

Date – July 2016

Manual - Child and Family Services Manual, Chapter E, Foster Care, Section 13

Transmittal # - 270

The purpose of this transmittal is to provide new, revised, and clarified guidance for Section 13 of the Foster Care Chapter (E) of the Child and Family Services Manual. This section now specifically addresses permanency planning and basic independent living services for youth ages 14 to 17 in foster care.

Additionally, this transmittal provides Sections 14A Independent Living Services for Youth 18 to 21 (who turned 18 before July 1, 2016) and 14B Fostering Futures for Youth 18 to 21 (who turn 18 on or after July 1, 2016.) These sections include information which was previously in Section 13 as well as new information regarding which services are available to youth depending on when they turned or turn 18.

These sections are being released separately from the full Foster Care Chapter and Adoption Chapter in order to provide timely guidance regarding the implementation of Fostering Futures, the extension of foster care and adoption assistance to 21. Sections 13, 14A and 14B also include requirements resulting from the federal Preventing Sex Trafficking and Strengthening Families Act of 2014 (P.L. 113-183.)

While many of the requirements in these sections mirror existing requirements for foster care or independent living, found elsewhere in the Foster Care Chapter, others are new or revised. Provisions articulated in these sections supersede any statements or requirements to the contrary which may be found in other sections of VDSS guidance until such time as those sections are also updated.

Throughout these sections, Comprehensive Services Act has been changed to Children's Services Act (CSA), to reflect the name change effective July 1, 2015. Additionally, the term transitional living plan has been replaced with transition to independent living plan or transition plan to improve consistency with Virginia Code.

In the context of the manual, if the *heading only* is italicized, the subsection has been renumbered and moved from another area of the previous version of the manual and the subsection does not include any substantive changes or updates. If the language in a subsection is italicized, it signifies new or revised guidance.

Unless otherwise stated, the provisions included in this transmittal become effective on July 1, 2016.

This transmittal and manual are available on Spark at:

<http://spark.dss.virginia.gov/divisions/dfs/fc/procedures.cgi> and on the Virginia Department of Social Services (VDSS) web site at <http://www.dss.virginia.gov/family/fc/manual.cgi>.

Significant changes to the manual are as follows:

Section(s) Changed	Significant Changes
Section Title: Achieving Permanency for Older Youth	The Section title is changed to “Achieving Permanency for Older Youth: Working with Youth 14-17”.
13.1 Introduction	Language is added and modified to emphasize the importance of achieving permanence for older youth.
13.2.2 Legal citations	New language adds a description of The Preventing Sex Trafficking and Strengthening Families Act of 2014.
13.4 <i>Achieving Permanency for older youth</i>	<p>The information from subsection 13.5 in the prior guidance was moved to this section to emphasize the importance of permanency.</p> <p>Subsequent subsections are renumbered.</p>
	<p>There is no longer a subsection 13.4.2 in Section 13.</p> <p>This information has been moved to Section 14A and is numbered 14A.5.4.</p>
	<p>There is no longer a subsection 13.4.3 in Section 13.</p> <p>This information has been moved to subsection 13.10.1 to improve organization of the guidance manual.</p>
13.5 <i>Independent living needs assessment</i>	<p>This subsection was numbered 13.7 in prior guidance.</p> <p>New language added clarifies that the Casey Life Skills Assessment is the state-recommended assessment tool and that the provision of the assessment should be documented in OASIS.</p>
13.7 <i>Preparing Youth for adulthood</i>	This subsection is now made up of guidance that had been located in other sections including subsections 13.6 and 13.8.
13.7.2 Engaging families and working with the youth’s team	<p>This was subsection 13.8.2 in prior guidance.</p> <p>New language added that the youth shall have the opportunity to add up to two new members of their</p>

