# Vocational Rehabilitation Services Manual C-1400: Supportive Goods and Services

Revised February 1, 2022

…

## C-1402: Transportation Services

…

### C-1402-3: Recurring Transportation

Recurring transportation includes advance payments that should be paid weekly to the private carrier for transportation that is necessary for the customer to participate in VR services.

VR Manager approval is required for any additional recurring transportation that exceeds a total of 104 weeks. The approval is limited to six-month increments (cumulatively or consecutively).

Transportation costs that are more than $400 for a single service authorization require VR Manager approval.

#### Documentation of Recurring Transportation

Documentation for recurring transportation must include:

* VR Manager approval (if required); and
* a case note that includes:
  + calculations,
  + the source used to define "actual mileage," and
  + confirms the service for which transportation is required.

Customers must be informed that they are required to maintain the [VR2181, Transportation Log](https://twc.texas.gov/forms/index.html), to verify that the private carrier recurring transportation funds were used for their intended purpose. The customer must turn in the VR2181, Transportation Log monthly, which must be reviewed by the VR counselor before the next payment is authorized.

If the VR2181, Transportation Log, for private carrier recurring transportation is not turned in or if it is determined that the funds were not used for their intended purpose, VR Manager review and approval is required before additional transportation payments can be authorized or any new service authorizations for transportation are issued.

VR Manager review and approval must be documented in ReHabWorks (RHW). See the ReHabWorks Users Guide E-100: Purchase Approval Requests for additional information about RHW Purchase Approvals.

#### Documentation of Recurring Bus Passes for Customers

Documentation for bus passes must include a case note that documents:

* the quantity of bus passes needed to support the VR service, and
* a confirmation of the service for which transportation is required.

If the VR office purchases bus tickets in bulk and issues them directly to the customer, a case note must be entered in RHW identifying the date the customer picked up the bus pass. A copy of the [VR2014, Rehabilitation Equipment, Item, and Bus Pass Receipt](https://intra.twc.texas.gov/intranet/gl/html/vocational_rehab_forms.html) signed by the customer must be filed in the customer's paper case file. Refer to [C-1402-6: Local Bus Passes for VR Customers](https://twc.texas.gov/vr-services-manual/vrsm-c-1400#c1402-6) for more information.

Customers must be informed that they are required to maintain the [VR2181, Transportation Log](https://twc.texas.gov/forms/index.html), to verify that the bus passes are being used for their intended purpose. The VR2181 must be turned in and reviewed by the VR counselor before the next bus pass is issued or purchased.

If the VR2181, Transportation Log for recurring transportation is not turned in, or if it is determined that the funds were not used for their intended purpose, VR Manager review and approval is required before additional transportation payments can be authorized or any new service authorizations for transportation are issued.

…