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Manual Transmission Letter (MTL)
Family Programs Office: Statewide Child Welfare Policy Manual

MTL # 0801-09272016

09/272016

TO: Paula Hammack Interim Director - Clark County Department of Family Services
Betsey Crumrine, Social Services Manager V - DCFS - District Offices
John Bradtke, Social Services Manager V-DCFS-District Offices
Amber Howell, Director - Washoe County Department of Social Services

FROM: Reesha Powell, Deputy Administrator, Division of Child and Family Services

POLICY DISTRIBUTION:

Enclosed find the following policy for distribution to all applicable staff within your organization:

- 0801 Youth Independent Living Program

This policy is/was effective:

- This policy is new. Please review the policy in its entirety
This policy replaces the following policy(s): MTL # - Policy Name:
This policy has been revised. Please see below for the type of revision:
This is a significant policy revision. Please review this policy in its entirety.
This is a minor policy revision: (List page number & summary of change):
0801.5.4(K) IL Case Management, page 5, deleted outdated language
0801.5.6 Court Jurisdiction, 1st paragraph, page 7, added the word designee
0801.5.69(H) Court Jurisdiction, page 8-9, added language related to administrative review.
A policy form has been revised: (List form, page number and summary of change):

NOTE:

- Please read the policy in its entirety and note any areas that are additionally required by your agency to be in compliance with the policy enclosed.

Child welfare agencies in Nevada believe families are the primary providers for children's needs. The safety and well-being of children is dependent upon the safety and well-being of all family members. Children, youth and families are best served when staff actively listens to them and invite participation in decision-making. We support full implementation of family centered practice by engaging families in child and family teams and offering individualized services to build upon strengths and meet the identified needs of the family.

- This is an **All STAFF MEMO** and it is the responsibility of the person listed above to disseminate the policy enclosed to appropriate staff within his/her organization and to ensure compliance.
- The most current version of this policy is posted on the DCFS Website at the following address: <http://dcfs.nv.gov/Policies/> . Please check the table of contents on this page for the link to the chapter you are interested in.

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0801.0 Youth Independent Living Program

0801.1 Policy Approval Clearance Record

<input checked="" type="checkbox"/> Collaborative Policy	This policy supersedes:	Number of pages in Policy: 17
Date Effective:	0801: : Independent Living for Youth effective 10/01/2015	
DMG Approval		Policy Lead: Gabriela Villafuerte
DMG Approved Revisions	09/16/2016	Policy Lead: _____
DMG Approved Revisions	MM/DD/YYYY	Policy Lead: _____
DMG Approved Revisions	MM/DD/YYYY	Policy Lead: _____
DCFS Deputy Administrator Approval:	09/18/2015	

0801.2 Statement of Purpose

0801.2.1 Policy Statement: Child welfare agencies have the responsibility to provide foster youth the opportunity to learn the necessary skill sets to allow them to develop into productive and self-sufficient adults.

0801.2.2 Purpose: The Independent Living Program (ILP) provides foster youth, age 14 and older, ongoing opportunities to learn and gain familiarity with various Independent Living (IL) activities. Ultimately, this program enhances a youth's ability to make adult decisions and to act in a more mature and self-reliant manner. Participation in the ILP provides youth the foundation necessary to successfully transition out of the foster care system and into independence and adulthood.

0801.3 Authority

42 USC § 675; § 677; § 1396
45 CFR Part 1356
NAC 432
NAC 432B.400; 432B.410
NRS 422.2717
NRS 432.017; 432.032
NRS 432.0395
NRS 432B.591 - 432B.595
NRS 432.525-550
PL 110-351
PL 113-183
PL 114-22

0801.4 Definitions

0801.4.1 Aged-Out Letter: A letter written by the IL worker, on the child welfare agency's letterhead, which verifies the youth is eligible to receive services under NRS 432-017 Financial Assistance to Foster Youth (FAFFY) and John H. Chafee Foster Care Independence Programs for former foster youth who have aged out of foster care.

0801.4.2 Child and Family Team: Refers to a team that is comprised of family members, friends, foster parents, legal custodians, community specialists and other interested people identified by the family and agency who join together to empower, motivate and strengthen a family, and

