



### **Process for Approving and Reimbursing Transporters for Educational Stability and Continuity**

School transportation can be a significant factor in determining what is in a child's best interest when they are in out-of-home care. We have a responsibility to maintain a student in their school of origin, but must also consider the impact on the child of travelling from one town to another in order to maintain educational continuity.

#### **Approving an individual to transport:**

1. If the person transporting has not previously been approved by DCF, they need to complete the same paperwork and process used for a respite home approval.  
SPECIAL NOTE: If the driver is *only* driving and not providing actual hours out of the car for respite, then the Compliance Documentation Checklist can be completed by meeting with the candidate in your office.
2. After the application is complete, DCF staff need to scan pages 1-12, as well as the district office recommendation for approval, and notes. Send to the RLSI at: [AHS.DCFSDRLSIAdmin@state.vt.net](mailto:AHS.DCFSDRLSIAdmin@state.vt.net).
3. W-9s need to be submitted for anyone requesting transportation reimbursement.

#### **Reimbursement for transportation:**

1. Reimbursement for travel related to educational continuity is to be requested on a [Foster/Kin Parent Expense Travel Reimbursement Form](#).
2. A family receiving reimbursement on a contracted rate can get transportation expenses covered through the Foster Parent expense account system if (and only if) it is for maintaining educational stability.
3. W-9s need to be submitted for anyone requesting transportation reimbursement.
4. Expenses for transporting a child back and forth to school must be submitted on a form separate from any other requests for reimbursement.
5. Only *one* child may be listed on a foster parent/kinship parent expense reimbursement form. If there are multiple children being transported to the same location, only one request for reimbursement, under one child's name, can be made.
6. If there are multiple children being transported to different locations, there will need to be separate forms under each child's name.
7. Once reimbursement forms are district approved, they need to be sent directly to the Child Welfare Resource Monitor at Central office.
8. Reimbursement will usually be received by the provider within 4 to 6 weeks.