

November 2015

To: Parents of Open Enrolled Children

From: Department of Public Instruction Open Enrollment Program

Subject: Information about Filing Transportation Reimbursement Claims for the 2015-16 School Year

Under the open enrollment program, parents are responsible to transport children to and from school. If you are low-income (that is, eligible for free or reduced price lunch), you may apply to the Department of Public Instruction for reimbursement of a portion of your transportation costs. This document explains how to apply for reimbursement and the information you will need to do so.

If you plan to request reimbursement for the 2015-16 school year, **you may do so as soon as the 2015-16 school term ends**. Your claim must be submitted on or before July 15, 2016. Claims submitted after that date will not be paid.

Claim forms will be available on the open enrollment web site (<http://dpi.wi.gov/oe>) on or before June 1. This is the information you will need to file your claim:

Your name, street address, phone number and email (if you have one).

- Your resident school district.
- The names of the children transported, the nonresident district and school to which each was transported.
- The gross monthly or annual income for each member of your household for all sources. (If the child is a foster child, the number of people in the household is one and you include only the child's income).

If you drive your children to and from school:

- Number of miles in a round trip from home to school and back home again.
- Number of round trips per day. If you make more than two round trips per day, you must provide an explanation. You may not be reimbursed for additional trips made for sports or other school activities, although the student may be picked up after sports as long as no special trip is made.
- The total number of days that you drove the children to school. You should start keeping track of that now.
- If you drive different patterns on different days, you should keep track separately. For example:

Monday, Wednesday, Friday: ___ miles, ___ round trips, ___ total days driven
Tuesday, Thursday: ___ miles, ___ round trips, ___ total days driven

If your children take a city bus:

- Number of bus passes (daily, weekly, or monthly).
- Cost of bus pass.
- You need to track separately daily, weekly and monthly passes.

If you pay a third party (such as a school district or bus company):

- A receipt showing your name, the amount you paid, the start and end dates during which the transportation was provided, and the number of children transported.
- If you pay a friend or relative, you should claim the reimbursement as if you drove your children in your car.

If you have any questions, please contact us at openenrollment@dpi.wi.gov or at 888-245-2732.

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