

POLICY COMMITTEE AGENDA

**Commission of the South Carolina Department of Disabilities and Special Needs
3440 Harden Street Extension
Columbia, South Carolina**

January 11, 2022

3:00 p.m.

- 1. Call to Order** **Committee Chair Barry Malphrus**
- 2. Statement of Announcement** **Lori Manos on behalf of Chairman Malphrus**
- 3. Invocation** **Committee Chair Barry Malphrus**
- 4. Adoption of Agenda**
- 5. Approval of Summary Notes from December 15, 2021 Meeting (TAB 1, pg. 1-2)**
- 6. Old Business: (TAB 2)**
 - A. 535-10-DD: Voter Registration and Voting Rights (pg. 3-19)
- 7. New Business: (TAB 3)**
 - A. 200-08-DD: Travel Regulations (pg. 20-26)
 - B. 200-13-DD: Travel Regulations for DSN Boards and Contracted Service Providers (pg. 27-28)
- 8. Status Update on Directives Referred to Staff**
- 9. Adjournment – Next Meeting February 8, 2022**

MEETING SUMMARY OF THE POLICY COMMITTEE
Commission of the South Carolina Department of Disabilities and Special Needs
3440 Harden Street Extension
Columbia, South Carolina
December 15, 2021

IN ATTENDANCE: Chairman, Barry Malphrus; Commissioner Gary Lemel; Commissioner David Thomas
Dr. Michelle Fry, Lori Manos; Steve Von Hollen, Janet Priest, Elizabeth Lemmond and
Colleen Honey

1. Adoption of Agenda

Chairman Malphrus requested committee members to adopt the agenda.

As there were no objections, agenda was adopted.

2. Approval of Summary Notes from the November 9, 2021 Meeting

Chairman Malphrus requested committee members to adopt the summary notes.

As there were no objections, summary notes from the November 9, 2021 meeting were adopted.

3. Old Business

A. 503-01-DD: Individuals Involved with Criminal System

Chairman Malphrus indicated after another review by staff, it was determined all items in the directive are covered in other policies. Accordingly, staff recommend the directive be deemed OBSOLETE. As there were no objections, the directive would be presented to the full Commission for approval to declare the directive OBSOLETE.

B. 535-10-DD: National Voter Registration Act (Motor Voter)

Chairman Malphrus stated staff completed a thorough review of the policy against state and federal voting laws and revised language to ensure consistency. As there were no objections, the directive was approved for posting for 10-day public comment. Any comments received will be presented to the Chairman and Committee for full review.

4. New Business

A. 413-10-DD: Telecommuting Policy and Procedure

Chairman Malphrus indicated staff were presenting this new directive to the Committee to delegate to staff due to the internal nature of the directive. As such, no external review period is required and staff will bring before the full Commission for approval. As there were no objections, the directive would be presented to the full Commission for approval.

B. 413-05-DD: Work Hours Policy and Procedure

Chairman Malphrus indicated staff were presenting as the directive refers to telecommuting and required updating to reflect the addition of the new directive. As such, no external review period is required and staff will bring before the full Commission for approval. As there were no objections, the directive would be presented to the full Commission for approval.

5. Status Update on Directives Referred to Staff

Ms. Lori Manos gave an update on the following directives:

603-06-DD: Tuberculosis Screening

Was referred to staff again on June 8 for another review (August 20, 2020). No changes are recommended or required.

300-04-DD: Maintenance of Physical Plant

600-10-DD: Individual Clothing and Personal Property-DDSN Regional Centers

These two directives have been posted for public comment, which expires December 31, 2021, and should be ready to present to the Commission for approval and signing at the January 20, 2022 Commission meeting.

603-09-DD: Management of Individuals Exposed to Potential Blood Borne Pathogens

Staff reviewed and there are no recommended changes at this time. It will return to the directive rotation and will be reviewed again in another four years or earlier if changes are warranted. Will present to the full Commission for approval.

602-02-DD: Aquatics Program at DDSN Operated Facilities

Staff recommendation is to declared is directive OBSOLETE. As there is only one DDSN Regional Center where this is applicable, it was determined to incorporate into the facility as an internal procedure. Will present to the full Commission for approval.

6. Adjournment

The next meeting will be held January 11, 2022.

Reference Number: 535-10-DD

Title Document: ~~National Voter Registration Act (Motor Voter)~~
Voter Registration and Voting Rights

Date of Issue: November 23, 1994

Date of Last Revision: ~~April 22, 2013~~XXXX, 2021 (REVISED)

Effective Date: ~~January 1, 1995~~XXXX, 2021

Applicability: ~~DDSN Central Office, DDSN Regional Centers, DSN Boards and Contracted Service Coordination Providers~~
DDSN Regional Centers and Residential Habilitation Settings; Intake Providers; Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID) Providers and Residential Habilitation Providers

PURPOSE

The purpose of this Directive is to implement the National Voter Registration Act (NVRA), S.C. Code Ann. § 7-5-110 through §7-5-340 (2019), and to provide guidance for assisting people who are eligible for DDSN services to exercise their right to vote.

VOTER REGISTRATION

Requirement:

The National Voter Registration Act (NVRA) requires that any office in a State that provides either public assistance or state-funded programs primarily engaged in providing services to persons with disabilities must offer voter-registration services. In accordance with NVRA, a State must designate the offices in the State as voter-registration agency. In South Carolina, the Department of Disabilities and Special Needs (DDSN) is designated as a voter-registration

agency. As a voter-registration agency, DDSN must provide the opportunity to register to vote to persons when (1) applying for DDSN services, (2) re-applying for DDSN services, and (3) changing the address used for DDSN services. As a voter-registration agency, DDSN must:

- Distribute voter-registration forms;
- Provide an “information” form that contains information on the voter-registration process;
- Provide the same level of assistance to all applicants in completing the voter-registration forms as is provided to the person when he/she is applying for DDSN services (unless the applicant refuses the assistance);
- Accept completed registration forms; and
- Transmit each completed voter-registration form to the appropriate State election official with the prescribed time frame.

