

# District Foster Care Liaisons and Building Points of Contact—Program Structure Considerations

[Federal law](#) requires every district to designate a district foster care liaison. [State law](#) requires districts to designate a foster care building point of contact in each school, in addition to the district liaison. While the law lists roles and responsibilities, it does not specify which person does which activities. Below is a suggested program structure with bold items highlighting the specifically listed in the law. However, districts have the discretion to determine what responsibilities each role will have. Each district has its own culture and practices that allow it to run with consistency and efficiency.

Questions to consider when defining roles for foster care services:

- Who is connected to community partners?
- How many program staff do you have?
- Is there a school-based or centralized intake system?
- Online or paper enrollment?
- How is professional development done?

Please also see *Best Practices for Foster Care Building Points of Contact* on the [Foster Care Resources and Training webpage](#).

Suggested Program Structure:

District Foster Care Liaison
Support Individual Student Needs
<b>Manage disputes related to transportation and best interest determinations</b>
<b>Coordinate with district child nutrition office to ensure students receive free meals</b>
Run the <a href="#">CEDARS report</a> and ensure each building point of contact knows which students in their building are in foster care
Establish regular communication with building points of contact
<b>Provide training to district staff on <a href="#">state and federal law</a> related to foster care education</b>
<b>Coordinate with <a href="#">OSPI Foster Care Education</a> program staff for technical assistance and guidance</b>
Maintain records for students in foster care ( <a href="#">School Notification Form</a> , Best Interest Determination, etc.)
<b>Serve as the primary contact for child welfare. <a href="#">Ensure school fees/fines are paid</a></b>
Ensure building and district staff can identify the building points of contact
<b>Lead and document <a href="#">Best Interest Determinations</a></b>
Connect with other district programs (SPED, ELL, Attendance/Tuancy, etc.)
<b>Facilitate the transfer of student records in accordance with <a href="#">RCW 28A.150.510</a> and <a href="#">28A.225.330</a>.</b>
Coordinate and collaborate with community-based organizations and other community partners to serve students in foster care
<b>Attend <a href="#">training and professional development</a> opportunities to improve district implementation</b>
Ensure birth parents/ <a href="#">guardian ad litem (GAL)</a> / <a href="#">court-appointed advocates</a> have access to student and records



## Foster Care Building Point of Contact

Support Individual Student Needs

Ensure students in foster care receive [free meals](#)

[Work collaboratively with Treehouse education specialists and advocates](#)

Attend meetings related to student (IEP, discipline, attendance, etc.)

**Attend training and professional development opportunities to improve district implementation**

Ensure birth parents/[guardian ad litem \(GAL\)/court- appointed advocates](#) have access to student & records

**Facilitate [Immediate Enrollment](#) for students in foster care**

Communicate with parents/caregivers

**Ensure students in foster care are enrolled in and [regularly attending school](#); [Facilitate on-time graduation](#)**

Coordinate and collaborate with community-based organizations and other community partners to serve students in foster care

**Provide training to building staff on [state and federal law related to foster care education](#)**

Connect with other district programs (SPED, ELL, Attendance/Truancy, etc.)

Maintain building list of students in foster care; ensure confidentiality

Notify district liaison of [school fees/fines](#)

Ensure building staff who have a "need to know" are notified of foster care status of students



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