Interagency Agreement between the
Los Angeles County Department of Children and Family Services (DCFS),
the Los Angeles County Office of Workforce Development, Aging and Community Services (WDACS), the Los Angeles County Office of Education (LACOE), and the Undersigned Los Angeles County School Districts and their Affiliated Charter Schools
for a Long-Term Transportation Plan to Ensure School Stability for Foster Care Youth

It is the intent of the parties that this agreement establish procedures to provide and fund\(^1\) the necessary transportation for foster youth to remain in their school of origin\(^2\) (SOO) as required by the Every Youth Succeeds Act ("ESSA") (20 U.S.C. 6311-12). The agreement is in effect until otherwise agreed upon by the parties.

1. Definitions
The parties agree to the definitions included in Appendix A as part of this agreement.

2. Scope
The provisions of this agreement cover all youth from preschool\(^3\) to 12\(^{th}\) grade who are entering foster care, placed in out-of-home care (OHC), or changing placements under the supervision of DCFS (herein after referred to as “youth" or “foster youth”) within all of the undersigned Los Angeles County School Districts (herein after referred to as “Districts” or “School Districts”).

3. Funding\(^4\)
A. DCFS will administer Education Travel Reimbursement Payments to resource families and Metro TAP cards to youth as appropriate. DCFS will be responsible for any costs associated with these methods for school of origin transportation.
B. DCFS contracted Short-Term Residential Therapeutic Programs (STRTPs) will be responsible for providing transportation to school of origin for foster youth within their care\(^5\).

---

\(^1\) Contingent upon available funding
\(^2\) See Appendix A for definition
\(^3\) Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care issued by the U.S. Department of Education and the U.S. Department of Health and Human Services on June 23, 2016 (Question 7, Page 8): If an LEA offers a public preschool education, an LEA must meet the Title I requirements for children in foster care in preschool, including ensuring that a child in foster care remains in his or her preschool of origin, unless a determination is made that it is not in the child’s best interest. (See ESEA section 1111(g)(1)(E))
\(^4\) Please see Appendix E as well as Sections 5-9 below to determine when a given method of transportation will be utilized
\(^5\) California Department of Social Services Short-Term Residential Therapeutic Program Interim Licensing Standards, (Cal. Dept. of Social Services, STRTP ILS), Version 3.
C. School Districts will be responsible for any costs associated with utilizing or re-routing bus routes for school of origin transportation or for any Metro TAP cards they provide to foster youth as appropriate.

D. DCFS and School Districts of Origin shall split transportation costs evenly (50% each) for both stop-gap and long-term private transportation (see Section 5 & 8).  

4. Identifying Youth Entering Foster Care Who Will Be Placed In OHC or Who Are Changing Placement

A. DCFS CSW will utilize the Form 1399 to notify the school and school district’s Foster Youth Liaisons following a determination that a youth will be or has been placed into out-of-home care or is moving to a new OHC placement. If the youth has an active IEP, rules of court require that any local education agencies involved receive notice at least 10 days in advance of the school change (CA Rule of Ct. 5.651(e)(1)(B)). The notification shall also remind the school district of origin’s District Foster Youth Liaison of a potential need for a best interest determination (see Section 7).

B. School Districts shall ensure that there is a designated District Foster Youth Liaison (or other designee) to receive and respond to these notifications in a timely manner. School districts shall provide updated contact information for this individual and send it to LACOE FYSCP. LACOE FYSCP will update this list on their website and email the DCFS Education Unit YES email box at youth.education.support@dcfs.lacounty.gov.

C. DCFS will share the youth’s CSW information through the DCFS 1399 form that they provide to the school as well as through weekly data sharing between CDE and CDSS. If a school district would like to make a transportation referral, they can email the CSW assigned to the youth’s case who will then connect the school district with the appropriate Education Specialist.

D. If LACOE FYSCP receives any transportation referrals, they will forward them to the DCFS Education Unit YES email box at youth.education.support@dcfs.lacounty.gov.

5. Stop-Gap Transportation

For Newly Detained Youth Not Placed in STRTPs

A. DCFS CSW will discuss with the Education Rights Holder (ERH) and the DCFS supervised youth both of their education rights as well as the potential for a Best Interest Determination meeting to be called in the future.

---

6 Pending available funding

7 Please see Appendix E for a flowchart of the entire long-term ESSA process.

8 DCFS 1399: Notification to School of Pupil’s Foster Care Status and/or Request for Transfer of Pupil and Records. This form shall be submitted to the school districts via fax or email, until the LACOE Education Passport System is fully implemented and the DCFS 1399 form can be sent electronically to school districts through that system. The 1399 form also has instructions for the school and district regarding procedures for pursuing an IEP for the student.

9 See Appendix A for definition
B. DCFS will determine whether immediate stop-gap transportation to the SOO is necessary while a best-interest determination is being made (Section 7) and long-term transportation plans finalized (Section 8).

C. If an immediate default stop-gap option\(^\text{10}\) is feasible, that method will be utilized. DCFS and/or District Foster Youth Liaison, depending on the method of stop-gap transportation, will coordinate with the resource family as needed to facilitate stop-gap transportation.

D. If an immediate default stop-gap transportation option is not available, DCFS will refer to the private vendor to schedule a ride. The referral will be sent simultaneously to the private vendor and to WDACS. WDACS, as the contract holder, will track the invoices and oversee the fiscal monitoring. The private vendor will set-up the ride and send out a confirmation email to the CSW, District Foster Youth Liaison, and Ed Specialist.