Implementation – Voter Registration:

The NVRA requires that voter-registration services be offered when applying for or re-applying for services; therefore, Intake providers will be primarily responsible for performing these functions on behalf of DDSN. It is recommended that, as appropriate, each Intake provider designate one staff member to act as the coordinator of voter registration services. If designated, the coordinator would train new employees, ensure an adequate supply of forms, monitor voter registration activities, and resolve questions and problems that may arise. If a coordinator is designated, his/her responsibilities would be ongoing, but not full time.

Intake providers will be responsible for offering the opportunity to register to vote to those seeking eligibility for DDSN services (applicants) when the applicant:

- Is a citizen of the United States and of the State of South Carolina;
- Is eighteen (18) years of age or older;
- Is a resident in the county and in the polling precinct in which he/she offers to vote;
- Is not mentally incompetent as adjudicated by a court of competent jurisdiction;
- Is not serving a term of imprisonment resulting from a conviction of a crime;
- Has not been convicted of a felony or offenses against the election laws, unless the disqualification has been removed by the service of the sentence, including probation and parole time unless sooner pardoned.

Intake provider staff members (Intake workers) who offer the opportunity to register to vote are **strictly prohibited** from:

- Seeking to influence an applicant’s political preference or party affiliation, or
- Displaying any political preference or party allegiance, or
- Taking any action or making any statement to an applicant to discourage the applicant from registering to vote, or
- Taking an action or making any statement that may lead the applicant to believe that a decision to register or not to register has any bearing on the availability of services or benefits.

Intake workers must:

1. Determine if the applicant:

- (a) Is currently registered to vote at his/her current address, or
- (b) Would like to register to vote, or
- (c) Would like to decline to register to vote.

The Voter Registration Declination form (Attachment) should be presented and explained. The applicant should be asked to complete the form. If needed, assistance, to the same degree as given to complete forms for DDSN eligibility, should be provided . It should be noted that failure to check either box on the form constitutes declination to register. If the applicant declines to check a box he/she must be told, “If you do not check either box, you will be considered to have decided not to register to vote at this time.”

The Voter Registration Declination form (Attachment) has two (2) sections. The top section of the completed form should be retained by Intake worker as part of the person’s record. The top section of the declination form shall be kept in a confidential manner for one (1) year. The bottom section of the form should be separated from the top (along the dotted line) and given to the applicant. The provision of the form and the offering of the opportunity to register to vote must be documented as an Intake activity.

2. If the applicant is registered to vote at his/her current address, declines to register to vote, or fails to check a box on the Voter Registration Declination form, no additional actions by the Intake worker are required.

3. If the applicant chooses to register to vote at his/her current address or change his/her voter registration address, and the applicant possesses a valid South Carolina driver’s license or state identification card issued by the Department of Motor Vehicles, he/she may submit an application for voter registration electronically on the Internet website of the State Election Commission (SC Votes). Assistance, to the same degree provided for completing DDSN eligibility, can be provided to complete the registration electronically.

4. If the applicant chooses to register to vote at his/her current address or change his/her voter registration address but does not possess a valid South Carolina driver’s license or state identification card issued by the Department of Motor Vehicles, the completion of a paper voter-registration form is required. The paper/printed form should be given to the applicant and, if needed, -assistance, to the degree provided in the completion of forms for DDSN eligibility, provided to complete it. Voter registration forms can be printed from the South Carolina Election Commission website (Voter Registration Forms).

When a paper voter registration form is completed, the completed form must be transmitted to the county board of voter registration and elections of the county in which the applicant resides. This transmission may be by mail, e-mail, or fax. Information about each county board of voter registration and elections in the State can be found on the website of the State Election Commission (SC Votes). Completed forms must be

transmitted to the appropriate county board of voter registration and elections within ten (10) days of completion unless the form is completed within five (5) days before the last day to register to vote in an election, in which case the completed form must be transmitted within five (5) days.

All voter registration activities performed by the Intake worker must be documented. The documentation must specify mode used for registration (paper form or electronic). When a paper form is completed, the date and mode (e.g., mail, email, fax) of transmission of the completed form must be documented along with address or fax number to which the document was transmitted.

Implementation – Updating Voter Registration:

When someone who is eligible for DDSN services has moved / changed addresses, the person’s case manager or Qualified Intellectual Disabilities Professional (QIDP) must be prepared to assist him/her with updating his/her voter registration. Assistance to update his/her voter registration should be provided by the case manager or QIDP as needed and to the degree provided in the completion of other forms required for service provision. Anyone assisting someone to update his/her voter registration is **strictly prohibited** from:

- Seeking to influence a person’s political preference or party affiliation, or
- Displaying any political preference or party allegiance, or
- Taking any action or making any statement to the person to discourage the him/her from registering to vote, or
- Taking an action or making any statement that may lead the person to believe that updating his/her registration has any bearing on the availability of services or benefits.

People can be assisted to update their voter registration in the following ways:

1. If the person possesses a valid South Carolina driver’s license or state identification card issued by the Department of Motor Vehicles (DMV), and has updated his/her address with the DMV, he/she may be assisted to complete the voter registration form electronically on the Internet website of the State Election Commission (SC Votes).
2. If the person moved from one address to another within the same county of the State, a change of address form and assistance to complete and transmit the form can be provided. Change of address forms can be found on the website of the State Election Commission (SC Votes). Completed forms may be transmitted by mail, e-mail, or fax and must be transmitted to the county board of voter registration and elections in which the person currently resides. Information about each county board of voter registration and elections in the State can be found on the website of the State Election Commission (SC Votes).
3. A paper voter registration form and assistance to complete and transmit the form can be provided. A paper voter registration form is required when the person moves from the

county in which he/she is registered to vote to another. A completed form must be transmitted to the county board of voter registration and elections of the county in which the person now resides. This transmission may be by mail, e-mail, or fax. Information about each county board of voter registration and elections in the State can be found on the website of the State Election Commission (SC Votes).

4. If the person moved from one address within a county to another within the same county, assistance can be provided to fill out the back of the person's voter registration card and transmit it by mail to the county board of voter registration and elections in the county in which the person resides. Information about each county board of voter registration and elections in the State can be found on the website of the State Election Commission (SC Votes).

