


To: Head Start/Early Head Start
Executive/Program Directors
From: Cerathel Burgess-Burnett 
Deputy Commissioner
Children Services Division
Date: January 15, 2020
Subject: REVISED DFSS TRANSPORTATION POLICY

The Chicago Department of Family and Support Services (DFSS) will continue its process for scheduling evacuation drills and field trips in order to offer a streamlined process for ensuring adherence to the Head Start Performance Standards and CELS 2.0 regulations regarding transportation.

Delegate agencies will submit bus/evacuation requests to DFSS to arrange for field trips and evacuation drills. Requests must be received no less than 2 weeks prior to requested trip/evacuation date. An emailed confirmation or denial will be sent to the contact indicated on the completed request form. If your agency is responsible for payment, the transportation company will require payment on or before the date of service.

DFSS will sponsor three (3) evacuation drills and one (1) field trip per program year. DFSS will use agency/site assigned certificate numbers to track invoicing and compliance. A DFSS contracted bus company will contact you to schedule your first evacuation drill. Timely requests for second and third drills are the responsibility of agencies. Please be reminded that pedestrian safety training for parents and children is to be completed by delegate agencies within the first 30 days of the program start date.

The bus company will submit confirmations to DFSS for approval signatures and approved confirmations are then forwarded, by email, to the contact indicated on the form. Cancellations must occur no less than 24 hours prior to the date and time of the trip in order to avoid cancellation fees. It is important that agencies receive confirmation of cancellations to avoid any confusion later. Delegate Agencies will be held responsible for any cancellation fees incurred as a result of not adhering to this policy and must be paid within 30 days to avoid additional fees or future request denials.

DFSS reserves the right to deny field trips that may be inappropriate.

If there are any questions, please contact Project Coordinator Rhonda Anderson at Rhonda.anderson@cityofchicago.org or 312.743.3638.

Thank you for your continued commitment to children and families.