- collaboratively develop a plan of care and protection to achieve child safety, child permanency, and child and family well-being.
- 0801.4.3 Commercial Sex Act:** This term is defined by the federal Trafficking Victims Protection Act as the giving or receiving of anything of value (money, drugs, shelter, food, clothes, etc.) to any person in exchange for a sex act.
- 0801.4.4 Exploited Child:** NRS 432.150 defines “exploited child” as a person under the age of 18 who has been:
- Used in the production of pornography in violation of the provisions of NRS 200.710;
 - Subjected to sexual exploitation; or
 - Employed or exhibited in any injurious, immoral, or dangerous business or occupation.
- 0801.4.5 Independent Living Agreement:** Outlines the rules and responsibilities that a youth must agree to in order to live independently (outside of a licensed foster care placement) and permits the youth to directly receive funds for their living expenses in the same amount as the basic foster care payment.
- 0801.4.6 Independent Living (IL) Services:** Services that provide learning opportunities for youth to develop skill sets necessary to become productive, self-sufficient adults.
- 0801.4.7 Independent Living Transitional Plan:** Refers to the document used to identify both long-term goals and short-term objectives and correlative services to prepare the youth for adulthood. It is also the written plan that addresses both the federal requirements for transition planning 90 days prior to a youth turning age 18, along with addressing the goals required by Nevada law for youth who remain under court jurisdiction at age 18. This document will be signed and will serve as acknowledgement that the youth received their case planning and permanency bill of rights
- 0801.4.8 Independent Living (IL) Worker:** Refers to the child welfare agency caseworker coordinating and/or providing services which are related to moving youth to self-sufficiency or furthering independence.
- 0801.4.9 Missing Child:** NRS 432.150 defines “missing child” as “a person under the age of 18 years who has run away or is otherwise missing from the lawful care, custody and control of a parent or guardian.”
- 0801.4.10 Permanency Goal:** Refers to the hierarchy of permanency goal options that ensure legal and emotional permanency for a child. The permanency goal options are listed in priority order (1 = highest priority) as follows: 1) Reunification, 2) Adoption, 3) Legal Guardianship, 4) Permanent Placement with a fit and willing relative, and 5) Another Planned Permanent Living Arrangement.
- 0801.4.11 Post-secondary Education:** Education taking place following graduation from high school or attainment of a High School Equivalency (HSE). Post-secondary education can refer to community colleges, liberal arts colleges, universities, vocational schools, trade schools, institutes of technology, or professional schools.
- 0801.4.12 Runaway:** A child whose whereabouts are currently unknown and who is believed to have left his or her placement voluntarily.
- 0801.4.13 Secondary Education:** High school education or high school equivalency (HSE).
- 0801.4.14 Sex Trafficking:** According to the Victims of Trafficking and Violence and Protection Act, the term “sex trafficking” means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act.
- 0801.4.15 Post-18 Services Agreement:** An agreement between the youth who is remaining under Court jurisdiction at 18 and the child welfare agency. This Post-18 Services Agreement

Identifies the terms and stipulations of the agreement.

0801.5 Policy Requirements

0801.5.1 Youth Assignment Referral to Independent Living Program (ILP)

Youth in foster care who reach the age of 14 must be assigned to the IL program within 45 days of their birthday. When a youth is older than 14 upon entering foster care, he/she must be assigned to the IL program within 45 days of entering the child welfare system. The youth assignment/referral to the IL program must be completed in UNITY.

0801.5.2 Youth Engagement and Assessment

- A. Once a youth is referred for IL services, the IL worker will meet with the youth and the youth's caregiver face-to-face to explain the Independent Living Program (ILP), answer any questions they may have, and conduct a developmentally appropriate assessment.
- B. The assessments can be found online at:
https://caseylifeskills.secure.force.com/clsa_homepage
- C. This assessment must be completed by the youth and also, when possible, their caretaker. Each jurisdiction/location has its own, unique Organization ID for use on the Casey Life Skills website.
- D. A developmentally appropriate assessment must be conducted within 45 days of the youth's referral to IL services.
- E. Youth must be re-assessed annually.

0801.5.3 Independent Living Transitional Plan

The Independent Living Transitional Plan is developed in addition to their family case plan and permanency plan. The Independent Living Transitional Plan includes preparation for transition to adulthood in the areas of permanency, education, employment, parenting, health management, money management, housing, life skills development, family and community connections, leadership development, enrichment activities and obtainment of personal documents. ILP activities are strategically selected to help the youth meet his/her goal(s) and include structured events and individual, youth-driven activities. Also to be considered in the planning process is the emotional permanency of the youth, in which they have a healthy and positive relationship with at least one caring adult in their life. When possible and appropriate, assist youth in identifying and developing healthy family connections and developing or maintaining their connections with siblings. The Independent Living Transitional Plan must be completed within 30 days following completion of the developmentally appropriate assessment.

