	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Independent Living	Effective Date: July 1, 2012
	Section 1: Independent Living Services	Version: 4

POLICY [REVISED]

The Indiana Department of Child Services (DCS) will make available Chafee Independent Living (IL) services to eligible Child in Need of Services (CHINS) and probation youth aged 16 to 21 and eligible former foster youth aged 18 to 21.

DCS will assure that all CHINS and probation youth receive IL services beginning at age 16. For youth placed in DCS licensed foster homes, relative homes, non-licensed court approved homes, or on a Trial Home Visit (THV) a referral should be made to a Chafee IL provider. For youth placed in residential facilities, group homes, Licensed Child Placing Agency (LCPA) foster homes, or other similar placement IL services are provided by the placement agency.

[REVISED] DCS will ensure that all CHINS and probation youth age 16 and over who are in out-of-home placements receive a credit report from each of the three Credit Reporting Agencies each year until the youth is discharged from care. Chafee IL service providers are required to provide this service as part of their service standards. FCMs or Probation Officers will obtain the report if the youth is not participating in IL services. The youth will receive assistance in interpreting and resolving any inaccuracies in the reports, if applicable.

Code References

[42 USC 677: Chafee Foster Care Independence Program](#)

PROCEDURE

The Family Case Manager (FCM) or Probation Officer will:

1. Complete and submit a referral for Chafee IL services for CHINS or probation youth aged 16 to 21 placed in county foster care homes, relative homes, or non-licensed court approved placements;

Note: All referrals for probation youth must include a [Delinquency Case Plan SF54780](#) indicating the need for IL services.

2. Complete and submit a referral for Chafee IL services for youth placed in LCPA foster homes, group homes, residential facilities, in a Transitional Living Placement (TLP), or on a THV;
 - a. At age 17 years and six (6) months if their case will be dismissed at age 18, OR
 - b. Six (6) months prior to case dismissal if the youth remains in care past age 18.
3. **[REVISED]** Ensure that all youth age 16 and over in out of home placement receive yearly credit reports from all three major credit reporting agencies, and assist in correcting any inaccuracies. See Practice Guidance;

4. Ensure that an Independent Living/Transition Plan is developed for all youth starting at age 15 years and six (6) months. See separate policy, [11.6 Independent Living/Transition Plan](#);
5. Ensure a copy of the each Ansell-Casey Life Skills Assessment (ACLSA) is obtained for the youth's case file; and
6. Ensure that the youth's ACLSA and progress reports are obtained on all CHINS and probation youth aged 16 to 21 receiving IL Services through residential facilities, group homes, private agency foster homes, and Chafee IL service providers.

The Chafee IL service provider, residential facility, group home, private foster care agency, or other placement agency will:

1. Ensure that all eligible CHINS and probation youth referred for services, starting at age 16, complete the ACLSA within 30 days of referral and every 12 months during service provision and provide a copy of each assessment to the referring worker;
2. Participate in the development of the Independent Living/Transition Plan with the youth including input from the referring worker and others involved in the youth's case based on the strengths and needs as determined by the ACLSA and update the plan following each assessment;
3. Participate in all invited Child and Family Team (CFT) Meetings, court hearings, and case conferences held with the youth, the youth's FCM or Probation Officer, and others in the youth's life as decisions are made regarding the youth's future;
4. Provide monthly progress reports to the referring worker as determined by the agency's contract. Reports will be submitted through the DCS NYTD portal. All questions concerning NYTD web submissions should be submitted to DCSNYTD.DCS@dcs.in.gov;
5. Ensure youth complete the Chafee assessment at the closure of services to the youth (close of wardship, Voluntary Service Agreement referral, etc.). The Chafee assessment is available online at http://www.chafee.org/pages/assess/assess_chafee.htm. Provide the completed document to the youth's FCM, Probation Officer, or the IL Specialist as appropriate; and
6. **[REVISED]** Ensure that all youth age 16 and over in out-of-home placement receive yearly credit reports from all three major credit reporting agencies, and assist in correcting any inaccuracies.

The IL specialist will assure that all former eligible youth requesting Voluntary IL services have eligibility determined, their application signed and forwarded to the Chafee IL service provider in a timely manner. See separate policy, [11.7 Voluntary Chafee Independent Living Services](#).

PRACTICE GUIDANCE

Assessment Required

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

[REVISED] 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 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.

[NEW] 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. [Delinquency Case Plan SF54780](#)
2. [Independent Living Plan](#) – Examples available at www.caseylifeskills.org
3. **[NEW]** [Annual Credit Report Request Form](#)

RELATED INFORMATION

Frequently Asked Questions


Frequently Asked Questions I, II, and III on the Chafee Foster Care Independence Program and Education and Training Voucher Program are available at <http://www.nationalfostercare.org> or www.caseylifeskills.org. These documents are very helpful in understanding the Chafee Foster Care Independence Program.

Voluntary IL Services

All youth aging out of foster care at 18 or older are eligible for Voluntary IL Services, including Room and Board assistance and the Education and Training Voucher Program. See separate policies, [11.2 Eligibility for Chafee Independent Living Services](#), [11.7 Voluntary Chafee Independent Living Services](#), [11.8 Chafee Room and Board Services](#), and [11.10 Education and Training Voucher Program](#).

Chafee IL News Bulletin

The [Chafee IL News Bulletin](#) is produced bi-monthly or on an as needed basis and is made available to all of the Indiana Child Welfare Information System users and Chafee IL service providers. This is an excellent tool to keep apprised of IL activities and other information necessary for those serving foster youth.

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Independent Living	Effective Date: August 1, 2009
	Section 2 : Eligibility for Chafee Independent Living Services	Version: 2

POLICY

[REVISED] The Indiana Department of Child Services (DCS) has determined the following youth meet the eligibility requirements for Chafee Independent Living (IL) Services:

1. Youth ages **16-21 who are in foster care**¹ as a Child in Need of Services (CHINS) or adjudicated a delinquent with a [Case Plan \(SF2956\)](#) establishing the need for IL services. Referral for IL services is based on the type of placement of the youth. See separate policy, [11.1 Independent Living Services](#); or
2. Youth age **18-21 who were formerly in foster care** for a minimum of six (6) months as a CHINS or adjudicated a delinquent after age 16 under the supervision of DCS and:
 - a. Had a [Case Plan \(SF2956\)](#) establishing the need for independent living services, or
 - b. Were a “ward or in the custody of another state” if there is a verification of wardship and all eligibility criteria is met from the state of jurisdiction.

See separate policy, [11.8 Chafee Room and Board Services](#) for eligibility.

Code References

[42 USC 677: Chafee Foster Care Independence Program](#)

PROCEDURE

The Family Case Manager (FCM) will:

1. Determine whether eligible youth should be referred for Chafee services based on type of placement;
2. Determine eligibility for all CHINS and probation youth aged 16 to 21 in foster care and youth previously in foster care; and
3. Determine eligibility for youth aged 16 to 21 in relative care through an Interstate Compact for the Placement of Children (ICPC) when requested.

The Probation Officer will prepare and submit the IV-B referral form and [Delinquency Case Plan SF54780](#) for eligible probation youth to DCS when requesting Chafee IL services.

PRACTICE GUIDANCE

¹ Foster care is defined as 24-hour substitute care for children placed away from their parents/guardians/custodians and for whom the State agency has placement and care responsibility. Facilities that are outside the scope of foster care include, but are not limited to: detention facilities; psychiatric hospital acute care; forestry camps; or facilities that are primarily for the detention for children who are adjudicated delinquents.

Placement Type Determines Eligibility for Chafee IL Services

Chafee funding provides IL services for CHINS and probation youth in foster care, relative foster care, or other court approved placements, and for youth formerly in out-of-home care who have been reunified with the youth's parents and remain under the jurisdiction of the court and remain a CHINS or probation case.

Eligible youth in any placement type are eligible for Chafee IL transition services (See separate policy, [11.6 Transition Planning and Services](#)) at age 17 years and six (6) months and older for youth "aging" out of foster care. These services are to assist the youth in locating housing and employment prior to the youth's case being dismissed.

Interagency Agreement


DCS staff and Probation staff should be familiar with the [Interagency Agreement](#) regarding each agency's responsibilities related to probation wards.

FORMS AND TOOLS

1. [Service Referral Form](#) – Available in the Indiana Child Welfare Information System
2. [Case Plan \(SF2956\)](#)– Also available in the Indiana Child Welfare information System
3. [Delinquency Case Plan SF54780](#)
4. [Chafee Independent Living Service Standards](#)
5. [Interagency Agreement](#)

RELATED INFORMATION

N/A

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Independent Living	Effective Date: July 1, 2006
	Section 3: Emancipation Goods and Services	Version: 1

POLICY [NEW]

The Indiana Department of Child Services (DCS) will make available funds up to \$1,000 per youth to purchase needed goods and services for:

1. Youth ages 16 to 21 who are receiving Chafee Independent Living (IL) services; and
2. Youth ages 18 and 21 previously in foster care who are receiving Chafee IL voluntary services.

DCS will make available the [Application for Emancipation Goods and Services \(SF52690\)](#) to DCS local offices and Chafee IL service providers.

DCS will assure that Emancipation Goods and Services (EG&S) funds are made available in every county and included in Chafee IL service provider contracts subject to the availability of funds.

Code References

- [42 USC 677: Chafee Foster Care Independence Program](#)

PROCEDURE

The Family Case Manager (FCM) will:

1. Make requests for funds for eligible Child in Need of Services (CHINS) or probation youth prior to case dismissal for goods and/or services such as a State ID, personal copy of the youth's birth certificate, tutoring, college application fees, driver's training, and work related items as needed;
2. Obtain approval or denial from the DCS Local Office Director or his or her designee for all EG&S requests that are received on behalf of a referred youth;
3. Approve only items named on the EG&S list and approve other items only with written approval from the IL Specialist attached; and
4. Maintain a copy of each [Application for Emancipation Goods and Services \(SF52690\)](#) that is approved or denied in the youth's case file and monitor expenditures for each youth.

The Chafee IL service provider will:

1. Make requests for funds for eligible youth prior to case dismissal for goods and/or services such as a State ID, personal copy of the youth's birth certificate, tutoring, college application fees, drivers education, and work related items as needed;
2. Make requests for goods and services for items identified on the [Application for Emancipation Goods and Services \(SF52690\)](#) for eligible youth receiving voluntary services as needed to expedite permanency;
3. Request approval from the IL Specialist for any goods and services not identified on the [Application for Emancipation Goods and Services \(SF52690\)](#) to determine if the item is

an appropriate Chafee expenditure prior to making a request of the DCS local office. Written approval for items not on the list must be included with the request; and

4. Ensure that all approved requests for EG&S are purchased within 45 days of the signed approval form. If the form is not dated by the approving authority, the purchases will be made within 45 days of the date requested.

The IL Specialist will:

1. Provide timely response to requests for goods and services not indicated on the [Application for Emancipation Goods and Services \(SF52690\)](#); and
2. Authorize additional funds in excess of \$1,000 when extenuating circumstances exist.

PRACTICE GUIDANCE

Emancipation Goods and Services

EG&S is a funding source to provide one-time goods and services that a youth may need as they become independent of the system. EG&S is not an ongoing funding source that may be accessed numerous times. Community resources should be considered when needs arise after the initial start-up assistance. There are many items available through community agencies at no cost, such as items for expectant mothers. Food pantries are also available in most communities and should be accessed when needed. Application for services through the Department of Family Resources should be encouraged when the situation warrants.

Approval Process

DCS will designate one or more persons approved to sign the [Application for Emancipation Goods and Services \(SF52690\)](#) and track expenditures to assure that funds expended for EG&S do not exceed \$1,000 per youth from the first request to age 21 (twenty-one). Giving approval for items not on the form without prior approval of the IL Specialist will become an expense to the provider and will not be paid through Chafee funds. Requests for additional funds will be considered on a case-by-case basis by DCS Central Office staff only, based on availability of funds.

Items Not Included on the EG&S List

Medical expenses, cell phones, car purchases and payments, or repairs on a vehicle not in the youth's name are items that may not be paid through Chafee funds. Post-secondary education items are not eligible to be funded through EG&S since they are available through the Education and Training Voucher program. See separate policy, [11.10 Education and Training Voucher Program](#).

Length of Approval


Approval is good for 45 days from the date of signature. If the items are not purchased in that time period, a new request must be made. If the approval signature is not dated, items must be purchased within 45 days of the date of the request.

FORMS AND TOOLS

[Application for Emancipation Goods and Services \(SF52690\)](#)

RELATED INFORMATION

N/A

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Independent Living	Effective Date: July 1, 2009
	Section 4: State Youth Advisory Board	Version: 2

POLICY

The Indiana Department of Child Services (DCS) will fund one Indiana Youth Advisory Board (YAB) for Child in Need of Services (CHINS) and Probation youth aged 16 to 21 in foster care and former foster youth aged 18 to 21 who were in foster care for a period of six (6) months with a case plan identifying the need for independent living (IL) services. See [Youth Advisory Board Service Standard](#) for more information.

Note: Youth receiving Education and Training Voucher (ETV) funds may serve on the YAB until age 23.

DCS will assure that one (1) eligible youth is selected from each of the 18 regions to participate on the YAB.

Note: If a region is unable to identify a YAB representative, an additional member from another region may be selected to maintain adequate YAB membership levels. The selection of all members is the responsibility of the YAB.

The following youth are eligible for membership on the State YAB:

1. Youth ages 16-21 who are in foster care as a CHINS or adjudicated a delinquent with a case plan establishing the need for IL services;
2. Youth ages 16-21 who were formerly in foster care as a CHINS or adjudicated a delinquent between the ages of 16-18 that were returned to their own homes and remain a CHINS or adjudicated a delinquent with a case plan establishing the need for IL services;
3. Youth ages 18-21 who were formerly in foster care for a minimum of six (6) months as a CHINS or adjudicated a delinquent between the ages of 16-18 under the supervision of DCS and had a case plan establishing the need for IL services;
4. Youth ages 18-21 who would otherwise meet the eligibility criteria above and who were in the custody of another state or were a “ward of another state” will be eligible if through the Interstate Compact for the Placement of Children (ICPC) there is a verification of wardship and all eligibility criteria from the state of jurisdiction; or
5. Youth ages 16-21 who were adopted at or after age 16 and were wards of DCS prior to adoption.

Code References

[42 USC 677: Chafee Foster Care Independence Program](#)

PROCEDURE

The Family Case Manager (FCM), Probation Officer, and/or Chafee IL contracted service provider will:

1. Assist eligible youth who demonstrate the desire and willingness to voice their opinion on foster care related matters and participate in public speaking opportunities in submitting an [Indiana Youth Advisory Board Application \(IYOU010901App\)](#); and
2. Complete the recommendation section on all [Indiana Youth Advisory Board Application \(IYOU010901App\)](#) or assist the youth in obtaining a recommendation from a service provider or current member of YAB.

The youth must submit their completed [Indiana Youth Advisory Board Application \(IYOU010901App\)](#) to the YAB Adult Facilitator. The YAB will make a decision about whether to accept any youth who submits an application.

Note: If the DCS Local Office Director has a concern about any youth who has submitted a [Indiana Youth Advisory Board Application \(IYOU010901App\)](#) he or she must contact the DCS Permanency Manager to express the concern. A youth may be excluded from participation based on the concerns of the DCS Local Office Director.

PRACTICE GUIDANCE

Youth Development

The YABs are designed to provide a forum for youth aged 16 to 21 to develop an agenda related to services and areas of interest that the youth believe would be beneficial in assisting foster and former foster youth in reaching his or her full potential as the youth move into adulthood. The youth will develop topics of interest, develop interpersonal skills, and seek adult guidance in bringing ideas to fruition. This program will prepare youth in transitioning from adolescence to adulthood by recognizing and accepting personal responsibility.

