

GUIDANCE FOR SUBMITTING A REIMBURSEMENT

Driver Education Reimbursement



IDAHO DEPARTMENT OF EDUCATION
STUDENT ENGAGEMENT AND SAFETY COORDINATION | DRIVER EDUCATION PROGRAM

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ANNUAL PROGRAM PLAN APPROVED TO OPERATE

Districts/schools requesting a driver education (DE) reimbursement, need to have an approved Driver Education Annual Program Plan (APP) for each fiscal year (including those contracting with private driving schools). The Driver Education (DE) Program is state funded. This means, DE programs operate and need to submit APPs based on state fiscal calendar (July 1-June 30). DE Program Coordinators for DE programs are the individuals who submit APPs for their district/school.

If a district/school does not have an approved APP, the Idaho Department of Education (the department) will inform the business manager an APP will need to be submitted and approved before the department can process the reimbursement.

WHEN ARE DE REIMBURSEMENTS DUE?

Public school DE programs may choose to file a claim for reimbursement within 45 days after each class ends or submit all classes at once, annually. DE Reimbursements submitted will be batched with other district/school reimbursements and submitted to the Accounting Department for payment every third Wednesday of each month.

WHAT IS THE REIMBURSABLE AMOUNT PER STUDENT?

Districts/schools can receive up to \$150 per student who completes their driver education program. Districts/schools can receive an additional \$225 per student through Advanced Opportunities funding. If you are interested in learning more, check out the [Using Advanced Opportunities Program for Public Driver Education Program document](#).

CRITERIA FOR REIMBURSEMENTS

Age of students

Students between the ages of 14 ½-21 years of age can participate in a public DE program and are eligible for reimbursement.

Classroom hours

The student reimbursement amount is based upon the number of classroom instruction hours a student has received. The breakdown of the eligibility of reimbursement is as follows:

Reimbursement eligibility per classroom hour

Number of Classroom Instruction Hours	Eligible Reimbursement Amount
30 hours of classroom instruction (pass or fail)	Full reimbursement
16-29 hours of classroom instruction (fail or transferred)	50% of reimbursement
0-15 hours of classroom instruction (fail or transferred)	No reimbursement

Since student reimbursements are based on number of classroom hours a student completes, a [Student Classroom List](#) is required when submitting the [Driver Education Reimbursement Form](#). The department verifies what is indicated on the Driver Education Reimbursement Form with the Student Classroom List.

Without the Student Classroom List, the department cannot process the reimbursement for payment.

Student fails DE course

If a student fails, the student is still eligible for a reimbursement. The reimbursement amount is dependent on the classroom hours. For more information, check out the guidance for [classroom instruction hours](#).

A student who has failed a DE course can re-enroll into another DE course and is eligible for another DE reimbursement.

Student transfers in/out of course

If a student transfers in/out of a DE course, the student is eligible for a reimbursement. The reimbursement amount is dependent on the classroom hours. For more information, check out the guidance for [classroom instruction hours](#).

STUDENT CLASSROOM LIST

The [Student Classroom List](#) is required when submitting a completed Driver Education Reimbursement. The Student Classroom List is generated and completed by the DE program's instructor(s). The submitted [Student Classroom List](#) must be the final list of students who completed the course with a signature from the course's DE instructor verifying this list is accurate.

A copy of the [Student Classroom List](#) is also sent to the Department of Motor Vehicles (DMV) to demonstrate which students passed, failed, or transferred. The DMV takes the pass/fail/transfer information to update the students' accounts to determine next steps (e.g. six months of driving with an adult, student must purchase new permit, etc.). DE instructors are required to submit the [Student Classroom List](#) within three days after course ends.

DE REIMBURSEMENT FORM

The [DE Reimbursement Form](#) can be found on the [Driver Education – Instructor webpage](#). The form is updated when the State of Idaho Controller's Office announces updates to per diem rates for mileage or any legislative updates. The department will send an email out to Business Managers informing them of the update.

Filling out the DE Reimbursement Form

For a video of how-to complete the DE Reimbursement form, [click here](#).

