

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE POLICY	
	Chapter 8: Out-of-Home Services	Effective Date: July 1, 2021
	Section 41: Transitioning from Out-of-Home Care	Version: 4

POLICY OVERVIEW

Planning for a child to leave out-of-home care and transition to a permanent living situation is an ongoing process and is essential in ensuring a successful transition.

PROCEDURE

The Indiana Department of Child Services (DCS) will offer transition services for each child who leaves out-of-home care, regardless of the child’s Permanency Plan (e.g., reunification, adoption, and guardianship). The Child and Family Team (CFT) should consider transitional needs whenever the Permanency Plan is discussed or changed.

Prior to a child’s transition from out-of-home care, the Family Case Manager (FCM) will:

1. Review the child’s Case Plan/Prevention Plan and Permanency Plan with members of the CFT or the Case Plan Conference and assess whether it is safe and in the child’s best interest to move the child to the identified permanent living situation;
2. Upon decision to move the child to the identified permanent living situation, develop a plan to maintain the child in the permanent living situation following case closure;

Note: DCS should ask if a caregiver needs reasonable accommodations due to a disability.

3. Determine the transition services to be provided at least 30 to 45 days before the child’s discharge date, in order to allow time for implementation. Ensure the type, intensity, and duration of these services are consistent with the child’s assessed needs and the child’s Permanency Plan. Services may include, but will not be limited to:
 - a. Family Preservation Services,
 - b. Reunification Services,
 - c. Family Support Services,
 - d. Family Rehabilitation Services, and
 - e. Older Youth Services.

Note: If the child is transitioning to a permanent living situation from residential treatment, the Step-Down Planning form must be completed 90 days prior to discharge.

4. Update the child’s Case Plan/Prevention Plan to include any services that will be offered relating to the child’s transition and any other steps that will be taken; and
5. Work with the appropriate agency to ensure transition occurs in accordance with the agency’s policies and procedures, for Family and Social Services Administration (FSSA), Division of Disabilities and Rehabilitation, or the Department of Corrections (DOC).

Depending upon the Permanency Plan, the FCM will follow the procedures contained in the appropriate policy listed below:

- For reunification, see policy 8.39 Trial Home Visits;
- For adoption, see policy 10.01 Planning for Adoption - Overview;
- For emancipation, see policy 11.06 Transition Plan for Successful Adulthood; and
- For guardianship, see policy 14.1 Guardianship Assistance Program.

At the time of transition, regardless of the child's planned living arrangement, the FCM will ensure the permanent caregiver (or child, if the child is being emancipated) has been given:

1. Information on the child's current needs for care;
2. A copy of the Independent Living/Transition Plan;

Note: A youth aging out of foster care must be provided all documents listed on the Transition Plan for Successful Adulthood form, including Foster Care Verification.

3. Pertinent court orders, including the placement authorization, if the child is not being reunified with their parent;
4. Appropriate medical and educational information, including, but not limited to:
 - a. A copy of the child's Medical Passport,
 - b. Child's birth certificate,
 - c. Child's insurance records,
 - d. Child's individual medical records, and
 - e. Child's driver's license or state identification card.
5. Clothing and other personal items accumulated during the child's stay in out-of-home care; and
6. The child's transferred benefits, (e.g., Medicaid and Social Security Income [SSI]), if applicable.

LEGAL REFERENCES

- [IC 31-10-2-1 Policy and purpose](#)
- [IC 31-26-5: Family Preservation Services](#)
- [IC 31-34-21-7.6: Documents Provided to Individual Leaving Foster Care](#)
- [42 USC 12102: Definition of disability](#)

RELEVANT INFORMATION

Definitions

Transition Services

Transition services are designed to help the child, the child's family, or other permanent caregiver adjust to the child's permanent placement.

Forms and Tools

- Case Plan/Prevention Plan (SF 2956) – Available in the case management system
- [Foster Care Verification \(SF 56571\)](#)
- [Medical Passport \(DCS Pamphlet 036\)](#)
- [Step-Down Planning \(SF 57072\)](#)
- [Transition Plan for Successful Adulthood \(SF 55166\)](#)

Related Policies

- [8.39 Trial Home Visits](#)
- [10.01 Planning for Adoption - Overview](#)
- [11.06 Transition Plan for Successful Adulthood](#)
- [14.01 Guardianship Assistance Program](#)