2. Determine if the youth is interested in continuing ILP. If yes, refer to instructions for “When a former foster child receives ILP skill building services”.  

- When the department is ensuring the ILP skill building services are provided by the substitute caregiver and/or other community partners the caseworker is responsible for determining the correct service ending reason.

**The Supervisor’s Role:**

- Ensure the caseworker receives information regarding local office procedures for referring a youth for ILP skill building services (if unique circumstances apply).
- Update the DHS ILP coordinator about any changes regarding who is designated as the teen expert for the local office or district.
- Be cognizant of the various services and funding streams available to assist foster youth with transition to adulthood and living independently.

**C. Housing programs**

**Apply for housing programs**

There are two funding streams and unique eligibility requirements to assist youth with housing expenses, the Independent Living Housing Subsidy and Chafee Housing program. Each is designed to work in conjunction with the Independent Living Skill Building program and to provide assistance to youth in becoming self-sufficient adults. The housing programs have specific eligibility requirements and provide time-limited monetary support for a youth to live independently by supplementing the youth’s housing costs while he or she continues education or employment. **Acceptance into these programs is a privilege, not an entitlement.**

Both housing programs may provide assistance up to a maximum of $600.00 per month, or an amount to be determined by the Department for a one-time housing voucher. The housing payment is to assist a youth with monthly living expenses based on his or her individual need. The youth must complete a budget worksheet to determine how much assistance the department will provide. The housing programs require a youth to be involved in 40 hours of productive activity a week. A youth is also required to be working on his or her secondary education if he or she has not already obtained a high school diploma or GED.

The purpose of the Independent Living Housing Subsidy and Chafee Housing programs are to assist youth to gain and practice the following skills:

- Manage finances and live on a budget.
- Manage a household (home/yard maintenance, laundry, cooking, self-care).
• Manage time (make and keep appointments, punctuality).
• Manage life demands (balance job, school, friends, family, personal time, food, sleep).
• Accept responsibility for choices and decisions made.

The purpose of the one-time housing voucher is to provide financial support for the initial costs involved in establishing one’s own residence. The youth who can benefit from the one-time housing voucher is one who already demonstrates the above skills. One-time housing voucher funds may be issued to a youth preparing to transition out of DHS care and custody, or an eligible former foster youth.

Once a youth has been returned home, or has achieved permanency and exited care, the youth is no longer eligible for the Independent Living Housing Subsidy program. If age 18 or older, the youth may qualify for Chafee housing services.

Caseworkers must become familiar with the various types of housing options available for youth; boarding homes, dormitory housing, host homes, live-in adult/peer roommate, scattered site apartment, shared homes, specialized foster homes, supervised apartment, and transitional group home. Additional details regarding housing options and appropriate youth for a specific type of housing can be found in Appendix 4.20.
Each program’s funding stream has specific eligibility requirements.

<table>
<thead>
<tr>
<th></th>
<th>Independent Living Housing Subsidy Program</th>
<th>Chafee Housing Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the youth 16 or older?</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Is the youth currently enrolled in ILP skills training?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is the youth in the legal care and custody of child welfare for foster care services?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is the youth in a program of education and/or employment full-time (40 hours weekly)?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Has the ILP Desk been contacted to ensure funds are available?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are all answers marked Yes?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

All answers must be marked Yes for a youth to be eligible for either the Independent Living Housing Subsidy or Chafee Housing Program.

Each program has unique differences.

<table>
<thead>
<tr>
<th>Category</th>
<th>Independent Living Housing Subsidy</th>
<th>Chafee Housing*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Age</td>
<td>16</td>
<td>18</td>
</tr>
<tr>
<td>Child welfare care &amp; custody</td>
<td>Required</td>
<td>Prohibited - Foster care must be terminated on or after the 18th birthday</td>
</tr>
<tr>
<td>Employment</td>
<td>Optional</td>
<td>Required, at least part-time</td>
</tr>
<tr>
<td>Duration</td>
<td>12 month maximum</td>
<td>$6,000 or age 21, whichever comes first</td>
</tr>
<tr>
<td>Monthly Expenses</td>
<td>Can pay for any monthly expense (transportation, clothing, etc)</td>
<td>Can only pay for room and board (rent, food, utilities, and deposits)</td>
</tr>
<tr>
<td>Medical Card</td>
<td>Provided by child welfare</td>
<td>No, youth must apply for OHP or have other medical insurance</td>
</tr>
<tr>
<td>Funding Source</td>
<td>State General Funds</td>
<td>Federal Grant Funds</td>
</tr>
</tbody>
</table>

