5-018 Transportation or Escort Service for Families

5-018.01 Introduction: The guidelines contained in this section provide directions for -

1. The authorization and provision of Transportation or Escort Service for Families; and
~~2. Direct provision of transportation service by staff-provided workers;~~
~~3~~. 2. The evaluation and approval of transportation providers, including individual providers as authorized by Neb. Rev. Stat. § 75-303.03.
~~4. Provision of escort services.~~

5-018.01A Outcomes ~~Transportation Goals~~: The Title XX Social Services Block Grant goals which relate to transportation service are:

1. Achieving or maintaining economic self-support (Goal 1);
2. Achieving or maintaining self-sufficiency (Goal 2); and
3. Preventing or remedying neglect, abuse, or exploitation of children (Goal 3).

5-018.02 Transportation Definitions:

~~Certified/~~Common Carrier means any person who ~~or which undertakes to~~ transports passengers ~~or property for the general public in intrastate commerce~~ by motor vehicle for hire~~, whether over regular or irregular routes, upon the highways of this state~~ and is licensed as such with the Public Service Commission (PSC).

Escort Services means an attendant or caregiver accompanying a minor or persons who are physically, mentally, or developmentally disabled and unable to travel or wait without assistance or supervision.

Exempt Provider means carriers exempted from Public Service Commission licensure by law including those that: ~~This includes those which -~~

1. Transport ~~Haul~~ for hire persons who are aged and their spouses and dependents under a contract with a municipality or county;
2. Are owned and operated by a nonprofit organization which has been exempted from the payment of federal income taxes as provided by Section 501(c)(4), Internal Revenue Code, and transporting solely those persons over age 60, their spouses and dependents, and/or persons experiencing disabilities;
3. Are operated by a municipality or county as authorized by law in the transportation of the persons who are aged;
4. Are operated by a governmental subdivision or a qualified public purpose organization having motor vehicles with a seating capacity of 20 or less and are engaged in the transportation of passengers in the state;
5. Are engaged in the transportation of passengers and are operated by a transit authority created under and acting pursuant to the laws of the State of Nebraska; and
6. Provide escort service ~~(see 474 NAC 5-.018.04; for family support escort, see 474 NAC 5-011.10D1)~~ under contract with the Department of Health and Human

Services or with any agency organized under the Nebraska Community Aging Services Act

Individual Provider means a person who is not in the business of providing transportation for hire; for example, a friend, neighbor, or non-legally responsible relative.

Medical Escort means an attendant or caregiver accompanying a minor or persons who are physically, mentally, or developmentally disabled and unable to travel or wait without assistance or supervision to receive a Nebraska Medicaid coverable service.

Nebraska Medicaid Coverable Services means a medical service that could be covered by the Nebraska Medical Assistance Program (NMAP) as specified in the Nebraska Administrative Code (NAC) Title 471 (see 474-000-503).

Tariff means the geographic and rate parameters of operation assigned to a particular carrier by the Public Service Commission.

~~Transportation Escort means an attendant/caregiver accompanying only those clients who are physically, mentally, or developmentally unable to travel or wait by themselves to obtain a service.~~

Transportation/Escort Service for Families means service which enables:

1. Children to travel to:
   a. Child care;
   b. ~~Programs and families which provide H~~ealth-related treatment or care; or
   c. ~~The Title XX agency~~ HHSS or other community resource to receive services as a part of a child protective services safety plan and/or case plan;
2. Parents or usual caregivers to travel to:
   a. Health services;
   b. ~~The Title XX agency~~ HHSS or a community resource to receive services as a part of a child protective services safety plan and/or case plan; or
   c. Visit a hospitalized child included in the family unit or in foster care; and
3. Biological parents or usual caregivers with children in foster care to receive services directed toward returning the child home.

5-018.03 Clients Served

5-018.03A Eligibility Status: Local staff may ~~shall~~ authorize transportation or escort service for clients who are:

1. Current ADC recipients;
2. Current SSI and State Supplemental recipients age 18 or younger;
3. State wards;
~~3~~4. Low-income families; or
~~4~~5. Families eligible without regard to income.