Meetings, Transportation, Stipends, and Childcare

Meetings will be held at least six (6) times annually. Meetings will be held during overnight stays on the evening prior to conferences in which the youth will participate or on Saturdays. See [Youth Advisory Board Service Standard](#) for details.

Childcare will be available for any participating YAB member that requires assistance. Financial stipends of \$25 will be provided to each YAB member participating in meetings as well as hotel accommodations and meals for overnight stays. The state mileage rate of \$.44 per mile will be made available for transporting the youth to the meetings. Hotel accommodations and meals will be provided for the youth's caregiver, Chafee service provider, or other adult chosen by the youth (e.g. - spouse, boyfriend or girlfriend, relative, etc) for overnight stays with the youth. Financial stipends of \$25 will also be made available for the person transporting the youth to the YAB meetings.

Participation in the State IL Youth Conferences

The YABs will collaborate annually with the contracted agency developing the State IL Youth Conferences to review and discuss topics of interest and provide input into the conference session and activities. The YAB members will provide assistance to the contracted agency during the conferences in areas of interest and proficiency.

The YAB will participate in one (1) conference per year as a board. The conference they attend will be of the board's choosing. Youth will be encouraged to participate in other conferences or DCS event throughout the year. Other conferences in which the YAB members may participate include Children Our Best Investment and the State Foster Parent Conference.

FORMS AND TOOLS

[Indiana Youth Advisory Board Application \(IYOU010901App\)](#)

RELATED INFORMATION


Benefits of Participation

It is expected that participation on the YAB will:

1. Balance youth need for support and empowerment;
2. Accommodate a broad range (type, intensity) of youth participation;
3. Demonstrate clear, concrete, sincere appreciation of youth contributions;
4. Provide preparation to assist youth in assuming roles traditionally reserved for adults for which they have no prior experience;
5. Allow for consistent opportunities to give structured feedback regarding the quantity and quality of services and supports provided to them in care and after they have aged out;
6. Facilitate development of personal responsibility;
7. Initiate opportunities for youth leadership and service development;
8. Develop coordination with the Workforce Investment Act Youth Councils;
9. Provide an opportunity to learn from youth what is really important to them;
10. Improve the quality of IL services by obtaining direct input and feedback from youth members that are receiving services; and
11. Assist with the opportunity to develop or change public policy.

YAB Adult Facilitator

DCS will contract with an outside agency to have an individual serve as the YAB Adult Facilitator. The YAB Adult Facilitator must hold a master's degree in social work or a comparable human service field and have experience in case work and group work. The YAB Adult Facilitator is responsible for collecting all [Indiana Youth Advisory Board Application \(IYOU010901App\)](#) and facilitating all aspects of the YAB. The facilitator is not expected to "run" the YAB, rather to assist the membership in developing the skills necessary to successfully oversee the activities of the YAB.

	INDIANA DEPARTMENT OF YOUTH SERVICES YOUTH WELFARE MANUAL	
	Chapter 11: Independent Living	Effective Date: July 1, 2006
	Section 5: Driver's Training and Driver's License	Version: 1

POLICY	OLD POLICY: 404.53
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Indiana statute does not permit the Indiana Department of Child Services (DCS) to **authorize** any youth in out-of-home care to apply for a driver's license or permit. However, DCS does not prohibit youth in out-of-home care from participating in driver's education and/or obtaining a driver's license.

DCS assumes no responsibility for any injury or damage caused by a minor while driving.

DCS will allow responsible youth aged 16 years of age and older who are Child In Need Of Services (CHINS) or probation youth to participate in driver's training with court approval when there is an appropriate adult willing to sign an authorization assuming financial liability for the youth. Youth aged 18 and older must have court permission to sign for themselves while they are wards of the court.

DCS will fund driver's training for responsible youth between the ages of 17 years and six (6) months to 21 through Emancipation Goods and Services (EG&S) funds.

Code References

[42 USC 677: Chafee Foster Care Independence Program](#)

PROCEDURE

The Family Case Manager (FCM) and/or the Chafee Independent Living (IL) contracted service provider will:

1. Assist the youth's caregiver in locating driver's training if the youth's legal parent or legal guardian is willing to sign authorization for the youth to participate in driver's training and accept liability;
2. Request approval for EG&S funds for youth aged 16 years of age and older who have permission to participate in driver's training;
3. Request approval for EG&S funds for youth aged 18 to 21 years who are receiving voluntary IL services when requested by the youth; and
4. Obtain documentation of any youth receiving driver's training and maintain in the youth's case file.

The IL Specialists will assist the FCM and Chafee IL contracted service provider in locating driver's training programs throughout the state.

PRACTICE GUIDANCE

Can a Resource (including Relative) Parent Assume Liability for a Youth to Participate in Driver's Training?

Resource parents may sign for a youth to participate in driver's training, however by doing so, they are assuming full financial responsibility for any damage or injuries caused by the youth while driving.

Can a Resource (including Relative) Parent Sign an Application for a Driver's License or Permit?

Indiana law allows for any adult to sign an application for a driver's license or permit, thus a resource (including relative) parent can legally sign an application. However, the resource parent must understand that by signing the application process he or she must assume full responsibility both for authorizing the child to receive driver training and for providing full insurance coverage for the youth. Furthermore, in accordance with [IC 9-24-9-3](#), any person signing a minor's application is accepting joint responsibility for any injury or damage caused by the minor.

Can the Youth's Legal Parent or Legal Guardian Sign an Application for Driver's Training, a Driver's License, or Permit?

The youth's legal parent or legal guardian can sign an authorization assuming liability for the youth as long as the court approves this decision. The parent or guardian assumes full financial responsibility for the youth.

FORMS AND TOOLS


N/A

RELATED INFORMATION

Driver's Training Schools

There are private driver's education programs all over the state and programs through high schools in which foster youth can participate in classroom instruction and in-car observation time prior to turning 18. That portion of the program may not require a financial responsibility signature. There are training programs willing to work with youth who are wards of the state. Once a youth turns 18, the youth can sign the financial responsibility forms and complete the driving portion of the program.

Insurance companies identify teens as one of the highest risk drivers for accidents. Providing youth with driver's training is one way that DCS can assist the youth in developing driving skills and also help to lower the youth's auto insurance rates. EG&S can be used to fund driver's education training for youth in foster care. Approval must be obtained from the DCS Local Office Director or designee prior to authorization of driver's training expenditures.

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Older Youth Services	Effective Date: July 1, 2012
	Section 6: Independent Living/Transition Plan	Version: 7

POLICY [REVISED]

The Indiana Department of Child Services (DCS) will ensure that an [Independent Living/Transition Plan](#) is developed for all youth in out-of-home placement at age 15 years and six (6) months and should continue until the youth leaves care. The plan shall be:

1. **[REVISED]** Youth-focused and developed with the assistance of the Family Case Manager (FCM) or Collaborative Care Case Manager (3CM) and members of the youth's Child and Family Team (CFT);
2. As detailed as the youth elects;
3. **[REVISED]** An outline of the Older Youth Services the youth will receive;
4. Focused on short-term and long-term achievable and measureable goals;
5. Updated every six (6) months until the youth's case is closed; and
6. Given to the youth at each update (see [Independent Living/Transition Plan](#) and Related Information for more information).

Note: A Transitional Services Plan must be completed 90 days before the youth turns 18. See the Transitional Services Plan section of the [Independent Living/Transition Plan](#). If the youth enters out-of-home placement after 90 days before the youth's 18th birthday, a Transitional Services Plan will be developed within 60 days of the out-of-home placement.

Probation Officers are responsible for completing the [Independent Living/Transition Plan](#) for probation youth.

[REVISED] If the youth refuses to participate in the CFT Meeting process, the FCM or the 3CM must document that a Case Plan Conference was held with the youth.

[REVISED] DCS will ensure that a referral for Older Youth Services is completed for youth in the following placements at the following times, if appropriate:

1. Youth placed in DCS foster homes, unlicensed relative placement, non-licensed court approved placements, or on a Trial Home Visit (THV) at age 16;
2. Youth placed in Licensed Child Placing Agency (LCPA) foster homes, group homes, or residential facilities will be referred at age 17 years and six (6) months OR six (6) months prior to case closure;
3. Youth placed in Shared Housing, Own Apartment, or Staff Supported Housing through Collaborative Care (CC) at the time of placement; or
4. Host Home or College Dorm, when appropriate, as determined by the 3CM and youth.

Code References

1. [42 USC 677: Chafee Foster Care Independence Program](#)
2. [IC 31-25-2-21: Transitional Services Plan](#)
3. [42 USC 675\(5\)\(H\): Transition Plan for Children Aging Out of Foster Care](#)
4. [IC 21-12-6: Twenty-first Century Scholars Program; Tuition Grants](#)

5. [IC 31-28-5.8-6 Updating case plans; transitional services plan; visitation with family case manager](#)

PROCEDURE

The Family Case Manager (FCM) will:

1. **[REVISED]** Convene an IL/Transition Plan Meeting, which includes the youth beginning at age 15 years and six (6) months, to develop the [Independent Living/Transition Plan](#);

Note: The [Independent Living/Transition Plan](#) should take place in the form of a CFT Meeting. The FCM will review the composition of the current CFT with the youth prior to each meeting to determine the appropriateness of that team continuing as the youth's CFT. If it is determined that the existing CFT should not serve this role, a new CFT will be developed with input from the youth regarding the team's membership.

2. **[REVISED]** Ensure that eligible youth in out-of-home placement as a "ward of another state" are receiving Older Youth services as requested by the sending state of the Interstate Compact for the Placement of Children (ICPC) and an [Independent Living/Transition Plan](#) is prepared following the schedule outlined below.

[REVISED] The FCM or 3CM will:

1. Hold follow-up meetings every six (6) months until case closure to review and update the [Independent Living/Transition Plan](#). See below for a list of required items to be discussed at each CFT Meeting; and
2. Hold a Case Plan Conference with the youth if he or she refuses to participate in the CFT process.

[REVISED] Independent Living/Transition Plan Schedule

At age 15 years and six (6) months, the FCM will:

1. Assist the youth in applying for the 21st Century Scholars Program if the youth is not already enrolled. See separate policy, [11.15 Post-Secondary Education](#);
2. Make a referral to Vocational Rehabilitation Services for all youth with an Individualized Education Plan (IEP); and
3. Engage the CFT to develop the [Independent Living/Transition Plan](#). This initial plan shall:
 - a. Address the youth's current level of independent living skills mastery,
 - b. Identify independent living skills to work on,
 - c. Set goals in identified areas of need, and
 - d. Determine methods to achieve these goals.

At age 16, the FCM will:

1. **[REVISED]** Convene an IL/Transition Plan meeting to review the initial [Independent Living/Transition Plan](#) and update the goals as needed;
2. **[REVISED]** Make a referral for Older Youth Services for youth placed in a DCS licensed foster home, unlicensed relative placements, or non-licensed court approved placements; and

Note: If the youth has been referred to the Bureau of Developmental Disabilities, a referral for Older Youth Services should be staffed with a member of the Older Youth Initiatives Team to determine if a referral for Older Youth Services is appropriate.

3. Assist the youth in developing a Lifebook. See Practice Guidance for more information about Lifebooks.

At age 17, the FCM will:

1. **[REVISED]** Convene an IL/Transition Plan meeting to focus on goals to be achieved before the youth leaves out-of-home placement, including post-secondary options, employment, and housing;
2. **[REVISED]** Invite a member of the Older Youth Initiatives Team to attend the IL/Transition Plan meeting/Case Plan Conference to present information regarding CC;
3. Provide the youth with information regarding post-secondary financial aid, including the Free Application for Federal Student Aid (FAFSA), federal aid such as Pell grants, the Chafee Education and Training Voucher (ETV) grant, and the Indiana Commission of Higher Education, the Division of Student Financial Aid. See separate policies, [11.10 Education and Training Voucher Program](#) and [11.15 Post-Secondary Education](#) for further information; and

Note: This information can be provided earlier if the youth is applying to colleges before age 17 or is pursuing a General Equivalency Diploma (GED).

4. Ensure that the youth and the caregiver have signed the [Acknowledgement of Receipt of Information about Various Educational Programs \(ACRCPT070901FRM\)](#). Give the youth and caregiver a copy and place the original in the child's case file.

[NEW] At age 17, a member of the Older Youth Initiatives Team will:

1. Attend the youth's IL/Transition Plan meeting/Case Plan Conference to present information regarding CC; and
2. Complete the National Youth in Transition Database (NYTD) Youth Outcomes Survey, as applicable.

At age 17 years and six (6) months, the FCM will:

1. **[REVISED]** Convene an IL/Transition Plan meeting to focus on preparing the youth for transitioning to CC (see policy [11.21 Collaborative Care Case Transfers](#)) or transitioning out of out-of-home placement;
2. Continue to assist the youth in identifying his or her interests, possible career options, post-secondary education possibilities, and employment possibilities;
3. **[REVISED]** Make a referral for Older Youth Services for a youth who will have his or her DCS case dismissed at age 18 if he or she is placed in a LCPA foster home, group home, residential facility, or at home on a THV; and
4. **[REVISED]** If the youth leaves care at age 18 or older, send an e-mail to the Medicaid Enrollment Unit (MEU) informing them that the youth will need to be enrolled in the Medicaid Foster Care Independence Program, Category MA14.

[NEW] At age 17 years and six (6) months, the 3CM will:

1. Attend the youth's IL/Transition Plan meeting/Case Plan Conference to focus on preparing the youth for transitioning to CC (see policy [11.21 Collaborative Care Case Transfers](#)), if joining CC.

[REVISED] 90 days before age 18, the FCM or 3CM will:

1. Convene an IL/Transition Plan meeting/Case Plan Conference to complete the Transitional Services Plan portion of the [Independent Living/Transition Plan](#); and

2. Ensure the youth is provided information and education regarding the importance of designating a health representative to make health decisions and the importance of executing a health care power of attorney, health care proxy, or other similar document recognized under State law.

PRACTICE GUIDANCE

[REVISED] Legal Advice

The FCM/3CM cannot give legal advice. The FCM/3CM shall not be the health care legal representative for any youth known to DCS unless the FCM/3CM is given advance approval of this arrangement by the Regional Manager for FCMs or Older Youth Initiatives Manager for 3CMs or his/her designee.

[REVISED] Lifebooks

At age 16, at the CFT Meeting, each youth should begin developing an Independent Living Lifebook. The Lifebook should provide information to assist the youth as he or she becomes independent and should include space to store important documents as well as other personal items the youth may want to keep. The youth's FCM, therapist, resource parent(s), IL Specialist, or Older Youth Services provider may assist the youth, if necessary, in locating items for completing the Lifebook. There is no pre-set format for a Lifebook. The Lifebook should be individualized and tailored to fit the youth's needs. The Lifebook may contain, but is not limited to:

1. Photographs of the youth;
2. Photographs of persons and places that were significant in the youth's life prior to and while being placed in out-of-home placement;
3. Items related to school and extracurricular activities, (e.g. report cards, certificates, art work, awards, etc.);
4. Important documents the youth may need as he or she exits the foster care system (e.g., birth certificate, Social Security card, medical record, vaccination record, etc.); and
5. Short summaries of significant events that have occurred in the child's life.

Note: Lifebooks are the property of the youth and should remain with the youth through any placement changes.

Permanency Plan of Reunification or Adoption

In certain cases, a youth's permanency plan at age 15 years and six (6) months will be reunification or adoption with an alternative plan (or Plan B) of Another Planned Permanent Living Arrangement (APPLA). In these cases, a youth's [Independent Living/Transition Plan](#) may be focused on the skills the youth will need to live successfully at home with his or her parent(s) or adoptive family. However, as the youth gets closer to 18 years of age, the team should ensure that the youth is prepared for potentially living on his or her own.

