
**ORANGE COUNTY SOCIAL SERVICES AGENCY
CFS OPERATIONS MANUAL**

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Revised: March 6, 2012

Revised: February 6, 2013

School Placement and Transfer

Purpose	To provide guidelines for considering school of origin, educational stability, transportation, and school enrollment when making initial or subsequent out-of-home placements.
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Approved	This policy was approved by Gary Taylor, Director of CFS, on February 6, 2013. <i>Signature on file.</i>
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Most Recent Revision	<p>This revision of the Policy and Procedure (P&P) incorporates:</p> <ul style="list-style-type: none">• Educational travel reimbursement for non-minor dependents (NMDs) residing in Supervised Independent Living Placements (SILPs) attending their school of origin through the 12th grade• Documentation of educational travel reimbursement in the Child Welfare Services/Case Management System (CWS/CMS)
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Background	<p>In 2003, the California legislature passed Assembly Bill (AB) 490 to ensure foster children access to the same academic opportunities and requirements as all students. This included the right to remain in a stable school placement for educational continuity and mandated that school placement decisions be based upon the least restrictive environment and the best interests of the child.</p>
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	<p>In 2009, the legislature passed Senate Bill (SB) 597 to implement sections of Public Law (PL) 110-351, Fostering Connections to Success and increasing Adoptions Act of 2008, as relates to educational stability and reasonable travel to the child's school of origin.</p>
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From 2010 through 2012, [SB 1353](#), [AB 1612](#), [AB 1933](#), [AB 12](#), and [AB 1573](#) were passed, requiring the following issues to be addressed when placing a child in foster care:

- Selection of a placement that considered proximity to the child's school of origin
- Opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress
- Reimbursement of the cost of educational travel to school of origin (including NMDs)
- Coordination between the AB 490 District Liaison, the parent, and the child in the decision to attend the school of origin for the duration of court jurisdiction

Legal Mandates [Educational Code \(EC\) Section \(§\) 42921\(c\)](#) describes the scope of activities that Foster Youth Services provides to foster children.

[EC § 48204](#) allows a foster child who remains in his or her school of origin to have met the residency requirements for school attendance in that school district.

[EC § 48850](#) states that all educational and school placement decisions will be based on the best interests of the child. Factors to consider include educational stability and the least restrictive educational setting to achieve academic progress.

[EC § 48853](#) provides the general school placement guidelines for a child in custody who is residing in out-of-home care.

[EC § 48853.5](#) allows the foster child to continue education at their school of origin for the duration of court jurisdiction. The local educational agency will appoint an AB 490 District Liaison and delineate the responsibilities of the position.

[EC § 49076](#) allows Children and Family Services (CFS) access to student records for the purpose of case management activities.

[EC § 49069.5](#) mandates the timely transfer of foster youth when moving from one school to another.

[EC § 56026.3](#) defines a Local Educational Agency (LEA).

[EC § 56040](#) provides that a child with exceptional needs is eligible for special education services, and will receive such at no cost to the child or the parent.

[Government Code \(GC\) § 7579.1](#) provides for the notification in writing of the transfer of a child with an Individualized Education Program (IEP) from one special education local plan area (SELPA) to another SELPA.

[Welfare and Institutions Code \(WIC\) § 309](#) discusses placement of children taken into temporary custody.

[WIC § 361](#) entitles the individual holding educational rights to make educational decisions for the child.

[WIC § 11460](#) includes reimbursement for educational travel cost to school as part of “care and supervision” of a child or NMD receiving AFDC-FC.

[WIC § 11461 \(g\)\(1\)](#) provides criteria for reimbursement of educational travel costs to school of origin through 12th grade for children and NMDs.

[WIC § 16000](#) directs parties involved with the child’s dependency case to work together to ensure a stable school placement in the least restrictive educational program.

[WIC § 16001.9](#) declares that a child has a right to educational stability and minimal disruption in school attendance.

[WIC § 16010](#) states that the case plan include a summary of the child’s health and education information in the form of a Health and Education Passport (HEP) to be included with each Status Review court report.

[WIC § 16501.1](#) requires the child’s case plan provide assurances that the out-of-home placement considered proximity to school, number of prior school transfers, and educational progress consistent with an environment best suited to meet the child’s special needs and best interests.

