

## RELATED SERVICE AUTHORIZATION

(Procedure and Forms)

September 2003

### Introduction

The New York City Department of Education (DOE) is responsible for the provision of Related Services to students with disabilities as mandated on their Individualized Education Programs (IEPs). The Department of Education provides services through a three-tier hierarchy as follows: (a) Services are provided by Department of Education staff; (b) if Department of Education staff is unavailable, the request for service is submitted to an agency under contract to the Department; and (c) if the contract agency is unable to provide service, the parent is issued a Related Service Authorization (RSA), authorizing them to obtain these services from an independent non-BOE provider at public expense. The following document describes the Related Service Authorization (RSA) procedures and forms.

### Definitions

- (a) "Related Services" shall mean Counseling, Occupational Therapy, Physical Therapy, Speech Therapy, Hearing Education, Vision Education, Health Services, provided by a Registered Nurse or Health Aide and "Other Support Services" (e.g., sign language interpreter, etc.). In addition, round-trip transportation services will be provided where necessary for the provision of these Related Services.
- (b) "Students entitled to receive Related Services" shall mean students evaluated by the Committee on Special Education (CSE) and for whom the most recent Individualized Education Program (IEP), recommends one or more specific Related Services, including frequency, duration, maximum group size and language in which these services are to be provided.
- (c) "Provision of such services" shall mean provision of the designated services, by a qualified provider, at the frequency, duration and maximum group size specified, or as previously conducted.
- (d) "Related Service provider" shall mean a person licensed or certified by the New York State Education Department to provide the particular Related Service, who is in the business of providing Related Services appropriate to the needs of individual students as an individual practitioner, member of a partnership or corporation, or as an employee of a private or public corporation or organization which regularly offers such services to the public on a private fee-paying basis. No present employee of the Department of Education or the City of New York may be a provider. Any individual who leaves the employ of the Department of Education or any other New York City agency may not provide services under this agreement for a minimum of one year in accordance with the provisions of the New York City Charter (i.e., Section 2604(h), and Chancellor's Regulation C-110, unless a waiver is obtained). Any individual employed by an agency under contract to the New York City Department of Education is prohibited from providing Related Services under this agreement in the same service sectors that they provide the Related Service for the contract agency.

## Procedures

1. Each September, the Department of Education shall notify all parents/guardians of students designated as needing Related Services for whom they are unable to provide these services at the commencement of the school-year, of their immediate right to obtain an independent non-Department of Education provider at public expense. The notice will be the RSA-1 Form (attached). This right will take effect upon the signed approval and return of the completed RSA-2 Form (attached). Parents/guardians will be notified via the RSA-11 Form (annexed hereto) of the last day each school-year that services can be provided by independent providers.
2. An RSA-1 Form will be mailed to the parents/guardians of all students for whom the Department of Education is unable to provide the recommended Related Services at the commencement of the school-year.

Subsequent to the commencement of the school-year, an RSA-1 Form will be mailed to the parents/guardians of all students who have not received the required Related Service. Parents/guardians will receive the RSA-1 Form, which will include "RSA Questions and Answers" (attached), and the RSA-5 Registry of Independent Providers of Related Services (attached), which lists independent providers of Related Services to assist parents/guardians in obtaining these services.

To enact this right, the parent/guardian must return the completed RSA-2 Form to the responsible district of issuance, along with a copy of the independent provider's New York State licensure and/or certification, once an independent provider has been identified. The providers' New York State licensure and/or certification will be verified by the district with the New York State Education Department.

The completed RSA-2 Form must indicate where these services are to be provided (i.e., at the student's school, home or at the independent provider's place of business). Upon receipt of a completed RSA-2 Form, the district will promptly review the validity of the information on the RSA-2 Form.

Part of this review will also require security clearance of all individuals providing services to students. Any individual who has not been fingerprinted by the New York City Department of Education since July 1, 1990 must do so. Individuals must pay an eighty (\$80) dollar fingerprinting fee in the form of Cash, Check, Money Order (e.g., Bank or Postal), or Credit Card payable to the New York City Department of Education. Individuals requiring fingerprinting should report to the following address Monday through Friday, from 9:00AM until 3:00PM:

Office of Related and Contractual Services  
52 Chambers Street, Room 218  
New York, NY 10007

Independent providers of bilingual Related Services must meet bilingual proficiency requirements. They must hold a license or certificate in the language in which they propose to provide Related Services. They must present one of the following licenses or certificates in order to meet bilingual proficiency: (a) A New York City Department of Education license as a teacher of a foreign language; or (b) New York State Education Department certification as a teacher of a foreign language; or (c) the passing results of the Language Proficiency Assessment; or (d) a New York State Education Department Bilingual Extension Certificate.