District/School Information

At the top of the form, complete the following fields:

- School district number
- District name
- Start date of course
- End date of course
- Number of classes
- If your district/school contracts with a private driving school, Contractor Only section.
- Indicate the number of students who completed the classroom instruction via classroom or IDLA

**IDAHO STATE DEPARTMENT OF EDUCATION
PUBLIC DRIVER EDUCATION CLAIM FOR REIMBURSEMENT**



Submit Claim with Final Student List

School District Number: **999** District Name: **Example District**

*Claim Period: Start Date: **8/1/2022** through End Date: **9/15/2022** # of Classes: **2**

Contractor Only:	Company Name:	Contractor Fee:	Student Fee:
Course Delivery:	Classroom	20	5

Enrolled Students

- Enter the total number of students who were enrolled within the DE program.

1 ENROLLED STUDENTS	Total Enrolled:	25	
Reimbursed at 100%	Passed:		Completed 30 hours of classroom
Reimbursed at 100%	Failed:		Completed 30 hours of classroom
Reimbursed at 50%	Dropped or Failed:		Completed 16-29 hours of classroom
Not reimbursed	Transferred Out or Failed:		Completed 0-15 hours of classroom
2 REIMBURSABLE STUDENTS		0	

- Enter the number of students who passed and completed 30 hours of classroom instruction. *The **Reimbursable Students** will calculate as this section is completed.*

1 ENROLLED STUDENTS	Total Enrolled:	25	
Reimbursed at 100%	Passed:	22	Completed 30 hours of classroom
Reimbursed at 100%	Failed:		Completed 30 hours of classroom
Reimbursed at 50%	Dropped or Failed:		Completed 16-29 hours of classroom
Not reimbursed	Transferred Out or Failed:		Completed 0-15 hours of classroom
2 REIMBURSABLE STUDENTS		22	

- Enter the number of students who failed and completed 30 hours of classroom instruction.

1 ENROLLED STUDENTS	Total Enrolled:	25	
Reimbursed at 100%	Passed:	22	Completed 30 hours of classroom
Reimbursed at 100%	Failed:	1	Completed 30 hours of classroom
Reimbursed at 50%	Dropped or Failed:		Completed 16-29 hours of classroom
Not reimbursed	Transferred Out or Failed:		Completed 0-15 hours of classroom
2 REIMBURSABLE STUDENTS		23	

- Enter the number of students who failed and completed 16-29 hours of classroom instruction.

1 ENROLLED STUDENTS	Total Enrolled:	25	
Reimbursed at 100%	Passed:	22	Completed 30 hours of classroom
Reimbursed at 100%	Failed:	1	Completed 30 hours of classroom
Reimbursed at 50%	Dropped or Failed:	1	Completed 16-29 hours of classroom
Not reimbursed	Transferred Out or Failed:		Completed 0-15 hours of classroom

2 REIMBURSABLE STUDENTS **23.5**

5. Enter the number of students who failed and completed 0-15 hours of classroom instruction.

1 ENROLLED STUDENTS	Total Enrolled:	25	
Reimbursed at 100%	Passed:	22	Completed 30 hours of classroom
Reimbursed at 100%	Failed:	1	Completed 30 hours of classroom
Reimbursed at 50%	Dropped or Failed:	1	Completed 16-29 hours of classroom
Not reimbursed	Transferred Out or Failed:	1	Completed 0-15 hours of classroom

2 REIMBURSABLE STUDENTS **23.5**

6. The form will calculate the number of **Reimbursable Students** based on the [reimbursement eligibility criteria](#).

Expenses to District

Public DE programs must report all income generated by student fees and district expenses to the department.

1. Enter the hourly wage and number of hours of classroom instruction. The subtotal will calculate.

EXPENSES TO DISTRICT				SUB-TOTALS	
3 SALARIES					
Classroom Instructors	\$30.00		30		\$900.00
	Hourly Wage		Classroom Hours		
In-Car Instructors					\$0.00
	Hourly Wage		In-Car Hours		
4 AUTOMOBILES	# of miles of in-car instruction				
	Before 07/19/2022		x 0.585/mile		\$0.00
	After 07/19/2022		x 0.625/mile		\$0.00
5 MISC. COSTS (benefits, administration, physicals, training, curriculum materials, dual brake, signs, printing, lease, rent, etc.)					
	Fee Paid by District	# of Students			
6 IDLA Course Cost to School District	\$75.00				\$0.00
7 TOTAL COSTS			TOTAL =		\$900.00