[California Rules of Court, Rule 5.650 \(f\)\(1\)\(A–B\)](#) states that two of the responsibilities of an educational representative are to ensure the stability of school placement for the child and placement in the least restrictive educational environment appropriate to the child’s needs.

[California Rules of Court, Rule 5.651](#) describes the educational rights of children before the Juvenile Court. This includes conduct of hearings as it relates to education, review of educational issues, and placement changes affecting a child's school of origin.

CDSS [Manual of Policy and Procedure \(MPP\), Division 45, Chapters 45-303 through 45-306](#) describe criteria for foster care overpayments and the procedure for recovery of funds.

CDSS [All County Information Notice \(ACIN\) I-80-04](#) reiterates the importance of stable school placements in the least restrictive environment and that all educational decisions are based on the best interests of the child.

CDSS [ACIN I-10-05](#) details how the McKinney-Vento Act, [42 United States Code \(U.S.C.\) 11431](#), can be used as a funding source for transporting children from shelter care to their school of origin.

CDSS [All County Letter \(ACL\) 10-12](#) provides requirements for implementation of [Public Law 110-351](#) in the areas of educational stability, case plan documentation, and educational transportation expenses.

CDSS [ACL 11-51](#) details the methodology, administration, and rates for educational travel reimbursement.

Definitions

AB 490 District Liaison: A staff person (also referred to as the Foster Youth District Liaison) designated by the local educational agency to ensure and facilitate proper educational placement of children, including the enrollment or disenrollment from school.

Educational representative: The responsible adult who holds the educational rights for a child when the parent's or guardian's educational rights have been limited by the Court. The educational representative acts as the child's spokesperson and educational decision maker.

Foster Youth Services: A program providing educational and support services for foster children who reside in out-of-home care. These services include:

- Working with CFS to minimize changes in school placement
- Facilitating the prompt transfer of educational records, including the HEP, between educational institutions when placement changes are necessary
- Providing education-related information to CFS to assist in delivering services to foster children, including educational status and progress information required for inclusion in court reports

- Linking children to mentoring, tutoring, vocational training, and other services designed to enhance the educational prospects of foster children

Surrogate parent: An adult appointed to represent the child's interests related to special education services. If the Court is unable to locate an educational representative for a child who has been referred for special education assessment or is currently receiving special education services, the Court may direct the local educational agency to appoint a surrogate parent. The school district must appoint a surrogate parent within 30 days of the determination that the child needs a surrogate. Surrogate parents and educational representatives have the same rights and responsibilities when representing the interests of a child in special education.

Local Educational Agency (LEA): A school district, county office of education, or nonprofit charter school participating as a member of a Special Education Local Plan Area (SELPA).

School of origin:

- The school that the child attended based on the home where the child was physically residing
- Or–
- The school in which the child was last enrolled

If the school the child attended based on the home in which they were physically residing is different from the school in which the child was last enrolled, or if there is some other school that the child attended with which the child is connected and attended within the immediately preceding 15 months, the AB 490 District Liaison, in consultation with and the agreement of the child and the person holding the right to make educational decisions for the child, will determine the child's school of origin.

POLICY

School Placement Criteria

School placement decisions will be based on:

- Opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress
- Promotion of educational stability by taking into account proximity to the school that the child was enrolled in at the time of placement

- Environment best suited to meet the child's special needs and best interests

A child placed in out-of-home care will attend a regular public school operated by the LEA unless:

- The child will remain in their school of origin
- The child has an IEP requiring placement in an alternative school or another LEA
- The parent, guardian, or other person holding the educational rights (e.g., educational representative, surrogate parent) determines it is in the child's best interests to be placed in another educational program

Note: Children placed in an emergency shelter (e.g., Orangewood Children and Family Center [OCFC]) will receive educational services at the shelter as necessary for either of the following reasons:

- Health and safety emergencies (e.g., illness, behavioral problems, mental health issues, etc.)
- To provide temporary, special, and supplementary services to meet the child's unique needs if a decision cannot be made promptly regarding whether it is in the child's best interests to attend the school of origin

School of Origin Placement

School of origin attendance gives the child the right to:

- Continue in the same school if it is in the child's best interests
- Continue his or her education in the school of origin for the duration of Juvenile Court dependency
- Continue enrollment in the school of origin with the child's peers and transition with them from elementary school to the designated middle school and then to the designated high school
- Remain in their school of origin while transitioning between school grade levels
- Transition to a designated middle school or high school even when it is in another school district

The AB 490 District Liaison will formulate a recommendation regarding the school of origin after consultation with the child and the child's parent or holder of educational rights. The recommendation will be made at the time that the child is initially detained and prior to all subsequent placement changes.

