

Policy Transmittal

Office of Child Welfare Programs



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Manager

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Number: CW-PT-20-016

Issue date: 8/15/2020

Topic: Foster Care-Updates to School Notification Form ce0338
and the School of Origin Transportation Form de2885

Transmitting (check the box that best applies):

- New policy
 Policy change
 Policy clarification
 Executive letter
 Administrative Rule
 Manual update
 Other: Forms Update

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All ODHS 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 (please specify): |
| <input type="checkbox"/> ODDS Children’s Residential Services | |
| <input checked="" type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	N/A		
Policy/rule number(s):	N/A	Release number:	
Effective date:	2020-2021 School Year	Expiration date:	
References:			
Web address:	https://sharesystems.dhsoha.state.or.us/DHSForms/Served/ce0338.doc https://sharesystems.dhsoha.state.or.us/DHSForms/Served/de2885.docx		

Discussion:

The School Notification Form, [ce0338](#), and the School of Origin Transportation Form, [de2885](#), have been updated and replaced in the ODHS forms directory. Both forms

were revised using suggestions from Child Welfare field and school district staff.

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 ODHS and whenever there is a change in case status (foster care/trial reunification/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).

Changes to this form:

- Added a space for foster parent/parent address
- Added a check box for the address to be kept confidential

2020-2021 School Year

Due to COVID-19, this school year will look very different. It is more important than ever, to make sure schools know which students are in ODHS care/custody. If we have a student that meets high-risk status for COVID-19, please use the “medical provider and any medical special needs” section of the form, to notate that information. This information is especially useful for students who will be enrolled in the hybrid model of school.

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 ODHS forms directory or through this link:

<https://sharedsystems.dhsoha.state.or.us/DHSForms/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>

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 ODHS and Oregon Department of Education (ODE) through a cost sharing agreement, which is billed to Central Office. This transportation service can only be used for students in foster care or on Trial Reunification status. A new transportation request is required every school year (they will not carry over from the previous school year).

Changes to the Transportation Form include:

- Date field added
- ODHS Person ID (with spacers for accurate ID input)
- ODHS case ID (with spacers for accurate ID input)

ODHS cannot pay for this service once ODHS is relieved of custody and/or an adoption or guardianship finalizes. Please notify the School District Foster Care Point of Contact when care/custody is dismissed by the juvenile court. School of Origin Transportation cannot be used for CPS safety plans or custody only cases (unless it is trial reunification).

The new form is required for all transportation requests, as the school district will need to input the Person ID and Case ID, for reimbursement. The new form can be found here:

<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/de2885.docx>

Implementation/transition: This information will be included in the Child Welfare, Back to School Guidance.

Training/communication plan: Policy Transmittal

Local/branch action required: Please use the new forms for the 2020-2021 School Year.

Central office action required: N/A

Field/stakeholder review: Yes No

If yes, reviewed by: Policy Council

Filing instructions:

If you have any questions about this policy, contact:

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