2. Enter the hourly wage and the number of hours of in-car instruction. The subtotal will calculate.

EXPENSES TO DISTRICT**3 SALARIES**

Classroom Instructors

\$30.00

Hourly Wage

SUB-TOTALS
30 \$900.00

Classroom Hours

In-Car Instructors

\$35.00

Hourly Wage

150 \$5,250.00

In-Car Hours

4 AUTOMOBILES

of miles of in-car instruction

Before 07/19/2022

x 0.585/mile

\$0.00

After 07/19/2022

x 0.625/mile

\$0.00

5 MISC. COSTS (benefits, administration, physicals, training, curriculum materials, dual brake, signs, printing, lease, rent, etc.)**6 IDLA Course Cost to School District**

Fee Paid by District

of Students

\$75.00

\$0.00

7 TOTAL COSTS

TOTAL =

\$6,150.00

3. Enter the number of miles of in-car instruction. The price per mile will calculate.

EXPENSES TO DISTRICT**3 SALARIES**

Classroom Instructors

\$30.00

Hourly Wage

SUB-TOTALS
30 \$900.00

Classroom Hours

In-Car Instructors

\$35.00

Hourly Wage

150 \$5,250.00

In-Car Hours

4 AUTOMOBILES

of miles of in-car instruction

Before 07/19/2022

x 0.585/mile

\$0.00

After 07/19/2022

3000

x 0.625/mile

\$0.00

5 MISC. COSTS (benefits, administration, physicals, training, curriculum materials, dual brake, signs, printing, lease, rent, etc.)**6 IDLA Course Cost to School District**

Fee Paid by District

of Students

\$75.00

\$0.00

7 TOTAL COSTS

TOTAL =

\$6,150.00

4. Enter any miscellaneous costs to the program not included. This includes: administration time, training, signs, printing, rent, the cost for required DE instructor training, the cost for required medical examinations for DE instructors, lease, etc.

EXPENSES TO DISTRICT**3 SALARIES**

Classroom Instructors

\$30.00

Hourly Wage

SUB-TOTALS
30 \$900.00

Classroom Hours

In-Car Instructors

\$35.00

Hourly Wage

150 \$5,250.00

In-Car Hours

4 AUTOMOBILES

of miles of in-car instruction

Before 07/19/2022

x 0.585/mile

\$0.00

After 07/19/2022

3000

x 0.625/mile

\$1,875.00

5 MISC. COSTS (benefits, administration, physicals, training, curriculum materials, dual brake, signs, printing, lease, rent, etc.)

\$2,000.00

6 IDLA Course Cost to School District

Fee Paid by District

of Students

\$75.00

\$0.00

7 TOTAL COSTS

TOTAL =

\$10,025.00

5. If the district/school paid for IDLA, enter the number of students. The IDLA cost will calculate.

EXPENSES TO DISTRICT

3 SALARIES

Classroom Instructors

\$30.00

SUB-TOTALS

30

\$900.00

Hourly Wage

Classroom Hours

In-Car Instructors

\$35.00

150

\$5,250.00

Hourly Wage

In-Car Hours

4 AUTOMOBILES

of miles of in-car instruction

Before 07/19/2022

0.585/mile

\$0.00

After 07/19/2022

3000

x 0.625/mile

\$1,875.00

5 MISC. COSTS (benefits, administration, physicals, training, curriculum materials, dual brake, signs, printing, lease, rent, etc.)

\$2,000.00

6 IDLA Course Cost to School District

Fee Paid by District

\$75.00

of Students

3

\$225.00

7 TOTAL COSTS

TOTAL =

\$10,250.00

6. The form will calculate the **Total Costs** to the district/school.

Income Collected

1. Enter the fee students paid to complete driver education and the number of students who paid the fee.

8 Income Collected

Fee Student Paid

\$25.00

x

of Students

25

INCOME

\$625.00

Fee Paid by Adv Opts

\$0.00

x

of Students

0

\$0.00

Fee Paid to IDLA by student

\$75.00

x

of Students

0

TOTAL =

\$625.00

\$0.00

2. If your district/school collected funding from the Advanced Opportunities Program, enter the amount and number of students.

