



Gas Card Policy

Serving ages 0-22 in Sutter County and 3-22 in Colusa and Yuba Counties

1. Gas cards may be issued for out-of-town specialized medical appointments, hospitalizations and therapeutic assessments. Gas cards are not issued for routine pediatric appointments or for on-going therapeutic appointments. One gas card can be issued for two round trips of 80 to 200 miles each or one round trip of greater than 200 miles.

Proof of appointment is required. Appointment card, hospital face sheet, and fax from medical provider are acceptable forms of proof.

For the First Proof of Appointment, past medical appointments must be within the last 30 days and future medical appointments must be within the next 30 days. The gas card recipient will obtain a verification of appointment attendance from the medical provider for both the first and second appointments. Submission of both verifications is required prior to receiving any additional gas cards. Failure to provide verification of each appointment attendance will prevent further issuance of gas cards.

2. Gas cards can be issued for out-of-town hospitalizations at a rate of 1 every 7 days. Weekly proof of hospitalization is required.

3. There is a limit of \$200.00 worth of gas cards per year and per child.

4. Clients who are eligible for transportation assistance from Alta California Regional Center and/or California Children's Services must request such assistance from their case manager. Our staff will be happy to help you with this. Gas cards can be issued at Family SOUP staff discretion, such as in the event of emergency.

a. For CCS, clients are eligible for mileage reimbursement if the appointment is for a CCS approved service. Clients must contact CCS to notify them of the appointment and need for transportation assistance. Proof of appointment is required.

b. For ACRC, child clients are eligible for mileage reimbursement if the parents are disabled and cannot transport the child client to their appointment **or** if the child is eligible for services under Early Intervention **or** if the appointment is directly related to the child's qualifying disability and is a specialized appointment (outside of normal follow-up). Clients must contact their case manager and request a planning team meeting to discuss transportation assistance. Transportation assistance must be identified in the client's IFSP or IPP.

5. Families may not request a gas card for an appointment if they have already received a gas card or mileage reimbursement for that same appointment from another agency.

6. Families in need of a gas card must call our agency at least one day ahead to ensure availability. Families who call the day of their appointment may not be able to pick up a gas card. Gas cards may be issued after the appointment if there is proper documentation.

7. Gas Card participants will complete and sign the Authorization for Release of Information (see backside) between the medical provider and Family SOUP. Family SOUP reserves the right to verify appointment attendance prior to issuing gas cards.

Family SOUP reserves the right to deny issuance of gas card if participant does not comply with all of the above policies.

NOTE: For children age 0-3 residing in Colusa County gas cards are available at Colusa Family Resource Center (530) 473-1350 ext. 10810. In Yuba County, age 0-5, call Yuba County Family Resource Center (530) 749-4049.

Signature

Date

