**Section 686.1560 Travel Time**

a) An Individual Provider working for more than one Customer may be paid for travel time. Travel time is the time spent traveling between two different Customer addresses on the same workday that meets the requirements defined in 89 Ill. Adm. Code 676.30.

b) An Individual Provider will not be paid travel time for any trip to or from their home. If an Individual Provider lives with a Customer, they cannot be paid for travel time to another Customer's home if the trip begins or ends at the Individual Provider's home.

c) The combined total of travel time and work time cannot exceed the maximum hours defined within the currently effective Collective Bargaining Agreement (CBA) per work week unless a Customer is approved for an exception under Section 686.1530.

d) If an Individual Provider works for more than one Customer and chooses to claim travel time, they must complete the Home Services Program Travel Agreement form and the Home Services Program Travel Time Sheet form as applicable; the forms are available through the HSP local offices or on the Department's website.

1) The Individual Provider must submit the Home Services Program Travel Agreement form to the HSP local office where the first Customer on the form is served. The Individual Provider will be notified of the final determination in writing.

2) An Individual Provider with an approved Travel Agreement must complete a Home Services Program Travel Time Sheet form for each work week that travel between Customers occurs on the same workday.

A) The completed Travel Time Sheet form must be attached to the HSP Time Sheet and both forms must be submitted to the HSP local office where the first Customer is served as stated in subsection (d)(1).

B) Incomplete forms will not be considered for reimbursement under this Section.

C) Approved travel time will be processed and paid on the next available pay date.

e) The Individual Provider is responsible for monitoring work time and travel time to ensure they do not work unauthorized overtime.

(Source: Amended at 46 Ill. Reg. 20865, effective December 19, 2022)