



# Pupil Transportation Reimbursement

**May 24, 2022**

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## Agenda

- Claim Cycle
- Permanent Rule Change
- Grant Funding Effect on the Transportation Claim
- Headcount
- Miles
- Formula
- Resources
- Contact Information

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## Claim Cycle

- Pupil Transportation Claim Statutory Date:  
August 15
- Application of Audit Adjustments:  
Mid-September
- Claim Correction: October-Early November
- **PLEASE REVIEW**
- Final Processing, Proration, and Payment:  
Mid-December

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## Check your claim for Accuracy

- Are all **eligible** students more than 1.5 miles from school recorded on the claim whether they rode the bus or not?
- Are actual miles driven recorded in the proper category? These are miles of all vehicles on the depreciation schedule. Miles for food, books, wifi, etc. must be recorded in regular transportation.
- Are lease payments removed from the Purchase Service line 14c (they will appear automatically on line 17 allowable depreciation.
- Are all transportation vehicles/equipment/repairs list on the depreciation schedule if \$2500 or more? If they were purchased with grant funds, are they coded as a type code "N" not reimbursable and the offsetting revenue on line 19c?
- Are all grant funds used for transportation expenditures paid from Fund 40 listed on line 19c other revenue in the non-reimbursable category?



## Transportation Permanent Rule - Part 120.30 (e)

During a gubernatorial declaration of a disaster under Section 7 of the Illinois Emergency Management Agency Act [20 ILCS 3305], to ensure the continuity of education, including the provision of any direct or related service for the health and well-being of all public school students in pre-kindergarten through grade 12, all transportation costs incurred that are beyond transporting students, such as costs paid by a local education agency for all employees related to the provision of transportation or a transportation provider under a written agreement, regardless of any service that may be provided, or costs related to the distribution of food, distribution and pick-up of student assignments and work, and use of vehicles to provide wi-fi and other similar costs, shall be allowable and reimbursed by the formula under Section 29-5 of the School Code.

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## Permanent Rule Provisions

### What is covered:

- Local or contractor payments, regardless of the level of transportation service provided (e.g., full remote, blended, or regular routes).
- Miles and costs for delivery of digital devices, equipment, or establishment of Wi-Fi hotspots.
- Miles and costs for distributing food, student assignments, or well-being checks.

### What is NOT covered (Page 41-June 23 Transition Joint Guidance):

- Costs for personal protective equipment or other medical equipment, such as thermometers or supplies.
- Costs for personnel who conduct symptom screenings and/or temperature checks (or self-certification) prior to boarding a vehicle.
- Costs for non-special education aides riding regular routes.

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# Grant Funding Effect on the Transportation Claim

- Depreciation Schedule
- Transportation Expenditures: Line 14a – 14h
- Other Revenue: Line 19c



# Types of Grant Funding Being Used

- CARES
- ESSER II and III
- Title I
- Title III
- Early Childhood
- Orphanage

(But not limited to)





## Uses of Grant Funding

- School Buses
- Vehicles related to transportation
- Bus garages/buildings
- Two-way radios
- Cameras on buses
- Transportation loan pay-offs on vehicles
- Bus driver salary and benefits
- Transportation expenditures for summer expansion programs (regular summer school)



## Uses of Grant Funding (cont.)

- Personal protective equipment
- Masks/thermometers
- COVID tests
- Bus monitors/aides who ride bus
- Personnel for screening purposes
- Spray machines/foggers
- Cleaning supplies for buses



## Reporting Requirements

- Purchases/Leases of any asset \$2500 or more and a useful life of one year are reported on the depreciation schedule as a type code “N” Not reimbursable. The grant funds used must be recorded on the transportation claim on Line 19c Other Revenue, in the Non-Reimbursable category as offsetting revenue.
- Loan payoff of assets on the depreciation schedule must be changed to type code “N” not reimbursable. The grant funds used will be reported on 19c as offsetting revenue.



