

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Independent Living	Effective Date: July 1, 2008
	Section 6: Transition Planning and Services	Version: 2

POLICY

The Indiana Department of Child Services (DCS) will assure that a transitional services plan based on the results of the most recent Ansell-Casey Life Skills Assessment (ACLSA) is developed with input from the youth for all youth at age 17 who are expected to turn 18-years old while in foster care. See [Transition Planning Toolkit](#) for more information.

DCS will assure that all youth in foster care, regardless of their placement, are referred for transition services:

1. At age 17 years and 6 months if their case will be dismissed at age 18; or
2. Within 6 months of the youth’s case dismissal after the age of 18.

DCS will assure that CHINS youth/Probation wards aged 17 and older have a determination regarding the ability to be placed in a Transitional Living Placement (TLP).

Code References

1. [42 USC 677: Chafee Foster Care Independence Program](#)
2. [IC 31-25-2-21: Transitional Services Plan](#)

PROCEDURE

The Family Case Manager (FCM) will:

1. Make a determination regarding a TLP for all youth at age 17 with a case plan goal of Another Planned Permanent Living Arrangement, who are expected to remain in out-of-home care until age 18;
2. Arrange a transition planning case conference for a youth in foster care within 30 days of his/her 17th birthday with the youth to develop a transitional services plan for the youth. A follow-up conference will be scheduled within 6 months of the transition planning case conference. Invite all parties involved in the youth’s case;
3. Make a referral for youth placed in residential facilities, group homes, private agency foster homes, or other similar placements to a Chafee IL service provider for transition services in the county where the youth has chosen to reside:
 - a. at age 17 years and 6 months if the case will be dismissed at age 18; or
 - b. within 6 months of the youth’s case dismissal after the age of 18;
4. Assure that CHINS and Probation youth placed in local foster homes, relative foster homes, and non-licensed court approved placements and receiving Chafee IL services are receiving transition services following the youth’s transition planning conference; and
5. Assure that eligible youth in foster care as a “ward of another state” are receiving Chafee IL services as requested by the Interstate Compact for the Placement of Children (ICPC) sending state are being prepared with transition services within 6 months of their case being dismissed at age 18 or older.

The Chafee IL service provider will:

1. Meet with the referred youth at the youth's placement with his/her placement case worker within 14 days of referral. The youth will then complete an ACLSA at that time or review the most recent one completed;
2. Determine the youth's plans regarding housing and employment and assist the youth with budgeting or assist in developing realistic alternate plans if necessary;
3. Meet with the youth at least once a month to share and gather information until the youth's case is dismissed;
4. Assist the youth in locating affordable and safe housing and employment that provides a living wage;
5. Ensure eligibility for any youth referred for room and board assistance;
6. Provide rental deposit, first month's rent and utility deposits for gas, lights, water, and landline phone if needed for eligible youth;
7. Assist the youth in applying for voluntary services prior to case dismissal;
8. Request start-up items for eligible youth receiving room and board funding using the [Application for Emancipation Goods and Services](#) form; and
9. Obtain approval for any item not listed on the [Application for Emancipation Goods and Services](#) form from the Independent Living Specialist prior to expending funds.

The Independent Living Specialist will:

1. Monitor referrals to ensure that all eligible youth are being referred;
2. Assist counties when needed in making referrals for eligible youth; and
3. Approve or disapprove requests for items not included on the [Application for Emancipation Goods and Services](#) form in a timely manner.

PRACTICE GUIDANCE

Youth Appropriate for Transitional Living Placement

A TLP may include scattered site apartments or other semi-independent living arrangements.

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

1. Demonstrate progress in independent living skills as indicated on their ACLSA;
2. Demonstrate progress in educational and vocational pursuits;
3. Exhibit mental health stability;
4. Demonstrate an ability to maintain stable employment; and
5. Have the approval of all parties (i.e. FCM/Probation Officer, youth's caregiver, therapist, CASA/GAL, Chafee IL service provider, etc.) involved in the youth's case.

A TLP may be arranged through a licensed agency or may be managed by the local DCS in areas where there is no licensed agency providing TLP services. In the event DCS arranges and manages the TLP placement, appropriate case management must be provided either by DCS or a contracted agency providing Chafee IL services. 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. If the local DCS office arranges the TLP, rent is paid for the youth by the local DCS office as placement.

Transition Planning Toolkit

The Transition Planning Toolkit is to be used at the transition case conference to guide the planning process with the youth. The youth inventory is to be completed and a transitional services plan developed with the youth's participation. The transitional services plan must address the youth's education, employment, housing, health care, development of problem

solving skills, and available local, state, and federal financial assistance. Transition team members and the youth are to sign the completed youth inventory and transition plan at the completion of the initial plan and the follow-up plan.

Transition Services

Transition services are provided to prepare foster youth for living outside the confines of foster care and are provided to youth who are close to aging out of care. This is a period of time for youth to build relationships with new people who will assist them in developing budgets and locating housing that is affordable. Employment assistance is provided during this period to ensure the youth will be capable of maintaining housing that is established. During the 6-month period when transition services are being provided, IL services as needed by the youth based on the youth's ACLSA are to continue. Once the youth's case is dismissed and the youth accepts voluntary services, IL services will be provided by the Chafee IL service provider as determined by the ACLSA.

Beginning Transition Services

When a referral is received for a youth placed in an institution, group home, or private agency foster home, the Chafee IL service provider should contact the youth's placement contact person and make arrangements to meet the youth and the youth's case manager in the facility. This meeting should be held to gain information from the youth about the type of employment the youth intends to pursue and housing options of interest to the youth. Once this information is gathered, the service provider should obtain employment application forms from the type of employment the youth is interested in and explore housing options in the community.

If possible, it is important to allow the youth to participate in the process by taking the youth to the community to check out housing options. This may also give the youth an incentive to work toward the goal of independence. Permission must be obtained prior to the excursion from the placement facility and the youth's FCM.

Host Home

Youth in foster care, relative care, or non-licensed court approved placements may wish to pursue a Host Home Agreement with their caregiver in order to remain in the home through mutual agreement between the youth and the caregiver. See separate policy, [11.9 Host Home](#).

FORMS AND TOOLS

1. Service Referral form
2. [Transition Planning Toolkit](#)
3. [Voluntary Services Application and Service Agreement](#)
4. [Host Home Agreement](#)
5. [Budget Worksheet](#)

RELATED INFORMATION

N/A