

DRIVER EDUCATION PROGRAM
Oregon Department of Transportation
Driver and Motor Vehicle Services – Transportation Safety Office

POLICY 031314

LOW INCOME SUBSIDY PROGRAM FOR OREGON APPROVED DRIVER EDUCATION PROGRAMS

Snapshot:

- A student qualifies for additional subsidy if they meet the Free and Reduced qualifications (set by school districts, etc.).
- A provider who grants a \$75 scholarship to a qualifying student receives an additional \$75 subsidy from ODOT-TSD.
- A provider is responsible for verifying qualifying documentation
- A provider requests the \$75 subsidy as an additional part of their regular reimbursement request

Policy:

1. A student qualifies for \$75 additional subsidy if he meets the Free and Reduced qualifications set through their high school or school district.
2. A provider grants a \$75 scholarship to a qualifying student.
3. A provider who grants a scholarship must sign the appropriate line on the annual ODOT-TSD assurance form, ensuring compliance with policy
4. A provider must develop a method of documenting verification for each qualifying student
 - ODOT-TSD has provided a form for this purpose (**URL**), or
 - A program may generate a form of their own (review state-provided form to assure your documentation is sufficient)
 - The documentation must be maintained for ODOT review (While we expect you to document that you have reviewed it, we do not recommend maintaining parent-offered documentation provided by the parent)
5. The reimbursement form has been modified to include this additional subsidy.
 - Providers must use the current version of the form, which can be found on the ODOT-TSD website.
 - The form requires both the number of qualifying students and the amount of the scholarship provided:
 - Public Providers – On Lines 6 and 7 of form 3417
 - Private Providers - On Lines 7 and 8 of form 3417
6. The Low / No Income Subsidy is in addition to your regular reimbursement and does not affect the income/expense calculation.