It should be noted that the independent provider listed on the RSA-2 Form would be the only person authorized to provide services. If there is a change in independent providers, a new RSA-2 Form and a copy of the replacement provider's New York State Education Department licensure and/or certification must be submitted prior to the initiation of service. The independent provider will receive additional information and forms to instruct them on procedures to be followed via the RSA-6 Form (annexed hereto). In addition, the provider must submit also submit the RSA-2A form which will indicate the exact date that services were either initiated or terminated for that student. This is the date which will be entered into the CAP system.

The New York City Department of Education is obligated to offer services through Department of Education staff and contract agency staff prior to offering a Related Service Authorization (RSA). An RSA will not be approved unless the provider has appropriate credentials and has been fingerprinted.

Should it subsequently be verified that the independent provider does not have appropriate licensure and/or certification, fingerprint clearance, bilingual proficiency where appropriate, or in cases where a conflict of interest is found to exist, services will not be approved using that individual as the provider. Parents/guardians must select another duly qualified individual.

If the Department of Education provides the service before the RSA-2 Form is authorized by the district, or before the student is served by the independent provider, the Department's provider will serve the student, and the parent/guardian and independent provider will be promptly notified of this fact via the RSA-8 Form (annexed hereto).

3. If a student has been recommended to receive Related Services but services have not been initiated nor has the parent/guardian received an RSA-1 Form from the district as required under these procedures, the parent/guardian must submit to the district a written statement of intent to procure these services from an independent provider. The procedure set forth in paragraph 2 above will be followed and the student will be eligible to receive services from the independent provider within two weeks of receipt of the parent/guardian's written statement of intent and submission of the required independent provider information.
4. For all students for whom an RSA has been issued, the Department of Education will have the right to offer their own provider as soon as one is available; however, once an independent provider is serving the student, the parent/guardian will have the option of continuing with that provider through the last day of the school-year. In all cases, the Department of Education reserves the right to monitor and/or supervise the services provided by any individuals who provide Related Services under this agreement.
5. Payments to independent providers who meet the standards of this agreement will be processed within six weeks of receipt of the appropriate billing form as described in the RSA-7 Form (attached) and will be subject to post-audit to verify that the rate billed is the lowest rate actually charged to other clients served by that provider. The Contract Aid Office will make payment to eligible independent providers retroactive to their first day of approved service. Independent providers shall be compensated at fair and reasonable rates, in accordance with the rate schedule, which appears on the RSA-4 Form (attached). The rate to be paid by the Department of Education shall in no event exceed the lowest regular rate charged by the independent provider for these services to other clients.

Payment to the independent provider will be contingent upon the submission to the district of their appropriate New York State Education Department licensure and/or certificate, along with the RSA-2 Form. In addition, independent providers must comply with the frequency, duration and language of services as established by the CSE.

The maximum rates for Related Services, pro-rated as necessary, are as follows:

- (a) For Counseling, a 30-minute per session rate no greater than \$45 for a New York State licensed psychologist; or \$40 for a New York State certified social worker.
  - (b) For Occupational Therapy, Physical Therapy, a 30-minute per session rate no greater than \$45 for a New York State licensed Occupational Therapist, Physical Therapist.
  - (c) Speech Therapy Services, a 30-minute per session rate no greater than \$45 for a New York State licensed Speech/Language Pathologist, who is also a Certified Teacher of the Speech and Hearing Handicapped or who agrees to submit an Application for Employment of Uncertified Teacher to the State Education Department with the cost of such an application to be incurred by the individual. Bilingual Speech Therapy Services can only be provided by an individual meeting the aforementioned requirements and who possesses a New York State Bilingual Extension Certificate.
  - (d) For Vision Education Services, a 30-minute per session rate no greater than \$45 for a New York State licensed Teacher of the Blind and Partially Sighted and appropriately certified Orientation/Mobility Specialist. Bilingual Vision Education Services can only be provided by an individual meeting the aforementioned requirements and who possesses a New York State Bilingual Extension Certificate.
  - (e) For Hearing Education Services, a 30-minute per session rate no greater than \$45 for a New York State licensed or certified Teacher of the Deaf and Hard of Hearing; or \$30 for an appropriately trained, licensed or certified Sign Language Interpreter. Bilingual Hearing Education Services can only be provided by an individual meeting the aforementioned requirements and who possesses a New York State Bilingual Extension Certificate.
  - (f) For Health Services by a Registered Nurse, a rate no greater than \$45 per 30 minute session for a New York State licensed or certified Registered Nurse; or \$20 per 60-minute session for an appropriately trained, licensed or certified Health Aide.
6. It is understood that nothing herein shall be construed to prevent the Department of Education from attempting to negotiate contracts for the provision of services to additional students, at more favorable rates, with independent providers chosen by the parent/guardian, provided, however, that the student shall continue to be entitled to receive services at the individual rates permitted under these procedures if no superseding contract is accepted by the independent provider.