E. All costs will be split according to Section 3.

**For Newly Detained Youth Placed in STRTPs**

F. The STRTP will provide immediate stop-gap transportation to the youth’s school of origin.

6. **Identifying the Education Rights Holder**

**For Newly Detained Youth:**

A. At the initial court hearing, the court must consider who holds the education rights and whether the parental education rights are to be limited or terminated. If they are limited / terminated, then the court may assign a new or co-ERH to make education decisions on behalf of the foster youth, using form JV 535 (Order Designating Education Rights Holder).\(^\text{11}\)

B. Once an ERH has been determined or newly assigned, the CSW will inform the ERH of their rights, the youth of their educational rights, and the potential for a Best Interest Determination meeting to be called in the future (Section 7).

**For Replacements:**

C. If the ERH is listed and reachable, the CSW will call the ERH and inform them of the ERH’s rights, the youth’s educational rights, and the potential for a Best Interest Determination meeting to be called in the future (Section 7).

D. If an ERH is not listed or the CSW cannot get a hold of them, the CSW will either 1) bring up this issue at an upcoming Court Hearing or 2) fill out and file a JV-539 (Request for Hearing Regarding Child’s Education).

E. If a CSW uses an existing hearing or walk-ons to address the issue of not being able to reach an ERH, the Court will determine whether or not the current ERH rights are to be limited or terminated or assign a new ERH or co-ERH.

---

\(^{10}\) An immediate default stop-gap option is an option that can be implemented to ensure the youth can attend their school of origin immediately, this may include caregiver driving the youth to school, child can walk, TAP cards, etc.

\(^{11}\) California Rule of Court 5.651 (b)(1)
F. Once an ERH has been determined or newly assigned, the CSW will inform them of their rights as well as the potential for a Best Interest Determination meeting to be called in the future (Section 7).

7. **Best Interest Determination (BID)**\(^\text{12}\)

A. The SOO is the default school placement. Prior to any school changes, a best-interest determination process must occur. The youth may not be unenrolled from school until and unless that determination finds it in his/her best interest to change school placements. The youth must be transported to the SOO through the stop-gap process outlined in Section 5, until the long-term method of transportation is determined (Section 8).

B. Data will be gathered from DCFS and the school district to track whether the BID is happening in a timely manner. A reminder will be sent to the DCFS CSW and District Foster Youth Liaison to convene a BID with the ERH and youth.

C. When a BID is convened, the ERH, youth, CSW and District Foster Youth Liaison may use Appendix B: Best Interest Determination Tool to help guide their discussion.

D. Before recommending that a youth be moved from his/her SOO, the District Foster Youth Liaison shall provide the youth and the ERH with a written explanation stating the basis for the recommendation and how the recommendation serves the youth's best interest. The youth's ERH ultimately decides whether to invoke or waive school of origin rights.

E. If the ERH determines that the best interest of the youth would be served by his/her transfer to a school other than the SOO, the youth shall immediately be enrolled in the new school. If DCFS or any other party disagrees with the ERH's best-interest determination, they should refer to Section 13 for Dispute Resolution procedures.

F. If the ERH determines that the youth will remain in their SOO, the district and DCFS CSW, in consultation with the Education Specialist, shall then move to the Method of Transportation discussion\(^\text{13}\) (Section 8).

8. **Long-Term Method of Transportation**

   **For Newly Detained Youth Not Placed in STRTPs**

   A. The DCFS CSW, Education Specialist, and the District Foster Youth Liaison will discuss the available long-term transportation options for the student. DCFS and districts will work to exhaust all resources prior to requesting private transportation (see Appendix C for tool). This conversation only occurs if during the BID, the ERH determines the youth shall remain in the SOO.

---

\(^{12}\) See Appendix A for definition and Appendix B for tool.

\(^{13}\) This discussion must be separate and have no bearing on the BID. See Appendix C for tool.
B. DCFS CSW will determine 1) the resource family’s capacity to provide transportation (with mileage reimbursement) to the SOO, and/or 2) the possibility of the student's using bus passes or public transportation vouchers.

C. The District Foster Youth Liaison assesses whether 1) the child is eligible for transportation services under another entitlement, 2) a related service is included in his/her Individualized Education Plan (IEP) or 504 Plan, or 3) the district is able to incorporate the student into an existing bus route, modify an existing bus route, or other no cost or low-cost options. Transportation is provided and funded by the district if option 3 is available. Districts can collaborate to provide transportation to the SOO when a student in OHC resides outside of the boundaries of the school district of origin. This can include, but is not limited to, districts modifying and connecting cross-district routes, or one district providing transportation to the SOO while the other provides transportation from the SOO. The district of origin can contact the district of residence directly or send an email to request facilitation.

D. If multiple non-private transportation options are available, DCFS and School Districts should select the most “cost-effective” and “reasonable” which means considering the cost, distance, length, and developmental appropriateness of the mode of transportation. Once a selection is made, this method shall be administered and costs split in accordance with Section 3.

E. If all non-private vendor transportation options are exhausted, the private vendor is chosen as the long-term method of transportation, and DCFS Education Specialists shall send a referral to the private vendor. A copy of the referral will also be sent to WDACS staff assigned to this contract for monitoring and administration purposes.

