

# Transportation Plan

---

**This plan is between:**

Name LEA

Name CCYA

---

## **Transportation Procedures To Ensure Educational Stability of Youth in Foster Care — Every Student Succeeds Act (ESSA) Requirements**

To address transportation for youth in foster care in a cost-effective way, the local education agency (LEA) and the county children and youth agency (CCYA) must establish formal, written protocols and procedures to ensure that youth in foster care can remain in their school of origin whenever possible. In order to do so, the CCYA must regularly identify and inform the LEA of all youth in foster care enrolled in the LEA.

The local transportation plan must be collaboratively designed between the LEA and the CCYA to appropriately reflect the unique local context in which it is in effect. It is recommended that LEAs and CCYAs consider previous scenarios when designing the joint transportation plan to limit educational disruption for youth in foster care as transportation related events occur.

### **Considerations**

LEAs should consider developing transportation plans with other LEAs or CCYAs, both in state and out-of-state, with which they frequently interact regarding youth in foster care; these specific relationships should be defined in the local transportation plan.

If students in foster care are sent to Intermediate Units (IUs) to attend programs at their facilities, the LEA should inform the IUs and the same accommodations must be provided for these students. IUs providing transportation for youth in foster care enrolled in the LEA must be considered in the development and design of the local transportation plan between the LEA and the CCYA, and plans should reference transportation procedures for these students.

If you require extra space to describe your transportation plan, please attach an additional document.

## Part 1: LEA and CCYA Representatives Involved in Designing/Establishing the Local Transportation Plan

Name LEA

Title

Name CCYA

Title

## Part 2: Addressing Transportation Assurances To Ensure Educational Stability

Please describe, in detail, your collaboratively designed transportation procedures governing how transportation to maintain children in foster care in their schools of origin, when in their best interest, will be provided, arranged, and funded for the duration of the time in foster care (ESEA 1112(c)(5)(B)). The purpose of establishing uniform local transportation procedures is to ensure that every foster care student receives a consistent, fair assessment.

### A) Providing Transportation

Describe the detailed the step-by-step procedure the LEA and CCYA will follow to promptly **provide** transportation for youth in foster care.

### **B) Arranging Transportation**

Describe the detailed step-by-step procedure the LEA and CCYA will follow to promptly **arrange** transportation for youth in foster care.

### **C) Funding Transportation**

Describe the detailed step-by-step procedure the LEA and CCYA will follow to ensure transportation is **funded** in a cost-effective manner and in accordance with Section 475 (4) (A) of the Social Security Act. (ED/HHS Joint Guidance, p.17, question 26; Transportation Plan Guide, Part B)

## **Part 3: Addressing Additional Costs**

As part of developing and implementing transportation procedures, the LEA and CCYA must address any additional costs incurred in providing transportation to maintain children in foster care. Given the emphasis on shared agency responsibility, the LEA and the CCYA should make every possible effort to reach agreement regarding how transportation should be funded if there are additional costs. (ED/HHS Joint Guidance, pp.17-19, questions 22, 27, 28, 29; Transportation Plan Guide, Part B)

LEAs, including the school district of origin and the school district of foster residence, as well as the placing CCYA, may also agree to paying for or sharing in the costs in providing transportation to the school of origin. LEAs may include these scenarios in their plans as a method to address additional costs.

**Complete the relevant fields** below to address additional transportation costs if they are incurred in providing transportation to the school of origin.

The LEA will provide such transportation if:

**A) The CCYA agrees to reimburse LEA for additional transportation costs.** Describe the circumstances and procedures.

**B) The LEA agrees to pay for the additional transportation costs.** Describe the circumstances and procedures.

**C) The LEA and CCYA agree to share the additional transportation costs.** Describe the circumstances and procedures.

**D) Other arrangements to address additional transportation costs are established.** Describe the circumstances and procedures.

## Part 4: Considering Low-Cost or No-Cost Transportation Options for Youth in Foster Care

On a case-by-case student basis, additional low-cost or no-cost options for transportation of students in foster care should be explored. Please carefully review the following no-cost or low-cost options for transportation and indicate with a check mark if the LEA and the CCYA agree to explore these transportation funding options on a case-by-case basis.

Options	LEA	CCYA
The child may be dropped off at a school bus stop near the existing transportation system for the school of origin. Communication between the current and new school districts is critical.		
Public transportation options exist, if the child is of an appropriate age and has or is able to acquire the skills to utilize such options.		
Foster parents or other family members are willing and able to transport the child to school.		
The child is already eligible for transportation covered by other programs. For example, IDEA funds may be used to pay for transportation services if the child's IEP team determines transportation is a related service that is required for a child with disabilities in foster care to receive FAPE.		
There are pre-existing bus routes or stops close to the new foster care placement that cross district boundaries, such as bus routes for magnet schools and transportation for homeless students as required by the McKinney-Vento Act.		
The school district of residence, school district of origin and placing CCYA may be willing to share transportation costs.		

Describe any additional low-cost or no-cost options for transportation of students in foster care that may be unique to your local context.

## **Part 5: Local Transportation Dispute Resolution Process Between LEA and CCYA**

Local transportation plans/procedures include a dispute resolution process to address how the transportation requirement will be met if parties cannot come to an agreement. LEAs must ensure that a child in foster care remains in their school of origin while any disputes regarding transportation costs are being resolved. (ESEA 1111(g)(1)(E)(i) and 1112(c)(5)(B)(i))

**Describe your local transportation dispute resolution process.**

## Part 6: Updates and Revisions

Updates and revisions to this local transportation plan should be made as needed; any updates or revisions must be submitted to the Pennsylvania Department of Education. Best practice recommends that an updated plan be submitted every three years, as contractual updates follow this timeline.

LEA

and CCYA

agree to update or revise this local transportation plan as needed or every three years to coincide with the contractual timelines.

## Part 7: Signature

This transportation plan has been reviewed and approved by the representatives of both agencies.

Name LEA

Address

City

State

Zip

Printed name

Signature

Date

Name CCYA

Address

City

State

Zip

Printed name

Signature

Date