

Medical Assistance Transportation Program (MATP)

Memorandum

MATP OPS # 11-2009-014

Date: November 30, 2009

Subject: Mileage Reimbursement Checks to MATP Recipients

To: All Statewide County MATP Program Offices

From: Tyrone E. Williams, Director, MATP

Purpose:

To clarify the required frequency of mileage reimbursement check distribution to MATP Recipients

Background:

Under the Scope of Services Section, The Department's MATP Instructions and Requirements (I&R) allow counties to reimburse recipients who have access to private vehicles (their own or another individual's) for mileage accrued traveling to and from their medical appointments. The I&R states that recipients shall be reimbursed within two weeks after submission of the required form with complete documentation.

Discussion:

Many counties have asked for clarification concerning mileage reimbursement protocol; specifically, how often they should issue reimbursement checks to recipients. Although the I&R does not specifically address this issue, the intent of the MATP has always been to ensure that recipients are reimbursed for their travel expenses at least every two weeks or twice a month.

Next Steps:

MATP County operations that are not presently reimbursing travel expenses to recipients at least every two weeks or twice a month are required to develop a plan of action to bring themselves into compliance within 30 days.

To meet the requirement many counties require recipients to submit reimbursement forms on certain specified deadlines, such as the 15th and the 30th of each month. Counties then issue reimbursement checks within two weeks of the two deadline dates.

If your county needs assistance in this transition please confer with your respective program advisor. Counties who are unable to comply with this requirement should consult with their program advisors to discuss a possible waiver of this requirement.