



Wisconsin Department of Public Instruction
FULL-TIME PUBLIC SCHOOL OPEN ENROLLMENT
TRANSPORTATION REIMBURSEMENT CLAIM
2010-2011 SCHOOL YEAR
 PI-9413 (Rev. 12-10)

INSTRUCTIONS: Fill out all information completely and accurately and submit to:

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
PUBLIC SCHOOL OPEN ENROLLMENT
P.O. BOX 7841
MADISON, WI 53707-7841

Fax: (608) 267-9207

Questions: (888) 245-2732 Extension 2, then 3

Collection of this data is a requirement of s. 118.51, Wisconsin Stats.

Check only one: Full-Time Open Enrollment
 Additional Year Tuition Waiver

I. GENERAL INFORMATION

This is a claim for reimbursement of costs to transport eligible students participating in the Wisconsin full-time open enrollment program to and from school. Eligible students are those who are eligible for free or reduced price meals under the federal school lunch program (see information on the back of this form to determine if you qualify). All claims for a family should be submitted on a single form. A claim for reimbursement of actual costs of transportation to and from school may be submitted at the end of the school year. All claims must be submitted to the Department of Public Instruction (at the above address) no later than July 15, 2011. Claims submitted after July 15, 2011 may not be paid. TYPE OR PRINT legibly.

Name of Parent or Guardian	Daytime Phone Number <i>Area/Number</i>	<i>For DPI use</i>
Mailing Address	City	ZIP Code
Residence Street Address <i>If different from mailing address</i>	School District the Student(s) is Attending <i>Nonresident District</i>	

II. STUDENT INFORMATION

Name(s) of Student(s)	Grade	School to Which Transportation Was Provided
1.		
2.		
3.		

Attach names of additional students on a separate page

III. CLAIM INFORMATION

The following information is needed to process this claim. Incomplete information will delay processing. False information may invalidate the claim. Total household income means gross income from all sources for all household members. Reimbursement will be made for actual costs of transporting the student(s) to and from school or to and from an alternate site that is no farther from the school than the student's home. Only mileage or costs for transportation to and from school on regular school days may be included. No reimbursement is permitted for transportation to and from extracurricular activities, parent-teacher conferences, etc. *If mode of transportation was other than a family vehicle, see page 3 for instructions.

Number of Household Members	Monthly Household Income <i>See Section V</i>	Number of Students Transported	Maximum Reimbursement Rate	Maximum Reimbursement Before Proration
0	\$0.00	0	X \$1129.62	= \$0.00

Mode of Transportation: Family Vehicle

Total Miles Round Trip <i>Home-School-Home</i>	No. of Round Trips per Day	Number of Days Transported for the School Year	Reimbursement Rate	Mileage Cost	Lesser of Mileage Cost or Maximum Reimbursement	Proration Factor	Estimated Payment Amount
0.0	X 0	X 0	36.5¢ / mile	= \$0.00	\$0.00	X .20	=

Mode of Transportation: Public

Number of Daily, Weekly, or Monthly Bus Passes Purchased	Cost per Daily, Weekly, or Monthly Pass	Total Cost of Passes	Lesser of Total Cost or Maximum Reimbursement	Proration Factor	Estimated Payment Amount
0	X \$0.00	= \$0.00	\$0.00	X .20	= \$0.00

Mode of Transportation: Other

Mode of Transportation <i>Specify</i>	Total Cost <i>Attach receipt.</i>	Lesser of Total Cost or Maximum Reimbursement	Proration Factor	Estimated Payment Amount
	\$0.00	\$0.00	X .20	=

Was any part of the student's transportation provided by the resident or non-resident school district?

No Yes *Explain:*

IV. ASSURANCES / SIGNATURE

I CERTIFY that the information provided is complete and correct. If requested, I will submit verification of income and mileage or costs.

Signature of Parent / Guardian

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Date Signed

V. ELIGIBILITY INFORMATION

**Household Size-Income Scale for Free or Reduced Price Lunch under the Federal School Lunch Program*
July 1, 2010, to June 30, 2011**

The applicant is eligible for reimbursement of open enrollment transportation costs if the household income** is at or below the amount on the table:

Household Size	Monthly Income	Annual Income
1	\$ 1,670	\$ 20,036
2	2,247	26,955
3	2,823	33,874
4	3,400	40,793
5	3,976	47,712
6	4,553	54,631
7	5,130	61,550
8	5,706	68,469
for each additional household member add:	\$ 577	\$ 6,919

* It is not necessary to have applied for or be receiving free or reduced-price lunch to be eligible for open enrollment transportation reimbursement. It is necessary only to meet the income requirements for that program.

