

DID YOU KNOW...



**Parents whose children are enrolled in
Preschool Special Education
Classrooms can be reimbursed for
driving their children to school!**

Driving your child to Preschool gives you a chance to:

- Participate more actively in your child's preschool program.
- Spend some special time talking, singing and playing with your child while carefully driving in the car.
- Interact regularly with your child's school staff.
- See and get to know some of the other children and their parents.
- Ensure that your child arrives at school on time each day.
- Receive reimbursement for providing your child with transportation to preschool.



Reimbursement is only available for Preschool Special Education Classroom Programs*.

*Parents of Early Intervention children should contact their Service Coordinators.

Reimbursement is at the IRS Standard Mileage rate.

2023 rate is \$.655 a mile (Subject to change every Jan 1st.)

Parents will be asked to submit a W-9 form.

Annual Reimbursement totals over \$600 will be reported to the IRS.

3 Easy Steps to start the reimbursement process:

1. Decide which days and directions you can drive your child to their Preschool Special Education Classroom Program.
2. Contact your School District's Committee on Preschool Special Education (CPSE) Chairperson and ask them to add Parent Transportation to your child's IEP.
3. Contact your program's Transportation Contact staff and request that they submit a Transportation Form to the County indicating the times you will drive your child. (The schedule must be the same every week.)

CLAIMING YOUR REIMBURSEMENT:

You will receive a Parent Transportation Information Packet from the Monroe County Office of Special Children's Services with invoice forms to submit.

- You must complete a monthly invoice listing the days and miles you drove with the child in the car. Invoices must be submitted at the end of each month to: **Special Children's Services, 111 Westfall Rd. 9th floor, Rochester, NY 14620** or **PSETransportation@monroecounty.gov**
- After your invoice is verified and processed you should receive a check in the mail. (Payments usually arrive within 3-5 weeks.)

Questions?

Call **753-5091** to speak to the Preschool Transportation clerk.