

2011-12 NON-PUBLIC TRANSPORTATION REIMBURSEMENT CLAIM PROCESS

The 2011-12 nonpublic transportation reimbursement claim process has been streamlined. With only one annual reimbursement payment to the district from the state, here are the steps in the process including the time frame for having claims submitted.

1. The district claiming process and payment process will now be a once-a-year process rather than a semester process.
2. Parents will, however, continue to fill out a claim form for each semester. These must be submitted to the resident district no later than December 1 for the first semester and May 1 for the second semester. This particular point has not changed from previous years.
3. The online claim form used currently by districts will not change significantly, other than to reflect the “once-a-year” claim. Please complete the fillable online form and either email or fax to Diane Davis at ddavis@manson-nw.k12.ia.us or fax to 712-469-2298.
4. Payments from the state should be made to the districts in July.
5. Once funds are distributed, there will be no opportunity for adjustments.