

## Summer Program MetroCards

**Please read ALL of the following BEFORE distributing MetroCards**

### **Valid Dates**

- Summer MetroCards are valid between **July 3, 2018** and **August 17, 2018**. Cards may not be used before or after these dates.
- Cards may only be provided to NYC residents
- Cards may only be used on days when school is in session

### **Review your Shipment and Receipt**

- Report errors to OPT immediately

### **Distribution**

- Cards are to be provided and used only by eligible students
- You are responsible to record the serial number of each card provided to students

### **Safety and Security**

- Undistributed cards must be kept in a locked safe at all times

**PLEASE** review the information included in this shipment to avoid errors in MetroCard distribution and assignment.

Enclosed in this package is your shipment of MetroCards for distribution to summer school students. The number of MetroCards in the shipment is based on the following information:

- ATS data entered prior to June 22, 2018 using the SSPR screen for Public and Charter Schools
- Information received prior to June 22, 2018 from Non-public schools

These MetroCards are valid for the duration of the DOE summer program.  
**If your program ends before August 17, 2018, the MetroCards distributed to students need to be deactivated so they cannot be used for purposes other than school transportation.**

We have included a sufficient number of MetroCards for distribution to all students identified as attending summer school at your location who do not walk or travel by school bus.



**MetroCards for students in grades K-6 are white with orange lettering.**

Provide three trips each school day, with one transfer per trip



**MetroCards for students in grades 7-12 are white with green lettering**

Provide three trips each school day, with one transfer per trip

All MetroCards shipped are full fare cards valid on MTA buses and subways.

**OPT no longer ships half-fare MetroCards for summer school**

In the event a three-trip MetroCard does not adequately address a student's transportation needs (travel requires the use of three buses or two buses and a train to get to school), a four-trip MetroCard can be requested via email by the Principal.

Included in the MetroCard shipment you will find a receipt listing the serial numbers for the cards. This should be checked for accuracy against the serial numbers found on the cards enclosed.

**If you are located at a public school that will have students from a number of different schools attending a summer program at your location, a tabulation sheet has been included showing the number of cards shipped for each school sending students to your location.**

You must take any and all steps necessary to secure these MetroCards upon their arrival at your school. You should also remind your staff that these cards are to be given to and used only by eligible students. Anyone apprehended for unauthorized use of a student MetroCard will be prosecuted to the fullest extent of the law.

You are responsible for accounting for the MetroCards distributed to students for summer school transportation. To assist you in that accounting, a sample manual log is attached. Summer MetroCards are not “assigned” in ATS or NPSIS but a manual log must be kept to identify students who received a card, and the serial of the card they received. Field auditors will ask to see these logs during an audit.

### **Additional MetroCard Shipments**

If you have not received an adequate number of MetroCards to serve your summer school population, please email OPT.

Public and Charter schools email: [publicschoolmetrocards@schools.nyc.gov](mailto:publicschoolmetrocards@schools.nyc.gov)

Before sending the email please verify that the SSPR screen in ATS has been updated appropriately, adding students to your summer roster at the correct location

Non-public schools email: [non-publicschoolmetrocards@schools.nyc.gov](mailto:non-publicschoolmetrocards@schools.nyc.gov)

Please include the following in your request:

1. Your school’s OPT code in the subject line of the email
2. The OPT code for the site of your summer program (it will be listed on the receipt)
3. The number and type of additional MetroCards you require

### **Deactivating Summer MetroCards**

During the summer program, **you will be responsible for alerting the MTA directly** when a card is reported lost or stolen.

Email all of the following people to deactivate a summer MetroCard:

[Denise.Wellington@NYCT.com](mailto:Denise.Wellington@NYCT.com)

[Hung.Leong@NYCT.com](mailto:Hung.Leong@NYCT.com)

[James.Sit@NYCT.com](mailto:James.Sit@NYCT.com)

The MTA requires that you provide the following information in the following format:

<b>Date</b>	<b>School code</b>	<b>MetroCard number</b>
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<i>Example:</i>	<i>July 8, 2019</i>	
	<i>31543</i>	<i>1234567890</i>
	<i>31543</i>	<i>1234567891</i>

Should you have any questions concerning Summer MetroCard usage or procedures, please call OPT Customer Service at 718 392-8855.

