

## **HCP Client Fuel Reimbursement**

### **POLICY**

Westmont will reimburse consumers from their Home Care Package (HCP) funds according to the Australian Aged Care Quality Standards, Department of Health HCP Program Manual, Quality of Care Principles and User Rights Principles.

Quality of Care Principles state 'excluded' items, including the use of package funds as a source of general income for the consumer.

### **PROCEDURES**

#### **Exceptional Circumstances**

In general, a HCP should not be used to pay for petrol, as petrol is a general household expense, except for exceptional circumstances. Exceptional circumstances are when:

- The consumer is rural or remote

And the travel is to access medical, health and social supports that:

- Support the consumers ability to remain living independently in their homes
- Help consumers remain connected to the community they live in and they would otherwise have difficulty attending

1. The HCP Care Manager and the consumer will discuss and agree on the exceptional circumstances under which petrol can be funded from the consumers HCP.

OR will refer the consumer to alternative transport service providers or the Victorian Patient Transport Assistance Scheme (VPTAS).

2. The HCP Care Manager will ensure all fuel reimbursements meet the exceptional circumstances.
3. The decision and its justification will be documented in the consumer's care plan.

#### **Determining Transport Needs**

1. The HCP Care Manager will work with consumers to determine what their medical transport needs are.
2. The fuel reimbursement is accurately documented in the consumer's care plan and will include:
  - a) What the need is.
  - b) What goal will be met by meeting that need.
  - c) The strategy of how it will occur.
  - d) What the Care Manager and the consumer will do to help meet the need.
  - e) What the outcome is/what was achieved.

## Reimbursement for Fuel

1. The HCP Care Manager, in consultation with the consumer, will complete a Fuel Calculator Form and include the:
  - a) Estimated travel distance of the exceptional circumstance/medical appointment.
  - b) Need, goal, strategy and what the consumer will do.
2. The fuel reimbursement is based on an average car consuming 10 litres per 100 kilometres travelled. The cost of fuel is based on \$1.80/litre.
3. Formula = (kilometres divided by 100) x 10 x \$1.80.

Fuel Cards may be issued in advance to the estimated value of the travel if it would cause hardship for the consumer to pay and then wait for reimbursement.

Date approved:	June 2021	By Department:	Director – CC		
Date change:	August 2022	By Department:	Director – CC	Key changes:	Reimbursement for fuel cost to \$1.80
To be reviewed:	June 2024	By Department:		Key changes:	