

# CAREGIVER PAMPHLET



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Our focus is reflected in our Mission Statement: ***"to ensure the safety of children through a holistic approach designed to support the health and well-being of families."***





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## **A MESSAGE FROM KIDS FIRST OF FLORIDA**

Thank you for your strong commitment to the child placed in your care. Please take an opportunity to read the information contained in this pamphlet. As a caregiver, you have certain rights and responsibilities, including participating in the court process. There is also financial and medical assistance and other services available to assist you in meeting the needs of the child placed in your care. Please do not hesitate to contact the Family Services Counselor assigned to the child in your care, for assistance, at the phone number listed on the back of this pamphlet.

## **CAREGIVER'S RIGHTS AND RESPONSIBILITIES**

### ***As a Caregiver, you have the right:***

- \* To have your role and responsibilities clearly explained to you.
- \* To have a Red Folder for each child in your care.
- \* To be provided a copy of the child's case plan.
- \* To be notified of all court hearings regarding the child.
- \* To receive help and guidance in accessing health care providers for the child.
- \* To receive important information regarding the child.
- \* To participate in decisions regarding the permanency of the child.
- \* To have necessary Kids First of Florida (KFF) telephone numbers/on-call procedures in the event there is an emergency regarding the child.
- \* To ask the Family Services Counselor for any additional services or support needed in order to be better able to care for the child.



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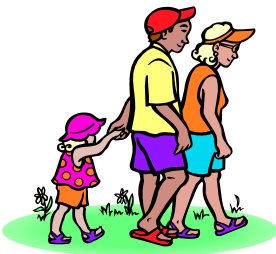
### ***As a Caregiver, you have the responsibility:***

- \* To ensure the child's safety and well being at all times.
- \* To ensure the child's needs for food, clothing and shelter are met.
- \* To treat the child as your own: provide love and care.
- \* To assist in taking the child to medical, dental, and mental health appointments.
- \* To reward and praise the child.
- \* To give the child his/her medication as prescribed.
- \* To attend court hearings, meetings and staffings, when necessary.
- \* To hold all information confidential regarding the child and his/her family.
- \* To notify KFF immediately of any changes in the home, for example, address, employment, and family composition.
- \* To ensure the child is visited by a Family Services Counselor, at least once a month.
- \* To work with KFF, providers, and the court to ensure the child's continued safety and well being at all times.
- \* To contact KFF and Local Law Enforcement immediately, if the child runs away or is missing.

## **FINANCIAL ASSISTANCE**

### **Relative Caregiver**

When you agree to take a child into your family, you may be eligible to receive certain benefits for that child. Generally, the child will be eligible for Medicaid and cash benefits. The Revenue Maximization (Rev Max) Unit of KFF will apply for Medicaid benefits for the child placed in your home. Within approximately 30 days, a representative from Rev Max will contact you and discuss with you the Medicaid plan in which you wish to enroll. Also, after the child is placed in your care, you will receive a packet from our Rev Max Unit containing information on how to apply for financial assistance for the



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child. If you haven't received a packet within 5 working days of the child being placed in your home, please contact the Rev Max Unit @ 904.278.5644 ext. 2071.

The Packet contains the following documents to assist you in applying for cash benefits.

- ◆ Access Florida Pamphlet
- ◆ 2 Child Support Enforcement Up-Front Cooperation Packets (1 for each of the child's parents)
- ◆ Relative Care Program Frequently Asked Questions
- ◆ Contact and Resource Information

You can apply for benefits in the following manner:

- ◆ Online at: [www.myflorida.com/accessflorida](http://www.myflorida.com/accessflorida)
- ◆ By visiting a DCF Service Center. Locations are contained in the Rev Max packet.
- ◆ By mail, after calling 866.762.2237 and requesting an application.

If the child is from a county other than where you live, you can still apply for Relative Caregiver funds, TCA and food stamps in the county in which you reside. Child welfare adjudication records are kept in a statewide database.