The AB 490 District Liaison's recommendation as to the school of origin decision is advisory. The AB 490 District Liaison will provide, in writing, one of two recommendations to the child and the parent or holder of educational rights:

- That the child be allowed to continue education in the school of origin for the duration of Juvenile Court dependency
- That the child's right to attend the school of origin be waived

The final decision as to school placement rests with the parent or holder of educational rights.

The AB 490 District Liaison will take the following action to evaluate whether it is in the foster child's best interests to attend their school of origin:

A. **Initial Placements:**

Upon receipt of a new *Application for Petition (Dependent Child) (F063-28-43)*, OCFC Intake staff will notify the Orange County Department of Education (OCDE) Foster Youth Services that a child five years or older has been taken into custody.

OCDE Foster Youth Services will contact the appropriate AB 490 District Liaison to request:

- Advisory recommendation as to the child's attendance at their school of origin
- Whether the parent or holder of educational rights and the child are in agreement with the recommendation

The Dependency Intake Senior Social Worker (SSW) will obtain from OCDE Foster Youth Services:

- AB 490 District Liaison's written advisory recommendation
- Decision of the parent or holder of educational rights regarding attendance at the school of origin

The Dependency Intake SSW will include the above information in the "Educational Information" section of the Detention Hearing Report (DHR). For additional information, refer to "Completing DHRs and Petitions" in the Procedure section in CFS P&P [Dependency Intake \(A-0502\)](#).

If the school of origin recommendation is received after the Detention hearing, the Intake Senior Social Services Supervisor (SSSS) will forward the information to the assigned SSW for inclusion in the Jurisdictional/Dispositional Hearing Report. Refer to the Procedure section, "Completing the Jurisdictional/Dispositional Hearing Report" contained in CFS P&P [Jurisdictional/Dispositional Report \(G-0310\)](#) for additional information.

When the Court has made an order that the child attend the school of origin prior to having received the AB 490 District Liaison's recommendation, and the AB 490 District Liaison and parent or holder of educational rights recommends that the child's right to attend the school of origin be waived, the assigned SSW will:

- File a Welfare and Institutions Code (WIC) § 388 petition
- Provide the Court with the basis of the AB 490 District Liaison's recommendation
- Request the Court rescind its order

B. Subsequent Placements:

For subsequent placement changes, a Placement Preservation Team Decision Making (TDM) meeting will provide the forum for discussion regarding whether it is in the child's best interests to remain in the school of origin. The child, parent or holder of educational rights, and AB 490 District Liaison will be invited to participate in the meeting.

The assigned SSW is responsible for reporting to the Court the AB 490 District Liaison's recommendation and the final decision of the parent or holder of educational rights as to attendance at the school of origin.

School of Origin Disputes

There may be instances when the Juvenile Court, the child's attorney, or the holder of the child's educational rights disagrees with the recommendation of the AB 490 District Liaison. In this case, the party in disagreement (with the exception of the Court) will file a *Request for Hearing Regarding Child's Education (JV-539)* with the Court within two court days of receiving notice of placement.

The party that files the *Request for Hearing Regarding Child's Education (JV-539)* is responsible for noticing all other parties.

Until the dispute is resolved, the child must attend the school of origin (even if this requires a move from the child's current school back to the school of origin).

