

MetroCards and Transportation Reimbursement for Special Education Recovery Services

Students who are currently eligible to receive curb-to-school (specialized) transportation busing to school and will be attending special education recovery services (SERS) in-person in the afternoons on Monday through Friday, or on Saturdays, have the following options to travel home from the program:

- If the student is able to use a MetroCard, please distribute a MetroCard; please email publicschoolmetrocards@schools to request additional MetroCards; or
- If the student is unable to use public transportation independently, families and schools can do the following:
 - Families can [submit a reimbursement request](#) (see end of page) and related receipts to your school and for the cost of public transportation, taxi, car service, rideshare, or personal vehicle to take the student home. Translated forms are available in all DOE languages on the [Related Services InfoHub](#) page. Please prepare to support parents to print and complete the form.

After families submit a reimbursement form to your school, the following will occur:

- To authorize payment to families, the SERS supervisor, principal, or their designee at your school should confirm the student's eligibility for reimbursement, validity of the receipts, and the child's attendance on the applicable date(s), then approve and submit the [Recovery Services Travel Reimbursement Form for Schools](#). In addition, please note the following are not covered by reimbursement:
 - Ride no-show fees (i.e. rideshare vehicle is called but then the parent/guardian does not show);
 - Gratuity paid to the driver.
- The DOE will review schools' completed forms and approve payments to families, or contact the school with additional questions.
- Families will receive checks from the DOE once approved and processed.

Note that this process does not apply to requests for reimbursement for travel to and from related service sessions, or for students who are experiencing morning no-shows or delays. Information can be found on the [Transportation Resources InfoHub](#) page (see transportation reimbursement section). Also note that the maximum daily cost for Monday-Friday is \$100 (one way home from school) and for

Saturday is \$200 (one way to school and one way home from school).

For questions on transportation services, contact your BCO [transportation liaison](#); for questions on SERS, contact your [administrator of special education \(ASE\)](#).

Note that this message contains a program or initiative announced as part of the [Academic Recovery Plan \(ARP\)](#) announced by Mayor Bill de Blasio and Chancellor Meisha Porter on July 9, 2021.