5-018.03~~B4~~ Transportation or Escort Need: HHSS staff must determine a client has the need for transportation services. Transportation services are not provided based on the demand of the client. Need for a service implies that the provision of that service will assist the client in achieving program goals. Eligible clients must:

1. Have no access to a working licensed vehicle, or ~~Be unable to provide needed transportation (i.e., have no access to a licensed working vehicle, or be unable to drive)~~ a valid driver's license~~;~~
2. Be unable to drive due to physical or cognitive limitation;
3. Be unable to secure transportation from relatives, friends, or other organizations at no cost;
4. Require transportation in relation to a defined area of need (see 474 NAC 5-018.05);
5. Have a current safety plan or case plan; or
6. Accept the authorized ~~service~~ case plan.

5-018.04A Medicaid Managed Care Enrollees: If the client is enrolled in one of the Medicaid Managed Care HMO plans, the HMO is responsible for authorizing transportation for the client's medical services and HHSS staff must not authorize medical transportation. Exception: HHSS staff may authorize transportation for adult day care or mental health day rehab services and for dental-related appointments and pharmacy services under Medical Transportation codes. Staff may authorize non-medical transportation for Medicaid Managed Care enrollees if the client meets the Social Services Block Grant program guidelines. If the client is enrolled in one of the Medicaid Managed Care "Primary Care" plans then the responsibility for transportation authorizations remain with HHSS worker.

5-018.04B Medicaid Mental Health Managed Care Enrollees: If the client is enrolled in the Medicaid Mental Health/Substance Abuse Managed Care Plan, the Mental Health/Substance Abuse Plan is responsible for authorizing transportation for mental health/substance abuse services and HHSS staff must not authorize mental health or substance abuse related transportation. Exception: HHSS staff may authorize transportation for adult day care or mental health day rehab services, and for other medical appointments under Medical Transportation codes, unless the client is enrolled in the Medicaid Managed Care HMO Program. Staff may authorize non-medical transportation for Medicaid Mental Health Managed Care enrollees if the client meets the Social Services Block Grant program guidelines.

5-018.04C Residents of Nursing Facilities or ICF/MR's: Residents of nursing facilities or ICF/MR's are not eligible to receive transportation through Social Services Block Grant Programs, except discharge transportation. All other transportation is the responsibility of the nursing facility or ICF/MR. Transportation, including moving the client's household goods or personal property, may not be authorized for these clients.

~~5-018.04 Staff-Provided Service Costs: As staff salaries are an administrative cost, reimbursement is not made through the service payment system for staff-provided service.~~

5-018.05 Defined Areas of Transportation Need: Staff may ~~shall~~ authorize

transportation or escort service for families only to meet client needs as described in the definition of Transportation/Escort Services for Families, see 474 NAC 5-018.02 .

5-018.05A Child Protective Services Transportation/Escort: Transportation or Escort may be authorized ~~provided~~ as part of a child protective safety plan and/or case plan.

5-018.05B Child Care Transportation or Escort: The worker may authorize transportation or escort:

1. When the child care is necessary for any of the reasons listed in 392 NAC 3-007.01 and 474 NAC 5-011.02;
2. When transportation costs are not included in the total child care rates (for guidelines see 392 NAC 4-003.05); and
3. When the child care is licensed or license-exempt.

5-018.05C State Ward and Foster Care Transportation or Escort: The worker may authorize transportation to allow biological parent(s) or usual caregivers with a child who is a Department ward to receive services directed toward the return of the child to the home or the maintenance of the child in the home. For authorized public or contracted transportation for foster care see 479 NAC 2.

5-018.05D Medical Transportation or Escort: The worker may authorize transportation or escort to enable the eligible child to receive a Nebraska Medicaid-coverable service. This includes transportation for a child to receive services identified through HEALTH CHECK. ~~It is the service which must be Medicaid coverable, not necessarily the provider of the service. For example, a physician visit (coverable) at a Veteran's Administration Hospital (not a Medicaid provider) would be coverable; immunizations (coverable) provided in a free clinic (not billable to Medicaid) would be coverable. If the Medicaid program sets limits on the amount of services/items covered, but the type is coverable, all transportation to that type is coverable.~~ For Medicaid-coverable services see 474-000-503.

5-018.05E Transportation for Visit: The worker may authorize transportation or escort to enable a family member or caregiver to visit a hospitalized child who is included in the family unit or in foster care as specified in 479 NAC 2-002.03E3e.

5-018.06 Transportation Services Provider Standards: HHSS contracts annually with common carriers, exempt providers, escort providers, and individual providers. Providers must meet all general provider standards in addition to the service specific standards.