FORMS AND TOOLS **[REVISED]**

1. [Independent Living/Transition Plan](#)
2. [Chafee IL Voluntary Services Application and Service Agreement \(SF 52692/ CW 2114\)](#)
3. [Tool 11.A: Budget Worksheet](#)
4. [Acknowledgement of Receipt of Information about Various Educational Programs \(ACRCPT070901FRM\)](#)
5. [Advance Directives packet](#)- Available in hard copy
6. [IL Timeline](#)

RELATED INFORMATION


Independent Living/Transition Plan

The [Independent Living/Transition Plan](#) and its Transitional Services Plan component is a comprehensive, written plan that is personalized for each youth and is to be used at each meeting with the youth and at the CFT Meeting to guide the transition planning process with the youth.

The [Independent Living/Transition Plan](#) must include information and specific options relating to the following:

1. Education and training;
2. Employment services and work force supports;
3. Housing;
4. Health care, including prevention and treatment services and referral information;
5. Health insurance availability and options;
6. Local opportunities for mentors and continuing support services, including development of lifelong adult relationships and informal continuing supports;
7. Identification and development of daily living and problem-solving skills;
8. Procedures available under Indiana law for, and the importance of, stating in advance an individual's desires concerning:
 - a. Health care treatment decisions for an individual who is unable to make those decisions when required, and
 - b. Designation of another person to make health care treatment decisions for an individual who is unable to make those decisions when required
9. Availability of local, state, and federal resources including financial assistance, relating to any parts of the plan described above; and
10. **[REVISED]** Older Youth Services, which may include any of the following kinds of services that are intended to prepare the youth for self-support and living arrangements that are self-sufficient and not subject to supervision by another individual or institution:
 - a. **[REVISED]** Arrangements for the youth to participate in CC for a youth who is seventeen (17) and six (6) months of age or older, if appropriate;
 - b. Activities of daily living and social skills training;
 - c. Opportunities for social, cultural, recreational, or spiritual activities that are designed to expand life experiences in a manner appropriate to the youth's cultural heritage and needs and any other special needs; and
 - d. Matching of a youth on a voluntary basis with caring adults to act as mentors and assist the youth to establish lifelong connections with caring adults.

[REVISED] The Transitional Service Plan (90 days before the youth's 18th birthday) may include information and specific options relating any additional older youth service that is approved by the department and are appropriately tailored to the needs of the youth.

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Independent Living	Effective Date: July 1, 2006
	Section 7: Voluntary Chafee Independent Living Services	Version: 1

POLICY	OLD POLICY: N/A
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The Indiana Department of Child Services (DCS) has determined the following youth meet the eligibility requirements for voluntary case management services:

1. Youth ages **18 to age 21 who were formerly in foster care** after the age of 16 for a period of six (6) months while a Child in Need of Services (CHINS) or probation youth or a “ward or in the custody of another state” and had a case plan identifying the need for Independent Living (IL) services; or
2. Youth ages **16 to age 21 who were formerly in foster care** for a minimum of six (6) months as a CHINS or probation youth between the ages of 16-18 who have been adopted or placed in a guardianship from foster care and were receiving IL services prior to the dismissal of their case.

DCS will assure that voluntary services are available through contracted Chafee IL service providers in every county in the state for youth who meet the eligibility criteria above.

DCS will assure that when youth engage in violent or other serious criminal behavior or are consistently non-compliant with the terms of the [Chafee IL Voluntary Services Application and Service Agreement \(SF 52692\)](#), the Chafee IL service provider shall have the option of immediate termination of the agreement with notification to the IL Specialist.

Code References

N/A

PROCEDURE

The Family Case Manager (FCM)/Probation Officer will refer all eligible youth as identified under policy above for Chafee case management services.

The IL Specialist will:

1. Assist in the referral of a youth who was a “ward or in the custody of another state” once eligibility is established through contact with the other state;
2. Provide follow-up with the Chafee IL service providers to assure that appropriate services are being provided to youth who request voluntary services, but who are no longer CHINS or Probation youth between the ages of 18 and 21; and
3. Provide assistance to all Chafee IL service providers regarding eligibility for youth referred for voluntary case management services.

The contracted Chafee IL Service Provider will:

1. Assure that all eligible youth receiving voluntary IL services participate directly in designing their program activities, accept personal responsibility for achieving independence, and have opportunities to learn from experiences/failures;
2. Assure that all eligible youth receiving services complete the Ansell-Casey Life Skills Assessment (ACLSA) at <http://www.caseylifeskills.org> within 30 days of receiving a referral. A paper copy of the completed assessment will be kept in the youth's file and a copy will be sent to the Voluntary Services caseworker serving the area; and
3. Develop an IL plan with the youth based on information provided by the assessment and provide services as identified by the plan through regular contact with the youth.

PRACTICE GUIDANCE

Closure of Voluntary Services Cases

Voluntary services will end when:

1. The youth has achieved independence to the extent that financial support and social service support are no longer needed;
2. The youth has made a voluntary decision not to participate in the program;
3. The youth has been adopted and no longer desires to continue in services;
4. The youth has consistently demonstrated unwillingness or inability to participate in services or follow the terms of the voluntary agreement; or
5. The youth turns 21 years of age.

Moving From One County to Another

If the youth moves to a county other than the county where he or she was a CHINS or probation youth and chooses to re-enter services, the youth must contact the DCS local office in his or her current county of residence and request that a referral be made. The county of residence must request verification of eligibility from the IL Specialist prior to making a referral if verification is not possible through Indiana Child Welfare Information System (ICWIS).

Terminating the Voluntary Service Agreement

For youth who are already on a voluntary agreement for services and are not meeting the terms of their agreement or wish to voluntarily terminate the agreement, the Chafee IL service provider will inform the youth in writing that he or she has 90 days to come back into compliance with the terms of the agreement or to renegotiate the terms of the agreement. The youth will also be informed that he or she has the option of scheduling a meeting with the Chafee IL service provider to discuss the terms of the agreement. If an agreement cannot be mutually agreed upon, services will be discontinued.

Reinitiating Services

Youth who have been previously discharged from voluntary case management services either voluntarily or involuntarily may contact their previous Chafee IL service provider to reinitiate services without a new application. When services are reinitiated the youth must sign a new [Chafee IL Voluntary Services Application and Service Agreement \(SF 52692\)](#), complete the ACLSA and participate in developing a plan of service.

FORMS AND TOOLS

1. [Chafee IL Voluntary Services Application and Service Agreement \(SF 52692\)](#)
2. [Referral to Medicaid Foster Care Independence Program \(SF 53241\)](#)


RELATED INFORMATION

Services Available

Youth ages 18-21 that have left foster care will be offered guidance on financial issues, assessment services, housing, health care, counseling, employment, education opportunities, and other support services as identified in the [Chafee Foster Care Independence Program Service Standards](#).

Voluntary Participation

Youth leaving foster care or former foster youth requesting IL services must participate on a voluntary basis and sign the [Chafee IL Voluntary Services Application and Service Agreement \(SF 52692\)](#) with the service provider for case management services. This agreement outlines the services to be provided, the length of time expected for the service, and the plan for the youth's contribution. In addition, the IL plan must include an operational plan describing how the young adult is going to assume responsibility once assistance ends.

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Independent Living	Effective Date: July 1, 2006
	Section 8: Chafee Room and Board Services	Version: 1

POLICY	OLD POLICIES: 404.48, 404.481, 404.482, 404.483
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The Indiana Department of Child Services (DCS) has determined the following former foster youth meet the eligibility requirements for room and board (R&B) services (See [Chafee Foster Care Independence Program Service Standards](#) for details of services):

1. A youth who turns 18 years of age while placed in foster care¹; or
2. A youth who turned 18 years of age in foster care, who was a “ward or in the custody of another state” and had a case plan identifying the need for Independent Living (IL) services; or
3. A youth age 18 to 21 who was on a trial home visit on his or her 18th birthday or in runaway status with an open Child in Need of Services (CHINS) or probation youth case.

DCS will assure that all youth receiving R&B services also receive case management.

DCS will assure that R&B funds are not expended for youth under 18 years of age.

DCS will assure that R&B funds are not expended for a youth to reside with his or her biological family or legal parent.

DCS will assure that R&B payments are made only through a contracted service provider that is providing IL case management services to youth referred for services.

Code References

[42 USC 677: Chafee Foster Care Independence Program](#)

PROCEDURE

The Family Case Manager (FCM) will sign the [Chafee IL Voluntary Services Application and Service Agreement \(SF52692\)](#) for eligible youth, who meet the criteria described in the policy statement above, for R&B services when requested.

¹ Foster care is defined as 24-hour substitute care for children placed away from their parent, guardian, or custodian and for whom the State agency has placement and care responsibility. Facilities that are outside the scope of foster care include, but are not limited to: detention facilities; psychiatric hospital acute care; forestry camps; or facilities that are primarily for the detention for children who are adjudicated delinquents.

The IL Specialist will:

1. Verify eligibility of youth described in number three (3) on page one (1) of this document, provide eligibility information to the requestor, and approve the [Chafee IL Voluntary Services Application and Service Agreement \(SF52692\)](#) for eligible youth; and
2. Provide assistance to Chafee IL service providers regarding eligibility for all youth applying for R&B services.

The contracted Chafee IL Service Provider will:

1. Assure that eligible youth referred for R&B services are assisted in locating affordable, safe housing and employment to meet their financial needs;
2. Assure that case management services are provided to all youth receiving R&B services;
3. Assure that R&B funds are expended for the referred youth's rent and utility expenses only and that rental payments are made to landlords and utility payments are made to the utility company;
4. Assure that a case file is maintained with tracking of expenditures for all youth being provided R&B services;
5. Assure that youth who receive R&B funds begin to take responsibility incrementally for rent and utility payments beginning in the second month and take full responsibility by the sixth month; and
6. Request approval from the DCS Permanency Manager for additional assistance in cases where the youth is unable due to extenuating circumstances to accept full responsibility for payment of rent and utilities in the sixth month.

PRACTICE GUIDANCE

Trial Home Visits

Trial Home Visits (THV) are encouraged for youth who voice a strong desire to return to their parents' homes following case dismissal. This provides the youth with an opportunity to experience life with his or her family while being provided a safety net if the youth determines that living independently would be more appropriate. The youth remains eligible for R&B services if he or she turns 18 while on a THV.

Case Conference for Transition Planning

When a youth is within six (6) months of turning 18 years old in foster care and his or her case being dismissed or is over 18 and is within six (6) months of his or her case being dismissed, the youth's FCM should hold a case conference involving the youth and those involved in the youth's case including their placement case worker, Court Appointed Special Advocate (CASA)/ Guardian ad Litem (GAL), parents, counselor/therapist, etc.

This conference provides the opportunity for the youth to explain future plans regarding secondary education or moving out and locating employment. [Tool 11.A: Budget Worksheet](#) should be reviewed with the youth to determine if the youth has a viable plan based on possible earnings and expenses. Guidance should be provided by those involved in the conference to assist the youth in carrying out their decision.

Once the youth has identified the county in which he or she desires to live after the case is dismissed, the [Service Referral Form](#) for transition services should be made to a contracted agency in the county of choice if the youth is not currently receiving Chafee services. The

period of time between the beginning of transition services and case dismissal allows time for the youth to develop a relationship with a contracted agency worker who will assist the youth with locating suitable employment and affordable housing. The agency worker may continue to assist the youth if the youth chooses to continue voluntarily when the case is dismissed.

Voluntary Services Application at Case Dismissal

Once the youth's CHINS or Probation case is dismissed, the [Chafee IL Voluntary Services Application and Service Agreement \(SF52692\)](#) must be completed by the youth, signed by the DCS FCM managing the case and submitted to the Chafee IL contracted service provider that will then be signed by the agency.

Room and Board Services

R&B funds are for the payment of rent deposits and payments and utility deposits and payments only. R&B services include a lifetime maximum of \$3,000 for assistance through age 21. R&B payments will only be made through a contracted service provider who is also providing independent living case management services to the youth. Youth may access this assistance as long as the youth continues to participate in case management services and participate in a full time schedule of work, or part time work and part time school. Requests for additional funds will be considered on a case-by-case basis by DCS Central Office Staff only, based on availability of funds.

Because stability of youth can be unpredictable, it is possible that a youth may become homeless due to a job loss, eviction, or other reason despite the fact that they were self-sufficient through the fifth month of receiving R&B assistance. In the event this occurs, the youth may request assistance again provided they have not expended the maximum funds allowed as identified above and have not reached the age of 21.

Housing Options

Potential housing options may include host homes, resource family homes, youth shelters, shared houses/apartments, single room occupancy units, boarding houses, semi-supervised apartments, subsidized housing, scattered site apartments, and transitional group homes. The monthly room and board assistance should be based on need and should be determined using [Tool 11.A: Budget Worksheet](#).

Payment for R&B Services

If the youth is already 18, the housing deposit can be paid within the month prior to the youth's case being dismissed. This will hold the apartment for the youth until the case is dismissed and he or she is ready to move in. If the youth is leaving the system at age 18, the payment may not be made until the 18th birthday.

Most youth leaving placement have not had the opportunity to be employed and will most likely not have employment or any monetary savings. Youth will need housing as they leave their placement which should be located with the deposit and first month's rent paid even though the youth is not employed at the time. Most landlords will work with the Chafee IL service provider as long as the landlord is assured that the agency will continue to work with the youth in obtaining employment and providing case management to ensure the rent will be paid.

Once a youth's case is dismissed and the youth is not employed, seeking employment must be a priority to ensure that the youth can begin to take some responsibility for the second month's rent and gradually increase the youth's responsibility for his or her own expenses.

Employment is a requirement of the youth receiving R&B assistance so this issue needs to be addressed at the first meeting with the youth. The youth also must be informed of the requirement to accept responsibility for the entire rent payment and utility bills within six (6) months of the beginning of assistance. This assistance is intended to temporarily supplement the youth's efforts, not as a means of on-going supplemental support.

Required Activities for Youth Prior to Receiving R&B Assistance

The following activities are to be conducted by the Chafee IL service provider with youth prior to receiving R&B services:

1. Arrange an interview and visit with apartment complex managers to allow the youth to understand the leasing process and view apartments or other housing options in more than one location;
2. Assist the youth in developing a budget to determine the amount of rent he or she is able to pay based on income and other expenses;
3. Provide education on tenant rights and responsibilities and the importance of following rules and regulation policies of the apartment complex or landlord;
4. Assist the youth in obtaining a free annual credit report from all three (3) agencies (<http://www.ftc.gov/bcp/edu/pubs/consumer/credit/cre34.shtm>) to ensure poor credit will not be an obstacle to renting;
5. Explore with the youth the option of other housing arrangements such as [Tool 11.B: Host Home Agreement](#) with current or former resource parents or relatives (not to include legal or biological parents) and shared housing with other foster youth;
6. Arrange a visit with the youth to utility companies (electric, gas, water, phone) to gather information regarding the requirements of the company related to hook up charges, deposits, and the monthly cost of services;
7. Arrange visits with local homeless shelters, mental health day shelters, food pantries, and other services that are available in the event that the youth should ever become homeless; and
8. Provide education on the purpose of credit, the use of credit, maintaining good credit, and how credit can affect many facets of their adult life.


FORMS AND TOOLS

1. [Service Referral Form – Available in ICWIS](#)
2. [Chafee IL Voluntary Services Application and Service Agreement \(SF52692\)](#)
3. [Tool 11.B: Host Home Agreement](#)
4. [Tool 11.A: Budget Worksheet](#)

RELATED INFORMATION

Use of Chafee and Education And Training Voucher Program For Housing Assistance

Youth may not access housing assistance from both the Chafee R&B funds and the Education and Training Voucher Program (See separate policy, [11.10 Education and Training Voucher Program](#)) at the same time. Those attending school full time or part time must access assistance for housing through the Education and Training Voucher Program at www.indianaetv.org.

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Independent Living	Effective Date: July 1, 2006
	Section 9: Host Home	Version: 1

POLICY [REVISED]	OLD POLICY: 404.482
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The Indiana Department of Child Services (DCS) will allow a youth whose case has been dismissed to make living arrangements via “host home” arrangements.

