

Foster Child Notification of Placement (Change)

For children in the custody of a NC County Child Welfare Agency

Confidential

Child Information

Date of Notification:

Child's Name:

Age:

DOB:

Sex:

County Child Welfare Agency:

County Child Welfare Agency Contact Name:

Email:

Phone:

Fax:

Care Provider Name:

Phone:

Care Provider Address:

Type of Care Provider: Family Foster Home Relative/Kinship Home Therapeutic Home Facility # _____

Child's Placement is: Within School of Origin Transportation Zone Not within School of Origin Transportation Zone Unknown

Check one: Initial Placement Placement Change Exiting Care

Date of Custody:

Date of Placement/Plan Change (if different):

Medical Provider:

Phone:

Medical Provider Address:

Special safety concerns or special conditions, medications, or allergies (attach additional pages as needed):

This document provides all information required for the county child welfare agency to notify the school principal and/or school superintendent that a child is in the custody of the county child welfare agency and/or there has been a foster care placement provider change.

County Child Welfare Social Worker signature

Date

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Release of Information

I, _____, as legal custodian/guardian of
Child's name _____, hereby authorize _____, their
Schools, medical providers, etc.
agents and employees in possession of this child's _____ records to release such information to
Educational, medical, etc.
the _____ County Child Welfare Agency.

Legal Custodian/Guardian Signature

Date

A copy of the custody court order was provided with this form.

When a local child welfare agency has legal responsibility (custody) for the care of a child, parental consent is not required to access educational records. The county child welfare agency is entitled to all educational records through the Uninterrupted Scholars Act ([Public Law 112-278](#)). Educational records include, but are not limited to:

- Educational records (report cards, progress reports, attendance records, achievement data)
- IEP or 504 plan
- Disciplinary referrals
- Health reports/records
- Other behavioral records
- Extracurricular participation (sports, clubs, tutoring services, community events)

The county child welfare agency shall coordinate with the school representative to ensure that the child in foster care is appropriately enrolled with all educational records provided ([Fostering Connections to Success and Increasing Adoptions Act of 2008 \(P.L. 110-351\)](#); [Social Security Act, Title IV, § 475 \(1\) \(G\) \[42 USC 675\]](#)).

Best Interest Determination Meeting (for Educational Stability)

A Best Interest Determination meeting (BID) must be held within three days of child's placement if it did not occur prior to child's initial foster care placement or foster care placement change.

The only exception is when the child's foster care placement is a) within the existing transportation system for the current school he or she attends and b) there is no intent to change the child's school assignment. In those cases, an Educational Services (ES) meeting must be held within 30 days of the child's placement.

The BID meeting has been scheduled at the following time and place:

Date: _____ Time: _____ Location: _____

The purpose of the BID meeting is to ensure each child has the appropriate services to meet his or her educational, social, transportation, and other needs. The county child welfare agency social worker must invite, and prepare as needed, the child, parents, and court partners (GAL, etc.). The local educational agency point of contact must invite teachers, coaches, special education services, transportation services, or any other educational services, as appropriate.

Local Educational Agency Point of Contact: _____

County Child Welfare Agency Point of Contact: _____

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Child Information

**THIS PAGE FOR
INTERNAL COUNTY AGENCY USE ONLY**

Date:

Child's Name:

Age:

DOB:

Sex:

Child's
Permanent Plan

Reunification

Adoption

Other _____

Is this notification due to a change
in permanency? Yes No

Previous Medical Provider:

Phone:

New Medical Provider:

Phone:

New Medical Provider Address:

Medicaid Number:

Special safety concerns or special conditions, medications, or allergies (attach additional pages as needed):

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Form Instructions

Purpose of Foster Child Notification of Placement (Change) Form

The purpose of the Foster Child Notification of Placement (Change) form is for the county child welfare agency to provide information to notify the school principal and/or school superintendent that a child has entered the custody of a county child welfare agency or that a change in a foster child's foster provider has occurred. Pages 1 and 2 are used for this purpose.