8 Income Collected

Fee Student Paid

\$25.00

x

of Students

25

INCOME

\$625.00

Fee Paid by Adv Opts

\$225.00

x

of Students

13

\$2,925.00

Fee Paid to IDLA by student

\$75.00

x

of Students

0

TOTAL =

\$3,550.00

\$0.00

3. If the student paid the IDLA fee, enter the number of students.

8 Income Collected

Fee Student Paid

\$25.00

x

of Students

25

INCOME

\$625.00

Fee Paid by Adv Opts

\$225.00

x

of Students

13

\$2,925.00

Fee Paid to IDLA by student

\$75.00

x

of Students

2.00

TOTAL =

\$3,550.00

\$150.00

4. The form will calculate the total **Income Collected**.

District Total

1. The form will calculate the **Net Total** by taking the **Total Costs** from the **Income Collected**.

DISTRICT TOTAL

(Line 7 minus Line 8)

NET TOTAL

\$6,700.00

Reimbursable Students

1. The form will auto-populate the number of eligible Reimbursable Students by the reimbursement amount of \$150.

	REIMBURSEMENT		
10 REIMBURSABLE STUDENTS	23.5	x	\$150
			\$3,525.00

Eligible Reimbursement

1. The smaller amount from Net Total or Reimbursable Students will be the Eligible Reimbursement amount.

11 ELIGIBLE REIMBURSEMENT	(Enter lowest figure from line 9 or 10)	REIMBURSEMENT	\$3,525.00
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Submitted By

1. Complete the following sections:
 - a. Printed Name
 - b. Phone number
 - c. Email address

SUBMITTED BY

_____ Printed Name	_____ Phone Number
_____ Signature/Date	_____ Email Address

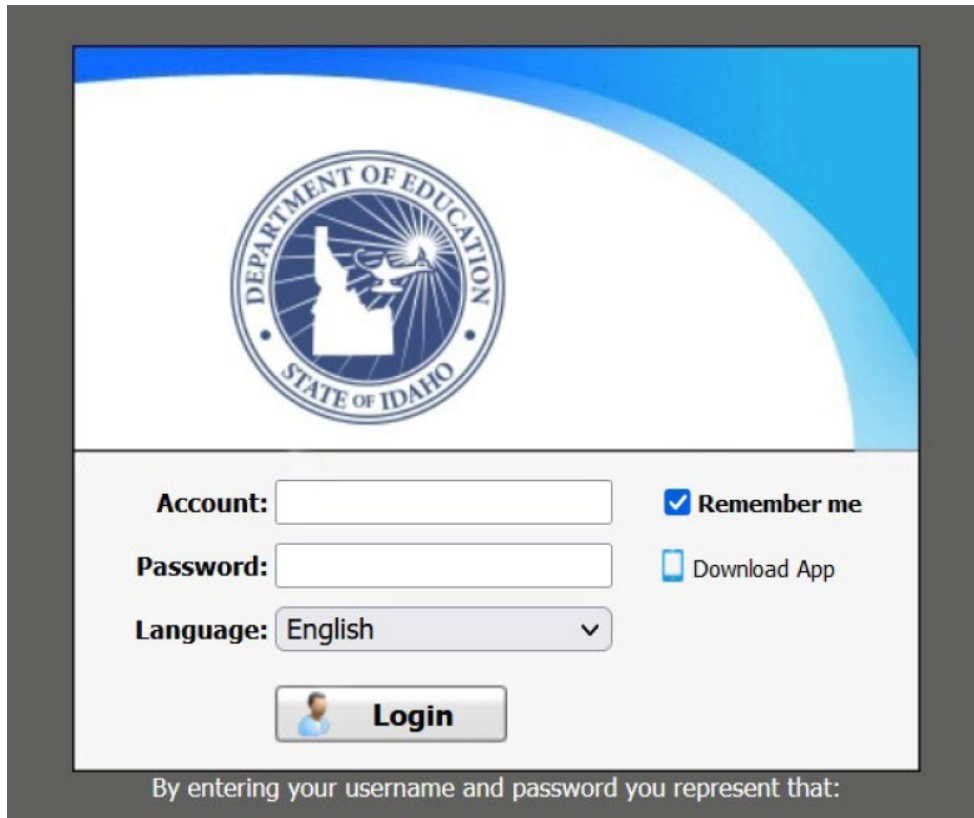
2. Save the document as a PDF. Either sign the document electronically or physically.

