

## Methodology for Determining Reimbursements for Transportation Providers for Alternative Services

### 1. Determine the vendor monthly maximum

The vendor monthly maximum is based on the average of actual payments to each vendor over the 12-month period ending February 2020 minus the average fuel or mileage expenses.

Vendor monthly average reimbursements, including adjustments for any rate changes that occurred during the 12-month period, and documentation supporting the calculations are available for regional centers to securely download. Regional centers should distribute the monthly averages and related information to each provider.

- a. If fuel expenses were not reflected in the calculated monthly average (e.g. if they were reimbursed separately), the monthly average is the vendor monthly maximum.
- b. If fuel expenses were included in the actual payments during this period, the average monthly fuel expenses must be deducted to determine the vendor monthly maximum. See Table 1.

**Table 1**

A	Vendor monthly average reimbursement	\$92,665.00
B	Monthly average fuel expenses	\$11,119.81
C	<b>Vendor monthly maximum</b> (Row A- Row B)	<b>\$81,545.19</b>

Documented fuel expenses for the same months included in the calculated monthly average reimbursement must be used to determine the average fuel expenses. Providers should calculate this and submit to the regional center for verification using Enclosure B. Providers must maintain supporting documentation.

- c. If fuel expenses were included in the traditional reimbursement rate (e.g. daily rate, service hour rate) and documentation of actual expenses (e.g. receipts, bank statements) are not available or are incomplete, average fuel expenses calculated using mileage must be deducted to determine the vendor monthly maximum. For this purpose, expenses are calculated by multiplying the mileage by \$0.28, which is half of \$0.56, the 2021 business standard mileage rate for fuel, insurance, maintenance, depreciation and other costs that go into operating a vehicle. See Table 2.

**Table 2**

A	Vendor monthly average reimbursement	\$92,665.00
B	Monthly average fuel expenses using mileage ( <i>mileage x \$0.28</i> )	\$11,119.81
C	<b>Vendor monthly maximum</b> ( <i>Row A – Row B</i> )	<b>\$81,545.19</b>

Documented mileage (route records, driver logs, maintenance records) for the same months included in the calculated monthly average reimbursement must be used to determine the average mileage.

Providers should calculate this and submit to the regional center for verification using Enclosure B. Providers must maintain supporting documentation.

- d. If a vendor was paid separately for fuel and a monthly average reimbursement amount was provided, that rate is not to be used. Only actual fuel expenses are to be reimbursed.

2. Calculate the monthly unit rate

- a. Determine the monthly average number of consumers served. This is based on the total number of consumer months divided by the number of service months over the 12-month period ending February 2020.

Documented attendance for the same months included in the calculated monthly average reimbursement must be used to determine the average number of consumers served. Providers should calculate this and submit to the regional center for verification using Enclosure B. Providers should maintain supporting documentation.

- b. Divide the vendor monthly maximum by the monthly average number of consumers to determine the monthly unit rate. See Table 3.

**Table 3**

A	Vendor monthly maximum	\$81,545.19
B	Monthly average number of consumers	184
C	<b>Monthly unit rate</b> ( <i>Row A / Row B</i> )	<b>\$443.18</b>

Providers should calculate this and submit to the regional center for verification using Enclosure B. Providers must maintain supporting documentation.

3. Calculate the amount of reimbursement for each month

For each month, beginning April 2021, the following procedure shall be used to calculate the monthly amount of reimbursement. See Table 3.

- a. Determine the number of consumers served for the month. This may include services to consumers who did not previously rely on vendored transportation services.
- b. Multiply the number of consumers served for the month by the monthly unit rate. The resulting amount may not exceed the vendor monthly maximum. See Table 4.

**Table 4**

A	Number of consumers served for the month	172
B	Monthly unit rate	\$443.18
C	<b>Reimbursement for the month</b> <i>(Row A x Row B)</i>	<b>\$76,227.03</b>

- c. Transportation providers of Alternative Services may submit claims for reimbursements for actual fuel expenses separately.