

Wraparound Service Guidelines

Transportation

Proof of purchase is required for reimbursement and must be included with a completed Wraparound Service Request Form. Receipts, Google Maps, and or MapQuest document/image accepted.

Transportation to and from the following locations can be reimbursed:

1. Training Program Site
2. Clinicals Site
3. Testing Site
4. Home Address (must be on file)
5. Physical Exam/TB Test Site
6. Live Scan Site
7. CPR Site
8. COVID Vaccination Site
9. Childcare Provider Site
10. Job Placement Site

Personal Vehicle

The following can be reimbursed:

1. Mileage
2. Toll Fees
3. Parking Fees

Ride Sharing

The following can be reimbursed:

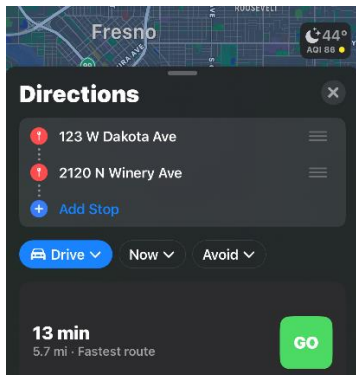
1. Lyft
2. UBER

Public Transportation

The following options can be reimbursed:

1. Bus
2. Light Rail
3. Train
4. Tram/Trolley/Ferry

Example 2: Must have miles included. "My location" will be denied. Must have starting & ending location addresses.



Example 1:

Wraparound Service Request Form

Student Name: Nicole Example Training Program Name: (Name of School)
 Prefer Check Delivery Address: (The Address you want your check sent to)
 Prefer Direct Deposit with Melio Email Address and Phone Number: w55xx@gmail.com
 Melio Direct Deposits are quicker than checks. | 559-555-1238

Service Request/Reimbursement				
Date	Item Description	Quantity	Unit Price	Total Amount
1/10/23	Livescan	1	\$47	\$48.50
1/11/23	TB Test	1	\$40	\$41.93
1/11/23	Physical	1	\$38	\$40.15
(Don't Forget to Provide Receipts)			(Price Before Taxes)	(Price After Taxes)
Total				\$130.58

Mileage Reimbursement				
Starting Location (From)	Ending Location (To)	Travel Date	Total Miles	
(Home) 123 W Amherst way	(Training School) 456 N Shaw Ave.	1/12/23, 1/13/23, 1/14/23, 1/17/23	24	
456 N Shaw Ave.	123 W Amherst way	1/12/23, 1/13/23, 1/14/23, 1/17/23	24	
(Home) 123 W Amherst way	(Clinical Site) 789 E First St.	1/21/23, 1/22/23, 1/27/23, 1/28/23	18	
789 E First St.	123 W Amherst way	1/21/23, 1/22/23, 1/27/23, 1/28/23	18	
(No Receipts Needed for Mileage)				
(Don't Forget to Provide GPS Screenshots)				
Total				84

All requests must be included on a Wraparound Service Request Form and submitted to The Gateway-In Project staff. Requests will be processed within 14 days of the submission date.