



## Foster Care Transportation Plan Monitoring Review Rubric

This monitoring review rubric will be utilized to assess the compliance of the Foster Care Transportation Plan monitoring program in EMAC. There are a maximum of 100 points. A score of 78 or above will be deemed compliant. Likewise, a score of 77 or below will require the monitoring program to be returned to the LEA for necessary revisions.

Review Information			
LEA Name		Entity ID	
Reviewer Name		Date Reviewed	

Attestation of Foster Care Transportation for Duration of Time in Foster Care			
<p>If transportation to school of origin is necessary to maintain school stability for children in foster care, the LEA, in collaboration with the child welfare agency (CWA), will ensure that said transportation will be provided for the duration of the children's time in foster care.</p> <p>NAME _____</p> <p>SIGNATURE _____</p>			
Criteria	Yes	No	Comments
The LEA attests to ensuring that transportation is provided for children in foster care for the duration of their time in foster care.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Name & signature are provided. (1 point)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Section Score:</b>		<b>1</b>	

Transportation During the BID Process
<p>Children in foster care must remain at their school of origin throughout the best interest determination (BID) process. Describe how the LEA, in collaboration with the CWA, will provide, arrange, and fund transportation to the school of origin during the BID process.</p>

*Description: (i.e. methods of transportation to use, no or low-cost transportation options considered (e.g., eligibility in another LEA program that is already providing transportation, foster caregiver already contracted to provide transportation, foster caregiver able to provide transportation, public transportation, modification of existing bus routes), LEA internal process to activate transportation, etc.)*

**Answer: The foster caregiver that has custody of the student should be communicating immediately with either the front office and/or the teacher to inform us of the situation. The office and/or teacher would then reach out to LEA Foster Care Liaison, and he/she would get in contact with the caregiver or case worker to gather necessary information to understand the student's needs. The case worker is also reaching out to the Foster Care Liaison for the same reason, to communicate any necessary information and discuss the student's immediate needs as well as schedule a BID meeting. Transportation will be provided the same before and after the BID process so that the student doesn't experience any interruption to their education. The difference will be how it is funded. Before the BID process, in the case that LEA has to acquire all costs we will ask CWA for reimbursement. After the BID process, there should be an agreement in place for either LEA to provide full transportation at no cost (either school bus or public bus) or in the case that we need to pay for private transportation, the CWA would agree to split the cost in half with LEA. The mode of transportation include LEA school buses, LEA school 15-passenger van, public city bus passes, third party transportation providers (EverDriven or HopSkipDrive) Once a student is identified as needing transportation, the first step is for the Foster Care Liaison to confirm with caregiver the home address and talk to the LEA Transportation Coordinator to evaluate if we already have an existing bus route that the scholar can take. If not, they discuss the possibility and cost of either adding a stop to a route or finding a city bus route that is accessible for scholar (we take into account the student's age, distance from school and number buses needed to arrive to LEA). If any of these options are viable, the student can be registered immediately and start the next day. If none of these options are viable, the Foster Care Liaison reaches out to either EverDriven or HopSkipDrive to coordinate the transportation needs and waits for them to assign a driver. This can take anywhere from 1-3 days to get a driver assigned. During the BID process, we try to do everything we can to make sure the scholar can attend school as normal and not miss any class. The teacher is made aware of the student's situation and we ask them to give grace if the student struggles in class or doesn't complete homework so that their unstable housing situation doesn't cause academic interruptions. If the scholar is not able to attend school during the BID process, the Foster Care Liaison coordinates with the school principal and the scholar's teachers to try and send work home for the child to do.**

Criteria	Yes	No	Comments
Describes how the LEA will recognize & address the immediate need of transportation during the BID process. (3 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Describes how transportation during the BID process differs from transportation after the BID outcome stating that the child will remain in the school of origin. (4 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Describes how the most prompt & cost-effective methods of transportation will be examined (i.e., amendment of current bus routes, transportation already provided through another LEA program eligibility, foster caregiver or safe adult, child welfare agency, public transportation, etc.). (4 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Lists every possible mode of transportation that the LEA can access (e.g., school bus, small school bus, activity van, third-party vendor, bus passes, etc.). (3 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Describes how the LEA devises and implements transportation (i.e., is there an internal intake form, a request form to the transportation department, does transportation require approval from other LEA employees, how long does it take from identification of need for transportation & the transportation being provided, etc.). (4 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Describes academic support provided during the implementation of transportation during the BID process (e.g., access to online platform to conduct schoolwork, schoolwork sent home with students, etc.). (3 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Section Score:</b>	<b>21</b>		