Code References

N/A

PROCEDURE

The Family Case Manager (FCM) or Probation Officer will:

1. Assure that all youth who have their 18th birthday while in foster care are given the option of locating a possible host home if desired by the youth when their case is dismissed including youth placed in a relative home through an Interstate Compact for the Placement of Children (ICPC);
2. Determine if a host home agreement would be appropriate and in the youth’s best interest in the following situations when his or her case is dismissed:
 - a. The youth’s current resource parent and the youth mutually agree to remain in the foster home as a boarder, or
 - b. The youth’s relatives, other than the his or her legal or biological parents, and the youth mutually agree for him or her to become a boarder in their home, or
 - c. The youth has an appropriate adult (e.g. a neighbor, coach, fellow church member, etc.), in their life in which the adult and the youth mutually agree for him or her to become a boarder in the home.
3. Refer eligible youth requesting a host home arrangement to the Chafee Independent Living (IL) service provider for room and board (R&B) service. See [Chafee Foster Care Independence Program Service Standards](#) for details.

The Chafee IL Contracted Service Provider will assist the relative, other appropriate adult, or resource parent in developing a reasonable mutually agreed upon [Tool 11.B: Host Home Agreement](#) between the host home and the youth.

PRACTICE GUIDANCE

Definition of a Host Home

A host home living arrangement is one where a youth rents a room in a family or single adult’s home, shares basic facilities, and agrees to basic rules while being largely responsible for his or her own life. Host homes are a great solution in rural areas where apartment buildings are

scarce and house rentals may be cost prohibitive. Host homes are similar to resource homes, except the host is not necessarily a licensed resource parent and does not usually have to go through the process of having the home licensed. Host home living arrangements provide an opportunity for a youth to develop skills prior to becoming independent and living on their own.

A host home can be a former resource parent, teacher, coach, relative, or church member with whom the youth has a positive relationship. In this environment, the youth would be able to come and go as he or she chooses and be expected to manage his or her time, money, school, work, and appointments without oversight from the host home. The youth is expected to follow the rules of the home as with any other renting situation.

Determining the Appropriate Rent for a Host Home

The youth and the host should mutually decide upon an amount of financial compensation the host will receive while the youth is living in the home, subject to approval of DCS. Factors to consider when determining financial compensation for a host home should include:

1. The amount of time the youth will live in the home;
2. The employment status of the youth;
3. The financial status of the youth;
4. The educational and vocational goals of the youth; and
5. The health and behavioral needs of the youth.

Host Homes When Receiving Education and Training Voucher (ETV) Assistance

Youth may access funding for a host home through the ETV program while attending college or trade/vocational programs. [Tool 11.B: Host Home Agreement](#) may be developed between the youth and the host home with the assistance of the Chafee IL service provider prior to receiving ETV funding or may be developed with the assistance of the youth's FCM. The signed [Tool 11.B: Host Home Agreement](#) must be provided to the ETV program in order for the host home to receive financial compensation from this program.

FORMS AND TOOLS

[Tool 11.B: Host Home Agreement](#)


RELATED INFORMATION

Room and Board Payments

Room and Board payments will only be made through a contracted service provider who is providing IL case management services to the youth.

Housing Assistance

Youth may not access housing assistance from both the Chafee room and board funds and the ETV at the same time. Those attending school full time or part time must access assistance for housing through the ETV Program at www.indianaetv.org.

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Independent Living	Effective Date: July 1, 2006
	Section 10: Education and Training Voucher Program	Version: 1

POLICY [REVISED]	OLD POLICY: 404.57
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The Indiana Department of Child Services (DCS) will make available funds for the Education and Training Voucher (ETV) Program through a contracted service provider as funds are made available from the federal government.

The following youth meet DCS eligibility requirements for ETV assistance:

1. A youth in foster care who is between age 17 and 18 and is not enrolled in secondary school, who has earned a General Equivalency Development (GED), Vocational Certificate, or has a high school diploma;
2. A youth who turns age 18 while placed in foster care;
3. A youth adopted or placed in a guardianship from foster care after his or her 16th birthday;
4. A probation youth, adjudicated delinquent in foster care (out-of-home placement, other than detention, ordered by the juvenile court) on his or her 18th birthday and had a case plan identifying Independent Living (IL) needs;
5. A youth participating in the ETV program on his or her 21st birthday may continue until he or she turns 23 years of age. The youth must be enrolled in a post-secondary education or training program and be making satisfactory progress toward completion of that program; and
6. Eligible youth must have been accepted into or be presently enrolled in a degree, certificate, or other program at a college, university, technical, or vocational school. If a youth is currently receiving funds and enrolled, the youth must show progress towards that degree or certificate.

Code References

[42 USC 677: Chafee Foster Care Independence Program](#)

PROCEDURE

The Family Case Manager (FCM) and the Chafee IL service provider will:

1. Assure that all youth age 16 and older in foster care are provided with information about the ETV program and encouraged to consider post-secondary education through college, vocational, or trade schools;
2. Assist foster youth in applying for the Twenty-First Century Scholars program and with the appeal process if needed; and
3. Assure that all youth age 17 and older being provided with Chafee IL services who intend to pursue post-secondary education:
 - a. Are aware of College Goal Sunday (<http://www.collegegoalsunday.org/>) and assist the youth in participating in this program,

- b. Are informed of the deadline for applying for state grants and scholarships (<http://www.in.gov/ssaci/>),
- c. Submits a Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov/> prior to applying for ETV assistance, and
- d. Are provided with the ETV website (<http://indianaetv.org/>) address and are assisted in submitting an application on the website.

The IL Specialist will:

1. Monitor the ETV applications as submitted and determine eligibility for all applications in a timely manner;
2. Respond timely to queries regarding ETV eligibility and eligible services through ETV funds;
3. Monitor the ETV contract expenditures;
4. Verify eligibility for youth applying for ETV funds who were in foster care on their 18th birthday in another state and are current residents of Indiana between age 18 and 21 and who are not residing in Indiana for post-secondary education reasons; and
5. Maintain email contact with all ETV recipients and provide information regarding available scholarships, internships, and other areas of interest to youth participating in post-secondary opportunities.

PRACTICE GUIDANCE

Funding Available

Eligible Indiana youth may access up to \$5,000.00 per year, not to exceed the cost of attendance (see Related Information), to help with the cost of post-secondary education, college, or vocational training programs. These funds are to supplement the youth's own efforts in obtaining their education. Eligible Indiana youth may receive this assistance while attending in-state and out of state schools

Funding For ETV Will Be Made Available In the Following Manner:

1. **Tuition and Student Loans** will be paid before any other funds are expended for a youth;
2. A **computer and printer** may be purchased if the youth has not received a computer through the State Computer Camp program;
3. For youth living off campus, **housing expenses** will be paid to the landlord when the youth provides a copy of the lease. If the youth does not provide a lease agreement, he or she cannot be provided with funds for housing. Rent checks will be made out to the landlord and sent to the youth;
4. The youth may request funds for **student health insurance** by providing the completed school insurance form to the contracted service provider's office. Payment will be sent to the insurance carrier;
5. **Childcare expenses** will be paid to a licensed child care provider. Checks will be made out to the child care provider and sent to the youth;
6. At the beginning of each semester, funding for books may be requested by providing a list of the **books and supplies** needed with the cost. Funding will cover between \$350 and \$450 per semester as long as funds are available. Funds will be provided to the school or bookstore, or the youth may be reimbursed if books are purchased directly and receipts are provided. Youth not receiving initial funding at the beginning of each semester may access up to \$100 per month for school supplies;

7. Youth may access up to \$200 per month for **living expenses**, if funds are available; and
8. Youth may access up to \$100 per month for **transportation** costs, if funds are available.

Email Address and Bank Accounts

Youth must have their own personal email address for correspondence and must check their email weekly. Youth receiving ETV checks must have a personal checking account to cash the ETV checks that are received for services.

Students Responsibility for Receiving ETV Funding

1. A youth must reapply every year at <http://indianaetv.org/> as long as he or she is making satisfactory progress in school and has not reached his or her 23rd birthday;
2. A youth must send ETV his or her transcript every semester and maintain a 2.0 grade point average (GPA) to remain in good standing with the program. Otherwise:
 - a. If the youth's GPA is between 1.0 and 1.99, he or she will be placed in the Academic Excellence Program and given one (1) semester to improve his or her GPA,
 - b. If the youth's GPA is .99 or lower, funding for the next semester is at the discretion of the State, and
 - c. If the youth lost ETV funding because his or her GPA was too low, the youth may stay in school and pay for his or her own expenses, raise his/her GPA, and reapply for ETV funding.
3. A youth must notify ETV if he or she drops any classes; if not, future funding will be in jeopardy;
4. If grades are not provided, funding must be put on hold until the youth provides his or her grades and continued eligibility can be determined; and
5. Any youth who has eligibility determined initially will continue his or her eligibility throughout the program as long as the youth provides the required documentation to the contracted service provider and maintains a 2.0 GPA.

Academic Excellence Program

When youth drops below the required 2.0 GPA, the youth will be given one (1) semester to bring his or her GPA back up to 2.0 or above in order to remain eligible for ETV funding. This program is intended to help the youth learn to:

1. Manage time wisely;
2. Study effectively and access resources such as study groups, math and writing labs, campus mentors, and teaching assistants;
3. Become a good test-taker; and
4. Communicate with professors.

The youth must submit his or her plan for improving grades; identify student support services he or she will be accessing; identify one (1) major goal for the semester; explain how he or she plans to use time wisely; and provide ideas about how he or she will improve study habits and test taking skills.

FORMS AND TOOLS

[Application for ETV Funds](http://indianaetv.org/) – Available at <http://indianaetv.org/>

RELATED INFORMATION

Cost of Attendance


The cost of attendance is the total amount of money it will cost a student to attend a school for the fall and spring semesters. Each youth may access up to \$5000, not to exceed the cost of attendance. This is calculated differently at each college, university, or trade school. The cost of attendance is calculated using actual figures (not estimates) for the following:

1. Tuition/fees (hours enrolled including full time, 3/4 time, 1/2 time, or less than 1/2 time);
2. Room and Board (on campus, off campus in own apartment or shared housing, off campus with parents);
3. Books/Supplies;
4. Personal (including clothes, personal items-each university figures this differently);
5. Transportation (each university figures this differently);
6. Day care and computers are not automatically included but can be allowed. Students have to ask for this to be included;
7. Student Health Insurance (not always included); and/or
8. Expected family contribution or is the student independent (foster youth).

Standards amounts regarding where the youth is living is based on self-report. If the youth needs the personal and/or transportation costs increased, the school will ask for receipts to document how much has been spent in each area to justify the additional costs. If day care, computers, or student health insurance are needed, the student must check to see if these items were included in the cost of attendance. If not, the youth can request that the items be included which could raise the cost of attendance for the youth which could increase the amount of funds available for the youth.

Frequently Asked Questions

Answers to frequently asked questions are available at <http://www.nationalfostercare.org>. These documents are very helpful in understanding the Chafee Foster Care Independence Program and ETV Program.

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Independent Living	Effective Date: July 1, 2006
	Section 11: Chafee Foster Care Independence Program Data Reporting	Version: 1

POLICY [REVISED]	OLD POLICY: 404.56
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The Indiana Department of Child Services (DCS) will require that outcome measures be collected for all youth being provided Chafee Independent Living (IL) services.

DCS will compile data submitted by Chafee IL contracted service providers.

Code References

[42 USC 677: Chafee Foster Care Independence Program](#)

PROCEDURE

The Chafee IL contracted service provider will:

1. Assure the assessment for Child in Need of Services (CHINS) or Probation youth is completed by:
 - a. Providing the means for the CHINS or Probation youth to complete the Youth in Care Assessment at <http://www.caseylifeskills.org/pages/assess/whatis.htm>, or
 - b. Completing the Adult Reporter for Youth in Care Assessment if the youth is not available or cannot be located; and

2. Assure the assessment for emancipated youth is completed by:
 - a. Providing the means for all youth receiving voluntary services to complete the Emancipated Young Adult or Youth Adult in Aftercare Assessment at <http://www.caseylifeskills.org/pages/assess/whatis.htm>, or
 - b. Completing the Adult Reporter for Emancipated Young Adult or Young Adult in Aftercare Assessment will be completed by the service provider, if the youth is not available or cannot be located to complete the assessment personally.

The DCS Permanency Manager will:

1. Obtain data pulls from the <http://www.caseylifeskills.org/pages/assess/whatis.htm> quarterly; and
2. Compare reported information to information provided by the [Discharge Summary \(SF53247\)](#) in the Indiana Child Welfare Information System.

PRACTICE GUIDANCE

When to Complete the Assessment

The Chafee IL contracted service provider must have the assessment completed following six (6) months of service provision to the referred youth and at the dismissal of service provision to the

youth. The service provider will make every effort to have the assessment completed by the youth.

Accessing the Assessment Websites

Most contracted agencies have been assigned an agency code to identify the region and county from which the youth was referred and the agency providing services. Agencies without assigned agency codes must develop a code for each region and county served using the following information: **IN + Region + County + Your Own Agency ID**. When new agency codes are developed, the new codes must be provided to the State IL Coordinator. Examples of agency codes are as follows:

1. **IN0145DCS, Region 1, Lake County, Agency Name;**
2. **IN1831DCS, Region 18, Harrison County, Agency Name; and**
3. **IN1148DCS, Region 11, Madison County, Agency Name.**

When a youth begins an assessment or an agency worker is completing an assessment as an Adult Reporter, a youth ID must be established to identify the youth's assessment. Each assessment will be identified by the youth's ID and the agency ID. This will allow for comparison of the initial assessment at six (6) months with the closure assessment to determine outcomes based on the services provided.

Each agency may register on the website in order to obtain data pulls of each type of assessment that has been completed for their agency in a given time period. This will also allow DCS to obtain data pulls to gather information across the State regarding the outcomes of youth being provided Chafee IL services.

Providing the Assessment to DCS

The assessment may be automatically emailed to the Family Case Manager (FCM) or the Probation Officer for all CHINS and Probation youth by entering the worker's email address on the initial page of the assessment. The assessment that is completed by youth receiving voluntary services is to be emailed to the IL Specialist.


FORMS AND TOOLS

1. All assessment tools are available at <http://www.caseylifeskills.org/pages/assess/whatis.htm>.
2. [Discharge Summary \(SF53247/CW 3347\)](#) – Available in the Indiana Child Welfare System.

RELATED INFORMATION

Outcome Measures Report

Entry into this website replaces the paper Outcome Measures Report that was previously required by all Chafee IL contracted service providers.

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Independent Living	Effective Date: July 1, 2006
	Section 12: Discharge Summary	Version: 1

POLICY [CLARIFIED]	OLD POLICIES: 404.50, 404.51
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The Indiana Department of Child Services (DCS) will assure that all open Child in Need of Services (CHINS), Probation IV-E , or Juvenile Delinquent/Juvenile Status (JD/JS) Place and Pay cases in the Indiana Child Welfare Information System of youth who are receiving Independent Living (IL) Services have a [Discharge Summary \(SF53247\)](#) completed.

DCS will assure that all open cases in IL County managed by an IL Specialist of youth receiving voluntary services will have a [Discharge Summary \(SF53247\)](#) completed.

Code References

[42 USC 677: Chafee Foster Care Independence Program](#)

PROCEDURE

Prior to case closure for all CHINS and probation youth cases (for youth between ages 16-21), the Family Case Manager (FCM) will:

1. Complete the [Discharge Summary \(SF53247\)](#) (located in the Interview Module in the Indiana Child Welfare Information System) with information provided by the youth; or
2. Complete the [Discharge Summary \(SF53247\)](#) on information known about the youth or information provided by the youth's Chafee IL contracted service provider if the youth refuses to meet with the FCM or the youth's whereabouts are unknown.

