Minnesota Department of Education

Division of School Finance
Transportation
1500 Highway 36 West
Roseville, MN 55113-4266

POSTSECONDARY ENROLLMENT OPTIONS PROGRAM
MONTHLY TRANSPORTATION
REIMBURSEMENT REQUEST

ED-01765-29

GENERAL INFORMATION AND INSTRUCTIONS: Pursuant to Minnesota Statues, section 124D.09, Subdivision 22, a parent or guardian of a student attending a postsecondary institution under the Postsecondary Enrollment Options Act may apply to the student's resident district for reimbursement of necessary transportation costs. See the instructions on page 2 for guidelines for transportation aid eligibility. This request MUST be completed MONTHLY by school districts requesting reimbursement of amounts paid to parents or guardians of eligible students. To qualify for aid, a student must be a member of a household with in income at or below the federal poverty guidelines. For Open Enrollment and Charter School Enrollment, use form ED-01876.

Note: UFARS Finance Dimension Code 739 should be used in conjunction with the transportation portion of this program.

MONTH OF REQUEST this requisition applies to: **MONTH:** _____ **YEAR:** _____

IDENTIFICATION INFORMATION

School District Name:		School District Number:	School District Type:
Name of Contact Person:	Title:	Telephone Number:	E-Mail Address:

REIMBURSEMENT REQUEST INFORMATION

Please provide the information requested in the table below. If your monthly request applies to more than 12 postsecondary institutions, attached additional copies and provide page numbers. **PAGE** _____ **OF** _____

Name of Postsecondary Institutions	Names of Parents/Guardians or Student	Number of Eligible Students Reimbursed	Total Amount Reimbursed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
		If this is a multi-page request, enter the total reimbursement from the previous page.	
		TOTAL REIMBURSEMENT REQUESTED:	$

VERIFICATION OF DATA

I hereby verify that the above information is true and correct to the best of my knowledge and that records are available to support this request.

Signature – Responsible Authority: _____ Title: _____ Date: _____

Postsecondary Enrollment Options Program
Monthly Transportation Reimbursement Request

Minnesota Statutes, Section 124D.09, Subdivision 22

Instructions for Completion

1. To qualify for reimbursement, a student must be a member of a family with in income at or below the federal poverty guidelines. The dollar amounts for various family sizes are as follows:

HOUSEHOLD SIZE	TOTAL ANNUAL HOUSEHOULD INCOME
1	$11,670
2	15,730
3	19,790
4	23,850
5	27,910
6	31,970
7	36,030
8	40,090
Each additional member	4,060

(Annual income levels effective from July 1, 2014 to June 30, 2015)

2. Parents shall apply to the resident district for transportation reimbursement as soon after registration as the parents wish. The district may make advance payment to the parents within a reasonable period of time after application. No advance payment may extend beyond the current postsecondary enrollment.

3. The amount of payment shall be calculated by the secondary school or the student's home to the postsecondary institution by the local school district at 15 cents per mile or the actual cost of the transportation, whichever is less.

4. The local school district may require a student to use public transportation if it is available and will result in a lower cost than mileage reimbursement.

5. Reimbursement may not be made for mileage in excess of 250 miles of total travel per week. However, if the nearest postsecondary institution is more than 25 miles from the student's resident secondary school, the weekly reimbursement may not exceed the reimbursement rate per mile times the actual distance between the secondary school and the nearest postsecondary institution times ten.

6. No reimbursement will be made if the postsecondary institution is located within two miles of the school the student would normally attend in the resident district.

7. The Minnesota Department of Education shall reimburse school districts for the actual amount of transportation payments made to parents if funds are available.

NOTE: An alternative pupil who qualifies for mileage reimbursement must make application through the postsecondary institution where he or she is enrolled. An alternative pupil is defined as an 11th or 12th grade student **not** enrolled in a public school district, and includes students attending nonpublic schools and students who are home schooled.