

RESIDENTIAL PARENT TRAVEL FOR STUDENTS IN RESIDENTIAL PLACEMENT

- 1) **General:** It is the intent of the District to allow for necessary expenses involved with trips to visit students placed in Residential Treatment Centers (Non-Public Residential Placements) by the IEP team, that are therapeutically necessary for the student to progress in his/her treatment plan. Limits and regulations are established, and are enumerated below, that allow for reasonable reimbursement of expenses. The list below is not exhaustive and charges determined to be unreasonable or unnecessary may be denied for reimbursement at the discretion of the District Superintendent Designee. It is suggested that, if a charge or service is not covered below, and there is any doubt as to it being appropriate, parent should discuss the request with the District Superintendent Designee before expending the funds. Travel is to be paid for by the family, (unless otherwise arranged in advance) with receipts submitted to the district within 60 days of return. Reimbursement will be made by the district within 60 days and following the conditions listed in this policy.
- 2) **Pre-Authorization for visit:** At least 30 days before a planned visit begins Parent/Guardian must complete a Travel Authorization Form that can be obtained in the Department of Educational Services Office. Please note that the form must be approved by both Oxnard Union HSD and the residential placement. The placement will need to certify to the District that the visit is therapeutically necessary and that the family member(s) visiting individually need to be part of the trip. Also note that estimates are required for airlines, lodging, and rental cars. If any of these amounts are determined to be more than is customary for any of these items, the District may ask the parent to attempt to find more reasonable arrangements. It is important that trips be booked far enough in advance so that availability and reasonable rates can be assured.
- 3) **Airlines:** Parents should book only the least expensive tickets, 30 days in advance, and fly in the most direct and economical route possible for the location being visited. The District will not allow auto or other ground transport in lieu of flying if it is determined that this would increase the costs significantly. Airfare will be reimbursed at an amount not to exceed \$500 per person per visit.
- 4) **Lodging/Car Rental:** Parents will be given a maximum reimbursement per trip of \$400 per visit for lodging and car rental expenses. District policy requires submission of itemized receipts for reimbursement of expenditures.
- 5) **Emergency visits:** It is understood that there may be rare instances where a visit to a student, or a home visit by the student, needs to be made under emergency conditions. Severe crises, accident or injury, and other unforeseen events can occur. The District will reimburse for charges made during these times as long as a legitimate attempt was made to travel in the most cost-effective manner possible. The cases, due to their variable

nature, must be handled on a case-by-case basis. The District will make every attempt to be flexible in these cases, but they must be reviewed before reimbursement will be authorized.

- 6) **Duration of visit:** Unless the residential clinical staff provides evidence in advance of a need, duration of visit will be authorized for no more than 3 nights. If the visit lasts longer than the time indicated on the authorization form, the reason must be stated in writing and signed by the District Superintendent Designee and authorized staff member at the facility. The District reserves the right to investigate extended visits and deny reimbursement if a compelling reason is not present.