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To: BOCES District Superintendents
Superintendents of Public Schools
Public School Administrators
Charter School Administrators
Nonpublic School Administrators

From: Kathleen R. DeCataldo

Date: January 13, 2022

Subject: Revised Students in Foster Care Toolkit

We are pleased to inform you that the Department, in collaboration with the Office of Children and Family Services, has revised the Students in Foster Care Toolkit to provide increased clarity to the field. The toolkit, originally released August 21, 2018, provides guidance to schools and local departments of social services (LDSS) to ensure educational stability for students in foster care. Keeping children in the same school when removed from home maintains connections with teachers, friends, the school nurse, school counselors, coaches, extracurricular activities and provides consistency in curriculum. Students who feel connected to their schools are more likely to succeed academically and graduate, less likely to be truant, be involved in fighting and bullying, and less likely to use substances or become pregnant.

The revised toolkit, which may be accessed on the [NYSED Foster Care Webpage](#), provides information on special circumstances, a more detailed explanation of the role of the LEA and LDSS along with the following resources:

- Flowchart on Educational Placement Process
- New School Notification Letter
- Revised LDSS 2999 Form
- Section on Transportation Costs
- Dispute Resolution Process

To further assist schools in using the revised toolkit, a webinar will be held on February 10, 2022 from 3:00-4:00pm. Schools are encouraged to have their foster care Point of Contact (POC) review the revised toolkit and attend the webinar. To join the webinar:

1. Go to:
<https://nysocfsbtd.webex.com/nysocfsbtd/k2/j.php?MTID=t705a21322721d92de4d5cab4e310e625>
2. Enter your name and email address.
3. Enter the session password: **r3VPCx2BB6c**
4. Click "Join Now" and follow the instructions.

This webinar will also be recorded and posted on the [NYSED Foster Care Webpage](#) for future viewing and to train new school personnel.

For questions, please contact the Office of Student Support Services at studentsupportservices@nysed.gov or 518-486-6090.