



**Holmes County Job & Family Services (HCJFS)  
Non-Emergency Transportation (NET) Mileage Reimbursement**

The Medicaid recipient (person being transported to the appointment) **MUST** contact the NET Coordinator, at the beginning of each month. The NET Coordinator must verify eligibility and open a case before reimbursement can begin.

Reimbursement of \$0.525 per mile may be paid to the driver or designee for miles traveled **while transporting a client** to a Medicaid/Managed Care Plan-covered service. HCJFS will only reimburse **one trip per case per day and will reimburse no more than 10 trips per month.**

The driver must document the **actual** odometer readings (beginning and ending) for each trip provided. Reimbursement may only be paid for the **ACTUAL MILES TRAVELED**. If for any reason HCJFS questions the mileage of a trip, **HCJFS will calculate miles through MapQuest. HCJFS will then reimburse the lower of the two calculations.**

**Each Month**, the driver must submit **Proof of current automobile insurance** (coverage during the time period reimbursement is being requested) and a **valid driver's license.**

A verification slip must be signed **for each appointment each day of transportation.** A verification slip must be signed by a representative at each medical office to confirm the client was seen and that the provider will bill Medicaid/Managed Care Plan for the Service. **Reimbursement will not be paid for days that do not have a verification slip signed by the medical provider. We cannot accept photocopies of signatures.**

If the medical provider will not bill Medicaid/Managed Care Plan for the service provided, reimbursement **CANNOT** be paid.

NET mileage reimbursements are processed once a month and each month is processed separately. Each month's mileage reimbursement requests are to be submitted, **with the required verification forms, to HCJFS by the 10<sup>th</sup> of the following month.** Please turn in each month separately.

All mileage reimbursement requests **must** be submitted to Holmes County Job & Family Services within 60 calendar days of the transport. Payment will not be made for late requests.

All efforts will be made to issue a reimbursement check within 30 days of receipt of complete and accurate paperwork.

**Fraud** Any misuse of this program will result in recovery procedures and/or referral for prosecution. **At a minimum, the client's access to transportation will be suspended and may result in the permanent loss of transportation benefits.**

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