## Transportation Plan for Children in Foster Care to their School of Origin

**Describe how the LEA, in collaboration with the CWA, will provide, arrange, and fund transportation to the school of origin after the BID process.**

*Description: (This response may include the following: eligibility in another LEA program that is already providing transportation, foster caregiver already contracted to provide transportation, foster caregiver able to provide transportation, public transportation, modification of existing bus routes, LEA internal process to activate transportation, additional*

*considerations, internal forms used, stakeholders involved to execute transportation, sustainability of transportation plan, assurances that children in foster care will not have a lapse in school attendance at the school of origin, differences between interim transportation & long-term transportation, etc.).*

**Answer: The most effective way for the LEA to recognize and address the potential long-term need of transportation is during the BID meeting/s with all of the necessary parties. This allows all parties to discuss the current need of the student and possible solutions and best options that would most benefit the child. The LEA will only know the transportation needs by meeting with the student's case worker and caregiver to understand their housing situation and location and what transportation the CWA can provide. The transportation provided to the student after the BID outcome may or may not differ, depending on the unique situation. If the student is to stay in the same foster home as they were during the BID process and transportation has already been established, then it would continue as so. If the location of the student changes, then we would proceed with the same process mentioned previously to coordinate with the school's Transportation Coordinator and the CWA to provide either the school bus, school van, public city bus, or private transportation (as well as the foster family or group home who might also provide transportation). As stated previously, our process to provide transportation to the student is as follows: Once a student is identified as needing transportation, the first step is for the Foster Care Liaison to confirm with caregiver the home address and talk to the LEA Transportation Coordinator to evaluate if we already have an existing bus route that the scholar can take. If not, they discuss the possibility and cost of either adding a stop to a route or finding a city bus route that is accessible for scholar (we take into account the student's age, distance from school and number buses needed to arrive to LEA). If any of these options are viable, the student can be registered immediately and start the next day. If none of these options are viable, the Foster Care Liaison reaches out to either EverDriven or HopSkipDrive to coordinate the transportation needs and waits for them to assign a driver. This can take anywhere from 1-3 days to get a driver assigned. Once the BID process is complete and it is evident what the student's permanent housing situation will be, the LEA and CWA can determine how they will split the cost of transportation and what would be most cost-effective. The preferred method is always school bus and after that, public city bus if it is safe and viable for the student. If free options are not viable and there is a cost to the transportation, the LEA and CWA will split the cost by splitting AM/PM rides. For example, maybe the foster caregiver drives the student to school in the morning and the school drops off the student with the school van in the afternoon. The mode of transportation will continue to be LEA School buses, LEA school 15-passenger van, public city bus passes, third party transportation providers (EverDriven or HopSkipDrive) Devising transportation within the school is quick and**

easy. The Foster Care Liaison simply speaks with the LEA Transportation Coordinator on the phone or via email to evaluate if we already have an existing bus route that the scholar can take. If not, they discuss the possibility and cost of either adding a stop to a route or finding a city bus route that is accessible for scholar (we take into account the student's age, distance from school and number buses needed to arrive to LEA). If any of these options are viable, the student can be registered immediately and start the next day. If none of these options are viable, the Foster Care Liaison reaches out to either EverDriven or HopSkipDrive to coordinate the transportation needs and waits for them to assign a driver. This can take anywhere from 1-3 days to get a driver assigned. For both of these third party vendors, the Foster Liaison has access an online portal to keep all student information (address and pick-up times as well as contact info) and see live updates of drivers. After the BID meeting and determining that LEA would be the permanent school for the student, the Foster Care Liaison works with the principal and teachers to ensure that the student has all of the necessary supports to catch up or keep up academically. This can include: teacher holding small group with student, teacher creating personal learning goals, student participating in intervention pull-out groups, or after school tutoring.