When the assistance provided to update voter registration includes the transmission of completed forms, those forms must be transmitted to the appropriate county board of voter registration and elections within ten (10) days of completion unless the form is completed within five (5) days before the last day to register to vote in an election, in which case the completed form must be transmitted within five (5) days.

All activities provided to assist with updating voter registration information must be documented. The documentation must specify mode used for updating the registration. When a paper form or voter's registration card is used, the date and mode of transmission of the completed forms must be documented along with name of the entity and the mailing address, e-mail address or fax number to which the document was transmitted.

VOTING ASSISTANCE

General:

As citizens of the United States of America and the State of South Carolina, adults with disabilities have the right to vote. When an adult with disabilities needs assistance to exercise his/her right to vote, assistance can and should be provided. Assisting someone to vote may include but may not be limited to the following:

- Providing information about voting and the electoral process;
- Assisting with registering to vote or updating his/her voter registration;
- Providing information about how to vote, such as information about voting systems (e.g., machines), the roll of poll workers, the assistance (e.g., curbside voting, reading the ballot) that can be provided, how to get needed assistance at the poll, who can (e.g., friends, family, poll workers) and cannot (e.g., service provider staff, employer/boss) assist with casting a ballot;
- Helping the person to find information about upcoming elections and candidates (e.g., providing a printed sample ballot); and
- Helping the person with transportation to their polling place on election day.

While much support can and should be provided to people eligible for DDSN services to exercise their right to vote, employees or contractors of DDSN, a Disabilities and Special Needs Board or a DDSN-contracted service provider are **strictly prohibited** from:

- Seeking to influence the person's political preference or party affiliation,
- Seeking to influence the person's choice of candidate or response to ballot measures.
- Taking any actions or making any statements to discourage the person from exercising his/her right to vote,
- Taking an action or making any statement that may lead the person to believe that a decision to vote or not vote has any bearing on the availability or continuation of services or benefits.
- Taking an action or making any statement that may lead the person to believe that a decision to vote for or against a specific candidate or ballot measure has any bearing on the availability or continuation of services or benefits, and
- Assisting the person to cast his/her ballot when voting in person.

Absentee Voting:

Registered voters with disabilities are qualified to vote absentee prior to Election Day. Absentee voting can be completed in-person or by mail. When a person eligible for DDSN services is a registered voter and requests assistance to vote absentee, the person should be asked if they prefer to vote absentee in-person or by mail.

If the person prefers to vote absentee in-person, assistance should be provided as needed to support their decision. This assistance may include sharing information about the in-person absentee voting process, or arranging for providing transportation to the office of the county board of voter registration and elections.

If the person is not receiving Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID) services or Residential Habilitation, and prefers to vote absentee by mail, assistance should be provided as needed and appropriate. Any assistance provided must be documented. The person may, for example, be assisted to:

- Obtain an application form to request an absentee ballot by mail. Application forms can only be requested by the person (the voter), a member of the person's immediate family, or an authorized representative acting on behalf of the person. Please note, for people who are not receiving ICF/IID services or Residential Habilitation, employees or contractors of DDSN, a Disabilities and Special Needs Board or a DDSN-contracted service provider agency are **prohibited** from acting as the authorized representative of the person for the purpose of requesting an absentee ballot by mail.
- Complete the application for absentee voting and transmit the completed application to the county voter registration and elections office by the deadline which is 5:00 p.m. on the fourth (4th) day prior to the election. Applications can be transmitted by mail, e-mail, fax or personal delivery.
- Return/submit the completed ballot to the county board of voter registration and elections.

For DDSN, Disabilities and Special Needs Boards and DDSN-qualified providers of ICF/IID services or Residential Habilitation (agencies), information found on the South Carolina Election Commission website “Absentee Voting at Residential Care Facilities” should serve as a guide for assisting those supported in these settings to exercise their right to vote by casting an absentee ballot by mail. Employees of an agency who are designated by the agency as the voting coordinator may, for the sole purpose of absentee voting by mail, serve as an authorized representative of a person receiving ICF/IID services or Residential Habilitation from the agency. An agency may only designate a voting coordinator if the agency issues a policy on absentee voting which:

- Specifies the minimum qualifications of the employee who may serve as the voting coordinator,
- Specifies that the duties of the voting coordinator includes coordinating any absentee voting by mail efforts with the people supported (voters), their family members / representatives, and the county board of voter registration and election,
- Requires the written acknowledgement by the employee serving as the voting coordinator that it is unlawful to vote or attempt to vote for a voter, impersonate a voter, attempt to bribe a voter, provide assistance when not requested, and falsely take an authorized representative’s oath.
- Specifies that the agency will notify law enforcement if any unlawful actions (above) are witnessed by the voting coordinator or any agency staff member or contractor.

Purpose:

~~The purpose of this directive is to establish guidelines and procedures that enable DSN Boards, Contracted Service Coordination Providers, and DDSN Regional Centers to function as voter registration locations for people with disabilities receiving or requesting services.~~

Disabilities Agency Registration Provision

~~The National Voter Registration Act (NVRA) and South Carolina Voter Registration Act of 1993 require that individuals be given the opportunity to register to vote (or change their voter registration data) in elections for federal office when applying for (or receiving) services or assistance at an office in the state that provides state funded programs. This Act applies to agencies engaged in providing services to persons with disabilities.~~

~~Individuals must be provided this opportunity at the time of their application for services, when filing any renewal (interpreted as when someone has separated from DDSN Services and their file has been closed but is reapplying for services or *renewing* their services), or in the event there is a change of address form relating to such services.~~

Implementation

- ~~1. Designation of Coordinator.~~

~~To comply with the NVRA mandate, each DSN Board, contracted service coordination provider, and DDSN Regional Center must function as a voter registration location. Someone must be appointed to coordinate the Act's implementation at the local level. The duties of the coordinator will be to ensure an adequate supply of forms, monitor voter registration activities, train new employees, and resolve questions and problems that arise in coordination with state and local election officials and other agencies. This responsibility will be ongoing, but not full time. Each DDSN Regional Center, DSN Board, or contracted Service Coordination Agency Head must select one staff person to function in the role as local coordinator. The local coordinator will be responsible for teaching staff how to offer registration.~~

