



## Policy: Educational Needs of Children in Out-Of-Home Care

**ChildNet Number:** CN 003.056

**Policy Original Approved Date:** February 15, 2003

**Policy Revised Date(s):** April 2, 2007; December 15, 2009; October 11, 2012,  
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**Sunset Date:**

**COA Standard(s):** NET 2.01, 2.03, 7.01, 7.03, 7.04, FKC 9.05

### Statement of Policy:

ChildNet is firmly committed to supporting the educational needs of children in out-of-home placements. Due to factors such as the effects of abuse, abandonment and neglect, removal from their families, lack of previous focus on education, and inadequate support systems, children entering the foster care system often struggle academically. Lack of a solid educational foundation can severely limit a child's life opportunities both in the sense of securing an adequate income and in the sense of full social participation and person fulfillment. Therefore, ChildNet has entered into Interagency Agreements which facilitate the coordination and enhancement of educational services to children experiencing the stresses associated with removal from their home. The Interagency Agreements further address the special needs of children with disabilities and older youth preparing for independence. ChildNet supports and maintains both the spirit of, and the specific procedures, described in the Interagency Agreements.

**Board Chair's Signature:**

**Date:**

07-29-14



## **Procedure: Educational Needs of Children in Out-Of-Home Care**

**ChildNet Number: CN 003.056**

**Original Approved Date: February 15, 2003**

**Procedure Revised Date(s): April 2, 2007; December 15, 2009; July 9, 2014,  
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**Procedure Sunset Date:**

**COA Standard(s): NET 2.01, 2.03, 7.01, 7.03, 7.04, FKC 9.05**

### **Definitions (If any):**

Home Education Programs (home schooling) – the sequentially progressive instruction of a student directed by his or her parent(s) in order to satisfy the attendance requirements of Florida Statute 1002.41, 1003.01(4) and 1003.21(1).

“Salmon Form” – Form entitled “School Registration Information for Foster Care Children” is a document created collaboratively by ChildNet and the School District, which includes critical demographic and contact information used to update the school district’s databases for children in out of home placements and attending a public school. The form also addresses specific concerns such as court orders or other stipulations, which may prohibit or limit the contact the child may have with parents or other individuals.

### **Statement of Procedure:**

#### **I. Broward**

- A. Upon completion of the Shelter Hearing and the staffing of the case, all available school information will be provided to Intake and Placement and the Child Advocate, when assigned.
  1. If the child will remain in their current school, the Intake and Placement Supervisor/designee or Child Advocate, if assigned, is to:
    - a. Complete the “Salmon Form” (see Salmon Form titled School Registration Information for Foster Care Children located on ChildNet’s Resource Link).
    - b. Submit the “Salmon Form” to [fostercare@browardschools.com](mailto:fostercare@browardschools.com) with a copy to ChildNet’s Educational Services Specialist, notifying that the Department of Children and Families/ChildNet has been assigned custody and the address where the child will be residing.



- c. If the school is outside of the boundary where the child will be placed, the Intake and Placement Transportation Supervisor/designee or Child Advocate (if assigned) is to submit a Special Transportation Request to Broward County Public Schools (BCPS). This is completed via ChildNet's automated transportation system accessed through the "Dispatch Request" icon on ChildNet's computer system. If the request is approved by BCPS, they have up to 10 business days to route the bus and begin transportation to and from school. In the meantime, ChildNet is responsible for ensuring that temporary transportation is in place.
2. If the child must be placed in a new school, the Director of Intake and Placement/designee or Child Advocate, if assigned, is to:
    - a. Ensure completion of the School Stability Checklist to ensure that it is in the student's best interest to change school placement, submitted to [fostercare@browardschools.com](mailto:fostercare@browardschools.com) with a copy to ChildNet's Educational Services Specialist.
    - b. Register the child in his/her new school promptly, at the most logical juncture that is identified. The school (Foster Care Designee) must also be provided with the salmon form, copy of the School Stability Checklist, and a court order documenting custody and any visitation/contact restrictions, at the time of registration. If the caretaker is registering, the above paperwork must be submitted prior to registration or provided to the caretaker for registration, so that there will be no delay.
    - c. Submit a fully completed "Salmon Form" to [fostercare@browardschools.com](mailto:fostercare@browardschools.com) with a copy to ChildNet's Educational Services Specialist. All required "Salmon Forms" must be submitted to BCPS within 72 hours of a change.
    - d. Enter the school placement in the education section in FSFN, upload the School Stability Checklist in FSFN, and document the best interest determination in FSFN. A copy of the "Salmon Form" must also be retained in the file. The Child Resource Record (CRR) must also be updated.
- B. Change of foster care placement:

When the placement of a child in out of home care changes, the Child Advocate is to collaborate with members of the treatment team and/or relevant parties involved in the case (i.e.: GAL, Foster Care Designee, Targeted Case Manager, Therapist, Psychiatrist, Behavior Analyst) to determine if it is in the child's best interest to remain at his/her current school or whether a new school placement is appropriate.



