



Quick Guide for Foster Care Monitoring

Why is our Foster Care Education Program being monitored?

Per 34 C.F.R. § 76.770, the Arizona Department of Education's (ADE) Foster Care Education Program has scheduled monitoring to (a) inform the SEA of the LEA's Foster Care Point of Contact and (b) to provide the LEA's foster care transportation plan.

What is EMAC?

EMAC (*Educational Monitoring, Assistance, and Compliance*) is ADE's online portal for monitoring programs. ADE's Foster Care Education Program's monitoring within EMAC will be accomplished by filling out a form within the Data Collection task in each of the Foster Care Education Program's monitoring programs. A complete **Step-by-Step Guide to Completing Data Collection Tasks in EMAC** can be downloaded [here](#).

When does our monitoring start and finish?

Project Submission Window: March 1, 2023 – March 31, 2023





The FC Team Monitoring Review Window: April 1, 2023 – May 31, 2023



Reminders & Best Practice Tips

- Whenever possible, use Chrome as your browser for compatibility.
- For the **Online Forms**, we recommend you type your responses in a separate document and then copy and paste them into the comment fields of the form. This will save the form from timing out or freezing.
- EMAC will only accept PDF, Microsoft Word, Microsoft Excel, GIF, JPEG, or PNG files, less than 10 MB in size in a single upload. (You can check the file size in your "File Explorer" list. For reference, a file of 155 scanned pages is approximately 4.5 MB in size.) You can upload as many files as needed.
- When uploading files for evidence, upload files by school. Save the file with the school name or initials in the file title (Gadsden Elementary School → GES).
- When adding the required Evidence documentation, please note that this is a **two-step process**: "Select Files" AND "Upload".
- If the application freezes or pauses when you go to "Submit for Review" a task, refresh your browser window or tab. This should fix it.

Quick Guide by Task

Cycle IV Foster Care Education Program Desktop Monitoring Guide			
 Task	 Legal Reference	 Online Form Prompt	 Evidence to Upload
Foster Care Point of Contact	<p>Legal Background <i>LEAs must designate a foster care point of contact if the child welfare agency provides their point of contact. Arizona's State child welfare agency has met that requirement triggering the need for LEAs to designate a foster care point of contact. Having a foster care point of contact will help LEAs, the SEA, and child welfare agencies to ensure implementation of the ESSA foster care school stability assurances.</i></p> <p>Statute Public Law 114-95 Title I, Sec. 1112(c)(5)(A) 20 U.S. Code 6312(c)(5)(A)</p>	<p><input type="checkbox"/> Complete the required Online Form within the EMAC Foster Care Point of Contact Monitoring Program. Please note that the completed online form includes a digital signature and acknowledgement for the submission.</p>	N/A
Foster Care Transportation Plan	<p>Legal Background <i>If transportation is needed for a child in foster care to remain at their school of origin, the LEA and the child welfare agency must collaborate to ensure school stability for the child in foster care. This transportation to the school of origin would be executed for the entirety of the child's time in foster care. LEAs will submit their foster care transportation plans to the SEA within their appropriate cycle within ADE's Foster Care Education Program Monitoring.</i></p> <p>Statute Public Law 114-95 Title I, Sec. 1112(c)(5)(B) 20 U.S. Code 6312(c)(5)(B)</p>	<p><input type="checkbox"/> Complete the required Online Form within the EMAC Foster Care Transportation Plan Monitoring Program. Please note that the completed online form includes a digital signature and acknowledgement for the submission.</p>	N/A