Prior to case closure for all CHINS and probation youth cases (for youth between ages 16-21) and voluntary services cases (for youth between ages 18-21), the Chafee IL contracted service provider will:

1. Complete the [Discharge Summary \(SF53247\)](#) with each referred CHINS youth and Probation ward being provided services upon case closure or complete the tool based on information known about the youth based on service provision if the youth refuses to meet or the youth's whereabouts are unknown and provide to the youth's FCM; and
2. Complete the [Discharge Summary \(SF53247\)](#) with each referred former foster youth upon case closure or complete the tool based on information known about the youth based on service provision if the youth refuses to meet or the youth's whereabouts are unknown and provide to the IL Specialist.

The Probation Officer will complete the [Discharge Summary \(SF53247\)](#) with each Probation youth being provided services upon case closure or complete the tool based on information known about the youth based on service provision if the youth refuses to meet or the youth's whereabouts are unknown and provide to the FCM responsible for the case in ICWIS.

The Voluntary Services Caseworker (VSC) will:

1. Complete the [Discharge Summary \(SF53247\)](#) (located in the Interview Module in the Indiana Child Welfare Information System) with information provided by the youth; or
2. Complete the [Discharge Summary \(SF53247\)](#) on information known about the youth or information provided by the youth's Chafee IL contracted service provider if the youth refuses to meet with the FCM or the youth's whereabouts are unknown.

PRACTICE GUIDANCE

Obtaining Needed Documents


The Chafee IL service provider will provide assistance with obtaining a copy of the youth's birth certificate, social security card, a State ID card if unable to obtain a valid driver's license, and other necessary documents such as school and medical records prior to dismissal of wardship. These documents may be available in the youth's DCS case file.

FORMS AND TOOLS

[Discharge Summary \(SF53247\)](#)

RELATED INFORMATION

N/A

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Independent Living	Effective Date: July 1, 2010
	Section 13: Transitional Living Placement	Version: 1

POLICY [NEW]

DCS will assure that Child in Needs of Services (CHINS) or probation youth aged 17 and older have a determination regarding the ability to be placed in a Transitional Living Placement (TLP). TLP may be defined as semi-supervised apartments, a youth’s own apartment, or scattered site apartments. Youth cannot be placed in a TLP directly from a facility that is licensed as a child caring institution or private secure facility. Youth may be moved from group homes into a TLP. A TLP cannot occur before the youth turns 17 and six (6) months and placement should not last longer than six (6) months. Exceptions to this timeframe may only be made by the DCS Permanency Manager.

DCS has determined that the following youth are eligible for a TLP:

1. DCS CHINS or probation youth at least 17 years and six (6) months of age;
2. Youth whose DCS case will be closed within six (6) months;
3. Have a case plan goal of Another Planned Permanent Living Arrangement (APPLA);
4. Successfully participating in his or her [Independent Living/Transition Plan](#); and
5. Actively participating in an educational or vocational program and/or employed.

Code References

1. [42 USC 677: Chafee Foster Care Independence Program](#)
2. [IC 31-25-2-21: Transitional Services Plan](#)
3. [42 USC 675\(5\)\(H\): Transition Plan for Children Aging Out of Foster Care](#)

PROCEDURE

The Family Case Manager (FCM) or Probation Officer will:

1. Make a determination regarding a TLP for all youth at age 17 with a case plan goal of APPLA, who are expected to remain in out-of-home care until age 18;
2. Document the determination in the [Independent Living/Transition Plan](#);
3. Outline the goals and expectations that youth will work on while preparing to move to a TLP in the [Independent Living/Transition Plan](#);
4. Work with youth to identify a TLP provider;
5. Make referral to TLP provider;
6. Follow all steps for placing a child in out-of-home care;
7. Make required monthly contacts with youth. See separate policy, [8.10 Minimum Contact](#); and
8. Refer all youth to Chafee Voluntary Independent Living Services as they prepare to transition out of TLP.

The TLP provider will provide services and accommodations according to the Transitional Living Placement Service Standards.

The TLP provider will:

1. Secure appropriate housing for the youth, with youth's input, which includes a minimum of the following:
 - a. Twin bed and bedding,
 - b. Personal hygiene items,
 - c. Equipped kitchen with dishes, pots, pans, etc., and
 - d. Appropriate furnishings (i.e., living room couch/love seat, kitchenette table, dresser, lamps if needed).
2. Provide oversight of placement including the following:
 - a. Case management which includes no less than two (2) face-to-face meetings per week, and
 - b. Independent Living skills preparation based on the Ansell-Casey Life Skills Assessment (ACLSA).
3. Provide monthly reports indicating progress on Independent Living skills to the referring FCM or Probation Officer;
4. Abide by all Service Standards for TLP;
5. Assist youth in continuing with employment, schooling, and/or vocational training;
6. Have a copy of the youth's key for emergency purposes; and
7. Notify the FCM or Probation Officer within 24 hours of a missed face-to-face contact and no contact with the youth for 24 hours.

PRACTICE GUIDANCE

Youth Appropriate for TLP

Youth who may be deemed appropriate for a TLP are those who:

1. Voice an interest in a TLP;
2. Demonstrate progress in IL skills as indicated on their ACLSA;
3. Demonstrate progress in educational and vocational pursuits;
4. Exhibit mental health stability;
5. Exhibit the ability to learn the skills necessary to live independently within six (6) months;
6. Demonstrate an ability to maintain stable employment; and
7. Have a positive recommendation from the Child and Family Team involved in the youth's case.

A TLP shall be arranged through a licensed agency. Payment for the TLP is made through a per-diem for out-of-home care to the licensed agency supervising and monitoring the youth's placement. The per diem will be used by the licensed agency to pay for the following:

1. Rent and deposits;
2. Utilities (not including cable or cell phone bills) and deposits;
3. Food;
4. Clothing;
5. Living expenses; and
6. Case management, including Life Skills based upon the results of the ACLSA.

Purpose of Transitional Housing

The purpose of transitional housing is to:


1. Allow youth to experience living independently while continuing in care with supportive services;
2. Allow youth to develop the independent living skills required to live self-sufficiently;
3. Prepare the youth to transition out of foster care;
4. Determine post foster care housing options based on potential earnings;
5. Locate post foster care housing with youth's input; and
6. Promote a smooth transition towards post wardship termination.

FORMS AND TOOLS

[Independent Living/Transition Plan](#)

RELATED INFORMATION

N/A

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Independent Living	Effective Date: July 1, 2006
	Section 14: ICWIS Requirements for Independent Living	Version: 1

POLICY [CLARIFIED]	OLD POLICY: N/A
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The Indiana Department of Child Services (DCS) will assure that all Children in Need of Services (CHINS) and probation youth placed in out-of-home care are entered in the Indiana Child Welfare Information System (ICWIS).

DCS will assure that all youth receiving Chafee Independent Living (IL) voluntary services are entered into ICWIS in IL County. See separate policy, [11.7 Voluntary Chafee Independent Living Services](#).

Code References

N/A

PROCEDURE

The Family Case Manager (FCM) will:

1. Identify the youth's IL needs in the IL module on the Case Plan Tool Bar in Case Management by Need Type and Need Subtype as determined on the youth's Ansell-Casey Lifeskills Assessment (ACLSA);
2. Identify objectives and activities on the youth's case plan for needed IL services that are determined on the youth's ACLSA;
3. Enter a Juvenile Delinquency/Juvenile Status (JD/JS) Place and Pay service case for Probation Youth who are not IV-E eligible and enter the youth's placement and complete the case plan from information provided on the [Delinquency Case Plan SF54780](#) that is provided by the Probation Officer;
4. Complete a [Discharge Summary \(SF 53247\)](#) with the youth's input at the case closure. See separate policy, [11.12 Discharge Summary](#); and
5. Enter placement information in ICWIS for all youth in an Independent Living Placement, which may include scattered site apartments or other out-of-home semi-independent living arrangements paid through a county out-of-home care per-diem.

The Probation Officer will complete the [Delinquency Case Plan](#) for all youth in out-of-home care who are not IV-E eligible and provide the plan to the FCM who is managing the youth's case in ICWIS.

The IL Specialists will:

1. Enter an intake in ICWIS IL County and submit for approval for all youth receiving voluntary services;
2. Maintain a case in ICWIS on all youth receiving voluntary services and enter contacts with the youth and related to services provided to the youth;

3. Identify the youth's IL needs in the IL module on the Case Plan Tool Bar in Case Management by Need Type and Need Subtype as determined on the youth's Ansell-Casey Lifeskills Assessment (ACLSA); and
4. Complete a [Discharge Summary \(SF 53247\)](#) at case closure for all youth entered into ICWIS.

The IL Specialist will:

1. Assist the Chafee IL contracted service providers in checking eligibility in ICWIS for youth who apply for voluntary services, and
2. Monitor ICWIS IL County to approve intakes and approve case closures.

PRACTICE GUIDANCE

CHINS and Probation Youth Receiving IL Services

An IL case should **not** be created for a CHINS or probation youth receiving IL services. Instead, the needed services are to be entered into the IL module and objectives and activities are to be entered into the case plan.

Opening an IL Case

An IL case is only opened by the IL Field Specialists when youth are receiving voluntary services following the dismissal of their cases in ICWIS.

FORMS AND TOOLS


1. [Delinquency Case Plan \(SF54780\)](#)
2. [Discharge Summary \(SF 53247\)](#)

RELATED INFORMATION

Child Data Summary

The Child Data Summary (CDS) is a report in ICWIS that opens up in an Excel spreadsheet. The CDS includes every case on the FCM's caseload and includes the youth's date of birth, Social Security number, court case number, placement type, name of placement, and other information related to the youth's case. This is an excellent tool to assist FCMs in monitoring their caseloads and to determine when a youth should be referred for IL services based on age and placement type. This tool also helps Supervisors monitor the cases of all the FCMs under their supervision.

The CDS can be located by clicking on Reports on the top tool bar in ICWIS, then scrolling down to Child Data Summary. Highlight Child Data Summary, and then click on the Print/Preview button at the bottom of the page. A screen will pop up allowing the FCM to select his or her name in the list, click ok and the information will feed to the Excel spreadsheet. The spreadsheet can be sorted by any column.

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Independent Living	Effective Date: July 1, 2012
	Section 15: Post-Secondary Education	Version: 3

POLICY [REVISED]

The Indiana Department of Child Services (DCS) will assure that all youth receiving Independent Living (IL) services are aware of the options available for post-secondary education.

DCS will encourage all youth to take the Preliminary SAT (PSAT) and prepare for taking the SAT.

DCS will ensure that DCS wards in 7th through 12th grade are enrolled in the Twenty-First Century Scholars program.

DCS will ensure that all youth are provided with information about:

1. Pell grants;
2. Chafee grants;
3. Federal supplemental grants;
4. The Free Application for Federal Student Aid (FAFSA); and
5. Individual Development Accounts (IDA).

Code References

1. [IC 21-12-6: Twenty-first Century Scholars Program; Tuition Grants](#)
2. [IC 21-12-6.5: Eligibility for Twenty-First Century Scholars Program for Foster Care Youth](#)
3. [IC 31-25-2-21: Transitional Services Plan](#)
4. [42 USC 675\(5\)\(H\): Transition Plan for Children Aging Out of Foster Care](#)
5. [IC 21-12-6-14: Foster care children; caseworker to provide information](#)

PROCEDURE [REVISED]

The Family Case Manager (FCM) will:

1. Ensure that youth in 7th through 12th grade who have not already enrolled in the Twenty-First Century Scholars program submit an application. Applications for the Twenty-First Century program may be obtained by calling toll free 1-888-528-4719, by visiting www.scholars.in.gov, or through the youth's school. Applications for students in grades 9th through 12th must also be accompanied by [Twenty-First Century Scholars Program Enrollment Letter](#). The application process requires the FCM to:
 - a. Assist the youth in completing the application, and
 - b. Sign the application to verify the youth is in foster care.
2. Update the youth's address with Twenty-First Century Scholars annually;
3. Ensure that the youth signs the Twenty-First Century Scholars Affirmation Statement during their senior year of high school. See <http://www.in.gov/ssaci/2384.htm> for more information;

4. Provide youth with information regarding Pell grants, Chafee grants, federal supplemental grants, and the FAFSA at the Child and Family Team (CFT) Meeting held at age 17. See separate policy, [11.6 Independent Living/Transition Plan](#);

Note: This information may be provided earlier if the youth will be applying to colleges prior to age 17.

5. Provide youth who have obtained over \$400 in earned income with information about opening an IDA;
6. Have the youth and caregiver sign an [Acknowledgement of Receipt of Information about Various Educational Programs \(ACRCPT070901FRM\)](#). Give the youth and caregiver a copy and place the original in the youth's case file;
7. Support the youth in researching financial aid options, completing necessary forms and paperwork, and following up to ensure that the proper aid is received;
8. Visit <http://www.fafsa.ed.gov/> for information about federal financial aid and <http://www.in.gov/ssaci/2359.htm> for information about state financial aid with youth prior to completing the FAFSA;
9. Assist all youth in completing the FAFSA by **March 10th** of the student's final year of high school:
 - a. Ensure the youth has all information needed to complete the FAFSA (i.e., social security number, place of birth, etc.),
 - b. Pay special attention to questions in the Student Dependency Status section. See Related Information, and
 - c. Discuss Independent Student Status with the youth to ensure they understand the meaning of this term and that youth in foster care do not have to provide information about their biological parents, foster parents, or guardians to their college of choice or on their FAFSA.
10. Assist the youth in applying for the Education and Training Voucher (ETV) Program:
 - a. Ensure the youth has all needed information to complete the ETV application (i.e., FCM contact information, IL worker contact information, etc.),
 - b. Ensure the youth completes the ETV application each year after July 1st,
 - c. Ensure the youth has submitted all necessary ETV documents to his or her financial aid office, and
 - d. Follow up with the youth and school to ensure ETV has received the proper documentation from the school.
11. Engage the youth and CFT to develop a plan for emotional support and guidance the youth can rely on once they are in college.

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

1. [Acknowledgement of Receipt of Information about Various Educational Programs \(ACRCPT070901FRM\)](#) – Available in the Indiana Child Welfare Information System
2. [Twenty-First Century Scholars Program Enrollment Letter](#)

RELATED INFORMATION [REVISED]

Twenty-First Century Scholars Program

The Twenty-First Century Scholars Program was established in 1990 to ensure that all Indiana families could afford a college education for their children. This program guarantees eligible students up to four (4) years of undergraduate college tuition at any participating public college or university in Indiana.

Persons who meet ALL the following criteria may apply for the Twenty-First Century Scholars Program:

1. Be a resident of Indiana as both an applicant and an award recipient (determined by residency of parent/legal guardian) and a U.S. Citizen;
2. Be a student in the 7th or 8th grade;
3. Meet program income guidelines or be in foster care;

Note: Children in grades 9 -12 who are in foster care are also eligible for the program. Applications for children in foster care must be accompanied by the [Twenty-First Century Scholars Program Enrollment Letter](#).

4. Attend a charter school, freeway school, or other Indiana school recognized by the Department of Education; and
5. Make a commitment to fulfill the Scholars Program.

For more information, visit: <http://www.scholars.in.gov>.

Free Application for Federal Student Aid (FAFSA)

The FAFSA is a document that must be completed to apply for both federal and state financial aid. The FAFSA collects a family's financial information to determine how much assistance a prospective student may receive. The FAFSA must be completed each calendar year between January 1st and March 10th (for Indiana residents). Be aware that some colleges may have earlier deadlines – please check with the specific college for more information.

In order to be eligible to receive federal student aid, a youth must:

1. Be enrolled in or accepted to college;
2. Have a high school diploma or General Education Development (GED) Certificate;
3. Be a United States (US) citizen or an eligible non-citizen;
4. Be registered with the selective service, if required;
5. Have a valid Social Security number; and
6. Not have a drug conviction that occurred while receiving federal student aid.

