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MSSP ADVISORY and GUIDANCE LETTER – 12-02

DATE: June 18, 2012
TO: Multipurpose Senior Services Program (MSSP) Site Directors
FROM: Mary Sibbett, Operations Manager *M. Sibbett*
SUBJECT: Use of Fuel Cards

Purpose To provide guidance about using fuel cards to purchase fuel to assist MSSP clients in meeting their transportation needs.

References

- California Department of Aging (CDA) Standard Agreement, Budget Detail and Payment Provisions – Exhibit B, Article II. Funds - B. Accountability for Funds.
- HCBS Waiver: CA.0141.R04.00 July 2009.
- Internal Revenue Service record keeping requirements.

Background CDA must assure that MSSP sites spend Centers for Medicare and Medicaid Services (CMS) and California Department of Health Care Services (DHCS) Waiver Service funds to address client needs and ensure that safeguards are in place to protect client health and safety.

Sites have requested guidance for purchasing fixed-limit fuel cards for clients who no longer drive but whose care plan indicates the need to use a personal vehicle to meet care plan objectives.

Guidance MSSP sites can only use Waiver Service funds to purchase fuel cards after all other alternative transportation and transportation funding resources have been exhausted. If no alternative transportation resource is available, sites may purchase fuel cards valued at no more than \$50.00. To ensure fuel cards are used only to purchase the fuel necessary to meet client care plan objectives, each client who receives a fuel card must keep a detailed log documenting how they used the fuel card to meet their needs.

Procedure

MSSP sites must implement the following measures to substantiate the appropriate use of fuel cards purchased with Waiver Services funds.

- Record in the client's Care Plan that the provision of the fixed-limit fuel card is based on a specific client care need (s).
- Instruct the client, their family member(s) and/or caregiver(s) that they can use the fuel card only to purchase the fuel necessary to provide the transportation to:
 - ✓ Attend medical appointments.
 - ✓ Attend legal and business appointments affecting the client's health and safety.
 - ✓ Perform shopping and other errands necessary to support the client's safe and independent living at home.
- Instruct the client to maintain a log for each fuel-card supported trip that provides the following information:
 - ✓ Name of the driver
 - ✓ Date vehicle used
 - ✓ Starting odometer reading
 - ✓ Ending odometer reading
 - ✓ Purpose of trip (e.g. medical appointments, shopping/errands, etc.)
 - ✓ Name and location of destination (e.g. Dr. G Smith's Office, 123 Any Town Drive, Any Town, CA 99999)
 - ✓ Client number (name not necessary)

During monthly contacts, the client's Care Manager must verify and document that scheduled appointments were attended and the reason for the fuel card purchase. It is not permissible to use the fuel card for non-approved purchases (brake fluid, groceries, etc.).

Misused fuel cards will be revoked. The fuel card is not for personal use by any member of the client's household or other caregivers. Further, fuel cards cannot be used for any of the following vehicle services:

- Registration
- Oil changes
- Car washes
- Insurance

Questions

Please contact your assigned program analyst with any questions.

cc: See next page

cc: Edmond P. Long, Deputy Director
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