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LOCAL EDUCATION AGENCY (LEA) FOSTER CARE LIAISONS: RESPONSIBILITIES & EXPECTATIONS

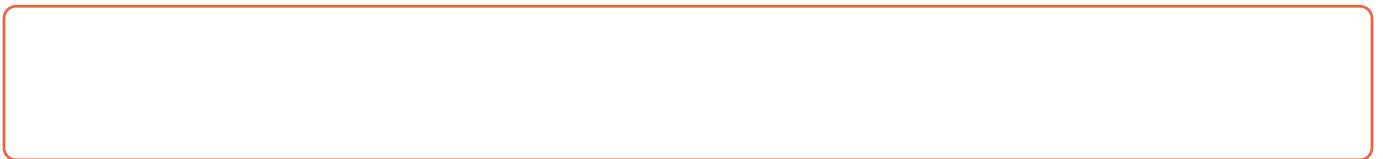


IN THIS CHAPTER

- LIAISON INTRODUCTION AND OVERVIEW
- ANNUAL REMINDERS
- 13 KEY ACTIVITIES FOR LEA FOSTER CARE LIAISONS



CHAPTER 5



WHAT TYPE OF SCHOOL STAFF WOULD MAKE AN IDEAL DISTRICT FOSTER CARE LIAISON?

While there are no formal requirements about who should serve in the LEA Foster Care Liaison role, certain education

- Have the authority to champion and lead multi-departmental
- Are familiar with enrollment, records transfer, existing community
- Are counselors or counselor administrators.

The term "liaison" or "LEA Foster Care liaison" refers to the school district and open-enrollment charter school foster care liaison unless otherwise indicated.



LEA Foster Care Liaisons are responsible for building capacity and infrastructure within their district to support also coordinate with individual campuses, community services agencies, caregivers, local colleges, and advocates involved with the child welfare system.

WHAT IS ASKTED?

AskTED is a real-time public database where each school district and charter school's foster care liaison is listed.

RESOURCES: Foster Care Liaison Information

TEA, [AskTED Directory](#) available by district, region, and county.

TEA, [Guidance on Locating Foster Care Liaison Information in AskTED](#).

TEA, [Foster Care and Student Success Newsletter](#). Subscribe for updates and information from TEA.



ANNUAL REMINDERS

1. Notify TEA of Liaison via AskTED

» the Texas Education Directory, AskTED:

»



2. Remind District and Campus Leaders of LEA Foster Care Liaison Appointment

LEAs are encouraged to annually distribute an informal letter to campus and district leaders in order to discuss the responsibilities of the liaison, importance of school stability for students in foster care, student support services, and the role of the liaison. The letter should be sent out electronically with other district and campus communications to increase awareness and strengthen support for students in foster care.

3. Notify the Regional DFPS Education Specialist of LEA Foster Care Liaison Contact Information

The contact name and information for the ESSA Child Welfare POC will be provided annually to the LEA. The contact information for the ESSA Child Welfare POC will be provided annually to the LEA. The contact information for the ESSA Child Welfare POC will be provided annually to the LEA.



13 KEY ACTIVITIES FOR LEA FOSTER CARE LIAISONS

Note that not all of the activities below must be completed by the liaison. The liaison may delegate appropriate tasks to the ESSA Foster Care POC or the foster care campus champion.

Serve as ESSA foster care point of contact and coordinate related responsibilities *(See Chapter 8: Introduction to the Every Student Succeeds Act, on page 88.)*

Notify DFPS of the LEA Foster Care Point of Contact.

Work with DFPS to support education best-interest decisions.

Collaborate with DFPS and the LEA transportation department to secure transportation for students to the school of origin, when necessary. See the [ESSA Transportation Procedures](#) guidelines for more information.

9bgi fY ghi XYbtg UfY ja a YX]UHmYbfc YX/]ZU ghi XYbhWbbchfYa U]b]b h\Y]f gWcc cZcf[]bž ensure that the student's records are transferred immediately.

Develop and maintain systems and processes to properly identify and code students in foster WfY]b D9 A G"

Annually review and update transportation agreements in collaboration with DFPS, as required by ESSA.

» I h]`nY`h`Y`D`8`h`c`c`W`U`h`Y`]`b`Z`c`f`a` U`h`c`b`Z`c`a` h`Y`g`h`i`X`Y`b`h`g`d`f`Y`j`c`i`g`g`W`c`c`i`]`Z`h`Y`]`b`Z`c`f`a` U`h`c`b` is not provided at enrollment.

