



# San Diego Regional Center

Serving Individuals with Developmental Disabilities in San Diego and Imperial Counties  
4355 Ruffin Road, San Diego, California 92123 • (858) 576-2996 • www.sdrc.org

## Alternative Service Delivery Billing Instructions for Transportation Service Providers

The following instructions are for billing alternative service delivery for transportation services. If one client with a certain service code/sub-code receives alternative services in the month, this billing method is used for **all** clients with the same service code/sub-code in that month.

### OVERVIEW

#### Requirements

Transportation providers must submit a **separate** Enclosure B and supporting spreadsheet for **each service code/sub-code** combination in order to bill for alternative services. Transportation Providers will need to complete the following in order to bill for Alternative services:

- (1) Enclosure B: Rate and Reimbursement for Alternative Services Transportation Services.
- (2) TAI spreadsheet.
- (3) Fuel costs reimbursement spreadsheet (if applicable).

#### Contacts

For questions regarding the Enclosure B form, please contact Anthony Ferguson, Community Projects/Transportation Manager, [anthony.ferguson@sdrc.org](mailto:anthony.ferguson@sdrc.org), (858) 576-2816.

For questions regarding billing, please contact [askpos@sdrc.org](mailto:askpos@sdrc.org).

### STEPS FOR COMPLETING AND SUBMITTING TRANSPORTATION ALTERNATIVE SERVICE DELIVERY INVOICES

**Step 1:** Complete item 3.F on the form Enclosure B Rate and Reimbursement for Alternative Services Transportation Services for each service month you are submitting for reimbursement (see Figure 1 below).

Enclosure B RATE AND REIMBURSEMENT FOR ALTERNATIVE SERVICES Transportation Services	
VENDOR NUMBER:	XXXXX
<b>1. VENDOR MONTHLY MAXIMUM</b>	
A Monthly average reimbursement <small>(Distribute to vendor by regional center)</small>	\$92,665.00
B Monthly average fuel expenses <small>(Refer to Worksheet Part 2 as applicable)</small>	\$11,119.81
C Vendor monthly maximum <small>(Row A + Row B)</small>	\$81,545.19
<b>2. MONTHLY UNIT RATE</b>	
D Monthly average number of consumers served <small>(Refer to Worksheet 2)</small>	184
E Monthly unit rate <small>(Row C / Row D)</small>	\$443.18
<b>3. AMOUNT OF REIMBURSEMENT FOR EACH MONTH</b>	
MONTH & YEAR	April 2021
F Number of consumers served for the month	172
G Reimbursement for the month <small>(Row E x Row F) This may not exceed the vendor monthly maximum (Row C)</small>	\$76,227.03
Submitted by	Date

Figure 1: Enclosure B Rate and Reimbursement For Alternative Services Transportation Services

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**Step 2:** Complete the TAI spreadsheet (see Figure 2 below).

2	Line	Regional	Attendance	Vendor	UCI	Last	First	Authorization	Service	Sub	Service	Payment Am
3	Type	Center #	Only Flag	Number	Number	Name	Name	Number	Code	Code	Mth/Yr	Sat 1
5	D	362										
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
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25												
26												
27												

Figure 2: TAI Spreadsheet

The following information must be completed on the TAI spreadsheet template. (SDRC will provide the spreadsheet; the Excel password is **sdrc**) \*see notes at the end of the instructions for link to TAI spreadsheet.

- a) Line type: Use the letter D for each line
- b) Regional Center: Use the number 362 for each line
- c) Attendance only flag: Insert a Y for each row
- d) Vendor number
- e) UCI number
- f) Client last name
- g) Client first name
- h) Current authorization number (if applicable)
- i) Service code/ sub code
- j) Service month/year
- k) Enter a (1) for each day an alternative/traditional service was delivered.

**Step 3:** Fuel costs reimbursement spreadsheet:

If providers are seeking reimbursement for **actual fuel costs** purchased during the month, submit on an Excel spreadsheet with the detail of the purchases along with receipts/documentation supporting the fuel expenditures.

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**Step 4:** Submit Enclosure B Rate and Reimbursement for Alternative Services Transportation Services, TAI spreadsheet, and Fuel cost reimbursement spreadsheet with receipts by e-mail to [askpos@sdrc.org](mailto:askpos@sdrc.org) and cc: [anthony.ferguson@sdrc.org](mailto:anthony.ferguson@sdrc.org).

The subject line of the email must state "Alternative Service Delivery Billing" along with the service month and vendor number. For example:

"Alternative Service Delivery Billing April 2021 HQ1234"

If you have any billing questions, please contact [askpos@sdrc.org](mailto:askpos@sdrc.org)

Thank you,  
San Diego Regional Center

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Notes

Link to TAI spreadsheet: <https://www.sdrc.org/alternative-nonresidential-services>