

Remote Learning

- 1. If homework is sent home for a remote learner on a bus that was running a regular route, should we double the claim the miles?**

You report actual miles driven under regular transportation miles.

- 2. Total transportation costs for this year will be lower than last year because of remote learning and a reduced number of routes. This will reduce my reimbursement significantly. Is there any adjustment that would be done in this situation to minimize the reduction in funding?**

There will be no adjustment. Transportation reimbursement is based on expenditures and will be reimbursed accordingly. If expenditures decrease, then reimbursement will decrease.

- 3. How is a student counted for transportation if he/she was in remote status for any portion of the school year?**

Student headcount should be reported based on enrollment for transportation and category regardless of the days a student is transported. Districts that are in blended or fully remote status should continue to report the headcount of students enrolled for transportation. Specifically, report students who live over 1.5 miles, under 1.5 miles without an approved hazard, or under 1.5 miles with either an approved vehicular safety hazard or gang activity-related hazard. Students are counted to ride the bus whether they chose to do so or not.

- 4. Are we allowed to claim monitors who are utilized for the food delivery/distribution on buses due to remote status?**

No. Monitors are non-reimbursable for state transportation reimbursement.

- 5. Transportation for a student began after the start of the reporting period. Are students recorded from the date transportation of students began or from the beginning of the reporting period?**

The transportation claim reimbursement is for the entire school year, July 2020 – June 2021. Students are counted for the entire reporting period whether the district was in remote, hybrid, or full in-person learning.

- 6. Should miles that would have been driven on remote learning days be claimed?**

No. Districts will report the actual miles driven.

Federal Funds (ESSER, CARES, Title)

- 7. Can a Local Education Agency (LEA) report summer school miles and expenditures on the transportation claim under the Regular Ed category if CARES or ESSER funds are used?**

No. Regular Ed summer school transportation is non-reimbursable. The miles and expenditures will be placed in the Non-reimbursable categories to which they apply. The federal funds used will be reported on line 19(c) Other Revenue on the claim.

- 8. Will bus driver salaries for the regular school year that are paid out of the ESSER II grant also need to be put under the Non-reimbursable category?**

Yes. Salaries paid with ESSER II funds will be listed under the Non-reimbursable category and the ESSER II funds utilized for transportation will be recorded on line 19(c) Other Revenue under the Non-reimbursable category.

9. Do we code a bus that the district purchased with ESSER money as non-reimbursable depreciation?

The purchase of buses and other transportation vehicles with federal funds will be recorded on the State Transportation Depreciation Schedule with a type code "N," Not Reimbursable. Your depreciation amount and useful life will default to zero. The ESSER funds used for these types of purchases will be recorded as offsetting revenue in the claim on line 19(c) Other Revenue under the Non-reimbursable category

10. Is summer school transportation that is funded with ESSER funds recorded on the claim as non-reimbursable? Do we also record the revenue as received from ESSER?

Yes, those expenditures and miles will be recorded as non-reimbursable. The ESSER funds will be recorded on line 19(c) Other Revenue under the Non-reimbursable category.

11. What if an LEA wishes to claim summer school on the transportation report but does not receive the money from ESSER/CARES until July or August?

The transportation claim is based on the cash basis of accounting. If those payments are made in July or August, they will be recorded on the 2021-22 claim as non-reimbursable. The ESSER/CARES funding will be recorded on the same claim as offsetting revenue on line 19(c) Other Revenue in the Non-reimbursable category.

12. Funds from a Title grant are used for transportation. Is this considered non-reimbursable?

Yes. If transportation costs are being paid from a federal grant, the mileage and expenditures would be recorded as non-reimbursable. The money used to pay these expenditures would be recorded on line 19(c) Other Revenue in the Non-reimbursable category.

Summer School

13. If special ed summer school runs from June 14 to July 15, 2021, are all the special ed miles claimed on the fiscal year 2021 claim? Or are miles split between FY 2021 and FY 2022?

The transportation claim that you are reporting for this year is from July 1, 2020, to June 30, 2021. The miles and expenditures that will be incurred by the district after June 30, 2021, will be reported on the 2021-22 transportation claim.

14. If summer school transportation is paid out of the Education Fund, does it have to be included on the transportation claim?

The Part 100 Accounting Rules allow for transportation expenditures to be paid out of the Education Fund. It is required that all expenditures reported on the transportation claim be paid out of Transportation Fund 40 to allow for state reimbursement. However, it will be necessary to account for the expenditures paid from the Education Fund in the allocation of expenditures based on the ratio of miles driven to ensure an accurate cost allocation.

15. If summer school routes include Individualized Education Program (IEP) students and non-IEP students, is there a preferred method to allocate reimbursable costs vs. non-reimbursable costs for summer school transportation?

Divide the number of students in each category by the total of miles traveled to determine a percentage. You will use that percentage to allocate your costs to Special Education and Non-reimbursable categories on the claim.

16. Where do summer school miles go on the claim?

They are reported on line 13(a) Non-reimbursable Miles on the transportation claim for regular education summer school.

17. How is mileage that occurs in conjunction with a voluntary summer camp/educational catch-up program recorded?

Those miles will be recorded on line 13(a) Non-reimbursable Miles on the claim.

18. Can transportation that is provided for summer school be claimed?

Miles for summer school will be reported as non-reimbursable on the claim. That aligns with the Part 120 III. Admin. Rules, which indicate that regular summer school is non-reimbursable for state transportation reimbursement. The only transportation reimbursement that occurs in the summer is special ed transportation as required by a student's IEP.

