



Pupil Transportation Reimbursement

May 26, 2021

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Agenda

- Claim Cycle
- Permanent Rule Change
- Elementary and Secondary School Emergency Relief Funds (ESSER II)
- Headcount
- Miles
- Formula
- Resources
- Contact Information

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Claim Cycle

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

- Personal Protective Equipment
- Masks / Thermometers
- COVID Tests
- Bus monitors / Aids that ride bus
- Personnel for screening purposes
- Spray machines / Foggers
- Cleaning supplies for buses
- Transportation expenditures for summer expansion programs (summer school)



ESSER II and Transportation (cont.)

School Bus or Transportation Vehicle

- Purchase
- Lease purchase
- Not reimbursable “N” type code
- Federal grant asset reporting



ESSER II and Transportation (cont.)

<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 actual transportation occurred.



Headcount (cont.)

Line 26 Weighted eligible students (Line 7a + 7c + 7d) x 2

$$2284 + 98 + 545 \times 2 = 5854$$

Line 27 Total weighted students (Line 26 + 7b)

$$5854 + 287 = 6141$$

Line 28 Cost per student (Line 23, Col A / Line 27)

$$1,878,014 / 6141 = 305.82$$



Headcount (cont.)

Line 29 Total cost to transport noneligible students
(Line 28 x Line 7b)

$$305.82 \times 287 = 87,770$$

Line 30 Allowable regular pupil transportation costs
(Line 23, Col A minus Line 29)

$$1,878,014 - 87,770 = 1,790,244$$



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

	34.00%	2.22%	45.81%	17.97%	100.00%
<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
Total Direct Costs	\$ 3,672,943	\$ 240,281	\$ 4,948,974	\$ 1,941,687	\$ 10,803,886
	Ratio of Miles				
	Traveled				
	<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%			
Total Miles Traveled	<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

$$(\$2,804,000 \times 84.31860279 = \$2,363,772)$$

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

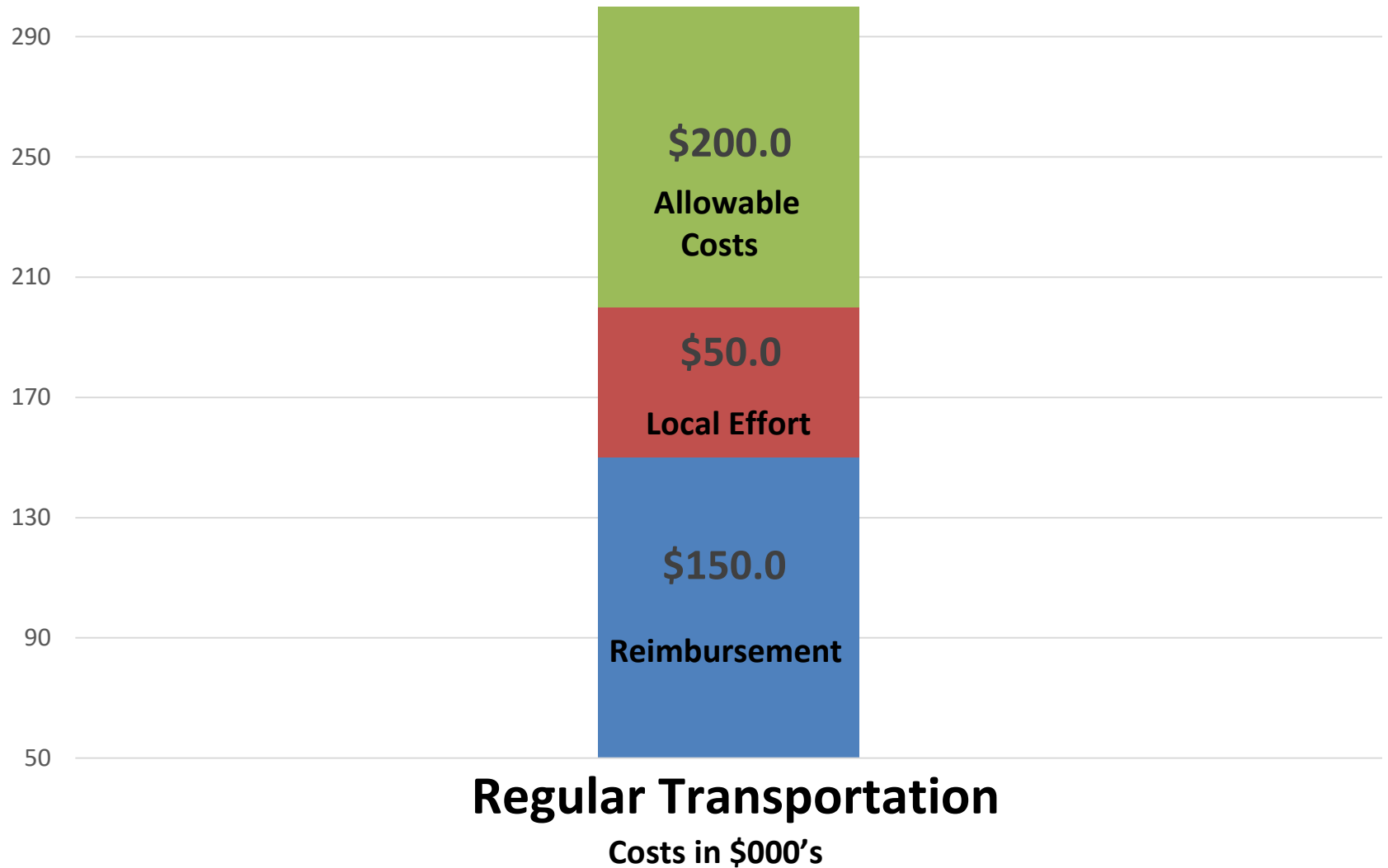
$$(\$691,000,000 \times .0007 = \$483,700)$$

