

Policy Transmittal Vocational Rehabilitation



Howard Fulk, Policy and Training Manager

Number: VR-PT 23-01

Authorized signature

Issue date: 01/01/2023

Topic: Transportation

Due Date: 01/01/2023

Transmitting (check the box that best applies):

- ☐ New policy ☒ Policy change ☐ Policy clarification ☐ Executive letter
☐ Administrative Rule ☐ Manual update ☐ Other: [add if needed]

Applies to (check all that apply):

- | | |
|---|---|
| ☐ All DHS employees | ☐ County Mental Health Directors |
| ☐ Area Agencies on Aging: | ☐ Health Services |
| ☐ Aging and People with Disabilities | ☐ Office of Developmental Disabilities Services (ODDS) |
| ☐ Self Sufficiency Programs | ☐ ODDS Children's Intensive In Home Services |
| ☐ County DD program managers | ☐ Stabilization and Crisis Unit (SACU) |
| ☐ Support Service Brokerage Directors | ☒ Vocational Rehabilitation staff |
| ☐ ODDS Children's Residential Services | |
| ☐ Child Welfare Programs | |

Policy/rule title:	Transportation-mileage reimbursement rate to Vocational Rehabilitation participants		
Policy/rule number(s):	VR-PT 23-01 (rescinds VR-PT 19-02)	Release number:	NA
Effective date:	01/01/2023	Expiration date:	12/31/2023
References:	IRS issues standard mileage rates for 2023; business use increases 3 cents per mile		
Web address:	https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2023-business-use-increases-3-cents-per-mile		

POLICY

Vocational Rehabilitation (VR) uses a program-established rate of client mileage reimbursement if provided this transportation service in their individualized plan for employment.

This transmittal rescinds VR-PT 19-02 (10/1/2022).

DISCUSSION/INTERPRETATION:

Effective January 1, 2023 the mileage reimbursement rate for VR clients will be \$0.44 per mile.

Based on feedback from VR counselors, the VR Program reexamined how the mileage rate was calculated to reimburse client travel expenses.

After exploring numerous options, it was decided that VR would calculate this rate by averaging the [IRS Standard Mileage Rates](#) for the “Business” and “Moving/Medical” categories.

The mileage reimbursement rate is in effect for the period January 1, 2023, to December 31, 2023 unless revised by program administration.

IMPLEMENTATION/TRANSITION INSTRUCTIONS:

The rate established for client mileage reimbursement is set at \$0.44 per mile, without exception for the period January 1, 2023, to December 31, 2023.

Any VR client currently receiving mileage reimbursement other than \$0.44 per mile must have their reimbursement rate corrected to \$0.44 per mile for January 1, 2023, to December 31, 2023.

TRAINING/COMMUNICATION PLAN:

1. **Supervisors:** review and discuss transmittal with field staff.
2. **Field Staff:** review and discuss transmittal and address questions to supervisors.
3. **Supervisors:** after field level review and discussion of the transmittal, send consolidated requests for clarification to <mailto:VR.Policy@odhsoha.oregon.gov>
4. VR.Policy@odhsoha.oregon.gov: provide clarification.

LOCAL/BRANCH ACTION REQUIRED

Use the established rate of \$0.44 per mile for client mileage reimbursement when authorizing this service.

Identify clients that receive reimbursement at a rate other than \$0.44 per mile.

Inform them of the need to adjust to the current mileage reimbursement rate to assure equal treatment and compliance.

Review case vocational rehabilitation document to reflect the current mileage reimbursement rate of \$0.44 per mile for the period of 1/1/2023 to 12/31/2023.

CENTRAL OFFICE ACTION REQUIRED:

Monitor annual IRS standard mileage rate and communicate any changes to field staff.

Field/stakeholder review: ☒ Yes ☐ No

If yes, reviewed by: VR-SRC Policy Legislation and Budget Committee, VR Leadership

FILING INSTRUCTIONS: Future updates on IRS Mileage Reimbursement rates will be in the Policy Manual.

If you have any questions about this, contact:

Contacts: mailto:VR.Policy@odhsoha.oregon.gov	
Phone:	
Email: mailto:VR.Policy@odhsoha.oregon.gov	