5-018.06A Common Carrier Standards: The Public Service Commission certifies common carriers. Taxis, van companies, and limousine services are certified by the Public Service Commission (PSC) as common carriers. Staff must:

1. Verify that the carrier is certified by the Public Service Commission;
2. Request and receive a copy of the carrier's tariff; and
3. Verify that the carrier has a special HHSS designation.

Transportation provided by child care providers, family support providers, and foster parents is exempt from PSC certification requirements since it is incidental to the service provided.

5-018.06B Exempt Provider Standards: Exempt providers must ensure that their employees meet the individual provider standards in 474 NAC 5-018.06D.

5-018.06C Escort Provider Standards: The provider must:

1. Be an individual age 19 or older;
2. Have training or experience in working with children;
3. Have training or experience in providing personal assistance;
4. Agree to have his/her driving records reviewed, if the escort will drive;
5. Maintain information on specific needs of each client served; and
6. Report all changes observed to the client's services coordinator.

Escort providers who personally drive the client must also meet all individual provider standards in 474 NAC 5-018.06D. The escort provider must complete the individual transportation provider self-certification.

If the client requires an escort and the escort will not drive (for example, handi-bus, taxi, or travel agency for airfare), HHSS staff must authorize sufficient transportation units for both the client and the escort.

5-018.0~~8~~6D ~~Authorization of~~ Individual Provider Standards: ~~ND~~HHSS staff is authorized to contract with individual providers by Neb. Rev. Stat. § 75-303.03, only if the following driver and vehicle standards are met at all times when the individual is providing transportation for a client .

~~1. The proposed provider is the individual who will personally drive the vehicle;~~
~~2. There is no certified carrier serving the area in which the client needs transportation; or the certified carrier is incapable of providing the specific service in question. (An individual cannot be authorized unless the carriers(s) serving the area provides a written statement that s/he is incapable. If the provider refuses to provide such a statement, the worker shall contact Central Office for possible intervention by the Public Service Commission); and~~
~~3. The provider registered with the PSC, certifying that all provider requirements are met. Registration is complete and the provider may be authorized as soon as the PSC's self-certification checklist has been completed and a copy mailed/routed to the PSC.~~

5-018.06D1 Driver Standards: The individual provider must:

1. Have been chosen by the client or by the usual caregiver to provide transportation;
2. Be age 19 or older;
3. Possess a current and valid driver's license;
4. Have no more than three points assessed against his/her Nebraska driver's license, or meet a comparable standard in the state where s/he is licensed to drive;

5. Currently have no limitations that would interfere with safe driving;
6. Personally drive his/her own vehicle to transport the client;
7. Use seat belts and child passenger restraint devices as required by law;
8. Not smoke while transporting the client;
9. Not transport the client while under the influence of alcohol or any drug that impairs the ability to drive safely;
10. Not provide transportation if s/he has a communicable disease which may pose a threat to the health and well-being of the client;
11. Have and maintain the minimum automobile liability and medical insurance coverage as required by law; and
12. Report disqualification from any HHSS program for intentional program violation.

5-018.06D2 Vehicle Standards: The individual provider's vehicle must be:

1. Currently licensed and registered as required by law;
2. Kept at all times in proper physical and mechanical conditions;
3. Equipped with operable seat belts, turn signals, lights, and horn;
4. Equipped with proper child passenger restraint devices as required by law when transporting children; and
5. Equipped to provide comfortable temperature and ventilation conditions.

5-018.06D3 Registry Checks and Criminal Background Checks: HHSS staff must complete and document registry checks and criminal background checks on each potential individual provider.

5-018.06D3a Registry Checks: HHSS staff must check:

1. Adult Protective Services Central Registry;
2. Central Register of Child Protection Cases; and
3. Nebraska State Patrol Sex Offender Registry.

If the potential provider does not reside in Nebraska or has resided in Nebraska for less than one year, HHSS staff must check registries in the state of residence or previous residence, if possible.

5-018.06D3a(1) HHSS staff must not contract with a potential individual provider if a report of abuse or neglect concerning the individual provider has been determined to be "Court Substantiated" or "Department Substantiated" on the APS Central Registry or "Court Substantiated", "Court Pending" or "Inconclusive" on the Central Register of Child Protection Cases.

5-018.06D3a(2) HHSS staff must not contract with a potential individual provider if the individual's name appears on the Nebraska State Patrol Sex Offender Registry.