Page 3 is available for county child welfare agencies to provide notification within the agency regarding a change in status of a child in the custody of the county child welfare agency.

Use of Foster Child Notification of Placement (Change) Form

Whenever a county child welfare agency places a child in foster care or in a new foster home, the child should continue to attend his or her current school. Child welfare policy requires a Child and Family Team (CFT) meeting be held prior to assuming non-secure custody or making a foster care placement change. The Best Interest Determination (BID) meeting regarding the child's school placement shall be a part of the CFT meeting, whenever possible. If the CFT/BID meeting does not occur prior to the child's new placement, a BID meeting must be scheduled within three days after the child's placement. The only exception is when the child's foster care placement is a) within the existing transportation system for the current school he or she attends and b) there is no intent to change the child's school assignment. In those cases, the BID meeting must be held within 30 days of the child's placement.

The county child welfare agency social worker is responsible for completing this entire form. Within a day of a foster child's placement (initial placement or change of placement) the Foster Child Notification of Placement (Change) form (pages 1 and 2) must be provided to the child's school. Either the county child welfare agency worker or the child's placement provider can deliver the form, along with a copy of the nonsecure order. The time and place for the BID is provided on this form (if not held prior to the child's placement decision).

If it is determined in the CFT/BID meeting that it is in the best interest of the child to attend a new school, the Foster Child Immediate Enrollment form shall be used, instead of the Foster Child Notification of Placement (Change) form. The Every Student Succeeds Act (ESSA) requires that a child in foster care be enrolled in a new school as soon as possible in order to prevent educational discontinuity, in most cases by the next school day. In addition, enrollment must not be denied or delayed because documents normally required for enrollment have not been provided.

Rare exceptions may exist when a change in the school placement is necessary for emergency foster care placements or placement changes and there is inadequate time to schedule a CFT/BID. A change in school placement even when an emergency foster care placement (change) occurs should be considered before the BID meeting only when it is detrimental to the child's best interests to remain in his or her school of origin and must be approved by the CWA director (or designee). The Foster Child Immediate Enrollment form should be used in this emergency situation. In this case, the best interest determination requirement shall be covered in the Educational Services meeting scheduled on the Foster Care Immediate Enrollment form.

For a child that was not enrolled in public school prior to entering foster care or a foster care placement change, the Foster Care Immediate Enrollment form (DSS-XXXX) will be used at the time of enrollment. Check the box for New Enrollment on Page 1.

Page 3 of the Foster Child Notification of Placement (Change) form is for internal agency use only. Often an agency must notify other services within the agency of a change in a child's status. Page 1 and 3 are designed to be used together for this purpose.

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Form Instructions

Best Interests Determination (BID) meeting & Documentation

The Fostering Connections to Success and Increasing Adoptions Act (P.L. 110-351) Section 204 requires:

“The child’s case plan must include (1) assurances that the child’s placement takes into account the appropriateness of the current education setting and the proximity to the school in which the child was enrolled at the time of the placement; (2) an assurance that the state agency has coordinated with appropriate local educational agencies to ensure that the child remains in the school in which the child is enrolled at the time of placement; and (3) if remaining in the school is not in the child’s best interests, assurances by the state agency and the local educational agencies to provide immediate and appropriate enrollment in a new school, with all of the educational records of the child provided to the school.”

Fostering Connections and ESSA require that every child remain in his or her school of origin unless a determination is made that it is not in his or her best interest. The decision as to what is in the child’s best interest shall take place at a Best Interest Determination (BID) meeting. Scheduling of the BID meeting is the responsibility of the county child welfare social worker. The social worker should collaborate with the local education agency to schedule a BID meeting prior to the child(ren) entering custody or a making a placement change as a part of a CFT meeting. The county child welfare agency shall also discuss with the child the purpose of the meeting, prepare the child for the meeting (unless it is determined that the child should not attend the meeting), and assist the child in the identification of a supportive adult to attend the meeting with the child or in his or her behalf.

When the BID does not occur prior to foster care placement or a placement change, it must occur within three school days of the local educational agency’s receipt of the Notification of Placement form. For counties that hold a Child Planning Conference or Day One Conference, the BID meeting should be held at the same time whenever possible.