- A. The IL worker will develop the Independent Living Transitional Plan through:
 1. Discussion with the youth regarding their assessment results;
 2. Providing advice to youth, in an age-appropriate way, of their Case Planning and Permanency rights, and obtaining a signed acknowledgment that the child was provided the following rights to:
 - Participate in court;
 - Have your family case plan and independent living transition plan developed with your input and ideas;
 - At your option, have 2 members of your choice become part of the case planning team, who are not the caseworker or

- foster parent (your child welfare agency may reject an individual selected at any time if they have good cause to believe that the individual would not act in your best interest);
- Receive a credit report annually beginning at the age of 14;
 - Participate in age or developmentally appropriate activities;
 - Access Independent Living/Chafee services beginning at the age of 14;
 - Be provided copies of your personal documents when you age out of care, those documents include your birth certificate, social security card, Nevada ID card, insurance card;
 - Be provided with medical records upon your request;
 - Understand what a Healthcare Power of Attorney is;
 - Stay safe and avoid exploitation.
3. Utilization of the Casey Life Skills *Resources to Inspire* tool, found on their website;
 4. Input of the youth's child and family team (CFT).
- B. Youth must be reassessed using the developmentally appropriate assessment annually. This reassessment is to be completed no later than the anniversary date of the youth's initial assessment. The Independent Living Transitional Plan must be updated based upon any additions or changes made as a result of the assessment.
- C. During the 90-day period immediately before a youth exits from care at 18, the IL worker must complete the Independent Living Transitional Plan and have youth sign. This date will be utilized as the day of completion of this document.
- Federal Law Requirements:** During the 90-day period prior to a youth turning 18, the topics with an asterisk in the Independent Living Transitional Plan must be completed with the youth. The IL worker will meet with the youth to create this plan. The transition plan must be personalized at the direction of the youth and be as detailed as the youth chooses. If the youth remains under court jurisdiction, the IL worker will update the youth's transition plan at least 30 days, but not more than 45 days, immediately prior to the youth's planned termination from court jurisdiction. The Independent Living Transitional Plan must include specific options regarding all of the following:
1. Housing.
 2. Health insurance.
 3. Education.
 4. Local opportunities for mentors and continuing support services.
 5. Work force supports and employment services;
 6. Health care power of attorney.
- D. **Health Care Power of Attorney:** At the 90 days prior to leaving care Independent Living Transitional Plan meeting, federal law requires that the IL worker must educate the youth regarding the importance of designating someone to make health care treatment decisions on their behalf if the youth is unable to do so and does not have or want a relative who would otherwise be designated by law to do so.
1. This meeting and the youth's decision to execute or decline this option will be documented on the Independent Living Transitional Plan.

2. If the youth wants to execute a health care power of attorney, the IL worker will provide the youth the opportunity to do so upon the youth's attaining age 18 or legal emancipation.
 - The IL worker will maintain a copy of the health care power of attorney in the youth's case file. The IL worker will ensure the individual designated with the youth's health care power of attorney receives the appropriate documents.

0801.5.4 IL Case Management

IL case management activities are continuous until the child welfare case is closed. The IL worker assists the youth with the implementation of the Independent Living Transitional Plan through monitoring, performing case coordination, service referral, and facilitating the youth's participation in ILP activities. The purposes of case management are to:

- A. Participate in case planning meetings with youth;
- B. Track progress and offer direct guidance and assistance when needed;
- C. Ensure annual, developmentally appropriate assessments are completed;
- D. Initiate IL planning team meetings for initial planning and when the Independent Living Transitional Plan requires goal revision or modification;
- E. Facilitate youth participation in structured IL activities and youth-directed activities to support their learning skill sets required for adulthood;
- F. Assure that youth is participating in age or developmentally appropriate activities or items that are generally accepted as suitable for children of the same chronological age or level of maturity;
- G. Provide reliable contacts for the youth as he/she builds other family and community connections;
- H. Document all youth's IL activities, youth progress notes, and IL worker contacts in UNITY;
- I. If youth has run away and/or has been identified as a victim of exploitation, contact law enforcement and the Center for Missing and Exploited Children as soon as practicable, but no later than 24 hours, and complete the Runaway and Sex Trafficking windows in UNITY. Refer to the Missing and Exploited Child Policy;
- J. Documentation must be prepared and submitted to the court to demonstrate services that are being rendered and the preparation process that is in place to assist youth transition successfully into adulthood.
- K. Provide a copy of a credit report (without cost) to every youth in foster care who is in or enters care at or after the age of 14 and every year after until exiting care.
 1. Assist the youth in interpreting and resolving any inaccuracies found on their report.
 2. If there is any evidence that there has been misuse of the youth's information and someone has committed fraud/identity theft each jurisdiction must report this to the Attorney General's Office. Complete the "Request for Investigation" form to file a report, so that they may investigate if a crime has been committed and if the case should be prosecuted. Submit the form to the Chief Investigator via email or fax it to 775-684-1108.

