



**State of Florida  
Department of Children and Families**

**Rick Scott**  
*Governor*

**Mike Carroll**  
*Secretary*

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**Pattie Medlock**  
*Regional Director*

**CIRCUIT 7 PROCEDURE FOR EVERY STUDENT SUCCEEDS ACT  
(ESSA) STAFFINGS**

**Purpose:** The following procedure applies to all instances which result in the removal or change of placement of a school age child and his or her placement would require a change from their school of origin. Maintaining the child's school stability while in out of home care is first priority, unless remaining in the school of origin is not in the best interest of the child.

**Procedure:** Following removal or change of placement of a school age child:

1. The Child Protective Investigator/ Dependency Case Manager will determine if the Every Student Succeeds Act (**ESSA**) **staffing** is required based on the child's placement.
2. If the placement cannot provide transportation for the student to their school of origin the Child Protective Investigator/ Dependency Case Manager will request an Every Student Succeeds Act (**ESSA**) **staffing**. The request will be made by submitting the School Stability Checklist for Children in Out of Home Care form through an email to the Community Based Care point of contact at:  
  
[ESSA@cbcvf.org](mailto:ESSA@cbcvf.org)
3. The Child Protective Investigator/ Dependency Case Manager will fill out the identification portion School Stability Checklist for Children in Out of Home Care.

NORTHEAST REGION

*Circuit 3 (Madison, Taylor, Dixie, Hamilton, Lafayette, Suwannee, & Columbia Counties) Circuit 4 (Clay, Duval, & Nassau Counties)*

*Circuit 7 (Flagler, Putnam, St. Johns, & Volusia Counties)*

*Circuit 8 (Alachua, Baker, Bradford, Gilchrist, Levy, & Union Counties)*

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I. The Child Protective Investigator will notify the Community Based Care point of contact no later than 10:00 A.M. the next business day following the removal.

II. The Dependency Case Manager will notify the Community Based Care point of contact no later than 10:00 A.M. the next business day following an **emergency change of placement.**

III. In cases where it is known a change of placement needs to occur. The Dependency Case Manager will notify the Community Based Care point of contact at least three days prior to the change of placement.

IV. If the shelter/ change of placement action is denied or dismissed the Child Protective Investigator or Dependency Case Manager will notify the points of contact of the dismissal thereby cancelling the ESSA staffing.

4. The Community Based Care point of contact will schedule the ESSA staffing and notify all parties of the ESSA staffing date and time.
5. The School Stability Checklist form will be utilized and completed during the ESSA staffing by the CBC point of contact uploaded into FSFN in the education tab for Children in Out-of-Home Care. This documentation will serve as justification of the decision to move a child from his or her school of origin.
6. The Child Protective Investigator/ Dependency Case Manager will use the information obtained from the ESSA staffing to assist in informing the child functioning domain.