

Foster Care Liaison Training

May 1, 2018



Agenda

- Liaison Responsibilities
- Definitions
- Regulation 903
- Transportation
- Comprehensive Student Summary
- Updates

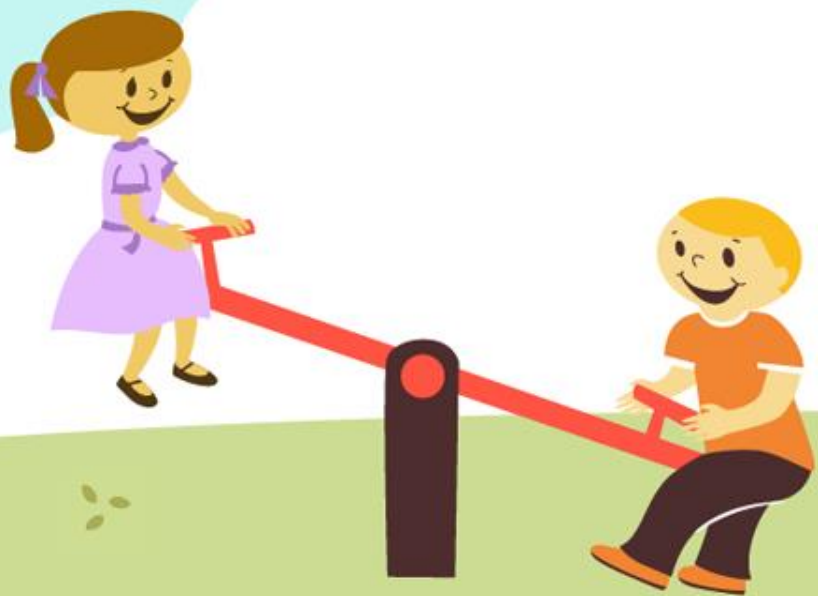


Foster Care Liaison Responsibilities

- Conducting/attending the BIM.
- Documenting the results of the BIM.
- Facilitating the transfer of records and immediate enrollment.
- Ensuring that the data in eSchool/EdInsight is correct and notifying the SEA POC when it is not.
- Coordinating transportation.
- Ensuring that children in foster care are enrolled in and regularly attending school.
- Organizing supports for students to be successful in school.
- Providing professional development and training for school staff on the Title I provisions and educational needs of children in foster care.
- Notifying parties about the dispute resolution process.
- Notify the DOE POC when there is a change in the LEA POC.
- Providing Comprehensive Student Report (EdInsight) to when requested.



Definitions



“24-hour substitute care for children placed away from their parents and for whom the title IV-E agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and preadoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state tribal, or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made.”

Child in Foster Care

Does DFS have custody?



- Defined as the school in which the child is enrolled at the time of placement in foster care.
- If a child's foster placement changes, the school of origin would be the school in which the child was enrolled at the time of the placement change.
- Children can remain in the school of origin for their entire time in foster care.
- DE legislation adds “the school identified for the next grade level in the same school district where the child in the custody of DSCYF is enrolled.” (expires 6/30/20 unless the law is revised to continue)
- 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.

School of Origin



- Timeline: “as quickly as possible to prevent educational discontinuity”
- Student should remain in the school of origin while the decision is made, “to the extent feasible and appropriate.”
- Students in foster care must remain in their school of origin unless it is determined that it is not in the child’s best interest to do so.
- If a child exits DSCYF custody, they must remain in the school in which the child is enrolled through the remainder of the academic year, unless a determination is made that it is not in their best interest.

Best Interest Determination

Intent is school stability. There needs to be a compelling reason to move a student.



An illustration of a young girl with brown hair in a ponytail, wearing a purple dress, and a young boy with blonde hair, wearing an orange shirt and dark pants, playing on a red seesaw in a green park. The background features a light blue sky with large white clouds and a green grassy hill with small yellow flowers.

