

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 10, 2012

## M E M O R A N D U M

**What's Inside:**

New federal requirements for timing of educational stability case plans and credit reports on youth in foster care.

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: Education Stability at Placement Change and Credit Report Requirements for Older Youth

## DISCUSSION:

The purpose of this memorandum is to introduce requirements as a result of recent federal legislation. [The Child and Family Services Improvement and Innovation Act \(Public Law \(Pub. L.\) 112-34\)](#) was signed into law on September 30, 2011. This law amends the case plan requirement for the timing of educational stability and the case review system definition to require credit reports for youth age 16 and older.

**Educational Stability:**

Educational stability should be a priority when assessing the child's placement needs and making placement decisions. The Child and Family Services Improvement and Innovation Act requires state child welfare agencies to coordinate with schools to improve educational stability for children in foster care at each placement change, not just at initial placement into foster care as was the original requirement under the [Fostering Connections to Success and Increasing Adoption Act of 2008](#). Therefore, prior to any placement decision, staff should consider what impact the decision will have on the child's educational stability.

Missouri's [Foster Care Education Bill of Rights](#) requires child-placing agencies to promote educational stability by considering the child's school attendance when making placement decisions. Educational permanence should be ensured by taking into account the appropriateness of the current educational setting and proximity to the school in which the child is enrolled at the time of placement.

Children's Division staff, along with local school districts, should work together to ensure children remain in the school they are enrolled in at the time of placement into foster care and at each placement change. When remaining in the same school district is not in the best interest of the child, Children's Division staff should work with local school districts to ensure children are allowed immediate enrollment into a new school with all educational records provided to the new school.

**Credit Reports:**

Building and maintaining credit is vital to successful transition from foster care. Information on credit reports is used to evaluate applications for credit, employment, insurance, and renting a home. Monitoring credit reports is one of the best ways to discover identity theft. The Child and Family Services Improvement and Innovation Act amends the case review system definition to require that each child age 16 and older in foster care receives a copy of any consumer credit report each year until discharged from foster care and the youth must be assisted in interpreting the credit report and resolving any inconsistencies.

Effective with this memo, staff should begin assisting youth age 16 and older in obtaining credit reports and ensuring that the youth has a copy of the report. Free credit reports may be obtained through [AnnualCreditReport.com](http://AnnualCreditReport.com).

The Children’s Service Worker should assist youth in interpreting the credit report and resolving any inconsistencies. Information to assist with interpretation and education can be found on the [Federal Trade Commission’s](http://FederalTradeCommission’s) website. The Division of Legal Service will also assist in resolving any inconsistencies or identity fraud.

If there is a need to further educate youth regarding credit, Children’s Service Workers should address this on the CD-94, Adolescent Family Support Team Guide and Individualized Action Plan, by submitting new goals to the Chafee provider. The Chafee provider will assist with the identified tasks of the new goals.

The CD-94, Adolescent Family Support Team Guide and Individualized Action Plan, has been revised to include a section on credit reports. The CD-94 should be updated to reflect when a credit report has been received on a yearly basis, beginning when the youth turns 16 or comes into care after age 16 and each subsequent year thereafter while in foster care.

All documentation pertaining to the credit checks should be filed in the Older Youth Section of the youth’s record. Supervisors should monitor completion of credit reports on a yearly basis during case consultations.

As this is life skill teaching, documentation of this service should also be included on the NYTD Older Youth Services and Financial Expenditures Screen in FACES and entered by the Children’s Service Worker as referenced in [CD10-108](#).

<b>NECESSARY ACTION</b>	
<ol style="list-style-type: none"> <li>1. Review this memorandum with all Children’s Division staff.</li> <li>2. Review revised Child Welfare Manual chapters as indicated below.</li> <li>3. All questions should be cleared through normal supervisory channels and directed to:</li> </ol>	
<b>PDS CONTACT</b> Crystal Wilson (573)522-9306 <a href="mailto:Crystal.L.Wilson@dss.mo.gov">Crystal.L.Wilson@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Amy Martin (573)751-3171 <a href="mailto:Amy.L.Martin@dss.mo.gov">Amy.L.Martin@dss.mo.gov</a>
Sally A. Gaines	Dena D. Driver

<p>(573)522-6279  <a href="mailto:Sally.A.Gaines@dss.mo.gov">Sally.A.Gaines@dss.mo.gov</a></p>	<p>(573)751-3171  <a href="mailto:Dena.Driver@dss.mo.gov">Dena.Driver@dss.mo.gov</a></p>
<p><b>CHILD WELFARE MANUAL REVISIONS</b>  Section 4 Chapter 21 <a href="#">Index</a>  Section 4 Chapter 21.3.5 <a href="#">Credit Reports</a>  Section 4 Chapter 21.3.6 <a href="#">Education and Training Voucher</a> (Renumbered)  Section 4 Chapter 21.3.7 <a href="#">Educational Opportunity for Children of Families Serving in the Military</a> (Renumbered)  Section 4 Chapter 21.3.8 <a href="#">State Youth Advisory Board</a> (Renumbered)  Section 4 Chapter 7.2 <a href="#">Family Support Team Meeting</a>  Section 4 Chapter 7.3.8 <a href="#">Educational Support and Intervention</a>  Section 4 Chapter 11 Attachment C <a href="#">Special Expenses Payment</a>  Section 4 Chapter 13.1 <a href="#">Subsequent Placements within Children's Division</a></p>	
<p><b>FORMS AND INSTRUCTIONS</b>  <a href="#">CD-94, Adolescent FST Guide and Individualized Action Plan</a>  <a href="#">Annual Credit Report Request Form</a></p>	
<p><b>REFERENCE DOCUMENTS AND RESOURCES</b>  <a href="#">Federal Trade Commission</a></p>	
<p><b>RELATED STATUTE</b>  <a href="#">The Child and Family Services Improvement and Innovation Act (2011)</a></p>	
<p><b>ADMINISTRATIVE RULE</b>  N/A</p>	
<p><b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b>  <a href="#">FC 3</a>, 8<sup>th</sup> Edition COA Standards  <a href="#">PA-FC13</a></p>	
<p><b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b>  Item 21, <a href="#">Educational Needs of Children</a></p>	
<p><b>PROTECTIVE FACTORS</b>  Parental Resilience: N/A  Social Connections: N/A  Knowledge of Parenting and Child Development: N/A  Concrete Support in Times of Need: <a href="http://dss.mo.gov/cd/info/cwmanual/philbase.pdf">http://dss.mo.gov/cd/info/cwmanual/philbase.pdf</a>  Social and Emotional Competence of Children:  <a href="http://dss.mo.gov/cd/info/cwmanual/philbase.pdf">http://dss.mo.gov/cd/info/cwmanual/philbase.pdf</a></p>	
<p><b>FACES REQUIREMENTS</b>  N/A</p>	