Develop a system for providing welcome packets containing information on school opportunities, supports, and resources available.

b`h`f`c`X`i`W`b`Y`k`g`h`i`X`Y`b`h`g`h`c`W`l`a`d`i`g`g`m`g`h`Y`a`g`U`b`X`d`f`c`W`g`g`Y`g`z`d`f`c`j`]`X`Y`W`l`a`d`i`g`h`c`i`f`g`z`U`b`X`i`]`b`k`]`h`g`h`i`X`Y`b`h`U`a`V`U`g`g`U`X`c`f`d`f`c`[`f`U`a`g`f`U`k`U`m`g`a`U`]`b`U`]`b`V`t`b`X`Y`b`h`U`]`m`i`U`b`X`d`f`j`U`W`h`e`

Ensure students are placed in the appropriate grade level classes and receive books.

7`c`c`f`X`]`b`U`h`Y`k`]`h`U`d`d`f`c`d`f`]`U`h`Y`g`h`U`h`c`Y`b`g`i`f`Y`h`U`h`i`f`U`b`g`Z`Y`f`f`Y`e`i`]`f`Y`a`Y`b`h`g`U`f`Y`a`Y`h`Z`c`f`g`h`i`X`Y`b`h`g` who are eligible for special education services.

9`b`g`i`f`Y`U`b`Y`b`f`c`a`Y`b`h`V`t`b`Z`Y`f`Y`b`W`c`W`W`f`g`k`]`h`]`b`h`Y`f`g`h`k`c`k`Y`Y`_`g`c`Z`g`W`c`c`i`

Stay knowledgeable and informed of state and federal mandates to support students in foster care.

4

Accurately identify students for PEIMS and data use.

9`b`g`i`f`Y`d`f`c`d`Y`f`]`X`Y`b`h`]`W`h`c`b`i`c`Z`g`h`i`X`Y`b`h`g`]`b`Z`c`g`h`Y`f`W`l`f`Y`Z`c`f`D`9`A`G`d`i`f`d`c`g`Y`g`"F`Y`Z`Y`f`h`c`[`i`]`X`U`b`W`]`b`H`9`5`D`9`A`G`8`U`h`U`G`h`U`b`X`U`f`X`g`z`7`%`*`7`c`X`Y`H`U`V`Y`":`c`f`U`i`]`g`h`c`Z`U`W`W`d`h`U`V`Y`U`b`X`i`b`U`W`W`d`h`U`V`Y`d`U`d`Y`f`k`c`f`_`Z`c`f`D`9`A`G`V`t`X`]`b`[`z`j`]`h` [Foster Care PEIMS Guidance](#).

9`b`g`i`f`Y`f`Y`[`]`g`h`f`U`f`g`U`b`X`W`l`a`d`i`g`g`h`U`U`f`Y`h`f`U`]`b`Y`X`c`b`U`d`d`f`c`d`f`]`U`h`Y`d`U`d`Y`f`k`c`f`_`U`b`X`d`f`c`W`g`g`Y`g`"

Annually review LEA enrollment paperwork and online enrollment processes to ensure student information is requested appropriately.

Establish systems to utilize data and monitor and track student progress, including attendance, course completion, enrollment, and withdrawals.

5

Ensure that students in foster care automatically receive school nutrition and meal program services.

A student in foster care is categorically eligible for USDA child nutrition programs without further application. H`h`]`g`]`b`W`X`Y`g`h`Y`B`U`h`c`b`U`G`W`c`c`i`@`b`W`D`f`c`[`f`U`a`#`G`W`c`c`i`6`f`Y`U`Z`J`g`h`D`f`c`[`f`U`a`Z`G`d`Y`W`]`U` Milk Program for Children, Fresh Fruit and Vegetable Program, Summer Food Service Program, and the Child and Adult Care Food Program. 5`g`h`i`X`Y`b`h`g`8`:`D`G`D`U`W`W`a`Y`b`h`5`i`h`c`f`]`h`U`h`c`b`:`c`f`a``&`,`)`U`X`X`f`Y`g`g`Y`g`a`Y`U`Y`][`]`V`]`]`m`i`U`b`X`]`g`h`Y`c`b`m`d`f`c`Z`h`Y`@`9`5`b`Y`Y`X`g`h`c`V`t`b`f`a`Y`][`]`V`]`]`m`i`

b`W`t`f`d`c`f`U`h`Y`b`i`h`f`]`h`c`b`Y`][`]`V`]`]`m`Z`c`f`g`h`i`X`Y`b`h`g`]`b`Z`c`g`h`Y`f`W`l`f`Y`U`g`U`h`f`U`]`b`]`b`[`Y`Y`a`Y`b`h`Z`c`f`@`9`5`Z`c`X` coordinators and foster care campus champions.

Establish a coordinated process to ensure students can receive meals immediately.

G`Y`f`j`Y`U`g`U`X`Y`g`[`b`Y`Y`h`c`g`[`b`Z`c`f`b`i`h`f`]`h`c`b`V`Y`b`Y`h`g`Z`c`f`g`h`i`X`Y`b`h`g`]`b`Z`c`g`h`Y`f`W`l`f`Y`"

6

Encourage involvement in extracurricular activities.

