**PROTECTION AND PERMANENCY MEMORANDUM, 14-05**

**TO:** Service Region Administrators

Service Region Administrator Associates

Service Region Clinical Associates

Regional Program Specialists

Family Services Office Supervisors

**FROM:** Tina Webb, Assistant Director

Division of Protection and Permanency

**DATE:**  August 20, 2014

**SUBJECT:** School Notification Throughout the Life of a CPS Case

In March 2014, SOP was modified to help guide staff in understanding the importance of collaboration with our school partners.  The goal of this modification was to help staff understand that school disruption can cause extreme emotional stress for a child and may affect his or her academic performance, development and/or overall well-being.  DCBS can attempt to minimize the effects on the child through collaboration with their educators. Ensuring that the schools in your region know who at DCBS to contact will aid in building relationships between the agencies and will minimize disruptions for the child.

Now that school is back in session across the Commonwealth, this memorandum serves as a reminder to communicate at various stages of casework with local education staff. Please remember that the school must be notified within two (2) working days, when school is in session and the child is of school age, in all of the following situations:

* At the beginning of an investigation or assessment, when the child is a victim of alleged abuse or neglect;
* At the conclusion of the agency’s work with the family; and
* When a child is placed in out of home care (OOHC) to provide a list of who may contact the child at school and who may pick up and drop off the child.

School personnel must also be interviewed, in person, as a collateral, within the same timeframe, during an investigation.

If the child needs to enter foster care, SOPs [4.28 Meeting Educational Needs](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/428MeetingEducationalNeeds.aspx) and [4.28.3 Assessing Educational Records for Children and Youth in Foster Care and Guidelines for Educational Passports](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/4283EducationalPassport.aspx), provide information regarding working with school personnel to ensure that the child has a smooth transition. These sections also provide the [Collective Letter Between DCBS and the Department of Education](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Collective%20Letter%20Between%20DCBS%20and%20the%20Department%20of%20Education.PDF) to ensure that the SSW is able to access all educational records as needed.

Additionally, the following reference documents were also updated to assist staff in maintaining positive working relationships with the school system:

* [Communicating with the School System When Working with Families](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Communicating%20with%20the%20School%20System%20When%20Working%20with%20Families.docx); and
* [Reporting Child Abuse and Neglect Booklet](https://manuals.sp.chfs.ky.gov/Resources/Related%20Resources%20Library/Reporting%20Child%20Abuse%20and%20Neglect%20Booklet.doc).

If you have any questions regarding this memorandum, please contact:

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