Criteria	Yes	No	Comments
Describes how the LEA will recognize & address the potential long-term need of transportation after the BID process. (3 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Describes how transportation after the BID outcome stating that the child will remain in the school of origin differs from transportation during the BID process. (4 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Describes how the most prompt & cost-effective methods of transportation will be examined (i.e., amendment of current bus routes, transportation already provided through another LEA program eligibility, foster caregiver or safe adult, child welfare agency, public transportation, etc.). (4 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Lists every possible mode of transportation that the LEA can access (e.g., school bus, small school bus, activity van, third-party vendor, bus passes, etc.) (3 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Describes how the LEA devises and implements transportation (i.e., is there an internal intake form, a request form to the transportation department, does transportation require approval from other LEA employees, how long does it take from identification of need for transportation & the transportation being provided, etc.). (4 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Describes academic support provided during the implementation of transportation after the BID process (e.g., access to online platform to conduct schoolwork, schoolwork sent home with students, etc.). (3 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Section Score:</b>	<b>21</b>		

## Foster Care Transportation Additional Costs

**Describe the circumstances that would trigger the LEA to seek reimbursement from the CWA.**

*Description: (Detail your LEA's policy to determine when and how the LEA would seek reimbursements from the CWA to provide transportation for children in foster care to their school of origin (i.e. any mileage over/under X miles, any cost over/under X dollars, specific situations, when certain transportation methods are used, how will the reimbursement be collected, etc.)).*

**Answer: The only scenario that would cause the LEA to seek reimbursement is if the LEA provides transportation from either our school van or a third-party transportation company before the BID meeting in order to provide students an education without any interruption. This means that perhaps the CWA and LEA and current caregiver haven't had a chance to coordinate and the LEA incurred all transportation costs. In the case that at the BID meeting they determine it necessary to split transportation costs between the LEA and CWA, the LEA would ask for reimbursement for the transportation they had previously provided during the BID process. However, paid transportation is the last resort and in the case that we are able to use a school bus, public city bus or other free option, then reimbursement would not be necessary. The LEA does not calculate cost or reimbursement cost based only on miles. Miles are only calculated in the case we use a third party transportation company; however, if the CWA is to split transportation they can choose to either pay half of the invoice from that company or provide their own transportation to the student for the half of the rides (either AM or PM). There is currently no limit on dollars spent before requesting reimbursement. It is determined in the BID process.**

Criteria	Yes	No	Comments
Describes which types of scenarios would cause the LEA to seek reimbursement from the CWA & what rationale was used. (4 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Describes how the transportation would be provided & how reimbursement would be collected. (4 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
List every possible mode of transportation that the LEA can access (e.g., school bus, small school bus, activity van, third-party vendor, bus passes, etc.). (4 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Describes if there will be a set number of miles that would trigger the LEA to seek reimbursement from the CWA. (3 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Describes if there will be a set number of dollars spent that would trigger the LEA to seek reimbursement from the CWA. (3 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**Describe the circumstances that would trigger the LEA to solely provide transportation.**

*Description: Detail your LEA’s policy to determine when and how the LEA would solely provide transportation for children in foster care to their school of origin (i.e. any mileage over/under X miles, any cost over/under X dollars, when certain transportation methods are used, specific situations, etc.).*

**Answer: Transportation would be solely provided by the LEA if the student is able to take the school bus on one of our six bus routes or if the student is able to use a free bus pass provided by the LEA to use public transportation. It is also an option that the school provide private transportation using the 15-passenger van (however, this would incur a cost that the LEA would request to be split with the CWA) in which case a staff member would be able to drive student both to and from school. The mileage of the student’s house to the school doesn’t matter in this case because if it’s close to the school it is most likely that the school bus or public bus would be a viable option. There is currently no set number of miles that trigger the LEA to solely provide transportation. There is also no set dollar amount that would trigger the LEA to incur all costs of any foster student transportation needs. In the case that there is any additional cost above what has already been approved for the school’s transportation needs for the school year, the LEA would request that CWA split any extra costs.**

Criteria	Yes	No	Comments
Describes which types of scenarios would cause the LEA to solely provide transportation & what rationale was used. (4 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Describes how the transportation would be solely provided by the LEA. (4 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Lists every possible mode of transportation that the LEA can access (e.g., school bus, small school bus, activity van, third-party vendor, bus passes, etc.). (4 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Describes if there will be a set number of miles that would trigger the LEA to solely provide transportation. (3 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Describes if there will be a set number of dollars spent that would trigger the LEA to solely provide transportation. (3 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**Describe the circumstances that would trigger the LEA to agree to share the cost with the CWA.**

