



Attendant Care Workers:

Effective April 1, GSIL will pay for **Approved Non-medical Transportation** for those workers who will be transporting their consumer in the community as part of the Consumer's CFI (PCSP and HCSP) approved plan of care. GSIL will be paying \$6.50 per one-way trip or \$13.00 round trip. This additional payment is considered taxable wages. As such, Federal withholding taxes, FICA, and Medicare taxes will be withheld from the wage amount and will be included in your pay.

The following conditions must apply before payment will be processed:

- Payment is provided only to an Employee who is transporting their consumer in the employee's personal vehicle.
- The Consumer's plan of care must identify non-medical transportation as part of the consumer's ongoing care.
- The Consumer must have received an authorization for non-medical transportation services.
- The Employee must use their own vehicle in order to receive payment.
- The Employee must have a valid driver's license. Proof must be provided to HR.
- The Employee must maintain a minimum of \$100,00/\$300,000 liability coverage on their personal vehicle. Proof must be provided to HR before transportation can be provided to the consumer.
- The Employee must provide proof of a valid and current vehicle inspection by providing a "passed" vehicle inspection report" to HR.

This is not a reimbursement or payment for those employees who presently do errands for their Consumer.

Attendant Care Workers who provide approved, non-medical transportation will enter the task code of 35 for a round trip and will enter a task code of 37 for a one-way trip when clocking out of the Advance Time and Attendance telephony at the consumer's home. If a worker forgets to enter the necessary codes when clocking out, they may submit a Missed Punch Form to enter the proper task code along with the other required information needed to correct a punch.