

<p style="text-align: center;">ACYF Administration for Children, Youth and Families</p>	<p>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration on Children and Families</p>	
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	3. Originating Office: Head Start Bureau	
	4. Key Word: Transportation Waivers	

INFORMATION MEMORANDUM [See Attachment]

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: Transportation Waivers and Effective Date Extensions

INFORMATION: On December 30, 2005, the President signed the Labor-HHS-Education appropriations bill, which includes FY 2006 funding for Head Start. (A separate Information Memorandum will be sent to all Head Start programs shortly regarding grantees' FY 2006 funding levels.)

Included in this bill were two provisions related to the requirements of 45 CFR Part 1310 - Head Start Transportation. The first provision extends until June 30, 2006 the date by which all Head Start children must be transported on school buses or allowable alternate vehicles (45 CFR Part 1310.12(a)). That is, on July 1, 2006 all Head Start children must be transported on a compliant vehicle. The second provision gives the Secretary authority to grant waivers to two of the requirements of the transportation regulation - the mandated use of child restraint systems and the requirement that each bus have at least one bus monitor. Specifically, the Secretary can waive either or both of these requirements if a Head Start program "demonstrates that compliance with such requirements will result in a significant disruption to the Head Start program or the Early Head Start program and waiving such requirements is in the best interests of the children involved."

ACF will, at this point, consider waiver requests that cover the remainder of the agency's current program year. (Additional guidance on the time periods for waivers will be sent at a later date.) Such requests should be submitted using the form attached to this IM and should be sent as an e-mail attachment to HSTransportationWaiver@Cleverex.com.

Grantees may alternatively fax their waiver requests to 240 238-9769 or mail them to the following address:

Head Start Transportation Waiver Request
Cleverex Systems
1801 Robert Fulton Drive
Suite 500
Reston, VA 20191

Grantees should also send their waiver request to their ACF Regional Office. ACF will expedite our review of these requests and will make every effort to inform the grantee whether or not its request has been approved within five working days.

Requests can only be submitted by Head Start grantees. Delegate agencies that wish to request a waiver **must** do so through their grantee.

Please direct any questions on this to your ACF Regional Office.

/ Frank Fuentes /

Frank Fuentes
Acting Associate Commissioner
Head Start Bureau

Head Start 45 CFR Part 1310 - Transportation Waiver Request Data Collection Form

Grant Number _____

Legal Name of Grantee _____

Name, Title and Signature of Authorized Official Requesting Waiver

Phone Number () _____

Fax Number () _____

Email Address _____

1. Number of Children Served

Head Start _____ Early Head Start _____

2. Number of Children Provided Transportation Services:

Head Start _____ Early Head Start _____

a. Using Grantee Owned or Leased Vehicles _____

b. Through Grantee Contracted Transportation Services _____

c. Through Arrangement at No Cost to Grantee _____

3. Proposed Number of Children Who Will be Covered by Waiver

Head Start _____ Early Head Start _____

4. Requesting Waiver Of:

_____ Child safety restraint systems requirement (45CFR 1310.11(a))

_____ Bus monitor requirement (45CFR 1310.15 (c)(1))

5. Waiver Request Applies to the Following:

_____ Grantee _____ Delegate(s) (please list)

6. Grantee's Justification for Requesting a Waiver (attach no more than 5 pages).

Please explain fully as each request will be considered separately and waivers will not receive automatic approval.

If requesting waivers of both 45CFR1310.11(a), child safety restraint systems requirement, and 45CFR 1310.15(c)(1), bus monitor requirement, you must provide justification for each requirement.