

Attachment A to Superintendents Memo No. 168.pdf

DATE	ACTIVITY REQUESTED OF SCHOOL DIVISION	RESPONSE OF SCHOOL DIVISION TO DOE/DMAS
Aug./Sept. 2005	Flyers to be sent to Title I, PASS, and other targeted school divisions by DMAS. Include flyers in students' First Day of School Packets.	Send response of receipt of flyers and distribution to students to FAMIS: FAMIS@dmas.virginia.gov
Aug./Sept. 2005	Mailing inserts sent to nutrition directors by DMAS. Include mailing inserts in students' National School Lunch acceptance letters.	Response cards mailed to FAMIS: FAMIS@dmas.virginia.gov
Oct. 2005	Child Health Month Continue outreach throughout the month at PTA meetings, health and safety fairs, and other school events.	Send notification of continued outreach to FAMIS: FAMIS@dmas.virginia.gov
Sept. 2005/June 2006	Designate the school nurse coordinator as the contact person for the child health insurance programs. Using the emergency cards, identify the number of students in your school that do not have health insurance.	E-mail name of person assigned to this responsibility to Gwen Smith at: Gwen.smith@doe.virginia.gov
Sept. 2005/June 2006	Include FAMIS information provided by DMAS with <u>one</u> other avenue of outreach (other than during Child Health Month), e.g. Parent/Teacher conferences, school events, PTA meetings, etc.	E-mail from school nurse coordinator/contact person to Gwen Smith at: Gwen.smith@doe.virginia.gov that this has been done.
Jan./June 2006	Include FAMIS information provided by DMAS with <u>one</u> of the following: summer school registration, Special Education mailings, or Kindergarten and Head Start registration.	E-mail from school nurse coordinator/contact person to FAMIS: FAMIS@dmas.virginia.gov
February 2006	Reprint Health History Emergency care cards to include: Does your child have health insurance? Yes___ No___ Would you like more information? Yes___ No___ Use this information to continue outreach next year.	E-mail from school nurse coordinator/contact person to Gwen Smith at: Gwen.smith@doe.virginia.gov