Parents/guardians will be responsible for making all transportation arrangements to

and from the independent provider. Parents/guardians will be required to sign a release of liability to the Department of Education on the RSA-3 Form or RSA-3a Form (attached) with regard to their transportation choice.

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Round-trip transportation costs will be reimbursed at the actual amount expended for reasonable round-trip subway and bus fares by a student and an accompanying adult; at a rate no greater than the prevailing allowable mileage rate of twenty-eight cents (.28¢) per mile for the round-trip from the student's home to the independent provider's location if a private automobile is used; or at the current metered taxi cab rate, plus a reasonable gratuity. If a private car service is used, the rate charged shall be at least as favorable, if not more favorable to the Department of Education, than those offered by the car service to its other customers. Rates must be based on the mileage between the student's residence or school and the Related Service provider's place of business and calculated utilizing established rate guidelines published for private car services (e.g., BRD published guidelines).

The rate payable to the private car service shall be solely based on mileage regardless of whether an individual student or more than one student is picked up at the same location and transported to the same location. In cases where more than one student is transported in the same vehicle, to the same location, but are picked up at their various residences/schools, the private car service will charge the Department a flat rate based on the mileage between the farthest student's residence/school and the Related Service provider's place of business and a rate no greater than six (6) dollars (\$6.00) per one way trip for each additional student picked up. Private car services will not be paid in cases where a student is absent and will not be paid for waiting time. If either a metered taxi cab or a private car service is used, the maximum reimbursement will be fifty dollars (\$50) per round-trip.

Parents/guardians will be reimbursed through the district for round-trip transportation costs. Vouchers will be processed for payment within six weeks after they have submitted on an appropriate and properly completed transportation voucher. Requests for reimbursement of transportation expenses should be made on the RSA-3 Form or RSA-3a Form and must include a copy of the approved RSA-2 form and the provider's bill or a statement from the provider indicating dates of service along with the required receipts. In all cases, no payments will be processed without the appropriate original authorizing signatures on all of the aforementioned forms including the RSA-3 or RSA-3a Form.

7. If subsequent to the initiation of Related Services by an independent provider, the Department of Education is able to serve the student, the district will contact the parent/guardian via the RSA-9 Form (annexed hereto), to indicate that these services can now be provided by the Department of Education or contract agency personnel. Parents/guardians will be given the option of continuing these services with the independent provider through the last day of the school-year or allowing the New York City Department of Education to serve the student. If the New York City Department of Education is authorized by the parent/guardian to serve the student, the independent provider will be given forty-eight (48) hours notice to discontinue services, contingent upon reasonable assurances by the Department of Education that its personnel can initiate services forthwith. If no parent/guardian response occurs to a district inquiry authorizing the Department of Education to serve the student, the independent provider will be authorized to remain through the last day

of the school-year.