HOW TO SUBMIT A DE REIMBURSEMENT FORM?

To ensure student information is protected, districts/schools will submit their DE Reimbursement Form via the department's secure portal, [SFTP](#).

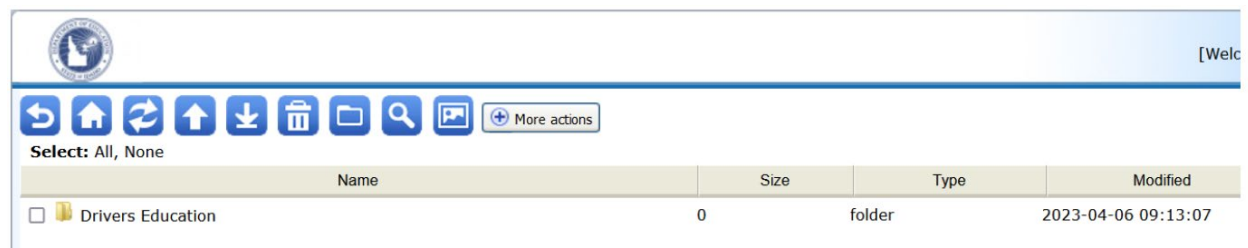
For login information, business managers will have the information to access the secure portal. If there are any questions or trouble accessing the SFTP portal, do not hesitate to contact us at driverseducation@sde.idaho.gov.

1. Log into the [SFTP](#) account using the correct credentials.

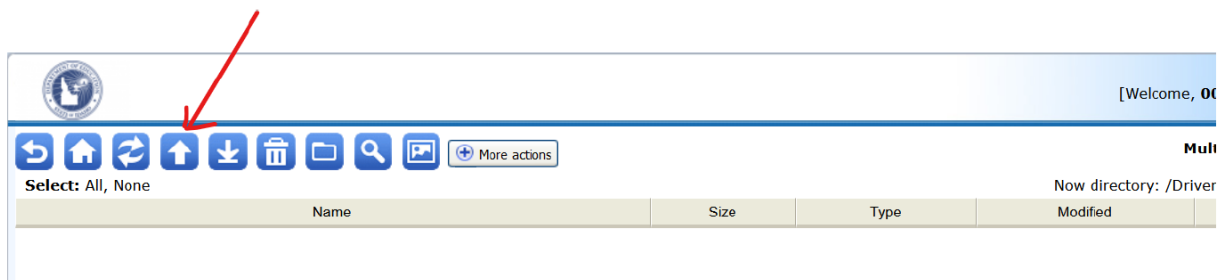


The login portal features the Idaho Department of Education seal at the top center. Below the seal, there are input fields for 'Account:', 'Password:', and a 'Language:' dropdown menu set to 'English'. To the right of the 'Account' field is a checked 'Remember me' checkbox, and below the 'Password' field is a 'Download App' button. A 'Login' button with a user icon is positioned below the language dropdown. At the bottom, a disclaimer states: 'By entering your username and password you represent that:'