Foster youth need to pay special attention to the Student Dependency Status section (section 2):

1. I was in foster care since turning age 13;
2. I was a dependent or ward of the court since turning age 13;
3. I am currently or I was an emancipated minor; or
4. I am currently or I was in legal guardianship since turning age 13.

Note: If the student can answer yes to any of the above questions (which youth in foster care, relative placement, and in-home CHINS can) they are eligible for Independent Student Status.

Independent Student Status means that a student is a ‘family of one’ and only his or her individual income is considered when determining how much federal and state aid the student needs. Foster youth do not include their biological parent, foster parents, guardian, or anyone else’s financial information on the FAFSA. Taxes must be completed before the FAFSA can be completed (if applicable).

For more information and to complete the online application, visit <http://www.fafsa.ed.gov/index.htm>.

Pell Grants

The Federal Pell Grant Program provides need-based grants to undergraduate and certain post-baccalaureate students to promote access to postsecondary education. Financial need is determined by the U.S. Department of Education, using a standard formula established by Congress, to evaluate the financial information reported on the *Free Application for Federal Student Aid* (FAFSA) and to determine the family’s estimated financial contribution (EFC). Federal Pell Grants are direct grants awarded through participating institutions to students with financial need. In order to apply for Pell Grants, students must submit a FAFSA form before their state’s deadline. For more information about Pell Grants, visit <http://www.ed.gov/programs/fpg/index.html>.

Post-Secondary Educational Support Programs

The Education Successes Program (ESP!) offers assistance to any current or former foster youth attending any college in Marion County. Visit <http://www.uwci.org/index.asp?p=194> for more information. This voluntary program serves youth until age 24 and offers support in the following areas:


1. Admission and financial aid information;
2. College Application;
3. College tours and visits;
4. Educational advocacy while in school; and
5. Scholarship research assistance.

Individual Development Accounts (IDA)

An IDA is a 4-year matched savings account program designed to assist individuals in achieving self-sufficiency through financial literacy and asset generation. There are a limited number of IDAs available in Indiana. In order to open an IDA, individuals must meet the following eligibility requirements:

1. Indiana resident;
2. Below 175% of the Federal Poverty Guidelines;
3. Have at least \$400 per year in earned income;
4. Be able to save a minimum of \$35 per month; and
5. Meet minimum screening requirements.

Youth interested in opening an IDA should visit www.ihcda.in.gov or call 1-317-232-7777 for county specific information.

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Older Youth Services	Effective Date: July 1, 2012
	Section 18: Eligibility to Participate in Collaborative Care (CC)	Version: 1

POLICY [NEW]

The Indiana Department of Child Services (DCS) will make Collaborative Care (CC) available to eligible youth who are currently or were formerly in out-of-home placement. CC is a voluntary program that allows Child in Need of Services (CHINS) and Probation youth 18 years of age and older to remain under the care and placement of DCS in order to continue to receive services. CC focuses on youth-adult partnerships, positive youth development, and encourages youth to develop a strong social network or social capital.

DCS has determined that a youth is eligible to participate in CC if he or she meets all of the following criteria:

1. Youth who are 18 or 19 years of age and have not yet reached 20 years of age;
2. Currently in an out-of-home placement under an Indiana court order or was formerly in an out-of-home placement through an Indiana court order the month prior to his or her 18th birthday;

Note: Older youth placed in the state of Indiana under a court order for an Interstate Compact on the Placement of Children (ICPC) do not qualify for CC. Indiana wards placed out of state and who do not intend to reside in Indiana upon turning 18 are also ineligible for CC.

3. Must continuously meet **one** (1) of the following:
 - a. Enrolled in a secondary education institution or a program leading to an equivalent credential, or enrolled in an institution which provides post-secondary or vocational education,
 - b. Participating in a program or activity designed to promote employment,
 - c. Employed for at least 80 hours per month, or
 - d. Incapable of performing any of the activities described above due to a medical condition documented in the youth’s case plan; and
4. Have signed a [Voluntary Collaborative Care Agreement](#) that covers his or her specialized [Independent Living/Transition Plan](#). See separate policy, [11.22 Voluntary Collaborative Care Agreement](#).

Note: If the youth does not continue to meet eligibility requirements or voluntarily decides to leave CC, the Collaborative Care Case Manager (3CM) Supervisor will consult with the Local Office Attorney who may file a motion to dismiss jurisdiction.

Code References

1. [IC 31-28-5.8-4: Older Youth](#)
2. [IC 31-28-5.8-5: Eligibility; Petitions](#)

PROCEDURE

The Family Case Manager (FCM) will:

1. Invite members of the Older Youth Initiative Team to the Transitional/IL Planning meeting corresponding to the youth's 17th birthday; and
2. Begin preparations for the youth to transfer to a 3CM at age 17.5 or older. See separate policy, [11.21 Collaborative Care Case Transfers](#).

Note: CC is a voluntary program. Not all youth may be interested or eligible (at age 18) to participate in the program. Only youth who are interested and eligible to participate in CC will be transferred to a 3CM. Younger siblings who are not eligible or interested in the program shall remain on the FCM's caseload.

The Older Youth Initiatives Team will accept referrals from FCMs who have identified a youth who is interested in participating in CC. An informational meeting will be held to determine if the youth is eligible for CC. If the youth chooses to participate in CC, a transition meeting will be held, including the youth, FCM, 3CM, and any other relevant persons. These team members will work with the DCS Local Office Attorney to submit the completed [Voluntary Collaborative Care Agreement](#) and petition to open a CC case immediately after the CHINS Case is closed.

PRACTICE GUIDANCE

Older youth in out-of-home placement who are likely to be in placement until age 18 years of age or older should be encouraged to participate in CC. Participation in the program can have a positive impact on youth outcomes, such as:

1. Educational attainment;
2. Delayed pregnancy; and
3. Higher earnings.

While youth and young adults are still in out-of-home placement related programs, efforts should be made to enhance and develop existing relationships with adults who youth trust, or with whom trust could be strengthened. Building the capacity of existing relationships to offer more empathetic and insightful emotional support could provide important resources for the youth as he or she leaves out-of-home placement and continues to deal with the emotions and questions raised by his or her experiences prior to, and during, placement.

Emphasis should be placed on assisting youth in creating social capital through interactions with family, peers, caring adults, and community members. Youth who are participating in CC are likely to have missed out on the opportunity to find legal permanency. The building of social capital with the guidance of a 3CM and the youth's team gives the opportunity for each adolescent to achieve relational permanency, therefore; securing opportunities for heightened positive brain development and a chance at a higher level of success after leaving out-of-home placement.

FORMS AND TOOLS

1. [CC Brochure for Youth](#)- Available in hard copy
2. [CC 101: A practical guide for DCS Staff](#)- Available in hard copy
3. [Voluntary Collaborative Care Agreement](#)- Available in hard copy
4. [Independent Living/Transition Plan](#)

RELATED INFORMATION

Collaborative Care (CC)

Indiana's CC program was developed to serve youth through the Fostering Connections to Success and Increasing Adoptions Act of 2008. CC is a voluntary program that allows DCS youth aged 17.5 to 20 years, and JD youth aged 18 to 20 years, to remain in the care and placement of DCS in order to continue to receive services. CC focuses on youth-adult partnerships, positive youth development, and encourages youth to develop a strong social network or social capital.

Collaborative Care Agreement

The [Voluntary Collaborative Care Agreement](#) documents an arrangement between the potential youth in CC and DCS. The agreement outlines CC as well as the youth's rights and responsibilities once he or she has transferred into CC. This agreement must be signed by the youth. Any representative from the DCS Older Youth Initiatives team may review and sign the [Voluntary Collaborative Care Agreement](#) with the potential youth. The Local Office Attorney is responsible for filing the agreement with the court of jurisdiction, which cannot be filed until the CHINS case is closed. This agreement is effective upon the date the last party has signed.

Relational Permanency

Samuels (2008)¹ defined relational permanency as a concept that defines familial relationships in ways that extend beyond biological connections, including familial ties formed during care and after exiting out-of-home placement. "The role of the biological family must be extended beyond that family's official or legal status in a child's permanency plan" (p. 5). Youth in out-of-home placement need to have emotional support, peer and insider wisdom for insight and understanding to make a smoother transition into adulthood.

Legal Permanency

Permanency, as defined by Child Welfare Systems, is a safe, stable, secure home and family. There are five (5) federal Permanency Goals:

1. Reunification;
2. Adoption;
3. Guardianship;
4. Fit & Willing Relative; and
5. Another Planned Living Arrangement.


These permanency options are recognized in a court of law.

IV-E Eligibility

In order to be IV-Eligible under CC, the following must be met in addition to the CC eligibility criteria:

1. DCS must have placement and care responsibility;
2. Contrary to the welfare or best interest language must be obtained within a Court Order within 180 days from the date of placement; and
3. Child must meet Aid to Families with Dependent Children (AFDC) eligibility criteria.

¹ Samuels, G. (2008). *A Reason, A Season, A Lifetime: Relational Permanence Among Young Adults with Foster Care Backgrounds*. Retrieved from http://www.chapinhall.org/sites/default/files/old_reports/415.pdf.

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Older Youth Services	Effective Date: July 1, 2012
	Section 19: Entry into Collaborative Care (CC) for Previously Discharged Older Youth	Version: 1

POLICY [NEW]

The Indiana Department of Child Services (DCS) will make Collaborative Care (CC) available to older youth who are 18 or 19 years of age, but not yet 20 years of age, and who were:

1. Formerly in out-of-home placement through an Indiana court order the month prior to their 18th birthday;
2. Wish to participate in CC; and
3. Meet the eligibility criteria. See separate policy, [11.18 Eligibility to Participate in Collaborative Care](#).

Entry into CC for previously discharged older youth is initiated through the Indiana DCS Child Abuse Hotline (Hotline). The youth must call the Hotline. A service request for assistance is initiated by the Hotline Intake Specialist (IS). In situations where the youth is homeless, an immediate referral is made to the Collaborative Care Case Manager (3CM) to assist the youth with emergency arrangements.

If the youth is not in a crisis situation, a 3CM will meet with eligible older youth interested in participating in the CC program within 48 hours from the time the older youth makes initial contact with DCS.

Code References

[IC 31-28-5.8-5: Eligibility; Petitions](#)

PROCEDURE

For older youth with an open Child in Need of Services (CHINS) case or open Juvenile Delinquency (JD) case who are in out-of-home placement and are interested in and eligible to participate in CC, please see policy [11.21 Collaborative Care Case Transfers](#).

Older youth interested in participating in CC, shall contact the Hotline at 1-800-800-5556 in order to initiate a service request for assistance. If the youth arrives at a local DCS office and requests assistance for re-entry into care, the local office staff should make arrangements for the youth to call the Hotline while in the office. The Hotline IS will route the youth's request to the local office as a service request.

Note: If the youth is homeless, the Hotline IS should contact the appropriate 3CM Supervisor for the county where the youth is located so that a 3CM or designee can be immediately dispatched to assist the youth with emergency arrangements.

The 3CM is responsible for:

1. Determining the older youth's eligibility to participate in CC;

2. Making telephone contact with the older youth within 48 hours of the youth's inquiry.

During this call the 3CM shall:

- a. Notify the older youth of his or her eligibility status to participate in CC,

Note: If an older youth is **not eligible** for CC, but is eligible for Voluntary IL services, the 3CM may complete the Voluntary Independent Living (IL) Services Referral, with the youth's permission.

- b. If the older youth is **eligible** to participate in CC the 3CM shall set up a meeting with the older youth to discuss CC, which should take place within two (2) business days of the youth's initial inquiry to DCS,
- c. Regardless of eligibility status, the 3CM will inform the older youth about local resources that the youth may need to access prior to the time the youth re-enters out-of-home placement such as homeless shelters, food banks, or medical clinics.

3. Ensuring the following are completed during the initial meeting (different from the initial call):

- a. Explain CC to the interested older youth. This explanation should include:
 - i. A general timeline for re-entry,
 - ii. The youth's rights and responsibilities, and
 - iii. A description of the re-entry process including necessary paperwork, court information, and placement information.
- b. Prepare the older youth for a re-entry Child and Family Team (CFT) Meeting, if the youth is interested in participating in CC,
- c. Make arrangements for and provide resources to assist a youth who is in crisis in gaining stability,
- d. Give the older youth a copy of the [Voluntary Collaborative Care Agreement](#) form and discuss emergency and long-term placement options (see separate policy, [11.22 Voluntary Collaborative Care Agreement](#)), and
- e. Complete a Voluntary IL Services Referral with the older youth who is not interested in participating in CC, but is eligible for and not receiving Voluntary IL Services.

The 3CM Supervisor is responsible for:

1. Administering the youth's grievance process, if the youth is determined ineligible for CC and requests an Eligibility Review. This review will include the following:
 - a. A written request for review,
 - b. A written statement from the youth explaining why the youth believes he or she is eligible, and
 - c. A written statement from the youth identifying any barriers prohibiting eligibility.

Note: After the 3CM Supervisor reviews eligibility, a letter will be sent from the 3CM Supervisor to the youth within 48 hours of receipt regarding the determination and any subsequent appeal rights administered through an Administrative Appeal.

The Older Youth Initiatives Manager (or designee) is responsible for:

1. Reviewing the older youth's Request for Administrative Review.
 - a. Review all relevant documentation from the 3CM Supervisor and the older youth to determine whether the 3CM Supervisor correctly determined eligibility for entry into

- Collaborative Care, and
- b. Send an Administrative Review outcome letter to the youth within five (5) days of receipt of the request for Administrative Review.

Note: The determination of the Older Youth Initiatives Manager or designee is not subject to further agency review.

PRACTICE GUIDANCE

Eligible older youth in out-of-home placement for at least one (1) day during the month before the youth's 18th birthday may participate in CC so long as the youth meets eligibility criteria as defined in policy [11.18 Eligibility to Participate in Collaborative Care](#).


Information regarding local community resources may include: how to access community services such as homeless shelters or food banks; how to access public assistance services such as Women Infants and Children (WIC), Temporary Assistance for Needy Families (TANF), the Healthy Indiana Plan (HIP), or food stamps; or, availability of services specific to former foster youth such as Voluntary IL Services or Medicaid.

FORMS AND TOOLS

[Voluntary Collaborative Care Agreement](#)- Available in hard copy

RELATED INFORMATION

N/A

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Older Youth Services	Effective Date: July 1, 2012
	Section 20: Youth Adjudicated as Juvenile Delinquents Accessing Collaborative Care (CC)	Version: 1

POLICY [NEW]

The Department of Child Services (DCS) will accept referrals from Probation Officers (PO) for youth with an open Juvenile Delinquency (JD) case who are eligible and interested in participating in Collaborative Care (CC). See separate policy, [11.18 Eligibility to Participate in Collaborative Care](#).

In order for the CC case to properly open for these youth, the following must occur in this order:

1. The JD case must close;
2. A [Voluntary Collaborative Care Agreement](#) must be signed by the youth and the Collaborative Care Case Manager (3CM) the same day as the court's JD case closes (see separate policy, [11.22 Voluntary Collaborative Care Agreement](#)); and
3. A CC petition must be filed on the same day as JD case closure.

The [Voluntary Collaborative Care Agreement](#) and petition to open the CC case shall be filed with the court of jurisdiction by the DCS Local Office Attorney.

Code References

[IC 31-30-2-1: Continuing Juvenile Court Jurisdiction](#)

PROCEDURE

The Older Youth Initiatives Team will accept referrals from POs who have identified a youth who is interested in participating in CC. An informational meeting will be held 90 days prior to the youth's 18th birthday to determine if the youth will likely be eligible for CC. This can take place at the youth's regularly scheduled Independent Living (IL)/Transition Planning Meeting held by the PO. See separate policy, [11.6 Independent Living/Transition Plan](#). If the youth chooses to participate in CC, a transition meeting will be held, including the youth, PO, and 3CM. These team members will work with the DCS Local Office Attorney to submit the completed [Voluntary Collaborative Care Agreement](#) and petition to open a CC case immediately after the JD case is closed. See separate policy, [11.22 Voluntary Collaborative Care Agreement](#).

