



Title IV-E Child Welfare Program, Student File Review

This document is meant to provide guidance to the overall process and timelines for student file reviews with the universities contracted with the Minnesota Department of Children, Youth and Families to implement federal Title IV-E Child Welfare programs.

Beginning in early October, the Program Partnership Coordinator will reach out to universities under contract to schedule a site visit for the spring. The site visits will be established with plans for an in-person meeting and supported by the virtual meeting format as a back-up should an in-person meeting not be possible. Meetings will be scheduled for the months of February, March and April. As an agenda item, all universities will have a Student File Review.

Final confirmation of the site visit with the agenda and Site Visit Preparation documents will be sent to all attendees mid-December.

Student files: should be electronic, however some universities are transitioning; schools will allow for STATE to access student files. We will conduct a sampling of 7-10 students for each area below.

- Newly enrolled students / Actively enrolled students.
- Recently graduated students seeking job placement.
- Graduates/Recipients in repayment.
- Graduates who have met their obligations.

Examples of sample sharing:

- Mankato sends a link allowing the ability to login and to choose student files.
- UMD has a database system that DCYF is unable to access, utilize a share screen during Student File Review.