

Information Memorandum Transmittal Office of Child Welfare Programs



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Number: CW-IM-19-002

Issue date: 08/15/2019

Topic: Foster Care

Subject: New School Notification and School of Origin Transportation Forms

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input checked="" type="checkbox"/> Child Welfare Programs | |

Message:

Both the School Notification Form ([0338](#)) and the School of Origin Transportation Form ([2885](#)) have been updated and replaced in the DHS [forms directory](#). Both forms were revised using suggestions from Child Welfare field and school district staff.

Foster Student School District of Origin Transportation Request Form

This form is only for requesting **School of Origin transportation** (when the student doesn't live in their school boundary area). This transportation is paid for by DHS and Oregon Department of Education (ODE) through a cost sharing agreement, which is billed to Central Office. Over the past two years, DHS has been billed for transportation on closed cases, due to DHS not notifying the school district of case status change. **For this reason, DHS is requiring a new Transportation Request form to be sent at the beginning of each school year.** DHS and ODE have agreed to add **Trial Home Visit** to the cost sharing agreement. It is important to remember that transportation cannot continue once DHS is relieved of custody and/or an adoption or guardianship finalizes. Transportation also cannot be used for CPS safety

plans, where a child is not in foster care. It is the responsibility of the caseworker to notify the School District Point of Contact when the case status changes in order to stop paying for the transportation. The new form can be found in the DHS forms directory or through this link:

<https://apps.state.or.us/Forms/Served/de2885.pdf>
<https://apps.state.or.us/Forms/Served/de2885.docx>

School Notification Form

The School Notification Form is a multi-purpose form to be used for foster care notification, Best Interest Findings, and school records requests. This form must be sent to the School District Foster Care Point of Contact when a child enters the care or custody of DHS and whenever there is a change in case status (foster care/trial home visit/change of placements/case closure). This form should also be used to notify the Foster Care Point of Contact that a juvenile court judge/referee has made a Best Interest Finding to change school of origin (there is no need to send the redacted court order).

If DHS is requesting a Best Interest Finding from the court for the new school year, please do this as soon as possible. Waiting until the week before school begins may cause a delay in school enrollment for the student. Please work with your AAG if the plan is for the student to attend their school of residence.

If you have already used the old form for the coming school year, there is no need re-send the notification using the new form. The new form can be found in the DHS forms directory or through this link:

<https://apps.state.or.us/forms/served/ce0338.pdf>
<https://apps.state.or.us/forms/served/ce0338.doc>

Every School District has a Foster Care Point of Contact, and the updated list can be found on the ODE website: <https://www.oregon.gov/ode/students-and-family/fosteringconnections/Pages/default.aspx>

If you have any questions about this information, contact:

Contact(s): Catherine Stelzer	
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Email: Catherine.R.Stelzer@state.or.us	