5-018.06D3b Criminal Background Checks: HHSS staff must:

1. Obtain a criminal history statement from the potential individual provider; and
2. Perform a criminal history check of the potential individual provider.

5-018.06D3b(1) General Criminal History: HHSS staff must not contract with a potential individual provider if a history of convictions for misdemeanor or felony actions that endanger the health and safety of any client is indicated. This includes crimes against a child or vulnerable adult, crimes involving intentional bodily harm, crimes involving the illegal use of a controlled substance, crimes involving moral turpitude on the part of the potential provider.

5-018.06D3b(2) Specific Criminal History: HHSS staff must deny or terminate service provider approval when conviction has occurred in the following areas:

1. Child pornography;
2. Child or adult abuse;
3. Driving under the influence: a DUI conviction within the past eight years; -
4. Domestic violence;
5. Shoplifting after age 19 and within the last three years;
6. Felony fraud within the last 10 years;
7. Misdemeanor fraud within the last five years;
8. Termination of provider status for cause from any HHSS program within the last 10 years;
9. Possession of any controlled substance within the last five years;
10. Possession of a controlled substance with intent to deliver within the last 10 years;
11. Felony or misdemeanor assault without a weapon in the last 10 years;
12. Felony or misdemeanor assault with a weapon in the last 15 years;
13. Prostitution or solicitation or prostitution within the last five years;
14. Felony or misdemeanor robbery or burglary within the last 10 years;
15. Rape or sexual assault; or
16. Homicide.

Pending charges must be reviewed by HHSS, Resource Development to determine whether the client's safety is in jeopardy. Other convictions must be considered using the guidance in 474 NAC 5-018.06D3b(1) and weighted to similar offenses included in this list.

5-018.06D4 Individual Provider Approval Process: HHSS staff must obtain a copy of the individual's current driver's license, insurance card, and vehicle registration. The provider must complete and sign the provider self-certification and the provider agreement. In addition to having no more than three points assessed against his/her driver's license, each provider's past eight-year driving history must be considered. If a license has been suspended or revoked, the provider must not be approved for eight years from the date of suspension or revocation.

5-018.06D4a Renewal: The provider self-certification and the provider agreement must be renewed annually. The registry checks and criminal history checks required under 474 NAC 5-018.06D3 must be completed for each renewal. HHSS staff must obtain a copy of the individual's current driver's license, insurance card, and vehicle registration. HHSS staff must not renew any contract with a provider whose name appears on the registries or whose criminal history check indicates a history of any convictions as specified in 474 NAC 5-018.06D3.

5-018.06D4b Termination: HHSS staff must terminate the provider agreement if the individual provider is found to be in violation of any of the standards in 474 NAC 5-018.06D1 and D2. HHSS staff must terminate any contract with a provider whose name appears on the registries or whose criminal history check indicates any convictions as specified in 474 NAC 5-018.06D3.

5-018.07 Authorization Procedures: Before authorizing transportation/escort services, HHSS staff must explore with the client the use of family, neighbors, friends, or community agencies that will provide this service without charge whenever possible. HHSS staff must discuss types and options of providers with the client before authorizing transportation services. HHSS staff must assure the client is aware of the associated costs.

5-018.07A Medical Transportation: HHSS staff must offer the client choice of providers for medical Transportation/escort services.

5-018.07B Transportation for Out-of-State Medical Treatment: Medicaid may cover transportation for out-of-state medical treatment for Medicaid-eligible clients.

If out-of-state treatment is approved by Medicaid, HHSS staff may authorize transportation. The client is not eligible for transportation assistance if the client is driving him/herself.

If out-of-state treatment is not approved because of a non-medical reason such as the out-of-state provider refusing to participate in Medicaid, transportation for out-of-state treatment may be approved. If out-of-state treatment is not approved for lack of medical necessity, transportation for out-of-state treatment must not be approved.

If prior authorization for out-of-state treatment is not required, (for example, receiving services in a border state), HHSS staff may authorize transportation under the usual procedures.

5-018.07B1 Medicare (Primary) and Medicaid (Secondary): If the client has Medicare as his/her primary insurance and Medicaid is secondary, the client does not require out-of-state treatment approval from Medicaid. The HHSS central office transportation coordinator will determine if out-of-state transportation assistance is approved. The coordinator must use components of the definition of medical necessity found in 471 NAC 1-002.02A to determine whether out-of-state transportation may be authorized. If out-of-state transportation assistance is disapproved because the client is requesting routine medical services (for example, using a distant out-of-state clinic as the primary care provider), HHSS staff must deny the transportation service.

