

2019-20 Transportation Claim Overview – COVID-19 Statement

The COVID-19 pandemic has created unique challenges for all Local Education Agencies. Please be advised of the following reminders and guidance for this school year as you complete the 2019-20 Pupil Transportation Reimbursement Claim.

What Has Not Changed: The transportation reimbursement formula authorized under Section 29-5 -- student enrollment, allocation of costs based on the ratio of miles and reimbursement based on allowable costs, subject to final state proration – has not changed

Key Principle: The values entered for student headcount and days enrolled for transportation (Lines 1-5) must reflect the entire regular school term, including remote learning days from March 31 to the end of the year. **However, the 10 Act of God school days from March 17- 30 should not be counted and will be subtracted from your final calendar (i.e., a 176-day calendar will be 166 days).**

- Student Enrollment - Lines 1-3: Enter the headcount of students who were assigned to a regular bus route for the entire or a portion of the regular school term.
- Days Enrolled for Transportation – Lines 5a-5c: Enter the total days students were enrolled for transportation from the first day the student was enrolled through the end of school year, including remote learning days. The reported days should reflect the days the student was enrolled to ride the bus, regardless of whether the student actually rode the bus on those days. The headcount of students reported on Lines 1-3 who were enrolled for only a portion of the school year should be reported for the actual number of days enrolled.
- Final calendar – Line 6: The 10 school days from March 17-30 will be coded as Act of God days. These days are not counted for student attendance. The days beginning March 31 through the end of the regular term will be coded as Remote Learning and are counted as student attendance days.
- Miles – Lines 10-13: Enter the actual miles driven by category (i.e., regular, special education, vocational, or non-reimbursable) during the entire regular term. Miles driven by district staff for other types of transportation provided after March 16 (e.g., delivery of meals, school work, and technology) should be entered on Line 10a - Regular. Staff from vocational and special education cooperatives providing other transportation services after March 16 should enter miles on Lines 12 and 13 accordingly.

What Has Changed: The rules concerning an expansion of allowable expenditures to claim have changed. Emergency rules filed March 30 amended Part 120 Transportation. See <https://www.isbe.net/Documents/23-120RG-EA.pdf>.

- Direct Cost – Lines 14a-16: All transportation expenditures paid by a district, special education cooperative, or area career center that were beyond traditional student transportation are claimable beginning March 17, 2020, through the end of the 2019-2020 school year. These include:
 - Local employee costs related to transportation; or
 - Contractual costs paid to a transportation provider under a written agreement regardless of service that may or may not have been provided; or

- Costs related to the distribution of food, distribution and pickup of student assignments and work, well-being checks, and use of vehicles to provide Wi-Fi and other similar costs.
- Deductions – Line 19c: Federal funds utilized from the National School Lunch Program or the Coronavirus Aid, Relief, and Economic Security (CARES) Act for transportation expenditures reported on Lines 14a-16 must be reported as offsetting revenue.

In addition, any transportation costs paid from Fund 40 Transportation, such as salary, benefits, contractual purchased services, or fuel that may be included in other grant projects (such as Title I and Early Childhood Education), must be included in the claim and any reimbursement received.

Visit www.isbe.net/covid19 for the most up-to-date guidance and information -- this webpage is updated daily. Should you have additional questions or concerns, please contact us at COVID19@isbe.net.