

**SCHOOL DISTRICT NOTIFICATION OF FOSTER CHILD
PLACED IN A FOSTER FAMILY, AGENCY BOARDING, OR GROUP HOME**

TO: <i>(School District Child Is Attending)</i>		DATE OF BIRTH OR APPARENT AGE	DATE CHILD ENTERED FOSTER CARE
		ADDRESS OF CHILD WHEN CHILD ENTERED FOSTER CARE	
FROM: <i>(County Department of Social Services)</i>		NAME OF SCHOOL DISTRICT CHILD RESIDED IN WHEN CHILD ENTERED FOSTER CARE (DISTRICT OF ORIGIN)	
Pursuant to Section 445.1 of the Social Services Regulations, I am notifying you of the foster care placement of the below named child. For additional information regarding this notification, please contact:			
CONTACT PERSON	TELEPHONE NO.	ADDRESS OF SCHOOL DISTRICT OF ORIGIN	
NAME OF SCHOOL DISTRICT LAST ATTENDED (If different from Above)			
ADDRESS OF SCHOOL DISTRICT LAST ATTENDED		NAME OF SOCIAL SERVICES COMMISSIONER CHARGED WITH CARE OF CHILD	
CHILD'S FULL NAME		ADDRESS OF SOCIAL SERVICES COMMISSIONER	
		NAME OF AUTHORIZED AGENCY ACTING FOR COMMISSIONER	
		ADDRESS OF FOSTER PARENT(S) OR NAME AND ADDRESS OF AGENCY BOARDING, OR GROUP HOME	
FOSTER FATHER'S NAME		ADDRESS OF AUTHORIZED AGENCY	
FOSTER MOTHER'S NAME			
ADDRESS OF FOSTER PARENT(S) OR NAME AND ADDRESS OF AGENCY BOARDING, OR GROUP HOME		SIGNATURE OF COMPLETING OFFICIAL	

Prepare within 10 days of foster child's admission to school.
 White - To agency Yellow - To school district child now attending.
 Pink - To school district child resided in when child entered foster care.

APPENDIX I

MODEL LETTER

RE: Request for Evaluation and Recommendations Pursuant to Section 4004(1) of the Education Law

Dear District Superintendent:

Pursuant to the provisions of Section 4005(1) of the Education Law, effective July 1, 1981, please consider this letter a request thereunder for the District to provide that its Committee on the Handicapped evaluate the below named child and make written recommendations for appropriate educational services. Such written evaluation and recommendation are to be forwarded to the below named social services official within thirty (30) days of this request, except where such information has already been obtained by the family court. Alternatively, should the Committee on the Handicapped determine that such child does not have a handicapping condition, such Committee shall notify such official of this determination within thirty (30) days of this request.

Therefore, please make your arrangements to schedule an evaluation as indicated.

NAME OF CHILD: _____

NAME OF PARENTS: _____

ADDRESS: _____

PHONE NUMBER: HOME: _____ WORK: _____

SCHOOL IN ATTENDANCE: _____

REASON FOR SUSPECTING A HANDICAPPING CONDITION: _____

REPORT TO: _____

For additional information, please contact:

TELEPHONE NUMBER _____

APPENDIX 2

INFORMATION CHECKLIST

SINGLE COPIES of the items which are listed on this checklist are available at no cost from the Office of Education of Children with Handicapping Conditions. To receive a copy of any of the items listed below, check off the items which you would like to receive in the space provided, write your name and address on the spaces listed below and detach this form and return it to:

New York State Education Department
The Bureau of Program Development Resource Center
Room 1069, Education Building Annex
Albany, New York 12234

Please allow 6 - 8 weeks for delivery.

NAME: _____ POSITION: _____

ADDRESS: _____

ZIP: _____

Laws and Regulations

- ___ 1. Article 89 of the Education Law (revised September 1980) spells out the education responsibilities of local school districts and the State Education Department to handicapped children. It includes Chapter 853 of the Laws of 1976, Chapter 470 of the Laws of 1977 and other minor revisions.
- ___ 2. Part 200-2 of the Rules and Regulations of the Commissioner of Education (effective July 1, 1982.)
- ___ 3. Article 81 of the Education Law (effective July 1, 1981) governing the education of children residing in child care institutions including handicapped and nonhandicapped.
- ___ 4. Section 112 of the Education Law (revised June 1980) sets standards of instruction and personnel qualifications for teachers of children in the residential care of any State department or agency or political subdivision.
- ___ 5. Chapter 66 of the Laws of 1978: Education of children residing in facilities of the Department of Mental Hygiene (Office of Mental Health (OMH) and Office of Mental Retardation and Developmental Disabilities (OMRDD).
- ___ 6. Chapter 721 of the Laws of 1979: Education of children residing in intermediate care facilities for the mentally retarded.
- ___ 7. Part 116 of the Rules and Regulations of the Commissioner of Education (revised July 1978) Establish educational programs and services for children in full-time residential care in homes or facilities operated or supervised by the Division of Youth, Department of Mental Hygiene, (Office of Mental Health and Office of Mental Retardation and Developmental Disabilities) or Social Services Districts.