** Household income includes income from all sources, including but not limited to: gross earnings, welfare payments, child support, alimony, pensions, retirement and social security. Income from all household members must be counted, whether related or not.

* **Calculation of Household Income** (Complete either 1 or 2)

1. Foster Child. If the child is a foster child, list the child's monthly personal income. Write "0" if the child has no personal use income. \$ _____
2. Household Members and Monthly Income

Names of Household Members	Gross Monthly Earnings (Before Deductions)		Monthly Income from Welfare Payments, Child Support, Alimony	Monthly Income from Pensions, Retirement, Social Security	Any Other Monthly Income
	Job 1	Job 2			
a.					
b.					
c.					
d.					
e.					
Totals	\$0	\$0	\$0	\$0	\$0

If your income varies from month to month, calculate your expected annual income from July 1, 2010, to June 30, 2011, and divide by 12.

* Note: In lieu of providing the income information above, you may attach a copy of a letter from the school district indicating your eligibility for free or reduced-price meals.

VI. CALCULATING MILEAGE AND COST

If **transportation is provided by family vehicle**, the reimbursement is equal to the total miles times 36.5 cents per mile or the pro-rated maximum reimbursement whichever is less. It is recommended that the parent keep a daily log to keep track of the miles transported. Total miles should be calculated as follows:

- *Determine the number of miles in one round trip to and from school.* If children within the family are being transported to different schools, the mileage for the total round trip should be calculated. For example, if two children are transported to schools A and B, the round trip is calculated from home to school A to school B and back home. **If the parent drives from home to school, then on to work, only the miles from home to school and from school to home may be included.** If the child is transported to a location other than school (such as day care) and then is transported from that location to school, the number of miles claimed may not exceed the number of miles from home to school. No reimbursement may be claimed for any transportation provided by any public school district if that transportation is provided without cost to the parent.
- *Determine the number of round trips per day.* For example, if a high school student drives to school, leaves the car at school during the day and drives home, this is one round trip. If a parent drives a student to school in the morning, then returns home and drives to school to pick the student up in the afternoon, this is two round trips. **If more than two round trips are claimed, attach an explanation.**
- *Determine the total number of days transported in the semester.* Only regular school days that the child attends may be counted.
- *Calculate the mileage reimbursement cost.*

The number of miles in a round trip

x The number of round trips per day

x The number of days transported

x 36.5 cents per mile

= The mileage reimbursement cost

If **the mode of transportation is public transportation** (for example, a city bus), the reimbursement is equal to the daily, weekly, or monthly fare times the number of days, weeks, or months of transportation or the maximum reimbursement* whichever is less.

If **another mode of transportation is used**, the reimbursement is equal to the actual cost of the transportation or the maximum reimbursement* whichever is less. For example, if the student is picked up by a school bus at a bus stop in the nonresident school district and if the nonresident school district charges a fee for this transportation, the **actual cost** to the parent may be reimbursed. The parent must obtain a receipt and send it to the department with the claim.

If **any part of the student's transportation is provided by the resident or non-resident school district**, please explain.

If **more than one mode of transportation is used** (for example, if the student takes a city bus in the morning and the parent picks the student up in the afternoon), the cost of each type of transportation should be computed separately and an explanation should be attached. Again, the reimbursement is equal to the actual and/or mileage cost or the maximum reimbursement,* whichever is less.

***Maximum reimbursement.** Section 118.51 (14) (b), Wisconsin Statutes, specifies that the maximum reimbursement per student is equal to three times the statewide average per pupil transportation cost. For the 2010-2011 school year, this maximum is equal to \$1,129.62 per student per year.

\$1,129.62

x number of eligible students

= maximum reimbursement

If the mileage or actual cost is less than the maximum reimbursement, the parent will be paid the mileage or actual cost; otherwise, the parent will be paid the maximum reimbursement. If the total of all reimbursement claims exceeds the appropriation, each family's total reimbursement for the year will be prorated accordingly. In such a circumstance, late claims will not be paid.

Questions about this form may be directed to Joan Thompson, Office Operations Associate, (608) 266-1723 or joan.thompson@dpi.wi.gov.