The 3CM Supervisor will:

1. Identify a 3CM for the case;
2. Identify the appropriate Local Office Attorney for the case¹; and
3. Assign the 3CM the CC case in the Management Gateway for Indiana's Kids (MaGIK) within 48 hours of the case transition meeting.

¹ Contact the Practice Development Supervisor Attorney if unsure which Local Office Attorney to contact.

The 3CM will:

1. Meet with the youth and the youth's PO to determine whether the youth is eligible and interested in participating in CC;
2. Complete the [Voluntary Collaborative Care Agreement](#) with the youth at the transition meeting;
3. Attend the court hearing in which the [Voluntary Collaborative Care Agreement](#) and the petition to open a CC case is reviewed;
4. Thoroughly review the case file;
5. Ensure continuity of services, particularly those services that are related to the youth's physical and mental health and well-being including, but not limited to:
 - a. Psychiatric treatment/care,
 - b. Treatment/care for a chronic medical condition,
 - c. Establishing a primary health care provider, dentist, ophthalmologist, gynecologist (if applicable), etc.,
 - d. Therapeutic treatment/care, and
 - e. Continuation of service referrals through DCS.
6. Ensure that the youth does not lose contact with any siblings, family members or other informal supports due to the case transition.

PRACTICE GUIDANCE

Preparing a Youth for Collaborative Care

When the youth enters CC, ensuring a youth's safety is given the highest priority. The best way to ensure safety is to maintain consistency with services for the youth. The youth will have likely begun to develop a relationship with his or her 3CM at IL/Transition Planning meetings that took place prior to the CC case opening. At these meetings the youth and the 3CM may begin to identify formal and informal supports in the new community, if applicable. Immediately after opening the CC case, a youth may need a higher level of support from the 3CM because he or she will be adjusting to his or her new surroundings and may not have access to the same services/formal/informal support systems as before.

Placement Disruption

When a CC case is opened, the placement of the youth is not expected to be disrupted unless all parties agree that it would be in the best interest of the youth. When making a decision regarding a youth's CC placement the youth and the youth's Child and Family Team (CFT) should take into account the youth's [Independent Living/Transition Plan](#).

FORMS AND TOOLS

1. [Voluntary Collaborative Care Agreement](#)- Available in hard copy
2. [Independent Living/Transition Plan](#)

RELATED INFORMATION

Collaborative Care Agreement

The [Voluntary Collaborative Care Agreement](#) documents an arrangement between the youth in CC and DCS. The agreement outlines CC as well as youth rights and responsibilities once he or she has transferred into CC. This agreement must be signed by the youth. Any representative from the DCS Older Youth Initiatives team may review and sign the [Voluntary](#)


[Collaborative Care Agreement](#) with the potential youth. The Local Office Attorney is responsible for filing the agreement with the court of jurisdiction, which cannot be filed until the JD case is closed. This agreement is effective upon the date the last party has signed. See separate policy, [11.22 Voluntary Collaborative Care Agreement](#).

Transition Meetings

If possible, transition meetings may take place during the youth's IL/Transition Planning meeting. Both the PO and 3CM (or a supervisor/delegate) should be present at the transition meeting.

Examples of information that should be shared and discussed at the transition meeting include, but are not limited to:

1. The youth's individual strengths and needs;
2. Needs that may arise in the near future, especially with the opening of the CC case;
3. What supports are currently in place to support those needs;
4. What support will need to be in place after the opening of the CC case;
5. Review/update of the youth's IL/Transition plan;
6. Clarify expectations of what the next steps are for the case;
7. Formal and informal supports for the youth that will be utilized after the opening of the CC case;
8. Addressing steps for what could go wrong; and
9. Visitation arrangements, as applicable.

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Older Youth Services	Effective Date: July 1, 2012
	Section 21: Collaborative Care (CC) Case Transfers	Version: 1

POLICY [NEW]

All youth under the care and supervision of the Department of Child Services (DCS) at the age of 17 years and six (6) months who plan to either voluntarily enter Collaborative Care (CC) or remain under a Child in Need of Services (CHINS) case and participate in CC, will have their case transferred to a Collaborative Care Case Manager (3CM) who will manage their cases until case closure. The 3CM and Family Case Manager (FCM) should engage the youth to determine the best path for the youth based on the youth’s direction and voice. The youth may request to do one (1) of the following:

1. Remain under the care and supervision of DCS through the CHINS case;
2. Enter CC under the care and supervision of DCS; or
3. Request that his or her CHINS case be dismissed and enter into Voluntary Independent Living Services.

Continuity of care will continue when transferring a case from the FCM to the 3CM by conducting a transition meeting that includes the FCM, 3CM, the youth, and any other relevant persons.

The transition meeting can be held concurrently with the youth’s IL/Transition Planning Meeting that occurs when the youth turns 17.5 years of age. See separate policy, [11.6 Independent Living/Transition Plan](#).

Code References

[IC 31-28-5.8-7: Periodic Reviews by Court; Notice; Participation, Orders](#)

PROCEDURE

The FCM will:

1. Invite a member of the Older Youth Initiatives Team (3CM Supervisor) to the Child and Family Team (CFT) Meeting to discuss the following for youth who are at least **17 years of age:
 - a. National Youth in Transition Database (NYTD) survey,
 - b. Permanency goal, and
 - c. CC.
2. Arrange an additional CFT Meeting if the youth expresses interest in CC with a member of the Older Youth Initiatives Team three (3) months after the above listed CFT Meeting to cover the following:
 - a. Confirm youth’s interest in entering CC, and
 - b. Prepare for case transfer.

3. Ensure all parties to the case (i.e., the youth's Court Appointed Special Advocate (CASA) or Guardian ad Litem (GAL)) are notified of the youth's interest in entering CC;

Note: If youth does not want to enter CC at this point, the FCM will continue to offer CC, if appropriate, every six (6) months at the scheduled CFT Meetings. See separate policy, [11.6 Independent Living/Transition Plan](#), for additional details on the Transitional Planning Process.

4. Ensure all case information is entered into Management Gateway for Indiana's Kids (MaGIK) and up-to-date (see related information);
5. Document the following in the case file:
 - a. Court reports (i.e., if the court hearing is within 10 business days of the transfer, the FCM would be responsible for this report, unless negotiated otherwise at the transition meeting),
 - b. Notices, and
 - c. The [Independent Living/Transition Plan](#).
6. Schedule a transition CFT Meeting and invite all identified necessary participants (e.g. youth, informal supports, substitute caregivers or resource parents, and Older Youth Service Providers, etc.) within 15 calendar days of the case transfer (should occur as close to youth turning 17 and six (6) months old as possible);

Note: Case transfer cannot occur prior to youth turning 17 and six (6) months old.

7. Document contacts in MaGIK that all parties were notified of the transition meeting; and
8. Notify the DCS Local Office Attorney and the youth's CASA or GAL of the case transfer, if applicable.

The FCM Supervisor will:

1. Ensure that the FCM continues to be responsible for attending all court hearings and monitoring the youth's safety and well-being until the case is transferred to a 3CM;
2. Assign the case to the 3CM Supervisor at the time of case transfer;
3. Ensure that the youth's pertinent information is up-to-date in MaGIK prior to the case transfer occurring;

Note: If information is incomplete or missing after the case has been transferred, the FCM Supervisor shall work with the 3CM Supervisor and FCM to ensure that the FCM completes the data input.

4. Work with the Collaborative Care Case Manger Supervisor to ensure that any missing or incomplete information from the youth's electronic or hard copy is completed.

The 3CM Supervisor will:

1. Identify and assign the case to a 3CM in MaGIK within 48 hours of the case transfer meeting;
2. Ensure MaGIK has all pertinent information and is up-to-date upon case transfer;

Note: If information is incomplete or missing it is the 3CM Supervisor's responsibility to work with the FCM Supervisor to ensure that the youth's former FCM completes the data input/updates.

3. Ensure the 3CM receives the hard copy case file from the youth's FCM within 48 hours of the case transfer meeting.

The 3CM will:

1. Attend the transition meetings;
2. Thoroughly review the case file in MaGIK;
3. Thoroughly review the hard copy case file;
4. Ensure continuity of services, particularly those services that are related to the youth's physical and mental health and well-being including, but not limited to:
 - a. Psychiatric treatment and care,
 - b. Treatment and care for a chronic medical condition,
 - c. Establishing a primary health care provider, dentist, ophthalmologist, gynecologist (if applicable), etc.,
 - d. Therapeutic treatment and care, and
 - e. Continuation of service referrals through DCS.
5. Ensure the youth does not lose contact with any siblings by adhering to the established visitation plan. If a visitation plan has not been created or is out of date, the 3CM will ensure that the visitation plan is completed;
6. Ensure that the youth does not lose contact with family members, and other informal supports due to the case transfer.

PRACTICE GUIDANCE

Preparing a Youth for Case Transfer

In any case transfer, ensuring a youth's safety is given the highest priority. The best way to ensure safety is to maintain consistency with services for the youth. At the IL/Transition Planning meeting, the youth and the 3CM may begin to identify formal and informal supports in his or her community. Immediately after transferring a case, a youth may need a higher level of support from the 3CM because he or she will be adjusting to his or her surroundings and may not have access to the same services, formal, and informal support systems as before.

Placement Disruption

When a case is transferred, the placement of the youth is not expected to be disrupted unless all parties agree that it would be in the best interest of the youth.

FORMS AND TOOLS

[Independent Living/Transition Plan](#)

RELATED INFORMATION

Transfer Meetings

If possible, transfer meetings may take place during the youth's IL/Transition Planning meeting. Both the FCM and 3CM (or a supervisor/delegate) should be present at the transfer meeting.

Examples of information that should be shared and discussed at the transfer meeting include, but are not limited to:

1. The youth's individual strengths and needs;
2. Needs that may arise in the near future, especially with the case transfer;
3. What supports are currently in place to support those needs;
4. What support will need to be in place after the case transfer;
5. Review and update the youth's IL/Transition plan;
6. Clarify expectations of what the next steps are for the case;
7. Formal and informal supports for the youth that will be utilized after case transfer;
8. Steps to address what could go wrong with any plans that are created; and
9. Visitation arrangements, as applicable.


Case File

Prior to transferring the hard case file or the case in MaGIK, the FCM is responsible for ensuring that all information is current and accurate. The originating county is not required to keep a copy of the case file. The data entry must be complete for each of the following:

1. Hearings;
2. Placements;
3. Services;
4. Visitation Plan (if applicable);
5. Case Plan;
6. IL/Transition Plan;
7. Demographic information;
8. Information entered in the NYTD (education, services, survey);
9. Contacts;
10. School information and other related education information (Individualized Education Plan);
11. Medicaid Number;
12. Health Information (medical and dental health issues, current treatment);
13. Indiana Support Enforcement Tracking System (ISETS) interface, if appropriate;
14. Court Reports;
15. Notices;
16. Mental Health Screen;
17. Medical Passport (including immunization records); and
18. Other information not included in the above list that is:
 - a. Specific to the youth's individual circumstances; and
 - b. Pertinent to the continuity of the youth's services and case.

Contacting Older Youth Initiatives Team

The [CC Supervisor Map](#) can be utilized to contact a member of the Older Youth Initiatives Team (3CM Supervisor).

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Older Youth Services	Effective Date: July 1, 2012
	Section 22: Voluntary Collaborative Care (CC) Agreement	Version: 1

POLICY [NEW]

The Department of Child Services (DCS) will ensure that youth who are eligible and interested in participating in Collaborative Care (CC) sign a [Voluntary Collaborative Care Agreement](#) on or after their 18th birthday. See separate policy, [11.18 Eligibility to Participate in Collaborative Care](#).

In order for the CC case to properly open for these youth, the following must occur in this order:

1. The Child in Need of Services (CHINS) or Juvenile Delinquency (JD) case must close;
2. A [Voluntary Collaborative Care Agreement](#) must be signed by the youth and the Collaborative Care Case Manager (3CM) the same day as the court’s CHINS or JD case closes (see separate policy, [11.22 Voluntary Collaborative Care Agreement](#)); and
3. A CC petition must be filed on the same day as CHINS or JD case closure.
 - a. If the youth has a current open CHINS or JD case and will reside in the county of wardship, then the [Voluntary Collaborative Care Agreement](#) and the CC petition should be filed in the county of wardship,
 - b. If the youth has a current open CHINS or JD case and will reside in a different county from the county of wardship, then the [Voluntary Collaborative Care Agreement](#) and CC petition should be filed in the county of wardship and a Motion for Change of Venue to the county in which the youth resides, or
 - c. If the youth has been previously discharged from care and wishes to enter CC, then the [Voluntary Collaborative Care Agreement](#) and the CC petition should be filed in the county in which the youth resides.

Code References

[IC 31-28-5.8-2: Collaborative Care Agreement](#)

PROCEDURE

The Family Case Manager (FCM) will:

1. Work with the Collaborative Care Case Manager (3CM) to schedule a Child and Family Team (CFT) Meeting with the youth to ensure CC is discussed with the youth at an IL/Transition Planning meeting at the child’s 17th birthday;
2. Prepare the youth for possible transition to a 3CM when the youth is 17 years and 6 (six) months of age; and
3. Work with the 3CM to ensure proper case transfer in accordance with policy [11.21 Collaborative Care Case Transfers](#).

The 3CM will:

1. Complete the [Voluntary Collaborative Care Agreement](#) with the youth on or after the youth’s 18th birthday;

Note: Any member of the Older Youth Initiatives team may complete the [Voluntary Collaborative Care Agreement](#) with the youth.

2. Request that the DCS Local Office Attorney submit the completed [Voluntary Collaborative Care Agreement](#) to the court of proper jurisdiction;
3. Attend the court hearing in which the [Voluntary Collaborative Care Agreement](#) is reviewed;
4. Monitor the case to ensure DCS and the youth are actively participating in the development of the youth's case plan to assist the youth in moving toward independence; and
5. Work with the FCM to ensure proper case transfer in accordance with policy [11.21 Collaborative Care Case Transfers](#).

The Local Office Attorney will:

1. Draft the Verified Joint Petition to Allow Older Youth to Enter into the Collaborative Care Program and Order;
2. Ensure the Verified Joint Petition to Allow Older Youth to Enter into the Collaborative Care Program and [Voluntary Collaborative Care Agreement](#) is signed by the youth; and
3. File the Verified Joint Petition to Allow Older Youth to Enter into the Collaborative Care Program and [Voluntary Collaborative Care Agreement](#) with the Court, if applicable.

PRACTICE GUIDANCE

N/A


FORMS AND TOOLS

1. [Voluntary Collaborative Care Agreement](#)- Available in hard copy
2. [Case Plan](#)- Available in the Management Gateway for Indiana's Kids (MaGIK)

RELATED INFORMATION

Voluntary Collaborative Care Agreement

The [Voluntary Collaborative Care Agreement](#) documents an arrangement between the potential youth in CC and DCS. The agreement outlines CC as well as the youth's rights and responsibilities once he or she has transferred into CC. This agreement must be signed by the youth on or after the youth turns 18 years of age. Any representative from the DCS Older Youth Initiatives team may review and sign the [Voluntary Collaborative Care Agreement](#) with the youth. The DCS Local Office Attorney in the county where the youth will reside is responsible for filing the agreement with the court of jurisdiction, which cannot be filed until the CHINS or JD case is closed. This agreement is effective upon the date the last party has signed.

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Older Youth Services	Effective Date: July 1, 2012
	Section 23: Collaborative Care (CC) Court Hearings	Version: 1

POLICY **[NEW]**

The Indiana Department of Child Services (DCS) will attend and participate in Collaborative Care (CC) hearings for all youth in CC based on the following schedule:

1. Every six (6) months, based upon the effective date of the [Voluntary Collaborative Care Agreement](#) (see separate policy, [11.22 Voluntary Collaborative Care Agreement](#)) or
2. More often, if ordered by the juvenile court.

