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## Reporting Timelines

**T.1. Question:** Do transportation cost reports have to be submitted at the same time as my AAC?

**Answer:** No. Although the submission timelines are the same as for quarterly AAC, the reports do not have to be submitted simultaneously.

**T.2. Question:** Please review the timelines for “catching up” with submitting FY23 transportation reports?

**Answer:** The transportation cost report submission timelines will follow the same schedule as quarterly AAC, as shown in the instruction guide, page 7, table 1 “Quarterly Submission Timelines.” To catch up with the reporting from FY23, the timelines look like this:

Transportation Cost Report Period	Earliest Deadline to Submit to UMass	Earliest Certification Deadline	Latest Deadline to Submit to UMass*	Latest Certification Deadline*
7/1/22-9/30/22	4/15/24	4/22/24	7/15/24	7/22/24
10/1/22-12/31/22	4/15/24	4/22/24	10/15/24	10/22/24
1/1/23-3/31/23	4/15/24	4/22/24	1/15/25	1/22/25
4/1/23-6/30/23	4/15/24	4/22/24	4/15/25	4/22/25
7/1/23-9/30/23	4/15/24	4/22/24	7/15/25	7/22/25
10/1/23-12/31/23	4/15/24	4/22/24	10/15/25	10/22/25
1/1/24-3/31/24	7/15/24	7/22/24	1/15/26	1/22/26
4/1/24-6/30/24	10/15/24	10/22/24	4/15/26	4/22/26

\* Note: All claims must be filed within 7 quarters of the service period to meet the federal timely filing limit.

**T.3. Question:** Do I need to complete any of the transportation data sections in my annual Medical Services Cost Report?

**Answer:** No. Specialized transportation cost reports are now a separate, quarterly reporting process.

**T.4. Question:** Where is the “Specialized Transportation Data Collection Template” used to report transportation costs located?

**Answer:** UMass will pre-populate this template for you, using data from your most recent transportation report, and then email it to the designated cost report preparer on a quarterly basis. For divisions who have not previously submitted a transportation report, UMass will email you a blank template.

## Capital Costs

**C.1. Question:** Can capital costs/assets be included if purchased with federal grant funds?

**Answer:** No. As with all other expenditures, only state and local funding sources are allowable.

**C.2. Question:** If I include a bus/vehicle on my capital asset worksheet, do I have to count all students riding that vehicle in my Specialized Transportation Population?

**Answer:** Yes, except for students who were not in the quarterly division-wide enrollment ‘snapshot’ (as described in Eligibility Statistics section).

**C.3. Question:** Do we need to provide UMass with backup/supporting documentation for capital assets? If so, how do we provide it?

**Answer:** You only need to provide the supporting documentation of an asset’s acquisition cost and date of acquisition when you first add a new asset to a report. This information (e.g. copy of a purchase order or invoice) can be emailed to UMass. Once provided, UMass has the information on file and does not need it supplied again for that asset.

## Eligibility Statistics

**E.1. Question:** Can I include students with transportation in their IEP in the list of students for the eligibility statistics who were not part of the quarterly enrollment “snapshot” for my school division (e.g. they moved into town after the snapshot date, or their IEP was implemented after the snapshot date, etc.)?

**Answer:** No. The starting point must be the division-wide enrollment roster for the quarter, as of the quarterly snapshot date. Then the list is reduced from there, two times:

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First, to identify only those students being transported in a specialized transportation vehicle, for any reason (all students riding in the vehicles). This is called the “Specialized Transportation Population.” (Instruction guide section IV.A. #1)

Second, to identify only students with specialized transportation in the IEP along with at least one other health-related IEP service. This is called the “Students with Medically Necessary Specialized Transportation Pursuant to an IEP and at least one other health-related IEP service” (Instruction guide section IV.A. #2)

\* Note that this second/final list of students should also be uploaded into the Eligibility Matching system to complete a Medicaid match, from which the results are reported in the transportation quarterly cost report.

**E.2. Question:** When counting “Students with Medically Necessary Specialized Transportation Pursuant to an IEP and at least one other health-related IEP service” (Instruction guide section IV.A. #2), do I only count students received IEP services for which my division is seeking reimbursement? For example, if my division doesn’t currently bill for nursing services, can I still count the specialized transportation students receiving IEP-prescribed nursing services in this statistic?

**Answer:** Yes. All Medicaid-covered services count.

**E.3. Question:** When counting “Students with Medically Necessary Specialized Transportation Pursuant to an IEP and at least one other health-related IEP service” (Instruction guide section IV.A. #2), do I only count students who I have tracked to a paid interim claim for a health-related service?

**Answer:** No. The transportation cost report calculations will still take into account the days that students received services (other than transportation), but the school division is not required to track to that level of detail. UMass will be matching that data going forward.

**E.4. Question:** Can I include students riding a bus/vehicle that is not listed on my capital asset worksheet?

**Answer:** Yes, but only in limited circumstances where the vehicle cannot be reported as an asset, such as when the asset is fully depreciated or the asset was purchased with federal funds, or your division chooses not to claim allowable capital expenditures. UMass will ask you to reconcile the data, so you should be prepared to explain any discrepancies.

**E.5. Question:** Can I count students who attend a private day school and ride our bus to/from? If so, their calendars usually differ from standard school calendar, so how do I account for that?

**Answer:** In most cases, the transportation costs to a private school should be excluded. However, if your school division will have interim claims for IEP-related

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medical services for these students (which only happens in limited circumstances), then the transportation costs to the private schools could be included. If this exception circumstance applies to your division, simply include the specific information identifying the vehicle and students and their corresponding schedule in an email to UMass.

