

**4:00PM and After School Bus Transportation  
Reimbursement Procedure Outline**

1. W9 Request for Tax Payer Identification & Certification:
  - a. Actual School Provider - Each School submits W9 paperwork necessary to establish a vendor number in FAMIS / FMS.
  - b. Actual School Provider – Each School and DOE establishes contract relationship as sole vendor with estimated annual cost (based on # of eligible students).
2. NPSIS or ATS – Non Public School Information System or Automate The Schools (public and charter school information system). School Provider enters all students into NPSIS or ATS:
  - a. DOE will make eligibility determinations for students based on grade and distance. Schools will only be reimbursed for those children eligible for full-fare transportation
  - b. DOE will process purchase order for approved vendor at agreed-upon estimated amount (# of approved Students x FY14 Daily Rate x # of days)
3. Monthly Invoices – School Provider submits monthly invoices by 5<sup>th</sup> day of each month for prior month service to OPT Finance -Attn: Peggy Wu, 44-36 Vernon Blvd, Room 400 LIC, NY 11101. Per student basis showing the below detail:
  - a. Licensed Transportation Provider Company Name & NYS DOT ID Number
  - b. Student Name and NPSIS or ATS Number
  - c. Days of Service per Student
  - d. FY 14 Daily Reimbursement Rate
  - e. Total Monthly Cost Billed (# of approved Students x FY14 Daily Rate x # of days)
4. OPT Finance Reviews Provider Submission as follows:
  - a. Verify student in NPSIS or ATS
  - b. Verify daily Reimbursement rate as determined by CEO in accordance to law.
  - c. If all in order, voucher is processed against open purchase order and a Reimbursement is issued by the Comptroller.
  - d. Reimbursement payment made within 30 days of receipt of invoice (assuming no issues):
    - i. Payments by EFT (Electronic Finance Transfer) are made within 5 – 7 business days. No fee for EFT.
    - ii. Payments by check are made within 10 – 15 business days *Note: Department of Finance charges \$3.50 per check*
5. Annual Year End Cost Justification and/or Cost Adjustments
  - a. School Provider will submit year end cost justification data to OPT Finance and/or the Office of the Auditor General (OAG) for their review. Such review will be modeled upon the one OAG performs for bus contractors to justify the costs and future rate changes.
  - b. In subsequent months, OPT Finance may process adjustments necessary due to funding availability in accordance to legislation.

*Notes: Daily Rate is calculated by OPT Finance. Total estimates must not exceed the maximum provided in law; if so, all services must be pro-rated to ensure equitability.*