0801.5.5 Independent Living Agreement

- A. An Independent Living Agreement (ILA) offers a responsible youth the opportunity to live independently in the community. This may occur through living alone, with roommate(s), in a dorm, or renting a room from a family (i.e., a community mentor home). The youth is allotted a monthly subsidy, which is the same amount as the basic monthly foster care rate, to pay for their room/board and care. To be eligible to live under an ILA the youth must:

1. Be at least 17 years of age unless approved by the child welfare agency's Director or Rural Region Manager.
2. Be adjudicated into child welfare custody.
3. Placed in out-of-home care for at least six months prior to entering into an ILA, unless approved by the child welfare agency's Director or Rural Region Manager.
4. Be able to "demonstrate IL competency" as determined by the child welfare agency; competencies are to include, but not limited, to the following:
 - Transportation – ability to utilize public transportation;
 - Finances – move-in costs and first month's living expenses until subsidy check arrives;
 - Education – must be involved in a full-time educational program or be engaged full-time in a combination of education and employment;
 - Grades – GPA of a 2.0 or higher;
 - Assessment of Skills – must show that living independently is viable and the youth must be able articulate/demonstrate necessary living skills as determined by the child welfare agency;
 - Behavior – demonstrates responsible behaviors and decision-making skills.

Exceptions: Any exceptions to the above must be approved through the child welfare agency administration.

B. The child welfare agency's IL worker responsibilities within the ILA include:

1. The IL worker, in conjunction with his/her supervisor, will evaluate the youth for appropriateness prior to entering into an ILA. An ILA must be in the youth's best interests and any safety concerns must be fully addressed. The IL worker, together with the youth, will develop the written ILA that identifies the following:
 - Youth's educational program – start date, end date and goals;
 - Youth's responsibilities;
 - Budget – IL worker and youth will develop a monthly budget;
 - Requirements to maintain eligibility for ILA and consequences of non-compliance; and
 - Target date for discharge and completion of goals.
2. The child welfare agency IL worker, in conjunction with the supervisor, must approve the youth's living circumstances and setting.
 - A youth may choose to live in a licensed Independent Living Home or become a boarder in a community mentor home;
3. The IL worker will ensure ongoing supervision and guidance to the youth. The youth's well-being, ILA compliance, and overall progress will be monitored through regular contacts with the youth.
 - First month – 1 contact per week (2 contacts at youth's residence);
 - After first month – A minimum of 2 contacts per month (1 contact at youth's residence);
 - Perform a 3-month and 6-month review with the youth and in conjunction with the IL supervisor to determine suitability of ILA.
4. The IL worker will assist the youth in finding the necessary resources to meet the youth's independent living needs.
5. The ILA can be terminated by the IL worker if a youth is not in compliance with the ILA requirements. The IL worker must provide the youth a 30-day notification prior to the termination of the ILA.

0801.5.6 Court Jurisdiction – Young persons shall have the opportunity to remain under the jurisdiction of the court beyond age 18 and up to age 21. While under court jurisdiction, these former foster youth shall be eligible to receive financial support and Independent Living Services to assist them with their transition to self-sufficiency. Court jurisdiction is to be looked at as a support or safety net for youth as they make this transition. Good-faith efforts must be made by the child welfare agency and/or designee to engage the former foster youth and assist with the transition. Court jurisdiction is intended to provide former foster youth the opportunity to gain their education and/or vocational skills with minimal hardships that may exist when all supports are withdrawn.

- A. At least 120 days before a youth “ages out” of foster care at the age of 18, the IL worker must meet with the youth and the youth’s attorney to determine whether the youth intends to request that the court retain jurisdiction over the youth at age 18.
1. If the youth indicates during the meeting that they do not intend to remain under court jurisdiction, the IL worker is to recommend that the court terminate jurisdiction of the child at age 18.
 - The youth may change their mind at any point before reaching age 18 and request that the court take jurisdiction when the youth reaches age 18.
 2. Youth who have entered into an Independent Living Agreement with the child welfare agency prior to age 18, may request to remain under court jurisdiction upon reaching age 18.
 3. A youth may choose to stay in foster care if they are under the age of 19 and the child is enrolled full-time in high school or enrolled full-time in a secondary school program or vocational program and can reasonably be expected to complete the course of study prior to his or her 19th birthday. They may request that the court take jurisdiction over them after they receive their diploma.
- B. Once a youth decides to remain under court jurisdiction and enters into a Post-18 Services Agreement and the Independent Living Transitional Plan, it can only be terminated under any of the following circumstances:
1. The child welfare agency, the youth, and the youth’s court-appointed attorney agree to terminate the agreement and jurisdiction.
 2. The court determines:
 - The youth has achieved the goals of their Independent Living Transitional Plan.
 - The youth is not making a good-faith effort to achieve the goals of their Transitional Living Plan.
 - The circumstances of the youth have changed in such a manner that it is unrealistic for the youth to achieve the goals of their Independent Living Transitional Plan.
 3. The youth requests that court jurisdiction be terminated.
 4. The youth reaches the age of 21 years.
 5. Under certain circumstances if the child welfare agency has an issue with a youth (*see subsection H of this section*).
- C. A youth who decides to remain under court jurisdiction at age 18 must enter into an Independent Living Transitional Plan and Post-18 Services Agreement with the child welfare agency. While under court jurisdiction, the youth is entitled to receive services and monetary payment, in an amount not to exceed the foster care payment, from the child welfare agency. These payments can be made directly to the youth or be provided to another entity as designated in the Independent Living Transitional Plan. Upon entering court jurisdiction, the youth will no longer be under the legal custody of the child welfare agency, and the proceedings concerning the youth conducted pursuant to NRS 432B.410 to 432B.590, inclusive, will terminate.
- D. During the time the youth remains under court jurisdiction, the child welfare agency must:

