

**Between**

**(LEA): Crawford Central School District**

**and**

**(CCYA): Crawford County Children and Youth Services**

**Transportation Procedures**

To ensure the educational stability of Foster Care Youth:  
Every Student Succeeds Act (ESSA) requirements

*To address transportation for foster care youth 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 foster care youth 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 foster care youth 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 foster care youth as transportation related events occur.*

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

**Part 1. LEA and CCYA Representative(s) Included in Designing the Local Transportation Plan**

*Please include the name and title of each LEA and CCYA representative included in designing the joint plan.*

Local Education Agency Representative(s)	Title
1) Thomas K. Washington	<i>Superintendent</i>
2) Alisa Willey	<i>Director of Special Services</i>
3) David Dickson	<i>Director of Buildings, Grounds and Transportation</i>
4)	

County Children and Youth Agency Representative(s)	Title
1) Kelly Schwab	<i>Deputy Director of Crawford County Human Services</i>
2)	
3)	
4)	

*Note: If the LEA sends students to Intermediate Units (IUs), the LEA should inform IUs of foster care youth attending programs at their facilities and the same accommodations must be provided for these youths. IUs providing transportation for foster care youth 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.*

## 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) Please describe, in detail, the step-by-step procedure the LEA and CCYA will follow to promptly **provide** transportation for foster care youth.

1. The CCYA Case Worker will contact the Director of Special Services of the Crawford Central School District within 48 hours.

2. The Director of Special Services will verify the student's enrollment and immediately put into place a transportation plan that meets the student's needs, maintaining the school of origin if practical.

3. Within 10 calendar days, the CCYA Case Manager will coordinate a Best Interest Determination (BID) meeting with the Director of Special Services of the Crawford Central School District, the new district of residence liaison, foster parents, and the student if possible. At the meeting, all parties will agree to a BID and complete a School Placement Form.

4. Based upon the BID, the student will either continue at the school of origin with transportation provided or enroll at the school in the school district where the foster parents reside in which case the new school district/district of residence will provide transportation.

B) Please describe, in detail, the step-by-step procedure the LEA and CCYA will follow to promptly **arrange** transportation for foster care youth.

See Paragraph A above.

C) Please describe, in detail, the 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. *(Please see the ED/HHS Joint Guidance, p.17, question 26 and the Transportation Plan Guide, Part B.)*

1. If the school district of origin is able to utilize existing bus routes and transportation runs, the student will be added and there will be no additional cost.

2. If the student has an IEP that indicates special transportation as a related service, then transportation will be provided by the school district of origin.

3. If there is a need to modify a route, then the additional cost will be calculated by the Crawford Central School District and CCYA will be notified of the cost that will be incurred should the BID be to keep the student at the school of origin.

4. All funding sources will be explored by CCYA and the Crawford Central School District to assist in covering the cost of transportation (IV-E Funds and Title I, Part A Funds respectively).

## 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. (Please see the ED/HHS Joint Guidance, pp.17-19, questions 22, 27,28, and 29, and the Transportation Plan Guide, Part B.)*

*Note: LEAs, including the school district of origin and the school district of 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.*

If there are **additional costs** incurred in providing transportation to the school of origin, the LEA will provide such transportation if (please complete the relevant field):

- A) The CCYA agrees to reimburse the LEA for the cost of such transportation. Please describe the circumstances and procedures for when the CCYA agrees to reimburse the LEA for the additional cost of transportation.

The CCYA will reimburse the Crawford Central School District for transportation costs if an existing route must be substantially altered or a new route must be created.

- B) The LEA agrees to pay for the cost. Please describe the circumstances and procedures for when the LEA agrees to pay for the additional costs.

The Crawford Central School District will pay for additional costs only when it is determined to be a minimal change to an existing bus route (for example, adding a new stop to an existing route).

- C) The LEA and CCYA agree to share the cost. Please describe the circumstances and procedures for when the LEA and CCYA agree to share the additional costs.

The Crawford Central School District and CCYA will share costs when an agreement is made prior to establishing a transportation plan for a student. This will be done on a case by case basis.

**Part 4. Considering Low-Cost or No-Cost Transportation Options for Foster Care Youth**

*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.*

<b>No-Cost or Low-Cost Options</b>	<b>LEA</b>	<b>CCYA</b>
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.	✓	✓
The foster parents or other family member(s) are willing and able to transport the child to school.	✓	✓
The child is already eligible for transportation covered by other programs. For example, Individuals with Disabilities in Education Act (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.	✓	✓

*Please describe any additional low-cost or no-cost options for transportation of students in foster care which may be unique to your local context.*

*Not applicable.*

**Part 5. Describing a local transportation dispute resolution process between the LEA and CCYA**

*Local transportation plans/procedures should 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)*

*Please describe your local transportation dispute resolution process.*

*In the event of a dispute, the school district of origin will continue to provide transportation until a resolution is reached.*

**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.*

The Crawford Central School District (LEA) and Crawford County Children and Youth Services (CCYA) agree to update or revise this local transportation plan as needed or every three years to coincide with the contractual timelines.

**This agreement will be reviewed and approved by representatives of both agencies:**

CCYA Name: Crawford County Children and Youth Services

Address: 18282 Technology Drive, Suite 101

Address:

City, State Zip: Meadville, PA 16335

Printed Name: Kelly Schwab, CCYA Representative

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(CCYA Representative)

LEA Name: Crawford Central School District

Address: 11280 Mercer Pike

Address:

City, State Zip: Meadville, PA 16335

Printed Name: Thomas K. Washington, LEA Representative

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(LEA Representative)

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