	choosing to their team.
13.7.3 Transition living plan for youth age 14 and older	<p>This was subsection 13.8.3 in prior guidance.</p> <p>New language added includes:</p> <ul style="list-style-type: none"> • That the youth’s transition plan be developed in consultation with the youth; • Clarification that the VDSS-developed or other transition plan templates may be used; and,
13.7.3.1 Development and maintenance of the transition plan	<p>This was subsection 13.8.3.1 in prior guidance.</p> <p>New language requires that the transition plan be attached to the foster care plan and submitted to court as well as filed in the paper case record and that the transition plan to be updated at least annually or for each foster care hearing as a best practice.</p> <p>New language also clarifies that the completion of the transition plan should be documented in OASIS.</p>
13.7.4 <i>Youth’s rights</i>	<p>This is a new subsection that explains that youth, age 14 and older, are to be provided a document that describes the youth’s rights as pertaining to appeals, education, health, contact with siblings, court participation, being safe and being provided certain documents when leaving foster care.</p> <p>This subsection also requires that the signature page for the VDSS transition plan be submitted to the court with the foster care plan even if another transition plan format is used.</p>
13.8 <i>Paying for independent living services</i>	<p>The information in this subsection was in subsection 13.11 in prior guidance.</p> <p>New language clarifies that a youth in foster care shall be referred to the Family Assessment and Planning Team (FAPT) in order to request CSA funding for independent living services.</p>
13.9 <i>Credit Checks</i>	<p>This is a new subsection. This section states that credit checks shall be conducted for all youth age 14 and older and that local department of social services (LDSS) shall assist youth to resolve credit issues.</p>

	<p>A link is provided to the Independent Living Program Credit Checks for Foster Youth Guidebook.</p>
	<p>The old content for subsection 13.9 (achieving permanency) was moved to subsection 13.4.</p>
<p>13.12 <i>Referring and Transitioning Youth to Adult Services</i></p>	<p>The information in this subsection was moved from subsection 13.14</p> <p>New language clarifies that for youth in foster care who will need the support of adult services as an adult, the service worker should begin the process of collaboration with the adult serving systems no later than when the youth is 16.</p> <p>The service worker should collaborate with the youth’s school to ensure that available Individualized Education Plan (IEP) services are being accessed.</p>
<p>13.13 <i>Conducting NYTD outcomes survey with youth at age 17</i></p>	<p>The information in this subsection was moved from subsection 13.15</p> <p>New language is added to better explain the purpose of the survey. Information about conducting the survey for 19 and 20 year olds has been moved to Sections 14A and 14B.</p>
<p>13.14 <i>90-day transition plan prior to youth turning age 18</i></p>	<p>The information in this subsection was moved from subsection 13.16 which had been titled “Transition plan prior to youth turning 18 or no longer receiving foster care services.”</p> <p>New language clarifies that a Family Partnership Meeting (FPM) for the purpose of transition planning is required for <u>all</u> foster care youth approaching age 18.</p> <p>Language was removed about opt back in provision as any youth turning 18 after the guidance goes into effect will be eligible for Fostering Futures re-entry. Fostering Futures information should be provided to the youth at this time.</p> <p>New language added to this subsection requires that for youth who have been in care six months or longer, prior to the youth’s leaving care the LDSS shall provide the youth an official or certified copy of the youth’s:</p> <ul style="list-style-type: none"> • Birth certificate;

	<ul style="list-style-type: none"> • Social security card; • Health insurance information; • Medical records; and, • Driver’s license or state-issued identification card. <p>New language clarifies that the transition planning process should be documented through the creation of a 90-day transition plan and the FPM with the purpose of preventing placement disruption should be documented in OASIS.</p>
	<p>Subsection 13.17 (Resuming independent living services) in the prior guidance, was moved to the new Section 14 A as this subsection is specific to the provision of independent living services to youth ages 18-21.</p>
<p>Section 14A, Independent Living Services for Youth 18 – 21 (who turned 18 before July 1, 2016)</p>	<p>New section is added which addresses the Code authority under which the LDSS shall provide independent living services to youth who turned 18 before July 1, 2016.</p>
<p>14A.1 <i>Introduction</i></p>	<p>New language in this subsection reviews the Code authority under which the LDSS can provide foster care services to youth who turned 18 prior to July 1, 2016.</p> <p>New language is added emphasizing the importance of both preparation for adulthood and the establishing of permanent connections for young adults.</p>
<p>14A.2.2 Legal citations</p>	<p>A description is added of The Preventing Sex Trafficking and Strengthening Families Act of 2014.</p>
<p>14A.3 <i>Clarification of terms</i></p>	<p>A definition of independent living stipend is added.</p>
<p>14A.4 <i>Authority for providing foster care placement services to youth who turned 18 before July 1, 2016</i></p>	<p>This is a new section that clarifies that for youth over 18, only youth who are not yet 19 and on track to graduate from high school or an equivalent degree, or who have a Permanent Foster Agreement in place, are eligible for foster care placements.</p>
<p>14A.4.2 <i>Permanent Foster Care</i></p>	<p>New language provides a description of the service provision allowed for youth in permanent foster care and clarifies that while foster home placement is allowable</p>