2. ~~Designating appropriate staff to offer registration.~~

A. ~~Executive Directors, contracted Qualified Intellectual Disability Professional (QIDP) Agency Heads and Facility Directors must designate which staff is appropriate to offer registration at the time of initial application for services.~~

1. ~~For the DDSN Regional Centers, the Service Coordinator is suggested.~~

2. ~~For Service Coordination Providers, the designated person for completing Intake is recommended to be the appropriate staff to offer voter registration when a person is applying for DDSN services/eligibility. If a person is already eligible for DDSN services, the person's Service Coordinator is suggested as the appropriate staff to offer registration should there be a change of address.~~

B. ~~The local coordinator will teach staff how to offer registration.~~

3. ~~Duties of staff related to these activities will be:~~

A. ~~Offer adults with disabilities the opportunity to register to vote when applying for services, when filing any renewal for services or when there is a change of address explaining the process and the options to register or decline.~~

B. ~~Assist adults with completing the voter registration form (supplied by and available through the SC Election Commission or also available in the DDSN Human Resources Office) and explain the nature of the form. The form must be signed by the person.~~

C. ~~Provide a Voter Registration Declination form—Attachment A (supplied by and available through the SC Election Commission or also available in the DDSN Human Resources Office) and ask the adult to read the form, complete all checkboxes necessary, and sign the form. Give the bottom tear away portion of the form to the adult.~~

D. ~~Enter the data on the CDSS.~~

- ~~E. Mail the form to the county voter registration office for final decision regarding registration.~~
- 4. ~~Data from the CDSS regarding name, voting address and age will be transmitted to the state election commission via a connection through DSIT. Address changes will automatically be sent to the state election commission when they are entered on the CDSS.~~
- 5. ~~Each DDSN Regional Center or provider will keep voter registration forms for distribution but will not be responsible for recording or mailing the voter registration forms for anyone except those applying or eligible for services.~~
- 6. ~~Declinations to apply will be recorded and kept by the Agency in a confidential manner for one (1) year.~~
- 7. ~~Voter Registration information can be obtained from the SC Election Commission (www.sevotes.org) or from the DDSN Director of Service Coordination and Plan development (Imanos@ddsn.sc.gov). Voter Registration Declination forms can be requested from the SC Election Commission or from the DDSN Human Resources Office.~~

REGISTRATION

~~Determining if a person “would like to register or decline to register to vote” can be done by asking the person and having them check the appropriate box on the Voter Registration Declination form. Failure to check either box constitutes a declination to register. If the person declines to check a box they should be told “if you do not check either box, you will be considered to have decided not to register to vote at this time”. Make a note in the record (chart) of the offer and declination.~~

~~If a person needs assistance in completing the form, it can be offered and provided to the same degree of assistance given to complete other forms.~~

~~State law requires that each person who registers to vote must be:~~

- 1. ~~A citizen of the U.S.~~
- 2. ~~A resident of the state, the county and precinct in which he/she registers.~~
- 3. ~~At least 18 years old or will be 18 years old before the election in which he/she wishes to vote.~~
- 4. ~~Not convicted of a felony or an offense against the election laws.~~
- 5. ~~Not under a court order declaring the individual mentally incompetent.~~

535-10-DD

~~April 22, 2013~~ XXXX, 2021

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~~The final requirement for people with a disability is that when presenting oneself to vote, that person must be capable of asking for assistance with the voting process. Assistance can be given by the people in the voting place, but not by staff of DSN Boards, contracted providers or DDSN Regional Centers.~~

~~Kathi Lacy, Ph.D.~~

~~Associate State Director Policy~~

~~(Originator)~~

~~Beverly A.H. Buscemi, Ph.D.~~

~~State Director~~

~~(Approved)~~

Barry D. Malphrus

Vice Chairman

Stephanie M. Rawlinson

Chairman

To access the following attachments, please see the agency website page “Current Directives” at: <https://ddsn.sc.gov/providers/ddsn-directives-standards-and-manuals/current-directives>

RELATED FORM: SEC Form 2030-201004 Declination to Register to Vote

Michelle G. Fry, J.D., Ph.D.
State Director
Rufus Britt
Associate State Director
Operations
Lori Manos
Interim Associate State Director
Policy



COMMISSION
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Reference Number: 535-10-DD

Title Document: Voter Registration and Voting Rights

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Date of Last Revision: January 20, 2022 (REVISED)

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PURPOSE

The purpose of this Directive is to implement the National Voter Registration Act (NVRA), S.C. Code Ann. § 7-5-110 through §7-5-340 (2019), and to provide guidance for assisting people who are eligible for DDSN services to exercise their right to vote.

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Requirement:

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Implementation – Voter Registration:

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When a paper voter registration form is completed, the completed form must be transmitted to the county board of voter registration and elections of the county in which the applicant resides. This transmission may be by mail, e-mail, or fax. Information about each county board of voter registration and elections in the State can be found on the website of the State Election Commission ([SC Votes](#)). Completed forms must be

transmitted to the appropriate county board of voter registration and elections within ten (10) days of completion unless the form is completed within five (5) days before the last day to register to vote in an election, in which case the completed form must be transmitted within five (5) days.

All voter registration activities performed by the Intake worker must be documented. The documentation must specify mode used for registration (paper form or electronic). When a paper form is completed, the date and mode (e.g., mail, email, fax) of transmission of the completed form must be documented along with address or fax number to which the document was transmitted.

Implementation – Updating Voter Registration:

When someone who is eligible for DDSN services has moved / changed addresses, the person's case manager or Qualified Intellectual Disabilities Professional (QIDP) must be prepared to assist him/her with updating his/her voter registration. Assistance to update his/her voter registration should be provided by the case manager or QIDP as needed and to the degree provided in the completion of other forms required for service provision. Anyone assisting someone to update his/her voter registration is **strictly prohibited** from:

- Seeking to influence a person's political preference or party affiliation, or
- Displaying any political preference or party allegiance, or
- Taking any action or making any statement to the person to discourage the him/her from registering to vote, or
- Taking an action or making any statement that may lead the person to believe that updating his/her registration has any bearing on the availability of services or benefits.