If you are receiving child support or Social Security Disability benefits for the child, you may not be eligible for Relative Caregiver or cash assistance. Depending on your monthly income, you may still be eligible for a lesser amount of cash and food stamps.

**When you apply for cash benefits, you will be asked to cooperate with Child Support Enforcement (CSE).** This cooperation could entail going to the CSE office and giving information about the parents of the child. The CSE office in Clay County is located at:

1845 Town Center Blvd, Suite 215  
Orange Park, Florida 32003  
Phone: 800.622.5437 / Fax: 904.278.5755

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Information regarding the documentation that is needed by Child Support Enforcement is contained in the Rev Max packet. The child's Family Services Counselor can assist you in obtaining documents such as birth certificates, immunization records, and verification of citizenship.

If you apply for assistance immediately upon the child's arrival in your home, all of the conditions to receive Relative Caregiver Benefits may not yet have been met. These would include having the child adjudicated dependent by a Florida court and having a home study completed. Regardless, the child may still qualify for Specified Relative Benefits 30 days from the day you apply or the date the case is completed, whichever is sooner. The difference between the two programs is an increase in the cash payment for Relative Caregivers.

Specified and Relative Caregiver Benefits, including cash assistance, are available to any family member who is no less than a first cousin once removed. Second cousins or less may not receive Relative Caregiver Benefits.

When the additional qualifications are met for the Relative Caregiver Benefit, (a child is adjudicated dependant and a home study has been completed) your Family Services Counselor will notify the Access program using a %Relative Caregiver+ form so that the change can be made to increase your cash benefits. The notification that the Relative Caregiver requirements have been met is the responsibility of the child's Family Services Counselor. You will be responsible for notifying Access of any changes in the child's circumstances. You must re-qualify **every 12 months** for these benefits. You will lose Relative Caregiver Benefits if you allow the child's parents to move into your home with the child.

In addition to the above mentioned benefits, reduced cost or free lunches or before and after school care or daycare may be available.

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## Non-Relative Caregiver

When you agree to take a child into your family, you may be eligible to receive certain benefits for that child.

Generally, the child will be eligible for Medicaid. The Rev Max Unit with KFF will apply for Medicaid benefits for the child placed in your home. Within approximately 30 days, a representative from Rev Max will contact you and discuss with you the Medicaid plan in which you wish to enroll the child.

**In addition to Medicaid, the following benefits may also be available.**

**a. Social Security Disability Income** - If the child meets the eligibility criteria, due to a developmental disability, mental health diagnosis, or disabled or retired parent, then the child will continue to be eligible in your home.

**b. Social Security Survivors Benefits** - The eligibility for Social Security Survivors Benefits is that a child's parent(s) is/are deceased and that the deceased parent(s) paid Social Security taxes for a period of time determined by the federal government. In the event that either

of the child's parents is deceased, this is a resource that should be explored.

Contact Number: 800.772.1213

**Food Stamps** - The Food Stamp Program helps low-income households buy nutritious food. There are eligibility requirements, and the amount of food stamp benefits you receive will depend on the number of people in your home and the household income.

Contact Number: 866.762.2237

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**Become a Foster Parent** - Consider becoming a licensed foster parent to become eligible for other benefits. Please contact the child's Family Services Counselor and ask how to become a foster parent or contact KFF at 904.278.5644 and ask to speak to a Foster Home Licensing Counselor.

**Reduced Cost or Free Lunches** - If the child is school age, please inquire at the school he or she is attending about reduced cost or free lunches.



**Before and After School Care or Daycare** - If your employment or daily life requires after school care or daycare, please contact the child's Family Services Counselor to find out if the care can be provided at a reduced rate or for free.

## **Medical Care**

Children placed in relative and non-relative care must be provided all required medical care, whether it is preventive, ongoing, or emergency medical care. Most children placed in out-of-home care, qualify for Medicaid coverage.