5-018.07B2 Private Health Insurance (Primary) and Medicaid (Secondary): If the client is using private insurance as his/her primary insurance and Medicaid is secondary, Medicaid prior authorization of the out-of-state medical treatment is required.

If out-of-state treatment is approved by Medicaid, HHSS staff may authorize transportation. The client is not eligible for assistance if the client is driving him/herself.

If Medicaid denies prior authorization of payment for out-of-state treatment because of a non-medical reason such as the out-of-state provider refusing to participate in Medicaid, HHSS staff must request prior authorization from the HHSS Central Office Coordinator. If the Coordinator denies out-of-state transportation, HHSS staff must deny the transportation service. If the Coordinator approves the out-of-state transportation, HHSS staff must approve the transportation service.

If Medicaid denies prior authorization for out-of-state treatment due to lack of medical necessity, transportation for out-of-state treatment must also be denied.

5-018.07C Non-Medical Transportation: For areas where exempt providers are available or the client has chosen to use an individual provider, the client may only use a common carrier when the exempt provider or individual provider cannot provide the service.

5-018.07D Authorization of Exempt Providers: ~~NDSS~~ HHSS staff may contract with and authorize services for a provider who is exempt from PSC licensure as appropriate to meet a client's needs. The availability of a ~~licensed motor~~ ~~certified~~ common carrier does not limit the use of an exempt provider.

5-018.07E Medical Escort: HHSS staff must use the following criteria to determine when to authorize an hourly rate for medical escort services:

1. The escort is not a legally responsible member of the client's family;
2. The client is not able to secure an escort at no cost; and
3. The escort is not receiving payment from another source.

5-018.07E1 Utilization of Exempt Providers as the Driver: When transportation is provided by an exempt provider, HHSS staff may authorize the cost of the escort's transportation only if there is an extra charge for the escort's transportation, such as air fares, rural transit system, city bus systems, etc.

5-018.07E2 Utilization of Common Carrier: When transportation is provided by common carrier provider, the provider may not charge an extra cost for transporting the escort.

5-018.07E3 Utilization of Individual Providers as the Driver: When transportation is provided by an individual provider, the provider may not charge an extra cost for transporting the escort.

5-018.07F Individual Providers: HHSS staff must authorize an individual provider if the following criteria are met:

1. The client has chosen the individual provider;
2. The individual will personally drive the vehicle; and
3. The individual meets provider standards in 474 NAC 5-018.06D.

~~5-018.06 Maximum Rates and Allowable Units~~

~~Use language similar to contracts; explain how rates are established; put actual rates in appendix/boxed text to be easily changed. Marcia will do the appendix with N-FOCUS codes. The following information is used by workers when completing provider contracts, Forms DSS-4 and DSS-4A, and by providers when billing on Form DSS-5B.~~

~~Service Description~~	~~Unit~~	~~Maximum Unit Rate~~	~~Maximum Units/Month~~	~~Service Code~~
~~Transportation~~	~~Mile~~	~~$ .20~~	~~250/per trip~~	~~1805~~
~~Transportation~~	~~Trip~~	~~$2.50~~	~~16~~	~~1806~~
~~Transportation (Bus)~~	~~Trip~~	~~$2.50 or Published Rate for Carrier~~	~~16~~	~~1807~~
~~Transportation (Taxi)~~	~~Trip~~	~~95% of Published Rate~~	~~16~~	~~1808~~
~~Medical Transportation (Individual, bus mini-bus, or commercial carrier - all except taxi)~~	~~Trip~~	~~$2.50 or Published Rate for Carrier~~	~~16~~	~~1810~~
~~Medical Transportation (Individual)~~	~~Mile~~	~~$ .20~~	~~250/per trip~~	~~1811~~

~~Medical Transportation (taxi)~~	~~Trip~~	~~95% of Published Rate~~	~~16~~	~~1812~~
~~Medical Escort~~	~~Hour~~	~~$3.00*~~	~~40~~	~~1813 **~~

~~*The first hour rate is determined by the distance traveled; each additional hour is $3 an hour. To determine the first hour rate, see 474-000-502.~~

~~**The rate for the medical escort code (1813) includes both distance and time. The worker must shall not authorize a service code for mileage/trip when the escort provider is also transporting the client. When the escort provider is not transporting the client, the worker may shall only authorize up to the $3 per hour rate.~~

5-018.08 Transportation Services Rates, Frequency, and Maximum Allowable Units:

5-018.08A Conditions for Payment: HHSS will pay for transportation services only:

1. When the client is actually in the vehicle; and
2. Using the most direct and logical route from the client's residence to the service location.