F. If only one transportation option is available and is cost-effective and reasonable given the youth’s developmental needs, this method shall be administered as the long-term transportation plan for the foster youth. Costs shall be split according to the cost-sharing methodology laid out in Section 3.

G. In setting up transportation plans, best efforts should be made to accommodate for participation in before and after school sponsored activities, education related activities, or child care. School districts will work with their affiliated after-school programs to create procedures for the private vendor drivers to pick-up foster youth.

H. If DCFS and School Districts disagree over which options are cost-effective and reasonable and cannot come to an agreement on their own during the Long-Term Transportation Discussion, they will move to Dispute Resolution (Section 13 A&B). For disagreements between the ERH or caregiver regarding the long-term method of

\[\text{14 Ibid.}\]

\[\text{15 Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care issued by the U.S. Department of Education and the U.S. Department of Health and Human Services on June 23, 2016.}\]
transportation, refer to Section 13F. The student must continue to receive stop-gap transportation during the pendency of the dispute (Section 5).

For Newly Detained Youth Placed in STRTPs
I. The STRTP will provide long-term transportation to the youth’s school of origin.

9. Timing of Implementing Long-Term Transportation
A. DCFS and the school districts have five school days after the best-interest determination is finalized to implement the long-term transportation plan. In the interim, stop-gap transportation is provided as outlined in Section 5.

Figure 1. Overview of SOO Transportation

10. Duration of Transportation
A. Transportation is provided for the duration of the child's time in OHC, unless the ERH determines it is no longer in the child's best interest to remain in the SOO.
B. Stop-gap transportation is intended to be short-term and ends when long-term arrangements determined by DCFS and districts are implemented as outlined in Section 8.
C. Stop-gap transportation can become the long-term plan if DCFS and District Foster Youth Liaison confirm this by e-mail.
D. To maintain educational stability, if a youth exits foster care before the end of a school year, transportation to the SOO is maintained by the youth's district of origin through the end of the school year, when possible.\textsuperscript{16}
E. While the Federal right to transportation ends when the foster care case closes, under California education law, when a youth in grade 1-8 leaves care, they maintain the right to attend school at their school of origin for the remainder of the school year. If the youth is in high school, this right extends until high school graduation. Though the District and DCFS no longer have obligations to provide or fund the transportation, districts and DCFS should work with resource families and ERHs in anticipation of the closing of a youth’s case to support them in coming up with ideas to support the exercise of this right.\textsuperscript{17}

\textsuperscript{16} Non-regulatory Guidance, Pg. 11, Question 11: “SEAs and LEAs should consider adopting policies that allow a child that exited foster care during the school year to continue in the school of origin through at least the end of the academic year, if appropriate.”
\textsuperscript{17} Cal. Educ. Code § 48853.5(f).
11. Transportation Arrangements for Los Angeles County Youth In Foster Care Placed Outside of Los Angeles County

A. DCFS CSW notifies DCFS Ed Specialist via email upon learning that a youth under the jurisdiction of Los Angeles County DCFS will be placed in an OHC placement outside of Los Angeles County.
B. DCFS CSW immediately notifies the school of origin using the DCFS 1399 form.
C. Whenever possible, the parties in this Agreement will use the procedures provided in this Agreement to provide transportation to the SOO for a child placed outside of Los Angeles County.

12. Data and Evaluation

A. School districts, DCFS, and LACOE agree to share relevant data to compile lessons learned and track progress.
B. School Districts and DCFS will collect data on:
   • Lessons learned,
   • Potential barriers to countywide implementation,
   • Numbers of youth served,
   • Modes of transportation used,
   • Average distances traveled,
   • Costs associated with transportation, and
   • Other information that the parties agree is important for understanding lessons learned and program performance, and to develop recommendations for program improvement.
C. LACOE will work on developing and implementing the Education Passport System to help the exchange and availability of clean education data between child welfare and education which will be helpful to assessing outcomes for school stability in the long-term.

13. Dispute Resolution

When DCFS and the District Disagree on the most cost-effective option during the long-term transportation discussion:

A. Districts and DCFS must make every effort to collaborate in serving children in OHC. When a dispute arises between the agencies over method of transportation or paying the costs of transportation, the district and DCFS must make every effort to resolve the dispute collaboratively at the local level.
B. If the District Foster Youth Liaison and CSW do not agree on the method of transportation, they must send, by email, details of the dispute to the DCFS manager and school administrator. Note that the youth must be provided continued...
transportation through the pendency of the dispute, paid for as per cost-sharing in Section 3.

C. The school administrator and DCFS manager should work together to review the case and resolve the dispute. If they reach agreement they will email the line staff their decision to be implemented.

D. If the school administrator and DCFS manager cannot come to agreement, a request should be sent by email to the school superintendent (or designee) and the DCFS director (or designee) for a review of the case. The school superintendent (or designee) and the DCFS director (or designee) should meet to review the case and resolve the dispute. If they reach agreement they should email their decision to the school administrator and DCFS manager to manage implementation of their decision.

E. If the school superintendent (or designee) and the DCFS director (or designee) cannot resolve the dispute. Then the school superintendent (or designee) and DCFS director (or designee) will initiate proceedings with an independent mediator that is agreed upon by both the DCFS and District. The dispute resolution method may be reviewed one year after the contract is executed and amended if the DCFS and District agree to a different mechanism for dispute resolution.

