

MANUAL TRANSMITTAL

Arkansas Department of Human Services
Division of Children and Family Services

{ } Policy { } Form {X} Policy Directive
Service Programs Policy Manual

Issuance Number: FSPP 2005-04
Issuance Date: October 5, 2005

From: Roy Kindle, DCFS Director

Expiration Date – Until
Superseded

Subj.: Executive Directive: Using the Rand McNally Mileage Chart for Mileage Reimbursement and School-Related Requirements of Act 1155 and Act 1961

This Executive Directive is being issued for two reasons. The first is to clarify the use of the Rand McNally mileage chart to determine the official mileage between two locations. The official mileage can then be used to submit a request for mileage reimbursement on a TR-1. The second reason is to provide copies of Act 1155 and Act 1961. These acts specify the required coordination between DCFS and local schools.

Due to the increasing gas prices, the Department of Finance and Administration has temporarily increased the maximum rate of mileage reimbursement for the use of privately-owned motor vehicles on official business of the state from thirty-seven (37) to thirty-nine (39) cents per mile until further notice. The rate increase is effective September 1, 2005.

When determining miles driven from city to city for mileage reimbursement, please use the enclosed Rand McNally mileage chart to complete your TR-1. To determine miles driven to cities and destinations not listed on the enclosed chart, use the Rand McNally online services at <http://www.randmcnally.com/> then use drop down, click on map and directions then online driving directions. The Rand McNally web page is attached for your information.

In addition, the above information is being mailed to all DCFS foster parents. The foster parents are also receiving copies of Act 1155, an act to ensure the continuity of education services to foster children and Act 1961, an act to protect the educational environment of children in DHHS custody. It specifies when to communicate with a child's school on custody-related matters that might affect the child's ability to learn. These acts are attached for your review.

These acts outline the coordination between DCFS and the local school district. Act 1155 specifically outlines the foster parent's role and rights in the foster child's educational process. Act 1155 also requires DCFS to notify the school by the next business day when DCFS takes or is given custody of a child, regardless of whether or not the child remains in the current school. Further, DCFS must notify the current school by the next business day after a foster child transfers to a new placement. To comply with these acts until forms are distributed, staff is to send a letter to notify the school of these changes.

Inquiries to: Policy Unit, 682-8750