Regulation 903

Best Interest Determination Process for School
Placement – Students in Foster Care

(Effective 11/01/2017)

1.0 Purpose

- Under 14 Del.C. §202A, a student in the custody of DSCYF who is in foster care must remain in the student's School of Origin unless a determination is made that it is not in the student's best interest to attend such school.
- The purpose of this regulation is to provide the process for the determination of best interest in school placement decisions for students in foster care



2.0 Definitions

The following words and terms, when used in this regulation, shall have the following meaning unless the context clearly states otherwise:

- "Best Interest Meeting" means the convening of certain individuals as noted within this regulation to determine if the student should remain in the "school of origin".
- "Best Interest Meeting Determination Form (Foster Care)" means the document, which may be amended from time to time, approved by the Department for use in the determination of best interest in school placement decisions for students in foster care.
- "Charter School" means a charter school board established pursuant to Chapter 5 of Title 14 of the Delaware Code.
- "Child in DSCYF custody" or "student in foster care" means a student in the custody of the Department of Services for Children, Youth and Their Families (DSCFY) pursuant to Chapter 25 of Title 13 of the Delaware Code.
- "Department" means the Delaware Department of Education.
- "DFS" means the Division of Family Services, a unit of the Delaware Department of Services for Children, Youth and Their Families.
- "DFS Caseworker" means the caseworker assigned to the student in foster care.
- "DSCYF" means the Delaware Department of Services for Children, Youth and Their Families.
- "LEA Foster Liaison" means the Local Educational Agency Liaison for students in foster care.
- "Local School District" shall mean a reorganized school district or vocational technical school district established by 14 Del.C. Ch. 10.
- "Secretary" means the Secretary of Education.
- "State Coordinator" means the Delaware Coordinator for Education of Students in Foster Care.



3.0 School of Origin for Students in Foster Care

- "School of Origin" means the following:
 - the school in which the student is enrolled at the time of entry into foster care;
 - the school in which the student is enrolled at the time of change of placement while in foster care; or
 - the school identified for the next grade level in the same Local School District where the child in foster care is enrolled.



4.0 Best Interest Meeting Timeline

- 4.1 A Best Interest meeting must occur within five (5) school days based on the School of Origin's school instructional calendar or seven (7) business days in the event of the summer recess:
 - 4.1.1 when a student is placed into foster care;
 - 4.1.2 when there is a change in foster care placement; or
 - 4.1.3 when the student leaves the custody of DSCYF.
- 4.2 If it is determined a Best Interest Meeting under subsection 4.1 cannot occur within the specified time, documentation identifying the reason for the meeting delay shall be provided to the State Coordinator within ten (10) working days. This information shall be provided annually to the chief school officer of the local school district or charter school.
- 4.3 If subsection 4.1 is not applicable, a Best Interest meeting shall be held at least once a year, preferably within the last two (2) months of the school calendar.



5.0 Process for the Determination of Best Interest

5.1 The DFS Caseworker and LEA Foster Care Liaison shall be responsible for the coordination of the date, time, and method for the Best Interest Meeting using available technology; however, in person attendance is preferred.

- 5.1.1 The LEA Foster Liaison shall:
 - 5.1.1.1 invite needed educationally related participants; and
 - 5.1.1.2 invite the special education administrator or designee from the student's school of residence, based on the address of the DSCYF custody placement at the time of the meeting, and the student's School of Origin, and the educational surrogate parent when applicable to participate in the Best Interest meeting if the student is eligible for or receiving special education services.
- 5.1.2 The DFS Caseworker shall:
 - 5.1.2.1 invite the parent(s) or legal guardian(s) or Relative Caregiver, foster care parent(s), attorney for the child or CASA, and educational decision maker, as applicable; and
 - 5.1.2.2 invite the student to attend when it is determined to be developmentally appropriate by the DFS Caseworker.



