

## Instructions for Completion of Shelter Variance Requests

Students who have been placed in temporary housing or domestic violence shelters by a City agency (which would be the Department of Homeless Services [DHS] for temporary housing or the Human Resources Administration (HRA) for domestic violence situations), or who are living “doubled up” with relatives or friends, or who are otherwise in non-permanent housing, are entitled to **transportation** (which may be **either** yellow bus or MetroCard) under the provisions of the federal McKinney-Vento Act.

For students who have been placed in City-supervised shelters (and note that the following does **not** apply in “doubled-up” situations), depending on the particular shelter involved, there *may* be a DOE employee (a “Family Assistant”) on site at the shelter who should be prepared to provide assistance to the student and their family in securing transportation to and from school. In cases where a Family Assistant is available, transportation is arranged through the following series of steps:

- The on-site Family Assistant should aid the parent or guardian in completing a “Shelter Variance”<sup>\*\*</sup> form by completing the sections on the form that relate to the child, the parent or guardian, and the shelter (all found on p. 1 of the form).
- The variance form should be forwarded to the school, where information regarding the school, the pupil’s session time, the pupil’s classification (GE or SE), and whether the pupil currently has transportation should be completed (all found on p. 2 of the form). The form should also be signed by the school principal or the principal’s designee.
- The school should also have the parent or guardian complete the DOE mandated “Residency Questionnaire”<sup>\*\*</sup>
- The school should also update the pupil’s record in ATS to reflect the pupil’s change of address. This should include changing the address in the ATS “BIO,” for GE pupils, or both the “BIO” and “STRE” for SE pupils. In cases where the location is a domestic violence shelter, the address to be entered should be the Post Office Box number associated with the shelter. Copies of both the completed Shelter Variance form and the Residency Questionnaire should then be forwarded to OPT for processing. The appropriate fax number to use is on the form.

Once OPT has received completed forms regarding the student’s need for transportation, services can usually be provided within five days. Pupils through grade six (both GE and SE pupils who do not have an Individual Education Plan (IEP) that requires door-to-door transportation) are entitled to yellow bus service **if** an available GE bus route exists. If no available route exists, these pupils, and those in grades seven through twelve, are entitled to receive a full-fare MetroCard. Pupils with IEP’s calling for door-to-door service will be placed on SE buses; however, depending on the distance of the shelter from the school, service may not be available for five to ten days.

\*For shelter situations where there is no Family Assistant assigned, the school may access the **Shelter Variance** form on the OPT Web site at [schools.nyc.gov/Offices/Transportation/SchoolResources/KeyDocuments](http://schools.nyc.gov/Offices/Transportation/SchoolResources/KeyDocuments).

\*\*The required **Residency Questionnaire** is available on the DOE Web site at [schools.nyc.gov/NR/rdonlyres/9831364D-E542-4763-BC2F-/65942/ResidencyQuestionnairewCodesOFFICIALJuly09\\_English.pdf](http://schools.nyc.gov/NR/rdonlyres/9831364D-E542-4763-BC2F-/65942/ResidencyQuestionnairewCodesOFFICIALJuly09_English.pdf).

Transportation for pupils who report that they are living “doubled up” with a relative or friend or who are living in other non-permanent housing situations (see the Residency Questionnaire\*\* for other examples of non-permanent situations) are also entitled to transportation under the McKinney-Vento Act following the eligibility guidelines given on the reverse. In cases where a student, parent or guardian informs the school that the pupil is living in such a situation, transportation is arranged through the following series of steps:

- The school should aid the parent or guardian in completing a “Multi-Purpose Variance”\*\*\* form by completing the sections on the form that relate to the child, the parent or guardian, and the reason for the variance request (all found on p. 1 of the form). Identify the reason for the request as an emergency (check box 2.3) and describe the circumstances relating to the pupil’s housing in the space provided in section 2.5.
- The remainder of the variance form should be completed by the school, where information regarding the school, the pupil’s session time, the pupil’s classification (GE or SE), and whether the pupil currently has transportation should be provided (all found on p. 2 of the form). The school should also have the parent or guardian complete the DOE mandated “Residency Questionnaire”\*\*
- The school should also update the pupil’s record in ATS to reflect the pupil’s change of address. This should include changing the address in the ATS “BIO,” for GE pupils, or both the “BIO” and “STRE” for SE pupils. In cases where the location is a domestic violence shelter, the address to be entered should be the Post Office Box number associated with the shelter.
- Copies of both the completed Multi-Purpose Variance form and the Residency Questionnaire should then be forwarded to OPT for processing. The appropriate fax number to use is on the form.

