



APPENDIX D: BEST INTEREST DETERMINATION PROCESS EDUCATIONAL
INPUT FORM - RESIDENTIAL TREATMENT CENTERS



Student Information			
Student Name:	DOB:	Age:	Grade:
504 Plan: <input type="checkbox"/> YES <input type="checkbox"/> NO	Special Education (IEP): <input type="checkbox"/> YES <input type="checkbox"/> NO		
Date of Admission:	Date of Discharge:		
Residential Treatment Center Information			
Name of Facility:			
Address:		Phone:	
Educational Contact:		Email:	
Educational Case Manager:		Email:	
Academic Update			
Academic Strengths:			
Academic Challenges:			
Successful Academic Strategies:			
Academic Summary:			
Behavioral Update			
Behavioral Strengths:			
Behavioral Challenges:			
Successful Behavioral Strategies:			
Behavioral Summary:			
Supporting Documentation			
Indicate and attach any supporting documentation that you wish to share. (The following is a checklist of sample documents that may be considered. The list is not intended to be exhaustive.)			
<input type="checkbox"/> Report Card/Transcript			
<input type="checkbox"/> Attendance Data			
<input type="checkbox"/> IEP or 504 Plan			
<input type="checkbox"/> Disciplinary Referrals			
<input type="checkbox"/> Discharge Summary			

APPENDIX E:

School Division Foster Care Liaison

Job Description

Purpose:

Collaboration between school divisions and local departments of social services (LDSS) is recognized as an important component of working to improve educational outcomes for youth in care. The federal *Fostering Connections to Success and Increasing Adoptions Act of 2008* and the *Every Student Succeeds Act* (ESSA) of 2015 encourage coordination between education agencies and departments of social services.

Knowledge Base:

Liaison must be versed in current laws, regulations, policies, and guidance governing education services for youth in foster care, such as the *Fostering Connections Act*, *ESSA*, and the *Children's Services Act* (CSA). Liaison must have an understanding of the public education system, including special education, and the foster care system, and how to access school-based resources (including transportation) for youth in foster care.

Essential Duties:

- Serve as the school division designated contact to promote educational stability for students in foster care, including supporting best practices for local policies and procedures.
- Participate in training to ensure understanding of regulations and processes as they pertain to the enrollment and educational stability of youth in foster care.
- Serve as a resource to school administration and staff, parents, foster parents, and other providers to ensure educational stability policies and procedures are followed and documented at all times.
- Encourage a cooperative process with all parties involved to complete the enrollment process.
- Facilitate communication between the LDSS case worker and other foster care liaisons, as needed.
- Ensure the LDSS caseworker receives current educational information when a school placement is needed to promote educational stability.
- Ensure school division representation in the Best Interest Determination (BID) process for youth in foster care within an appropriate timeframe.
- Assist in coordinating transportation for youth in foster care to remain in the school of origin by notifying the school of origin transportation designee and communicating identified options with the student's LDSS case worker.
- Ensure staff is trained about the benefits of educational stability and the immediate enrollment process used for youth in foster care.
- Provide appropriate guidance documents and forms to schools for immediate enrollment.
- When in the youth's best interest as determined by the BID process, advocate for immediate enrollment in the receiving school to avoid gaps in education.
- Assist in the dispute resolution process, as needed.
- Provide feedback on the implementation and efficacy of educational stability policies and procedures regarding youth in foster care.

APPENDIX E:

Educational Stability Liaison

Job Description for Local Departments of Social Services

Purpose:

Collaboration between school divisions and local departments of social services (LDSS) is recognized as an important component of working to improve educational outcomes for youth in care. The federal *Fostering Connections to Success and Increasing Adoptions Act of 2008* and the *Every Student Succeeds Act* (ESSA) of 2015 encourage coordination between education and departments of social services.

Knowledge Base:

Liaison must be versed in current laws, regulations, policies, and guidance governing education services for youth in foster care, such as the *Fostering Connections Act*, *ESSA*, and the *Children's Services Act* (CSA). Liaison must have an understanding of the public education system, including special education, and of how to access resources for youth in foster care.

Essential Duties:

- Serve as the agency designated LDSS contact to promote educational stability for students in foster care, including supporting best practices for local policies and procedures.
- Participate in training to ensure understanding of regulations and processes as they pertain to the enrollment and educational stability of youth in foster care.
- Serve as a resource to the LDSS case workers, foster parents, and other providers to ensure educational stability policies and procedures are followed and documented at all times.
- Encourage a cooperative process with all parties involved to complete the enrollment process.
- Ensure that the school division foster care liaison is informed when a school placement is needed to promote educational stability.
- Ensure that both foster care liaisons are notified when more than one school division is involved.
- Assist, as needed, in facilitating the Best Interest Determination (BID) process for youth in foster care according to guidance.
- Assist in coordinating transportation for youth in foster care to remain in the school of origin.
- Ensure LDSS staff are trained about the benefits of educational stability and the immediate enrollment process used for youth in foster care.
- When in the youth's best interest as determined by the BID process, advocate for immediate enrollment in the receiving school to avoid gaps in education.
- Assist in the dispute resolution process, as needed.
- Provide feedback on the implementation and efficacy of educational stability policies and procedures regarding youth in foster care.

APPENDIX F: ACKNOWLEDGEMENTS

The revised guidance and tools are the result of many months of effort to learn from past experiences across Virginia and ensure compliance with recent legislative changes. The following individuals participated in this process and are acknowledged for their work.

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