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# SUPERINTENDENT OF PUBLIC INSTRUCTION

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December 5, 2017

(X) Action Required  
( ) Informational

## BULLETIN NO. 099-17 STUDENT ENGAGEMENT AND SUPPORT

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
School District Foster Care Liaisons  
School District Title I Directors  
Children's Administration Education Leads

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Written Transportation Procedures and Foster Care Transportation Billing

CONTACT: Jess Lewis, Foster Care Education Program Supervisor  
360-725-6505, [jess.lewis@k12.wa.us](mailto:jess.lewis@k12.wa.us)

### **PURPOSE/ BACKGROUND**

This bulletin provides information, guidance, and a process to help school districts and Children's Administration meet their mutual mandates under [RCW 74.13.560 - Educational continuity—Protocol development](#), and Section 1111 of the Elementary and Secondary Education Act (ESEA).

Attached are three documents intended to streamline transportation reimbursement requests for school of origin transportation for students in foster care, and help districts meet compliance mandates under Title I Part A/Foster Care.

### **REGIONAL EDUCATION AGREEMENT**

Included in this bulletin is the **Regional Education Agreement** written and vetted by Children's Administration (CA) and the Office of Superintendent of Public Instruction (OSPI). This agreement was developed to 1) meet both the Children's Administration mandate under [RCW 74.13.560 - Educational continuity—Protocol development](#) to develop collaborative agreements with school districts, and 2) meet the mandate for school districts to develop written transportation procedures and formal collaboration agreements as required under Section 1111 of the Elementary and Secondary Education Act (ESEA). This agreement meets the majority of district standards under the foster care provisions of Title I, Part A for the Consolidated Program Review (CPR). Attached is a copy of the **CPR Foster Care checklist** for your information.

While school districts are welcome to negotiate their own agreements, this template was drafted by both CA and OSPI, and vetted by our respective Assistant Attorney General (AAGs) and federal partners to ensure that it meets compliance requirements. School districts are required to establish written agreements in collaboration with CA.

### **CONTRACTOR INTAKE FORM**

The attached Contractor Intake Form will facilitate the initiation of the Regional Education Agreement. It also initiates the vendor arrangement with CA to allow school districts to request reimbursement for the “additional” transportation costs associated with maintaining students in foster care in their school of origin. CA, as part of their process to renew the Regional Education Agreements with each Local Education Agency (LEA) and to establish transportation-billing arrangements with local school districts, will follow the following process:

Each school district will need to complete the attached **Contractor Intake Form** and return it to CA. Once CA received the Contractor Intake Form, a copy of the Regional Education Agreement will be sent to you for signature. Please complete all sections of the form and follow these specific instructions with the form:

1. Section One—Contractor Name/Business Organization, #3: there must be an EIN listed.
2. Section Four—Contractor Primary Contact Person: The Superintendent of the school district or the person who will be signing the Agreement for the school district.
3. Section Five—Additional Information, #2: Please list the information of the School District Foster Care Liaison in this section. It is important that we have their contact information and name.
4. Section Six—Contractor Certification: Must have this section completed by whomever is authorized to sign from the school district.

Once the form is completed, please return the form by email to Rick Morgan at [morgara@dshs.wa.gov](mailto:morgara@dshs.wa.gov). If you have any questions regarding the contract process, please call Rick at 360-902-7522.

### **TRANSPORTATION BILLING FORM**

Every Student Succeeds Act (ESSA) 2015 requires the state child welfare agency and school districts to collaborate on transportation to keep children in their same school when placed into foster care. ESSA also requires the same collaboration with any placement changes when it is in the child’s best interest to continue to attend their school of origin.

When the caregiver cannot transport or the school incurs cost beyond the district's transportation reimbursement, CA and the school(s) can, and should, enter into a cost sharing agreement. CA and OSPI have developed a process to facilitate payment to individual school districts as needed.

**New Process**

- The caseworker will negotiate a transportation plan with the school district.
- If there are additional costs, the school district will complete the CA School Transportation Billing form.
- The school district will provide the completed form to the caseworker who will attach it to a completed [DCFS Administrative Approval Request 05-210](#).
- The caseworker will submit both forms to their supervisor for approval.
- The supervisor will review and, if approved, submit to regional fiduciary specialist.

If disagreements develop regarding best interest of the child or the transportation plan, the caseworker may contact their regional Education Lead for support in the resolution of the matter. The school district will ensure that the child remains in his or her school of origin while disputes are being resolved.

For more information, contact your regional Education Lead.

- R1N: [valerie.marshall@dshs.wa.gov](mailto:valerie.marshall@dshs.wa.gov) 509-998-3755
- R1S: [lorenzo.lopez@dshs.wa.gov](mailto:lorenzo.lopez@dshs.wa.gov) 509-731-8118
- R2: [donna.lafrance@dshs.wa.gov](mailto:donna.lafrance@dshs.wa.gov) 206-639-6207
- R3: [sandy.duron@dshs.wa.gov](mailto:sandy.duron@dshs.wa.gov) 253-328-2696
- HQ [shanna.mcbride@dshs.wa.gov](mailto:shanna.mcbride@dshs.wa.gov) 360-902-8474

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### **INFORMATION AND ASSISTANCE**

For questions regarding this bulletin, please contact Jess Lewis, Foster Care Education Program Supervisor, at 360-725-6505 or email [jess.lewis@k12.wa.us](mailto:jess.lewis@k12.wa.us). The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins and Memoranda](#) page of the OSPI website.

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Deputy Superintendent

Martin Mueller  
Assistant Superintendent  
Student Engagement and Support

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Director  
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CR:jl

**Attachment A:**        **Regional Education Agreement**  
**Attachment B:**        **Consolidated Program Review Foster Care Checklist**  
**Attachment C:**        **Contractor Intake Form**  
**Attachment D:**        **Transportation Billing Form**

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