Publications

1. Your Child's Right to an Education: A guide for Parents of Children with Handicapping Conditions in New York State (revised 1981) This manual is written for parents of children who require special education. It explains the financial and educational responsibilities of the State and local educational agencies to these children.
2. A Handbook for Committees on the Handicapped in New York State (revised 1981) This Manual is written for members of the Committee on the Handicapped. It explains the legal responsibilities of the Committee and presents recommended guidelines for carrying out these responsibilities.
3. The Individualized Education Program, A Guide for Development (revised 1981) A working reference and guideline for those directly involved in the process of development, implementation and review of individualized education programs for children with handicapping conditions.
4. The Role of a School Board Member in the Education of Children with Handicapping Conditions (revised 1981) A handbook describing the board members's responsibilities for providing quality educational programs for children with handicapping conditions.
5. Serving Neglected and Delinquent Children in New York State (1981 edition) A manual which discusses a variety of services available to the neglected and delinquent population under Title I.

Brochures and Other Available Materials

1. Do You Need Training and Information on the Education of Handicapped Children? A description of the services available through the Bureau of Program Development and the New York State Training Network including the addresses and telephone numbers for the Associate SETRC Centers. (Special Education Training and Resource Centers)
2. New York State Early Childhood Direction Centers: A listing of the Direction Center addresses and telephone numbers with questions and answers on linking preschool handicapped children with services.
3. News Briefs: Published bimonthly, the Office for Education of Children With Handicapping Conditions newsletter contains information about changes in State and Federal legislation and policy which affects the services provided for pupils who require special education.
4. Questions and Answers About Serving the Educationally Handicapped in New York State: A series which answers the most commonly asked questions on Article 89, Part 200 and Chapter 563 of the Laws of 1980.

ALWAYS INCLUDE
APPROVAL NUMBER
IN CORRESPONDENCE
AND CLAIMS FOR
REIMBURSEMENT

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
OFFICE FOR THE EDUCATION OF CHILDREN
WITH HANDICAPPING CONDITIONS
NOTIFICATION OF APPROVAL OF MAINTENANCE EXPENSES
PHC - 3

APPROVAL NUMBER

TO: Clerk of the Board of Supervisors, County of _____
(COUNTY)

DATE _____
MO | DAY | YEAR



Pursuant to Section 4405 of the Education Law, Chapter 853, Laws of the State of New York, 1976, maintenance expenses for the below-named child placed at the below-named school are approved as listed herein.

CHILD'S PERIOD OF ENROLLMENT From _____ To _____ TOTAL APPROVED MAINTENANCE EXPENSE \$ _____
MO | DAY | YEAR MO | DAY | YEAR

CHILD NAME _____
(LAST) (FIRST) (MIDDLE)
ADDRESS _____
(STREET)

(CITY) (STATE) (ZIP)

PRIVATE SCHOOL NAME _____
ADDRESS _____
(STREET)

(CITY) (STATE) (ZIP)

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
OFFICE FOR THE EDUCATION OF CHILDREN
WITH HANDICAPPING CONDITIONS

APPROVAL NUMBER

ALWAYS INCLUDE
APPROVAL NUMBER
IN CORRESPONDENCE

NOTIFICATION OF RESIDENTIAL PLACEMENT

PHC-3

ISSUE DATE _____

CHILD'S COUNTY OF RESIDENCE

[]

The handicapped child listed below has been placed in a residential nonpublic school through the approval of the Commissioner of Education pursuant to the provisions of the Education Law, Chapter 853.

CHILD'S NAME AND ADDRESS

LAST FIRST MIDDLE

STREET ADDRESS

CITY STATE ZIP

APPROVED SCHOOL OF PLACEMENT

CODE

NAME

STREET ADDRESS

CITY STATE ZIP

PUBLIC SCHOOL DISTRICT

CODE

NAME

DATES OF ENROLLMENT

FROM _____ TO _____

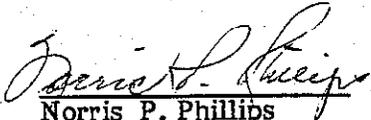
E. Additional Information

Official Department of Social Services forms referred to in this Directive can be obtained by writing:

New York State Department of Social Services
Forms and Publications
40 North Pearl Street
Albany, New York 12243

F. Effective Date

This Administrative Directive is effective as of July 1, 1981.


Norris P. Phillips
Deputy Commissioner
Division of Services