Every child entering out-of-home care **must** obtain an initial health care assessment, by a licensed health care provider, **within 72 hours of initial placement in the home of the caregiver.** The local health department can be reached at the telephone number and address listed below.

CLAY COUNTY HEALTH DEPARTMENT  
904.284.6340  
1345 IDLEWILD AVE.  
GREEN COVE SPRINGS, FL 32043



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# **CAREGIVERS AND THE COURTS**

## **A Primer on Juvenile Dependency Proceedings**

Federal law now gives relative and non-relative caregivers the right to be heard in court, subject to certain restrictions. As a caregiver, you are an important member of the team. You may have valuable information that would help the court make its decisions. If you want your information to have the greatest chance of being heard by the court, it is important for you to understand the legal issues judges face at different types of hearings regarding the child, how to assess whether certain information is appropriate for the court process, and how best to present it to the court. By providing the juvenile court with current, detailed information, you can help the court to make the best possible decisions about the child in your care.

## **The Court Process**

### **How a Case Gets to Court**

The dependency process begins when someone reports suspected child abuse or neglect. An investigation is done by the Department of Children and Families. If the investigator believes that the child's safety requires immediate removal from the home, a petition for shelter is filed and heard by the Court within 24 hours of the child's removal. If the investigator believes that a child is in need of court protection, either with or without removal from the home, then a petition is filed to declare the child a dependent of the court.

This petition is called a Petition for Adjudication of Dependency and alleges facts that the investigator believes are the basis of the need for protection.

### **Initial Hearing**

As noted above, within 24 hours after a child is removed from a parent, the juvenile court holds an initial court hearing, called the shelter hearing.

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This hearing is the court's first chance to hear about the situation that brought the family to the attention of the Department of Children and Families. At the shelter hearing, the judge decides whether the child's safety requires that he or she be removed from the home, until legal proceedings take place on the allegations of abuse or neglect filed against the parent(s), and whether the safety of the child requires that he or she should stay in shelter and in the temporary custody of a relative or non-relative.

**Since the initial hearing happens very quickly after the child is removed from the home and most caregivers do not have firsthand knowledge about the events addressed by the court, caregivers probably will not have information to submit at the initial hearing.**

### **Adjudicatory Hearing**

The child's parents have a right to a trial on the allegations of abuse or neglect charged against them. At this hearing, the court receives evidence and determines whether the allegations of abuse or neglect are true. If it decides that they are, then the court sustains, or upholds, the petition. To do this, the court must determine whether the alleged abuse, neglect or abandonment fits the maltreatment descriptions in Chapter 39, Florida Statutes, which authorizes the court to intervene for a child's protection.



### **Disposition Hearing**

If the court declares that the child is a dependent of the court, the judge then decides whether the child should reside with his or her parents or be legally removed from the parents' care. If the child is removed from the parents, the court then considers who should care for the child. The

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court must consider relatives as the first placement alternative. If placement with a relative is not possible, the child is usually placed in a foster home or non-relative care. **Most caregivers will not have information on whether the child falls within one of the categories that authorize the court to take charge of the child.**

In most cases, the court orders a reunification case plan for the parents so that the child can return home. A reunification case plan describes the responsibilities and duties of both KFF and the parents to remedy the problems that caused the child's removal. At the disposition hearing, the court can also make decisions about visitation, issue restraining orders, and make any other orders the judge finds are in the best interest of the child.

The decisions that are made at the disposition hearing focus on the parents' ability to provide care for the child and on services the child and family need in order to reunify as soon as possible; input by a caregiver is usually not appropriate.

However, in cases where the child has been in your home for many months, you may have information about the child's needs that could assist the court.

### **Six-Month Review Hearing**

The juvenile court must review the cases of all children placed in foster or relative/non-relative care at least once every six months. At the first review hearing, information is given on the parents' progress with their reunification plan and on how the child is doing in out-of-home care. The court may return the child to his or her home or may order that the child continue to live in a caregiver's home.

As the child's caregiver, you must be given notice of this hearing. The notice must tell you that you may attend all

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hearings or submit to the court, in writing, information you believe to be relevant.

