**Foster Care Transportation Procedure Document**

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. Transportation to the school of origin for children in foster care is a shared responsibility between the child welfare agency & the school of origin. This collaboration requires great partnership, creative problem-solving skills, and a student-focused mindset so children in foster care would be affirmingly supported by all foster care education stakeholders.

**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.**]

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

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

**Procedure**

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

* If yes, this LEA shall transport this child 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 child in foster care receiving transportation through another LEA program (i.e. the child’s IEP has transportation as a related service, in which, that transportation is funded through the IDEA Act, the child was deemed McKinney-Vento eligible (aka ‘homeless’) before entering foster care and was transported through that program, etc.)? YES** [ ]  **NO** [ ]

* If yes, this LEA shall transport this child 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.

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

* If yes, request the child welfare agency to provide the current transportation requirements for congregate care providers. Collaborate with the child welfare agency to ensure that if the congregate care provider is bound by contract to provide transportation to school, that transportation option is prioritized given the requirement to provide transportation in the most cost-effective & prompt manner. Enter the name and contact information (or vendor service name and contact information) of the person transporting the child in foster care and the details of the transportation: [**Click here to enter text.**]
* If no, continue with this procedure.

**Is the child in foster care’s caregiver or other responsible adult willing to transport the child to their school (one or both ways) or a stop on the LEA’s existing bus route (or to a mutually agreed upon location? YES** [ ]  **NO** [ ]

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

**Is the child in foster care of an appropriate age and can they 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 child in foster care: [**Click here to enter text.**]
* If no, continue with this procedure.

**Can this child in foster care 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 child in foster care? 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 child in foster care, 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 child in foster care? 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 child in foster care 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 child in foster care? 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 child in foster care 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.**]