



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF CHILD AND FAMILY SERVICES
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**Manual Transmission Letter (MTL)
Family Programs Office: Statewide Child Welfare Policy Manual**

MTL # 1604-01042018

01/04/2018

TO: Paula Hammack Interim Director - Clark County Department of Family Services
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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:

- **Oversight of Statewide Court Jurisdiction Program**

This policy is/was effective: 01/16/2018

- 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):
 - 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.
- 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.

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.

1604.0 Oversight of Statewide Court Jurisdiction Program

1604.1 Policy Approval Clearance Record

<input checked="" type="checkbox"/> State Policy	This policy supersedes: N/A	Number of pages in Policy: 4
		Date Policy Effective: 1/16/2018
DCFS Administrator Approval	Date: 11/20/2017	Policy Lead: Jan Fragale, Social Services Chief III
Review by Representative from the Office of the Attorney General:	Date: 06/13/2016	

1604.2 Statement of Purpose

1604.2.1 Policy Statement:

Child Welfare Agencies will ensure adequate oversight of how the Court Jurisdiction stipend funds are utilized by youth in the program. Child Welfare Agencies will collect and track data that monitors the outcomes for these youths and determine efficiency and effectiveness of the program.

1604.2.2 Purpose:

The purpose of the Court Jurisdiction Policy is to ensure quality outcomes for youth enrolled in the program. This policy will establish parameters and accountability for the expenditures of the Court Jurisdiction monthly stipend by youth. It also institutes data elements that should be tracked to provide outcome information on youth enrolled in the Court Jurisdiction Program.

1604.3 Authority

State of Nevada Governor's Finance Office Division of Internal Affairs
Audit Report No. 16-03. January 2016.
NRS 432B.594
NRS 432.033
NRS 432B.180
NRS 432B.595

1604.4 Definitions

1604.4.1 Child Welfare Agency: In Nevada there are three primary agencies based on geographical area. These are Clark County (CCDFS), Washoe County (WCHSA) and the DCFS Rural Region (DCFS). Each of these three is considered a child welfare agency.

1604.4.2 Division: The Division of Child and Family Services (DCFS).

1604.4.3 Independent Living Program: 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.

- 1604.4.4 Independent Living (IL) Caseworker:** Refers to the child welfare agency caseworker coordinating and/or providing services which are related to moving youth to self-sufficiency or furthering independence.
- 1604.4.5 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.
- 1604.4.6 Court Jurisdiction:** For the purpose of this policy, the authority of the court to rule in a matter over a youth.
- 1604.4.7 Court Jurisdiction Stipend:** A monetary payment made directly to the youth or provided to another entity as designated in the Independent Living Plan in accordance with NRS 432B.594.

1604.5 Policy Requirements

1604.5.1 Criteria for Participation in the Court Jurisdiction Program

Participation in the Court Jurisdiction Program is the decision of the youth and the Court. The child welfare agency and/or its designee is required to develop a written plan to assist the child in transitioning to independent living and assessing the youth's compliance. If the court retains jurisdiction over a youth pursuant to NRS 432B.594, the agency which provides child welfare services shall develop a written plan to assist the youth in transitioning to independent living. A written plan to assist the child to transition to independent living must include the following:

- A. That the youth save enough money to pay for his or her monthly expenses for at least 3 months;
- B. If the youth has not graduated from high school or obtained a general equivalency diploma or an equivalent document, that the youth remain enrolled in high school or a program to obtain a general equivalency diploma or an equivalent document until graduation or completion of the program;
- C. If the youth has graduated from high school or obtained a general equivalency diploma or an equivalent document, that the youth:
 - Enroll in a program of postsecondary or vocational education;
 - Enroll or 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;
- D. That the youth secure housing;
- E. That the youth have adequate income to meet his or her monthly expenses;
- F. That the youth identify an adult who will be available to provide support to the youth;

- G. If applicable, that the youth have established appropriate supportive services to address any mental health or developmental needs of the youth; and
- H. If a youth is not capable of achieving one or more of the goals set forth in paragraphs (a) to (g), inclusive, that the youth have goals which are appropriate for the youth based upon the needs of the youth.

1604.5.2 Court Jurisdiction Criteria for Expenditure of Funds

- A. Court Jurisdiction monthly stipends are to only be used for the specific purpose of assisting youth with their living needs which may include obtaining goods and services, including, without limitation:
 - 1. Room and board;
 - Rent/Food
 - 2. Housing assistance;
 - Deposits/Utilities/Furnishings/Toiletries
 - 3. Job training and placement assistance;
 - 4. Educational assistance;
 - Books/Tuition/Campus Parking/Supplies
 - 5. Medical care;
 - 6. Services to reduce high-risk behaviors in the former foster youth;
 - 7. Mental health services; and
 - 8. Transportation.
 - Bus Pass/Car Payment/Insurance/Gas/Registration/Repairs
- B. IL caseworkers and or IL Providers are required to review and update the budget sheet with the youth at the mandated quarterly face to face meetings with the youth. Please refer to Policy 0801 Youth Independent Living Program.

1604.5.3 Data Collection

Child Welfare Agencies are responsible for the oversight of ensuring that caseworkers and or Independent Living providers collect the required information on the Court Jurisdiction Survey (FPOA 1604 Court Jurisdiction Survey) when youth enter and exit the CJ program. Child Welfare Agencies are also responsible for developing their own mechanism to ensure monthly stipends are being used effectively and efficiently.

1604.5.4 Statewide information on a yearly report will be aggregated and made available to the Child Welfare Agencies.

1604.5.5 Timelines:

Table 1604.1: Court Jurisdiction Program

Report Type	Submission Deadline	Responsible Party
Court Jurisdiction Survey	At entrance and exit of program	Child Welfare Agencies

1604.6 Policy Cross Reference

1604.6.1 Policies: 801 Youth Independent Living Program

1604.7 Attachments

1604.7.1 FPO 1604A – Court Jurisdiction Outcomes Survey