Points of Contact (POC): Roles & Responsibilities

School District POCs

- Coordinate with child welfare agency POCs and child's caseworker on ESSA implementation and other education needs.
- Involve other key education agency staff, including transportation, and other support services personnel.
- Participate in the development or revision of a process for making best interest determinations.
- Document and participate in best interest determinations.
- Facilitate the transfer of records, including IEPs and 504 plans, and immediate enrollment.
- Facilitate data sharing with the child welfare agencies consistent with the FERPA and other privacy laws and policies.
- Develop, coordinate, and ensure implementation of written transportation procedures with the child welfare agency.
- Ensure dispute resolution processes are followed when transportation issues arise, including ensuring children are promptly transported to their schools of origin even when the agencies are disputing payment of additional costs.
- Ensure child is enrolled in and regularly attending school.
- Ensure child is receiving free and reduced lunch.
- Provide professional development and training to school staff on ESSA's provisions and the educational needs of children in foster care.

Child Welfare POCs

- Serve as one of the primary contacts between children in foster care and school staff, district personnel, and other service providers.
- Serve as resource and link to front line child welfare staff handling day-to-day education issues (i.e., attendance, discipline).
- Coordinate with the local education agency (LEA) POCs on ESSA implementation including immediate enrollment.
- Lead and document best interest determination.
- Establish a process to notify the LEA when a child is placed in foster care in the LEA or when a foster care placement changes.
- Establish a process for best interest determinations in coordination with the LEA.
- Support the transfer of school records including immunizations and medical records.
- Collaborate with LEAs to ensure children in foster care are immediately enrolled in school and to coordinate transportation services.
- Coordinate best interest determinations and transportation costs agreements with LEAs.
- Ensure dispute resolution processes are followed when transportation issues arise and working with the LEA POC to ensure children receive prompt school stability transportation even when the agencies are disputing payment of additional costs.
- Provide training to LEA and child welfare staff on the educational needs of children in foster care including state and local policies.
- Coordinate with the LEA regarding data sharing for children in foster care, consistent with FERPA and the confidentiality provisions in the IDEA as well as any state confidentiality laws.
- Inform parents or education decision makers (EDM) of the child's education rights and providing public notice of the education rights of these children to community stakeholders.
- Establish EDM and who holds education rights.