

# NEBRASKA SCHOOL NURSES TIP SHEET

## Helpful tips and a general overview for school nurses working with students who are Nebraska state wards.

- + Note: This tip sheet is for Nebraska state wards, **not** court wards. Court wards are youth who are on probation but not in the custody of the State.

### + How to know who has custody of a student:

- First, start with school enrollment records. Custody information should be with these records.
- If the information is not there, talk to your school counselor to see if this person has that information.
- Alternatively, talk to the school administration and ask for the Nebraska Department of Health and Human Services (DHHS) Superintendent Letter, also referred to as the School District Notice.

### + How to obtain a state ward's immunization records:

- When Nebraska state wards change schools, immediate enrollment is required, even if the previous school hasn't transferred the records at the time of enrollment. Records may take some time to be transferred from one school to the other.
- If immunization records are not provided with other records when received:
  - Contact the previous school's nurse to see if they had immunization records for the student
  - If the child is from Nebraska, check [Nebraska State Immunization Information System \(NESIIS\)](#)
  - Check the school district's student portal (if available)
  - For students transferring to Nebraska from another state, contact your school's administration for immunization records
  - Lastly, contact the student's Child and Family Services Specialist (CFSS) (also known as the student's caseworker) who acts as the child's legal guardian

### + Who can sign a student's Health Care Plan?

- Refer to your school policy
- Check with your school administrator
- Check with the student's assigned CFSS

### + Who to contact if unable to reach the student's CFSS?

- Contact the assigned Supervisor for the CFSS
  - If you are unsure who the assigned Supervisor is, contact the School District's Liaison

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## + DHHS SUPERINTENDENT LETTER

### *What is a DHHS Superintendent Letter?*

- In April of 2014, the DHHS' Division of Children and Family Services (CFS) in collaboration with the Nebraska Department of Education (NDE), and Nebraska Crime Commission developed the automated DHHS Superintendent Letter to notify school districts when one of their students becomes a state ward; which includes their current status in the child welfare system.
- In August 2016, additional versions of the DHHS Superintendent Letter were developed to notify the school district when a student enters or exits a Youth Rehabilitation and Treatment Center (YRTC).
- In April of 2021, the DHHS Superintendent Letter template was updated.

### *Who sends a DHHS Superintendent Letter to the school?*

The child's assigned Child and Family Service Specialist (CFSS) (also referred to as the child's case manager) sends a DHHS Superintendent Letter to the Superintendent of the school district(s) where a state ward is, was, and/or will be enrolled.

### *When is a DHHS Superintendent Letter sent to the school?*

A DHHS Superintendent Letter is sent within one (1) business day of any of the following occurring:

- A child, birth to eighteen (18) years of age, is placed in the legal custody of DHHS
- A state ward enters a YRTC
- At the beginning of each new school year (August) validating state ward's current status in the child welfare system
- A state ward exits a YRTC
- The child is no longer a state ward in the legal custody of DHHS
- A change in a state ward's circumstances occurs, such as:
  - Out-of-home placement changes within the same school district
  - School attended changes due to out-of-home placement
  - Parent(s) relinquishes parental rights or rights terminated by the Court
  - Parent's education decision-making rights are relinquished or terminated
  - The assigned CFSS changes
  - The beginning of each new school year (August) an update on the state ward's current status in the child welfare system

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