When the ERH or Caregiver Disagree with the long-term method of transportation chosen by DCFS and the District:

F. If the ERH or resource family disagrees with the method that the District and DCFS choose as the long-term method of transportation, the ERH or caregiver may file the JV-539 (Request for Hearing Regarding Child's Education) or reach out to their attorney to walk-on this issue to Dependency Court.

Department of Education Uniform Compliant Procedures:

G. Nothing in this agreement is intended to limit the rights of any person or agency, including but not limited to a youth, ERH, biological parent, foster/resource parent, or another representative of a foster child, to file a complaint with the California Department of Education using the Uniform Complaint Procedures (UCP) authorized by the California Code of Regulations Title 5, Sections 4600-4687 or to pursue other available remedies. Each school district is required to adopt UCP compliant policies and procedures and designate a staff member to be responsible for receiving, investigating, and resolving complaints. This information is commonly found on a district's website, but the district foster-care point of contact can also be contacted to provide the details of that district's policy.

H. The following applies while the UCP processes referenced in Section 13D is being conducted:

I. The child remains in the SOO as required by ESSA and
II. Transportation is provided and paid for as outlined in Sections 3 and 5, while the dispute process is pending.\textsuperscript{19}

A. Additional Roles

LACOE FYSCP will facilitate implementation of countywide ESSA transportation by:

I. Provide materials, tools and training to stakeholders (Child Welfare, Districts, and Caregivers) on best interest determination and school of origin rights.

II. Collect agreed upon data from DCFS and school districts.

III. Provide staffing to maintain data and provide analysis (this can also be a contracted evaluator)

IV. Complete annual reports for California Department of Education and all partners of this agreement on program impacts based on agreed upon outcome goals.

14. Termination

A. Any party may terminate this MOU without penalty at any time but must provide 30 school days written notice. Notice is deemed served on the date of mailing to the following address:

Department of Children and Family Services Head Quarters
Bobby D. Cagle, Director
425 Shatto Place
Los Angeles, CA 90020

B. Termination of Contract holding Party, does not entail termination of the MOU.

15. Amendments

A. This MOU may be amended in writing. For changes that materially affect the scope, term of agreement, and/or funding for the MOU, Amendments to the MOU must be prepared and executed by the parties.

B. For non-material changes, a written request by e-mail or letter from one party to DCFS shall be made. DCFS will distribute the request to the affected parties for approval. Once approved by the affected parties, a Change Notice may be issued and signed by DCFS.

C. Changes to the contract holding party can be made through a Change Notice to all concerned parties within 10 business days prior.

16. Facsimile Representation

Parties to this MOU hereby agree to regard facsimile representations of original signature of authorized officers of each party, when appearing in appropriate places on the amendments prepared pursuant to Section 15, Amendments, and received via communications facilities, as legally sufficient evidence that such original signatures have

\textsuperscript{19} ESEA section 1111(g)(1)(E)(i)
been affixed to Amendments to this MOU, such that the parties need not follow-up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of "original" versions of such documents.

17. Counterparts
This MOU may be executed in counterparts, each of which so executed shall, irrespective of the date of its execution and delivery, be deemed an original, and all such counterparts together shall constitute one and the same instrument.
Signatures by authorized Department Heads, Superintendents, or designees:

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bobby D. Cagle</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department of Children &amp; Family Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debra Duardo M.S.W., Ed.D.</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Los Angeles County Office of Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Otto Solorzano</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Acting Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workforce Development, Aging and Community Services Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Insert Name and School District) Superintendent</td>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>
Appendix A: Definitions

Additional costs: Costs incurred in providing transportation to the school of origin reflect the difference between what a local education agency (LEA) otherwise would spend to transport a youth to his/her assigned school and the cost of transporting a child in foster care to his/her school of origin. For example, if the LEA provides transportation through an established bus route, there is no additional cost. If the LEA provides special transportation only for the child in foster care (e.g., through a private vehicle or transportation company), the difference between the special transportation costs and the usual transportation costs can be considered additional. If the LEA must re-route buses to transport a child in foster care to one of its schools, the cost of this re-routing can be considered additional cost.

District Foster Youth Liaison: Every school district must appoint an educational liaison to serve foster children. EC §48853.5(b).

Best-Interest determination: Under federal and California law, upon removal of a child into out-of-home care or a child is removed to a new out-of-home care placement, the child shall remain or enroll in his/her school of origin unless a determination is made that it is not in the child's best interest to attend the school of origin. Factors to consider when determining if maintaining school of origin enrollment is in the foster youth's best interest include, but are not limited to preferences of the child; preferences of the child's parent(s) or education decision-maker(s); the child's attachment to the school, including meaningful relationships with staff and peers; the placement of the child's sibling(s); influence of the school climate on the child, including safety; the availability and quality of services in the school to meet the child's educational and socio-emotional needs; the history of school transfers and how they have affected the child; and how the length of the commute would affect the child, based on the child's developmental stage.

Youth in foster care: ESSA provides for transportation for a foster youth placed in out-of-home care to the youth's school of origin. A "youth in foster care" under the LCFF definition, who are living at home with either parent, may be entitled to remain in their school of origin, but are not entitled to the ESSA transportation mandates and provisions.