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8. In cases where students are identified by the Department of Education as not receiving recommended Related Services, the district will be authorized to first attempt to initiate Related Services through Department of Education staff or from agencies under contract to the Department of Education, and finally through implementation of the RSA.
9. The independent provider will receive a copy of the approved RSA-2 Form from the district together with additional information and forms necessary for the initiation and appropriate delivery of these services to the student. In cases where these services are to be provided at the student's school, the independent provider should contact the student's school to schedule the delivery of these services. On the first day of service, the independent provider will identify himself/herself to the school principal/or designee and present the RSA-2 Form as authorization to commence service.
10. The independent provider must maintain daily attendance records (on the official New York City Department of Education attendance card) and weekly progress notes. Providers must submit an RSA-10 Form - Related Service Student Progress Report (attached) by June 1st, or at other times of the year as requested at no additional cost to the New York City Department of Education. In addition, upon request, during the Annual Review and/or if there is a Requested Review, the provider must be available to attend the IEP conference and complete the appropriate pages of the IEP at no additional cost to the New York City Department of Education.
11. Make-up sessions for sessions missed during the ten month school year (September – June) may be provided during July and August. Make-up sessions for sessions missed during the summer session may only be provided during the last few weeks of the summer. No make-up sessions may, however, be conducted during a week that would cause the student to receive a greater number of sessions than recommended, as appropriate, on the student's IEP.
12. At the request of the District Administrator of Special Education/Chairperson/Designee, the independent provider is required to prepare or participate in the collection of data or information requested by New York State or City agencies, at no additional cost to the Department of Education, in order for the New York City Department of Education to receive Medicaid reimbursement for the costs associated with the provision of Related Services.
13. Independent providers are also required to maintain their own professional malpractice/liability insurance when working with students under the RSA agreement.

## **RELATED SERVICE AUTHORIZATION**

### Questions and Answers

#### **What is a Related Service Authorization (RSA)?**

Your child has been recommended for the Related Service listed on the enclosed form. The New York City Department of Education does not currently have staff available to provide this service. The RSA allows you to obtain this service from an independent non-Department of Education provider of your choice at no cost to you.

#### **How can I locate an independent non-Department of Education provider?**

To help you locate a provider, we have enclosed a **Registry of Independent Providers of Related Services (RSA-5 Form)**. You may use any provider on this **Registry** or you may locate your own provider. If you require assistance in locating a provider please telephone our district at 917-256-4249. Please remember the following, when choosing a provider they must possess the following credentials:

- They must be licensed or certified by New York State Education Department to provide the Related Service recommended.
- They must meet established bilingual proficiency requirements, where applicable.

Counseling Services must be provided by a New York State licensed psychologist; or certified social worker.

Occupational Therapy must be provided by a New York State licensed Occupational Therapist.

Physical Therapy must be provided by a New York State licensed Physical Therapist.

Speech Therapy Services must be provided by a New York State licensed Speech/Language Pathologist, who is also a Certified Teacher of the Speech and Hearing Handicapped or who agrees to submit an **Application for Employment of Uncertified Teacher** to the State Education Department with the cost of such an application to be incurred by the individual. Bilingual Speech Therapy Services can only be provided by an individual meeting the aforementioned requirements and who possesses a New York State Bilingual Extension Certificate.

Vision Education Services must only be provided by a New York State licensed or certified Teacher of the Blind and Partially Sighted or certified Orientation/Mobility Specialist. Bilingual Vision Education Services can only be provided by an individual meeting the aforementioned requirements and who possesses a New York State Bilingual Extension Certificate.

Hearing Education Services must only be provided by a New York State licensed or certified Teacher of the Deaf and Hard of Hearing; or an appropriately trained, licensed or certified Sign Language Interpreter. Bilingual Hearing Education Services can only be provided by an individual meeting the aforementioned requirements and who possesses a New York State Bilingual Extension Certificate.

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Health Services by a Registered Nurse must only be provided by a New York State licensed or certified Registered Nurse; or appropriately trained, licensed or certified Health Aide.

In addition, when choosing a provider they must agree to the following:

- To charge the New York City Department of Education no more than the maximum rate listed below. This rate is for direct service only and is the rate regardless of the size of the group being served.
- Provide the service at the frequency, duration and in the language specified by the Department of Education as per the most current IEP. Providers must obtain a copy of the student's IEP from the parent or the CSE.
- Be available to attend the IEP conference and/or complete the appropriate pages of the IEP upon request, at no additional cost.
- Provide services in accordance with the New York City Department of Education school calendar.
- Provide make-up sessions only during the same week. Make-up sessions may not however, be conducted on the same day as a regular session.
- That they are not to be a current or former employee (for one year) of the Department of Education or any other New York City agency.
- They are not the evaluator who completed the assessment unless permission has been granted by Office of Related and Contractual Services.
- Receive security clearance, as a result of fingerprinting, with the cost to be incurred by the provider.
- Request no more than the maximum rate allowed as payment in full for these services.
- Make no requests to the parent/guardian for payments for services rendered.
- Maintain daily attendance records on the official Department of Education attendance card and participate in the collection of data or information requested by New York State or city agencies at no additional cost to the Department of Education in order for the Department of Education to receive Medicaid reimbursement.

