

2018 Transportation Assistance Program Guidelines

This program is based on available funding and is limited to TKF's 42 county service area in Middle Tennessee. The program provides assistance to people who need help paying for safe, reliable, and affordable transportation to and from dialysis or transplant appointments. If approved, disbursement checks are mailed out weekly.

Patient Eligibility:

- The TennCare Poverty Guidelines will be used to determine the patient's level of eligibility. Patient must be at or below 200% Federal Poverty. Intentionally misleading information on the application is cause for denial of assistance.
- If the patient is eligible for TennCare transportation, s/he is **not eligible** for TKF transportation assistance.
- Patient must be resident of the 42-county service area in Middle Tennessee.
- Clients may be considered as funding allows, if they reside within 10 miles of the TN border and dialyzes within the 42-county service area, now expanded to also include Benton and Grundy counties.
- **We are no longer able to provide transportation assistance for clients travelling less than 50 miles per month.**

Required Documents/Instructions:

Receipts:

- All receipts should show the date of purchase, item purchased, and vendor.
- Receipts must be submitted each month.
 - *FUEL CARDS*: Receipts can only show fuel purchased. If additional items are listed on the receipt, it is not valid. Receipts for purchased gas should be submitted with each additional for new tickets.
 - *Clarksville Transit*: Receipts for Lift Ticket books should be submitted with each additional for new tickets.
 - *MTA/Bus Pass*: Receipts should be submitted with each additional request for a bus pass.
- The clinic social worker reviews receipts in the presence of the patient each month prior to submitting receipts.
- Failure to submit receipts may result in suspended assistance until receipts are received or for a period of up to two months.
- Receipts for clients using MidCumberland Human Resource Agency (MCHRA), South Central Area Transportation(SCATS/SCTDD), or Upper Cumberland

Human Resource Agency (UCHRA) county transportation services will be received directly from the vendor.

Special Considerations:

- Incomplete applications will not be accepted.
- Application must be from current year. Old application forms will not be accepted.
- A patient assistance application must be completed annually without exception.
- A monthly application must also be submitted for continued assistance.
- Tennessee Kidney Foundation's ability to assist patients is based on the availability of funds. Therefore, an application for assistance is not a guarantee of assistance.

TKF will not cover the following expenses

- Taxi / Checker Cab transportation cannot be billed to TKF due to patient's ride being late.
- Before a taxi/Checker Cab is called, clinic staff must contact TKF for approval.
- If transportation funding is used inappropriately, the patient will be suspended from the program for 3-6 months at TKF's discretion.

Submission and Review

- Email or fax all applications to Cynthia Harris at cynthia@tnkidney.org or 615-383-2647.
- Heather Powell (TKF CEO) and/or Cynthia Harris (TKF Program Manager) will review all requests.
- TKF will review all applications and contact social workers with denial or additional questions via email or phone.
- There is a minimum two-week review process for all new applications.
- Programs may be changed or discontinued at any time based on funding availability.