## Reporting Requirements (cont.)

- Any transportation expenditure that has been paid with grant funding must be reported on the claim on Lines 14a-14h under the Non- Reimbursable category, the revenue from the grant must be recorded on Line 19c Other Revenue under the Non-Reimbursable category as offsetting revenue.

for example, if the bus driver's salaries from regular transportation were paid with grant funds, the expenditure would be recorded on 14a under the Non-reimbursable category and the revenue would be recorded on line 19c Other Revenue under the Non-reimbursable category as offsetting revenue.



All equipment purchased with state or federal funds must be in accordance with the regulations of the funding source. The equipment must be reasonable and necessary to effectively operate the program and districts must follow all federal grant asset reporting requirements.



<https://www.isbe.net/Pages/General-Grant-Information.aspx>

State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures

Equipment/Deletion/Transfer Instructions



## Headcount

Report all eligible students enrolled to ride a regular route through the end of the school year, regardless of whether transportation occurred.



## Miles

- Report actual miles driven.
- Miles are used to allocate costs.
- State Transportation reimbursement is based on allowable cost, not miles traveled.





# Allocation of Ratio of Miles Traveled

	<b>34.00%</b>	<b>2.22%</b>	<b>45.81%</b>	<b>17.97%</b>	<b>100.00%</b>
<u>District-Owned Transportation</u>	<u>Regular</u>	<u>Vocational</u>	<u>Special Ed.</u>	<u>Non-R</u>	<u>Total</u>
Salaries	\$ 2,008,735	\$ 131,410	\$ 2,706,597	\$ 1,061,910	\$ 5,908,652
Benefits	\$ 629,936	\$ 41,210	\$ 848,785	\$ 333,013	\$ 1,852,944
Purchased Services (Less line d,e,f)	\$ 135,308	\$ 8,852	\$ 182,316	\$ 71,530	\$ 398,006
Supplies	\$ 434,649	\$ 28,434	\$ 585,652	\$ 229,776	\$ 1,278,511
Other	\$ 1,774	\$ 116	\$ 2,391	\$ 938	\$ 5,219
ED Fund (10) Related Expenditures					
OM Fund (20) Related Expenditures	\$ 21,816	\$ 1,427	\$ 29,395	\$ 11,533	\$ 64,171
CP Fund (60) Related Expenditures					
Allowable Depreciation	\$ 440,725	\$ 28,832	\$ 593,839	\$ 232,988	\$ 1,296,383
<b>Total Direct Costs</b>	<b>\$ 3,672,943</b>	<b>\$ 240,281</b>	<b>\$ 4,948,974</b>	<b>\$ 1,941,687</b>	<b>\$ 10,803,886</b>
	<b>Ratio of Miles</b>				
	<b>Traveled</b>				
	<u>Route Miles Traveled</u>				
Regular	574,632	34.00%			
Vocational	37,592	2.22%			
Special Education	774,267	45.81%			
Non-Reimbursable	303,777	17.97%			
<b>Total Miles Traveled</b>	<u><u>1,690,268</u></u>	<u><u>100.00%</u></u>			



## Regular Transportation Reimbursement

1. Allowable Regular Transportation Costs X State Proration
2. Subtract district wealth (real EAV) multiplied by your statutory “District Qualify Rate”
  - .0005 High School (9-12)
  - .0006 Elementary (K-8)
  - .0007 Unit District (K-12)
3. Net State Reimbursement equals 1 minus 2

**Districts with available local resources that exceed allowable costs are considered “Flat Grant” and reimbursed at \$16 x eligible students.**



1. Allowable Regular Transportation Costs multiplied by the State Proration

$$(\$2,804,753.00 \times 84.31860279 = \$2,364,928.54)$$

2. Subtract district wealth (real EAV) multiplied by statutory “qualifying rate” (.0005% High School, .0006% Elementary, & .0007% Unit)

