



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

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

1. When can a parent/guardian seek reimbursement for transporting a student to and from school?

- A parent/guardian may qualify for reimbursement for the cost of transporting their eligible student with disabilities to and from school if:
 - A parent or guardian transports their student for an instructional day at their school that falls on [a DC Government-observed holiday](#) (when OSSE-DOT is not operating student transportation); or
 - A parent or guardian transported a student due to failure on the part of OSSE to provide services (e.g., the student's bus does not show up within the scheduled pick-up window, or the student cannot be transported due to a no-show nurse or 1:1 aide required under the student's IEP).

Reimbursement packages must be submitted to OSSE no later than 30 days after the date(s) of service in order to be considered.

2. Who is eligible for parent reimbursement?

- Only individuals who are listed as a parent or guardian of the transported student in the OSSE Parent Portal are eligible to request reimbursement. The student being transported must have a completed request for DOT Transportation via the OSSE Parent Portal (i.e., be an active rider on an OSSE-DOT bus or private vendor route) on the date(s) of service for which the parent/guardian is seeking reimbursement.
- Parents/guardians who prefer to self-transport on a regular basis – and therefore, opt out of OSSE-DOT bus service altogether – should apply for the Parent Stipend Program via the [Parent Portal](#). The Parent Stipend Program provides approved families of eligible students a fixed monthly stipend to cover the cost of transporting their child to and from school, provided the child meets attendance requirements.

3. What modes of transportation can be reimbursed?

- A parent may seek reimbursement when transportation is provided by the family utilizing a private vehicle, a rideshare service, or by Metro bus or train services.

4. What rideshare services can parents utilize to transport students?

- Parents may utilize Uber, Lyft, or taxi services. Transport via a private limo service is not reimbursable.

5. Are parents eligible to receive reimbursement for round trips or just one way?

- OSSE will reimburse for one-way and round-trip transports.

6. Will parents be eligible for reimbursement during the upcoming summer or extended school year (ESY) programs?

- Yes. OSSE-DOT operates year-round, including transportation for students enrolled in ESY programs and at schools with year-round instructional calendars. Reimbursement policies and processes for families are the same as during the regular school year.

7. Why are parents 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 agencies outside of OSSE.

9. How often can a parent 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. Reimbursement packages must be submitted to OSSE no later than 30 days after the date(s) of service

10. What documents are needed to submit a transportation reimbursement?

- A complete reimbursement request package includes:
 - A Parent Transportation Certification form
 - A W-9 Tax ID form
 - Documentation of transportation costs incurred:
 - Documented mileage from the student's home address to the students attending school (Map Quest, Google Maps, etc.), if transported in personal vehicle; or
 - Receipts from a rideshare/taxi service showing pick-up and drop-off address and actual charges incurred; or
 - Metro fare obtained from the WMATA Trip Planner
 - The student's attendance log, on school letterhead, for the date(s) of parent transport

11. Can reimbursement be made without a receipt?

- No, please refer to question 10.

12. Are parents 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. Reimbursement packages must be submitted to OSSE no later than 30 days after the date of service.

13. What travel routes will be approved for reimbursement?

- OSSE will only reimburse travel for mileage incurred between the student's home address, as verified by the student's Local Education Agency (LEA), and the student's attending school address.

14. Will OSSE reimburse parents 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 a parent has not received an OSSE DOT approval, when the required documentation is not submitted, or when reimbursements are submitted for dates outside of the reimbursement period, etc.

16. Can a parent 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 a parent for time spent escorting a student to school?

- OSSE DOT will reimburse the cost for one adult to escort a student during a private transport. However, OSSE DOT will not reimburse an adult's work salary for time spent escorting a student from the home address to school.

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 account.