1. Develop the Independent Living Transitional Plan with the youth, obtain signatures, and submit it to the court.
 2. Monitor the youth's progress toward the goals of their Independent Living Transitional Plan and adjust the plan.
 3. Contact the youth by phone at least once monthly and in-person at least quarterly.
 4. Increase the supports surrounding the youth; ensure the youth meets with someone from the community provider of independent living services and any other community resources that provide adult services for mental health, developmental/intellectual disabilities, or other adult outreach programs, as applicable to the individual needs of the youth.
 5. Conduct a meeting with the youth at least 30 days, but not more than 45 days, before court jurisdiction is terminated to determine if the youth requires any additional guidance.
- E. The Independent Living Transitional Plan is meant to assist the youth in transitioning to independence as an adult. Court Jurisdiction program specific questions are indicated in parentheses in the plan. The plan must include, without limitation, the following goals:
1. The youth saves enough money to pay for his/her monthly expenses for 3 months.
 2. If the youth has not graduated from high school or obtained a HSE, the youth is to remain enrolled in high school or a program to obtain a HSE until graduation or completion of the HSE program.
 3. If the youth has graduated from high school or obtained a HSE, the youth must:
 - Enroll and attend a post-secondary education program, at least part-time and maintain satisfactory progress; or
 - Enroll and participate in a program or activity designed to promote or remove obstacles to employment; or
 - Obtain or actively seek employment, which is at least 80 hours per month.
 4. The youth must obtain housing.
 5. The youth has adequate income to meet monthly expenses.
 6. The youth is able to identify an adult who will be available to provide them support.
 7. If needed, the youth has established supportive services to address any mental health or developmental needs.
 8. If a youth is not capable of achieving one or more of these goals, goals must be established based upon the needs of the youth.
- F. Post-18 Services Agreement: This agreement will specifically outline what the youth, who is remaining under court jurisdiction, is agreeing to accomplish; what the child welfare agency is agreeing to provide; any limitations of the agreement; and terms for dispute resolution. This agreement will also have a section for a youth to opt out of continued services.
- G. Out-of-State Youth**
1. A youth who moves out of state or is living out of state may elect to stay under court jurisdiction; their plan will be adjusted based on the needs of the youth. The youth may be contacted via video conferencing to meet the quarterly face-to-face contact requirement.
- H. If there is an issue concerning the youth while under court jurisdiction, the youth and child welfare agency must attempt to resolve the issue before requesting a hearing before the court.
1. If the issue cannot be resolved, the child welfare agency or the youth's court-appointed attorney may request a hearing before the court.

- a. If youth has not complied with the goals established on The Independent Living Transitional Plan and/or the requirements of the CJ program for 60 days, consecutive or intermittent, the child welfare agency must send a notice to the youth and to the youth's court-appointed attorney, informing them that the youth has 15 days in which to request an informal administrative review from the child welfare agency.
- b. The informal administrative review must at minimum include a meeting with the youth, their court-appointed attorney, and an administrator and/or designee of the child welfare agency to discuss the child welfare agency's concerns regarding the continuation of court jurisdiction. A plan of action will be developed at this meeting to address barriers and/or assist youth in establishing goals to get back in compliance.
- c. Youth will have 30 days from the day of the informal administrative review to get in compliance with The Independent Living Transitional Plan and the CJ program. Youth will be monitored for an additional 60 days to ensure compliance and that goals are being met.
- d. If a youth or attorney refuses to attend an administrative review, or refuses to respond to a request for their attendance at the meeting, the child welfare agency must document such and may proceed with the administrative review without the youth or attorney. If a resolution is not reached during the review, the youth or their attorney may request a hearing before the court.
- e. If the youth and their attorney agree to have jurisdiction terminated or do not request an informal administrative review, the court must terminate upon notice by the child welfare agency.

0801.5.8 Case Closure Activities

Regardless of whether the youth is exiting care or is remaining under court jurisdiction at age 18, the child welfare case in UNITY needs to reflect case closure. If remaining under court jurisdiction, a legal status change to "Clark/Washoe/State voluntary >18" and the removal must be end-dated in the legal status window. The case closure activities and UNITY summaries need to be completed in either instance.

