



Facility Settlement Cost Report Transportation

Michigan Department of Education Office of Special Education
February 2024

The Facility Settlement Cost Report Transportation Worksheet can be found in the [Community Health Automated Medicaid Processing System \(CHAMPS\) platform](#). The CHAMPS system is where you will calculate your intermediate school district's (ISD) annual transportation reimbursement by reporting specialized vehicle Medicaid reimbursable expenditures via the CHAMPS Facility Settlement Transportation Worksheet.

The annual Facility Settlement Cost Report training can be found in the [Public Consulting Group \(PCG\) claiming system](#).

Local Educational Agency (LEA) Cost Report

Allowable costs are a derivative of annual Special Education Transportation SE-4094 Section 52 and 53a Expenditures:

- SE-4094 Section 52 and 53a, **Bus Driver** full-time equivalent (FTE) and salaries are allowable on the LEA COST REPORT.
- SE-4094 Section 52 and 53a, **Bus Aide** FTE and salaries are allowable on the LEA COST REPORT.
- SE-4094 Section 52 and 53a, **Bus Driver and Aide** benefits are allowable on the LEA COST REPORT.
- SE-4094 Section 52 and 53a, **Purchased Service Staff** and **Pupil Trans Common Carrier (black/yellow)** expenditures are allowable on the LEA COST REPORT. If applicable, report on line 4.5 of the transportation worksheet.
- SE-4094 Section 52 and 53a, **Family Vehicle** expenditures are allowed when they are provided to eligible students. To ensure compliance, refer to the [Medical Services Administration \(MSA\) Bulletin 14-09](#).
 - If costs are allowable, please add the total number of special education family trips to the One-Way Trip count.

- SE-4094 Section 52 and 53a, **Taxi/Cab** expenditures are allowed when they are provided to eligible students. To ensure compliance, refer to the [MSA Bulletin 14-09](#).
 - If costs are allowable, add the total number of special education taxi/cab trips to the One-Way Trip count.
- SE-4094 Section 52 and 53a, **Supplies** (gasoline, oil/grease, tires, etc.).
- SE-4094 Section 52 and 53a, **Other Expense/Adjustments**.
- SE-4094 Section 52 and 53a, **Bus Amortization**.
- Special Education Transportation Expenditure (SE-4094):
 - [Center for Educational Performance and Information \(CEPI\) Financial Information Database \(FID\)](#)
 - [Transportation Expenditure Report](#)

More Medical Allowable Expenditures Information

To learn more about medical allowable expenditures in the Community Health Automated Medicaid Processing System (CHAMPS) platform, perform the following steps after you [login](#):

1. Log on to CHAMPS Facility Settlement.
2. Select the **Facility Settlement** tab.
The system displays the **Facility Settlement Menu** drop down.
3. Under the **My Activities** tab, Select the **Prepare Cost Report**.
The system displays the Cost Report List screen.
4. Select **Execute** for the desired worksheet record.
The system displays the Cost Report Worksheets screen.
5. Select the desired worksheet.
The system displays the Cost Report Worksheet Detail screen with details pertaining to the selected worksheet.
6. Select the **Worksheet Information** button.
The system displays the School Based Services (SBS) Cost Report Worksheet screen with information pertinent to the selected worksheet.

Total Number of One-Way Trips

To calculate the annual number of specialized transportation trips, there are two ways to get this number:

1. Track all Special Education Riders trips per day.
2. One-Way Trip calculation [Number of School Days (between 175 and 180 days) 2 (two possible trips per day) Bus Riders per count week (SE-4094 Line 32 Section 52 and 53a)].

Estimated Medicaid Billable Trip

Total represents the actual number of billed trips through Medicaid Management Information System (MMIS).

1. ISDs/billing agency should be capable of providing this number to transporting districts/LEAs.
2. State will apply actual paid trip count number from CHAMPS for Initial and Final Settlements.

Unallowable SE-4094 Expenditures

- Regular/vocational education cost.
- Supervisor/secretarial/clerical or other support staff expenditures.
- Non-vehicle related expenses (local expenses, telephone postage, other utilities, non-vehicle purchased services, and office supplies).