People can be assisted to update their voter registration in the following ways:

1. If the person possesses a valid South Carolina driver's license or state identification card issued by the Department of Motor Vehicles (DMV), and has updated his/her address with the DMV, he/she may be assisted to complete the voter registration form electronically on the Internet website of the State Election Commission ([SC Votes](#)).
2. If the person moved from one address to another within the same county of the State, a change of address form and assistance to complete and transmit the form can be provided. Change of address forms can be found on the website of the State Election Commission ([SC Votes](#)). Completed forms may be transmitted by mail, e-mail, or fax and must be transmitted to the county board of voter registration and elections in which the person currently resides. Information about each county board of voter registration and elections in the State can be found on the website of the State Election Commission ([SC Votes](#)).
3. A paper voter registration form and assistance to complete and transmit the form can be provided. A paper voter registration form is required when the person moves from the

county in which he/she is registered to vote to another. A completed form must be transmitted to the county board of voter registration and elections of the county in which the person now resides. This transmission may be by mail, e-mail, or fax. Information about each county board of voter registration and elections in the State can be found on the website of the State Election Commission ([SC Votes](#)).

4. If the person moved from one address within a county to another within the same county, assistance can be provided to fill out the back of the person's voter registration card and transmit it by mail to the county board of voter registration and elections in the county in which the person resides. Information about each county board of voter registration and elections in the State can be found on the website of the State Election Commission ([SC Votes](#)).

When the assistance provided to update voter registration includes the transmission of completed forms, those forms must be transmitted to the appropriate county board of voter registration and elections within ten (10) days of completion unless the form is completed within five (5) days before the last day to register to vote in an election, in which case the completed form must be transmitted within five (5) days.

All activities provided to assist with updating voter registration information must be documented. The documentation must specify mode used for updating the registration. When a paper form or voter's registration card is used, the date and mode of transmission of the completed forms must be documented along with name of the entity and the mailing address, e-mail address or fax number to which the document was transmitted.

VOTING ASSISTANCE

General:

As citizens of the United States of America and the State of South Carolina, adults with disabilities have the right to vote. When an adult with disabilities needs assistance to exercise his/her right to vote, assistance can and should be provided. Assisting someone to vote may include but may not be limited to the following:

- Providing information about voting and the electoral process;
- Assisting with registering to vote or updating his/her voter registration;
- Providing information about how to vote, such as information about voting systems (e.g., machines), the roll of poll workers, the assistance (e.g., curbside voting, reading the ballot) that can be provided, how to get needed assistance at the poll, who can (e.g., friends, family, poll workers) and cannot (e.g., service provider staff, employer/boss) assist with casting a ballot;
- Helping the person to find information about upcoming elections and candidates (e.g., providing a printed sample ballot); and
- Helping the person with transportation to their polling place on election day.

While much support can and should be provided to people eligible for DDSN services to exercise their right to vote, employees or contractors of DDSN, a Disabilities and Special Needs Board or a DDSN-contracted service provider are **strictly prohibited** from:

- Seeking to influence the person's political preference or party affiliation,
- Seeking to influence the person's choice of candidate or response to ballot measures.
- Taking any actions or making any statements to discourage the person from exercising his/her right to vote,
- Taking an action or making any statement that may lead the person to believe that a decision to vote or not vote has any bearing on the availability or continuation of services or benefits.
- Taking an action or making any statement that may lead the person to believe that a decision to vote for or against a specific candidate or ballot measure has any bearing on the availability or continuation of services or benefits, and
- Assisting the person to cast his/her ballot when voting in person.

Absentee Voting:

Registered voters with disabilities are qualified to vote absentee prior to Election Day. Absentee voting can be completed in-person or by mail. When a person eligible for DDSN services is a registered voter and requests assistance to vote absentee, the person should be asked if they prefer to vote absentee in-person or by mail.

If the person prefers to vote absentee in-person, assistance should be provided as needed to support their decision. This assistance may include sharing information about the in-person absentee voting process, or arranging for providing transportation to the office of the county board of voter registration and elections.

If the person is not receiving Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID) services or Residential Habilitation, and prefers to vote absentee by mail, assistance should be provided as needed and appropriate. Any assistance provided must be documented. The person may, for example, be assisted to:

- Obtain an application form to request an absentee ballot by mail. Application forms can only be requested by the person (the voter), a member of the person's immediate family, or an authorized representative acting on behalf of the person. Please note, for people who are not receiving ICF/IID services or Residential Habilitation, employees or contractors of DDSN, a Disabilities and Special Needs Board or a DDSN-contracted service provider agency are **prohibited** from acting as the authorized representative of the person for the purpose of requesting an absentee ballot by mail.
- Complete the application for absentee voting and transmit the completed application to the county voter registration and elections office by the deadline which is 5:00 p.m. on the fourth (4th) day prior to the election. Applications can be transmitted by mail, e-mail, fax or personal delivery.
- Return/submit the completed ballot to the county board of voter registration and elections.

For DDSN, Disabilities and Special Needs Boards and DDSN-qualified providers of ICF/IID services or Residential Habilitation (agencies), information found on the South Carolina Election Commission website [“Absentee Voting at Residential Care Facilities”](#) should serve as a guide for assisting those supported in these settings to exercise their right to vote by casting an absentee ballot by mail. Employees of an agency who are designated by the agency as the voting coordinator may, for the sole purpose of absentee voting by mail, serve as an authorized representative of a person receiving ICF/IID services or Residential Habilitation from the agency. An agency may only designate a voting coordinator if the agency issues a policy on absentee voting which:

- Specifies the minimum qualifications of the employee who may serve as the voting coordinator,
- Specifies that the duties of the voting coordinator includes coordinating any absentee voting by mail efforts with the people supported (voters), their family members / representatives, and the county board of voter registration and election,
- Requires the written acknowledgement by the employee serving as the voting coordinator that it is unlawful to vote or attempt to vote for a voter, impersonate a voter, attempt to bribe a voter, provide assistance when not requested, and falsely take an authorized representative’s oath.
- Specifies that the agency will notify law enforcement if any unlawful actions (above) are witnessed by the voting coordinator or any agency staff member or contractor.

