



## Process for ordering an Elderly Waiver (EW) extended transportation bus pass through UCare. (Minneapolis/St. Paul Metro Area and St. Cloud only)

The Case Manager (CM) will:

- 1) Review the monthly enrollment report to ensure the member is on an eligible program (MSHO or MSC Plus) for the month the bus pass will be requested.
- 2) Document the need for the bus pass on the Plan of Care (POC) and that the purpose of the bus pass is for EW extended, non-medical transportation.
- 3) Ensure that the member meets the criteria outlined in Chapter 12 of the Provider Manual.\*
- 4) Send an e-mail to Machelles Hendricks at UCare ([mhendricks@ucare.org](mailto:mhendricks@ucare.org)) with:
  - a. Member name.
  - b. Member address.
  - c. Member UCare ID number.
  - d. Type of bus pass being requested (see grid below).
  - e. A message telling Machelles that the bus pass is to be considered EW extended waiver transportation. (Members may be eligible for medical transportation through Health Ride which is separate from the EW extended transportation bus pass.
- 5) Record the type of bus pass on the POC and include the amount in the budget worksheet. See the table below.
- 6) Submit a new request to Machelles Hendricks ([mhendricks@ucare.org](mailto:mhendricks@ucare.org)) each month the bus pass is needed.

**\*Please review the eligibility requirements in Chapter 12 of the Provider Manual on the UCare web site, [www.ucare.org](http://www.ucare.org) prior to ordering a bus pass to ensure that the member is eligible and meets the criteria.**

### UCare Transportation Dept. Bus Pass Type Grid

Bus Pass Type	Metro Certified Required	Cost	Time of Usage	Number of Rides
31 Day Unlimited	No	\$85.00	Anytime	Unlimited use for 31 days from first day used.
Stored Value	No	\$10.00	Anytime	4-5 rides depending on the time of day used.
Single	No	\$2.00	Anytime	One ride (need 2 for ride to appointment and home)
31 Day Discount	Yes	\$31.50	Anytime	Unlimited use for 31 days from first day used
Metro Mobility Rush	Yes	\$4.00	Needed for rides 6-9 a.m. and 3-6:30 p.m.	One ride (need 2 for ride to appointment and home)
Metro Mobility Non-Rush	Yes	\$3.00	Rides for any time other than 6 a.m. to 9 a.m. and 3 p.m. to 6:30 p.m.	One ride (need 2 for ride to appointment and home)