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May 06, 2021

Subject: Alternative Services – Transportation (Service Code 875) Vendors Fuel Expenses

Dear ACRC Transportation Service Providers:

On March 4, 2020, Governor Gavin Newsom declared a State of Emergency for California, as a result of the global COVID-19 outbreak (otherwise being referred to as Coronavirus). This memo provides updated guidance related to billing for actual Fuel Expenses as mentioned in the March 29, 2021 DDS Directive for Transportation billings. Please refer to ACRC's recent billing memo dated April 03, 2021, that contain additional specific requirements and guidance for those seeking to bill for nonresidential services during the State of Emergency. Previous ACRC billing memos and DDS Directive can be located here:

- All DDS Directives regarding COVID-19 can be found [here](#).
- All Previous ACRC Billing Memos can be found [here](#).

### **Transportation Fuel Expense Billing for Alternative Non-Residential Services**

The latest March 29, 2021 Directive established monthly unit rates for Transportation (Service Code 875) service providers. These rates were calculated for alternative services up to a vendor monthly maximum. The vendor monthly maximum is based upon the average amount of reimbursement for the 12-months prior to February 2020, minus fuel expenses. The amount of each month's reimbursement will be determined by multiplying the monthly unit rate, by the number of consumers served each month. A reporting template was created, [Enclosure B](#), to help guide you in determining your monthly Alternative Service reimbursement billings.

Within this reporting template, Transportation providers had a choice of using actual fuel costs or actual mileage incurred during the 12-month period prior to the State of Emergency (prior March 2020). This is reflected in Worksheet 1 and 2 in [Enclosure B](#), for the purpose of determining the average monthly fuel expenses. Billing for actual fuel expenses is similar to DDS' methodology for

developing alternative service reimbursement rates. The calculated average monthly fuel expense will serve as the vendor's monthly fuel expense maximum.

When providing Alternative Services, Transportation providers (under Service Code 875) seeking reimbursement for their fuel expenses, may bill their actual mileage for alternative services using the same DDS set business mileage rate of \$0.28 cents per mile. The Provider's submitted Enclosure B will be reviewed to set a vendor monthly fuel expense maximum. When one vehicle is utilized to serve multiple clients on shared routes, the service provider shall apply a reasonable and consistent methodology to allocate the number of miles for each client. This methodology should take into account the shortest and most effective route. This same methodology should be used when providing services to non-ACRC clients.

Transportation Provider may only bill for fuel expense reimbursement if the client has a valid purchase of service (POS) for alternative service authorization. Each client that has a valid alternative service authorization will have a corresponding tracking authorization with a sub-code "F1", in which the Transportation Provider may enter their allocated mileage for that respective client. In addition, the Transportation Provider will have a contract authorization with a sub-code "FUEL" to bill their actual incurred total mileage for the service month for all clients served. The sum of the individual client authorizations (subcode " F1") should equal the total billed units under the subcode "FUEL" authorization.

If **any** consumer receives Alternative Services, this methodology applies to **all** of the consumers served by the provider in that month, including any consumers who had received traditional services. All transportation services are to be individualized and responsive to consumers' individual needs. These rates are effective April 1, 2021 and will be reflective in April 2021 service month invoices.

Invoices for fuel expenses will be generated in June 2021 and will be retroactive for those alternative service authorizations that were place effective April 2021. For specific questions regarding DDS Directives please reach out to your Community Services Specialist or one of the two designated CSS managers, Cristina Tsuji, [ctsuji@altaregional.org](mailto:ctsuji@altaregional.org) or Andy Ponce, [aponce@altaregional.org](mailto:aponce@altaregional.org).

Sincerely,



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