

OTPS Transportation



Reimbursements are funded by federal taxpayer dollars, so it's important that all submissions are clearly justified and follow program guidelines. **Please keep the following in mind when submitting for OTPS mileage:**

- *All travel must include a comment explaining the purpose and how it relates to the person's valued outcomes, safety, or independence.*
- *The person must be present during the travel for it to be eligible.*
- *Travel to medical appointments or school is not reimbursable as they are typically covered by other funding sources or considered personal responsibilities.*



All submissions will be reviewed on an individual basis to ensure compliance and proper use of funds.

From the Training Department



All Self-Hires are required to complete the **Corporate Compliance Annual Refresher for 2025**. This important training is currently available and must be completed no later than **December 31, 2025**.

It is crucial that all Self-Hires remain informed and compliant with all New York State requirements. Failure to do so can result in disabled eVero access, corrective action, and termination.

Upcoming Holidays

This is a reminder that the following days are Agency Holidays:

 **Thursday, November 27th**

 **Friday, November 28th**

Staff should not be working on these two days unless they have received prior approval from their FI Coordinator.

Wishing everyone a restful and enjoyable Thanksgiving week, however you choose to spend it.

FAQ

Q: What does OTPS stand for?

A: OTPS stands for Other Than Personal Services. This is a section that some people have in their budget to cover items that are not Medicaid-fundable. These items must be related to a valued outcome in the person's plan and increase the person's independence and/or health and safety. Some of these items can include, cell phone plans, internet plans, personal use transportation, and clothing. Additional regulations may apply - Please contact your Broker and/ or FI for more information!

Stay Connected

For any questions regarding information found on this newsletter, please email:

FIConnect@thearcas.org