
IMPORTANT INSTRUCTIONS FOR IMPARTIAL HEARING ORDERS REQUIRING PAYMENT BY THE DEPARTMENT OF EDUCATION (DOE)

The Impartial Hearing Order Implementation Unit is responsible for ensuring the timely implementation of all impartial hearing orders. If you received an impartial hearing order for your child that requires the DOE to reimburse you or make payment to your child's school or provider, or if you are a provider working with a student pursuant to an impartial hearing order, please refer to the information below to ensure prompt payment:

Reimbursement to a Parent or an Attorney on the Parent's Behalf

In order for the DOE to reimburse a parent for tuition, services, transportation, or goods already paid, the following documents are required:

1. Parents who have never been reimbursed by the City of New York (or who need to update their payment information) must submit a Direct Reimbursement Social Security Number Form. (This step is not required if the DOE will be paying your attorney on your behalf. Parents who are unable to provide a social security number should contact the Implementation Unit at (718) 935-3213.)
2. Proofs of payment clearly identifying the school or provider/vendor and the amount paid. Acceptable proofs of payment may include one or more of the below: (See #3 below for proofs of payment required for transportation reimbursement.)
 - Cancelled checks (front and back) payable to the school/provider
 - Credit card statement (paper or electronic)
 - Bank statement (paper or electronic)
 - For tuition payment(s) by loan: Loan agreement and notarized statement from school verifying that tuition was paid
 - For payment(s) by cash for tuition, goods, or services: Notarized letter from parent stating the amount of the payment and acknowledging that payment was made in cash and notarized statement from school or provider verifying that cash payment was made
3. Documentation describing the item for which you are seeking reimbursement:
 - **Tuition:** Signed tuition contract between you and the school and/or affidavit from school on letterhead including the following information: name of student, applicable school year, tuition amount, enrollment period, payments made to date (including method of payment) and amount due and owing to the school
 - **Services:** Invoice for services on provider letterhead including the following information: name of student, name of provider, service type, # of sessions, duration of session(s), rate and date(s) of service, and total cost due
 - **Goods:** Invoice or receipt for goods on vendor letterhead including the following information: name of good, name of vendor, method of payment, payments made and total cost.
 - **Transportation:** Regardless of method of travel, you must submit proof of your child's attendance at school/service location. In unique and/or complicated circumstances, or if you do not have a receipt for transportation purchased in cash, an affidavit may be required. In addition, you must submit the following:
 - Taxi or car service: Receipt indicating date of trip; start/end location; total cost and corresponding proof of payment.
 - Uber/Lyft/Juno/Via: The entire Uber/Lyft/Juno/Via email receipt indicating start/end location, total cost, date of service; and last 4 digits of credit/debit card number. Proof of payment in the form of cover page of credit/debit card statement is required. This must include the last 4 digits of the card number and must correspond to the card number on the receipt.
 - New York City Transit subway or bus: Receipt indicating date and amount of purchase and corresponding proof(s) of payment.
 - Personal car (including tolls): Google/MapQuest print-out of start/end location with mileage; Toll or EZ-Pass receipts indicating costs and dates of trips (if applicable).



4. Documents should be emailed to the designated payment liaison for the parent advocate (when applicable), or to IHOIUTuitionandReimbursement@schools.nyc.gov.

Payment Directly to a School or Provider

In order for the DOE to make direct payment to a school for tuition or to a provider/vendor for services, the following documents/information are required:

1. If the school or service provider's/vendor's current tax information is not in the City of New York's payment system, a [Substitute Form W-9](#) must be completed.
2. Documentation describing the tuition or service for which the parent is seeking direct payment:
 - **Tuition:** Signed contract between school and parent and/or affidavit from school on letterhead including the following information: name of student, applicable school year, tuition amount, enrollment period, payments made to date, and amount due and owing to the school. Tuition documents should be emailed to the designated payment liaison for the parent advocate (when applicable), or to IHOIUTuitionandReimbursement@schools.nyc.gov
 - **Services:** Parents must provide the DOE with the name and contact information for the selected provider/vendor, as well as the rate for the service being provided. Information regarding services should be emailed to the designated payment liaison for the parent advocate (when applicable), or to IHOIUBillingandInvoicing@schools.nyc.gov.
 - Note for Providers/Vendors: The VENDOR MONTHLY SERVICE INVOICE FORM must be signed by the provider and parent (for services provided outside of school) or school designee (for services provided at school). The VENDOR INVOICE must be completed in its entirety including the following information: name of student, impartial hearing case number, service type, provider/vendor name, TIN/SSN, duration and dates of sessions with session times, total number of sessions billed for the month, rate/session and total amount due. Invoice(s) (one per month per student per service) must be mailed on a monthly basis to the address listed below.
 - Provider/Vendor inquiries can be emailed to IHOIUBillingandInvoicing@schools.nyc.gov
 - Provider/Vendor Invoice Forms must be mailed on a monthly basis to:

NYC Department of Education
Impartial Hearing Order Implementation Unit
65 Court Street, Room 1503
Brooklyn, NY 11201

Please include the six-digit Impartial Hearing Office Case Number on all inquiries/document submissions.