

## EISENHOWER LEGACY TRANSPORTATION PROGRAM DRIVER EDUCATION REIMBURSEMENT GRANT

### **ENROLLMENT PERIOD**

Grant Enrollment Applications are accepted through the month of **April** for the upcoming school year

An example for school year 2023-2024 covers:

- Fall semester (Aug-Dec 2023),
- Spring semester (Jan-May 2024), AND
- Summer semester (Jun-Jul 2024)

Enrollment for school year 2023-2024 would be during **April 2023**

Enrollment for school year 2024-2025 would be during **April 2024**

*After the Enrollment Application is received:*

- *A project contract is created by KDOT and sent to the driver education provider*
- *Provider signs the contract and returns to KDOT*
- *KDOT signs and finalizes the contract*
- *Provider receives a Notice to Proceed letter from KDOT authorizing the project (grant) to begin*
- *This process must be finalized PRIOR to the driver education course beginning. Failure to have the contract finalized prior to the course beginning could **nullify any reimbursement** for that project year*

### **REIMBURSEMENT PERIOD**

- Reimbursement Applications should be submitted as soon after the driver education course is completed
- A Student Reporting Form shall also be submitted with a reimbursement request (these forms shall be sent out by the KDOT project coordinator prior to your course ending)
- Reimbursement should only be for the number of grant eligible students who completed the driver education course