Relative/non-relative caregivers often have valuable information about the child's physical, emotional, educational, and social, development.

This kind of information may help the court to understand the child's needs. If you have been supervising visits between the child and a parent, you may also have some information about the parent's progress to relay to the court at the review hearing.

### **Permanency Hearing**

A permanency hearing must be held within 12 months of the date the child entered out-of-home care. The court will decide if the child can safely be returned home or if efforts to reunify the child with his birth family should end. In some cases, the court may decide to continue trying to reunify the family. It is important to remember that terminating reunification services does not terminate parental rights. The child's parents are often able to continue visits and other involvement with the child, even if the court terminates reunification services.

If the child cannot return home, another permanent plan will be selected at the permanency hearing. That plan could be adoption, guardianship, or another permanent living arrangement. The preferred choice is the most permanent home possible for the child, so the court considers adoption first. If adoption is determined by the court to not be in the child's best interest, then the following options are considered:

- ◆ Guardianship of a dependent child
- ◆ Placement with a fit and willing relative
- ◆ Another planned permanent living arrangement

You may have information about the child's physical,

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emotional, educational, and social development while in relative/non-relative care that will be helpful to the court at this stage of the proceedings.

### **Post-Permanency Review Hearings**

A hearing is held every six months to update the court on the child's progress and needs. This continues until either the child is adopted or KFF's supervision over the child is terminated by the court. Caregivers are given notice of the hearings in the same way they are given notice of review and permanency hearings.

Once a year, the court must address whether or not the permanent plan for the child continues to be appropriate. The court can add or modify orders until the child turns 18 or until supervision is terminated.



Information focused on the child's physical, emotional, educational, and social progress may assist the court in deciding issues having to do with the child's placement, services to the child, and visitation.

### **How You Can Participate in Court Hearings Federal Law**

The Adoption and Safe Families Act, passed by Congress in 1997, says that foster parents, pre-adoptive parents, and any relative or non-relative providing care for a child must be given notice of, and the opportunity to be heard in, any review or hearing to be held with respect to the child. It does not require that foster parents, pre-adoptive parents, or relatives/non-relatives providing care for a child be made parties to the action. This means that, although caregivers can go to court and present information, they do not have the same legal rights as DCF/KFF, the child's birth parents, or the child. Caregivers are not required to attend court hearings under the law.

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## Information the Court May Consider Helpful

The information you provide to the court is meant to assist the court in making decisions about the child in your care. Following are some types of information that the court may find useful. You do not need to address all of these, only the ones important to the child's case. It is helpful to provide factual information, describe behavior you have observed in the child, and present information about the child's needs. In general, you should focus on giving firsthand information about the child in your care and not offer opinions about other people involved in the court process (for example, the Family Services Counselor, the child's birth parents, and the attorneys involved in the case).

### ◆ **Placement Information**

The date the child came to your home and a brief description of the child's physical and emotional condition at that time.

### ◆ **Medical Information**

Doctor visits or hospitalizations since the last court hearing, and the results of those visits. Any medications the child is taking and the dosages. Any adverse reactions the child has had to medical procedures or medications. A brief description of the child's physical development, and any developmental lags you have observed.

### ◆ **Dental Information**

Visits to the dentist since the last court hearing, and the results of those visits.

### ◆ **Educational Information**

The child's grades in school and whether the child is performing at grade level. The dates of any school conferences you have attended and the results of those conferences (especially if the child is in special education classes). Any educational testing the child has had, who administered the testing, and the results of the testing.

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### ◆ **Behavioral Information**

A brief description of the child's behavior in your home. Any services the child is receiving to address behavioral difficulties, who is providing the services, and how often the child goes for the services. A brief description of how the child expresses their needs and feelings and how they calms themselves. A brief description of the child's eating and sleeping patterns and any difficulties the child has eating or sleeping.