Report Requirements:

The assigned SSW will file a court report no later than two days after the *Request for Hearing Regarding Child's Education (JV-539)* is filed with the Court and the SSW is notified. The interim report will include the following information, if available:

- A. Whether the AB 490 District Liaison recommends that the child's right to attend the school of origin be waived based on the best interests of the child.
- B. Whether the AB 490 District Liaison provided a recommendation in writing to the child and the parent or holder of educational rights stating the basis for recommending removal of the child from their school of origin.
- C. Whether the child will be allowed to continue in the school of origin for the remainder of the academic year.
- D. Whether the child's preference is to remain in the school of origin.
- E. Whether a dispute exists regarding the request of a foster child to remain in the school of origin and whether the foster child has been afforded the right to remain in the school of origin pending resolution of the dispute.
- F. Whether the child's placement promotes educational stability by taking into consideration:
 - Proximity to the child's school of origin
 - School attendance area
 - Number of school transfers the child has previously experienced
 - Child's school graduation schedule
- G. How the proposed change serves the best interests of the child.
- H. Statements regarding whether the following individuals agree or disagree with the proposed change in the child's school and why:

- Child if over 10 years old
 - Child's attorney
 - Parent or guardian
 - Sending AB 490 District Liaison
 - Child's CASA, when applicable
- I. A statement by the holder of educational rights regarding whether the proposed change of placement is in the child's best interests and what efforts have been made to keep the child in the school of origin.
- J. A statement from the assigned SSW confirming that the child is placed in the least restrictive educational program and has access to academic resources, services, and extracurricular and enrichment activities that are available to all pupils.

When a Child is Not Placed in School of Origin

When a child age five years or older is taken into protective custody or changes placement and it results in removal from the child's school of origin, the assigned SSW will make the following notifications:

- For **initial detentions**, the assigned Intake SSW will include in the "Educational Information" section of the DHR (see "Completing DHRs and Petitions" in the Procedure section of CFS P&P [Dependency Intake \[A-0502\]](#)):
 - That the AB 490 District Liaison has recommended, in consultation with the parent or holder of educational rights and the child, that the right to attend the school of origin be waived based on the best interests of the child. The Court will be informed that the recommendation documenting how this decision best serves the interests of the child was provided to the child and the parent or person holding educational rights in writing
- Or–
- That a waiver was not obtained, the child was not afforded a right to attend their school of origin, and was immediately enrolled in a new school
- For **subsequent placement** changes after the Detention Hearing which result in removal of the child from their school of origin, the assigned SSW will notify the Court, the child's attorney, and the parent or holder of educational rights. Notification will occur within 24 hours of determination of placement change (excluding non-judicial days) using *Notice of Proposed Change in Placement (F063-25-584)*

**Ensuring
Educational
Stability**

A child's foster placement will not only meet the child's special needs and best interests, but also promote educational stability. The case plan is the primary mechanism for attempting to ensure that educational stability has been considered.

A. **Case Plan Requirements:**

WIC § 16501.1 requires that the case plan ensure the educational stability of the child while in foster care by including the following:

- Assurance that the placement takes into account the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement
- Assurance that the assigned SSW has coordinated with the parent or holder of educational rights and the AB 490 District Liaison to ensure that the child remains in the school in which the child is enrolled at the time of placement (school of origin)

–Or–

- If remaining in that school is not in the best interests of the child, assurances by the assigned SSW and the AB 490 District Liaison to coordinate immediate and appropriate enrollment in a new school and to provide all of the child's educational records to the new school

For further direction, refer to CFS P&P [Case Plans \(D-0101\)](#).

B. **Court Report Documentation:**

The Educational section of the court report will contain information regarding the efforts of the assigned SSW to meet the case plan requirements for educational stability. For example:

- Describe efforts to identify a placement that took into account the child's proximity to the school of origin
- Detail steps taken to coordinate with the LEA for the immediate and appropriate enrollment of the child in a new school due to attendance at the school of origin being waived

Refer to Procedure section, "Completing the Status Review Report" of CFS P&P [Family Reunification Status Review Reports \(G-0317\)](#).

Enrollment in New School

If a decision is made that it is not in the child’s best interests to remain in the school of origin, the assigned SSW will complete *Notification of Transfer of Foster Youth (F063-25-286)* and forward to Orange County Department of Education (OCDE) Foster Youth Services. Upon notification that the child is enrolled in their new school, the school information will be entered using [CWS/CMS Data Entry Standards—Search/Update/Enter Education & School/Ed Providers Instructions](#).

