

July 12, 2018

Dear OPT After-4 Participant,

Our records indicate that your school had signed up for the FY19 (School Year 2017-2018) 4PM & After Transportation Reimbursement Program. Please read carefully as this e-mail contains critical information regarding important program updates.

### **Fund Availability & Items Eligible for Reimbursement**

As a reminder, the total amount of reimbursements available under this program is subject to a funding cap. In the event that the level of funding may not be sufficient to reimburse all allowable expenses for participating schools in the program, we will allocate the funds available on an equitable basis, until such apportionment is exhausted.

For a list of items eligible for reimbursement, please review the attachment titles "List of Items Eligible for Reimbursement."

### **Contracting Transportation Services**

All schools that use either third party contractors, transportation management companies or licensed pupil transportation providers will be required to utilize a competitive bidding process in the awarding of contracts to these service providers. Please review the relevant attachments for complete requirements and documentation.

The OPT After 4 Bid Template is a sample document for information purpose only. Your school may choose to use this template or any existing template to complete the bidding process. The Bid Summary & Award Result Report and a copy of the bus contract covering service for School Year 2018-2019 must be submitted by September 1<sup>st</sup> 2018.

Each school will also be required to complete Form A4-3-A-3 (Listing of Services Provided) on a monthly basis. The form must be signed by the transportation provider and will be collected during the cost review period. Please review the relevant attachment for details.

### **Vendor ID & Substitute Form W-9**

All schools must have a DOE Vendor ID in order to receive reimbursement. A new school must submit a Substitute Form W-9 to our office to file for a Vendor ID. Existing schools with a change in vendor address, vendor name or Tax ID Number must also file a new Substitute Form W-9 to update their information. Please see attachment for the Substitute Form W-9 and instructions.

### **Electronic Funds Transfer (EFT) & Payee Information Portal (PIP)**

All schools are required to sign up for direct deposit to receive reimbursement. A new school must submit an EFT Form to the NYC Department of Finance. Existing schools are encouraged to review their bank information and submit a change if needed. Please see attachment for a

copy of the EFT Form. Schools are also encouraged to sign up to the City's Payee Information Portal (PIP) to keep track of funding records. Visit the City's PIP Portal Page for more information. [http://www1.nyc.gov/assets/finance/jump/pip\\_portal.html](http://www1.nyc.gov/assets/finance/jump/pip_portal.html) .

## **School Year 2018-2019 Reimbursement Application**

**Section 5 of the reimbursement application for School Year 2018-2019 has been updated.**

Please see attachment for the reimbursement application and review all requirements. All applications must be returned by postal mail no later than September 1<sup>st</sup> 2018.

## **Parent Authorization Form**

As a reminder, parent authorization forms must be distributed and collected from all eligible students. A copy of the form can be found in the attachment. All questions should be addressed directly to your assigned OPT Coordinator.

## **Reimbursement Invoice**

**All invoices should now be forwarded to Room 403 (instead of Room 400).** Please use the new template in the attachment to complete the monthly invoice process.

The advance reimbursement rate will be \$ 13 for School Year 2018-2019. Invoices are due on the 5<sup>th</sup> of each month for the service provided in the previous month. The average processing time is 21 business days. Please submit a separate invoice for each OPT Code. See attachment for additional invoice instructions.

## **NPSIS, Ridership, Non-Public School Calendar, Field Trips & MetroCard**

Please e-mail your assigned OPT Coordinator.

Attachment List:

1. 2018-2019 Parent Authorization Letter
2. List of Items Eligible for Reimbursement
3. NYC Department of Finance EFT Form
4. OPT After 4 Bid Template (Sample)
5. Bid Summary & Award Result Report
6. Reimbursement Application
7. Reimbursement Invoice Instructions
8. Substitute Form W-9 & Instructions
9. Form A4-2 (Reimbursement Invoice)
10. Form A4-3-A-3 (Listing of Services Provided)