- A. Complete exit interview with youth 30 days prior to exit or no later than 30 days after exit.
- B. Ensure that youth has been given their certified birth certificate, social security card, identification card, any medical or educational records they request as well as their aged-out letter. If unavailable, ensure the youth provides an address where their final order and any other documentation can be sent.
- C. Ensure referral and connection has been made with the Chafee/FAFFY after-care provider.
- D. Ensure youth's application for aged-out Medicaid has been submitted.
- E. Complete closing summary note in UNITY. The summary is to include the following:
 1. Discharge status;
 2. Education status;
 3. Employment status;
 4. Financial status;
 5. Mental health;
 6. Criminal activity;
 7. Substance abuse;

8. Family functioning; and
9. Referrals.

0801.5.9 Exceptions to IL Services

There are very rare circumstances when a youth may be unable to participate in IL services; these circumstances may be temporary or ongoing. There must be proper explanation and documentation in their file and in UNITY, and be approved by a supervisor. Such circumstances include:

- The youth is incapable of participating in IL services due to significant medical problems or has a severe developmental disability.
- The youth is in runaway status. Once the youth has returned to care, the IL worker has 30 days to re-engage the youth in IL services and update their plan.

0801.5.10 IL Service's Funding – Current & Former Foster Youth

The IL worker refers youth to outside IL providers through the "Independent Living Provider Referral" form (FPO 0801B).

Chafee Foster Care Independence Program: The John H. Chafee Foster Care Independence Program (CFCIP) offers assistance to help current and former foster care youths achieve self-sufficiency. Grants are offered to States and Tribes who submit a plan to assist youth in a wide variety of areas designed to support a successful transition to adulthood. Activities and programs include, but are not limited to, help with education, employment, financial management, housing, emotional support, and assured connections to caring adults for older youth in foster care. The program is intended to serve youth who are likely to remain in foster care until age 18, youth who, after attaining 16 years of age, have left foster care for kinship guardianship or adoption, and young adults ages 18-21 who have "aged out" of the foster care system.

The 8 CFCIP program purposes are:

- (1) to identify children who are likely to remain in foster care until 18 years of age and to help these children make the transition to self-sufficiency by providing services such as assistance in obtaining a high school diploma, career exploration, vocational training, job placement and retention, training in daily living skills, training in budgeting and financial management skills, substance abuse prevention, and preventive health activities (including smoking avoidance, nutrition education, and pregnancy prevention);
- (2) to help children who are likely to remain in foster care until 18 years of age receive the education, training, and services necessary to obtain employment;
- (3) to help children who are likely to remain in foster care until 18 years of age prepare for and enter postsecondary training and education institutions;
- (4) to provide personal and emotional support to children aging out of foster care, through mentors and the promotion of interactions with dedicated adults;

- (5) to provide financial, housing, counseling, employment, education, and other appropriate support and services to former foster care recipients between 18 and 21 years of age to complement their own efforts to achieve self-sufficiency and to assure that program participants recognize and accept their personal responsibility for preparing for and then making the transition from adolescence to adulthood;
- (6) to make available vouchers for education and training, including postsecondary training and education, to youths who have aged out of foster care; and
- (7) to provide the services referred to in this subsection to children who, after attaining 16 years of age, have left foster care for kinship guardianship or adoption.
- (8) Ensure children who are likely to remain in foster care until 18 years of age have regular, on-going opportunities to engage in age- or developmentally-appropriate activities as defined in section 475(11) of the Act.

A. Services that can be provided with Chafee funds include:

1. For youth ages 14 to 18 –
 - Assistance to obtain a high school diploma;
 - Career exploration and vocational training;
 - Job placement and retention;
 - Training in daily living skills;
 - Training in budgeting and financial management skills;
 - Substance abuse prevention;
 - Preventive health activities (including smoking avoidance, nutrition education, and pregnancy prevention); and
 - Eligible financial assistance (class ring, cap and gown, senior pictures, college application fees, etc.).
2. For former foster youth 18 up to 21 years of age –
(Appropriate support and services that complement the youth's own efforts to achieve self-sufficiency and recognize and accept their personal responsibility in making the transition from adolescence to adulthood)
 - Services identified in subsection 1;
 - Prepare for and enter post-secondary training and education institutions;
 - Personal and emotional support through mentors and the promotion of interactions with dedicated adults;
 - Housing assistance;
 - Counseling;
 - Employment;
 - Education;
 - Eligible financial assistance (transportation, utilities, driver's education, etc.).

B. Financial Assistance to Former Foster Youth (FAFFY):

1. FAFFY funds may be used to assist former Nevada foster youth ages 18 up to 21. In addition, FAFFY funds may be used for current foster youth, ages 17 and up, who are identified as certain to remain in foster care until a minimum of age 18. Based upon need, FAFFY funds may be used to provide goods and services, including, without limitation:
 - Room and board;
 - Housing assistance;
 - Job training;
 - Vocational services, including, without limitation, job placement assistance;
 - Educational assistance;
 - Medical insurance;
 - Services to reduce high-risk behaviors in the former foster youth; and
 - Mental health services.

