

## **Charter Advance Transportation Payment Instructions**

"Advance Payment Request" is the area in IBUS where eligible charter schools request and update transportation advance payments.

### **ADVANCE PAYMENT REQUEST FOR**

**FY 2018-2019**

- **Type of Busing Operation**
  - **Contracted Busing**
  - **Internal Busing**
  - **Home-Based Public Virtual**
  
- **Advance Payment Request Timelines**
  - **June/July (before school starts)**
  - **December 15<sup>th</sup>**
  - **June 1<sup>st</sup> (near end of school year)**
  
- **Revisions and True-Up Period**
  - **Submit Revisions/Updates**

## Charter Advance Transportation Payment Instructions

Log-in to IBUS to access your district's home page. At this location, select Advance Payment Request to access the data form.

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

IDAHO STATE DEPARTMENT OF EDUCATION

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IBUS DEMO

Home Page

Links

IBUS Home Page

Claim Year 2017-2018

Advance Payment Year 2018-2019

This area contains a list of available reports. Select the link that corresponds with the training topic.

• [Advance Payment Request](#)

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Toll Free: (800) 432-4601 Local: (208) 332-6800 Fax: (208) 334-2228

This link will lead to the data request form. This information can be updated at any time throughout the fiscal year. If the initial estimate changes, submit a revision for more accurate payments. At a minimum, the Advance Payment Request should be submitted on the following timeline:

### 2018-2019 Advance Payment Timeline

- June 2018 – Submit 2018-2019 estimated data if charter is eligible for early advance per [IC 33-5208](#) (first year, serving more grades, or at least 10% more classes than prior year)
- December 15, 2018 – Submit 2018-2019 estimated data if charter was not eligible for early advance per [IC 33-5208](#). May also submit a revision if needed.
- June 1, 2019 – Submit a revision to “true up” estimate with actual 2018-2019 expenditures.

Select the type of Busing Operation.

- Contracted Busing Operation
- Internal Busing Operation
- Home-Based Public Virtual Charter School

The screenshot shows the top navigation bar with links: DIVISIONS, PROGRAMS, COMMUNICATION, RESOURCES, DATA COLLECTION, ADMINISTRATORS. Below this is a header with the Idaho State Department of Education logo and the text "IDAHO STATE DEPARTMENT OF EDUCATION". To the right of the logo, there are links for "Log Off" and "User@edu.id", and the text "IBUS DEMO".

Below the header, there are two main sections: "Links" and "Charter". Under "Links", there is a link for "IBUS Home Page". Under "Charter", there is a highlighted link for "Advance Payment Request for 2018-2019".

Below the "Charter" section, there is a form titled "Busing Operation" with three radio button options:

- Contracted Busing Operation
- Internal Busing Operation
- Home-Based Public Virtual Charter School


At the bottom of the page, there is a footer with the following text:

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## CONTRACTED BUSING OPERATION

Charter schools that contract out busing services will complete the Contracted Busing Operation form. Complete all requested data with total fiscal year expenditures for the applicable advance payment request year. The applicable year is noted at the top of the IBUS form.

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Links Charter

IBUS Home Page **Advance Payment Request for 2018-2019**

Busing Operation  
 Contracted Busing Operation

Original

**Provide estimated total fiscal year expenditures or requested data for the following categories:**

Reimbursable Miles:


Non-Reimbursable Miles:

Reimbursable Contract Cost:

Non-Reimbursable Contract Cost:

Average Daily Ridership/Attendance:

Additional Request Details:

**Complete/Submit** 

Save as draft Submit revision Delete revision Cancel

| Version | Status | Date | Amount |
|---------|--------|------|--------|
|---------|--------|------|--------|

**A copy of the request is saved here each time the advance payment is revised.**


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# INTERNAL BUSING OPERATION

Charter schools that operate their own busing services will complete the Internal Busing Operation form. Complete all requested data with total fiscal year expenditures for the applicable advance payment request year. The applicable year is noted at the top of the IBUS form.

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Links **CHARTER**

IBUS Home Page **Advance Payment Request for 2018-2019**

Busing Operation  
 Internal Busing Operation

Original

Provide estimated total fiscal year expenditures or requested data for the following categories:

Salaries:

Benefits:

Purchased Services:

Fuel/Supplies:

Capital Outlay:

Insurance:

SDE Assessment Fee:

In-Lieu/Special Contracts:


Bus Depreciation:

Reimbursable Miles:

Non-Reimbursable Miles:

Average Daily Ridership/Attendance:

Additional Request Details:

**Complete/Submit** 

Save as draft Submit revision Delete revision Cancel

| Version | Status | Date | Amount |
|---------|--------|------|--------|
|---------|--------|------|--------|

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## HOME-BASED PUBLIC VIRTUAL SCHOOL

Charter schools that meet the Home-Based Public Virtual School eligibility criteria outlined in [Idaho Code 33-1006 \(6\)](#) will complete the Home-Based Public Virtual form. Complete all requested data with total fiscal year expenditures for the applicable advance payment request year. The applicable year is noted at the top of the IBUS form.

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### Links

[IBUS Home Page](#)

## CHARTER

**Advance Payment Request for 2018-2019**

Busing Operation

Home-Based Public Virtual Charter School

Original

**Provide estimated total fiscal year expenditures or requested data for the following categories:**

Internet Connection:

Student Electronic/Computer Equipment:

Toll-Free Telephone Service:

Education-Related Mileage Cost:

Bus Transportation Cost:

Average Daily Ridership/Attendance:

Additional Request Details:

**Complete/Submit** 

| Version | Status | Date | Amount |
|---------|--------|------|--------|
|---------|--------|------|--------|

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## **COMPLETION AND REVISIONS**

Once Submit Revision is clicked, the form is sent to SDE for approval. A new revision may be submitted at any time if any advance payment request amounts appear to be changing significantly during the year.

At a minimum, the Advance Payment Request should be submitted on the following timeline:

### **2018-2019 Advance Payment Timeline**

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