



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

**DIVISION OF STUDENT TRANSPORTATION
LEA REIMBURSEMENT FREQUENTLY ASKED QUESTIONS**

1. When can an LEA seek reimbursement for transporting a student to and from school?
 - Only when OSSE DOT fails to provide transportation after having received a transportation request form (TRF) from the student's attending school and OSSE DOT has granted approval after having received a reimbursement approval form.
2. Who is eligible for LEA reimbursement?
 - An LEA is eligible for reimbursement only when OSSE DOT fails to provide transportation after having received a transportation request form (TRF) from the student's attending school and OSSE DOT has granted approval after having received a reimbursement approval form.
3. What modes of transportation can be reimbursed?
 - An LEA may seek reimbursement when transportation has been approved and services are provided utilizing a private vehicle, a rideshare service, or by Metro bus or train services.
4. What rideshare services can an LEA utilize to transport students?
 - LEAs may utilize Uber, Lyft, or taxi services. Transport via a private limo service is not reimbursable.
5. Are LEAs eligible to receive reimbursement for round trips or just one way?
 - After receiving approval, OSSE will reimburse for one-way and round-trip transports.
6. Will LEAs be eligible for reimbursement during the upcoming summer or extended school year (ESY) programs or during the next school year?
 - Only as approved by OSSE DOT.
7. Why are LEAs required to submit a W-9 tax form?
 - A W-9 is required to establish a payment record in the DC citywide system, which will enable OSSE to process payments.
8. Why does it take so long to process a reimbursement?
 - Reimbursement payments do not come directly from OSSE. All reimbursement requests must complete a DC citywide process that is mostly managed and remitted by agency's outside of OSSE.
9. How often can an LEA submit a reimbursement?
 - Reimbursements can be submitted weekly, bi-weekly, or monthly. It is recommended that reimbursements be submitted as a package of dates as opposed to daily.

10. What documents are needed to submit a transportation reimbursement?
- A transportation reimbursement package includes:
 - An LEA Transportation Certification form
 - An OSSE DOT Approval Form
 - A W-9 Tax ID form
 - Documented mileage from the student's home address to the students attending school (Map Quest, Google Maps, etc.)
 - Receipts from a rideshare/taxi service and/or metro fare obtained from the WMATA Trip Planner.
 - The student's attendance record(s) for the dates of transport(s).
11. Can reimbursement be made without a receipt?
- No, please refer to question 10.
12. Are LEAs eligible to receive funds in advance or in anticipation of a need to transport?
- No, funding is in the form of a reimbursement after transport(s) has been completed.
13. What travel routes will be approved for reimbursement?
- OSSE will reimburse travel for mileage incurred between the student's home address and the student's attending school address only.
14. Will OSSE reimburse LEAs for the parents, siblings, and/or travel for other adults?
- Transportation funding is for the primary purpose of transporting an eligible student to and from school daily. As such, OSSE will reimburse travel for an adult when escorting a student between the home address and the student's attending school only. Travel reimbursement for persons other than the eligible student and one adult escort is not eligible.
15. Can a reimbursement be denied?
- Yes. OSSE can deny reimbursement for many reasons. A few examples of a reason for denial are: when school bus transports are available and an LEA has not submitted a timely TRF, when the required documentation is not submitted, or when reimbursements are submitted for dates outside of the reimbursement period, etc.
16. Can an LEA choose to transport outside of the OSSE-DOT modes of transportation?
- OSSE will reimburse transports in accordance with the modes identified in Questions 3 and 4 as documented herein. Any mode of transportation utilized outside of the OSSE identified modes must be reviewed and approved by OSSE, only, prior to transport. Transportation modes that have not been approved prior to travel completion can be denied by OSSE.
17. Will OSSE reimburse LEA staff salary for time spent escorting a student to school?
- No
18. Why is an attendance record required as a part of the reimbursement package?
- OSSE must verify attendance to validate that the student was present to receive instruction on the days for which reimbursement is requested.
19. In what form will reimbursements be issued?
- Payment can be issued as a paper check sent via US Mail or by direct deposit to a bank