

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 11: Older Youth Services	Effective Date: April 1, 2021
	Section 1: Older Youth Services (OYS)	Version: 7

STATEMENTS OF PURPOSE

The Indiana Department of Child Services (DCS) will make Older Youth Services (OYS) available to eligible Child in Need of Services (CHINS) and Juvenile Delinquent/Juvenile Status (JD/JS) youth in eligible foster care placements¹ beginning at age 16. Referrals may be completed for former foster youth at age 18, up to the day before the youth's 23rd birthday (see policy [11.07 Voluntary Older Youth Services](#)). See [Procedure](#) and review the [Older Youth Services \(OYS\) Timeline](#) for additional information. Upon case closure, a former CHINS or JD/JS youth, who is between the ages of 18 up to the day before the youth's 21st birthday and has transitioned out of an eligible foster care placement, may agree to enter into Indiana's extended foster care program, Collaborative Care (CC) (see policy [11.18 Eligibility for Collaborative Care](#)).

DCS will ensure that all CHINS and JD/JS youth 14 years of age and older who are in out-of-home placements receive a credit report from each of the three (3) [Credit Reporting Agencies \(CRAs\)](#) each year until the youth is discharged from care. The youth will receive assistance in interpreting and resolving any inaccuracies in the reports, if applicable.

Code References

[42 USC 677 John H. Chafee Foster Care Program for Successful Transition to Adulthood](#)

PROCEDURE

The Family Case Manager (FCM) or Collaborative Care Case Manager (3CM) will:

1. Complete and submit a referral for OYS for CHINS youth, and ensure a referral has been completed and submitted for JD/JS youth, who are placed in DCS licensed foster care homes (non-LCPA), relative homes, non-licensed court approved placements, or in a CC placement. Referrals for OYS may be made beginning at age 16;

Note: For CHINS youth, the [Transition Plan for Successful Adulthood \(SF 55166\)](#) should be developed starting at age 14, and the [Transition Plan \(TP072117JDJS\)](#) should be developed for JD/JS youth beginning at age 14. The youth and his or her [child representatives](#) should participate in the development of this plan. See policy [11.06 Transition Plan for Successful Adulthood](#).

2. Complete and submit a referral for OYS for youth placed in residential facilities, group homes, or LCPA foster homes at 17.5 years of age;

Note: OYS will be provided for the youth by the placement agency beginning at age 16.

¹ The federal definition of foster care is "24 hour substitute care for all children placed away from their parents or guardians and for whom the State agency has placement and care responsibility." The full definition is available at <http://www.gpo.gov/fdsys/pkg/CFR-2002-title45-vol4/xml/CFR-2002-title45-vol4-sec1355-20.xml>.

3. Confirm that all youth age 14 and over who are in out-of-home placement receive yearly credit reports from all three (3) major [CRAs](#), and assist in correcting any [inaccuracies](#) (see Practice Guidance on [Credit Reports](#));
4. Ensure an annual copy of the [life skills assessment](#) and progress reports are obtained from the OYS provider or placement provider, placed in the youth's case file, and entered in the case management system on all eligible CHINS and JD/JS youth aged 16 to 21 who are receiving OYS through residential facilities, group homes, LCPA foster homes, and OYS providers.

Note: Review the [Older Youth Services \(OYS\) Timeline](#) for additional information.

For youth entering Indiana's Extended Foster Care program, CC, please refer to policy [11.19 Entry into Collaborative Care \(CC\) for Previously Discharged Older Youth](#).

For youth entering [Voluntary OYS](#), the 3CM or Independent Living Specialist will:

1. Ensure eligibility is determined for all former CHINS Collaborative Care or JD/JS youth requesting Voluntary OYS; and
2. Create a Voluntary OYS referral for the appropriate OYS provider in a timely manner.

For specific responsibilities for Voluntary OYS, see policy [11.07 Voluntary Older Youth Services](#).

Refer to the [Older Youth Initiatives](#) webpage for information about the differences between OYS, Collaborative Care, and Voluntary OYS.

The FCM Supervisor or 3CM Supervisor will:

1. Ensure all applicable older youth case management and service requirements have been followed based on the [Older Youth Services Timeline](#);
2. Ensure all appropriate referrals for OYS are submitted and assist the FCM or 3CM in completing the referrals, as needed;
3. Assist the FCM or 3CM in reviewing credit reports from the three (3) [CRAs](#), as needed; and
4. Guide and assist the FCM or 3CM through regular staffing or [Clinical Supervision](#) to the FCM or 3CM.

PRACTICE GUIDANCE

Life Skills Assessment

All youth referred for services between the ages of 16 and 23 years of age must complete the life skills assessment. The life skills assessment will be completed with by the OYS provider or placement provider with the youth beginning at age 16. The life skills assessment tool has been approved for use by the Older Youth Initiatives (OYI) team.