1. If the child will stay enrolled in the current school, and the school is out of boundary for the new placement, the Child Advocate is to submit a Special Transportation Request to BCPS via ChildNet's automated transportation system, accessed through the "dispatch request" icon. If the out of boundary Special Transportation request is denied by BCPS, the Child Advocate is to staff the case with his/her Supervisor and Director/Manager to determine whether a request should be made through ChildNet's transportation unit or to discuss other possible transportation accommodations.
2. A new "Salmon Form" will be completed as outlined in Part I, Section A, 1b and 2c.
3. If the child will transfer to a new school, the Child Advocate will promptly register the child in the new school at the most logical juncture and submit a fully completed "Salmon Form", School Stability Checklist, and any applicable court orders to the Foster Care Designee, [fostercare@browardschools.com](mailto:fostercare@browardschools.com), and ChildNet's Educational Services Specialist. If the caretaker is registering, the paperwork must be submitted prior to registration or provided to the caretaker for registration, so that there will be no delay. The School Stability Checklist shall also be uploaded in FSFN, as well as documented in the chronological section.
4. The Child Advocate will note any changes in school placement in the chronological section of the case file, the Child's Resource Record, and on the education tab in FSFN.

C. Annually at each new school year:

1. Each new school year, an updated "Salmon Form" will be collected and provided to the BCPS Student Services Foster Care Support Office for distribution to the individual schools.
2. The Child Advocate is to complete an updated "Salmon Form" for each child in out of home care who will be attending a Broward County Public School. The most current Court Order(s) must be attached to the "Salmon Form."

## II. Palm Beach

A. Upon completion of the Shelter Hearing

1. The School District of Palm Beach County's (SDPBC) Foster Care Liaison receives notification from Children's Legal Services when children are sheltered or are under the jurisdiction of DCF. "Salmon Forms" are submitted for every child attending school in Palm Beach County by the IPA or DCM to [pbeducation@childnet.us](mailto:pbeducation@childnet.us).



2. The “Salmon Form” is then forwarded to the SDPBC Foster Care Liaison, via secured scanned email, providing notification that the Department/ChildNet has been assigned custody and noting the address where the child will be residing.
3. If the school is outside of the boundary where the child will be placed, the Intake and Placement Advocate or Dependency Case Manager (if assigned) will submit a transportation request via the “Salmon Form”.
  - a. If the request is approved by the SDPBC, the SDPBC has up to 10 business days to route the bus and begin transportation to and from school.
  - b. In the meantime, an Intake and Placement Family Support Worker will transport the child to/from school for 5 days. If a bus route has not been established by the 5<sup>th</sup> day the Dependency Case Manager is responsible for ensuring that temporary transportation is in place.
4. If the child must be placed in a new school: the child’s caregiver or the Dependency Case Manager is to:
  - a. Register the child in his/her new school. The school must also be provided with a court order documenting custody and any visitation/contact restrictions, at the time of registration.
  - b. The Dependency Case Manager will submit a fully completed “Salmon Form” to the SDPBC Foster Care Liaison via email at [pbeducation@childnet.us](mailto:pbeducation@childnet.us).
  - c. The Dependency Case Manager must note the school placement in the chronological section of the child’s case file and in ChildNet’s SACWIS (Statewide Automated Child Welfare Information System). A copy of the “Salmon Form” must also be retained in the file. The Child Resource Record (CRR) must also be updated.

**B. Change of foster care placement:**

1. If the child will stay enrolled in his current school, and the school is out of boundary for the new placement, the Dependency Case Manager is to submit a transportation request via Salmon Form to [pbeducation@childnet.us](mailto:pbeducation@childnet.us). If out of boundary Special Transportation request is denied by the SDPBC, the Dependency Case Manager is to staff the case with their supervisor and site Director to determine whether the child should transfer to a new school.



