

NC Division of Services for the Blind Policies and Procedures Independent Living Older Blind

Transportation Services

Current effective date: 03/11/16

Revision history: n/a

Mini Center Transportation Contracts

Effective October 2014, transportation contracts are mandatory for Mini Centers when transportation vendors are paid directly. The primary objective of contracts is to protect consumers and the State. Contracts must be in place prior to the rendering of services. In an exceptional case where there is an urgent need for transportation, the IL Program Specialist should be contacted for possible approval of an exception.

Contracts are not required when consumers pay for transportation services and are reimbursed by DSB nor are they required when utilizing Elderly and Disabled Transportation Assistance Program (EDTAP) funds where no direct financial transaction occurs between DSB and the transportation vendor. Additionally, contracts are not required for very limited services such as individual trips.

Contracts may be effective until the end of the current State Fiscal Year (SFY)/June 30th. All transportation contracts should use the Transportation Model Contract Template. Contracts may be extended, if mutually agreed upon, through a written amendment. Amendments may be in effect until the end of the current SFY. Contracts may be amended for up to two consecutive years if mutually agreed upon. All amendments should use the Transportation Model Contract Amendment Template. Model contracts are located in the Appendix.

Questions or concerns about transportation contracts should be directed to the IL Program Specialist. Completed contracts which include the vendor signature should be directed to the Director's Executive Assistant who will route for final approvals and signatures.