

7/9/2018

Reimbursement Invoice Instruction

The advance reimbursement rate will be \$ 13. Invoices are due on the 5th of each month for the service provided in the previous month. The average process time is 21 business days. Invoices are being process every Thursday except on weeks with long weekends.

To submit for reimbursement:

Update: All invoices should now be forwarded to Room 403 (instead of Room 400).

1. Return Excel spreadsheet to OPTAfter4@schools.nyc.gov with subject line “(OPT Code) & (Month of Reimbursement). For example: 11101_09_2017.
2. Print, sign and date the invoice.
3. Mail all invoice to the billing address as listed on the invoice template.

Please submit a separate invoice for each OPT Code.

Original signature must be received in postal mail before our office can release reimbursement.

Additional Information:

The “**Monday – Friday School Days in Month**” (Cell G9) is defined as the number of school days opened based on the non-public school calendar.

For example:

SCHOOL CALENDAR						
September 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 X X X	2 NONE	3 ■FULL	4	5 ■HALF	6
7	8	9	10	11	12 ■HALF	13
14	15	16	17	18	19 ■HALF	20
21	22	23	24 NONE	25 NONE	26 NONE	27
28	29	30				

The number of school days opened in September 2014 is 17 days.

The “**No. of Eligible Students Days of the Month**” (Cell G10) is defined as the sum of eligible students per day for every school day in the month from Ridership.

For example:

Day	Date	#Students eligible	#Students Ineligible
Wednesday	9/4/2013	207	131
Thursday	9/5/2013	207	131
Friday	9/6/2013	207	131
Monday	9/9/2013	207	131
Tuesday	9/10/2013	207	131
Wednesday	9/11/2013	209	129
Thursday	9/12/2013	209	129
Friday	9/13/2013	209	129
Monday	9/16/2013	209	129
Tuesday	9/17/2013	210	130

The total number of Eligible Students Days will be “ $207 \times 5 + 209 \times 3 + 210 = \underline{2081}$ ”.

Note: The Ridership System does not indicate if a school day is available for service or not. Please only add up days that your school is eligible for service.