Travel Claim Forms

If you work for multiple recipients and you travel directly from providing services to one recipient to provide services to another, you must complete the IHSS Program Provider Workweek & Travel Time Agreement (SOC 2255). This agreement explains the workweek, 7-hour travel time limits, and includes areas for you to plan your workweek schedule and record the estimated travel time between recipients' locations each week.

Completing the SOC 2255 will help:

- Make sure that you do not travel more than allowed for each workweek in order to stay within the 7-hour travel time limits.
- Make sure that you will receive a Travel Claim Form.
- Prevent possible delays in payment and help you to avoid violations.

The SOC 2255, in particular, Part B, must be correctly completed and submitted in order for you to be paid for travel time.

![SOC 2255 Table]

NOTE: The SOC 2255 must be updated and resubmitted when there is a change in providers and/or circumstances that result in a permanent change in your work schedule.
Once the SOC 2255 has been received and processed by the county, if you are eligible to receive paid travel time, you will be sent a Travel Claim Form (SOC 2275) for each recipient that you travel to after providing services to another recipient the same day. To claim travel time, you will need to correctly fill out a Travel Claim Form. You are only allowed to claim the actual time you spent traveling from one recipient to another.

Travel time is claimed on the Travel Claim Form of the recipient that you are traveling to. If you claim more than 7 hours of travel time in a workweek, you will be paid for the excess hours, but will receive a violation.

In order for Travel Claim Forms to be processed and paid, timesheets need to be processed first. The timesheet and Travel Claim Form are processed at two different facilities. Be careful to return each in the correct pre-addressed envelope for timely processing.