Barry D. Malphrus
Vice Chairman

Stephanie M. Rawlinson
Chairman

To access the following attachments, please see the agency website page “Current Directives” at: <https://ddsn.sc.gov/providers/ddsn-directives-standards-and-manuals/current-directives>

RELATED FORM: SEC Form 2030-201004 Declination to Register to Vote

Reference Number: 200-08-DD

Title of Document: Travel Regulations

Date of Issue: April 1, 1988

Date of Last Revision: ~~December 5, 2016~~ XXXX, 2022 (REVISED)

Effective Date: ~~April 1, 1988~~ XXXX, 2022

Applicability: All Employees and Commission Members of the South Carolina Department of Disabilities and Special Needs

I. PURPOSE

This ~~Departmental~~ Directive ~~establishes~~ provides a uniform travel policy designed to achieve maximum economy ~~in the performance of travel necessary when conducting official department business and to ensure the employees and commission members of the South Carolina Department of Disabilities and Special Needs (DDSN) are fairly reimbursed in accordance with state regulations~~ while traveling on business. South Carolina Department of Disabilities and Special Needs (DDSN) employees and Commissioners should exercise the same care in incurring expenses and accomplishing an assignment that a prudent person would exercise if traveling on personal business. Excessive costs, indirect routes, delays or luxury accommodations that are unnecessary and unjustified in the performance of an assignment are not considered prudent. Transportation to and from points of arrival and departure should be accomplished by the most economical method.

Expenditures for travel shall not exceed those allowable under State of South Carolina travel regulations, which are the standard for South Carolina Medicaid cost reporting. Any deviations must receive prior written approval of provider management documenting the reasons and justification thereof.

II. APPLICABILITY

These procedures should be followed by all employees and Commission members of DDSN.

III. POLICY

~~Travel should be reimbursed for allowable items up to the amounts allowed by state and federal regulations unless the State Director has established a more restrictive limit. Current regulation and reimbursement guidelines can be found in Sections 1.7 and 3.9 of the DDSN Finance Manual located on DDSN's Microsoft Office SharePoint Server (MOSS).~~

~~Claims for travel reimbursements should be made using official DDSN and Comptroller General's Office reimbursement forms as referenced in Section 3.9 of the Finance Manual. All reimbursement claims must be approved by the employee's immediate supervisor before forwarding for processing.~~

~~Overnight travel requests require the prior approval of the State Director or the Associate State Director Administration via a "Permission for Travel" form. If travel expenses must exceed allowable limits, prior approval must be obtained from the State Director using a "Request for Lodging in Excess of Allowable Cost" form. These forms are located in Section 3.9 of the Finance Manual.~~

~~A hotel bill for an employee on authorized Agency business may be submitted directly to DDSN if a prior agreement to bill is obtained from the hotel in advance of the stay. The agreement by a hotel to accept an agency purchase order constitutes prior agreement. It is the responsibility of regional purchasing officials to obtain a hotel's agreement prior to issuing a purchase order. Hotel reservations should be made in accordance with Section 1.7.5 of the Finance Manual.~~

~~The maximum hotel lodging rate allowed while in approved overnight travel status is an amount consistent with current federal government travel regulations. The United States General Services Administration (GSA) website (www.gsa.gov) displays current maximum lodging rates by destination city. If a traveler's destination city is not listed, the current standard rate should then be applied as stated on the GSA website. If the maximum lodging rate must exceed allowable limits, approval of the State Director is required as stated previously. Refer to Sections 1.7 and 3.9 of the Finance Manual.~~

~~If Agency approved travel includes the expense of airline tickets and hotel lodging, purchase for airline tickets may be made using a state purchasing card. Hotel lodgings must be billed directly to DDSN as per above, or purchased by the individual and claims for reimbursements made using official DDSN and Comptroller General's Office reimbursement forms as referenced in Section 3.9 of the Finance Manual. The guidelines for such purchases can be found in Sections 1.7 and 3.37 of the Finance Manual.~~

~~Advance payment for travel and subsistence should be made only under exceptional circumstances and upon approval of the State Director. Approval must be consistent with current Comptroller General's Office rules and regulations.~~ Travel expenses may be reimbursed for allowable items up to the amounts permitted according to the following regulations governing state travel are specified in the South Carolina Appropriations Act, General Provisions Section 89-X90; the State Plan under Title XIX of the Social Security Act; and the Comptroller General's Office Policies and Procedures Manual (Subsistence: Section 3). A summary of those regulations follows:

Mileage

Travelers on official DDSN business should utilize state vehicles in lieu of personal vehicles. In order to be reimbursed for mileage in the event that a private vehicle is used, employees must obtain documentation that either a state vehicle was not available or that special permission to use a private vehicle was granted via a “Certificate of Non-Availability of State Vehicle” ~~(Refer to Section 3.9 of the Finance Manual.)~~ form (see Attachment A). The standard business mileage reimbursement rate for use of a personal vehicle when no state vehicle is reasonably available is consistent with the current state appropriations act and can be found in Section 1.7 of the Finance Manual. The South Carolina Appropriations Act allows for reimbursement of business use of a privately-owned vehicle when agency vehicles are not reasonably available at a standard business mileage rate equivalent to the rate established by the Internal Revenue Service (IRS).

Lodging

Overnight travel requests require the prior approval of the State Director or an agency Executive reporting directly to the State Director via a “Permission for Travel” form (see Attachment B). If approved, employees on official agency business more than 50 miles from the employee’s headquarters or residence will be allowed reimbursement for expenses incurred for lodging not to exceed the current allowable rate for the destination city or county per the U.S. General Services Administration’s website (www.gsa.gov). If travel expenses must exceed allowable limits, prior approval must be obtained from the State Director using a “Request for Lodging in Excess of Allowable Cost” form (see Attachment C).

