



Dear Principal/Administrator,

This school year, the Department of Transportation Services (“Transportation Services”) is implementing a pilot program for parents/guardians called the Parent Flat Rate Program. This program is for parents who were offered transportation, but have decided to drive their children to and from school due to COVID-19. The original enrollment period was open from August 10th through August 28th. Due to the high demand of the program, Transportation Services has added a second enrollment period. **The second enrollment period will be open from September 28th through October 16th.**

Below are the guidelines for the pilot program for the 2020-21 school year:

Overview:

Any student assigned to a Philadelphia School District bus, cab, or van is eligible for the Parent Flat Rate Program. Families will transport their child to and from school and be paid monthly at a flat rate payment of \$150 (\$1,500 maximum) per household, for the 2020-21 school year. The program is for each household and not each student. The pilot program will begin September 1, 2020 and conclude June 30, 2021. By enrolling in the program parents/guardians will be opting out of their assigned bus, van, or cab route. To be eligible for payment the student needs to attend 70% of in-person learning days for the month. Virtual days attended will not be eligible for payment. Schools that have begun the year on a strictly virtual model will not be eligible until they begin in-person learning.

Communication:

Eligible students received a letter from the School District explaining the program and how to enroll. In this letter they also received their Transportation ID number. Parents/guardians will need this ID number for payments throughout the process. This is the generated number that is located in each student’s profile within Compass or SIS. During the enrollment period, parents/guardians must first apply on the District website at the link: www.philasd.org/transportation/parent-flat-rate-pilot/.

Schools will receive a list of eligible and ineligible students from their assigned Transportation Scheduling Analyst (“Analyst”). Eligible students will be removed from their assigned route at this time. Parents/guardians will receive a letter in the mail confirming their eligibility status.

Please notify new and incoming students interested in the program so they can apply on the website during open enrollment. For families that wish to participate after the second open enrollment period closes, a school official will need to submit a Transportation Action Request (TAR) to their assigned Analyst to determine eligibility.

Monthly Form:

The School District of Philadelphia
Department of Transportation Services

Each month the eligible parent/guardian will complete a, "Parent Payment Form." The electronic form will be located on the Philadelphia School District website and will gather general information (Including the Transportation ID). This form will also be completed by a school official on a monthly basis.

Each month a school official will verify the attendance of each eligible student through the electronic form. The form asks for general information (Including the Transportation ID) and should only be a few minutes for each student. A school official does not have to complete all individual forms for eligible students in one session. However, forms for all eligible students should be completed by the last day of the month, for services performed the prior month.

Please note that the form asks if you are a parent/guardian or a school official. Upon answering this question each individual will be redirected to their respective portions.

Opt-Out:

Parents/guardians who decide to opt out of the Flat Rate program will need to complete the electronic, "Opt-Out form," also provided on the website. Upon completion of the form the Transportation Analyst will assign the student back to a bus, cab, or van route. It will take 10-14 days for the student to be returned to an assigned route. Parents/guardians will receive a letter notifying them of the change and should expect to transport their child to and from school until the confirmation letter has been received.

The Parent Payment Form and the Opt-Out Form can be found at the link below:

www.philasd.org/transportation/parent-flat-rate-pilot/ (The Parent Payment Form will be "Live" 9-30-20).

Thank you,

Department of Transportation