C. Education and Training Vouchers (ETV): The purpose of ETV is to provide financial assistance for post-secondary training and education to youth who, after attaining 16 years of age, have left foster care for an approved Title IV-E Kinship guardianship or adoption.

D. Access to Other Post-Foster Care Services and Resources: In addition to child welfare agency-managed aftercare programs, the adult social services programs in the State (e.g., substance abuse or mental health treatment, services and supports for citizens with developmental disabilities) are available to youth who have aged out of foster care. These programs are available from a variety of public and private agencies in the community, and each program has different eligibility requirements based on the youth's needs and other factors. It is important to assist the youth in identifying and understanding how to access these post-foster care services and supports.

E. Medicaid – “Independent Foster Care Adolescent” (IFCA): As part of the Transitional Living Plan, the IL worker will discuss the process for the youth to continue their Medicaid eligibility upon exiting the foster care system. When the youth exits care, the following needs to occur:

1. The one-page Aged-Out of Foster Care Medicaid Application needs to be available.
2. Submit the application to the local Department of Welfare and Supportive Services (DWSS), according to the zip code in which the youth resides, along with any other required documentation.
3. To maintain their Medicaid eligibility, ensure the youth understands they are required to report to DWSS any of the following:
 - Address change;
 - Moving to another state;
 - Pregnancy;
 - Birth of newborn;
 - Third-party insurance.

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Chafee NYTD: The National Youth in Transition Database (NYTD) will collect case-level information on youth in care, including the services paid for or provided by the State agencies that administer the Chafee Foster Care Independence Program (CFCIP), as well as the outcome information on youth who are in or who have aged out of foster care.

- A. NYTD requires collection and reporting of basic demographic data on youth receiving independent living services in 14 broad categories:
 1. Independent living needs assessment;
 2. Academic support;
 3. Post-secondary educational support;
 4. Career preparation;
 5. Employment program or vocational training;
 6. Housing education and home management training;
 7. Budget and financial management;
 8. Health education and risk prevention;
 9. Family support and healthy marriage education;
 10. Mentoring;
 11. Supervised independent living;
 12. Room and board financial assistance;
 13. Education financial assistance;
 14. Other financial assistance.

- B. A baseline survey is conducted with youth in foster care at age 17 (within 45 days after their birthday). A follow-up survey will be conducted with these youth at ages 19 and again at age 21 to collect and report information about the following youth outcomes:
 1. Financial self-sufficiency;
 2. Experience with homelessness;
 3. Educational attainment;
 4. Positive connections with adults;
 5. High-risk behavior;
 6. Access to health insurance.

- C. Nevada will collect and report outcome information on a new cohort of youth every three years. All outcome information with the exception of demographics must be obtained directly from the youth and reflect the youth's provided response.

- D. More detailed information on NYTD is available in the FPO 0802 NYTD Policy.

0801.5.12 Timelines:

Table 0801.1: Youth Independent Living Program

Requirement	Deadline	Starting Date	Responsible Party	Actions to be Taken
Youth are referred to IL Services at age 14	Within 45 days	Upon youth's 14 th birthday or entering care if 14 or older	Permanency Worker & Supervisor	Completes referral for IL Services and sends to IL Supervisor
Assignment of IL Worker	Within 3 business days	Receipt of referral	IL Supervisor	Assigns an IL worker for youth

Requirement	Deadline	Starting Date	Responsible Party	Actions to be Taken
Acceptance of case	ASAP	Upon receipt of referral	IL Worker	Acceptance and review referral and contact permanency worker for further information as needed
Complete developmentally appropriate assessment	Within 45 days	Upon receipt of referral	IL Staff	Administer the assessment to youth and caregiver
Develop Independent Living Transitional Plan	Within 30days	Upon completion of CLSA	Designated Independent Living Case Worker (may be permanency worker in agencies not having separate IL Unit)	Indicate in UNITY on the ILP Program Enrollment Screen (CFS 112)
Completion of objective/task set in Independent Living Transitional Plan	As determined on plan	Date of Plan	Youth with coordination by IL worker	Coordination of services for youth by IL worker
Documentation of contact must be made within 5 days of contact	5 days after contact	Date of contact	IL worker	Documentation in UNITY must be completed within 5 days of contact
Provide youth with a yearly credit report	Each year youth is in care	Beginning at age 14	IL Staff	Provide a copy a credit report to each child in foster care 16 and older and assistance in interpreting and resolving any inaccuracies
Begin discussion regarding decision-making process for transition	Within 60 days after the youth's 17 th birthday	Youth's 17 th birthday	IL worker and/or permanency worker	Begin decision-making process for transition
Discussion of youth remaining under the custody of court jurisdiction	120 days prior to the youth's 18 th birthday	At least 120 days prior to youth's 18 th birthday	IL Worker	Meet with youth and youth's attorney to determine if he/she is going to request to remain under court jurisdiction upon their 18 th birthday
Independent Living Transitional Plan	within the 90 day period prior to 18 th birthday	Youth at age 17¾	IL worker and/or permanency worker	Development of the Independent Living Transitional Plan-Topics with asterisk
Exit Interview	Within 30 days of exiting care	Exit Date	IL worker and/or permanency worker	Provide youth originals of birth certificate, social security card; provide proof of termination of wardship, Health Care Power of Attorney, Medicaid application and any other necessary assistance or documentation.
Update UNITY status: case closure or change legal status to "Clark/Washoe/State voluntary >18"	Youth exits care or youth remains under court jurisdiction.	Exit Date or for court jurisdiction at age 18	CW caseworker	Ensure case closure activities are completed: Exit Interview, referral to Chafee/FAFFY provider, applied for Medicaid, completed closing summary note in UNITY.