* Youth wanting Chafee Housing funds come back on a voluntary services basis. A new case is opened with the youth now listed as the adult in the case. Refer to Chapter 6, Family Support Services, for detailed procedures for opening a case.
1. Prior to discussing the housing program funds with a youth, contact the ILP Desk regarding a potential candidate for ILP housing and provide the following information:
   a. County where the youth resides.
   b. Youth’s name and case number.
   c. Anticipated start date.
   d. Whether the request will be for on-going housing service or one-time housing voucher.
   e. Caseworker’s name and worker ID.

2. The ILP Desk will advise the caseworker of the availability of funds. If sufficient funds exist, the ILP Desk will encumber funds as indicated by the caseworker.

3. Engage in a thorough planning process prior to beginning an ILP housing program with or requesting a one-time housing voucher for a youth. The planning process reassesses safety, the youth’s readiness for living independently, and a planned transition from daily adult supervision. This service is not intended to be an emergency move or placement. To plan properly and facilitate a smooth transition, this is typically a three-to six-month process and involves reassessment of the youth’s abilities in the following areas:
   a. The youth’s Comprehensive Transition Plan and his or her goals for the future.
   b. School and employment arrangements.
   c. Capacity for self-care and demonstrated life skills.
   d. Budgeting skills and demonstrated money management abilities.
   e. Evidence of good decision-making skills.
   f. Evidence of supportive adults in the youth’s life.
   g. Ability to use and access transportation resources.

4. Ensure the youth is enrolled and participating in ILP skill-building services, as this is required prior to being accepted and enrolled in an on-going ILP housing program. Though not required, a youth should also be receiving ILP skill-building services prior to being considered for a one-time housing voucher.
5. Prior to presenting a youth to the screening committee for an Independent Living Housing Subsidy or requesting a one-time housing voucher, the caseworker should ensure that:

a. The youth has the capacity to live safely in the community without the supervision provided by a foster family or group care setting.

b. The youth has a proposed living situation that meets the following minimum standards:
   - The living situation provides reasonably convenient access to schools, places of employment and services required by the youth;
   - The living situation complies with applicable state and local zoning, fire, sanitary and safety regulations; and
   - The living situation is reasonably priced and fits within the youth’s budget.
   - If able, the youth has established a savings account that can be used to assist with moving expenses and/or emergencies.
   - The youth is NOT residing with a parent.

c. The youth demonstrates his or her ability to follow the provisions of the case plan, participating in activities and services to achieve independence.

d. If the youth is a ward of the court, the youth must have the approval of the juvenile court. (The ILP Desk has sample letters to assist caseworkers in writing to the courts.)

e. In most cases the caseworker secures the approval for the housing program from the screening committee prior to submitting a request for approval to the juvenile court.

A youth should participate in contracted ILP services for at least six months prior to entering the Independent Living Housing Subsidy program or receiving a one-time housing voucher. This will allow the youth time to gain needed money management skills, learn about landlord/tenant rights and responsibilities, set up a support network, and establish a savings account for start-up costs and emergency expenses. This may not be an option for a youth accessing the Chafee Housing Program, as the young adult may need immediate assistance to avoid or end homelessness.

If the youth’s anticipated residence is known, the caseworker should inspect the residence with the youth to ensure the above standards are met. A youth should be informed that if he/she decides to move or pay any start-up fees prior to obtaining screening committee or DHS approval, the youth may not be reimbursed or accepted to the program.
f. The request for court approval is required before a housing payment will be issued. If a judge does not approve the independent living situation, the youth would need to remain or be replaced into substitute care.

6. If the youth is not interested in on-going housing services AND has been deemed appropriate for the one-time housing voucher, see additional instructions under Initiate the Housing Payment section.

7. Establish a screening committee to review the youth’s appropriateness for the ILP housing program. At a minimum, the committee must consist of the caseworker, an ILP service provider and other significant adults in the youth’s life. Each office has a process for establishing a screening committee. Check with your supervisor if you need to schedule a meeting.
   a. Set a date and time for the youth’s screening (meeting should be set far enough in the future to allow the youth time to prepare for the screening process).
   b. Inform the youth of the date and time of the meeting. Ensure the youth will be able to attend the screening.