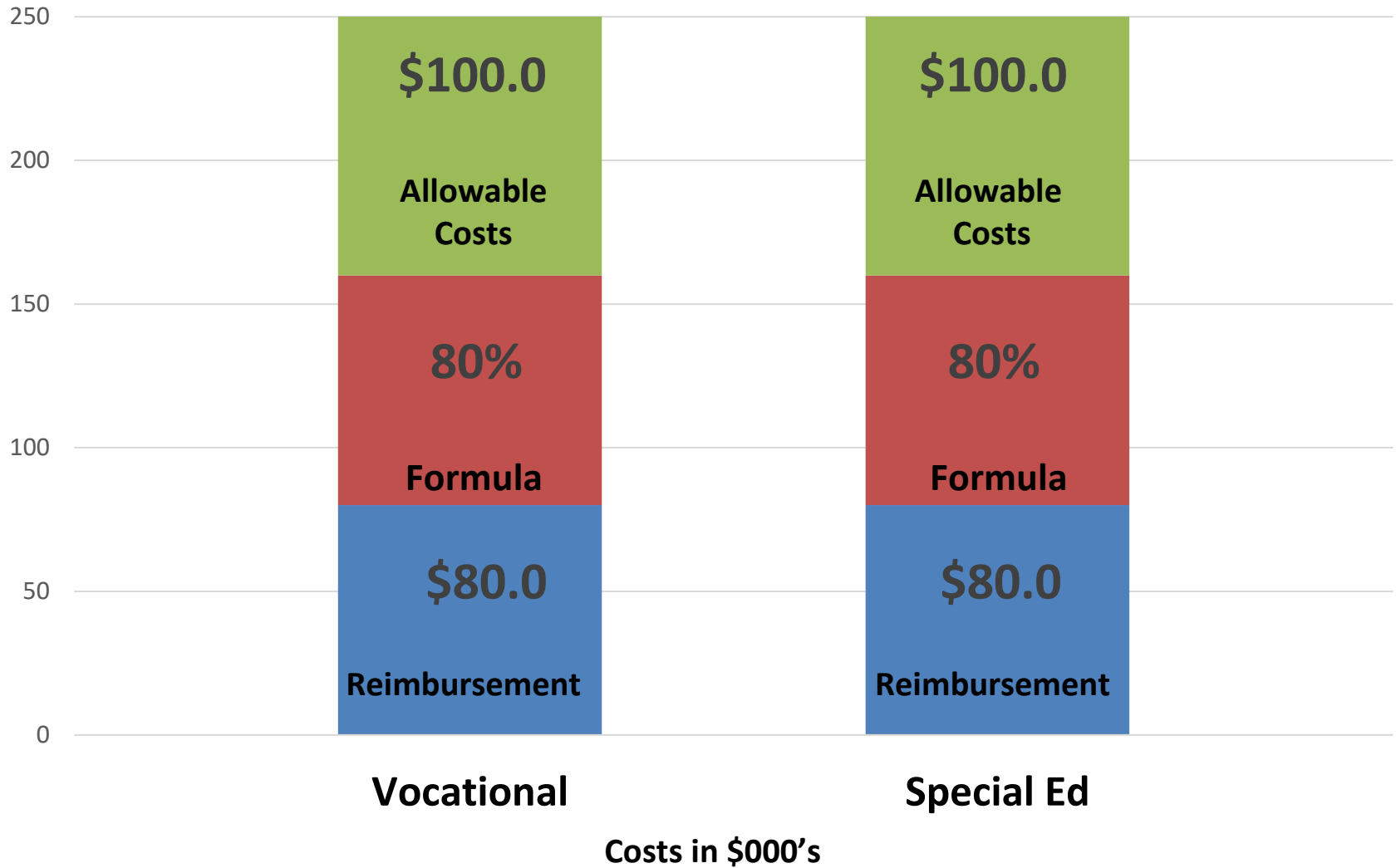
$$(\$691,090,968.00 \times .0007\% = \$483,763.67)$$

3. Net State Reimbursement (1 minus 2)

$$(\$2,364,928.54 - \$483,763.67 = \$1,881,164.87)$$



# District Reimbursement Example





## Transportation Resources

- [Student Transportation Claim Reimbursement System User Guide](#)
- [Student Transportation Reimbursement Claim Instructions](#)
- [Depreciation Instructions Student Transportation](#)
- [Mileage and Cost Allocation Instructions](#)
- [Mileage and Cost Allocation Worksheet](#)
- [Estimated Student Transportation Claim Completion Worksheet](#)

<https://www.isbe.net/Pages/Funding-and-Disbursements-Transportation-Programs.aspx>



## Contact Information

Should you have additional questions or concerns,  
please call or email

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