INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
Chapter 11: Older Youth Services	**Effective Date:** February 1, 2019
Section 1: Older Youth Services (OYS)	**Version:** 6

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 placements[1] age 16 up to the day before before the youth's 23rd birthday and eligible former foster youth age 18 up to the day before the youth's 23rd birthday. DCS will ensure that all CHINS and JD/JS youth receive OYS beginning at age 16. For youth placed in DCS licensed foster homes, relative homes, non-licensed court approved placements, on a Trial Home Visit (THV), or in a Collaborative Care (CC) placement, a referral should be made to an OYS provider. For youth placed in residential facilities, group homes, Licensed Child Placing Agency (LCPA) foster homes, or other similar placement, OYS are provided by the placement agency.

DCS will ensure that all CHINS and JD/JS youth age 14 and over who are in out-of-home placements receive a credit report from each of the three (3) Credit Reporting Agencies 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 or JD/JS youth, beginning at age 16 up to the day before the youth's 23rd birthday, who are placed in DCS licensed foster care homes, relative homes, non-licensed court approved placements, or in a CC placement;

   Note: A Transition Plan for Successful Adulthood (SF 55166) should be developed for all youth starting at age 14. The youth and his or her child representatives should participate in the development of this plan. See separate policy, 11.06 Transition Plan for Successful Adulthood.

2. Complete and submit a referral for OYS for youth placed in residential facilities, group homes, LCPA foster homes, or on a Trial Home Visit (THV) at age 17 years and six (6) months;

[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. Ensure that all youth age 14 and over who are in out-of-home placement receive yearly credit reports from all three (3) major credit reporting agencies, and assist in correcting any inaccuracies (see Practice Guidance); and
4. Ensure an annual copy of the Casey Life Skills (CLS) Assessment and progress reports are obtained and placed in the youth's case file on all eligible CHINS and JD/JS youth aged 16 to 23 who are receiving OYS through residential facilities, group homes, Licensed Child Placing Agency (LCPA) foster homes, and OYS providers.

For youth entering CC, please refer to separate CC policies. Referrals to OYS providers for youth in CC are done on a case-by-case basis, as determined through teaming with the youth and the youth's team.

For youth entering Voluntary Services, the 3CM will:

1. Ensure eligibility is determined for all former eligible 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, please see separate policy, 11.07 Voluntary Older Youth Services.

PRACTICE GUIDANCE

Assessment Required

All youth referred for services must complete the CLS Assessment at www.lifeskills.casey.org. The CLS is the only assessment tool approved for use for youth in Indiana. Resource material may be downloaded from www.lifeskills.casey.org to meet all identified needs of youth being assessed.

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 Credit Reporting Agencies are: Experian, Equifax, and TransUnion. Each agency has procedures on how to access credit reports for minors and how to address disputes in the report.

Experian, Equifax, TransUnion

To request a copy of the personal credit report:

1. Send proof of a court ordered document for each person who needs a credit report indicating that the youth is in out-of-home care and documentation for the agency to act in the capacity of the court order;
2. Send proof that the youth is a minor (i.e., copy of birth certificate) and 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; and
3. Complete and submit the Annual Credit Report Request Form.

To dispute inaccurate information in the report:

1. Send proof of a court ordered document for each person who needs a credit report indicating that the youth is in out-of-home care and documentation for the agency to act in the capacity of the court order;
2. Send proof that the youth is a minor (i.e., copy of birth certificate) and 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; and
3. Indicate what accounts do not belong to the youth, and indicate the youth is a minor child.

The address for Experian is:

Experian National Consumer Assistance Center
P.O. Box 9701
Allen, Texas 75013

The address for Equifax is:

Equifax Credit Information Services, Inc
P.O. Box 740241
Atlanta, GA 30374

The address for TransUnion is:

Annual Credit Report Request Service
P.O. Box 105281
Atlanta, GA 30348-5281

FORMS AND TOOLS

1. Transition Plan for Successful Adulthood (SF 55166)
2. Annual Credit Report Request Form

RELATED INFORMATION

Voluntary OYS

All youth aging out of foster care at 18 or older are eligible for Voluntary OYS, including Room and Board assistance and the Education and Training Voucher Program. See separate 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.