

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.