

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

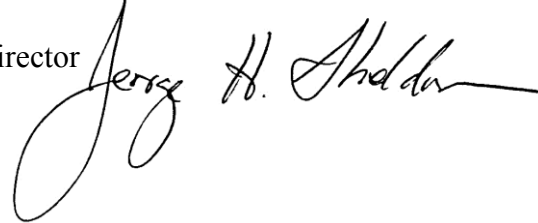
**POLICY GUIDE 2015.13**

**Procedures 314  
Education Services**

**DATE:** August 17, 2015

**TO:** All DCFS and Private Agency Child Welfare Staff and Supervisors

**FROM:** George H. Sheldon, Acting Director



**EFFECTIVE:** Immediately

**I. PURPOSE**

The purpose of this Policy Guide is to issue new form **CFS 407-6, Referral Form for Educational Assistance**, and describe the referral procedure for requesting assistance from Department Education Advisors. Revisions to **Procedures 314, Educational Services**, reflecting the procedure described in this Policy Guide will be issued in the future.

**II. PRIMARY USERS**

Primary users of this Policy Guide are DCFS and Private Agency Child Welfare Staff and Supervisors.

**III. BACKGROUND**

The DCFS Office of Education and Transition Services has a contract with the Northern Illinois University (NIU) Educational Access Project (EAP). The overall purpose of the Educational Access Project is to promote academic success for children and youth who are wards of the Illinois Department of Children and Family Services. The purpose of EAP is to:

- 1) Direct educational interventions for foster children and youth based on individual needs through the provision of technical assistance;
- 2) Implement strategies for children and youth to have appropriate educational planning services;
- 3) Build capacity of caseworkers and caregivers;
- 4) Foster communication between DCFS and school;
- 5) Support the delivery of educational services to children and youth involved in DCFS postsecondary education programs; and
- 6) Maintain a database for reporting purposes.



These services support the Department’s goal to promote safety, permanency and wellbeing. Educational access and appropriate educational services contribute to stability in foster care placement, facilitate children and youth development, and contribute to the safety and educational wellbeing of children and youth.

**IV. EDUCATION ADVISORS**

Referrals for Educational Assistance may come from sources including, but not limited to: DCFS or POS Permanency workers or supervisors, DCFS Transition Managers, foster parents, and/or school personnel such as teachers, school social workers or administrative staff.

All formal referrals for a consult with an Education Advisor will require the completed **CFS 407-6, Referral Form for Educational Assistance**, to be emailed or faxed to the Education Advisor for that region/sub region. The education advisors and their contact information are listed below. The **CFS 407-6** can be located on the DCFS Website and the T Drive under Templates.

Referrals will be acknowledged within three (3) working days of receipt, whether by staff or automatic out of office message if staff member to whom the referral request was directed is out of the office. In the event that a staff member experiences an unplanned absence for which it is not possible to arrange an out of office message, formal referrals shall be considered received on the day of the staff member’s return to work.

Each DCFS Region has an assigned NIU Education Advisor:

<b>County of Service</b>	<b>Complete Address of Where Services Are Delivered</b>	<b>Program Contact Name Telephone Number Fax Number e-mail address</b>
Cook North-Chicago and Suburbs	DCFS 1911 S. Indiana 10 <sup>th</sup> Floor Chicago, IL 60616	Donnis Briscoe 312-328-2607 312-328-2819 (Fax) <a href="mailto:donnis.briscoe@illinois.gov">donnis.briscoe@illinois.gov</a>
Cook Central-Chicago and Suburbs	DCFS 1701 S. 1 <sup>st</sup> Street Maywood, IL 60153	Yasmina Sefiane 708-338-6641 708-338-6671 (Fax) <a href="mailto:yasmina.sefiane@illinois.gov">yasmina.sefiane@illinois.gov</a>
Cook South-Chicago and Suburbs	DCFS 6201 S. Emerald Chicago, IL 60621	Arlecia Brown 773-371-6479 773-371-6043(Fax) <a href="mailto:arleica.brown@illinois.gov">arleica.brown@illinois.gov</a>

County of Service	Complete Address of Where Services Are Delivered	Program Contact Name Telephone Number Fax Number e-mail address
Cook South Suburbs and North	DCFS 15115 S. Dixie Highway Harvey, IL 60426	Diane Fitzhugh 708-210-6050 708-210-3729 (Fax) <a href="mailto:Diane.fitzhugh@illinois.gov">Diane.fitzhugh@illinois.gov</a>
All counties in DCFS Northern Region	DCFS 200 S. Wyman Street Ste. 21 Rockford, IL 61101	Vacant 815-967-9750 815-987-7275 (Fax)
All counties in DCFS Champaign Sub-Region	DCFS 2900 North Oakland Ave. Decatur, IL 62526	Ann Wells 217-875-6797 217-875-6565 (Fax) <a href="mailto:ann.wells@illinois.gov">ann.wells@illinois.gov</a>
All counties in DCFS Peoria and Springfield Sub-Regions	DCFS 2001 NE Jefferson Peoria, IL 61603  Secondary Office DCFS 1124 N. Walnut Springfield, IL 62702	Mary Chepulis 309-671-7952 309-671-7946 (Fax) <a href="mailto:mary.chepulis@illinois.gov">mary.chepulis@illinois.gov</a>  Secondary Office 217-557-3985 217-557-0093 (Fax) <a href="mailto:mary.chepulis@illinois.gov">mary.chepulis@illinois.gov</a>
All counties in DCFS Southern Region	DCFS #10 Collinsville Avenue E. St. Louis, IL 62201	Bessie Peabody 618-583-2125 618-583-2141 (Fax) <a href="mailto:bessie.peabody@illinois.gov">bessie.peabody@illinois.gov</a>

Post-Secondary Education Specialist provides support to youth who are involved in postsecondary education programs (such as ETV and the CCPP) administered by DCFS

Cook County	DCFS 6201 S. Emerald Chicago, IL 60621	Laura Gutierrez 773-371-6148 773-371-6162 (Fax) <a href="mailto:laura.gutierrez@illinois.gov">laura.gutierrez@illinois.gov</a>
Statewide	DCFS 2001 NE Jefferson Peoria, IL 61603	Pat Palmer 309-671-7969 309-671-7946 (Fax) <a href="mailto:patricia.palmer@illinois.gov">patricia.palmer@illinois.gov</a>

**V. NEW FORM (available on the DCFS Website and on the T drive)**

**CFS 407-6, Referral Form for Educational Assistance**

**VI. QUESTIONS**

Questions regarding this Policy Guide may be directed to the Office of Child and Family Policy at 217-524-1983 or via Outlook at OCFP – Mailbox. Non Outlook users may e-mail questions to [cfpolicy@idcfs.state.il.us](mailto:cfpolicy@idcfs.state.il.us).

**VII. FILING INSTRUCTIONS**

File this Policy Guide immediately following **Procedures 314, Education Services**.