



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

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August 29, 2011

Bulletin # - P-13936-CAO/SCLE/SIS

Contact Person:
Laura Shoemaker, PX 76981

ACTION BY:
September 12, 2011

TO: All Principals

FROM: Judith Klinek *JK*
Chief Academic Officer

SUBJECT: INTERAGENCY AGREEMENT (CHILDREN IN DCF CARE)

The state agencies listed below have been asked to sign a required agreement to better meet the needs of children in foster care. The School Board approved the Interagency Agreement (Children in DCF Care) in April 2011. This Agreement includes:

- The School Board of Palm Beach County
- Agency for Persons with Disabilities, State of Florida, Area 9
- Florida Department of Children and Families (DCF), Circuit 15
- Florida Department of Juvenile Justice, Circuit 15
- Child and Family Connections, Inc. (CFC)
- Workforce Alliance, Inc.
- Early Learning Coalition of Palm Beach County, Inc.

The Agreement coordinates responsibilities for furnishing educational and vocational services and supports for children known to DCF. These children include those being served through Child and Family Connections (CFC), the lead agency, while remaining in their own homes and those who have been placed with a foster family or boarding home, group home, and/or child care institution.

In Palm Beach County there are approximately **640** children currently in foster care. Each youth under state supervision is provided with a Dependency Case Manager (DCM) who, according to the Agreement, will:

- Assist with school registration and update schools of subsequent DCM changes;
- Obtain consent forms or court order releases to receive student records; and
- Attend any school-based educational meetings (i.e., School Based Team) to support academic success.

DCF has generated a state-wide *School Registration Information Form* (often referred to as the "Salmon Form" because hard copies are printed on salmon colored paper) that will provide school personnel with crucial contact information, special student needs, and court order status, as well as a list of the adults authorized to pick up the student from school. A copy of the "*School Registration Information*" is attached for your reference. Please be advised of the following:

- The **New and Returning Student Registration** Form PBSB 0636 will remain the primary registration document. DCMs and/or appropriate caregivers will complete PBSB 0636 to include the same information as listed on the "Salmon Form".
- The District Foster Care Liaison will enter the contact information listed on the "Salmon Forms" into the TERMS A05 screen. This will be done for all known foster care students.
- In preparation for all foster care youth to start school on the first day, the "Salmon Forms" were delivered to school-based Data Processors the week of August 15, 2011.
- Data processors must provide Cafeteria Managers with the name of each foster care student so that they are immediately enrolled in the Free and Reduced Price Lunch Program.
- The "Salmon Form" should be placed in the student's file with PBSB 0636.

The school staff listed below will receive a list of foster care youth to help them assist these students:

- Assistant Principals (regarding discipline)
- School Based Team Leaders (with a School Based Team Initial Referral)
- School Nurses
- Guidance Counselors
- Cafeteria Managers (to verify free lunch enrollment)

Throughout the year, keep in mind that by law, no child can be turned away for lack of a school uniform, school records, or recent physical/vaccination records. Foster care parents and/or DCMs have 30 days to obtain proof of physical/vaccinations as referenced in FL Statute 1003.26(5)(e).

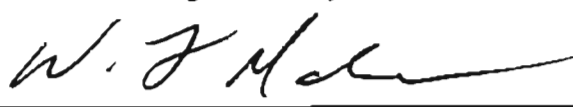
The Agreement requires that the School District designate a Foster Care Liaison as a single point of contact. Laura Shoemaker, Student Intervention Services in the Department Safe Schools, is the School District's Foster Care Liaison. In order to ensure foster care students are adequately served, please designate a staff member as the school foster care contact, and email his/her name and school to laura.shoemaker@palmbeachschools.org by Monday, September 12, 2011 with "Foster Care Contact" in the subject line.

Also, please disseminate this information to school staff involved in student registration and those providing support to these at risk students. For more information, the agreement is available for your review at: [http://www.palmbeachschools.org/safeschools/documents/Interagency Agreement - final signed 06-22-11.pdf](http://www.palmbeachschools.org/safeschools/documents/Interagency%20Agreement%20-%20final%20signed%2006-22-11.pdf). A PowerPoint presentation is available at: [http://www.palmbeachschools.org/safeschools/documents/Interagency Agreement Children in DCF Care 8.3.11.ppt](http://www.palmbeachschools.org/safeschools/documents/Interagency%20Agreement%20Children%20in%20DCF%20Care%208.3.11.ppt). Thank you for your help in supporting these vulnerable students.

WFM/JK/KO/KCW/gv

Attachment: DCF School Registration Information Form ("Salmon Form")

Approved: _____


William F. Malone, Superintendent



DEPARTMENT OF
CHILDREN & FAMILIES
School Registration Information



(*To be completed by the Dependency Case Manager prior to school registration.*)

Date: _____ Out of Home Care In Home Care

First: _____ Last: _____

Gender: _____ DOB: _____ Grade: _____ Student ID: _____

Previous School: _____ Assigned School: _____

Name of Caregiver: _____ Relationship: _____

Caregiver Address: _____ Phone #: _____

Dependency Case Manager Name (DCM): _____

Office #: _____ Cell #: _____ Email: _____

DCM Supervisor's Name: _____ Office #: _____ Cell #: _____

Children's Legal Services Attorney Name (CLS) _____ Phone #: _____

Guardian Ad Litem Name: _____ Phone #: _____

Court Appointed Attorney Ad Litem Name: _____ Phone #: _____

Special Needs: ESE ESOL SOCIAL MEDICAL EMOTIONAL

Comments:

Have parental rights been terminated?	<input type="radio"/> NO	<input type="radio"/> YES (attach court order)
Has the student been reunified with the parent?	<input type="radio"/> NO <input type="radio"/> N/A	<input type="radio"/> YES (attach court order)
Is there a court order prohibiting/limiting natural parent or other person from contact with student?	<input type="radio"/> NO	<input type="radio"/> YES (attach court order)

Date of last psychological reports?	<input type="radio"/> N/A	<input type="radio"/> YES, Date: _____
Date of last psychiatric reports?	<input type="radio"/> N/A	<input type="radio"/> YES, Date: _____
Date of last CBHA?	<input type="radio"/> N/A	<input type="radio"/> YES, Date: _____

Persons authorized to sign non-ESE school consent forms (Code of Conduct, Permission for Field Trips, etc.) include all CBC/Dependency representatives and the caregiver listed above.

Persons listed below are authorized to pick up this child: CBC responsible representative with official Child and Family Connections ID that states "FS 409.1671, legislative intent is that DCF outsource foster care & related services. The person identified on this badge is a foster care Case Manager having met level 2 background screening requirements".

Caregiver: _____ Other: _____