**E.6. Question:** Can I count students who have specialized transportation in the IEP, however they never ended up actually riding the specialized vehicle (e.g. due to electing to be transported by the parent, etc.)?

**Answer:** No. Only students who actually receive transportation services should be counted.

**E.7. Question:** When counting “Students with Medically Necessary Specialized Transportation Pursuant to an IEP and at least one other health-related IEP service” (Instruction guide section IV.A. #2), do I only count students who I have obtained parental consent for Medicaid billing?

**Answer:** No. The transportation cost report will account for this on the back-end because UMass will be matching the data to interim claims. School divisions should **not** exclude students without parental consent from **any step** of the eligibility statistics.

### Non-Personnel Costs

**N.1. Question:** If my fuel or repair/maintenance or other non-personnel costs are not separated between regular and specialized transportation, how do I know how much can be claimed for specialized transportation?

**Answer:** School divisions must determine the portion of cost that is attributable to specialized transportation. There are several ways that this could be accomplished, including direct cost tracking, or an allocation method. If an allocation method is used, it should comply with GAAP and should be in compliance with the Super Circular accounting standards (OMB Uniform Administrative Requirements, Cost Principle, and Audit Requirements for Federal Awards (2 C.F.R. §200)).

### Transportation Staff

**S.1. Question:** What types of transportation-related staff can be included in the transportation cost report?

**Answer:** Specialized transportation bus drivers and mechanics/maintenance staff who maintained specialized transportation vehicles during the reporting period.

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**S.2. Question:** Can bus monitors and transportation coordinators be included?

**Answer:** No. Only specialized transportation bus drivers and mechanics/maintenance staff who maintained specialized transportation vehicles during the reporting period can be included.

**S.3. Question:** Do bus drivers and mechanics need to participate in the RMTS?

**Answer:** No.

**S.4. Question:** Do I only report the portion of transportation staff salary that is related to specialized transportation?

**Answer:** Yes, but you have 2 choices for reporting staff salary.

**Option 1:** Report only the portion of staff salary that is attributable to specialized transportation. If you do this, then in the “% Specialized Transportation” column, you should enter 100%.

**Option 2:** Report the full amount of staff salary. You must also indicate in the “% Specialized Transportation” column what percentage of the full salary amount is attributable to specialized transportation (up to 100%).

**S.5. Question:** If my school division’s mechanics work on repairing all vehicles, how do I know how much is specialized transportation?

**Answer:** School divisions must determine the portion of cost that is attributable to specialized transportation. There are several ways that this could be accomplished, including direct time/cost tracking, or an allocation method. If an allocation method is used, it should comply with GAAP and should be in compliance with the Super Circular accounting standards (OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. §200)).

## Trip Logs & Supporting Documentation

**D.1. Question:** Do we have to have documentation to support the exact number of one-way trips when each student was transported in a specialized vehicle?

**Answer:** The Local Education Agency (LEA) Provider Manual, Chapter VI: Utilization Review & Controls, specifies the documentation requirements.

**D.2. Question:** Do I need to submit a copy of the School Division student calendar every quarter that I submit a transportation cost report?

**Answer:** No. Unless there is a change to the student calendar, the calendar only needs to be submitted with your first transportation quarterly report for each year.

**D.3. Question:** Do bus attendance logs or other supporting documentation require signatures Can you specifically state what documentation will be required in case of an audit?

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**Answer:** The Local Education Agency (LEA) Provider Manual, Chapter VI: Utilization Review & Controls, specifies the documentation requirements.

**D.4. Question:** Is the “Transportation Quarterly Summary Report” a required piece of documentation?

**Answer:** No. That is a sample, which may be used or adapted by your school division to meet your needs. It is simply a suggestion or example of a tracking report that would give you the information that you need to help you to complete your quarterly transportation cost reports.

## Qualifying Specialized Transportation

**Q.1. Question:** Can specialized transportation costs related to a student who is attending a private day school be included?

**Answer:** In most cases, the transportation costs to a private school should be excluded. However, if your school division will have interim claims for IEP-related medical services for these students (which only happens in limited circumstances), then the transportation costs to the private schools could be included.

**Q.2. Question:** Can cars be claimed as specialized transportation vehicles?

**Answer:** Yes, but only if they have been specially equipped or physically modified to meet the medical needs of student(s) who will be transported in the car.

**Q.3. Question:** Does the presence of a car seat in the vehicle count as “specially equipped”?

**Answer:** Only if the car seat is permanently installed/attached to the vehicle. If it is removable (such as car seats that are held in place with standard car seat belts), then no.

**Q.4. Question:** If the student’s IEP prescribes that they need to be in a car or smaller vehicle to reduce stimulation/address sensory issues from too many riders on a full-sized bus, does that count as specialized transportation?

**Answer:** No.

**Q.5. Question:** Does a partition added to a vehicle to separate the students from the driver count as “specially equipped”?

**Answer:** No.

**Q.6. Question:** I've been told by our transportation office that harness/vests/straps are purchased for students, but they are removable. The bus hasn't been modified but equipment has been purchased for student use while on the bus. Is this covered?

**Answer:** No.

## Interim Billing

**I.1. Question:** Do we submit interim claims to VAMMIS for transportation services?

**Answer:** No.

**I.2. Question:** If we already submitted interim bills to VAMMIS for transportation services in FY23, do we need to do anything or retract those claims?

**Answer:** No. UMass will subtract the interim payments from your quarterly transportation cost reports.