	for these youth, placement in a group home or residential is not allowable after the youth turns 18, unless the youth was placed before turning 18 and is on track to graduate before turning 19, and the plan continues to be for the youth to return to the foster home.
14A.5.1 Youth required to receive independent living services	New language adds youth in permanent foster care to the list of youth for whom LDSS are required to provide independent living services.
14A.5.3 Provision of independent living services for youth 18- 21	This subsection clarifies the responsibilities of the youth, describes types of independent living services and clarifies that independent living services do not include foster care placements.
14A.7 <i>Independent living needs assessment</i>	This subsection clarifies that for all youth receiving independent living services, an independent living needs assessment shall be completed. The assessment should be re-administered annually.
14A.8.2 Engaging families and working with the youth's team.	Language is added to this subsection requiring that the youth have the opportunity to add up to two (2) members of their choosing to the team.
14A.8.3 Transition to independent living plan for youth age 18 and over	Language is added to this subsection clarifying that VDSS-developed or another VDSS approved transition plan template may be used.
14A.8.3.1 Development and maintenance of the transition plan	<p>New language requires that the transition plan be updated at least annually. When court review is required, the transition plan shall be printed and attached to the foster care plan and submitted to court as well as filed in the paper case record. When court review is not required, the transition plan should be attached to the written Supervisory Review.</p> <p>New language also clarifies that the completion of the transition plan should be documented in OASIS.</p>
14A.8.4 <i>Youth rights</i>	This is a new subsection which explains that youth age 14 and older are to be provided a document that describes the youth's rights to: appeals; education; health; contact with siblings; court participation; being safe; and, being provided certain documents when

	<p>leaving foster care.</p> <p>The subsection also provides that the description of youth rights is included in the transition plan which is attached to the Foster Care plan and submitted to court as well as filed in the paper case record and documented in OASIS.</p>
<p>14A.9 <i>Paying for independent living services</i></p>	<p>New language in this subsection clarifies that independent living services are not maintenance and cannot be paid for with title IV-E funds.</p> <p>The subsection also clarifies that youth 18 and over who are receiving independent living services shall be referred to the Family Assessment and Planning Team in order to request CSA funding for those services.</p>
<p>14A.11 <i>Credit checks for youth 18 to 21</i></p>	<p>This is a new subsection detailing LDSS responsibility to help youth 18 to 21 to access their credit reports and help them to resolve any credit issues.</p>
<p>14A.12 <i>Conducting NYTD outcomes survey with youth at ages 19 & 21</i></p>	<p>This subsection provides new information describing the purpose of and process for collecting information from older youth for the federal NYTD outcomes survey.</p>
<p>14A.12.1 <i>Administering follow-up NYTD Survey with 19 and 21 years</i></p>	<p>This subsection provides new information about LDSS responsibility for conducting the NYTD follow-up survey specifically with 19 and 21 year olds.</p>
<p>14A.13 <i>Referring and transitioning youth to Adult Services</i></p>	<p>New language in this subsection clarifies that for youth with significant special needs, if this work has not been completed prior to the youth's 18th birthday, it should be addressed as quickly as possible.</p> <p>In addition, the new language requires the service worker to collaborate with the youth's school to ensure that available IEP services are being accessed.</p>
<p>14A.14 <i>90-day transition plan for youth exiting services</i></p>	<p>New language clarifies that an FPM for transition planning is required for all foster care youth who may wish to exit services between their 18th and 21st birthdays, or will exit services upon turning 21.</p> <p>New language added to this subsection requires that for youth who have been in care six months of longer, prior to the youth's leaving care the LDSS shall provide the</p>

