

OFFICE OF THE DEPUTY COMMISSIONER FOR OPERATIONS

Education Management

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Policy Each child placed by the Department of Children and Families is entitled to a free and appropriate public education. The responsibility for providing the education lies with the town having nexus.

Cross-reference: DCF Policy 3-3, "Unified School District #2"

Definitions **Educational jurisdiction** means the fiscal and programmatic responsibility for the education of a child.

Local education agency ("LEA") means a local or regional Board of Education.

Nexus means the status applied to a child when the child's parent or guardian lives in a residence in a town in Connecticut.

No-nexus means the status applied to a child if one or more of the following criteria are applicable to each parent or guardian of the child:

- parental rights have been terminated;
- the parent or guardian is deceased;
- the whereabouts of the parent or guardian are unknown;
- the parent or guardian does not live in Connecticut;
- the parent or guardian resides as a patient in a treatment facility; or
- the parent or guardian resides as an inmate in a correctional facility.

Responsible LEA means the local education agency that is required to ensure that every child for whom it is legally responsible receives free and appropriate education services.

Educational Jurisdiction Educational jurisdiction is established through the residence of the parent, the residence of the child or other special circumstances. Whenever there is a question regarding educational jurisdiction, the Social Worker shall contact the Educational Consultant for assistance in the determination.

Notification to LEA The DCF Social Worker who is responsible for a child's placement shall provide formal notification via the DCF-603, "Notification to the Local Education Agency," to the LEA legally responsible for the child's education; the LEA responsible for educating children in the town where the child resides; and the Surrogate Parent Program at the State Department of Education, if a surrogate parent is appointed or needs to be appointed, whenever one or more of the following circumstances occur:

- the child is initially placed;
 - there is a change in the child's placement, including reunification;
 - there is a change in the residence of the child's parent(s) or guardian(s) from whom the child was originally removed, unless parental rights have been terminated;
 - a parent has died, unless parental rights have been terminated;
 - there is a change in the child's legal status, including a transfer to another agency; or
 - parental rights are terminated.
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Where to Send the DCF-603

Copies of the DCF-603 shall be sent to:

- the Surrogate Parent Program, if a surrogate parent is assigned or needs to be assigned;
- the LEA of the town in which the child will be or has been placed;
- the LEA of the town where the child had previously been placed;
- the LEA of the town where the parent(s) or guardian(s) reside if parental rights have not been terminated; and
- the child's placement.

LEA Notification Timeline

DCF shall notify the child's responsible LEA of an out-of-home placement within the following timelines:

- oral notification within one business day of the placement; and
- written notification in a secure digital format via LINK within two business days of the placement.

Legal reference: Conn. Gen. Stat. §10-76d(e)(2).

Note: Whenever there is a question regarding the notification to an LEA of a DCF placement, the Social Worker shall contact the USD#2 Education Consultant or Specialist assigned to the Region for assistance.

Education in Residential Facilities

Prior to the placement of a child in a residential facility, DCF shall ensure that the facility can provide the child with appropriate education services.

For a student who has been determined to be in need of special education and related services, DCF shall ensure that a proposed residential placement can fully implement the specialized instructional program and the related services outlined in the student's individualized education program (IEP).

For a student who has been identified as eligible for accommodations under Section 504 of the federal Rehabilitation Act of 1973, DCF shall ensure that a proposed residential placement can fully implement the student's 504 accommodation plan.

For a general education student, DCF shall ensure that a proposed residential placement can provide coursework appropriate to the student's grade level.

Surrogate Parents

The Department of Children and Families shall ensure that a surrogate parent is appointed for any child within the care of DCF who is eligible for such service.

Legal reference: Conn. Gen. Stat. §10-94f through §10-94l; §17a-6l; §17a-248 through §17a-248i.

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**Surrogate
Parents**
(Continued)

The procedure for requesting the appointment of a surrogate parent for a child age 0 to 3 is as follows:

- Social Worker shall send the DCF-603, "Notification to LEA", to the Director of the Birth to Three program for any child not placed in a foster home, who is enrolled or should be evaluated for enrollment in the Birth to Three program, and for whom the Commissioner is the legal guardian.

Upon receipt of the DCF-603, the Director of the Birth to Three program shall appoint a surrogate parent and notify the Social Worker.

The Social Worker shall request the appointment of a surrogate parent for a child age 3 through 21 and shall:

- send the DCF-603 form to the responsible LEA and a copy to the Surrogate Parent Office of the State Department of Education (SDE); and
- upon notification from the SDE of the identity of the surrogate parent, record the surrogate parent's name, address and telephone number in the educational section of the case record.

The SDE Commissioner may appoint the foster parent of a child aged 3 through 21 to serve as the child's surrogate parent if:

- the DCF Commissioner has been appointed the child's guardian or statutory parent;
- the foster parent has made a request to the SDE for such appointment; and
- the child's Social Worker certifies in writing to SDE that DCF supports such appointment.

The Social Worker shall communicate with the surrogate parent, as appropriate, and ensure that the surrogate parent receives the following:

- notice of placement of the child by DCF and any other information that could affect the status of the child or the placement; and
- an invitation to participate meetings impacting the child's education.

**Home
Schooling**

The home schooling of children under the care and supervision of DCF shall not be permitted, in accordance with Conn. Gen. Stat. §17a-6(l) which states that the Commissioner or designee shall "Provide or arrange for the provision of suitable education for every child under the commissioner's supervision, either in public schools, special educational programs, private schools, educational programs within the institutions or facilities under the commissioner's jurisdiction, or work and training programs otherwise provided by law....".