### ◆ **Child's Special Interests and Activities**

A brief description of any special activities the child participates in (Scouts, music lessons, church groups, etc.) and how often the child participates in them. A brief description of any talents, interests, hobbies, or skills you have observed in the child.

### ◆ **Visitation**

The dates of visits between the child and his/her parents or other family members. If you supervised the visits, a brief description of the behaviors of the child and the other family members present during the visits. Carefully describe only the behavior. Do not comment on the reason for the behavior. A brief description of any arrangements for sibling visitation.

### ◆ **Professional Contacts**

All in-person and telephone contacts between you and the child's Family Services Counselor. All in-person and telephone contacts between you and the child's attorney. All in-person and telephone contacts between you and the child's Court Appointed Guardian Ad Litem (GAL). The dates of any telephone contacts between the child and the child's parents or other family members.

### ◆ **Recommendations**

A brief description of any services you believe the child would benefit from, and why.





## **Written Reports or Court Attendance?**

Remember that judges have a small amount of time to listen to the people attending the court hearing and to make decisions about the child. Some judges prefer to have information from caregivers submitted in writing to the court before the hearing. Any reports you submit will be distributed to all the other people involved in the case. Written reports should be short (a few pages) and well organized, with headings. Reports should present only facts--never opinions. If you want to submit a written report, send it to the court as soon as possible after you receive notice of the hearing. You may also want to send a copy to the child's Family Services Counselor, attorney, and GAL (if the child has one).

Some judges may limit your attendance at court to answering any questions he or she has about the child. Others may allow you to make a short statement. Remember, the court has a limited amount of time, and your comments should be short and to the point.

## **Local Court Culture**

The information presented here is a general overview of the dependency process and how you can participate in it. It is important to understand, however, that each judge has procedures and rules about what happens in his or her courtroom. Before submitting written material or attending court proceedings, you should check with your Family Services Counselor or the child's attorney about appropriate procedures in your local juvenile court. Caregivers are important members of the team providing care for dependent children. Your goal should be to give the juvenile court current, detailed information about the



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child. In doing so, you can assist the court in making the best possible decisions about the child in your care.

## **Testifying in Court**

Caregivers are sometimes called as witnesses in dependency court proceedings. If you are to be called as a witness, one of the attorneys involved in the case will generally contact you to tell you that he or she plans to ask you some questions in court. In some cases, you may receive a subpoena (a legal document the court issues telling you when and where you must come to court). In court, after taking an oath to tell the truth, a witness sits in the witness stand and answers questions from one or more attorneys about what he or she saw or (sometimes) heard.

### ***Here are some tips for testifying in court:***

- ◆ Tell the truth.
- ◆ Dress professionally (as you might for a job interview).
- ◆ Be organized and prepared.
- ◆ Be calm and sincere, especially if you are challenged or criticized.
- ◆ Be serious and polite.
- ◆ Listen carefully to each question, pause, think, then respond directly to the question.
- ◆ Wait until the question is completed before you answer.
- ◆ When an objection is made about a question, wait to speak until the judge decides whether or not you should answer the question.
- ◆ If you do not understand a question, ask the attorney to rephrase it.
- ◆ Answer each question completely.
- ◆ Be sure of the answer you are giving.
- ◆ Offer to explain your answer, if necessary.
- ◆ Use language you are comfortable using.
- ◆ Listen carefully when the other people in the courtroom are talking.
- ◆ Always show the highest respect for every person in the courtroom.

# **DISASTER AWARENESS & PREPAREDNESS**

**Below are a few tips to ensure your family is aware and prepared for a natural disaster:**

- ◆ Make sure that your family is aware of the type of hazards that could affect their safety during a disaster.
- ◆ Make sure all the children in the home know how and when to call 911.
- ◆ Place emergency telephone numbers, including KFF's, by all the telephones in your home.
- ◆ Locate a safe room or the safest area in your home for each safety hazard. In certain circumstances the safest area may not be your home but within your community.
- ◆ As a family, determine the best escape routes from your home and places to meet.
- ◆ Familiarize yourself with KFF's disaster or evacuation plan so that you can contact them before, during, and after a disaster.
- ◆ In the event that you decide to evacuate your home, or an official emergency evacuation is ordered, ensure that the name, address, and contact telephone numbers of where your family will be going has been given to the child's Family Services Counselor or Family Services Supervisor.
- ◆ Have an out-of-state friend as a family contact so all your family members have a single point of contact. The name, address and telephone numbers of this contact person should be given to the child's Family Services Counselor.