19. Is special needs summer school claimable?

The only transportation that occurs in the summer is special education transportation as defined in the student's IEP.

20. If all students on the buses for summer school have IEPs, are those miles claimable as route miles?

Yes. If a student has transportation defined in his/her IEP, then those miles would be claimed on line 12(a) Special Education Transportation Miles.

Miles

21. How are the percentages of allocation of ratio of miles traveled determined?

Take the miles from each category -- regular, vocational, special ed, and non-reimbursable -- and divide each by the total of miles driven to determine the percentage that you will use to allocate your expenditures.

22. One lift bus was utilized. Under what circumstances are this bus's miles counted as special ed miles?

If the bus was utilized for special ed transportation purposes, then those miles would be recorded under special ed miles on the claim. If the same bus was used for food delivery, those miles would be recorded under regular transportation.

23. Where are miles and expenditures recorded if food was delivered to both special ed students and regular ed students?

The miles and expenditures for food delivery will be recorded under regular transportation.

24. Is the mileage for a Saturday program for high-risk students claimable?

The mileage for this type of program is non-reimbursable for state transportation reimbursement.

Transportation Expenditures

25. Based on Section 120 rules, can we claim bus monitors for taking temps, etc.?

No. Per Section 120.40(b) of the Part 120 Transportation Rules [23 Ill. Admin. 120.30(b)], salaries for bus monitors for regular transportation are not reimbursable. However, personnel who are required per the IEP for a student with a disability are claimable for special education transportation reimbursement.

26. If the transportation company passed along the cost of cleaning buses daily, is that reimbursable under the pupil transportation claim?

The rules do not distinguish between allowable and non-allowable for payments to a contractor. If those fees are included in the contractual agreement, then yes, they are claimable.

27. If an LEA is paying only a percentage of the transportation normal contract rate, is reimbursement still based on the miles driven and the cost of transportation?

Reimbursement will be based on actual expenditures, and those expenditures should be allocated based on actual miles driven.

28. Our bus contractor is charging a cleaning fee. Does this need to be split between regular and special ed costs?

The expenditure will be allocated based on miles driven for regular transportation services or special ed services that are provided.

29. A prorated rate of the regular cost contract for remote days was negotiated with our transportation vendor. How is mileage reported for the remote days?

If the district negotiated a contract for transportation because day-to-day transportation is just not happening, the district will report expenditures based on actual miles driven.

30. Are salaries for meal distribution workers who are riding the buses reimbursable?

Meal distribution workers are non-reimbursable for state transportation reimbursement.

31. If a contractor was paid -- but students weren't transported -- how are miles figured?

Expenditures should be allocated based on actual miles driven.

32. Building supplies and maintenance on our bus garage was paid out of Fund 20. Can these be claimed on the transportation expenditure report?

Yes. Please see page 28 – 29 of the transportation instructions at https://www.isbe.net/Documents/pupil_reimburse_instruct.pdf.

33. If the June transportation bill is paid in July, when is the cost claimable?

The transportation claim is based on the cash basis of accounting. You will report any expenditure paid in July 2021 and after on the 2021-22 transportation claim.

34. My maintenance crew fogs the buses at night. Is this expense claimable?

That is not reimbursable for state transportation reimbursement.

35. Will summer food delivery costs and miles be claimable?

The miles for summer food delivery and allowable costs that occur will be reimbursable under the Part 120 rule change that was put into place last August. The claimability for this type of service is contingent upon the Gubernatorial Disaster Proclamation issued by Governor JB Pritzker. The moment this expires, those services will no longer be reimbursable.

Headcount

38. Is Illinois going to allow schools to put more than 50 students on buses in the fall?

Currently, ISBE does not have guidance from the Illinois Department of Public Health as to whether this limit is going to remain in place or not.

39. Can you clarify the under 1.5 miles student counts? What would be an example that would fall in the “without a hazard” category?

If the district chooses to provide transportation for a student who is less than 1.5 miles from home to the attendance center, that student will be reported in the less than 1.5 category on the claim. An example would be, if the district chooses to pick up a student along the route that is already in place and there were no vehicular or gang-related hazards, that student would be reported in the less than 1.5 mile without a hazard category.

40. If a student is classified as a walker, would he/she also be counted on line 7b?

Students who are not eligible for transportation are reported on line 4(a).

41. Is transportation for McKinney-Vento students claimable?

McKinney-Vento students should be reported under regular transportation unless they are special education students with IEPs that are specific for transportation services.

42. What will the calendar days be this year?

Line 6 on the claim is prepopulated from the district’s final calendar. It will include all student attendance days that a student would have ridden a bus whether the district was remote, hybrid, or full in-person instruction

43. Where does line 6 come from on the transportation claim?

This line represents the reported number of student attendance days and will be prepopulated for all school districts from the final school calendar. This number does not include teacher institute days or other days when students are not transported to attend school.

Hazard

44. Do school boards still need to approve transportation hazards if they were already approved years ago by the Illinois Department of Transportation?

Yes. A school board shall annually review the conditions and determine whether the vehicular hazardous conditions remain unchanged.

Forms

45. Is there a template that allows the formulas to be put in before entering in the actual submission of the claim?

Yes. It is at [https://www.isbe.net/ layouts/Download.aspx?SourceUrl=/Documents/Estimated-Trans-Claim-Reimb-Tool.xlsm](https://www.isbe.net/layouts/Download.aspx?SourceUrl=/Documents/Estimated-Trans-Claim-Reimb-Tool.xlsm).