Sample Procedure

Transportation Plan to Ensure School Stability for Individual Students in Foster Care

Once a child in foster care is identified, the Local Educational Agency’s (LEA) Foster Care Point of Contact (POC) shall be notified. The LEA Foster Care POC will execute the procedure for ensuring children in foster care that need transportation to their school of origin will promptly receive transportation in a cost-effective manner and in accordance with section 475(4)(A) of the Social Security Act (42 U.S.C. 675(4)(A)) & how that transportation will be provided, arranged, and funded.

**Local Educational Agency** [Click here to enter text.]

* School (Name and Contact Info): [Click here to enter text.]
* LEA Foster Care POC (Name and Contact Info): [Click here to enter text.]
* Transportation Office contact (Name and Contact Info): [Click here to enter text.]
* Student(s) (Name and DOB): [Click here to enter text.] Grade: [Click here to enter text.]
* Placement/Caregiver (Name and Contact Info): [Click here to enter text.]
* Child Welfare Agency (CWA) POC (Name and Contact Info): [Click here to enter text.]
* CWA Specialist (Name and Contact Info): [Click here to enter text.]
* CWA Specialist’s Supervisor (Name and Contact Info): [Click here to enter text.]

**Placement/Caregiver Address**: [Click here to enter text.]

**School Address**: [Click here to enter text.]

**Procedure**

Is the foster child placed in this LEA’s district boundaries (if applicable)? YES  NO

* If yes, this LEA shall transport this student in the same manner as the rest of their students. If this LEA does not have boundaries or does not transport their students continue with this procedure.
* If no, continue with this procedure.

Is the foster child receiving transportation through another LEA program (i.e. the child’s IEP states that they should receive transportation, in which, that transportation is funded through the IDEA Act, etc.)? YES  NO

* If yes, this LEA shall transport this student through the stated program. State the details of the transportation option to be employed and how this transportation option will be provided, arranged, and funded: [Click here to enter text.]
* If no, continue with this procedure.

Can an LEA’s existing bus route be modified in such a manner that it would produce a negligible burden on this LEA? YES  NO

* If yes, this LEA shall transport the foster child in this manner. State the details of this transportation option: [Click here to enter text.]
* If no, continue with this procedure.

Is the foster child’s placement/caregiver or other responsible adult willing to transport the child to their school or a stop on the LEA’s existing bus route? YES  NO

* If yes, enter the name and contact information of the person transporting the foster child and the details of the transportation: [Click here to enter text.]
* If no, continue with this procedure.

Is the foster child placed in congregate care (i.e. a group home)? YES  NO

* If yes, the group home contract with the State requires that the group home transport their residents up to 50 miles one way and that staffing cannot be a reason to deny transportation. Enter the name and contact information (or vendor service name and contact information) of the person transporting the foster child and the details of the transportation: [Click here to enter text.]
* If no, continue with this procedure.

Is the foster child of an appropriate age and do they have the ability to deploy or acquire the aptitude to take advantage of public transportation options? YES  NO

* If yes, state which entity (the LEA, CWA, both, or other) will fund this transportation, the details of this transportation option (i.e. bus numbers and route, expected time of travel, etc.) and the safety protocols in place for the foster child: [Click here to enter text.]
* If no, continue with this procedure.

Can this foster child be transported by this LEA in **any other** low or no-cost method that is not stated above? YES  NO

* If yes, state the details of the transportation option to be employed and how this transportation option will be provided, arranged, and funded: [Click here to enter text.]
* If no, continue with this procedure.

For the purpose of educational stability for children in foster care, will this LEA solely provide, arrange, and fund transportation for this foster child? YES  NO

* If yes, state the details of the transportation option to be employed and how this transportation option will be provided, arranged, and funded: [Click here to enter text.]
* If no, continue with this procedure.

For the purpose of educational stability for children in foster care, will this LEA provide, arrange, and fund transportation for this foster child, if the CWA reimburses this LEA?

YES  NO

* If yes, state the details of the transportation option to be employed and how this transportation option will be provided, arranged, and funded: [Click here to enter text.]
* If no, continue with this procedure.

For the purpose of educational stability for children in foster care, will the CWA solely provide, arrange, and fund transportation for this foster child? YES  NO

* If yes, state the details of the transportation option to be employed and how this transportation option will be provided, arranged, and funded: [Click here to enter text.]
* If no, continue with this procedure.

Can this foster child be transported by the CWA in **any other** low or no-cost method that is not stated above? YES  NO

* If yes, state the details of the transportation option to be employed and how this transportation option will be provided, arranged, and funded: [Click here to enter text.]
* If no, continue with this procedure.

For the purpose of educational stability for children in foster care, will this LEA and the CWA enter into a cost sharing agreement to provide, arrange, and fund transportation for this foster child? YES  NO

* If yes, state the details of the transportation option to be employed and how this transportation option will be provided, arranged, and funded: [Click here to enter text.]
* If no, state which dispute resolution process this LEA and CWA will employ and how transportation for this foster child will be provided, arranged, and funded during the time the dispute is being resolved (*ADE has provided a sample dispute resolution process* [*here*](https://cms.azed.gov/home/GetDocumentFile?id=5969354f3217e10e9c9faa4d) *that either party can instigate*): [Click here to enter text.]
  + Once the dispute has been resolved, state the details of the transportation option to be employed and how this transportation option will be provided, arranged, and funded: [Click here to enter text.]

**These transportation procedures were instituted on the following date:** [Enter Date]

Authorized Signature for [Enter LEA Name]­­­­­­­­­­­­­­­