School of origin: Per California Education Code Section 48853.5 (g), the school of origin is the school that the foster child attended when permanently housed or the school in which the foster child was last enrolled. If the school the foster child attended when permanently housed is different from the school in which the foster child was last enrolled, or if the foster child attended some other school where he/she is connected and that he/she attended within the immediately preceding 15 months, the educational liaison, in consultation with and with the agreement of the foster child and the person holding the right to make educational decisions for the foster child, shall determine, in the best interests of the foster child, the school to be deemed the school of origin.

School district of origin: The district that operates the school of origin.
### Appendix B: Best Interest Determination Tool

#### Step 1: Best Interest Determination

The Education Rights Holder—with input from the student, social worker/probation officer, school district District Foster Youth Foster Youth Liaison, and caregiver—should consider the following factors to assess whether it is in the student’s best interest to remain in his or her school of origin. **Complete this tool and select the school choice that is in the student’s best interest to attend.**

<table>
<thead>
<tr>
<th>Remain at Current School (School of Origin)</th>
<th>Transfer to Other School Attended in Prior 15 Months or School Attended Where Student Last Permanently Resided (School of Origin)</th>
<th>Transfer to New School Near Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Student preference</td>
<td>☐ Student preference</td>
<td>☐ Student preference</td>
</tr>
<tr>
<td>Student wants to remain in the same school.</td>
<td>Student wants to attend this school.</td>
<td>Student wants to transfer to new local school.</td>
</tr>
<tr>
<td>☐ Student safety/school climate</td>
<td>☐ Student safety/school climate</td>
<td>☐ Student safety/school climate</td>
</tr>
<tr>
<td>Student is safe and feels comfortable in this school environment. (Consider substance use, positive interventions, positive/negative peer relationships, any specific safety concerns for student, etc.)</td>
<td>Student is safe and feels comfortable in this school environment. (Consider substance use, positive interventions, positive/negative peer relationships, any specific safety concerns for student, etc.)</td>
<td>Student is safe and feels comfortable in this school environment. (Consider substance use, positive interventions, positive/negative peer relationships, any specific safety concerns for student, etc.)</td>
</tr>
<tr>
<td>☐ Length of attendance/strong ties</td>
<td>☐ Length of attendance/strong ties</td>
<td>☐ Length of attendance/strong ties</td>
</tr>
<tr>
<td>Student attended this school for an extended period of time and developed strong positive ties (friends, teachers/staff, extracurricular activities).</td>
<td>Student previously attended this school and developed strong positive ties; or matriculating into this school would preserve strong positive ties.</td>
<td>Student does not have strong positive ties to a previous school.</td>
</tr>
<tr>
<td>☐ Academics</td>
<td>☐ Academics</td>
<td>☐ Academics</td>
</tr>
<tr>
<td>School is best able to meet student’s academic needs (sustain strong academic performance or help student if underperforming).</td>
<td>School is best able to meet student’s academic needs (sustain strong academic performance or help student if underperforming).</td>
<td>School is best able to meet student’s academic needs (sustain strong academic performance or help student if underperforming).</td>
</tr>
<tr>
<td>☐ Special needs</td>
<td>☐ Special needs</td>
<td>☐ Special needs</td>
</tr>
<tr>
<td>School is best able to meet special needs (e.g., IEP, mental health services, English Learner program, child care, etc.).</td>
<td>School is best able to meet special needs (e.g., IEP, mental health services, English Learner program, child care, etc.).</td>
<td>School is best able to meet special needs (e.g., IEP, mental health services, English Learner program, child care, etc.).</td>
</tr>
<tr>
<td>☐ Timing of transfer</td>
<td>☐ Timing of transfer</td>
<td>☐ Timing of transfer</td>
</tr>
<tr>
<td>Student would have to change schools mid-year, during testing, etc.</td>
<td>School change would occur at end of school year or end of semester.</td>
<td>School change would occur at end of school year or end of semester.</td>
</tr>
<tr>
<td>☐ Commute time</td>
<td>☐ Commute time</td>
<td>☐ Commute time</td>
</tr>
<tr>
<td>Commute is not so long as to negatively affect the student, in light of student’s age, needs, and activities, and student is willing to commute.</td>
<td>Commute is not so long as to negatively affect the student, in light of student’s age, needs, and activities, and student is willing to commute.</td>
<td>Commute time to school(s) of origin will negatively affect the student, in light of student’s age, needs, activities and willingness to commute.</td>
</tr>
<tr>
<td>☐ Extracurricular Activities</td>
<td>☐ Extracurricular Activities</td>
<td>☐ Extracurricular Activities</td>
</tr>
<tr>
<td>Student has the ability to participate in extracurricular activities of interest at this school.</td>
<td>Student has the ability to participate in extracurricular activities of interest at this school.</td>
<td>Student has the ability to participate in extracurricular activities of interest at this school.</td>
</tr>
<tr>
<td>☐ Length of anticipated stay</td>
<td>☐ Length of anticipated stay</td>
<td>☐ Length of anticipated stay</td>
</tr>
<tr>
<td>This school is best option in light of anticipated length of placement and student’s permanency plan.</td>
<td>This school is best option in light of anticipated length of placement and student’s permanency plan.</td>
<td>This school is best option in light of anticipated length of placement and student’s permanency plan.</td>
</tr>
<tr>
<td>☐ Other factors</td>
<td>☐ Other factors</td>
<td>☐ Other factors</td>
</tr>
<tr>
<td>Examples: Number of past school changes; siblings’ school placement; etc.</td>
<td>Examples: Number of past school changes; siblings’ school placement; etc.</td>
<td>Examples: Number of past school changes; siblings’ school placement; etc.</td>
</tr>
</tbody>
</table>

---

20 The school considered must be the local school of the least restrictive environment based on the best interest of the child as determined by the education rights holder.
Appendix C: Method of Transportation Tool

Method of Transportation Tool

Step 2: School of Origin Method of Transportation*

*To be used after Step 1: Best Interest Determination, if the youth will remain in the school of origin. Method of transportation is decided by SOO and DCFS.

