

**STATE OF NEVADA
AGING AND DISABILITY SERVICES DIVISION**

**SERVICE SPECIFICATIONS
TRANSPORTATION VOUCHER SERVICE**

Any exceptions to these Service Specifications must be requested in writing and approved by the Deputy Administrator of the Aging and Disability Services Division.

PURPOSE:

To promote quality of service, the Aging and Disability Services Division (ADSD) has established service specifications that contain general guidelines. The service specifications that each grantee must follow consist of GENERAL REQUIREMENTS and PROGRAM-SPECIFIC REQUIREMENTS established for each type of funded service.

SERVICE DEFINITION:

This service helps subsidize the cost of transportation through transportation vouchers issued to an eligible individual. (See also: Transportation Service, Service Specification)

SERVICE CATEGORIES AND UNIT MEASURES:

Transportation Voucher Program: Eligible individuals may receive vouchers for transportation.

One voucher equals one unit.

GENERAL REQUIREMENTS:

Grantees are required to meet all applicable Federal and State laws related to taxation, labor and related law.

SPECIFICATIONS:

1. Eligibility
 - 1.1 An individual who is age 60 years or older and is a State of Nevada resident.
2. Operating Procedures and Documentation Requirements:
 - 2.1 Residency for the client and caregiver can be established by a Nevada driver's license or other legal document, such as a State of Nevada identification card, a rental or utility bill, verification of voter's registration or some other official documentation.

- 2.2 Transportation Voucher Programs will develop and maintain:
 - 2.2.a A voucher log (e.g., receipt of vouchers from transportation provider, voucher distribution to clients).
 - 2.2.b An application that will include required client information.
 - 2.2.c A process for reconciling information to the person who receives vouchers, how many were distributed and monthly usage.
 - 2.2.d A report on the number of vouchers received/purchased from the transportation provider, the number of vouchers distributed to clients, and the number of vouchers that have expired or are unused.
3. Voucher expiration dates must be approved by ADSD.