehicle purchased. Funding cannot be utilized towards car payments/car loans. Funding is to be used for reimbursement of money paid out of pocket at the time of purchase. Individuals may also request reimbursement of <b>motor vehicle sales tax</b> and</li> </ul>

Transportation Reimbursement Fund	
	<p><b>initial licensing of the vehicle.</b></p> <ul style="list-style-type: none"> <li>• <b>Vehicle repairs:</b> the eligible individual must be listed as an owner on the title of the repaired vehicle. (Repairs not covered oil change, fluids, filters, and tune-up)</li> </ul>
Requesting Reimbursement	<ol style="list-style-type: none"> <li>1. Individuals who receive <b>Adult Employment Services from a DDRB funded employment agency</b>, must submit the Transportation Reimbursement Fund Checklist with valid receipts to their employment agency. The employment agency will submit the request for reimbursement to the DDRB. The Employment agency is responsible for reimbursing the individual and maintaining a copy of the checklist along with supporting documentation for all reimbursement requests.</li> <li>2. Individuals who have a <b>DDRB case manager/DMH service coordinator</b>, must submit the Transportation Reimbursement Fund Checklist with valid receipts to their case manager/service coordinator. The case manager/service coordinator will submit the request for reimbursement to the DDRB via email at <a href="mailto:transporation@ddrb.org">transporation@ddrb.org</a>. The DDRB will reimburse the individual directly.</li> <li>3. Individuals who do not receive employment supports from a DDRB funded agency or have an active DDRB case manager/ DMH services coordinator, must submit the Transportation Reimbursement Fund Checklist with valid receipts directly to the DDRB. The DDRB will reimburse the individual directly.</li> </ol> <p>Request for reimbursement to the DDRB must be made within 90 days from the date the expense was incurred. It is recommended that individuals accessing the reimbursement funds, track amounts reimbursed and their remaining lifetime balance.</p>
Reference Form(s) available at <a href="http://www.ddrb.org">www.ddrb.org</a>	<ul style="list-style-type: none"> <li>• Transportation Reimbursement Fund Checklist</li> </ul>



## Transportation Stipend Reimbursement Request Form

Below are the qualifying expenses that can be reimbursed with valid documentation.

**FY2024 Lifetime Cap: \$3,500**

### A. Individual Information (PRINT clearly):

First & Last Name: \_\_\_\_\_ DMH ID: \_\_\_\_\_  
Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone No. \_\_\_\_\_ Case Manager (if applicable): \_\_\_\_\_

### B. How are you qualified? (SELECT one):

Employed in the community      Enrolled/attending post-secondary school and/or Pre-Employment Program

Proof of current employment (most recent paycheck stub) or Proof of attendance in postsecondary school (most recent class schedule or acceptance letter) **must be submitted with this request form.**

### C. Qualified Expense(s):

Each section lists the documents that **must be submitted with this request form** within 90 days of the date the expense occurred.

#### Motor Vehicle Purchase (Individual must be listed as an owner on the title of the vehicle purchased)

- ☐ Proof of valid driver's license (Expiration date : \_\_\_\_\_)
- ☐ Proof of ownership (title)
- ☐ Proof of current insurance (Individual must be listed on the policy)
- ☐ Proof of Kelley Blue Book vehicle valuation
- ☐ Bill of sale receipt
- ☐ Sales tax receipt (copy of receipt required only if requesting reimbursement)
- ☐ Initial licensing fees (copy of receipt required only if requesting reimbursement)

REIMBURSEMENT REQUESTED: \$ \_\_\_\_\_

#### Motor Vehicle Repair (Individual must be listed as an owner on the title of the vehicle purchased)

- ☐ Proof of ownership (title)
- ☐ Proof of valid driver's license
- ☐ Proof of current insurance (Individual must be listed on the policy)
- ☐ Paid receipt(s) for repair or parts

REIMBURSEMENT REQUESTED: \$ \_\_\_\_\_

#### Driver Education/Driver Training

- ☐ Driver's Permit
- ☐ Driver's Assessment Results
- ☐ Receipt(s) for Driver Education/Driver Training

REIMBURSEMENT REQUESTED: \$ \_\_\_\_\_

#### Transportation by a Public Transit

- ☐ Paid Receipt(s) (include name of business, address, contact information, date of service and amount)

REIMBURSEMENT REQUESTED: \$ \_\_\_\_\_

#### Transportation by a Private Transit

- ☐ Paid Receipt(s) (include name, address, contact information, date of service and amount)

REIMBURSEMENT REQUESTED: \$ \_\_\_\_\_

### D. Send/submit this completed form with required documentation within 90 days of the date the expense occurred. Mail to:

DDR B  
1025 Country Club Rd.  
St. Charles, MO 63303

or Email to:  
[transportation@ddrb.org](mailto:transportation@ddrb.org)

<b>DDR B Review:</b>	Date Approved: _____	Lifetime Amount Remaining: \$ _____
	DDR B Representative Signature: _____	

**Form effective 07/01/2023**