**Describe the circumstances that would trigger the LEA to agree to share the cost with the CWA.**

*Description: Detail your LEA’s policy to determine when and how the LEA would share the cost with the CWA to provide transportation for children in foster care to their school of origin (i.e. any mileage over/under X miles, any cost over/under X dollars, when certain transportation methods are used, specific situations, etc.).*

**Answer: The circumstance that would trigger the LEA to share the cost of transportation is only if the cost does not exceed what the LEA would normally pay to transport a student. For example, LEA already provides free school bus transportation to students K-8 and free public transportation passes to students 9-12 (high school). If it is necessary to hire a third party transportation company or pay a staff member an additional stipend to pay for the foster child’s transportation, the LEA would ask that the CWA either cover the cost or split the cost. In the case that the LEA and CWA split transportation, it is typically preferred by both parties that they each agree to transport child either in the morning or afternoon. There are currently no requirements or set number of miles or dollars spent that trigger anything different than previously mentioned.**

Criteria	Yes	No	Comments
Describes which types of scenarios would cause the LEA to agree to share the cost of transportation with the CWA & what rationale was used. (4 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



<p>Describes how transportation would be provided when the LEA agrees to share the cost of transportation with the CWA. (3 points)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>Lists every possible mode of transportation that the LEA can access (e.g., school bus, small school bus, activity van, third-party vendor, bus passes, etc.) (3 points)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>Describes if there will be a set number of miles that would trigger the LEA to agree to share the cost of transportation with the CWA. (3 points)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>Describes if there will be a set number of dollars spent that would trigger the LEA to agree to share the cost of transportation with the CWA. (3 points)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>Describes the nature of the cost-sharing agreement when the LEA agrees to share the cost of transportation with the CWA (i.e. LEA does the AM route and CWA does the PM route, LEA and CWA each agree to provide a set percentage of the transportation, LEA and CWA both agree to pay a certain percentage of the cost of the transportation, are there formalized agreements on paper through a Memorandum of Understanding (MOU) or an Interagency Agreement or any other similar type of document, etc.). (4 points)</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Please be sure to describe the nature of the cost-sharing agreement when the LEA agrees to share the cost of transportation with the CWA (i.e. LEA does the AM route and CWA does the PM route, LEA and CWA each agree to provide a set percentage of the transportation, LEA and CWA both agree to pay a certain percentage of the cost of the transportation, are there formalized agreements on paper through a Memorandum of Understanding (MOU) or an Interagency Agreement or any other similar type of document, etc.).</p>

<b>Section Score:</b>	<b>52</b>		

<b>Foster Care Transportation Plan Public Notice</b>			
<p><b>For the purposes of collaborating with the CWA, the state education agency (SEA), and all foster care education stakeholders, will the approved foster care transportation plan and the contact information for the foster care point of contact be made publicly available on the LEA website?</b></p> <p>DATE NAME SIGNATURE</p>			
Criteria	Yes	No	Comments
The LEA has or will publicly post their foster care transportation plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The date, name, and signature are provided. (1 point)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Section Score:</b>	<b>1</b>		

<b>Section Score Summary</b>	
Section	Section Score
Attestation of Foster Care Transportation for Duration of Time in Foster Care (Maximum total points - 1)	<b>1</b>
Transportation During the BID Process (Maximum total points - 21)	<b>21</b>

Transportation Plan for Children in Foster Care to their School of Origin (Maximum total points - 21)	<b>21</b>
Foster Care Transportation Additional Costs (Maximum total points - 56)	<b>52</b>
Foster Care Transportation Plan Public Notice (Maximum total points - 1)	<b>1</b>
<b>Total Score</b> (Maximum total points - 100)	<b>96</b>

### Monitoring Program Evaluation Results

(A score of 78 or above will be deemed compliant. A score of 77 or below will be returned to the LEA for necessary revisions.)

Compliant	Returned	Comments
X		Thank you completing the form. The Foster Care Transportation Plan Monitoring Program will be marked as Accepted in the Evaluation Task. Compliance in this task will satisfy the desktop monitoring requirement for the Foster Care Transportation Monitoring Program.