

## BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 4.38	SUBJECT: Every Student Succeeds Act
OAC:	EFFECTIVE DATE: 7/17
	REVISION DATE: 10/17
	REVIEW DATE: 10/17

**PURPOSE:** To ensure compliance with the federal Every Student Succeeds Act (ESSA) by promoting school stability and success for youth in care.

**POLICY:** BCCS shall complete the following steps after a child has been placed in BCCS' custody or changes foster care placement utilizing the procedures outlined below:

**PROCEDURE:**

1. Upon a child entering into the custody of BCCS, the assigned worker will notify the child's school and district within **one (1) school day** when a student has been placed into foster care or has a change in his or her living arrangements. The assigned worker will also inform the school and district if placement could result in a change to the student's school.
2. If the foster care placement could result in a potential change in the child's school, an internal staffing will be held between the assigned worker, assigned supervisor, and any other relevant parties to determine if it is in the child's best to remain in the child's current school. The assigned worker will complete the Education Best Interest Determination Form and a copy will be placed in the case record.
3. Within **five (5) school days** of the child's placement into foster care, except in emergency removal situations, the assigned worker will contact the school of origin notifying them of the best interest decision. The assigned worker will submit the "Notification of Student Out-Of-Home Placement and Request for Transfer of Records (JFS 01441) to the identified school district point of contact.
4. If it is determined by BCCS that the child should remain in his or her school of origin, the Director and/or designee will be included in an internal staffing to determine the agency's position regarding funding. At this time, the assigned worker will also complete the Transportation Plan Form. The school district and BCCS will then develop and implement a plan to provide, arrange and fund transportation within **five (5) school days** of the best interest determination. The school district and BCCS will arrange interim transportation until permanent transportation plans are in place.

5. If it is determined by BCCS that the child should change schools, the assigned worker and/or foster parent will immediately enroll the child into the new school. The assigned worker will provide the new school with as much information about the student (i.e.: age, grades, and academic history) to ensure appropriate support and placement until the school receives relevant records from the school of origin. At this time, the new school will request the student's records the same day from the school of origin.
  
6. The Director shall approve all payments associated with ESSA costs.

10-17-17

APPROVAL DATE:



William Morrison, Executive Director



# TRANSPORTATION PLAN

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

SACWIS Person ID: \_\_\_\_\_ Statewide Student Identifier (SSID) number: \_\_\_\_\_

Custodial Agency: BUTLER COUNTY CHILDREN SERVICES

Caseworker Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Caregiver Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Educational Surrogate, if applicable (Name and Contact Information): \_\_\_\_\_

District: \_\_\_\_\_

District Foster Care Point of Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

School Contact Information: \_\_\_\_\_

## BUTLER COUNTY CHILDREN SERVICES VERIFIES:

1. It is in the student's best interest to remain in the school of origin based on the following factors: \_\_\_\_\_
2. The child eligible under Title IV-E: \_\_\_\_\_ Yes \_\_\_\_\_ No
  - a. If YES, reimbursement for some funding of transportation costs \_\_\_\_\_ will be pursued  
\_\_\_\_\_ cannot be pursued for this reason: \_\_\_\_\_

## \_\_\_\_\_ SCHOOL DISTRICT VERIFIES:

1. The following efforts were undertaken to identify a no-cost or low-cost transportation service:  
\_\_\_\_\_
2. There is an existing transportation option that ensures educational stability for the child following the change in his or her living arrangement:

\_\_\_\_\_ Yes \_\_\_\_\_ No. If YES, what is the option? \_\_\_\_\_

\_\_\_\_\_ SCHOOL DISTRICT AND BUTLER COUNTY CHILDREN SERVICES agree that the most cost effective transportation for this student will be: \_\_\_\_\_

The student's transportation plan will be implemented on (DATE): \_\_\_\_\_

\_\_\_\_\_ SCHOOL DISTRICT AND BUTLER COUNTY CHILDREN SERVICES agree that while permanent transportation is arranged, interim transportation arrangements will be:

\_\_\_\_\_

Authorized Signatures for BCCS: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Signature for DISTRICT: \_\_\_\_\_

Date: \_\_\_\_\_