



## INSTRUCTIONS

### FINAL CLAIM FOR REIMBURSEMENT FOR TRANSPORTATION FOR STUDENTS WITH DISABILITIES

Your claim must reflect expenditures for the entire period September 1 through August 31, not just one semester. Compliance with all special education laws and regulations applicable to the school district is the responsibility of the school district's management.

1. **After completing the claim the district should make and retain a copy of the claim for district records. The original claim is to be submitted to the NDE Financial Services Office on or before September 30. Claims received after the established due date shall be subject to the implementation of procedures specified in 92 NAC 51.**
2. Copies of billings are to be kept on file by the school district and are subject to audit.
3. Claims must be signed by the designated school official.
4. For each item, report the number of students Birth to Age 5, and Ages 5 to 21 by type of transportation being used.
5. Specific instructions for completing Item A:
  - A. Indicate in Column (1) the number of students Birth to Age 5 and in Column (4) the number of students Ages 5 to 21 for who parents or guardians were reimbursed.
  - B. Indicate in Column (3) the expenditures for students Birth to Age 5 and in Column (6) expenditures for students Ages 5 to 21 for the entire school year.
6. Specific instructions for completing Item B:

Indicate in Column (1) the number of students Birth to Age 5 and in Column (3) the number of students Ages 5 to 21 who were transported by a private party (other than parents or guardians), an agency, or other school district. On-going contracts with taxi or bus companies should be included on this line. Indicate the cost of these contracts for the entire school year for students Birth to Age 5 in Column (2) and for students Ages 5 to 21 in Column (4).
7. Specific Instructions for completing Item C:

Indicate in Column (1) the number of students Birth to Age 5 and in Column (3) the number of students Ages 5 to 21 transported by common carriers such as bus, taxi, and airline companies for the entire school year. Indicate in Column (2) the cost for students Birth to Age 5 and in Column (4) the cost for students Age 5 to 21 for fare or tickets purchased from common carriers.
8. Specific instructions for completing Item D:

Indicate in Column (1) the number of students Birth to Age 5 and in Column (3) the number of students Ages 5 to 21 transported by district operated vehicles. Indicate in Column (2) for students Birth to Age 5 and in Column (4) for students Ages 5 to 21 the cost of operating such vehicles for September 1 to August 31 (from Page 2, Item (q)). Pages 2 and 3 must be completed if the district is claiming reimbursement for district owned vehicles.
9. Specific instructions for completing Item E:

Add Item A, B, C and D in Column (2) for students Birth to Age 5 and in Column (4) for students Age 5 to 21.
10. Specific instructions for completing Item F:
  - 1) Indicate any payments received for wards of court not included on Page 2, Item (o).
  - 2) Indicate any payments received from other sources not included on Page 2, Item (o).
11. Specific instructions for completing Item G:

Subtract Item (F.1) and (F.2) from (E) to determine costs for students Birth to Age 5 and School Age transportation programs. Payments for the school age transportation program will be based on the prorated share of available General Funds.

12. Specific instructions for completing Item H.

- 1) Of the total amount of IDEA “611” Base funding received by your district, enter the amount used for allowable Birth to Age 5 and Ages 5 to 21 special education transportation expenditures for (First Priority) Children Below Age Five reported in Items A. – D.
- 2) Of the total amount of “619” IDEA Base and /or “619” Enrollment/Poverty funding received by your district, enter the amount used for allowable special education transportation expenditures for children age 3 and 4 reported in Items A. – D.
- 3) Of the total amount of IDEA “611” Enrollment/Poverty “New” and/or “Expanded” funding received by your district, enter the amount used for allowable Birth to Age 5 and Ages 5 to 21 special education expenditures **included** items A.- D.
- 4) Enter the amount of local district funds used for Birth to age 5 and Ages 5 to 21 allowable special education transportation expenditures **included** in Items A. – D.
- 5) Enter total of Item H Line 1 through Line 5, total must equal Item G.

13. Specific instructions for completing Item I:

Enter the total number of students (count each student only once) in Column (1) for students Birth to Age 5 and in Column (3) for students Ages 5 to 21.

14. Actual reimbursement will be determined by the Total (Item G) multiplied by the statewide proration. Final payment will be the prorated amount less the reimbursement received for the first claim, if applicable.
15. Disposal of Vehicles. Instructions included on page 4. Omit if not applicable.
16. In completing these forms you may wish to refer to the following:
  - A. Section 79-1129, 79-1130, 79-1131 and 79-1144 of state statute.
  - B. Nebraska Department of Education 92 NAC 51 (NDE Rule 51).
  - C. School district's first semester claim, if submitted.

FINAL CLAIM FOR REIMBURSEMENT FOR TRANSPORTATION FOR STUDENTS WITH DISABILITIES IS DUE ON OR BEFORE SEPTEMBER 30 - PLEASE REFER TO 92 NAC 51

**RETURN ORIGINAL CLAIM FORM TO:  
Nebraska Department of Education  
Financial Services  
P.O. Box 94987  
Lincoln, NE 68509-4987  
(Telephone: 402-471-4313)**