Alternative Service Delivery Billing Instructions for Transportation Service Providers

The following instructions are for billing alternative service delivery for transportation services. If one client with a certain service code/sub-code receives alternative services in the month, this billing method is used for all clients with the same service code/sub-code in that month.

OVERVIEW

Requirements
Transportation providers must submit a separate Enclosure B and supporting spreadsheet for each service code/sub-code combination in order to bill for alternative services. Transportation Providers will need to complete the following in order to bill for Alternative services:

(1) Enclosure B: Rate and Reimbursement for Alternative Services Transportation Services.
(2) TAI spreadsheet.
(3) Fuel costs reimbursement spreadsheet (if applicable).

Contacts
For questions regarding the Enclosure B form, please contact Anthony Ferguson, Community Projects/Transportation Manager, anthony.ferguson@sdrc.org, (858) 576-2816.

For questions regarding billing, please contact askpos@sdrc.org.

STEPS FOR COMPLETING AND SUBMITTING TRANSPORTATION ALTERNATIVE SERVICE DELIVERY INVOICES

Step 1: Complete item 3.F on the form Enclosure B Rate and Reimbursement for Alternative Services Transportation Services for each service month you are submitting for reimbursement (see Figure 1 below).

![Figure 1: Enclosure B Rate and Reimbursement For Alternative Services Transportation Services](image-url)
Step 2: Complete the TAI spreadsheet (see Figure 2 below).

![Figure 2: TAI Spreadsheet](image)

The following information must be completed on the TAI spreadsheet template. (SDRC will provide the spreadsheet; the Excel password is sdrc) *see notes at the end of the instructions for link to TAI spreadsheet.

a) Line type: Use the letter D for each line
b) Regional Center: Use the number 362 for each line
c) Attendance only flag: Insert a Y for each row
d) Vendor number
e) UCI number f) Client last name
g) Client first name
h) Current authorization number (if applicable)
i) Service code/ sub code
j) Service month/year
k) Enter a (1) for each day an alternative/traditional service was delivered.

Step 3: Fuel costs reimbursement spreadsheet:

If providers are seeking reimbursement for **actual fuel costs** purchased during the month, submit on an Excel spreadsheet with the detail of the purchases along with receipts/documentation supporting the fuel expenditures.
Step 4: Submit Enclosure B Rate and Reimbursement for Alternative Services Transportation Services, TAI spreadsheet, and Fuel cost reimbursement spreadsheet with receipts by e-mail to askpos@sdrc.org and cc: anthony.ferguson@sdrc.org.

The subject line of the email must state “Alternative Service Delivery Billing” along with the service month and vendor number. For example:

“Alternative Service Delivery Billing April 2021 HQ1234”

If you have any billing questions, please contact askpos@sdrc.org

Thank you,
San Diego Regional Center

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Notes

Link to TAI spreadsheet: https://www.sdrc.org/alternative-nonresidential-services