



## Memorandum

To: Local School Administrators

From: Julie Sutton, Director, Division of School and Community Nutrition 

Date: July 15, 2015

Subject: Foster Children

It is recommended that your school district run their Direct Certification Matching Process prior to the end of the school year. (This is in addition to the three times recommended by the Division of School and Community Nutrition to fulfill the USDA mandate.) This will allow your school corporation to catch any children who were direct certified late in the year, such as foster youth. We have learned from DCS that many foster families receive fee letters, either for textbooks or lunch money, unnecessarily due to schools not having the most current information. Please consider running this report PRIOR to mailing your Outstanding Fees letters to families.

After DCS and DOE spent time working together, we confirmed that by running this report, you can have a list of children who are currently residing in foster homes. Please note this is not a full list of children in DCS, only those in foster care. When running this report, column "U" has an "A", "F", or "W". Children designated by a "W" are foster care youth. With this said, by running regularly, you can learn which youth in your district are newly in foster care, remain in foster care, or have left foster care. We believe this will be helpful information for you.

Concerning textbook charges, students who are eligible for free or reduced lunch assistance and request textbook assistance may receive free textbooks for the school year in which eligibility is determined. This is the case whether or not the student was eligible when the district filed for textbook reimbursement. In the case of lunch charges, it is different. The eligibility for free meals only starts at the point the eligibility determination is made. Any charges prior to that determination, even in the same school year, would not be waived.

If you have any questions regarding foster youth and school fees, please contact Melaina Gant, at 317-234-5969. If you have any questions regarding the Direct Certification Matching Process, please contact John Todd, at 317-232-0865.