Within two business days of the parent or holder of educational rights request for enrollment, the AB 490 District Liaison for the new school will contact the school last attended by the foster child to obtain all academic and related records (e.g., current classes, grades, immunizations, seat time, etc.). Per EC § 49069.5, records must be provided to the new school within two business days of receiving the request, regardless of any outstanding fees, fines, textbooks, or other items or money owed to the school last attended.

For school changes involving a child **who is disabled** or **has an active IEP**:

- The LEA and SELPA for the sending and receiving schools must be notified by the assigned SSW utilizing the *Notice of Proposed Change in Placement Affecting Child with IEP (F063-25-585)*
- Notification will occur at least 10 days prior to the school placement change. A copy of the IEP will accompany the notice
- Notification will be accomplished by sending the required notice and IEP to OCDE Foster Youth Services for forwarding to the appropriate LEAs and SELPAs

Educational Travel Expenses

A. **Overview:**
Educational travel reimbursement provides for the cost of reasonable travel to and from a child’s school of origin as part of the foster care maintenance payment. Accordingly, caregivers or other providers are eligible for reimbursement for the cost of educational travel, assuming that all other eligibility conditions are met. Reimbursement can begin as early as the commencement of the child’s eligibility for a foster care maintenance payment.

In addition to daily transportation to and from school, reimbursement for educational travel includes transportation to:

- Extracurricular activities
- Sports-related activities
- School dances
- After school activities
- Parent/teacher conferences
- Travel to pick up child from school due to appointments and/or illnesses

Consistent with a plan to provide a foster child with educational stability, reimbursement of travel cost to the child's school of origin is available for Kindergarten through 12th grade.

Note: NMDs who are attending their school of origin through 12th grade are eligible for educational travel reimbursement, provided that all other eligibility criteria are met.

As stated in CDSS ACL 11-51, CFS has the discretion to determine what is considered reasonable travel by examining how such factors as distance and travel time impact the stability of the child's education. Educational travel for the child will be coordinated between CFS, the LEA, and the parent or holder of educational rights.

B. Eligibility for Travel Reimbursement:

Educational travel reimbursement applies to the following placement types:

- Licensed Foster Family Homes (FFHs)
- Approved relative homes (Title IV-E or Fed Only)
- Approved non-related extended family member (NREFM) homes
- Certified Foster Family Agency homes (FFAs)
- FFA Intensive Treatment Foster Care (ITFC/MTFC) homes
- Licensed or relative/NREFM homes receiving a dual agency rate
- Lower level regional center homes
- Supervised Independent Living Placements (SILPs)

Group homes and community treatment facilities are not covered by educational travel reimbursement. The LEA, SELPA, or group home will be responsible for providing transportation when that need is documented in the child's IEP.

Note: NMDs residing in a SILP may be their own payee and can be reimbursed for their travel expenses to and from school, provided all other eligibility criteria are met.

C. **Factors in determining reimbursement amount:**

- Means of Travel
 - Public Transportation (Bus)
 - Private Automobile
- Distance to school of origin (one-way) from current placement
 - Partial miles rounded up if 0.5 or above and rounded down if less than 0.5
- Number of foster children being transported
- Rate based on foster parent or designee driving:
 - Four one-way trips per day
 - Fifteen school days per month
 - One hundred eighty school days per year
- Temporary absence regulations apply
- If cost of monthly bus pass falls between two levels, the higher level will be reimbursed
- Reimbursement is on a monthly basis and includes periods where the child is on summer break or off-track at a year round school

Note: Reimbursement is per child even if each child is traveling in the same vehicle to the same destination.

Travel arrangement will assure that the child arrives and departs safely from school in a timely manner. If multiple foster children are being transported to different schools, alternative means of transport may need to be considered to ensure timely arrival at school.

Note: For FFAs, reimbursement will be made directly to the FFA, not to the certified foster home. The FFA is responsible for reimbursing the foster parent the entire amount for educational travel; however, the FFA may retain the reimbursement if their staff provides the transportation.

D. **Travel Reimbursement Rates:**

Refer to [Attachment 1](#) of CFS P&P [Foster Care Rates \(H-0112\)](#) for current rates.

- E. **Overpayments:**
Foster parents and FFAs must immediately report to their assigned SSW any changes that would affect the educational travel reimbursements for children in their care. An overpayment may be assessed for a provider who is no longer transporting a child to their school of origin, but continues to receive an education travel rate as part of the maintenance payment.