Child Representatives

Beginning at 14 years of age, youth may select up to two (2) child representatives. The child representatives must be at least 18 years of age, members of the Child and Family Team (CFT), and may not be a foster parent or FCM. The youth may select one (1) of the child representatives to also be his or her adviser, and if necessary, advocate for age appropriate

activities. Child representatives are subject to the approval of DCS, and they may be rejected if there is cause to believe they would not act in the best interest of the child.

Credit Reports

A credit report is a record of a person's credit activities. It lists any credit card accounts or loans the person has, the balances, and how regularly payments are made, as well as, identifying information. Most children and youth do not have credit reports. If a credit report does exist for a person younger than age 18, it may be due to error, fraud, or identity theft. To protect the identity and future credit worthiness of the youth, there is a need to take action and correct the information.

The three (3) main CRAs are: Experian, Equifax, and TransUnion. CHINS and JD/JS youth age 14 through 17 who are in out of home placement will receive a credit report from each of the three (3) main CRAs each year until the youth is discharged from care. The youth will receive assistance in interpreting and resolving any inaccuracies in the credit report.

The Department of Child Services (DCS) will utilize the electronic batch report process. Reports will be processed monthly. This will capture all youth during their birthday month and the month of the youths' initial removal.

Each year, the OYS service provider caseworker must assist the older youth age 18 to 21 in obtaining his or her credit report through the Annual Credit Report website annualcreditreport.com. The youth will receive assistance in interpreting and resolving any inaccuracies in the credit report from Indiana's OYS service providers.

Voluntary Youth age 18 to 23 who are discharged from care will be advised to apply for their credit report from each of the three (3) CRAs each year until the youth is no longer actively participating in voluntary services. The youth will receive assistance in obtaining, interpreting, and resolving any inaccuracies in the report.

Disputes or Inaccuracies

To dispute inaccurate information in the report, the CC Administrative Assistant will:

1. Send the following to the CRAs:
 - a. A form letter. Upload the form letter in the case management system and send the letter to the FCM and FCM Supervisor by email;
 - b. A copy of the court order showing wardship and documentation for the agency to act in the capacity of the court order;
 - c. Proof that the youth is a minor (i.e., copy of birth certificate). Include the youth's identification information, such as full name, current address, social security number, date of birth, and addresses where the youth has lived within the past two (2) years;

Note: Put unknown if unable to determine the youth's addresses for the past two (2) years.

2. Indicate what accounts do not belong to the youth or contain inaccurate information, and indicate the youth is a minor child; and
3. Follow-up with the DCS legal if the CRA is unwilling to address issues or inaccuracies.

Contact Information

Contact information for [Experian](http://Experian.com):

By Mail: Experian National Consumer Assistance Center

P.O. Box 4500
Allen, Texas 75013
Online: <https://www.experian.com/disputes/main.html>
By Phone: Phone number provided on credit report or (888) 397-3742

Contact information for [Equifax](#):

By Mail: Equifax Credit Information Services, Inc.
P.O. Box 740256
Atlanta, GA 30348
Online: <https://my.equifax.com/membercenter/#/>
By Phone: Phone number provided on credit report or (866) 349-5191

Contact information for [TransUnion](#):

By Mail: TransUnion LLC, Consumer Dispute Center
P.O. Box 2000
Chester, PA 19016
Online: <https://dispute.transunion.com>
By Phone: Phone number provided on credit report or (800) 916-8800

FORMS AND TOOLS

1. [Annual Credit Report Request Form](#)
2. [Older Youth Services \(OYS\) Timeline](#)
3. [Transition Plan for Successful Adulthood \(SF 55166\)](#)
4. [Transition Plan \(TP072117JDJS\)](#)
5. [Voluntary Older Youth Services Summary](#)

RELATED INFORMATION

Voluntary OYS

All youth aging out of foster care at 18 years or older are eligible for Voluntary OYS, including Room and Board (R & B) assistance and the Education and Training Voucher (ETV) Program. See the [Voluntary Older Youth Services Summary](#) and policies [11.02 Eligibility for Older Youth Services](#), [11.07 Voluntary Older Youth Services](#), [11.08 John H. Chafee Foster Program for Successful Transition to Adulthood \(the Chafee Program\) Room and Board Services](#), and [11.10 Education and Training Voucher Program](#).

Clinical Supervision

Clinical Supervision is a process in which an individual with specific knowledge, expertise, or skill provides support while overseeing and facilitating the learning of another individual.

Example: The focus of clinical supervision for an FCM is on practice that directly impacts outcomes for families.