Offer 1: Caregiver Transportation
Caregivers to provide transportation to SOO if within 4 miles. If above 4 miles, caregivers will be reimbursed through Education Travel Reimbursement (ETR). If SOO is within 4 miles and caregiver cannot transport the student, justification needs to be provided to DCFS and SOO for evaluation.

Offer 2: School District Transportation
Verify with School District if transportation to SOO can be provided by utilizing school buses or as part of Special Education Services.

Offer 3: Public Transportation
Public Transportation to be utilized if student is attending High School and travel time is within 45 minutes. Justification to be provided to DCFS and School District for evaluation if ERH, caregiver, and student does not accept this offer.

Offer 4: Private Car Service
Students are eligible for this service only if the above methods are not appropriate.
Appendix D. Points of Contact

Los Angeles County Department of Children and Family Services
Loren Solem-Kuehl
562-345-6610
solemlb@dcfs.lacounty.gov

Los Angeles County Office of Education
Rachelle Touzard
562-922-6469
touzard_rachelle@lacoe.edu

ABC Unified School District
Tim Catlin
(562)926-5566 ext. 21105
tim.catlin@abcusd.us

Acton-Agua Dulce Unified School District
Paulette Buechner
(661) 269-5999 ext.10
pbuechner@aadusd.k12.ca.us
Dr. Rondale Cooper
roncooper@aadusd.k12.ca.us

Alhambra Unified School District
Betty Sodir
(626) 943-3463
sodir_betty@ausd.us

Antelope Valley Joint Union High School District
Cheri Kreitz
(661) 729-2321 ext.127
ckreitz@avhsd.org

Arcadia Unified School District
James Anderson
(626) 821-6613
janderson@ausd.net

Azusa Unified School District
Garry Creel
(626) 858-6168
gcreel@azusa.org

Baldwin Park Unified School District
William Avila
(626) 962-3311 ext.4441
wravila031@bpusd.net
Bernice Acosta
(626) 962-3311 Ext. 4605

Bassett Unified School District
Violeta Esparza
(626) 931-7923
vesparza@bassettusd.org
Rakhee Comar
(626) 931-3056
rcomar@bassettusd.org
Rose Burgueno
(626) 931-2894
rburgueno@bassettusd.org

Bellflower Unified School District
Malcolm Heron
(562) 866-9011 ext. 2070
malcohmheron@busd.k12.ca.us

Beverly Hills Unified School District
James Hanson
(310) 551-5100 ext. 2250
jhanson@bhusd.org
Laura Chism
(310) 551-5100 Ext. 2226
lchism@bhusd.org

Bonita Unified School District
Mark Rodgers
(909) 971-8200 ext. 5320
rodgers@bonita.k12.ca.us
Maureen Williams
(909) 971-8200 Ext. 2013
williams@bonita.k12.ca.us
Tiffany Merrill
(909) 971-8200 Ext. 4028
merrill@bonita.k12.ca.us

Burbank Unified School District
Hector Garcia
(818) 729-4467
HectorGarcia@burbankusd.org

Castaic Union School District
Ruth Mouawad
rmouawad@castaicusd.com

Centinela Valley Union High School District
Howard Ho
(310) 263-3168
hoh@centinela.k12.ca.us

