

# Practice Alert



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Issued by: Jessica Woodruff, Policy Development Specialist  
Permanency Unit

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## **Entering Education Information Timely and Accurately**

When a child enters the legal and physical custody of the Division and is placed in an out of home setting, an AC case must be opened if neither parent lives in that home. Each screen in the Alternative Care (AC) Information screen must have accurate information.

The Education Screen is a required screen for opening a new AC function, for every child, regardless of age and school attendance. This screen also must be updated each school year, or each time a child changes schools/school districts. To find the correct school district code, the link for Missouri Department of Elementary and Secondary Education is listed at the top of the education screen. You can choose a district or charter district by selecting the school district from the dropdown listing. Next to the district name is a 6 digit code for the district. Per policy (CWM, Section 4, Chapter 10 - Overview) the Alternative Care Function should be opened in FACES within two business days of the child's date of entry. The Education screen must be updated each time a child changes schools, as well as each school year to reflect the current information.

The school district in which the child is placed, if different from the district of removal, may obtain funding from the home district for the child's education. The case manager may receive communication from the current school district requesting to verify the child is still in the Division's custody, placed in the school, and TPR status. The district may also request the current address of the parents, so all addresses must be updated timely in the contact screen.

Accurate information, entered timely in FACES, helps to aid this process.