**What are the maximum rates allowed by the New York City Department of Education for independent non-Department of Education providers?**

<u>Type of Related Service</u>	<u>Maximum Rate</u>	<u>Session Length</u>
Counseling (with a Psychologist)	<u>\$45</u>	30 minutes
Counseling (with a Social Worker)	<u>\$40</u>	30 minutes
Health (with a Registered Nurse)	<u>\$45</u>	30 minutes
Health (with a Health Aide)	<u>\$20</u>	60 minutes
Hearing Education Services	<u>\$45</u>	30 minutes
Sign Language Interpreter	<u>\$30</u>	30 minutes
Occupational Therapy	<u>\$45</u>	30 minutes
Physical Therapy	<u>\$45</u>	30 minutes
Speech Therapy	<u>\$45</u>	30 minutes
Vision Education Services	<u>\$45</u>	30 minutes

Orientation/Mobility Specialist

\$45

30 minutes

The rate charged by independent providers must be no higher than the lowest rate normally charged by them, and should be pro-rated, as necessary.

**What am I required to do once I have selected a provider?**

You and the selected independent provider must complete the **RSA-2 Form**, then both of you must sign the form and attach a copy of the provider's license or certificate. You should keep a copy of the independent provider's license or certificate. Please be advised that only the independent provider listed on the **RSA-2 Form** may provide service to your child. If your child is being seen at the provider's place of business you must ensure that only the independent provider you have authorized is serving your child. The completed **RSA-2 Form** must be submitted to:

**Maria Leo**  
**Citywide Programs/District 75**  
**Office of Related & Contractual Services**  
**400 1<sup>st</sup> Ave., Room 662A**  
**New York, NY 10010**

**After I have submitted the RSA-2 Form, when can the provider begin?**

Once received, all information will be reviewed. If the form is complete, within one week of your submitting the **RSA-2 Form**, your provider will receive written authorization for this service. Should we fail to notify you of this approval, the provider is authorized to initiate service and is assured of payment by the Department of Education if the individual has the appropriate licensure and/or certification and no conflict of interest is found to exist. Only the independent provider listed on the **RSA-2 Form** is authorized to provide services. If there is a change in independent provider, a new **RSA-2 Form** must be submitted. The independent provider you have selected must present himself/herself for fingerprinting, with the cost to be incurred by the provider, to the Office of Related and Contractual Services, 52 Chambers Street, Room 218, New York, NY. Independent providers will not be authorized to initiate services until such time as security clearance is received.

**Where can the Related Service be provided?**

At your child's school, at your home or at the provider's place of business.

**Can I be reimbursed for my transportation costs if I take my child to the provider's place of business?**

Yes, as follows:

1. **Public Transportation:** \$1.50 per fare on bus and/or subway.
2. **Private Car:** Prevailing allowable mileage rate set by the IRS currently at \$.28 per mile.
3. **Metered Taxicab:** Metered taxi cab rate and reasonable tip.\*
4. **Private Car Service:** Parents and/or private car services will be reimbursed for car service taken to and from the student's mandated Related Services only using the private car service rate and reasonable tip.\* (Please see guidelines for private car service.) This includes modes of transportation required for physically disabled students. If that type of vehicle has an established Medicaid rate, their charge shall not exceed that rate.\*

\* Maximum of \$50 per round-trip.

All requests for transportation reimbursement must be made on the enclosed **RSA-3 or RSA-3A Form Transportation Reimbursement Voucher**. The independent provider must provide you with a copy of the approved RSA-2 form and bill for services or a statement indicating the dates of service, which must be attached to the RSA-3 or RSA-3a Form along with the required receipts from the transportation provider. In all cases, no payment will be processed without the approved original authorizing signatures on all the required forms. You must sign the RSA-3 or RSA-3a Forms indicating the **actual** dates your child was transported. Under no circumstances should you sign **blank RSA-3** or **RSA-3a Forms** or sign for transportation services not as yet provided.

#### **How will the provider be paid?**

When the provider receives written authorization to provide this service, they will also receive information on how and to whom to submit their invoices. All invoices must be submitted on the designated form. The original must be sent to the Bureau of Contract Aid.

