

### 3 Easy Steps to starting 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 Reimbursement 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.)

#### DAYS I WILL DRIVE MY CHILD :

	Drop Off	Pick Up
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

#### 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 and mail it to the County Special Children's Services Office. Invoices must be submitted immediately at the end of each month to: **Special Children's Services, 111 Westfall Rd. 9th floor, Rochester, NY 14620**
- After your invoice is verified and processed you should receive a check in the mail. (Payments usually arrive within 4 –6 weeks.)

Questions? Call **753-5091** and speak with the Preschool Transportation clerk.

# DID YOU KNOW...

January—2021

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



**One Way?      Round Trip?**

**One, Two, Three, Four or all Five days**

Decide on a set schedule and then call your school's Transportation Administrator.

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**Reimbursement is at the IRS  
Standard Mileage rate.  
2021 rate is \$.56 a mile**

(Subject to change every Jan 1st.)

**Reimbursement is available for  
Preschool Special Education Classrooms ONLY**



**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.**