5.0 Best Interest continued...

- 5.2 The Best Interest Meeting shall be conducted in a manner that results in the Best Interest Determination Form (Foster Care) being completed.
- 5.3 The Best Interest determination shall be made by the following individuals:
 - 5.3.1 a representative of DSCYF, preferably the DFS Caseworker,
 - 5.3.2 a representative of the student's School of Origin, and
 - 5.3.3 a representative of the student's school of residence based on the address of the DSCYF custody placement at the time of the meeting.
- 5.4 If no agreement is reached by all of the representatives specified in subsection 5.3 for changing the school placement from the School of Origin to the student's school of residence, based on the address of the DSCYF custody placement at the time of the meeting, then the student shall remain in the School of Origin pending finalization of any applicable dispute resolution process.
 - 5.4.1 Except in accordance with subsection 5.4.2, a subsequent Best Interest Meeting shall not occur unless subsection 4.1 or subsection 4.3 applies.
 - 5.4.2 If exigent circumstances exist for a subsequent Best Interest Meeting to occur, an application shall be submitted on a form approved by the Department to the State Coordinator. The Secretary or designee will determine whether to approve the application for the requested subsequent Best Interest Meeting.





Meeting Date: _____

Best Interest Determination Form (Foster Care)

Student's Name: _____ Student ID: _____
Current School/District: _____ Current Grade: _____

Determination:

- The student shall remain in the school in which the student was enrolled at the time of placement.
Name of School: _____
- Based on the best interest determination, a change in school placement is needed. The student will be immediately enrolled in the school of current residence.
Name of School: _____

The student shall remain in the school they were attending at the time of placement unless the responses to the following questions provide evidence that a change of placement is in the student's best interest.

What is the student's permanency plan (check all that apply)?

- Reunification
- Termination of Parental Rights/Adoption
- Guardianship
- Permanent Guardianship
- Another Planned Permanent Living Arrangement

What is the expected date for achieving the permanency plan? _____

Education:

How many schools has the student attended in last 3 years? _____

- How many this year? _____
- How have the school changes affected the student emotionally, socially, academically, and/or physically?

1 | This document shall be kept in the student's case file and cumulative school record.

Best Interest Determination Form (Foster Care)

This is the form that is referred to in Regulation 903 and MUST be used in ALL Best Interest Meetings. (5.2)





Request for Foster Care Best Interest Meeting Form

Purpose of this form: Best Interest Meetings must occur only when a student is placed in foster care, when there is a change in foster care placement, when the student leaves the custody of DSCYF or during the last two months of the school year. In accordance with 14 DE Admin Code 903, if exigent circumstances exist for a subsequent Best Interest Meeting to occur, an application shall be submitted on a form approved by the Department to the State Coordinator. The Secretary or designee will determine whether to approve the application for the requested subsequent Best Interest Meeting.

Name of Individual Requesting the Meeting: Click here to enter text.

Phone Number: Click here to enter text. Email: Click here to enter text.

Relationship to the Student: Click here to enter text.

Student Name: Click here to enter text. Student DOB: Click here to enter text.

School the Student is Attending: Click here to enter text.

Reason for the Meeting Request (please provide as much detail as possible): Click here to enter text.

DDOE Office Use Only:

Date this request was received: _____

Person receiving the request: _____

- Request Granted
Request Denied

Reason: _____

Requesting party was notified via _____ on _____ by _____

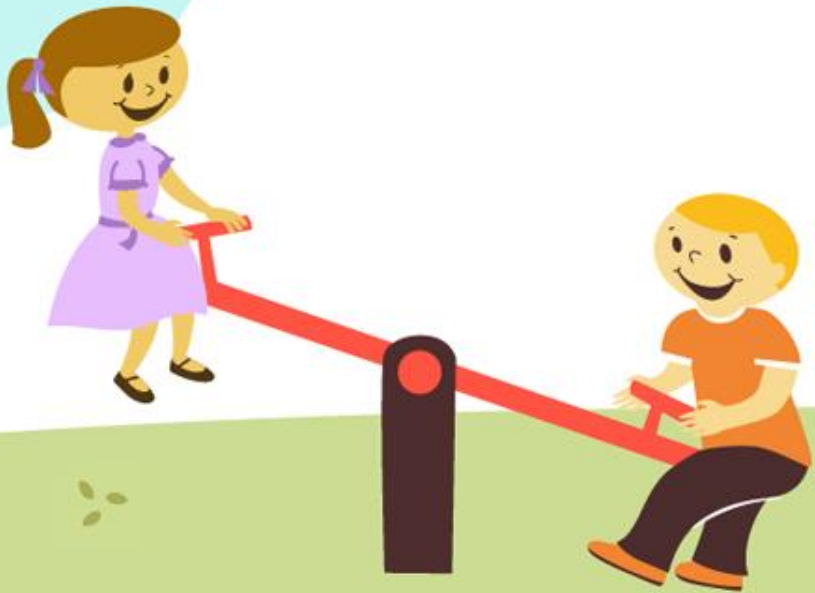
Please email the completed form to the Office of the Foster Care State Coordinator at jennifer.davis@doe.k12.de.us. Thank you.