**No out-of-pocket expenses are to be paid by you.** The provider may not charge more than the maximum rate allowed as payment in full for these services. The provider will make no requests to the parent/guardian for payments for services provided if the service is provided at your home or the provider's office you must sign the provider's invoice indicating the actual dates your child received the services. You must not sign blank invoices or sign for sessions not as yet provided.

#### **Is the provider required to write IEPs or Student Progress Reports?**

The provider will be required to maintain daily attendance records on the form designated by the New York City Department of Education for this purpose, weekly progress notes for the service provided, and to complete a Related Service Student Progress Report when requested by school staff or the Committee on Special Education. In addition, upon request for an Annual Review and/or if there is a Requested Review, the provider must be available to attend the IEP conference and to complete the appropriate pages of the IEP at no additional cost. Progress reports must be submitted annually.

#### **What if the Related Service becomes available by New York City Department of Education staff?**

Should this service become available by New York City Department of Education staff before your child begins receiving it from an independent provider, the Department of Education will provide the service. If, however, your child begins receiving this service from an independent provider, you will have the option of continuing this service with the independent provider through the end of the school-year.

#### **Who can I call for assistance?**

If assistance is needed to understand these forms or to locate an independent provider, please telephone **Maria Leo** at **917-256-4249**.



## Guidelines for Transportation Reimbursement for Private Car Services

Private car service may be used for transportation to and from Related Services. The rate charged shall be at least as favorable, if not more favorable to the Department of Education, than those offered by the car service to its other customers. Rates must be based on the mileage between the student's residence or school and the Related Service provider's place of business and calculated utilizing established rate guidelines published for private car services (e.g., BRD published guidelines). The rate payable to the private car service shall be solely based on mileage regardless of whether an individual student or more than one student is picked up at the same location and transported to the same location. In cases where more than one student is transported in the same vehicle, to the same location, but are picked up at their various residences/schools, the private car service will charge the Department a flat rate based on the mileage between the farthest student's residence/school and the Related Service provider's place of business and a rate no greater than six (6) dollars (\$6.00) per one way trip for each additional student picked up. Private car services will not be paid in cases where a student is absent and will not be paid for waiting time. Private car services and ambulettes must provide copies to the Office of Citywide Programs, Regional Administrators of Special Education/Regional Committees on Special Education, as applicable of all drivers valid For-Hire Operators License who will be operating vehicles transporting students.

Parents/guardians and/or private car services will be reimbursed through the Office of Citywide Programs, Regional Administrators of Special Education/Regional Committees on Special Education, as applicable, for round-trip transportation costs. Vouchers will be processed for payment within six weeks after they have submitted on an appropriate and properly completed transportation voucher.

The New York City Department of Education reimburses parents and/or private car services for travel to and from Related Services:

- Requests should be made on the RSA 3-Form or RSA-3A Form.
- Requests must include a copy of the approved RSA-2 Form.
- Requests must include original provider's bill or a statement from the provider indicating dates of service along with the required original receipts from taxi, car services, etc.
- No payments will be processed without the appropriate original authorizing signatures on all forms.
- All information must be reconciled by the district and attached to a completed Imprest Form.
- Entire package should then be forwarded to the Central Business Office, 65 Court Street, Room 1301, Brooklyn, NY 11201 for payment. Please refer to instructions and sample Imprest form for parent reimbursement, which are attached.

If the reimbursement is being made directly to a private car service (parent does not have out of pocket expense), please be reminded of the following procedure in addition to the above requirements:

- Private car services must provide copies of all drivers valid For-Hire Operators license.
- Rate must be based on the mileage between the student's residence or school and the Related Service provider's place of business and calculated utilizing established rate guidelines published for private car services (e.g., BRD published guidelines). Websites such as mapquest.com; expedia.com; yahoo.com-travel- maps, etc. may assist in determining mileage.
- Rate payable is to be based solely on the mileage. Maximum rate of reimbursement is \$50.00.
- In cases where more than one student is transported in the same vehicle, to the same location, but are picked up at their various residences/schools, the private car services will charge a flat rate based on the mileage between the farthest student's residence/school and the provider's place of business at a rate no greater than six dollars (\$6) per one way trip for each additional student picked up.

- Private car services will not be paid in cases where a student is absent and will not be paid for waiting time.