

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

OCTOBER 15, 2018

M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: JULIE LESTER, INTERIM DIRECTOR

SUBJECT: SCHOOL TRANSPORTATION REIMBURSEMENT TO SCHOOL DISTRICTS

DISCUSSION:

The purpose of the memo is to introduce the Financial Memorandum of Understanding (MOU) between Children's Division and any given school district to allow for reimbursement of transportation expenses incurred by the school district in an effort to maintain a foster child in his/her school of origin pursuant to the Every Student Succeeds Act (ESSA) of 2015. The MOU outlines responsibilities of CD/Foster Care Case Management (FCCM) agencies and the school district pertaining only to the invoicing and reimbursement processes for these additional transportation costs. The MOU includes Attachment A- Individual Student Transportation Plan – used to document the negotiated cost-sharing transportation agreement for a specific child.

ESSA Transportation Requirements

As referenced in [Sec4Ch31Sub1.2](#) of the Child Welfare Manual, ESSA requires local educational agencies (LEAs) to collaborate with local child welfare agencies to ensure transportation for children in foster care is provided, arranged and funded for the duration of a child's time in foster care. If there are additional costs incurred by the school district in providing transportation to a child's school of origin, the LEA will provide such transportation if: 1) the local child welfare agency agrees to reimburse the LEA for the additional cost; 2) the LEA agrees to pay the additional cost; or 3) the LEA and local child welfare agency agree to share the cost.

When a child's initial entry into foster care or any subsequent change in placement would normally result in a transfer outside the child's school of origin, ESSA requires the LEA to collaborate with Children's Division or the assigned FCCM agency in a Best Interest Determination (BID) process to determine which school placement is in the child's best interest. If the BID results in the child remaining in the school of origin,

discussions around transportation plans should follow. If the elected transportation plan creates an additional cost to the school district **and** the two agencies agree to share the cost, the MOU should be executed and Attachment A completed.

Executing an MOU with a School District

The MOU outlines the responsibilities of CD/FCCM and the school district around invoicing and reimbursement processes for additional transportation costs incurred pursuant to ESSA. The MOU is standardized and approved by the Division of Legal Services and the Division of Financial Administrative Services (DFAS), and therefore, may not be altered. Executing this MOU with a school district involves the following steps:

- An MOU should be executed with a school district only once a transportation cost-sharing agreement is negotiated for a child to maintain him/her in the school of origin, pursuant to ESSA. This will limit the number of MOUs to only those with a business need identified.
- The MOU and Attachment A can be accessed via:
 - [Intranet → Programs → FCOOHC](#)
 - [Intranet → Employee Tools A-Z](#)
- Only one MOU is needed for each school district, regardless of which circuit executed it.
- When a BID process results in a negotiated cost-sharing agreement between CD/FCCM and the school district, the MOU should be presented to the district and signed by a district designee (Authorized Signature of the School District) and the Circuit Manager or authorized designee (Approval Signature for the Children's Division). The Authorized Signature for the Department will be obtained by the DFAS Procurement Unit. It is important that this signature line is left blank.

NOTE: Contracted staff – once an MOU is signed by the school district – will submit the MOU to the local CD office for the Circuit Manager's signature. Children's Division will then submit the MOU to Central Office as described below.

- Prior to entering into an MOU with a school district, please check the Procurement Unit's Contract Reports site to see if an MOU with that school district has already been executed and is in effect:
 - [Procurement Unit Contract Reports](#) site
 - Search for MOU by title – "School Transportation Reimbursement" - utilizing the drop down menu.
 - All approved and executed MOUs will be listed by school district.

If an MOU has already been established with the school district, staff may work directly with the schools involved to complete and obtain signatures on the ESSA Individual

Student Transportation Plan form (Attachment A). Reimbursement to school districts cannot occur without the MOU in effect.

- The original signed MOU should be sent to Central Office, attention Lori Masek, so it can be logged and forwarded to DFAS Procurement Unit for finalization, posting to SharePoint, and record retention.
- The Attachment A – Individual Student Transportation Plan is completed to document the child-specific transportation plan and cost-sharing agreement negotiated between the two agencies. The original is maintained in the child’s case record.

Invoices / Payment Process

An MOU between CD and a school district must be established before CD/FCCM staff can reimburse the district for shared transportation costs. To process reimbursement:

1. The school district must be an Unclassified (UN) Vendor.
 - a. The county office will assign the district a DVN locally, if not already completed.

NOTE: Please use the official school district name as listed on the DESE school [directory](#) - use the Search by County tool to the right of the page.
 - b. Send a UN SS-60 form along with tax documentation to DFAS [FACES Payment Unit](#) for approval and entry into FACES.
2. The school district shall invoice CD/FCCM as outlined in Section 4.4 of the MOU.
3. The county office will ensure all required elements for invoicing outlined in the MOU are documented on the invoice prior to payment.
4. The invoice will be paid on a Payment Request (PR) through FACES:
 - Program Area: AC
 - Vendor Type: UN
 - Service Code: TRED (NA)
 - Service Dates: Per day, enter round trip mileage
 - Unit Rate: Total number of miles (CD’s cost per mile, as negotiated)
 - Comments: “Payment is made pursuant to ESSA – see attached agreement”
5. Attach the invoice and a copy of the child’s completed and signed Attachment A – Individual Student Transportation Plan and send to the [FACES Payment Unit](#).

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT Lori Masek 573-592-1007 Lori.Masek@dss.mo.gov	MANAGER CONTACT Ivy Doxley 573-526-1422 Ivy.Doxley@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS	
N/A	
FORMS AND INSTRUCTIONS	
N/A	
REFERENCE DOCUMENTS AND RESOURCES	
MOU – School Transportation Reimbursement (M00539) MOU – School Transportation Reimbursement Attachment A – Individual Student Transportation Plan	
RELATED STATUTE	
N/A	