

Posted: 9/03/2014

To: School Food Authorities

Subject: SFS-14-127 Certified Foster Children and Community Eligibility Provision

As of August, 2014, the Louisiana Department of Child and Family Services (DCFS) has implemented a new process to track foster children in the school system. DCFS will send a "School Counselor Notification Form" to the school guidance counselor in all Louisiana schools, each time a foster child is enrolled in the school. The form must be completed within five days of the foster child enrolling in the school. Additionally, each time the foster child changes schools or changes foster homes, a letter will be sent to the school guidance counselor. This information is being tracked solely to provide services to the foster children, any other use of the information is strictly forbidden according to LA R.S. 46:56.

In regards to the Community Eligibility Provision (CEP), this will assist in the process for including foster children in the CEP identified student count. As guidance counselors receive these forms, they will "flag" foster students in the student information system (SIS). In March, the SFA (CNP director) should request a list of active foster children in the system. The school counselor should sign the list, certifying that a School Counselor Notification Form has been received for each child. This list is confidential information and should remain secure with other Child Nutrition Program source documents (same as meal applications and eligibility status of children).

Refer to the CNP website for further information. The web address is <http://cnp.doe.louisiana.gov>. You must have above acrobat to open pdf files. Adobe may be downloaded FREE from the following web address: <http://www.adobe.com/products/acrobat/readstep2/html>