



**child  
development  
services**

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#### CDS Administrative Letter Number 4

DATE: October 31, 2007

TO: CDS Regional Board Chairs, CDS Site Directors, CDS State Level Advisory Board

FROM: David Noble Stockford, Policy Director and Team Leader  
Debra Hannigan, CDS State Director

RE: Transportation Costs

CDS Boards must ensure that transportation policies established by sites are in line with current federal and state regulations. Policies need to address the following areas:

Transportation as a related service must be provided to children who have been deemed eligible to access their programs and must provide for a child to travel to and from a service. For children who are in services that require that a provider or parent must make two round trips to access the service--one for drop off and one for pick up -CDS must ensure they will be paid for both as that is the actual amount of mileage it takes to access the service. The service is reimbursable as a related service. The current rate for mileage reimbursement to parents is the Maine care rate of .22 mile.

Provider travel to provide evaluations is not a related service but may be reimbursed under the childfind/case management fiscal pod. Evaluation costs are covered under CDS childfind responsibilities. CDS must pay for any costs that Maine Care will not support from state monies.

Transportation costs incurred by providers to and from a child's LRE child must be paid by CDS as part of the cost to deliver services.

For further information, please contact Debra Hannigan, State Director, Child Development Services, at 207/624-6660, or email her at [debra.hannigan@maine.gov](mailto:debra.hannigan@maine.gov)