

Educational Stability Decision Making: Roles and Responsibilities

State Agencies:

Agency of Education (AOE) and Department for Children & Families – Family Services Division (FSD)

AOE and FSD designated Points of Contact (POC) shall:

1. Oversee the policy, protocol and processes that are required in the Every Student Succeeds Act (ESSA) which outlines requirements of the Points of Contacts (POCs) at the local level.
2. Serve as the primary contact between AOE and FSD.
3. Serve as a mediator/decision maker when a conflict regarding school placement or transportation for a child in foster care is not able to be resolved at a local level.
4. Provide technical assistance, training and updates to all POC’s (AOE and FSD).
5. Ensure that documented transportation guidelines are implemented.
6. Function in a continuous quality improvement role related to implementation.
7. Collect all BID and Educational Stability Agreement Forms for data tracking purposes.
8. Coordinate the sharing of data between AOE and FSD in accordance with the data sharing MOU between the two entities.

Local Agencies:

Local Education Agencies (LEA) and Family Services Division District Offices (FSD)

Each LEA and FSD shall designate a Point of Contact. Each Point of Contact is required to maintain current knowledge of the policy, protocol and processes for educational stability.

LEA designated Points of Contact (LEA POC) shall:

1. Implement Title I provisions related to foster care and state-placed students.
2. Serve as the primary contact between the schools and local FSD offices for general information purposes.
3. Share information with others in the school setting.
4. Ensure that a process for review of Best Interest Determination occurs.
5. Ensure the transfer of records and support immediate enrollment if child is moved to a new school.
6. Retain a copy of the Educational Stability Agreement or the Educational Best Interest Determination for documentation purposes.
7. Ensure that a copy of the signed Educational Stability Agreement or the Educational Best Interest Determination is sent to the Secretary of AOE for the purpose of LEA assignment.
8. Receive a letter from the Secretary of AOE assigning the LEA when a child is residing outside of the school district and attending the school of origin.

9. Participate in the planning for transportation using transportation guidelines as needed.

FSD designated Points of Contact (FSD POC) shall:

1. Serve as the primary contact between the FSD office and the child's school for general information purposes.
2. Act as a liaison to the FSD office from State level POC's around educational stability policy and protocols.
3. Maintain current knowledge of the policy, protocol and processes for educational stability.
4. Facilitate communication between FSD and the local school staff regarding a change in legal status of a child or a placement change for a child in foster care (both entry and exit) as needed.
5. Make concerted efforts to place the child in a foster home within close proximity to the school of origin (ex: communicates with school about placement need and seeks information about potential resources available locally).
6. Participate in the planning for transportation as needed.
7. Maintain an accurate record of contact information for all schools in their district.

FSD District Director shall:

1. Sign off on the completed BID or Educational Stability Agreement form when there are transportation costs paid by FSD.
2. Review decisions and provide approval when it is proposed that a child will change schools.

Local Agencies:

Local School and Family Services Division Staff

School staff are building level personnel who have knowledge of the child.

School Staff shall:

1. Serve as the primary contact between the child's school and local FSD office.
2. Share student information with others in the school setting as needed.
3. Participate in the Best Interest Determination discussions.
4. Participate in the development of the BID or Education Stability Agreement with FSD and the student's team.
5. Participate with FSD and the student's team in the planning for transportation using transportation guidelines.
6. Ensure that the BID or Education Stability Agreement forms are signed by the Superintendent or his/her designee.
7. Forward a copy of the signed BID or Educational Stability Agreement to the AOE Point of Contact.

FSD Social Worker shall:

1. Notify or ensure timely notification of the LEA when a child enters custody and is placed in foster care or when there is a placement change (both entries and exits).
2. Complete the placement change form including updates to the education section.
3. Participate in the development of the BID or Education Stability Agreement with the school and the student's team.
4. Participate with the school and the student's team in the planning for transportation using transportation guidelines.
5. Ensure that the BID or Education Stability Agreement forms are signed by the FSD District Director.
6. Be responsible for final educational transportation plans for the child and ensures that a paid transportation arrangement has been approved by the FSD District Director.
7. Outline educational plan in child's case plan and explains any change in educational stability.
8. Retain a copy of the signed BID or Educational Stability Agreement for the child's case file.