	<p>youth an official or certified copy of the youth's:</p> <ul style="list-style-type: none"> • Birth certificate; • Social security card; • Health insurance information; • Medical records; and, • Driver's license or state-issued identification card. <p>New language clarifies that the transition planning process should be documented through the creation of a 90-day transition plan and the FPM with the purpose of preventing placement disruption should be documented in OASIS.</p>
<p>Section 14B, Fostering Futures for Youth 18 – 21 (who turn 18 on or after July 1, 2016)</p>	<p>A new section is added which addresses the 2016 Appropriations Act requiring VDSS to develop guidance for local implementation including eligibility and requirements for participation, a voluntary agreement, six-month case reviews, and reasons for termination for the Fostering Futures program for youth who turn 18 on or after July 1, 2016.</p>
<p>14B.1 <i>Introduction</i></p>	<p>Information is added regarding the federal authorization and the intent of the Fostering Futures program.</p>
<p>14B.2.2 <i>Legal citations</i></p>	<p>A new subsection is added on practice principles and the legal basis for Fostering Futures.</p> <p>New language adds a description of The Preventing Sex Trafficking and Strengthening Families Act of 2014 and the Fostering Connections to Success and Increasing Adoptions Act of 2008.</p>
<p>14B.3 <i>Clarification of terms</i></p>	<p>Definitions for terms used in Fostering Futures including: child, extended adoption assistance, extended foster care, supervised independent living setting, and Voluntary Continuing Services and Support Agreement (VCSSA) are added.</p>
<p>14B.4 <i>Entry into Fostering Futures extension of foster care</i></p>	<p>A new subsection is added in which the eligible populations, eligibility criteria, and entry procedures are described.</p> <p>The new subsection includes:</p> <ul style="list-style-type: none"> • 14B.4.1 Identification of eligible youth • 14B.4.2 Responsible agency

	<ul style="list-style-type: none"> • 14B.4.3 Eligible youth • 14B.4.4 Determination of continued eligibility • 14B.4.5 Service planning • 14B.4.6 Medical coverage
<p>14B. 5 <i>Case management in Fostering Futures</i></p>	<p>A new subsection is added which describes case management requirements including the provision of a maintenance payment, monthly worker visits, and case reviews.</p> <p>The new subsection includes:</p> <ul style="list-style-type: none"> • 14B.5.1 Services • 14B 5.2 Funding maintenance costs • 14B.5.3 Monthly worker visits • 14B.5.4 Case reviews
<p>14B.6 <i>Termination from Fostering Futures</i></p>	<p>A new subsection is added which describes two methods by which an agreement may be terminated and the LDSS' responsibilities for providing written notice.</p> <p>The new subsection includes:</p> <ul style="list-style-type: none"> • 14B.6.1 Termination by the participant • 14B.6.2 Termination by the LDSS
<p>14B.7 <i>Appeals procedures</i></p>	<p>A new subsection is added in which how the appeals process relates to Fostering Futures is described.</p>
<p>14B.8 <i>Re-entry into Fostering Futures</i></p>	<p>A new subsection is added which describes how eligible youth may re-enter Fostering Futures at any time before turning 21 and provides procedures for the LDSS regarding re-entry.</p>
<p>14B.9 <i>Extension of adoption assistance</i></p>	<p>A new subsection is added regarding the provision of adoption assistance under Fostering Futures.</p> <p>The new subsection includes:</p> <ul style="list-style-type: none"> • 14B.9.1 Responsible agency • 14B 9.2 Determining eligibility • 14B.9.3 Continuing assistance • 14B.9.4 Termination of adoption assistance • 14B.9.5 Other requirement not applicable
<p>14B. 10 <i>Independent living needs assessments</i></p>	<p>The subsection includes information also presented in Section 14A.7, Independent living needs assessments.</p>

	<p>This subsection clarifies that for all youth receiving services through Fostering Futures, an independent living needs assessment shall be completed. The assessment should be re-administered annually.</p>
14B.11 <i>Preparing youth for adulthood</i>	<p>The subsection describes the transition planning process for youth 18 and older. It includes information also presented in 14A.8, <i>Preparing youth for adulthood</i>.</p>
14B.11.2 Engaging families and working with the youth’s team.	<p>The subsection describes the process of developing and working with the youth’s team. It includes information also presented in 14A.8.2 , Engaging families and working with the youth’s team.</p> <p>Language is added to this subsection requiring that the youth have the opportunity to add up to two (2) members of their choosing to the team.</p>
14B.11.3 Transition to independent living plan for youth age 18 and older	<p>The subsection describes the process of developing a transition plan with the youth and their team. It includes information also presented in 14A.8.3 , Transition to independent living plan for youth age 18 and older.</p> <p>Language is added to this subsection clarifying that VDSS-developed or other transition plan template may be used and that the transition plan shall be attached to the Foster Care Plan submitted to the court as well as filed in the paper case record and documented in OASIS.</p>
14B.11.4 <i>Youth rights</i>	<p>This is a new subsection which explains that youth age 14 and older are to be provided a document that describes the youth’s rights to: appeals; education; health; contact with siblings; court participation; being safe; and, being provided certain documents when leaving foster care.</p> <p>The subsection also provides that the description of youth rights is included in the transition plan which is attached to the Foster Care plan and submitted to court as well as filed in the paper case record and documented in OASIS.</p>
14B. 12 <i>Paying for independent living services</i>	<p>The subsection provides information about how to pay for independent living services. It includes information</p>

