



Georgia Vocational Rehabilitation Agency

May 24, 2022

Dear Providers:

This written communication is intended to clarify any questions you may have regarding mileage and travel time reimbursement for approved Pre-ETS services as listed in your Provider Service Agreement.

The Pre-ETS approved services listed in your Provider Service Agreement for mileage and travel time reimbursement are only available for use with an individual client with a VR case in Service (or after Service) status. The only way you will get reimbursed as a provider for paid travel expenses when delivering Pre-ETS services is that at least one of the participants in a group setting is a VR client receiving services under a work plan (IPE). Funding restrictions prevent provider travel reimbursements for Potentially Eligible Students (PES) or eligible students not yet under a work plan (IPE). The VR Counselor will only issue an authorization to you if their respective client (s) meet this criterion for Pre-ETS services.

Pre-ETS providers who are eligible for travel expense reimbursement may submit an invoice for payment processing using the codes below for VR clients receiving services under a work plan (IPE). Please remember that not all students receiving Pre-ETS have a VR case and a signed IPE. Provider travel cannot be added to an Authorization on PTS cases or for VR applicants/clients without a signed IPE.

VR staff must authorize using these codes on an authorization for mileage and travel time reimbursement to an approved Provider for Pre-ETS services:

PRE-00041	PRE-ETS Facility Provider Transportation (CRP)
PRE-00042	PRE-ETS Facility Provider Travel Time (CRP)
PRE-03158	PRE-ETS Non-Facility Provider Transportation
PRE-03159	PRE-ETS Non-Facility Travel Time

If you receive an authorization for a Pre-ETS service for a client in a group setting from a VR Counselor for mileage and travel time which is included in your Provider Agreement, you will be able to submit an invoice for payment processing for travel costs if that student(s) has/have an IPE.

Here are some sample scenarios –

- A Pre-ETS is planned for 10 students that all have PTS cases.
 - **No provider travel fees can be authorized**
- A Pre-ETS is planned for 5 students. 3 Students have PTS cases and 2 have VR cases in Application status.
 - **No provider travel fees can be authorized**
- A Pre-ETS is planned for 6 students. 3 Students have PTS cases and 2 have VR cases in Eligible status and one student has a case in Service status.
 - Provider travel expenses can be authorized on the A&I for the one student with the IPE in service status only. The appropriate service categories need to be included on the IPE (with funds for A&I use) like any



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- other planned services. If that student with the IPE does not attend the planned service, then provider travel fees cannot be paid.
- A Pre-ETS is planned for 4 students. 2 Students have PTS cases and 2 have VR cases in Service status.
 - Provider travel expenses can be authorized on the A&Is for the 2 students with the IPEs in service status only. This travel can only be paid once, but could be encumbered on both A&Is to ensure that if one student doesn't attend, an override is not needed to add the codes to the other student's A&I.

Please remember that you can only submit an invoice and mileage log for travel costs if the VR counselor approves and issues an authorization for the service.

Feel free to contact this office at Provider.Management@gvs.ga.gov should you have any additional questions or concerns.

Provider Management