

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES AND STATE EDUCATION DEPARTMENT
LOCAL TRANSPORTATION AGREEMENT FOR STUDENTS IN FOSTER CARE

Local department of social services (LDSSs) and local school districts (LEA) will biennially prepare a local transportation agreement for students in foster care that will outline local transportation procedures. This document will provide both local agencies with a list of key contacts for foster care issues, statements regarding the information the LEA and LDSS will provide in support of the best interest determination and additional supports available for students in foster care. These agreements must be done between LEAs and LDSSs when children in the care and custody of social services are attending the school/district.

LEA:
LDSS:
School year(s) to which the current plan applies:

To provide continuity of appropriate educational services for children who are placed in foster care, the LEA and LDSS agree to cooperate effectively to meet the educational and transportation needs of children in foster care as follows:

- I. The LEA and LDSS will identify key contacts and update as needed immediately upon any change.**

Critical School District/Local Education Agency (LEA) Contacts

Role	Name/Title	Phone - Office	Phone - Cell	Email
Superintendent	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
LEA Point of Contact	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
School Counselor	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
CPSE/CSE Chair (where applicable)	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Transportation Administrator	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Critical Local Department of Social Services Contacts

Role	Name/Title	Phone - Office	Phone - Cell	Email
LDSS Commissioner	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
LDSS Point of Contact	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
(Alternate) LDSS Point of Contact	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Voluntary Agency Point of Contact	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

II. In recognition that the LDSS must determine the educational placement that is in the best interest of the child, the LEA agrees to cooperate with the LDSS to support the placement decision. The LEA also agrees to assist in providing the necessary logistical support for the implementation of the decision.

Supporting the Best Interest Determination (BID) Process:

1. To support the best interest determination process of the LDSS, ***the LEA agrees to the following:***
 - Provide any information requested by the LDSS in support of the decision.
 - Make staff available that may be able to inform the decision about the educational needs of the child.
 - Align all processes and procedures regarding these discussions with privacy requirements under state and federal law.
2. To support the best interest decision determination process, ***the LDSS agrees to the following:***
 - Inform the current school district of attendance of the placement of a child in foster care as soon as possible **and no later than two business days** from the placement.

Implementation of BID:

Once the BID is made, the **LDSS** will do the following:

- Immediately contact the district of origin and district of attendance, if different, POC(s) **within 10 days of the placement** of the child in foster care or earlier, if possible.
- Give written notice of the determination to district of origin's LEA POC.
- Continue its consultation with the school district of origin and/or district of attendance regarding the child's foster care placement and other issues relevant to the child's educational stability and well-being in accordance with privacy and confidentiality requirements under federal and state law.

Once the best interest determination is made, the **LEA** will do the following:

Based on the student's BID, the school will implement steps under 1, 2 or 3:

1. **When the student is placed in foster care inside his or her school district of origin and will attend school in the school of origin (the district of origin and district of attendance are the same):**

The LDSS will contact the LEA POC in writing (**LDSS-2999**), then the following parties in the district will be notified of the placement through the district's internal processes.

- District superintendent
- School building principal (building of origin; new building)
- District transportation administrator
- CSE/CPSE chairperson (if applicable)
- Pupil personnel services

The district of origin will transport the child in a manner appropriate to the child's needs from their placement address. The district will provide transportation and as soon as reasonably possible (within two to three business days), create an individual transportation agreement. The costs of expenditures associated with this transportation are aidable under the provisions of **Sections 3244** and **3202** of the Education Law.

2. When the student is placed in foster care outside of his or her district of origin, but will attend the school of origin in the district of origin (the district of origin and district of attendance are the same):

When the LDSS has determined that it is in a student’s best interest to remain in his/her district of origin, the LDSS will notify the LEA POC of the district of origin in writing (LDSS 2999).