## **SUPPORT SERVICES**

**The following Services are available to caregivers.**

### **Kids First of Florida**

**On-call supervisor, available after hours and on weekends  
904.278.5644.**

### **Florida Kinship Center**

**Sponsoring Organization: USF School of Social Work  
Phone: 813.974.1328 Warmline: 800.640.6444**

Services offered: Kinship Care Warmline - emotional support, information/referral; available 8am-4pm M-F

**Relative Caregiver Foundation, Inc.**

Contact: Kim Weise

Address: P.O. Box 274 Bell, FL 32619

Phone: 352.535.7748

Email: rcaregiv@aol.com

Web: www.caregiverfoundation.com

Services offered: Confidential support group



**WIC-Clay County Health Department**

Address: 3229 Bear Run Blvd., Orange Park, FL 32065

Phone: 904.269.6340

Services: Nutrition, supplemental food for women, infants and children to age 5

**Catholic Charities**

Address: 1649 Kingsley Ave., Orange Park, FL 32073

Services: Emergency assistance with food, rent & utilities

**Healthy Families**

Address: 1305 Idlewood Ave, Green Cove Springs, FL 32043

Phone: 904.269.6340

Services: Home visitation program focusing on bonding, nurturing, discipline and child development.

**Florida Diagnostic Learning Resources System (FDLRS)**

Phone: 386.329.3811 or 800.227.6036

Services: Community programs, consultation, screenings and information on educational programs for children with special needs and Lending Library

**Child Find**

Address: 4019 Boulevard Center Drive, Jacksonville, FL 32207

Phone: 904.348.7784

Services: Screening for special needs children, information about programs for special needs children.

**Salvation Army**

2795 County Road 220, Middleburg, FL 32068

Phone: 904.276.6677

Services: Emergency financial assistance with rent, electric, food and prescriptions. Youth camps.

## **Guardian Ad Litem (GAL) Program**

[www.guardianadlitem.org](http://www.guardianadlitem.org)

Program is a network of professional staff and community advocates, partnering to provide a strong voice in court and positive systemic change on behalf of Florida's abused and neglected children.

If a GAL has been appointed contact: (904) 269-6312

## **Episcopal Children's Services**

[Www.esc4kids.org](http://Www.esc4kids.org)

8443 Baymeadows Rd. Suite 1, Jacksonville, Fl

(904) 726-1500

1845 Town Center Blvd. Suite 150

(904) 213-3939

Services: Offers a variety of services for parents. ECS has resources available to help you evaluate child care centers, obtain financial assistance, and a referral service to narrow down your choices.

## **Educational Responsibilities**

It is the responsibility of the caregiver to have a vested interest in a child's educational welfare and participate in all conferences, staffing and review educational documents. The following matrix clarifies who is in authority to sign documents for a dependent child.



