



Monterey County Behavioral Health Policy and Procedure

Policy Number	419
Policy Title	Purchases Of Bus Passes/Tickets
References	None
Form	Bus Pass Request (MH 419)
Effective	January 24, 1989 Revised: February 27, 1996 Revised: September 1, 2008

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2 **Policy**

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4 Bus passes/tickets may be purchased for Behavioral Health Services if the individual requires
5 financial assistance with transportation as part of the treatment plan as agreed upon by the
6 clinician and clinician's supervisor where such is documented in the consumer's case record.

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8 The charge to the consumer/consumer's parent for the bus pass/tickets will be determined upon
9 the individual's ability to pay. Those with financial resources of at least one hundred dollars (\$100)
10 at their disposal after they have paid for their basic needs including food, shelter and clothing will
11 be expected to fund their own transportation. Those with less than one hundred dollars (\$100) in
12 available funds might be eligible to be charged fifty percent (50%) of the cost of the bus
13 pass/tickets. Case managers requesting that reduction in the client's share of cost shall do so on
14 Form MH 419. Requests for reductions in the client's share of cost will be considered by the
15 Behavioral Health Service Manager on a case by case basis.

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17 Bus passes/tickets will remain available at no cost to consumers who are without financial
18 resources and who need transportation assistance to attend medical appointments or activities
19 recommended in their treatment plan.

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21 **Procedure**

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23 1. By the 15th of each month, the case manager is to submit to the designated PSR the exact
24 number of bus passes/tickets needed for their consumer case load for the next month. Consumers
25 receiving bus passes/tickets will be expected to pay based upon the individuals ability to pay.

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28 a. Those with financial resources of at least one hundred dollars (\$100) at their disposal after they
29 have paid for their basic needs including food, shelter and clothing will be expected to fund their
30 own transportation.

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32 b. Those with less than one hundred dollars (\$100) in available funds will be charged fifty percent
33 (50%) of the cost of the bus pass/tickets.

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35 2. Requests for a reduction in the consumer's share of cost for bus pass/tickets shall be considered
36 by the Behavioral Health Service Manager on a case basis. Reduction requests are to be
37 submitted on Form 419 monthly.

38 3. Acceptable methods of payment include cash or personal checks. Checks are to be made out to
39 the Behavioral Health Division.

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41 4. A receipt will be issued to each consumer purchasing a bus pass. The staff person accepting the
42 funds and issuing the receipts will be one in the same.

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44 5. Within two (2) working days of receiving the funds, a master listing will be prepared showing the
45 consumer's name, the amount paid, the date of the transaction, the name of the person receiving
46 the funds, whether the funds are cash or check, and the number of the receipt issued.

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