5-018.08B Upper Limits: HHSS Central Office establishes transportation rates according to the following limits. HHSS staff assigned resource development responsibilities may negotiate rates lower than the established rates.

5-018.08B1 Common Carriers: Neb. Rev. Stat. § 75-303.02 limits the distance rates for common carriers at a rate no greater than three times the state employee mileage rate.

5-018.08B2 Taxis: Taxi rates may be no greater than 95% of published rates.

5-018.08B3 Exempt Providers: HHSS Central Office will establish rates for exempt providers.

5-018.08B4 Escort Providers: The mileage rate for escort providers must not exceed the state employee mileage rate unless the escort is a certified carrier. The hourly rate is set by HHSS Central Office.

5-018.08B5 Individual Providers: As provided in Neb. Rev. Stat. § 75-303.03, HHS Finance and Support will reimburse the individual provider for costs incurred in transportation at a rate no greater than that paid for reimbursement of state employees under Neb. Rev. Stat. § 81-1176 only for mileage.

5-018.08C Frequency: The frequency for medical and non-medical transportation is by miles or trip. The frequency for medical escort services is by the:

1. Hour(s) ~~or~~ and miles; or
2. Hours and trip.

HHSS staff must authorize time and miles traveled separately.

5-018.08D Maximum Allowable Units: HHSS staff must authorize transportation units based on client need not to exceed the following limits:

1. Non-medical Transportation:
   a. ~~50 miles per one way trip~~ To and from child care; and;
   b. ~~One round trip per week for shopping for food and essential items~~ To and from community services based on child protective services safety plan and/or case plan; and
   ~~c. Two round trips per month for necessary business; or~~
   ~~d. One round trip per day for congregate meals.~~
2. Medical Transportation: Based on needed treatment and care.

5-018.09 Transportation Exceptions: The worker must ~~shall~~ document in the client's case file and on N-FOCUS when a need exists for more units.

~~The district service area designee may approve a per mile rate that exceeds the maximum rate at 474 NAC 5-018.06 appendix reference , but this exception must not exceed the state reimbursement rate per mile. The worker must shall document in the provider's file the need for the higher rate.~~

~~Note: There is no exception for exceeding rate maximums at 474 NAC 5-018.06 appendix reference for a trip rate. If an individual requests an increase in the trip rate, the worker must shall use the per mile rate.~~
~~The worker may authorize the state reimbursement rate if the provider is transporting the client only one way and the destination is at least 50 miles from the pickup. The worker may authorize the state reimbursement for the miles the client is in the car.~~
~~For example, the provider drives the client from York to Omaha and leaves the client at the hospital. The provider then returns home alone. The worker would authorize the state reimbursement rate for the trip from York to Omaha only. The provider would not be authorized for the return trip.~~

~~Section 75-303, Section 4, Reissued Revised Statutes of Nebraska does not allow for a rate higher than the state reimbursement rate for individual providers; Section 68-1019, Section 4, R.R.S., allows the Department to set taxi reimbursements at less than published rate(s).~~

~~1. The proposed provider is the individual who will personally drive the vehicle;~~
~~2. There is no certified carrier serving the area in which the client needs transportation; or the certified carrier is incapable of providing the specific service in question. (An individual cannot be authorized unless the carrier(s) serving the area provides a written statement that s/he is incapable. If the provider refuses~~

~~to provide such a statement, the worker shall contact Central Office for possible intervention by the Public Service Commission); and~~
~~3. The provider is registered with the PSC, certifying that all provider requirements are met. Registration is complete and the provider may be authorized as soon~~

~~as the PSC's self-certification checklist has been completed and a copy mailed/routed to the PSC.~~

5-018.10 Transportation Forms and Instructions: In addition to forms for general provider approval (Forms ~~DSS-9, DSS-9B, and DSS-10~~ MC9-LTC, ~~HHS-9B~~, and MILTC-1700, Provider Self Certification Checklist, the worker must ~~shall~~ use forms required by the Public Service Commission for ~~individual or~~ exempt providers.