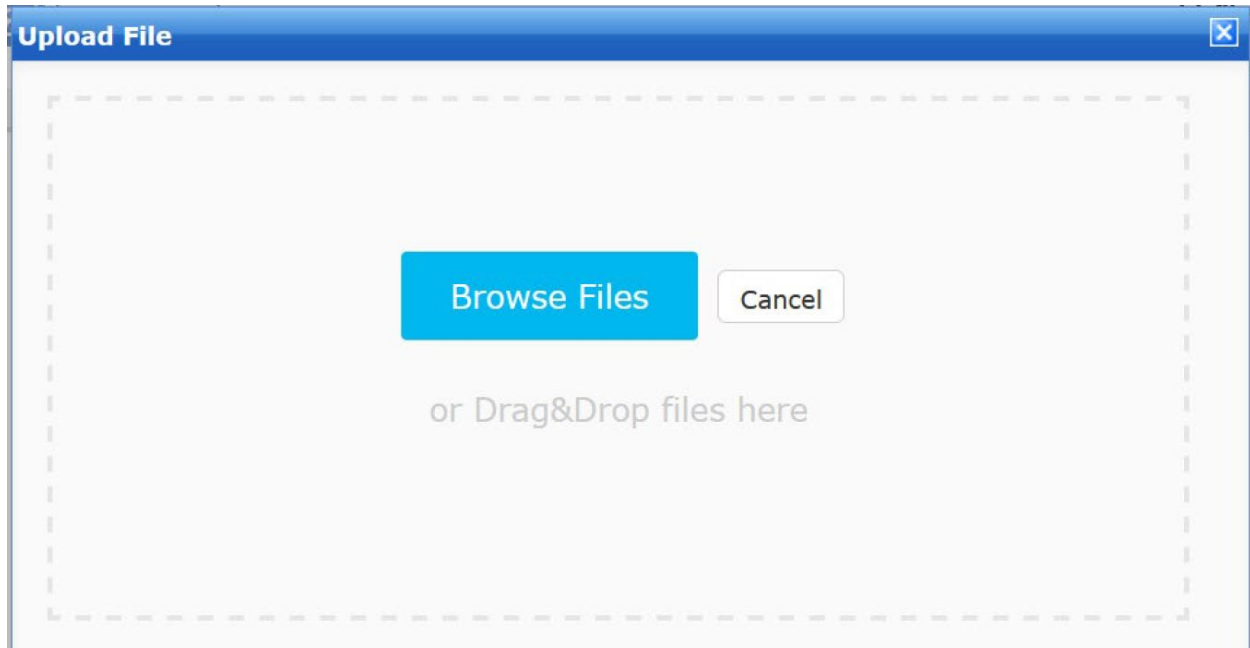
2. Once logged in, double click the Drivers Education folder.



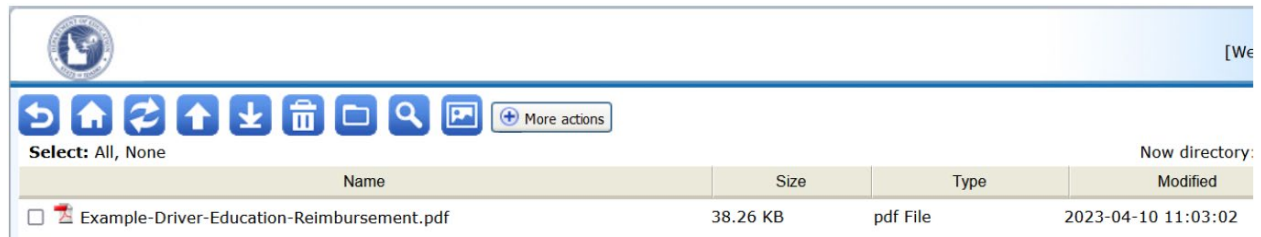
3. Now it's time to upload the reimbursement. To upload the DE Reimbursement Form into the folder, select the blue up arrow. The blue arrow is located at the top, right of the portal.



4. An Upload File window will popup. Either drag and drop the file or browse files on computer.



5. The driver education reimbursement file will now be uploaded into the folder.



6. To inform the department the DE Reimbursement Form is ready to be processed, email driverseducation@sde.idaho.gov. Without doing this, the department will not know reimbursement is ready to be processed. Ensure the department is notified to receive reimbursement.
7. Once the department processes the payment, the department will send a confirmation email to the business manager.

DE Reimbursements submitted will be batched with other district/school reimbursements and submitted to the Accounting Department for payment every third Wednesday of each month.

RESOURCES

- [Driver Education Reimbursement Form](#)
- [Student Classroom List](#)
- [Driver Education – Instructor Webpage](#)
- [Driver Education Program Manual](#)
- [Using Advanced Opportunities Program for Public Driver Education Program](#)
- [Chapter 17 – Driver Training Courses](#)
 - [33-1701 – Driver Training Courses](#)
 - [33-1702 – Minimum Standards for Courses](#)
 - [33-1703 – Eligible Pupils](#)
 - [33-1704 – Authorization to Operate Program](#)
 - [33-1705 – Two or More Districts Cooperating](#)
 - [33-1706 – Reports to Idaho Department of Education](#)
 - [33-1707 – Reimbursement](#)
 - [33-1708 – Administration](#)