

**Member/Employer Related Operational Expenses**  
**Self-Directed Services**  
**Oklahoma Health Care Authority**  
**Long Term Care Waiver Operations**

Employer-related expenses include costs incurred for services related to the provision of personal care as listed below. To request reimbursement for expenses use the **SDS Goods and Services Expense form**. Expense requests must be submitted within 60 days of the date the expense is incurred. Any request for reimbursement of expenses must include adequate receipts or documentation of the expense to include vendor name, address, phone number, date and itemized list of purchases. All expenses are subject to prior approval by OHCA.

- Classified Advertising - cost to place an ad for recruitment of new employee (**please include a copy of the newspaper classified advertisement that shows the name of the paper and the date the ad ran**)
- Hepatitis B vaccination/Tuberculosis test – cost of vaccination or test for employee
- Transportation – cost of public transportation for non-medical trips related to the provision of personal care
- Mileage – per mile cost for trips related to the provision of personal care in service plan: per mile cost will be calculated using the current state employee rate; current rate is **.70** per mile
- Postage – cost of postage to mail self-directed forms to payroll agent or OHCA
- Copying – cost to make copies of self-directed forms for payroll agent or OHCA
- Faxing – cost to fax self-directed forms or timesheets to payroll agent or OHCA
- Office supplies – paper, pens, file folders used to maintain self-directed records
- Other expenses related to the provision of personal care services upon prior authorized approval by OHCA.