2. If the child will transfer to a new school, the Dependency Case Manager or caregiver is to register the child in the new school and submit a fully completed "Salmon Form" to the Foster Care Liaison via email to [pbeducation@childnet.us](mailto:pbeducation@childnet.us).
3. The Dependency Case Manager will note any changes in school placement in the Child's Resource Record and in SACWIS.

C. Annually at each new school year:

An updated "Salmon Form" will be completed and sent to the SDPBC Foster Care Liaison for each child who will be attending a Palm Beach County School.

### III. Case Planning:

The Child Advocate/DCM is responsible for ensuring that school personnel are included as individuals that are invited to participate in case planning for children. School personnel that should be invited include the Foster Care Designee and/or school personnel that are knowledgeable about the child and able to provide relevant educational information to assist with planning (i.e.: guidance counselor, school social worker, teacher).

### IV. Tutoring:

- A. If tutoring services are recommended, then the Child Advocate/DCM is to consider tutoring services to assist the child. These services may be available free of charge or at a reduced price through the school districts or through other community providers. Good quality free or reduced price services should be considered first.
- B. If free or reduced-price tutoring services are not available, not accessible, or not appropriate, then a request for tutoring services through ChildNet's general funding may be submitted for consideration.
  1. General Funding Authorization and Purchase Orders for tutoring services are to be submitted to ChildNet's Educational Services Specialist (Broward) or to [PBBehHealthGFA@childnet.us](mailto:PBBehHealthGFA@childnet.us) (Palm Beach). Factors considered for approval include the child's demonstrated need, including the following measures:
    - grades (especially in the subjects of Reading and Math)
    - FSA or other standardized test scores
    - risk of retention
    - if a Progress Monitoring Plan (PMP) is in place or recommended



2. If tutoring services are ordered by the Court, the Child Advocate/DCM is to submit the General Funding Authorization and Purchase Orders, within 48 hours of the order.

## **V. Training:**

### **A. Broward**

ChildNet's Educational Services Specialist and the BCPS Student Services Foster Care Support Office are to collaboratively develop and implement training curriculum and sessions that focus on the educational needs of foster children, as follows:

- A. Foundations of Education training provided to all newly hired ChildNet Child Advocates as a component in DCF approved pre-service training.
- B. Training on the components of the Interagency Agreement and how they are operationalized to all newly hired ChildNet Child Advocates within their first 6 months of employment in the Training Unit.
- C. Annual mandatory training for all ChildNet Child Advocates on the Inter-Agency Agreement and any updates for the upcoming school year.
- D. Training to foster parents and Residential Group Care liaisons on the Inter-Agency Agreement.

### **B. Palm Beach**

ChildNet and the SDPBC Foster Care Liaison are to collaboratively develop and implement training curriculum and sessions that focus on the educational needs of foster children, to include an overview of the School District of Palm Beach County, any updates regarding the SDPBC, and the Interagency Agreement. This training will be offered yearly to all Dependency Case Managers and will be offered to newly hired Dependency Case Managers.

## **VI. Maintaining the Interagency Agreement with the school districts**

### **A. Broward**

1. At a minimum, the Director of Service Coordination or designee and ChildNet's Educational Services Specialist are to attend the quarterly meetings of the Foster Care Steering Committee convened by the Broward County Public Schools' Foster Care Coordinator/Dependency Court Liaison to monitor the continued implementation of the local Agreement.



2. The ChildNet Executive Director, and the Director of Service Coordination, or designated staff, will meet with the Director of Student Services, the BCPS Foster Care Coordinator/Dependency Court Liaison, and the Florida Department of Children and Families specifically for the purpose of reviewing and amending the Agreement prior to its submission to the School Board of Broward County for approval (3 year renewals). As added parties to the Agreement, The Agency for Persons with Disabilities, CareerSource, the Florida Department of Juvenile Justice, and Broward Behavioral Health Coalition are to be invited to the meeting as well.

## B. Palm Beach

The Executive Director or designee chairs the monthly Interagency Review Team in which the school district liaison is in attendance. The purpose of this interagency meeting is to discuss system issues and address service needs of children involved in more than one system of care.

## VII. Home Education Program:

Home schooling is an educational option that is recognized in the State of Florida. However, ChildNet foster care parents are generally **not permitted** to home school a dependent child(ren) that is placed in their care by ChildNet or by its contracted service providers.

If a foster parent expresses an intent to home school. Consideration may be given under the following circumstances only (**ALL** of the following criteria apply):

- a. The child has been permanently committed to the department.
- b. The current goal is adoption.
- c. The foster care home is identified as an adoption home for the minor child(ren).

President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

05-04-18