Requirement	Deadline	Starting Date	Responsible Party	Actions to be Taken
For mandated baseline cohorts, NYTD survey must be completed by the youth.	Within 45 day after identified youth's 17 th birthday	Identified youth's 17 th birthday	Independent Living Caseworker/Permanency worker	Indicate in UNITY on the ILP NYTD Screen
Exit interview to prepare for termination of court jurisdiction	30 days prior to termination of court jurisdiction	No sooner than 45 days prior to termination of court jurisdiction	IL Worker	Determine if youth needs further guidance prior to termination of court jurisdiction.

0801.5.13 Forms and Tools:

0801.5.14 Documentation:

- A. Document all ILP activities (e.g., youth activities, progress and plan updates). This includes ensuring that all documentation is provided to the youth's primary caseworker.
- B. Case File Documentation (paper): All forms required by this policy.

Table 0801.2: Case File Documentation for Policy 0801

File Location	Data Required
Dependent on agency policy	All hard copy documents

- A. Electronic Documentation (UNITY): **UNITY** documentation from IL Policy and Practice requirements.

Table 0801.3: UNITY Documentation for Policy 0801

List the UNITY screen number	Data Required

<ul style="list-style-type: none">• IL Program Referral (CFS380)• ILP Referral Assignment (CFS381)• Independent Living (CFS112) • IL Plan Approval (CFS112A)• Case Note Text (CFS088)• Chafee Tracking (CFS112D)• Independent Living Transitional Plan• ILP Services and Funding (CFS382) • Legal Status (CFS100) • Removal Status (CFS029) • Service Authorization (CFS191F)	<ul style="list-style-type: none">• Youth Referral for ILP Services• Assignment of youth to IL Worker• IL Enrollment / Assessment Exception / Termination• Supervisor Approval of Youth Plan for IL• IL Case Note & Type• IL Services Delivered• Transition Planning• Request type, Service, Focus area / Fund for, Provider, Start date • Update UNITY status: case closure or change legal status to "Clark/Washoe/State voluntary >18" for youth opting into court jurisdiction• End date legal status for youth on court jurisdiction • Update youth service authorization if they are on ILA or under court jurisdiction
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0801.5.10

Child Welfare Agency Supervisory Responsibility:

- A. Ensure mandated timeframes for youth IL planning and/or services are met
- B. Approval of IL Transitional Plan
- C. Approval of Exception to IL Services
- D. Oversight and approval of ILA
- E. Oversight and approval of Voluntary
- F. Documentation of 90-day case staffing regarding IL services and outcomes
- G. Approval of case closure

0801.6 Child Welfare Agency Policy Compliance Requirements

801.6.1 Development of Internal Policies:

- A. Child Welfare Agencies must meet the requirements of this policy.

0801.7 State Responsibilities

0801.7.1 Participants in Policy Development

- A. DCFS FPO, DCFS Rural, WCDSS, CCDFS, IL Service Providers

0801.7.2 Technical Assistance

N/A

0801.7.3 Policy Impacts:

- A. State Plan Reference:
 - 1. Independent Living Transitional Plan
 - 2. Durable Power of Attorney for Healthcare Decisions

0801.8 Policy Cross Reference

- A. FPO 0202 Case Closure Policy

- B. FPO 0204 Case Planning Policy
- C. FPO 0210 Missing and Exploited Child Policy
- D. FPO 0802 NYTD Policy

0801.9 Attachments

- A. FPO 0801A – Independent Living Transitional Plan
- B. FPO 0801B – Independent Living Provider Referral
- C. FPO 0801C – Durable Power of Attorney for Healthcare Decisions
- D. FPO 0801D – Post-18 Services Agreement – Rural Region and Washoe County
- E. FPO 0801E – Agreement to Continue Court Jurisdiction – Clark County
- F. FPO 0801F – Request for Investigation