Share information with students and caregivers about extracurricular activities, make V`t`b`b`Y`W`]`c`b`g`k`]`h`_`Y`m`g`h`U`Z`U`b`X`Y`d`g`h`i`X`Y`b`h`g`V`t`b`b`Y`W`]`k`]`h`d`Y`Y`f`g`"

Support transportation planning for extra-curricular activities, if necessary. The LEA may have bus passes, carpools, and other creative methods to assist student participation in extracurricular activities. Consider waiving associated fees using indirect state compensatory education funds, federal funds, and local funding sources.

Know which supports are available within the LEA and community.

Connect students and caregivers to available LEA resources, such as tutoring and counseling services.

Connect students and caregivers to free resources and community opportunities, such as backpack drives, sporting and holiday events, job fairs, college tours, and other resources.

Help coordinate withdrawal and records transfer.

Seamless and timely records transfer and withdrawal are central duties of the foster care liaison.

Develop and implement processes to ensure that students' credits are accurately calculated, and that school records and credits are transferred through the electronic Texas Student Education System.

Coordinate with campus champions, counselors, registrars, teachers, and, if applicable, administrators to ensure that education records are complete, especially when a student moves in the middle of a grading period.

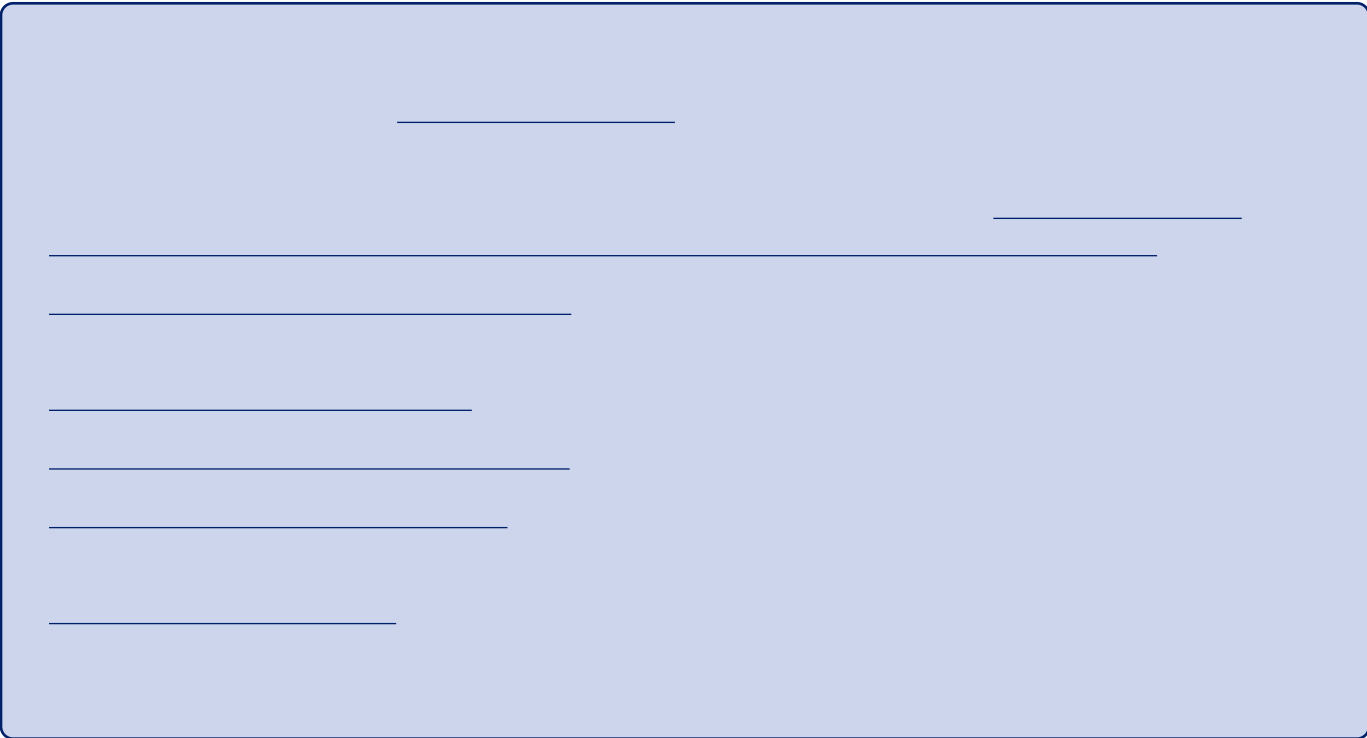
Provide information for students acquiring partial credits. Communicate with the student's campus champions to ensure that additional information needed to support a successful withdrawal and transfer.





Become a foster care expert and promote practices that align with Texas law.

Be familiar with the foster care system and the impact the foster care



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