DCS or the youth may request that the court hold a CC Hearing at any time.

Code References

[IC 31-38-5.8-7: Periodic Reviews by Court; Notice; Participation; Orders](#)

PROCEDURE

The Collaborative Care Case Manager (3CM) will:

1. Follow all procedures outlined in a separate policy, [11.24 Providing Notice of Collaborative Care Hearing to Youth](#);
2. Provide a Progress Report to the court with the following information attached:
 - a. The youth's current [Case Plan](#),
 - b. The youth's current [Independent Living/Transition Plan](#),
 - c. Notes from any Child and Family Team (CFT) Meetings held since the previous court hearing, and
 - d. Any other pertinent information related to the youth.
3. Ensure that a copy of the Progress Report and all attachments are printed and given (in person or via mail) to required parties, including filing all documents with the court, at least 10 calendar days prior to the court hearing, and
4. Enter court hearing data in Management Gateway for Indiana's Kids (MaGIK);
5. Ensure that the youth attends the hearing;

Note: Youth's attendance at the hearing to open the CC case is mandatory. There may be situations that occur and a youth is not able to attend the Periodic Review hearings. These situations should be infrequent as the youth should take an active and participative role in his or her court case. However, youth should be encouraged to attend all hearings.

The 3CM Supervisor will review and approve the Progress Report and all attachments.

PRACTICE GUIDANCE

Court Orders


The 3CM should contact the Local Office Attorney (LOA) if a court orders a CC youth to participate in a service, placement, or program.

FORMS AND TOOLS

1. [Voluntary Collaborative Care Agreement](#)- Available in hard copy
2. [Case Plan](#)- Available in MaGIK
3. [Independent Living/Transition Plan](#)

RELATED INFORMATION

N/A

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Older Youth Services	Effective Date: July 1, 2012
	Section 24: Providing Notice of Collaborative Care (CC) Hearings to Youth	Version: 1

POLICY [NEW]

The Indiana Department of Child Services (DCS) shall give written notice of all Collaborative Care (CC) hearings, by mail or personal service at least seven (7) days before the date of the hearing, to the following:

1. The older youth;
2. The resource parent, including host home Adult(s), with whom the older youth is living, if applicable;
3. Any caseworker responsible for visitation with the older youth;
4. Any person or agency identified in the [Voluntary Collaborative Care Agreement](#) (see separate policy, [11.22 Voluntary Collaborative Care Agreement](#)) as a provider of services to the older youth;
5. The youth’s Court Appointed Special Advocate (CASA) or Guardian ad Litem (GAL) (if applicable); and
6. Any person or entity providing Older Youth Services (OYS) to the youth.

Note: DCS policy [6.4 Providing Notice](#) must be followed for all youth in CC.

Providing proper notice that permits CC cases to proceed is the responsibility of the DCS Local Office Attorney, who is to provide such legal notice pursuant to the Indiana Trial Rules.

Code References

[IC 31-28-5.8-7; Periodic Reviews by Court; Notice; Participation; Orders](#)

PROCEDURE

The DCS Local Office Attorney will ensure that proper notice is given to all appropriate parties in a timely manner through a DCS approved method.

The youth’s Collaborative Care Case Manager (3CM) will educate the older youth regarding:

1. Appropriate court etiquette and dress;
2. The purpose of the court hearing and possible outcomes;
3. The youth’s rights and responsibilities in regards to the hearing;
4. The role of all court participants; and
5. Debriefing with the youth after the court hearing.

PRACTICE GUIDANCE

Encouraging youth participation in court hearings is a positive way to practice youth-adult partnering. The youth’s full involvement in court hearings and giving the youth the responsibility


for making meaningful decisions regarding his or her CC case shows full support of the youth as a partner.

FORMS AND TOOLS

1. [Notice of Periodic Case Review \(SF 48997/CW0002\)](#)- Available in the Management Gateway for Indiana's Kids (MaGIK)
2. [Voluntary Collaborative Care Agreement](#)- Available in hard copy

RELATED INFORMATION

N/A

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Older Youth Services	Effective Date: July 1, 2012
	Section 25: Collaborative Care (CC) Host Homes	Version: 1

POLICY [NEW]

The Department of Child Services (DCS) will offer a Host Home placement option for eligible youth in Collaborative Care (CC).

Host Home Adults must be at least 21 years of age. A waiver may be requested by the Collaborative Care Case Manager (3CM) and approved by the Older Youth Initiatives Manager or designee for potential Host Home Adults under the age of 21, but who are at least the age of 18.

The Host Home option is not required to be licensed and will be monitored by the 3CM. The 3CM will follow DCS policy [8.10 Minimum Contact](#) to ensure monthly face-to-face contact requirements are met for youth placed in a Host Home.

Code References

[IC 31-28-5.8-3: Host Home](#)

PROCEDURE

The 3CM will:

1. Facilitate the discussion and signing of the [Foster Home/Host Home Agreement](#) between the Host Home Adult and the youth;
2. Complete an initial visit to the host home residence and complete the [Host Home Environment Checklist for Older Youth Placements](#);
3. Complete face-to-face visits with the Host Home adult, at a minimum, every other month; and
4. Ensure the Host Home Adult is providing adequate opportunity for the youth to further develop his or her independent living skills. This includes the Host Home Adult completing the Ansell-Casey Life Skills Assessment (ACLSA) as a caregiver and the youth completing the ACLSA as a youth. This also includes the Host Home Adult assisting the older youth in developing interdependence in the community and positive social connections

PRACTICE GUIDANCE

A Host Home setting is one where a youth resides in the home of a family, single, related, or unrelated adult’s home. The youth shares basic facilities and agrees to expectations as established by both the Host Home and [Voluntary Collaborative Care Agreement](#) (see separate policy, [11.22 Voluntary Collaborative Care Agreement](#)). This placement shall be used when an existing positive adult relationship has been identified by the youth or members of the youth’s team with the youth’s agreement. Host Home Adults are mentors to youth who practice healthy

youth-adult partnerships. Host Home placements are not appropriate for peer roommates, biological parents, or adoptive parents.

The services provided in CC should be specific to the needs of the youth. The Host Home Adult will assist in the facilitation of services through cooperative communication with the 3CM as to the areas of opportunity that arise. The Host Home Adult will complete the ACLSA as a caregiver and administer the ACLSA to the youth. These tools will be utilized to assist the youth to remain in accordance with the youth's [Independent Living/Transition Plan](#). Host Home Adults will recognize teachable moments and assist the youth in budgeting funds, purchasing personal items, and setting up bank savings and/or checking accounts to promote and increase the youth's financial responsibility, and other independent living skills as outlined in the Independent Living Service Standards. The need for a referral to a Collaborative Care Service Provider will be determined by the youth, with the guided support of the 3CM, Host Home Adult, and assessment tools.

FORMS AND TOOLS

1. [Foster Home/Host Home Agreement](#)- Available in hard copy
2. [Host Home Environment Checklist for Older Youth Placements](#)- Available in hard copy
3. [Ansell-Casey Life Skills Assessment](#)- Available in hard copy
4. [Independent Living/Transition Plan](#)
5. [Voluntary Collaborative Care Agreement](#)- Available in hard copy


RELATED INFORMATION

Host Home Adults shall provide independent living training that includes but is not limited to:

1. Providing food and shelter for the youth residing in the home;
2. Displaying positive role modeling behaviors;
3. Utilizing teachable moments that provide the youth opportunities to engage in healthy risk taking, fostering both positive and negative consequences;
4. Adhering to the expectations of the [Foster Home/Host Home Agreement](#) resulting in positive and negative consequences; and
5. Establishing progressive and appropriate expectations based on the needs and age of the youth.

Expectations of the Host Home placement will be discussed and agreed upon in the CFT Meeting held prior to the youth's transition. The following topics, which are included in the [Foster Home/Host Home Agreement](#), shall be discussed:

1. Physical description of living space ([Host Home Environment Checklist for Older Youth Placements](#));
2. Refraining from discriminating against the youth based on race, religion, national origin, gender, disability, or sexual orientation;
3. Expectations, roles, responsibilities, and consequences of the youth and Host Home Adult;
4. Frequency of services and provider visits and meetings; and
5. Per Diem and Payments.

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Older Youth Services	Effective Date: July 1, 2012
	Section 26: Minimum Contact for Collaborative Care (CC) Placements	Version: 1

POLICY [NEW]

The Indiana Department of Child Services (DCS) will have monthly face-to-face contact with all youth participating in Collaborative Care (CC). Contact should occur on a monthly basis and should not exceed 30 days between visits. The visits can alternate between the youth’s residence and other locations (e.g. school, court, etc).

During critical case junctures involving the youth or resource family (e.g. potential placement disruptions, new Child Abuse and/or Neglect (CA/N) allegations, potential runaway situations, pregnancy of the youth, etc.), contact with the youth and/or resource parent, including host homes, must be made weekly by the assigned Collaborative Care Case Manager (3CM) until the critical episode has been stabilized.

The 3CM will have face-to-face contact with resource families, at a minimum, every other month. The 3CM will communicate and partner with the resource family, including host homes, to discuss how best to address the youth’s needs and to enhance the youth’s likelihood of success.

Note: In circumstances where CC youth are living on their own, they shall be considered their own caregiver.

Code References

[IC 31-28-5.8-6: Updating Case Plans; Transitional Services Plan; Visitation with Family Case Manager](#)

PROCEDURE

The 3CM will see the youth at least once every calendar month, not to exceed 30 days between each visit. During critical case junctures, the 3CM will conduct weekly visits.

At each visit with the youth, the 3CM will:

1. Assess the youth’s safety, health, well-being, and permanency. This should include, but not be limited to:
 - a. Visible injuries,
 - b. Illness, and/or
 - c. Emotional distress (withdrawn, angry, scared, etc.).
2. Discuss progress toward the goals identified in the [Independent Living/Transition Plan](#);
3. Review progress of current services and determine if any additional services are needed;
4. Document the visit and any new information gained in the Management Gateway for Indiana’s Kids (MaGIK) within one (1) business day; and

5. Determine if a Child and Family Team Meeting should be convened to assess whether a critical case juncture warrants continued weekly visits.

Note: If contact cannot be made, the 3CM will document in the MaGIK what efforts were made. A discussion about next steps taken should be made with the 3CM Supervisor.

PRACTICE GUIDANCE

While youth and young adults are still out-of-home placement related programs, efforts should be made to enhance and develop existing relationships with adults who youth trust or with whom trust could be strengthened. Building the capacity of existing relationships to offer more empathetic and insightful emotional support could provide important resources for the youth as he or she leaves out-of-home placement and continues to deal with the emotions and questions raised by his or her experiences prior to, and during, placement.

Emphasis should be placed on assisting youth in creating social capital through interactions with family, peers, caring adults, and community members. Youth who are participating in CC are likely to have missed out on the opportunity to find legal permanency. The building of social capital with the guidance of a 3CM and the youth's team gives the opportunity for each adolescent to achieve relational permanency, therefore; securing opportunities for heightened positive brain development and a chance at a higher level of success after leaving out-of-home care or CC.

FORMS AND TOOLS

1. [Visitation checklist \(SF53557\)](#)- Available in MaGIK
2. [Case Plans \(SF2956/DCS0046\)](#)- Available in MaGIK
3. [Independent Living/Transition Plan](#)

RELATED INFORMATION

Relational Permanency

Samuels (2008)¹ defined relational permanency as a concept that defines familial relationships in ways that extend beyond biological connections, including familial ties formed during care and after exiting out-of-home placement. "The role of the biological family must be extended beyond that family's official or legal status in a child's permanency plan" (p. 5). Youth in out-of-home placement related settings need to have emotional support, peer and insider wisdom for insight and understanding to make a smoother transition into adulthood.

Regular Contact is Paramount


Regular contact with the youth is the most effective way that DCS can:

1. Promote timely implementation of [Case Plans \(SF2956/DCS0046\)](#) for children and families served by DCS; and
2. Monitor progress and revise service plans, as needed.

¹ Samuels, G. (2008). *A Reason, A Season, A Lifetime: Relational Permanence Among Young Adults with Foster Care Backgrounds*. Retrieved from http://www.chapinhall.org/sites/default/files/old_reports/415.pdf.

Regular contact with the youth allows the 3CM to:

1. Assess the youth's health, safety, well-being, and permanency;
2. Develop and maintain a trusting and supportive relationship with the youth;
3. Assess the youth's progress; and
4. Discuss the youth's thoughts and feelings about living on his or her own or with the resource family, if applicable.
5. Discuss social connections and interactions for optimal functioning as an adult.

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Older Youth Services	Effective Date: July 1, 2012
	Section 27: Permanency for Older Youth in Collaborative Care (CC)	Version: 1

POLICY [NEW]

The Department of Child Services (DCS) is committed to ensuring permanency for youth in Collaborative Care. In extraordinary cases, the legal permanency options of Reunification, Adoption, Legal Guardianship, and Permanent Placement with a Fit and Willing Relative may not meet a particular youth’s permanency needs.

When such cases have been identified, alternative types of Another Planned Permanency Living Arrangements (APPLA) may be considered which include, but are not limited to:

1. Relational Permanency;
2. Adult Adoption; or
3. Re-connecting with biological family members.

DCS will ensure Collaborative Care (CC) youth can identify at least one (1) supportive adult who he or she believes will be a lifelong connection. If the CC youth is unable to identify a supportive adult, a referral to the Youth Connections Program may be made.

Code References

1. [IC 31-28-5.8-7: Periodic Reviews by Court; Notice; Participation; Orders](#)
2. [IC 31-34-21-7.5: Permanency Plans Prohibited if Household Contains Certain Individuals; Exceptions](#)

PROCEDURE

The Collaborative Care Case Manager (3CM) will:

1. Assess the youth’s permanency status by engaging the youth in conversations regarding the youth’s perspective on involving supportive adults and his or her interest in pursuing those connections;
2. Utilize the [Family Network Diagram](#) as a tool to aid the youth in identifying possible supportive adults or connections;
3. Engage the Child and Family Team (CFT) in conversations regarding the youth’s permanency status; and
4. Make a referral for the Youth Connections Program if the youth cannot identify a supportive adult or connection.

PRACTICE GUIDANCE

While youth and young adults are still out-of-home placement related programs, efforts should be made to enhance and develop existing relationships with adults who youth trust or with whom trust could be strengthened. Building the capacity of existing relationships to offer more empathetic and insightful emotional support could provide important resources for the youth as

he or she leaves out-of-home placement and continues to deal with the emotions and questions raised by his or her experiences prior to, and during, placement.

Another Planned Living Arrangement (APPLA) is a federal permanency option, but it is to be used sparingly and only in very limited situations.

FORMS AND TOOLS

[Family Network Diagram](#) – Available in the Management Gateway for Indiana’s Kids (MaGIK)

RELATED INFORMATION

Relational Permanency

Samuels (2008)¹ defined relational permanency as a concept that defines familial relationships in ways that extend beyond biological connections, including familial ties formed during care and after exiting out-of-home placement. “The role of the biological family must be extended beyond that family’s official or legal status in a child’s permanency plan” (p. 5). Youth in out-of-home placement related settings need to have emotional support, peer and insider wisdom for insight and understanding to make a smoother transition into adulthood.

Legal Permanency

Permanency as defined by Child Welfare Systems is a safe, stable, secure home and family.

There are five (5) federal Permanency Goals:

1. Reunification,
2. Adoption,
3. Guardianship,
4. Fit & Willing Relative, and
5. Another Planned Permanent Living Arrangement.

These permanency options are recognized in a court of law.

¹Samuels, G. (2008). *A Reason, A Season, A Lifetime: Relational Permanence Among Young Adults with Foster Care Backgrounds*. Retrieved from http://www.chapinhall.org/sites/default/files/old_reports/415.pdf.