



Managing Eligibility Changes

Eligibility for some students may change over the summer as they advance in grade

1. Students currently in grade 2 with B distance are eligible for full fare transportation
 - These students will change to half fare eligibility in grade 3
2. Students currently in grade 6 with C distance are eligible for full fare transportation
 - These students will change to half fare eligibility in grade 7

Parents unaware of these changes may submit a variance request to OPT stating a distance disagreement, when the reason for the change is tied to the student's change in grade. Schools can identify these students before the year ends and alert parents of the upcoming change. A sample letter is included at the end of this document.

In ATS

Navigate to the Transportation Main Menu

Select menu option 2—TLST

Press Right Ctrl/Enter

Sort the TLST by grade

- 120 for grade 2
- 160 for grade 6

Press Right Ctrl/Enter

Scan the distance code column for student affected

- Grade 2 students with B distance
- Grade 6 students with C distance

Notify parents of those students that eligibility will change

1. Grade 2 students with a bus stop assigned
 - The stop will be removed from the student record over the summer
 - Eligibility will change to **H** on the TLST screen
2. Grade 2 students with a MetroCard assigned
 - **AP** transportation status will change to **AT** status over the summer
 - Eligibility will change to **H** on the TLST screen
3. Grade 6 students with a bus stop assigned
 - The stop will be removed from the student record over the summer
 - Eligibility will change to **H** on the TLST screen
4. Grade 6 students with a MetroCard assigned
 - **AP** transportation status will change to **AT** status over the summer
 - Eligibility will change to **H** on the TLST screen



ATS Examples

Students highlighted will change eligibility from full fare (F) to half fare (H) over the summer

Grade 2

ACT CDE	NAME	STUDENT ID	SEX	DOB	DST CDE	ADR FLG	GRD CDE	ELIG	OFF CLS	TRAN STAT
-			M	09/02/04	A	V	120	H	203	AT
			F	09/07/04	B	V	120	F	203	AT
			F	09/17/04	C	V	120	F	201	AB
			F	10/03/04	D	V	120	F	201	AT
			F	08/26/04	A	V	120	H	201	AT
			F	07/12/04	B	V	120	F	203	AB
			M	08/08/04	A	V	120	H	203	AT
			F	10/25/04	A	V	120	H	201	AT
			F	07/28/04	B	V	120	F	201	AB
			M	02/04/04	B	V	120	F	203	AB

Grade 6

ACT CDE	NAME	STUDENT ID	SEX	DOB	DST CDE	ADR FLG	GRD CDE	ELIG	OFF CLS	TRAN STAT
-			F	09/27/00	A	V	160		601	
			F	01/29/01	C	V	160	F	601	AP
			F	02/14/00	C	V	160	F	601	AP
			M	09/06/00	D	V	160	F	601	AP
			M	11/14/00	A	V	160		601	
			M	05/31/00	A	V	160		601	
			F	05/16/00	C	V	160	F	601	AP
			F	06/27/00	C	V	160	F	601	AP
			M	10/31/98	A	V	160		601	
			M	10/23/00	B	V	160	H	601	AP



In NPSIS

Choose Ridership Report from the transportation menu

Build the report by grade level

Scan the grade and distance code columns for student affected

- Grade 2 students with B distance
- Grade 6 students with C distance

Notify parents of those students that eligibility will change

- Grade 2 students with a bus stop assigned
 - The stop will be removed from the student record over the summer
 - Eligibility will change to **H** on the Ridership Report
- Grade 2 students with a MetroCard assigned
 - Eligibility will change to **H** on the Ridership Report
- Grade 6 students with a bus stop assigned
 - The stop will be removed from the student record over the summer
 - Eligibility will change to **H** on the Ridership Report
- Grade 6 students with a MetroCard assigned
 - Eligibility will change to **H** on the Ridership Report

NPSIS Example

Students highlighted will change eligibility to Half Fare over the summer

LNAME	FNAME	MI	DOB	SEX	Gr	ID	APT	HOUSE	STREET	BORO	ZIP	DISTANCE	PASS	Description	SpED	MetroCard #	ERROR	STOP	VARIANCE
				F	02		106	1740		2	10453	D	E5	Full Fare	Y				
				F	02		4C	1990		1	10026	B	E1	Full Fare	N				
				M	02		4C	1990		1	10026	B	E1	Full Fare	N				
				M	02		B17	721		2	10451	D	E5	Full Fare	Y				
				F	02		2	1413		2	10452	D	E1	Full Fare	N				
				F	02			535		1	10027	A	E5	Full Fare	Y				
				F	02		5D	3250		1	10027	A	E5	Full Fare	Y				
				F	02		3B	569		1	10027	A	H2	Half Fare	N				
				M	02		11	512		1	10031	A	E5	Full Fare	Y				
				F	02		3FN	1724		1	10031	B	E1	Full Fare	N				



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Suggested text for parent notification

Dear Parent / Guardian:

Student eligibility for transportation is based on 2 factors: the walking distance between the student's home and school; and the student's grade level. Eligibility may change for students as they progress through grade levels, or when there is an address change or transfer to a new school. These changes affect mainly students advancing from grade 2 to grade 3, and students advancing from grade 6 to grade 7.

This letter is to inform you that your child's eligibility will change for the upcoming school year, due to a grade change. The calculated walking distance from home to school has not changed: with the advance in grade, eligibility determinations change and your child will be eligible for half fare transportation in September.

This letter is intended to be a pro-active measure in order to give you adequate notice to make appropriate arrangements for your child to travel to and from school next year. If you choose, we can provide a half-fare MetroCard that is valid on MTA buses only. To use the card, students must deposit half the fare (\$1.25) in the fare box when boarding the bus.

For additional information regarding eligibility for transportation, please visit:
<http://schools.nyc.gov/Offices/Transportation/ServicesandEligibility>