

Foster Care Liaison Tasks and Responsibilities

WHERE TO START?

1. Notify OSPI that you are the new Foster Care Liaison by updating your information on our website [here](#).
2. Review the documents and resources in the Foster Care Liaison and Best Interest Determination Toolkits on the [OSPI Foster Care Resources and Training webpage](#).
3. Watch the [Foster Care 101 Training Video](#). This half hour video is an overview of the roles, responsibilities, and law that guide the work of a Foster Care Liaison.
4. Review the [Legal Guidance](#) that outlines the responsibilities, procedures, policy, law, and parties involved in being a Foster Care Liaison.
5. Notify campus (Principals, Assistant Principals, Building Points of Contact, and School Administrative Assistants) and district leaders of your status as foster care liaison. This is an important step in ensuring the communication and responsibility channels within your school district. You can view your school Building Points of Contact [here](#).
6. Run a CEDARS report to identify students in your school district who are in foster care. View step by step instructions [here](#) (including how to set up an EDS account if you don't have one).
7. Take some time to become familiar with the OSPI Foster Care Education [website](#). Make sure you bookmark the page for future reference!

Once you run the CEDARS report and identify students in foster care, then.....

1. Inform the Building Point of Contact at the school where the student is attending that the student is in Foster Care and share the DCYF social worker information with the Building Point of Contact. If you aren't sure who the Building Points of Contact are, you can find them [here](#).
2. Schedule a Best Interest Determination meeting with DCYF (work with the Social Worker or DCYF Regional Education Lead).
3. Make sure the student is receiving free meals at school.
4. If the student has any existing fees and fines, fill out DCYF Form 05-210 Administrative Approval Request and submit to the student's DCYF Social Worker for reimbursement.
5. If the student is in need of an Education Advocate, make a [Treehouse referral](#).
6. Share any pertinent information about the student's education with the social worker so they are kept up to date on the student's progress.
7. Consistently review student absences and begin intervention if absences become unexpected or excessive per [RCW 28A.225.023](#).



8. Track Academic and on-time grade level progress and graduation per [RCW28A.320.192](#)
9. Provide [Post-Secondary Resources](#) to high school students in foster care.

ROLES & RESPONSIBILITIES

- Coordinate with building principals to ensure each school has a Building Point of Contact.
- Coordinate with the Department of Children, Youth, and Families (DCYF) on the implementation of [state and federal laws](#) related to students in out-of-home care. Find the DCYF Education Lead for your region [here](#).
- Develop and coordinate local transportation procedures to ensure that students in foster care have transportation to school. Coordinate with DCYF on excess costs. DCYF will pay half of excess costs, regardless of district's percent funded. Learn more about cost sharing [here](#).
- Reach out to OSPI Foster Care Education program staff for technical assistance and guidance. Contact information is at the bottom of this document.
- Attend training and professional development opportunities to improve school district implementation efforts. Previous training videos and documents are located on the OSPI Foster Care Education [Resources and Training page](#).
- Serve as the primary contact person for representatives of DCYF.
- Develop a process for completing a Best Interest Determination meeting.
- Lead and document Best Interest Determination Meetings.
- Ensure that students in foster care are receiving free meals at school.
- Ensure that students in foster care have their fees and fines paid by DCYF.
- Facilitate immediate enrollment in accordance with [RCW 28A.225.330](#).
- Facilitate the transfer of student records in accordance with [RCW 28A.150.510](#) and [RCW 28A.225.330](#).
- Ensure that students in out-of-home care are enrolled in and regularly attending school.
- Provide professional development and training to school staff on state and federal laws related to students in out-of-home care and their educational needs, as needed.
- Train Building Points of Contact

Best Interest Determination Meetings

One of the most important responsibilities of the Foster Care Liaison is to ensure that the Best Interest Determination Meetings are happening, coordinating, and documenting them. You can find the Best Interest Determination Toolkit [here](#).

Youth in Tribal Child Welfare or the Unaccompanied Refugee Minor Program

All provisions, LEA responsibilities, and rights that apply to students in foster care pertain to those students who are under the care of a Tribal Child Welfare or the [Unaccompanied Refugee Minor program through DSHS](#).

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