



Tennessee Department of Children's Services

Protocol for Routine Transportation

Supplemental to DCS Policies: 16.8 and 16.29

1. The daily board rate includes regular transportation cost reimbursement. However, when frequent transportation is required and creates a hardship on the foster parent including but not limited to multiple appointments, summer or alternative school, the Family Service Worker (FSW) or Foster Parent Support (FPS) staff can request reimbursement for the foster parent.
2. Consideration can be made for extraordinary transportation in the following ways:
 - a) In the event the extraordinary transportation is of a recurring nature, a special circumstance board rate can be considered to provide for the additional cost of transportation. A Special Circumstance rate is a recurring rate; therefore that mileage reimbursement would never exceed a special circumstance rate.
 - b) If the extraordinary transportation cost is of non-recurring basis (sporadic or infrequent) then mileage reimbursement can be approved.
3. Travel will be reimbursed at the regular state rate at the time the travel took place. The FSW/FPS staff will provide and assist foster parents with completing form [FA-0080, Claim for Travel Expenses](#). If extraordinary travel requires a foster parent to travel over thirty (30) miles within one calendar day to meet the child/youth's needs, the FSW/FPS staff will reimburse all mileage over 30 miles. At the time of Regional Administrator/Designee approval, the timeframe for reimbursement to the foster parent/expedited parent is 45 days.
4. A memo will be completed by the FPS staff person indicating the need for the reimbursement. The memo is sent to the Regional Administrator/Designee for approval.
5. FPS staff uploads information ([FA-0080](#) & Memo) into TFACTS and enters a Case Service Request under the child's name.
6. Approved Mileage reimbursement will be paid to the foster parent via check or direct deposit, dependent upon how the current board payment is paid.

Effective Date: 9/22

Supersedes: 12/21

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