



Community Fund Ohio
17900 Jefferson Park, Suite 102 • Middleburg Heights, OH 44130
Phone: 216.736.4540 • Fax: 216.867.9783
www.communityfundohio.org

Distribution Policy: Travel Aide Expenses

Community Fund will approve the expenses of one travel aide if the travel aide is essential for the beneficiary to travel safely due to their disability or if the beneficiary is a minor and cannot travel unaccompanied.

Travel aide expenses must be reasonable and may include transportation, lodging, activities, and food. Travel aide expenses do not include travel or activities without the beneficiary, souvenirs, alcohol, or expensive meals (subject to Community Fund's discretion).

Community Fund will not require a physician's letter if the beneficiary is requesting payment for one travel aide and receives Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI).

A physician's letter is required if the beneficiary needs more than one travel aide or if the beneficiary does not receive SSI or SSDI. A physician's letter is a letter signed by the beneficiary's treating physician (M.D. or D.O.), on their letterhead, that briefly explains the beneficiary's disability and details the reason for travel aide(s). The physician's letter must be dated within thirteen months and be submitted with the distribution request unless it meets the thirteen-month requirement and is already on file at Community Fund. Community Fund will waive the requirement for an annual physician's letter if the physician's letter identifies the beneficiary's diagnosis and states that the beneficiary's need for a travel aide will never expire.

Community Fund is unable to approve travel aide expenses for the beneficiary's friends or family who are not providing services or if the aide is a minor.

This policy and other distribution policies are available on our website.

This policy is consistent with POMS SI 01120.201F.3.b.

Posted on website: 12.08.23