3. Net State Reimbursement (1 minus 2)

$$(\$2,363,772 - \$483,700 = \$1,880,072)$$

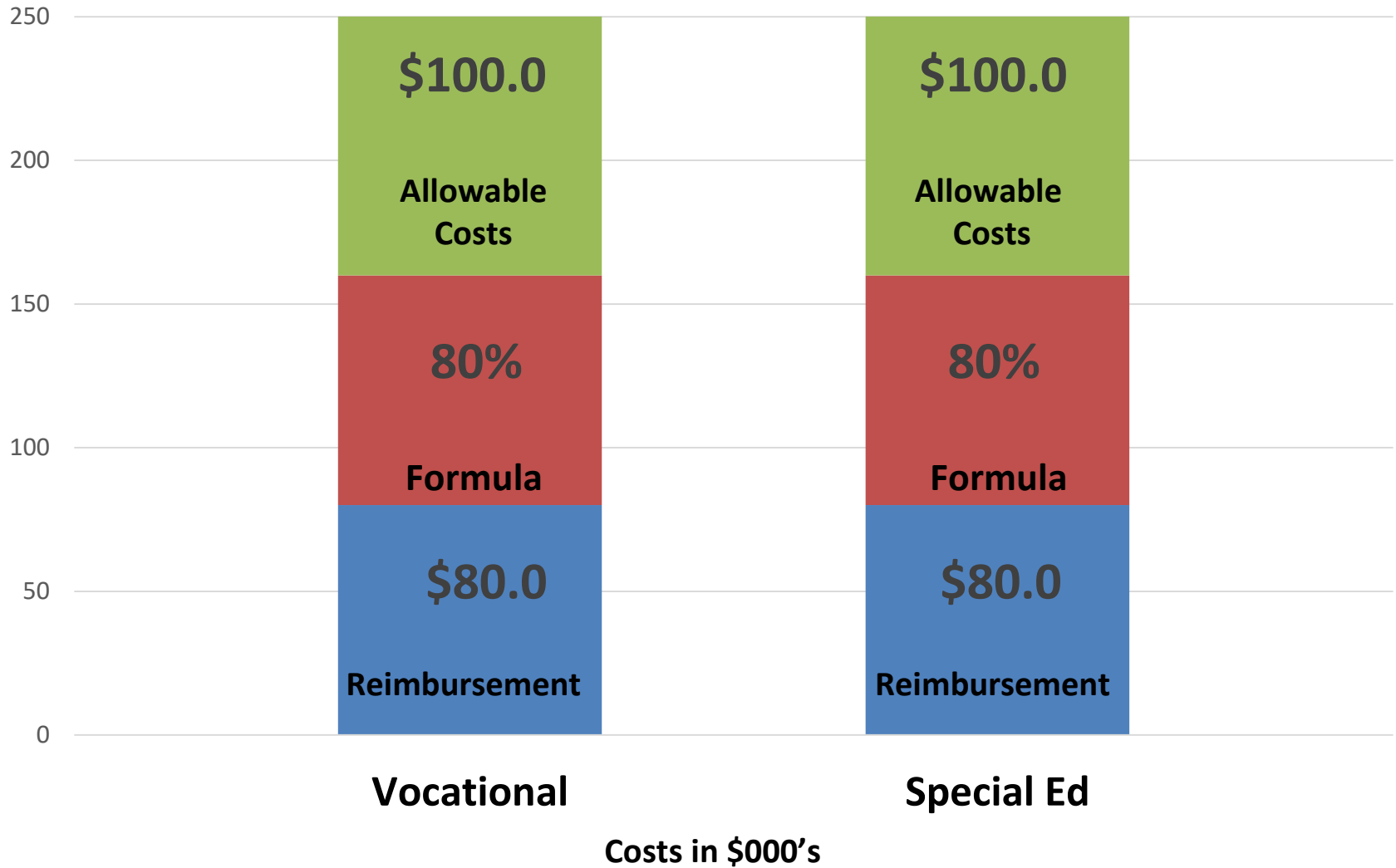


District Reimbursement Example





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](#)

[Funding and Disbursements Transportation Programs](#)



Transportation Resources (cont.)

- Visit www.isbe.net/covid19 for the most up-to-date guidance and information. This webpage is updated daily.
- Further Transportation claim guidance will be issued as circumstances warrant.



Contact Information

Should you have additional questions or concerns, please email us at

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