

## Parent Flat Rate Program 2021-22 - FAQ's

### Payments

- When will I receive my first payment?
  - The first payment will take time due to processing. Please allow for approximately 60 days from the month services were provided to receive the payment. Payments for September will be mailed out throughout November.
- When will I receive payments as the school year moves along?
  - Please allow for 30 days from when all documents are confirmed, to receive payments (**Post Initial Payment**). The earlier in the month that the **Monthly Payment Form** is submitted **and** completed by the school, the sooner the payment will be mailed.
- Will I receive payment for driving my child in July and August?
  - **No, payments for the Flat Rate Program do not begin until September, and conclude in June.**

### Enrollment

- How do parents get notified of the Flat Rate Program?
  - Parents of eligible students will be mailed a letter inviting them to apply for the program.
- If I did not enroll in the program can I still receive payments?
  - Parents/guardians who missed the enrollment period must contact their school. The school will have until September 17, 2021 to request the family be placed on the Flat Rate Program. The student(s) will need to be deemed eligible. **No families will be added to the program after September 17, 2021.**
- What is needed for families to be eligible for the program?
  - Students must be currently eligible to be assigned to a District bus, van, or cab.
  - Parents **must** complete a Monthly Payment Form each month to qualify for payments. The form is submitted electronically through the District website at the following link: [Monthly Payment Form](#). Forms will no longer be sent to the schools. Paper forms will no longer be accepted.
  - Students must attend **70% of in-person** school days for each month. **Students that are fully virtual will be ineligible until in-person learning begins.**
  - Students who did not participate in the Flat Rate **Pilot** program, which was implemented in the 2020-21 school year, must reside greater than 1.5 miles from the school. **The mileage is calculated by the Department of Transportation's Compass software.**

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- Parents must submit a verified Vehicle Identification Number (**VIN**) for their registered automobile on the **Monthly Payment Form**.
- When will parents/guardians know if they've been approved for eligibility?
  - Parents/guardians will receive a letter of their enrollment status from the Department of Transportation Services toward the end of August or early September.

## **Monthly Payment Form**

- Why am I being asked to complete a **Monthly Payment Form**?
  - The **Monthly Payment Form** will be completed by the parent/guardian and submitted through the District website each month to confirm active students in the registered school. The school will then confirm attendance and submit their portion also on the District website.
- When and how do schools and parents complete the **Monthly Payment Form**?
  - The **Monthly Payment Form** is completed every month by both the parents and the schools on the District website at the following link: [Monthly Payment Form](#). Parents and schools will both submit their portions each month to confirm general information and monthly attendance. Parents and schools will both be redirected to their respective portions. In-person attendance days must be confirmed (**Fully virtual months do not apply**).
- Why am I being asked for a Transportation ID when completing my monthly form?
  - The Transportation ID will identify the parent and the student, which is needed for payment. The ID is sent to parents, via mail, on the top of their invitation letter. The ID is the same that is generated within the Transportation System.
- Schools will no longer email forms to the Department of Transportation?
  - **Forms will no longer be emailed.** All forms are submitted electronically on the School District website. **Monthly Payment Forms** will be completed by a school official directly through a form on the website. Schools do not need to submit all of their eligible students at one time, especially if the quantity of students is high.
- Are there two locations on the website for the monthly forms? One for parents/guardians, and one for school officials?
  - The monthly form for both parents/guardians and school officials will be at the same location and named the **Monthly Payment Form**. At the beginning of the form there will be a question asking whether you are a parent/guardian or the school official. Please click on the accurate selection and you will be redirected to the applicable page. The form is located at the following link: [Monthly Payment Form](#)

## **Opting Out of the Program**

- What are the expectations regarding when parents can opt-out of the Flat Rate Program?
  - **Once families are participating in the Flat Rate Program and removed from a bus route, they must remain in the program for the duration of the school year. Families will not be able to opt-out of the Flat Rate Program and return to a bus route.**

## **Enrollment Issues**

- I participated in the 2020-21 Flat Rate **Pilot** Program but chose to not enroll for the upcoming school year. Will my child automatically be returned to a bus route?
  - No, please reach out to your school. The school must submit a Transportation Action Request (**TAR**) requesting the student is placed back on a bus route for the upcoming school year.
- Did I need to enroll to participate in the Flat Rate Program?
  - Parents/guardians should enroll to participate. However, for families that wish to participate and missed the enrollment period, they must contact their school. The school will have until **September 17, 2021** to request the family be placed on the Flat rate Program. The enrollment period was **June 5 through July 16, 2021**.
- I participated in the Pilot program last year. Do I need to enroll again?
  - **Yes**, all families must request to participate in the Flat Rate Program or they will automatically be removed from the program.
- Why is my child's school not listed in the drop-down list on the enrollment form?
  - The school may not be eligible for District transportation services.
  - The school may be named differently than what is familiar to the parent/guardian (i.e. MAST Community Charter - Byberry, is (3328) Math Science and Technology in the drop-down list).
- Where do I find my child's Student Transportation ID number?
  - Each student's Transportation ID number will be located in the upper right corner of the letter they received in the mail that invited them to enroll in the Flat Rate Program. Some students may be eligible for the first time, and may not yet have a student ID. For students that have not yet had a Transportation ID created for them, or for students who do not know their ID, **please contact your school**.
- I enrolled in the Flat Rate Program but received a letter stating that I was ineligible for the upcoming school year. Why?
  - There are multiple reasons you may not be eligible for the Flat Rate Program, including:
    - Your child's grade level does not qualify

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- Your child's school does not receive District transportation, and busing is provided by a third party
- The distance from your provided residence to the school does not qualify
- Your child is no longer registered at the school that was submitted on the Enrollment Form
- Your school did not enter your child into the Transportation System
- I enrolled in the program but received a letter saying I was not eligible. However, my school is eligible and my child is eligible for transportation services. How can this be?
  - It is possible the school has not created a profile in the transportation system (Compass/SIS) and the student was not able to be confirmed as eligible.
  - Please contact your school and ask them to enter your child in the Transportation system.

## Guidelines

- Do parents get paid for each child they drive to school?
  - **No**, parents will receive one monthly check **per household**.
- My child's school has decided to go 100% virtual for the first month, will I still receive payment?
  - **No**, the program is only for **in-person** days attended. **Payment will not be made for any month in which attendance was fully virtual**. The program will not begin for that child until in-person learning begins.
- Are schools eligible, which provide their own private busing?
  - **No**, the program is only for schools that are provided busing, van, or cab services **by the School District of Philadelphia**.
- I received a letter inviting me to enroll in the pilot program, but my child has changed schools since last school year. Am I still eligible?
  - Please contact your new school and let them know you were previously enrolled in the Flat Rate Program.
  - The new school will have to contact the Scheduling Analysts of Transportation Services to determine eligibility.
- Are summer months, July and August, eligible for payment?
  - **No**, the program is only eligible for **September through June**.