Meals

Reimbursement for employee meal expenses will be allowed only when there is overnight travel. If an employee’s travel is approved, the employee may be reimbursed for the actual expenses incurred in obtaining meals, not to exceed \$35 per day, except in areas outside of South Carolina. In this event, the maximum daily reimbursement for meals shall not exceed \$50.

Reimbursement Claims

Claims for travel reimbursements should be made using official DDSN and Comptroller General’s Office reimbursement form (see Attachment D). All reimbursement claims must be approved by the employee’s immediate supervisor before forwarding for processing.

~~Tom Waring~~

~~Associate State Director Administration~~

~~(Originator)~~

~~Barry D. Malphrus~~

~~Vice Chairman~~

~~Beverly A.H. Busecemi, Ph.D.~~

~~State Director~~

~~(Approved)~~

~~Stephanie M. Rawlinson~~

~~Chairman~~

To access the following attachments, please see the agency website page “Current Directives” at: <https://ddsn.sc.gov/providers/ddsn-directives-standards-and-manuals/current-directives>

Attachment A: Certificate of Non-Availability of State Vehicle

Attachment B: Permission for Travel

Attachment C: Request for Lodging in Excess of Allowable Cost

Attachment D: Travel Support Document

**South Carolina Department of
Disabilities and Special Needs**

CERTIFICATE OF NON-AVAILABILITY OF STATE VEHICLE

DATE: _____

**REGION/
DISTRICT:** _____

DIVISION: _____

EMPLOYEE NAME: _____

TRIP DESTINATION: _____

You are advised that no state vehicle is reasonably available and/or adequate to meet your travel requirements. (NOTE: Consumers shall not be transported in private vehicles.)

The period of non-availability will cover:

Beginning Date _____

Time _____

Ending Date _____

Time _____

**TRANSPORTATION
COORDINATOR**

SIGNATURE: _____

DATE: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

Special permission is requested to use my personal vehicle for the reason listed below. (Approval must be obtained from the appropriate Facility Administrator or Director of Procurement.) (NOTE: Consumers shall not be transported in private vehicles.)

JUSTIFICATION:

EMPLOYEE SIGNATURE: _____

DATE: _____

APPROVED: _____

DATE: _____

**Facility Administrator or
Director of Procurement**

Distribution: Supply & Services/Procurement – 1 copy
Employee – 1 copy
Budget/Finance – 1 copy

**SOUTH CAROLINA DEPARTMENT OF
DISABILITIES AND SPECIAL NEEDS**

PERMISSION FOR TRAVEL

REGION/DISTRICT: _____

REQUEST FOR TRAVEL: OUT-OF-STATE

(Check all applicable) OVER-NIGHT

NOTE: Submit two (2) copies to Central Office. One copy will be returned to division after processing.

PERMISSION IS REQUESTED FOR TRAVEL FOR:

Name of Employee/Social Security Number	Position Title/Division
ROUTE: From _____	To _____ and return.

PURPOSE OF TRAVEL (Be specific; identifying meetings, etc.)

EXPECTED ACCOMPLISHMENTS (value to the Center, Department, State of South Carolina):

INCLUSIVE DATES OF TRAVEL _____ **through** _____

MEANS OF TRANSPORTATION: State Car Private Vehicle Plane Train Bus

ESTIMATED COST OF TRIP

Transportation	\$ _____
Per Diem	\$ _____
Registration	\$ _____
*Total Hotel (Number of nights _____ x \$ _____ per night)	\$ _____
*If hotel rate exceeds \$89 per night or the GSA rate for that city, a Request for Lodging in Excess of Allowable Cost form and a CGO Travel 12/09 C form must be attached.	
Total Trip Expense	\$ _____

Approval Requested: _____
Employee Signature Date

Approval Recommended: _____
Division Director Signature Date

Regions/District Approval: _____
Facility Administrator or District Director Date

Central Office Approval: _____
State Director or Deputy State Director Date

***TO OBTAIN THE CURRENT GSA MAX LODGING RATE, GO TO WWW.GSA.GOV AND CLICK ON THE "POLICY" TAB. SCROLL DOWN TO "TRAVEL MANAGEMENT" AND CLICK ON THE BULLET "PER DIEM RATES".**

CENTRAL OFFICE USE ONLY:

MANDATORY ACCOUNT ASSIGNMENT					TRANSACTION AMOUNT
FUND	FUNCTIONAL AREA		COST CTR	G/L A/C	
					\$
					\$
					\$
					\$

SOURCE OF FUNDS: _____

**South Carolina Department of
Disabilities and Special Needs**

REQUEST FOR LODGING IN EXCESS OF ALLOWABLE COST
(Companion forms are [Permission for Travel](#) and [CGO Travel 12/09 C](#))

DATE: _____

REGION: _____ **DEPARTMENT:** _____

EMPLOYEE NAME: _____

TRAVEL DESTINATION (City/State): _____

CURRENT GSA MAX LODGING RATE FOR DESTINATION CITY *\$ _____

***TO OBTAIN THE CURRENT GSA MAX LODGING RATE, GO TO WWW.GSA.GOV AND CLICK ON THE "POLICY" TAB. SCROLL DOWN TO "TRAVEL MANAGEMENT" AND CLICK ON THE BULLET "PER DIEM RATES".**

**PERMISSION IS REQUESTED FOR LODGING RATE
ALLOWANCE PER NIGHT OF:** \$ _____

NAME OF HOTEL: _____

BEGINNING DATE: _____ **ENDING DATE:** _____

JUSTIFICATION:
(Required)

Approval Requested By: _____
Employee Signature **Date**

Approval Recommended: _____
Division Director Signature **Date**

Regions/District Approval: _____
Facility Administrator or District Director **Date**

