

## CSC GUIDELINES FOR TRANSPORTATION

In order to remove barriers to program participation, limited funding is provided to cover **daily transportation costs from school to program sites and to/from client homes**. While a majority of CSC-funded programs depend on parent drop-off and pick-up, transportation services may be needed in some programs to facilitate participation where transportation poses a major obstacle.

1. However, transportation is expensive, and every dollar spent on transportation is one less dollar to serve a child. Therefore, CSC providers should be strongly encouraged to evaluate the need for these services using the *Transportation Assistance Assessment Form* and to brainstorm efficient methods for delivering daily transportation services that include responsible parameters for usage and limitations, if there is a compelling need for these services. **Efficient methods for delivering transportation services may include:**
  - a. Offering assistance through gas cards or bus passes
  - b. Facilitating parent car pooling
  - c. Developing a fee-for-service schedule so that families are responsible for a portion of transportation costs
  - d. Mapping client homes to develop a reasonable radius for transportation eligibility
  - e. Leasing vehicles instead of paying costly daily rental fees
  - f. Writing for grants to cover transportation costs
  - g. Allocating vehicle costs between funding streams
2. **Policy regarding CSC payment for daily transportation services:** CSC providers who decide to offer daily transportation services must establish procedures and a transportation assistance policy that includes a thorough assessment of the needs of each family to determine if the child or youth would be unable to participate in the provider's program without this service. During the assessment process, consideration should be given to the family's income level, availability of a vehicle, work schedule, and distance between the site locations and the residence. An application for transportation services could be developed to assist providers in getting relevant uniform information from clients to ensure that cost effective transportation services are provided to those most in need.
3. **Transportation services eligible for CSC reimbursement:** Only transportation services provided on or after the contract effective date and prior to the termination date of the contract are eligible for payment. To be eligible for CSC transportation assistance, the client must be currently enrolled in a CSC funded program.
4. **Required documentation:** For CSC contracts, limited daily client transportation expenditures may be approved in the CSC program budget (Section 8050). Daily transportation to/from client homes is discouraged; however, if provider efforts to reduce it are clearly documented, limited reimbursement for mileage only may be approved. Transportation usage must be clearly documented in invoice documentation through the use of daily transportation logs that include the client(s) served and the distance traveled per day using CSC's Daily/Monthly Transportation Log. Logs must be totaled at the end of each month and submitted as back-up with the provider's monthly invoice). If the provider owns or leases vans, the budget calculation for daily transportation to/from a school site to a program site or to client homes should be based upon estimated daily mileage per van times the current Federal mileage rate or lower.
5. The provider is only permitted to request mileage reimbursement for daily transportation; CSC will not pay for leasing or vehicle payments. Vehicle insurance costs should be included as part of Administrative costs. Van/bus driver salaries may be included in budget salaries with positions reflected in the program's staffing chart. Providers must send back-up for the mileage reimbursement requests when they invoice.