



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

## **LOCAL EDUCATION AGENCY (LEA) TRANSPORTATION REIMBURSEMENT GUIDELINES**

The Office of the State Superintendent of Education's Division of Student Transportation (OSSE DOT) provides transportation services to students with disabilities who attend District Public, Charter, and Nonpublic Schools. Transportation is provided to and from school daily, to educational, summer school, and extended school year (ESY) programs. OSSE DOT seeks to support local education agencies (LEAs) by ensuring transportation is routed and available by the first day of school.

OSSE DOT understands that students may enroll in an LEA later than expected. Late enrollment may prevent an LEA from submitting the required transportation forms prior to the first day of school. Therefore, OSSE DOT policy allows LEAs to transport eligible students and receive reimbursement, upon approval from OSSE, through the end of the applicable school year. It is OSSE DOT's expectation that LEAs will submit transportation request forms prior to the start of the school year, no later than the end of the first month of school, and as soon as possible for new enrollments after the start of school. However, when submissions are received within the first 20 days of school, reimbursement should not be needed.

### ***What Does the LEA Transportation Reimbursement Cover?***

If an LEA, at no fault of its own, is unable to arrange transportation through OSSE DOT for the start of the school year, the LEA may provide transportation directly or through a contracted service. When this is the case, the LEA may submit a request to OSSE DOT for reimbursement for the first 20 days of school. LEA provided transportation shall cover the mileage to and from the student's home and school, and shall be based on rates established and approved by OSSE. Mileage should be calculated based on the closest or shortest available route between the student's home and school. OSSE DOT has the discretion to select measurement points for transportation routes to determine reimbursement.

Costs for services provided by a contractor should be within reason and be supported with a breakdown of the costs. LEAs must provide proof of payment (e.g. an invoice) to be reimbursed.

When an LEA transports multiple students on the same route utilizing one vehicle, the LEA shall receive reimbursement that covers the full length of the route; however, shall not receive multiple overlapping reimbursements for every student on the route. Accordingly, when submitting documentation an LEA must submit one set of documents per route and note the number of stops made, along the route, to pick up additional students.

**Conditions for Transportation Reimbursement:**

The following conditions and documents must be met and included in the reimbursement package to support payment:

- The LEA must submit a transportation request form (TRF). The form will be verified and reviewed by OSSE.
- The LEA must obtain approval from OSSE DOT to provide transportation.
- A reimbursement can only be submitted for students who are new to the LEA or to a nonpublic school (new students are defined as students who were not enrolled in the LEA or nonpublic school during the previous school term). OSSE will verify that students are new to the LEA.
- Access to OSSE data systems will be granted after OSSE has verified that the student(s) are new to the LEA. In some cases, a LEA may not have access to student records in the OSSE data systems in time to submit a transportation request form 10 or more business days prior to the start of the school year.
- Attendance records from the attending school demonstrate that the student was present to receive instruction on the days for which reimbursement is requested. It is imperative that LEAs include attendance records in the reimbursement package for OSSE review and to receive payment approval.
- Proof of mileage incurred (e.g. Google Maps, MapQuest, etc.) must be included in the reimbursement package for OSSE review and to receive payment approval.

**Preparing and Submitting a Request for Transportation Reimbursement:**

The reimbursement request package shall consist of the following documents:

- LEA Transportation Certification Form
- AN OSSE DOT approval form
- Form W-9: Request for Taxpayer Identification Number and Certification (A one-time submission per school year)
- Attendance record from the student's attending school  
*Note: School attendance records must be submitted on official school letterhead and signed by authorized school staff*
- Mileage is required if the LEA provided services directly to the student(s) (LEA bus, van, etc.) – (e.g., Google Maps, MapQuest, etc.)  
*Note: OSSE DOT authorizes mileage reimbursement based on OSSE established rates.*
- Proof of payment (e.g. an invoice, etc.) is required if the LEA contracted the transportation services.

Complete reimbursement packages should be uploaded to the OSSE Secure Data Transfer Site, [Box](#). This folder can be accessed by the LEA Data Manager as listed in the eSchoolPlus system and other roles within the LEA as permissions allow. Documents should be scanned together into one file and the following naming convention should be utilized: LEA Transportation Reimbursement (LEA name) Submission Date (YYYY-MM- DD). Example: **LEA Transportation Reimbursement (ABC LEA) 2018-08-10**. Finally, once you have uploaded the file, please notify OSSE through email at [Osse.financedot@dc.gov](mailto:Osse.financedot@dc.gov) to confirm the file has been received.

Contact the OSSE Support Team (OST) at [osse.leadata@dc.gov](mailto:osse.leadata@dc.gov), if issues are experienced when accessing Box or if a change is needed in the Special Education Coordinator contact information.

**Reimbursement requests must be submitted no later than 30 days after the date of service.**

**Reimbursements will be processed within 60 days of having received all of the required documents.**

**Reimbursement approval from OSSE-DOT is required prior to the submission of a reimbursement request.**