Documentation Educational travel reimbursement and school of origin will be documented as described in [CWS/CMS Data Entry Standards—Educational Travel Reimbursements](#).

Additionally, the following documents will be filed on the *Education Acco (F063-25-1127)*:

- Written recommendation from the AB 490 District Liaison as to the child attending their school of origin
- Copy of Minute Order indicating required attendance at School of Origin
- *Request for Reimbursement-School of Origin Transportation Expense (F063-25-687)*

REFERENCES

Attachments and Data Entry Standards Hyperlinks are provided below to access attachments to this P&P and any CWS/CMS Data Entry Standards (DES) that are referenced.

- [CWS/CMS Data Entry Standards—Educational Travel Reimbursements](#)
 - [CWS/CMS Data Entry Standards—Search/Update/Enter Education & School/Ed Providers Instructions](#)
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Hyperlinks Users accessing this document by computer may create a direct connection to the following references by clicking on them.

- CFS P&P [Team Decision Making\(D-0308\)](#)
- CFS P&P [Foster Care Rates \(H-0112\)](#)
- CFS P&P [Dependency Intake \(A-0502\)](#)
- CFS P&P [Jurisdictional/Dispositional Report \(G-0310\)](#)
- CFS P&P [Case Plans \(D-0101\)](#)
- CFS P&P [Family Reunification Status Review Reports \(G-0317\)](#)

- CFS P&P [Out of Home Placement \(K-0208\)](#)
- [List of Orange County AB 490 District Liaisons](#)
- [List of Orange County SELPA Directors](#)

Other Sources Other printed references include the following:

None.

FORMS

Online Forms Forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

Form Name	Form Number
Notice of Proposed Change in Placement Resulting in Change in School	F063-25-584
Notice of Proposed Change in Placement Effecting Child with IEP	F063-25-585
Application for Petition	F063-28-43
Request for Hearing Regarding Child's Education	JV-539
Notification of Transfer of Foster Youth	F063-25-286

Hard Copy Forms Forms listed below may be completed in hard copy (including multi-copy NCR forms). **For reference purposes only**, links are provided to view these hard copy forms, where available.

Form Name	Form Number
Education Acco	F063-25-1127

CWS/CMS Forms The following forms may **only** be obtained in CWS/CMS. **For reference purposes only**, links are provided to view these CWS/CMS forms, where available.

Form Name	Form Number
Request for Reimbursement—School of Origin Transportation Expense	F063-25-687

Brochures Brochures to distribute in conjunction with this procedure include:

Brochure Name	Brochure Number
None.	

PROCEDURE

Actions— Determination of School of Origin Staff Responsible	The following actions will take place prior to a child’s initial or subsequent placement in out-of-home care to determine if the child will attend their school of origin.	
<u>Responsible</u>	<u>Step</u>	<u>Action</u>
Emergency Response (ER) SSW	1.	Complete the <i>Application for Petition (F063-28-43)</i> and immediately fax or hand deliver a copy to Orangewood Children and Family Center (OCFC) Intake.
OCFC Intake	2.	Send copy of <i>Application for Petition (F063-28-43)</i> for all children age five years and older via facsimile to OCDE Foster Youth Services at (714) 939-6312.
Dependency Intake SSSS	3.	Send written recommendation and decision received from AB 490 District Liaison as to school of origin to the Dependency Intake SSW.
Dependency Intake SSW	4.	Incorporate recommendation of AB 490 District Liaison in the Education section of the Detention Hearing Report (DHR) or in Addendum to the DHR if received after established filing deadlines but prior to actual hearing. <u>–OR–</u> Send recommendation and decision from AB 490 District Liaison to the assigned SSW or the Family Support Worker (FSW) in the Investigations program if received after Detention hearing has occurred.
Assigned SSW	5.	If the Court orders the child to attend the school of origin, and the AB 490 District Liaison's recommendation and parent or holder of educational rights decision is to waive the child's right to attend the school of origin: <ul style="list-style-type: none"> • File a WIC § 388 petition with Court within two days of receipt of AB 490 District Liaison's recommendation requesting that the Court rescind their original order • Attach to the WIC § 388 petition the AB 490 District Liaison's recommendation and the parent's or holder of educational rights decision