- a. Upon receipt of notice from the LDSS, the district of origin’s LEA POC will notify appropriate school personnel. At a minimum, the school personnel that should be notified **within two business days or sooner** are:
 - District Superintendent
 - School building principal (building of origin)
 - District transportation administrator
 - CSE/CPSE Chairperson (if applicable)
 - Pupil personnel services
- b. **Transportation provision:** The school district of attendance shall provide transportation to and from the child’s foster care placement to the school of origin. Any cost incurred for such transportation that is allowable up to 50 miles each way is an aidable expense. The district’s transportation administrator should be immediately informed of the child’s residential address, school building that will be attended and any other special transportation needs.
 - The transportation director will contact other school districts, per usual practice, to determine if the student can be accommodated on an existing (or reasonably modified) school transportation or public service route.
 - Once this determination has been made, a decision of how appropriate services will be provided will be made (within **five to seven** business days).

3. Student is placed outside of the school district of origin and will attend school in a district outside the school district of origin (the school district of residence and the district of attendance are the same)

When the LDSS has determined that it is in a student’s best interest to attend school in a new district, the LDSS will notify the district of attendance LEA POC and the district of origin in writing (LDSS 2999).

- a. Once the LDSS notifies them, the LEA POC in the district of residence (now known as the district of attendance) will notify appropriate school personnel. At a minimum, the school personnel that should be notified **within two business days** are:
 - School district Superintendent
 - School building principal (building of origin)
 - District transportation administrator
 - CSE/CPSE Chairperson (if applicable)
 - Pupil personnel services
- b. The district of attendance will transport the child in a manner appropriate to the child’s needs from his/her placement address. The district will provide transportation as soon as reasonably possible to put a plan in place (within **five to seven business days** for out-of-district transportation) and as collaboratively agreed upon with the LDSS. The costs of expenditures associated with this transportation are aidable under the provisions of **Sections 3244 and 3202 of the Education Law.**

Agreed to on the following date: / /

Authorized Signature for School District (LEA):

Authorized Signature for Local Department of Social Services (LDSS):

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES AND STATE EDUCATION DEPARTMENT
**INDIVIDUAL TRANSPORTATION PLAN
FOR A STUDENT IN FOSTER CARE**

Student's name:

Student's date of birth: / /

Student's current grade level:

School to be attended (address):

Foster care placement address (address from which transportation will be provided):

School district of origin:

School district of residence, now designated district of attendance (where different from district of origin):

Date of best interest determination (BID) document received: / /

Date of *Individual Transportation Plan for a Student in Foster Care* completion: / / .

(within two to three business days for in-district, or five to seven business days for out-of-district of notification of BID)

Date transportation must commence: / /

(within **two to three** business days for in-district or **five to seven** business days for out-of-district of notification of BID)

Transportation plan reviewed annually: Date(s): / / , / /

Local Department of Social Services (LDSS) Information

Name of LDSS:

LDSS POC telephone and email:

Other (i.e., nonprofit, voluntary agency, etc.) with name and contact info:

District of Attendance Contact Information

Superintendent:

Telephone and email:

LEA POC:

Telephone and email:

Transportation director (or equivalent):

Telephone and email:

Transportation employing agency (if not school district):

District of Origin Contact Information (if applicable)

Superintendent:

Telephone and email:

LEA POC:

Telephone and email:

Transportation director (or equivalent):

Telephone and email:

Approved Transportation Plan

(Until further revisions due to a change in services or a new school year)

Once the regular transportation arrangements are made, the child will (check appropriate box):

- Walk (only if this is consistent with home-to-school travel policy for students living a similar distance from school)
- Use public transportation (only if this is consistent with home-to-school travel policy for students in similar circumstances)
- School-operated or contracted travel on a bus or other vehicle
 - a. If school-operated or contracted travel is the choice above, the student will travel on a vehicle owned and operated by:
 - b. If a transfer between school buses is necessary, please describe:
 - c. This is existing route # (where applicable)
- Private transportation services provided by the child welfare agency

These transportation procedures were agreed to on the following date: / /

Authorized Signature for District of Attendance (if not district of origin):
Authorized Signature for District of Origin (only needed for student who has IEP with transportation as a related service):