Charter Oak Unified School District
<table>
<thead>
<tr>
<th>School District</th>
<th>Contact Name</th>
<th>Phone Number</th>
<th>Extension</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Claremont Unified School District</strong></td>
<td>Ruby Garcia</td>
<td>(909) 398-0609 ext. 75008</td>
<td></td>
<td><a href="mailto:rgarcia@cusd.claremont.edu">rgarcia@cusd.claremont.edu</a></td>
</tr>
<tr>
<td><strong>Compton Unified School District</strong></td>
<td>John Keane</td>
<td>(310) 639-4321 ext. 63002</td>
<td></td>
<td><a href="mailto:jkeane@compton.k12.ca.us">jkeane@compton.k12.ca.us</a></td>
</tr>
<tr>
<td><strong>Covina Valley Unified School District</strong></td>
<td>Jessica Houpt</td>
<td>(626) 974-7600 ext. 2085</td>
<td></td>
<td><a href="mailto:jhoupt@c-vusd.org">jhoupt@c-vusd.org</a></td>
</tr>
<tr>
<td><strong>Culver City Unified School District</strong></td>
<td>Drew Sotelo</td>
<td>(310) 842-4220 ext. 4201</td>
<td></td>
<td><a href="mailto:andrewsotelo@ccusd.org">andrewsotelo@ccusd.org</a></td>
</tr>
<tr>
<td><strong>Downey Unified School District</strong></td>
<td>Michelle Toscano</td>
<td>(562) 469-6500 ext. 4491</td>
<td></td>
<td><a href="mailto:mtoscano@dusd.net">mtoscano@dusd.net</a></td>
</tr>
<tr>
<td><strong>Duarte Unified School District</strong></td>
<td>Naelh Othman</td>
<td>(626) 599-5908</td>
<td></td>
<td><a href="mailto:nothman@duarteusd.org">nothman@duarteusd.org</a></td>
</tr>
<tr>
<td><strong>East Whittier City School District</strong></td>
<td>Lorena Duran</td>
<td>(562) 907-5934</td>
<td></td>
<td><a href="mailto:lduran@ewcsd.org">lduran@ewcsd.org</a></td>
</tr>
<tr>
<td><strong>Eastside Union School District</strong></td>
<td>Margo Deal</td>
<td>(661) 952-1225</td>
<td></td>
<td><a href="mailto:mdeal@eastsideusd.org">mdeal@eastsideusd.org</a></td>
</tr>
<tr>
<td><strong>El Monte City School District</strong></td>
<td>Rosa Ocegueda</td>
<td>(626) 453-3700 ext. 3643</td>
<td></td>
<td><a href="mailto:rocegueda@emcsd.org">rocegueda@emcsd.org</a></td>
</tr>
<tr>
<td><strong>El Monte Union High School District</strong></td>
<td>Larry Willis</td>
<td>(626) 444-9005 ext. 9936</td>
<td></td>
<td><a href="mailto:larry.willis@emuhsd.org">larry.willis@emuhsd.org</a></td>
</tr>
<tr>
<td><strong>El Rancho Unified School District</strong></td>
<td>Ms. Dora Soto-Delgado</td>
<td>(562) 801-7380</td>
<td></td>
<td><a href="mailto:ddelgado@erusd.org">ddelgado@erusd.org</a></td>
</tr>
<tr>
<td><strong>El Segundo Unified School District</strong></td>
<td>Marisa Janicek</td>
<td>(310) 615-2650 ext. 1250</td>
<td></td>
<td><a href="mailto:mjanicek@esusd.k12.ca.us">mjanicek@esusd.k12.ca.us</a></td>
</tr>
<tr>
<td><strong>Garvey Unified School District</strong></td>
<td>Bulmaro Magallon</td>
<td>(626) 307-3427 ext. 2259</td>
<td></td>
<td><a href="mailto:bmagallon@garvey.k12.ca.us">bmagallon@garvey.k12.ca.us</a></td>
</tr>
<tr>
<td><strong>Glendale Unified School District</strong></td>
<td>Ilin Magran</td>
<td>(818) 241-3111 ext. 1500</td>
<td></td>
<td><a href="mailto:imagran@gusd.net">imagran@gusd.net</a></td>
</tr>
<tr>
<td><strong>Glendora Unified School District</strong></td>
<td>Ann Keyes</td>
<td>(626) 963-1611 ext. 329</td>
<td></td>
<td><a href="mailto:akeyes@glendora.k12.ca.us">akeyes@glendora.k12.ca.us</a></td>
</tr>
<tr>
<td><strong>Gorman School District</strong></td>
<td>Johannis Andrews</td>
<td>(661) 248-6441 ext. 123</td>
<td></td>
<td><a href="mailto:jandrews@lws.lacoe.edu">jandrews@lws.lacoe.edu</a></td>
</tr>
<tr>
<td><strong>Hacienda-La Puente Unified School District</strong></td>
<td>Lorraine Ortega</td>
<td>(626) 933-5313</td>
<td></td>
<td><a href="mailto:lgriego@hlpusd.k12.ca.us">lgriego@hlpusd.k12.ca.us</a></td>
</tr>
<tr>
<td><strong>Hawthorne School District</strong></td>
<td>David Mallchok</td>
<td>(310) 970-7550</td>
<td></td>
<td><a href="mailto:dmallchok@hawthorne.k12.ca.us">dmallchok@hawthorne.k12.ca.us</a></td>
</tr>
<tr>
<td><strong>Hermosa Beach City School District</strong></td>
<td>Joan Perez</td>
<td>(310) 937-5877 ext. 267</td>
<td></td>
<td><a href="mailto:jperez@hbcasd.org">jperez@hbcasd.org</a></td>
</tr>
<tr>
<td><strong>Hughes-Elizabeth Lakes Union School District</strong></td>
<td>Dr. Lori Slaven</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Inglewood Unified School District
Monica Hernandez
(310) 680-5159
mherandez@inglewood.k.12.ca.us

Keppel Union School District
Ward Lunneborg
(661) 944-2372
wlunneborg@keppel.k12.ca.us

La Canada Flintridge Unified School District
James Cartnal
(818) 952-8391
jcartnal@lcusd.net

LACOE Educational Programs
Larry Canter
(562) 803-8451
canter_larry@lacoe.edu

Lancaster School District
Julie Eutsler
(661) 940-4355
eutslerj@lancsd.org

Las Virgenes Unified School District
Katie Newcomer
(818) 880-4000 Ext. 219
nrwinson@lvusd.org

Veronia Escada
(818) 880-4000 Ext. 280

Lawndale School District
Jorge Arroyo
(310) 973-1300 ext. 50128
Jorge_arroyo@lawndalesd.net

Lennox School District
Eddie Garcia
(310) 695-4000 ext. 4034
eddie_garcia@lennox.k12.ca.us

Little Lake City School District
Ana Yarza
(562) 868-8241 ext. 2236
Ayarza@llcsd.net