Central Office Approval: _____
State Director **Date**

Disabilities and Special Needs
DEV TRAVEL SUPPORT DOCUMENT

NAME _____
 RESIDENCE _____

SOCIAL SECURITY NUMBER _____
 OFFICIAL HEADQUARTERS _____

AGENCY NUMBER **J16**
 DATE _____

**MEALS & SUBSISTENCE ARE REPORTABLE AS INCOME IF THERE WAS NO OVERNIGHT STAY INVOLVED.

**REPORTABLE IN OR OUT OF STATE						0520				0509				*0237	*Use T/C					
NON-REPORTABLE--IN STATE		1	SAME	0504	0172	0501	0502	0503	0505	0506	0508	0507	0517	*0232	640					
NONREPORTABLE--OUT OF STATE		2	DAY	0514	0172	0511	0512	0513	0515	0516	0518	0517	0517	*0232						
DATE	DEP	ARR	TIME	AM	PM	DESTINATION OF TRAVEL	1 OR 2	1 = YES 2 = NO	AUTO MILES	PER DIEM	MEALS	LODGING	AIR TRANS	OTHER TRANS	MISC TRAVEL EXPENSE	SUBSIST ALLOW	REGIST FEES	NONSTATE EMPLOYEE TRAVEL	TOTAL	
																				0.00
																				0.00
																				0.00
																				0.00
																				0.00
																				0.00
																				0.00
																				0.00
																				0.00
																				0.00
																				0.00
																				0.00
For Business Office use: Vendor No.	Fund	T	Source	Reg	Prog/Service	Cost Center			0520						0509			*0237	TOTAL	
									0.00						0.00			0.00		
I hereby certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties; any meals or lodging included in a conference or convention registration fee have been deducted from this travel claim, and that this claim is true and correct in every material matter and conforms with the requirements of State laws, rules and regulations.							1		0504 0 x 0.00	0172 0.00	0501 0.00	0502 0.00	0503 0.00	0505 0.00	0506 0.00	0508 0.00	0507 0.00	*0232 0.00	TOTAL 1 0.00	
							2		0514 0 x 0.00	0172 0.00	0511 0.00	0512 0.00	0513 0.00	0515 0.00	0516 0.00	0518 0.00	0517 0.00	*0232 0.00	TOTAL 2 0.00	
Date _____ Signature (Employee) _____							GRAND TOTAL													

FOR OUT-OF-STATE TRAVEL - ATTACH COPY OF APPROVED TRAVEL REQUEST.
THE ABOVE INFORMATION AND AMOUNTS HAVE BEEN VERIFIED FOR ACCURACY:

APPROVED FOR PAYMENT

Date _____ Signature (Program Administrator) _____

Date _____ Signature (Regional Finance) _____

FORM 62 3-96
 200-08-DD: Attachment D - NEW (XX/XX/22)

Copies 1,2,3 - Business Office Copy 4 - Program Administrator Copy 5 - Employee **Travel Advance (0599) \$ _____**

Mary Poole
State Director
Patrick Maley
Deputy Director
Rufus Britt
Associate State Director
Operations
Susan Kreh Beck
Associate State Director
Policy
W. Chris Clark
Chief Financial Officer



COMMISSION
Gary C. Lemel
Chairman
Robin B. Blackwood
Vice Chairman
Lorri S. Unumb
Secretary
Barry D. Malphrus
David L. Thomas

3440 Harden Street Ext (29203)
PO Box 4706, Columbia, South Carolina 29240
803/898-9600
Toll Free: 888/DSN-INFO
Home Page: www.ddsn.sc.gov

Reference Number: 200-13-DD

Title of Document: Travel Regulations for Disabilities and Special Needs Boards and Contracted Service Providers

Date of Issue: March 15, 2013
Effective Date: March 15, 2013
Last Review Date: February 20, 2020
Date of Last Revision: February 20, 2020 (REVISED)

Applicability: All DSN Boards and Contracted Service Providers

I. PURPOSE

This departmental directive provides a uniform travel policy designed to achieve maximum economy while traveling on administrative related business. A traveler on administrative business should exercise the same care in incurring expenses and accomplishing an assignment that a prudent person would exercise if traveling on personal business. Excessive costs, indirect routes, delays or luxury accommodations that are unnecessary and unjustified in the performance of an assignment are not considered prudent. Transportation to and from points of arrival and departure should be accomplished by the most economical method.

Expenditures for travel shall not exceed those allowable under State of South Carolina travel regulations, which are the standard for South Carolina Medicaid cost reporting. Any deviations must receive prior written approval of provider management documenting the reasons and justification thereof.

II. APPLICABILITY

The policy for administrative travel outlined in this directive should be followed by all providers of service for the Department of Disabilities and Special Needs (DDSN), otherwise referred to as

“providers.” Providers include contracted entities providing agreed upon services to individuals on behalf of DDSN.

III. POLICY

Travel expenses may be reimbursed for allowable items up to the amounts permitted according to the following referenced regulations, unless a more restrictive limit has been established by provider management. The regulations governing state travel are specified in the South Carolina Appropriations Act, General Provisions Section 89-X90, the State Plan under Title XIX of the Social Security Act and the Comptroller General’s Office Policies and Procedures Manual (Subsistence: Section 3). A summary of those regulations follows:

Mileage

The South Carolina Appropriations Act allows for reimbursement of business use of a privately owned vehicle when agency vehicles are not reasonably available at a standard business mileage rate equivalent to the rate established by the Internal Revenue Service (IRS). Notification of the current mileage rate is distributed to providers in January each year by the DDSN Finance Office.

Lodging

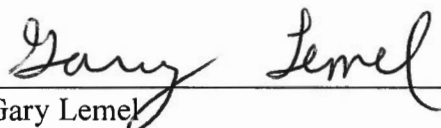
Overnight travel requests require prior approval by the provider’s Executive Director, or his/her designee. If approved, employees on official agency business more than 50 miles from the employee’s headquarters or residence will be allowed reimbursement for expenses incurred for lodging not to exceed the current allowable rate for the destination city or county per the U.S. General Services Administration’s website (www.gsa.gov).

Meals

Reimbursement for employee meal expenses will be allowed only when there is overnight travel. Exceptions may be approved by the provider’s Executive Director. If an employee’s travel is approved, the employee may be reimbursed for the actual expenses incurred in obtaining meals, not to exceed \$35 per day, except in areas outside of South Carolina. In this event, the maximum daily reimbursement for meals shall not exceed \$50.



Robin Blackwood
Vice-Chairman



Gary Lemel
Chairman