	<p>also presented in 14A.9, Paying for independent living services.</p> <p>New language in this subsection clarifies that independent living services are not maintenance and cannot be paid for with title IV-E funds.</p> <p>The subsection also clarifies that youth 18 and over who are receiving independent living services shall be referred to the Family Assessment and Planning Team in order to request CSA funding for those services.</p>
<p>14B.13 <i>ETV Program for youth</i></p>	<p>The subsection provides information about the ETV program. It includes information also presented in 14A.10, ETV Program for youth.</p>
<p>14B.14 <i>Credit checks for youth age 18 to 21</i></p>	<p>This is new subsection detailing LDSS responsibility to help youth 18 to 21 to access their credit reports, and to assist them to resolve any credit issues. It includes information also presented in 14A.11, Credit Checks for youth age 18 to 21.</p>
<p>14B.15 <i>NYTD outcomes survey with youth at ages 19 and 21</i></p>	<p>This subsection provides new information describing the purpose of and process for collecting information from older youth for the federal NYTD outcomes survey. It includes information also presented in 14A.12, NYTD outcomes survey with youth at ages 19 and 21.</p>
<p>14B.15.1 <i>Administering follow-up NYTD survey with 19 and 21 year olds</i></p>	<p>This subsection provides new information about LDSS responsibility for conducting the NYTD follow-up survey specifically with 19 and 21 year olds. It includes information also presented in 14A.12.1, Administering follow-up NYTD survey with 19 and 21 year olds.</p>
<p>14B.16 <i>Referring and transitioning youth to Adult Services</i></p>	<p>This subsection provides information on transition planning with youth over 18 who have significant special needs. It includes information also presented in 14A.13, Referring and transitioning youth to Adult Services.</p> <p>New language in this subsection clarifies that for youth with significant special needs, if this work has not been completed prior to the youth's 18th birthday, it should be addressed as quickly as possible.</p> <p>In addition, the new language requires the service</p>

	<p>worker to collaborate with the youth’s school to ensure that available IEP services are being accessed.</p>
<p>14B.17 <i>90-day transition plan for youth exiting services</i></p>	<p>This subsection specifically addresses the development of a 90-day transition plan with a Fostering Futures participant who is going to exit the program. New language clarifies that an FPM for transition planning is required for all participants who may wish to exit foster care and as they are approaching age 21. The requirement that the youth be provided with written information about Fostering Futures and the opportunity to re-enter at any time between 18 and 21 is addressed.</p> <p>New language added to this subsection requires that for youth who have been in care six months or longer, prior to the youth’s leaving care the LDSS shall provide the youth with an official or certified copy of the youth’s:</p> <ul style="list-style-type: none"> • Birth certificate; • Social security card; • Health insurance information; • Medical records; and, • Driver’s license or state <p>New language clarifies that the planning process should be documented through the creation of a 90-day transition plan and the FPM with the purpose of preventing placement disruption should be documented in OASIS.</p>
<p>14B.18 OASIS documentation for independent living services</p>	<p>This subsection describes requirements for documentation of IL services for the Fostering Futures participants. It includes information also presented in 14A.15, OASIS documentation for independent living services.</p>
<p>14B.19 Program monitoring and case reviews</p>	<p>This subsection describes VDSS review process regarding expenditures of independent living and ETV funds. It includes information also presented in 14A.16, Program monitoring and case reviews.</p>
<p>14B. 20 Resources to help serve older youth</p>	<p>This subsection provides links and descriptions of resources available to assist in working with older youth. It includes information also presented in 14A.17, Resources to help serve older youth.</p>

Questions about this transmittal should be directed to the Regional Permanency Consultants:

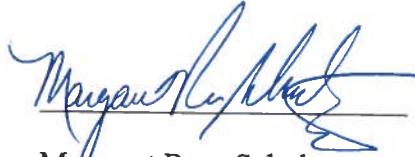
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