**Education Matrix—Who Can Sign the forms as a Parent/Guardian?**

<b>Category</b>	<b>School District of Clay County Title of Form</b>	Child Protective Investigator ** Family Services Counselor **	Educational Surrogate	Parent ***, Guardian, Relative	Foster Parent
<b>Enrollment General</b>	New Student Registration (white card board)	YES	YES	YES	YES
<b>Enrollment General</b>	Student / Parent / Guardian Network Responsibility Contract	YES	YES	YES	YES
<b>Enrollment General</b>	Consent and Release E-mail Transmission of Student Information	YES	YES	YES	YES
<b>Enrollment General</b>	Student Compact-Title One Principal/Teacher/parent	YES	YES	YES	YES
<b>Enrollment</b>	Special Transportation Request	YES	YES	YES	YES
<b>Enrollment General</b>	Family Application for Free and Reduced-priced meals	YES	YES **	YES	YES
<b>Enrollment General</b>	Each teacher has field trip forms specific to their program or type of trip.	YES	YES	YES	YES
<b>Enrollment Connected to Grant Funding</b>	School District of Clay County District Occupational Survey	YES	NO	YES	YES
<b>Attendance</b>	Attendance Conference Record	YES	YES	YES	YES
<b>Truancy Attendance</b>	Referral to Attendance Team	YES	YES	YES	YES
<b>Problem Solving/ Response to Intervention</b>	Student Services Procedures-Parent Notification of Meetings and Conferences	YES	YES	YES	YES
<b>Problem Solving/ Response to Intervention</b>	Functional Behavior-Assessment (FBA) and Positive Behavior Intervention Plan	YES	YES	YES	YES
<b>Problem Solving/ Response to Intervention</b>	Student Services Parent Notification of Intervention Activities	YES	YES	YES	YES
<b>General</b>	Permission For Release of Information from Records	YES	YES	YES	YES
<b>General</b>	Medicaid Parent Consent Form	YES	YES	YES	YES
<b>General</b>	Parent Conferences	YES	YES	YES	YES
<b>General</b>	Parent -Teacher Conference	YES	YES	YES	YES 21

**Education Matrix—Who Can Sign the forms as a Parent/Guardian?**

<b>Category</b>	<b>School District of Clay County Title of Form</b>	<b>CPI / FSC **with a shelter or dependency court order on file</b>	<b>Educa- tional Sur- rogate</b>	<b>Parent ***, Guard- ian, Relative</b>	<b>Foster Parent</b>
<b>General</b>	Student Declaration of Intent to Terminate School Enrollment	YES	YES	YES	NO
<b>General</b>	Parent/Student Receipt of Code of Student Conduct	YES	YES	YES	YES
<b>General</b>	Discipline Referral	YES	YES	YES	YES
<b>General</b>	Due Process Grievance Form For Complaints dealing with 504 Implementation	NO	YES	YES	YES
<b>IDEA</b>	Consent for Evaluation/Reevaluation	NO	YES	YES	<b>YES*</b>
<b>IDEA</b>	Meeting Participation Form	NO	YES	YES	<b>YES*</b>
<b>IDEA</b>	Eligibility and Placement	NO	YES	YES	<b>YES*</b>
<b>IDEA</b>	Permission for Placement	NO	YES	YES	<b>YES*</b>
<b>IDEA-IEP</b>	Exceptional Student Education Individual Educational Plan & Signature Page	NO	YES	YES	<b>YES*</b>
<b>IDEA</b>	Exceptional Student Education Parent Consent for Use of Seclusion time -out	NO	YES	YES	<b>YES*</b>
<b>IDEA</b>	Departments of Student Services Student Services Team Meeting Summary	NO	YES	YES	<b>YES*</b>
<b>IDEA</b>	Student Services Team Meeting Parent Participation Form	NO	YES	YES	<b>YES*</b>
<b>IDEA</b>	Department of Student Services Development History	NO	YES	YES	<b>YES*</b>
<b>IDEA</b>	Exceptional Student Education Hospital Homebound Department- Application	NO	YES	YES	<b>YES*</b>

\*\* With shelter or dependency court order on file

\*\*\* Parent can sign, UNLESS Parental Rights are Terminated (TPR)

\* Foster Parent cannot Sign IDEA/IEP documents if an educational surrogate has been assigned

# CONTACT INFORMATION

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**Family Services Counselor**

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**Phone Number**

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**Family Services Supervisor**

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**Phone Number**

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**If you have any special needs such as requiring auxiliary aides or interpreter services please contact us at 904 278-5644. Interpreter services are provided at no cost.**