

Special Needs Transportation (SNT) Coordinator Training

District Special Needs Transportation Coordinators

Office of Medicaid Services (OMS)

School Year 2025-2026



**SOUTH CAROLINA
DEPARTMENT OF EDUCATION**

Purpose of Training

This training is provided as instruction for the Special Needs Transportation (SNT) Coordinator on how to navigate the SNT application. The application is the tracking source for attendance of special needs riders and is utilized to match to paid direct services claims for potential reimbursement.



Program Requirements

The Medicaid SNT program is designed to provide transportation to Medicaid-eligible school students with special needs. A special needs student qualifies for the program if:

- the student is under the age of 21,
- the student is Medicaid eligible, and
- the student's Individualized Education Program (IEP) lists transportation as a service.



District Responsibilities

- Maintenance of the data in the SNT application which is necessary to create the attendance log for the driver.

This data includes the:

- State Bus Number,
 - District Route Number,
 - Driver Information, and
 - Student Information
- Entering and reviewing attendance logs



SCDE

Responsibilities

- Provide training and assistance for the SNT program to the districts as needed.
- Utilize the IEP transportation report, if applicable, to ensure student has transportation listed.
- Review the district's attendance input.
- Complete a verification review of districts' paid service claims data to process and submit transportation claims.
- Provide 50% reimbursement of the federal share to the districts bi-annually in June and December.



How is a transportation claim generated?

Transportation claims are generated when a qualified direct service takes place on the same day a student is transported on a special needs bus.

To verify the match, the following data is required:

- The attendance log the driver completes daily on a special needs bus. (This is the source document utilized to determine the dates students are transported.)
- Report received from SCDHHS with dates students received a qualified direct medical service.



Qualified Direct Services

School-Based Rehabilitative Services (SBRS)

- Occupational Therapy (OT)
- Physical Therapy (PT)
- Speech Therapy (ST)
- Nursing
- Audiology
- Orientation and Mobility (O&M)
- COVID Related Services
- Telemedicine/Telehealth

Rehabilitative Behavioral Health Services (RBHS)

- Diagnostic Assessment (DA)
- Behavioral Health Screening (BHS)
- Psychological Testing & Evaluation (PTE)
- Service Plan Development (SPD)
- Individual Psychotherapy (IP)
- Family Psychotherapy (FP)
- Group Psychotherapy (GP)
- Behavior Modification (BMod)
- Family Support (FS)
- Psychosocial Rehabilitation Services (PRS)
- Crisis Management (CM)

New Services

- Autism Services
- Speech- 92526



Reimbursement

Occurs when the paid claim date of a qualified direct medical service matches to a student's transport date on a special needs bus. Districts are reimbursed at:

- \$13.35 per trip for all trips prior to 10/1/2024.
- \$29.06 per trip for all trips on and after 10/1/2024.
- Up to 3 trips per day

It is important to key all logs timely to receive optimal reimbursement.



Documentation Requirements

Weekly Ridership Log

- Utilized by the driver daily to record student attendance needed for billing and claims reimbursement purposes.
- Four-year retention policy for administration of the SNT program and for financial auditing.
- Driver's signature on the completed attendance log.



Approved Attendance Log

The SCDE provides an attendance log template for districts to utilize; however, districts are not required to use the SCDE's template. If the district chooses to develop and utilize a template other than that provided by the SCDE, the district is required to submit their template to the SCDE for approval before utilizing it. The attendance log developed by the district must include:

- District Name
- District Address
- District Phone Number
- State Bus Number
- District Bus Number
- Driver's Legal Name
- License Tag Number
- Date of Ride
- Student Name
- Line for Driver Signature



Driver Instructions

Coordinators should review documentation submitted by drivers to ensure that drivers have completed the following:

- Obtain a weekly attendance log from transportation
- Write any information missing from the log in **black ink only**.
- Shade in the square for each date and time the student rides the bus. If student does not ride, leave square unshaded. Record student rider if not listed on the log. Print the legal full name (no nicknames) on a blank line legibly. Shade in appropriate squares for the dates and times ridden.
- If a student leaves the route (moves, etc.), draw a single line through the name and initial and date the error. Please do not use whiteout.
- If completing a blank log, be sure to legibly print the district name and address, drivers' first and last name (as listed on your SCDE certification card), the State Bus/District Bus Number, License Tag number, Day of Attendance over each column, and the student's legal first and last name on the log.



Driver Reminders

Coordinators should ensure that drivers are reminded of the following:

- Do not abbreviate the names of drivers or students. All names must be legal names.
- Recheck the attendance log to make sure it is completed correctly. The document and information indicated are utilized to file transportation claims.
- Be sure to sign each log at the bottom when completed.
- Return the log weekly to the SNT contact designated by your district.



What can transportation offices do to increase reimbursement?

- Make sure all drivers have an approved attendance log each week.
- Make sure all drivers turn in logs.
- Check weekly to make sure all logs are received.
- Ensure all logs make it to the person who records the attendance in the SNT application each week.
- If the transportation office records the attendance in the application, ensure all logs are entered.
- If students are not showing in the application, contact the OMS immediately to resolve the issue so that attendance can be logged timely.



Training Opportunities

- Attend SNT quarterly meetings with the OMS.
- Schedule the OMS for virtual training. Districts are welcome to invite all staff that they deem appropriate to participate.

To schedule a training, please send a request by email to the OMS contacts:

Ronette Weeks, rmweeks@ed.sc.gov

Kareyah Harrison, kharrison@ed.sc.gov

Marquita Taylor, mstaylor@ed.sc.gov

Ophelia McClary, omcclary@ed.sc.gov



Additional Resources

South Carolina Department of Health and Human Services (SCDHHS) Medicaid Policy for SNT

[Local Education Agencies \(LEA\) Services Provider Manual | SCDHHS](#)

South Carolina Department of Education (SCDE) SNT Trainings and Forms

[Special Needs Transportation - South Carolina Department of Education](#)

For a comprehensive user guide, please contact Ronette Weeks at rmweeks@ed.sc.gov.





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