Long Beach Unified School District
Dr. Erin Simon
(562) 997-8000 ext. 6636
esimon@lbschools.net

Los Angeles Unified School District
La Shona Jenkins
(213) 241-3552
Lashona.jenkins@lausd.net

Los Nietos School District
Cristina Varela
(562) 692-0271 ext. 3252
cristina_varela@lnsd.net

Lowell Joint School District
Stacey Stewart
(562) 943-0211
sstewart@ljsd.org

Manhattan Beach Unified School District
Megan Atkins
(310) 318-7345 ext. 5913
matkins@mbusd.org

Monrovia Unified School District
Lisa Minami-Lin
(626) 471-2041
Lminamilitin@monroivaschools.net

Montebello Unified School District
Aida Hinojosa
(323) 887-7900 ext. 2455
hinojosa_aida@montebello.k12.ca.us

Mountain View School District
Luz Flores
(626) 652-4993
Lflores@mtviewschools.net

Newhall School District
Larry Brunson
(661) 291-4000
Lbrunson@newhall.k12.ca.us

Norwalk-La Mirada Unified School District
Christopher Moton
(562) 868-0431 ext. 2232
Cmoton@nlmusd.org

Palmdale School District
Aaron Yoscovitz

(661) 724-1231
islaven@heluesd.org

Susana A. Cortes
(562) 986-6870 Ext. 240
scortes@lbschools.net

Page 18
(661) 456-1462
ayoscovitz@palmdalesd.org

**Palos Verdes Peninsula Unified School District**
Linsey Gotanda
(310)750-2021
gotandal@pvpusd.net

**Paramount Unified School District**
Manuel San Miguel
(562) 602-6035
msamiguel@paramount.k12.ca.us

Judy Morrison
(562) 602-6048
jmorrison@paramount.k12.ca.us

**Pasadena Unified School District**
Eric Sahakian
(626) 396-3600 ext. 88230
sahakian.eric@pusd.us

**Pomona Unified School District**
Cesar Casarrubias
(909) 397-4648 Ext. 28253
cesar.casarrubias@pusd.org

Christina Gonzalez
(909) 397-4648 Ext. 20265
Christina.gonzalez@pusd.org

**Redondo Beach Unified School District**
Dr. Nicole Wesley
(310) 937-1225
nwesley@rbusd.org

**Rowland Unified School District**
Laurel Estrada
(626) 854-2228 Ext. 1785
Laurel.estrada@rowlandschools.org

**Rosemead School District**
Dawn Rock
(626) 312-2900 ext. 232
drock@rosemead.k12.ca.us

**Rowland Unified School District**
Laurel Estrada
(626) 854-2228 ext. 1785
laurel.estrada@rowlandschools.org

**San Gabriel Unified School District**
Lon Sellers
(626) 451-5487
Sellers_l@sgusd.k12

**San Marino Unified School District**
Jason Kurtenbach
(626) 299-7000 Ext. 1320
jkurtenbach@smusd.us

**Santa Monica-Malibu Unified School District**
Tara Brown
(310) 450-8338
tbrown@smmusd.org

**Saugus Union School District**
Diane D’Elia
(661) 294-5300 ext. 5147
ddelia@saugususd.org

Lauren Frey
(661) 294-5300 ext. 5124
laurenfrey@saugususd.org

**South Pasadena Unified School District**
Marina Thompson
(626) 441-5810 ext.1130
mthompson@spusd.net

**South Whittier School District**
Stacy Ayers
(562) 944-6231 ext. 2040
sayers@swwhittier.net

**Sulphur Springs Union School District**
Josh Randall
(661) 252-5131
jrandall@sssd.k12.ca.us

**Temple City Unified School District**
Sarah Vielma
(626) 548-5006
svielma@tcusd.net

**Torrance Unified School District**
Nancy Gutierrez
(310) 972-6146
gutierrez.nancy@tusd.org

**Valle Lindo School District**
Lynn Bulgin
(661) 580-0610 Ext. 101
mbulgin@sd.vallelindo.k12.ca.us
mllabrucherie@vallelindo.k12.ca.us

**Walnut Valley Unified School District**
Jeannette Koh
(909) 595-1261 ext. 31257
jkoh@wvusd.k12.ca.us

**Westside Union**
Kristin Gellinck-Frye  
(661) 722-0716 ext. 75305  
k.gellinck-frye@westside.k12.ca.us

West Covina Unified School District  
Ana Gutierrez  
(626) 960-3052 Ext. 2224  
amgutierrez@wcusd.org

Williams S. Hart Union High SD  
Nancy Phillips  
(661) 296-0991 ext. 1502  
nphillips@hartdistrict.org

Wilsona School District  
Annette Rego  
(661) 264-1111 ext. 7216  
arego@wilsona.k12.ca.us

Denisia Loera  
(661) 264-1111 ext. 7205  
dloera@wilsona.k12.ca.us

Wiseburn School District  
Cathy Waller  
(310) 634-3025  
cwaller@wiseburn.org

Whittier City School District  
Christine Becerra-Watts  
(562) 789-3020  
cbwatts@whittiercity.net

Karina Hartl  
(562) 789-3020  
khartl@whittiercity.net

Whittier Union High School District  
Amy Larson  
(562) 698-8121 Ext. 1180  
Amy.larson@wuhsd.org