6. If the recommendation of AB 490 District Liaison and decision of the parent or holder of educational rights is that child attend the school of origin:
 - Complete placement referral (using either *Placement Referral [F063-28-120]* or *Relative/NREFM Assessment Referral [F063-04-815A]*) and indicate in the comments section, “Child is to attend school of origin.” See CFS P&P [Out of Home Placement \(K-0208\)](#), Policy section “Placement Referral,” for information regarding referring a child to the Placement Program
 - Coordinate with placing SSW, identification of a placement that provides a means of transport to the school of origin (e.g., caregiver, bus pass, taxi, other)

7. If the recommendation of AB 490 District Liaison is to waive the child's right to attend the school of origin, process placement referral per established procedure. See CFS P&P [Out of Home Placement \(K-0208\)](#), Policy section “Placement Referral,” for information regarding referring a child to the Placement Program.

**Assigned SSW
or Designee**

8. Complete *Notification of Transfer of Foster Youth (F063-25-286)* for all school transfers from school of origin and forward to OCDE Foster Youth Services. Enter the new school information as described in [CWS/CMS Data Entry Standards—Search/Update/Enter Education & School/Ed Providers Instructions](#).

9. Notice the Court, the child's attorney, and the holder of educational rights via fax within 24 hours of determination of placement change (excluding non-judicial days) using *Notice of Proposed Change in Placement (F063-25-584)*.
 –Or–
 If placement change involves a child **who is disabled** or **has an active IEP**:
 - Notify the LEA and SELPA for the sending and receiving schools
 - Use the *Notice of Proposed Change in Placement Affecting Child with IEP (F063-25-585)*
 - Notice at least 10 days prior to the school

placement change

- Attach a copy of the IEP to the notice
- Send the required notice and IEP to OCDE Foster Youth Services for forwarding to the appropriate LEAs and SELPAs

Actions— Reimbursement for Educational Travel Staff Responsible	The following actions will take place to reimburse a caregiver/FFA for the transport of a child to and from their school of origin.	
	Step	Action
Assigned SSW	1.	Identify placements on caseload where child is being transported to the school of origin.
	2.	Determine: <ul style="list-style-type: none">• Mode of transport to school (e.g., bus, car)• Person transporting• One-way mileage from placement to school
	3.	Provide details of case from Steps 1 and 2 to Unit Clerk for addition to school of origin reimbursement log.
Unit clerk	4.	Update the school of origin reimbursement log and enter educational travel reimbursement and school of origin as described in CWS/CMS Data Entry Standards—Educational Travel Reimbursements .
	5.	Check bus pass log to ensure that a bus pass has not already been issued to provider for the month. If a bus pass has been issued, remove case information from bus pass log and place on school of origin transportation log for reimbursement starting the following month.
	6.	At the end of every month, complete <i>Request for Reimbursement-School of Origin Transportation Expense (F063-25-687)</i> for every provider listed in school of origin reimbursement log.
	7.	If placement change occurs during month: <ul style="list-style-type: none">• Verify with assigned SSW that child will continue to attend school of origin in new placement• Complete separate <i>Request for Reimbursement—</i>

School of Origin Transportation Expense (F063-25-687) for both the old and new placements

- Indicate the appropriate periods for reimbursement for each provider on the *Request for Reimbursement—School of Origin Transportation Expense (F063-25-687)*

8. Submit *Request for Reimbursement—School of Origin Transportation Expense (F063-25-687)* to assigned SSW for signature.
- Assigned SSW 9. Review for accuracy, sign, and forward to Senior Social Services Supervisor (SSSS) for approval.
- SSSS 10. Review *Request for Reimbursement—School of Origin Transportation Expense (F063-25-687)* and approve, if appropriate. Return to Unit Clerk for further processing.
- Unit Clerk 11. Record *Request for Reimbursement—School of Origin Transportation Expense (F063-25-687)* on transport log and:
 - Forward original to assigned Foster Care (FC) Eligibility
 - Place copy of *Request for Reimbursement—School of Origin Transportation Expense (F063-25-687)* on *Education Acco (F063-25-1127)*
- FC Eligibility Technician 12. Process *Request for Reimbursement—School of Origin Transportation Expense (F063-25-687)* for payment using established procedures.