Request for Foster Care Best Interest Meeting Form

This is the form that is referred to in Regulation 903 in order to request a BIM for exigent circumstances (5.4.2).



Transportation



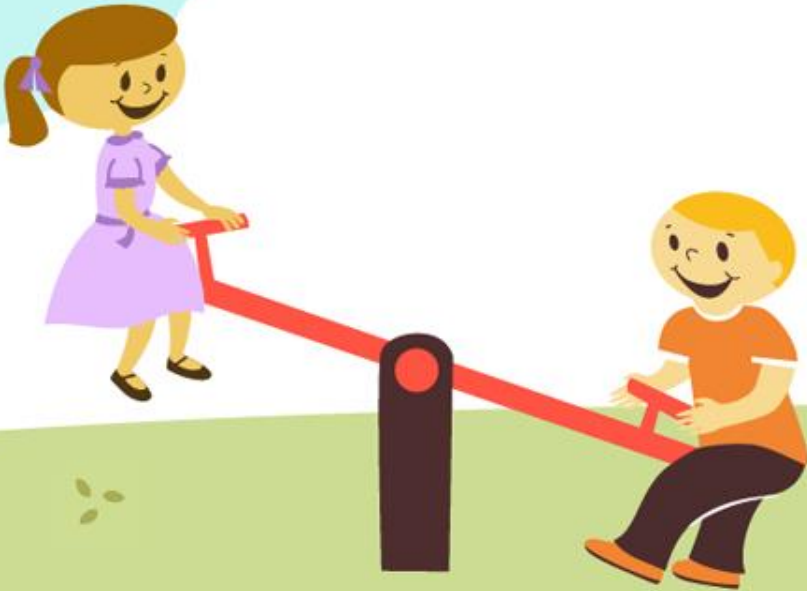
- The state is reimbursing LEAs 100% of eligible foster care transportation expenses.
- Starting with the 2018-2019 SY, expenses related to extracurricular activities will no longer be reimbursed.

Transportation for Students in Foster Care



Comprehensive Student Summary

EdInsight Dashboard Report



What is the report and why does it exist?

·This report is a snapshot of the child's education. It was created at the request of the Family Court Judges. As a part of their planning team, the Court needs to be informed about how the child is performing in school.

What is in the report?

·The report contains key educational information such as, name, school name, enrollment history, attendance, discipline, grades, credits, special services, etc.

Who and when will the report be requested?

·DFS workers and Office of the Child Advocate (attorneys) will be requesting the report. They have been instructed to contact the LEA Foster Care Liaison at least a week before they need it and provide the court date that the report is needed for or the date the report is needed for other purposes.

EdInsightDashboard → My Dashboards → Enter student name in search bar → select print

- Pop-up box will appear. Default is that all boxes are checked. When DFS has requested the report, leave all boxes checked and select PDF.
- Report should be given to DFS for court appointments (when requested).
- DFS has been instructed to request the report from the foster care liaison.
- It may be decided that they don't want all this information, if that is the case you will receive notification regarding which boxes to check.

Print Student Report

- Student Information
 - School Information
 - Contact Information
 - Program Status
 - Special Services
 - Other Student Information
 - Enrollment History
 - Current Courses
- Metrics
 - Attendance and Discipline
 - Assessments
 - Grades and Credits
- Student History
 - Course History
 - Assessment History

Student ID	Student Name
Birth Date	
Gender	
Hispanic/Latino	
Race	
Home Language	
Student Language	

School Name	
Grade Level	
Cohort Year	
Entry Date	
Entry Code	
Expected Graduation Year	

PDF Cancel



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Next Meeting:

Thursday, August 30, 2018