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\*\*\*The **Multi-Purpose Variance** form is available on the OPT Web site at [schools.nyc.gov/Offices/Transportation/SchoolResources/KeyDocuments](http://schools.nyc.gov/Offices/Transportation/SchoolResources/KeyDocuments).



**OFFICE OF PUPIL TRANSPORTATION**  
**MATTHEW BERLIN** *Executive Director*  
 44-36 Vernon Boulevard  
 Long Island City, NY 11101  
 Telephone: 718-392-8855

# Shelter Variance

**PRINT CLEARLY IN DARK INK — ILLEGIBLE OR INCOMPLETE FORMS WILL BE RETURNED**

## 1. PUPIL INFORMATION

1.1 Pupil Name 1.1a Last name      1.1b First name      1.1c MI			1.2 Date of birth (MM-DD-YY)	
1.3 Gender 1.3a <input type="checkbox"/> Male 1.3b <input type="checkbox"/> Female	1.4 Identification Number	1.5 Grade	1.6 Classification 1.6a <input type="checkbox"/> General Ed 1.6b <input type="checkbox"/> Special Ed	
1.7 Is transportation now provided by OPT? 1.7a <input type="checkbox"/> No 1.7b <input type="checkbox"/> Yes		1.8 If yes, what transportation is provided? 1.8a <input type="checkbox"/> GE bus 1.8b <input type="checkbox"/> SE bus 1.8c <input type="checkbox"/> MetroCard 1.8d <input type="checkbox"/> Half-fare MetroCard		

## 2. PARENT / GUARDIAN INFORMATION

2.1 Name of parent or guardian 2.1a Last name      2.1b First name      2.1c MI			2.2 Title 2.2a <input type="checkbox"/> Mr. 2.2b <input type="checkbox"/> Mrs. 2.2c <input type="checkbox"/> Ms. 2.2d <input type="checkbox"/> Other:	
2.8 Primary telephone number	2.9 Extension	2.10 Alternate telephone number	2.11 Extension	
2.12 E-mail address of parent or guardian				
2.13 Signature of parent or guardian			2.14 Date	

## 3. SHELTER / FACILITY INFORMATION

Shelter / facility name			Variance Number	
Address Street address or P.O. Box Number			Borough <input type="checkbox"/> BK <input type="checkbox"/> BX <input type="checkbox"/> M <input type="checkbox"/> Q <input type="checkbox"/> SI	
City	State NY	Zip Code		
Shelter is provided in response to: <input type="checkbox"/> Need for temporary housing <input type="checkbox"/> Protection required due to domestic violence				
Stop location should be designated as: <input type="checkbox"/> Shelter street address, or <input type="checkbox"/> Intersection of:				
Primary telephone number		Extension		Fax number
Name of shelter administrator, family assistant or designee Last name      First name      MI			Signature	
E-mail address of shelter administrator, family assistant or designee			Date	

**SEE PAGE TWO FOR REQUIRED SCHOOL INFORMATION**



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4. SCHOOL-RELATED INFORMATION

Form with multiple rows for school information including: School name, Address, City, State (NY), Zip Code, Transportation coordinator's name, Primary telephone number, Principal's name, and Signature of principal or designee.

MAIL COMPLETED FORM TO THE ADDRESS SHOWN ON PAGE ONE OR FAX TO 718-482-3886 ATT: VARIANCE UNIT

For assistance, contact OPT Customer Service at 718-392-8855

5. TRANSPORTATION INFORMATION [ to be completed by OPT ]

Form for transportation information including: Assign MetroCard based on grade, GE route available, SE route available, AM route, PM route, Bus company, and Parties informed.