In making the determination as to whether it is in the child’s best interest to remain in his or her school of origin, the county child welfare agency and local education agency must consider the appropriateness of the current educational setting and proximity of placement. In addition, they should consider all factors relating to a child’s best interest, including:

- Preferences of the child;
- Preferences of the child’s parent(s) or education decision maker(s);
- The child’s attachment to the school, including meaningful relationships with staff and peers;
- Placement of the child’s sibling(s);
- Influence of the school climate on the child, including safety;
- The availability and quality of the services in the school to meet the child’s educational and socioemotional needs;
- History of school transfers and how they have impacted the child;
- How the length of the commute would impact the child, based on the child’s developmental stage;
- Whether the child is a student with a disability under the IDEA who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin; and
- Whether the child is an EL and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the EEOA.

Transportation costs should NOT be considered when determining a child’s best interest.

The following parties should be invited to attend the BID meeting:

- The point of contact (POC) for the county child welfare agency, and/or the social worker with the most information about child;
- The POC for the local education agency, and/or the representative from the school of origin who has the most knowledge about the child and who is best able to provide feedback on significant relationships the child may have formed with staff and peers and how changing schools would impact the child’s academic, social, and emotional well-being. This could be a teacher, counselor, coach, another meaningful person in the child’s life, or any or all of the above;

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Form Instructions

- If the child has an IEP or a Section 504 Plan, the relevant school staff members who could speak to the special needs of the child should also be invited to participate;
- If the child is an English Learner, a student identified as having limited English proficiency in speaking, listening, reading, or writing English, other relevant school staff may need to participate;
- The child, depending on age;
- Foster parents, when appropriate;
- Biological parents, guardians, or custodians when appropriate;
- Relatives of the child with perspective on which school the child should attend while in foster care; and
- The child's court appointed Guardian ad Litem, or a representative from the appropriate GAL program.

The county child welfare agency social worker must invite, and prepare as needed, the child, parents, and court partners (GAL, etc.). The local educational agency POC must invite teachers, coaches, special education services, transportation services, or any other educational services, as appropriate.

The outcome of the BID meeting should be:

- Selection of the school based on the child's best interests,
- Identification of the transportation method (if there is adequate information), and
- Clear tasks for follow up, as needed, including transportation funding, or new enrollment.

When a county child welfare agency places a child in foster care or in a new foster home, the child should continue to attend his or her current school. Exceptions may exist when a change in the school placement is necessary for emergency foster care placements or placement changes. A change in school placement should only occur before the BID meeting when it is detrimental to the child's best interest to remain in his or her school of origin and a school placement change is necessary before a BID meeting can be held. A school placement change prior to the BID meeting requires approval by the county child welfare agency director (or designee).

Educational Services Meeting & Documentation

When the outcome of the BID meeting is that a school change is necessary, an Educational Services (ES) meeting should be scheduled after enrollment in the new school. The purpose of the ES meeting is to ensure the child has all required educational services and to discuss the child's school transition. Scheduling of an ES meeting is the responsibility of the county child welfare agency. The county child welfare worker should collaborate with the local educational agency to schedule the ES meeting within 30 days of the child's enrollment in a new school.

The BID form shall be used to document the ES meeting. Check on the top of the form the box for Educational Services meeting.

Additional Educational Stability Documentation

The Child Educational Status form together with the BID form meet the requirements of the Fostering Connections Act and ESSA that documentation be maintained in the child welfare case file for every child in the custody of a county child welfare agency regarding educational stability. The Child Educational Status form (DSS-5425) or BID form is to be completed for every case at a CFT, PPAT, BID, ES meeting or other review of a child's placement case.

Confidentiality

Agencies must protect individually identifiable information from unauthorized use or disclosure and to further protect such information from tampering, loss, alteration, or damage. The HIPAA Privacy Rule requires safeguards be in place to avoid unauthorized use or disclosure of individually identifiable health information. For this reason, page 3 must only be utilized within the agency.