

## **Process for School Staff on Foster Care**

**Procedures for school staff for children and youth in Foster Care mirror those for homeless children and youth, meaning no delayed enrollment and school stability, transportation process, etc. These procedures are new to the district for foster care students and are all part of federal law changes and required. If you have a student in foster care and have any questions, email or call the Foster Care Point of Contact, Jennifer Watley. Below is information that should help you in serving them.**

- **Enroll immediately even if lacking proofs of address or records.**

Person enrolling should present staff with a copy of the court order. Always call or email Jennifer Watley, Foster Care Point of Contact, at 20856, or Dennisse Cotto, Secretary at 20857, if you have a question. Please do not turn a family or case worker away and make sure front desk staff has this same information.

- **Ensure the foster parent or case manager marks on student entry forms that the student is in foster care.**

You will code students on S316 under the foster care tab. After you code them, they will receive services such as free meals. You will also be able to generate a report of students in your school who are in foster care once you have coded on S316.

- **Services for Students in Foster Care can be accessed.**

Community funds are available through Community Partnership for Children (CPC) for children and youth in foster care. These funds can be accessed for school fees, field trips, school activities, etc. All requests need to be made via email to Jennifer Watley, the Foster Care Point of Contact, and she will coordinate with CPC for payment.

- **Students in foster care have the right to remain at the same school even when living out of zone.**

These students can continue at their “school of origin” or go to zoned school at new address. If staying at “school of origin,” the district is required to provide busing transportation (if feasible, and in best interest of the student). The foster care point of contact must be emailed with the student’s name, alpha, new address and request for homeless variance code and busing. Please copy your variance and transportation contacts on this email. A variance must be completed and only your school signs but this should not delay the request. Please place an O in Needs and a Y in Transportation in Cross Pointe if the student needs a bus.

**Please remember – this is new for all of us so do not hesitate to ask a question or express a concern.**