8. Complete the following documents with input from the youth and ILP provider:
   a. CF75 “Determinations Check List” (completed by caseworker).
   b. CF76 “Responsibility Agreement” (completed by the youth with assistance from either the caseworker or ILP worker).
   c. CF 77 “Budget Worksheet” (completed by the youth with assistance from either the caseworker or ILP worker).
   d. CF78 “Youth Transition Funds Request” (optional – completed by caseworker and may be submitted when requesting assistance with start-up costs, i.e.: security or cleaning deposit, utility deposit, start-up kit, etc.) Indicate which housing funds (Independent Living Housing Subsidy or Chafee) the youth will be accessing.

9. Prepare the youth to inform the committee why he or she is a good candidate for the housing program.
   a. The youth makes the request for acceptance into the housing program through the screening committee. The ILP Desk has a “study sheet” to assist the youth prepare to address the screening committee.
   b. In addition to the youth’s presentation, the committee will review the housing documents listed above.
10. The committee must consider the youth’s abilities/skills in the following areas when determining the youth’s appropriateness for housing services: budgeting, decision making, education and employment, self-advocacy, household maintenance, youth’s vision for the future, and youth’s plan once housing assistance ends. The committee will then make one of the following decisions:

a. The youth is deemed appropriate and prepared to begin the program immediately:
   - Send the original set of the above forms (signed and dated) and any supporting documents to the ILP Desk at the following address: DHS, Independent Living – E76, 500 Summer Street NE, Salem, OR 97310 or fax to: 503-945-6969.
   - Copies of the forms (CF75, CF76 and CF77) go to the youth, the DHS case file (Case Administrative Activity section), the ILP provider and the screening committee chairperson.

b. The youth is deemed appropriate for the program, but is not yet prepared to begin the program:
   - The committee will openly and respectfully discuss their concerns with the youth during the screening.
   - The committee will offer the youth suggestions for resolving the concerns.
   - The committee may stipulate a time line for the youth to address the concerns.
   - A follow-up meeting will be set once the youth has addressed the concerns of the screening committee. Practice varies; some branches may set the follow-up meeting prior to the youth leaving the screening. This may also vary based on the type of concerns raised by the screening committee.

c. The youth is denied because the screening committee determines the youth is not suitable for the housing program:
   - The youth is advised of this decision at the time of the meeting. The caseworker or committee provides the youth with a written notice indicating the reasons for denial and recommendations for additional skill building or other activities.

If a youth is just beginning to think about accessing the ILP housing programs, you may want to schedule a pre-screening. This would be an informational meeting and allows the youth to hear from those who will make the final decision regarding what skills or tasks the youth still needs in order to be deemed appropriate for the housing program. This can be a very eye-opening experience for the youth. A pre-screening will also allow a youth to meet and practice addressing the screening committee members before s/he makes a formal presentation/request for housing services.
Advise the ILP Desk of the denial. This is necessary for statewide budgeting purposes. Any youth denied may not reapply for the housing program for 30 days. If a youth reapplies, he or she must address the original reasons for denial before being approved for ILP housing.

Initiate the housing payment

- **One-time housing payment** requests may be split to be issued to a variety of vendors. Payment must be issued payable to the landlord, utility, telephone company or other vendor(s) as appropriate. The funds for groceries and/or a start-up kit may be issued payable to the youth. If youth is requesting a reimbursement for expenses paid, a receipt must be submitted at the time of request.

  1. Caseworker must complete and submit the following:
     a. CF75 “ILP Housing Determinations Check List” (to verify funding stream).
     b. CF76 “ILP Housing Responsibility Agreement” (page 3 only).
     c. CF77 “ILP Housing Budget Worksheet” (indicating need)
     d. CF78 “Youth Transition Funds Request” (check “One-time housing voucher” as type of request).

  2. Mail or fax the completed forms to the ILP Desk at: DHS, Independent Living Program – E76, 500 Summer Street NE, Salem, OR 97301 (or fax to: 503-945-6969).

  3. The ILP Desk will issue the payment and provide additional instructions, as needed.

  4. If a youth decides to participate in an ILP on-going housing program after receiving a one-time housing voucher, he or she must wait at least 30 days before applying to the program. ILP life skills training may be provided during the waiting period.

- **On-going housing payment** requests are made payable to the youth.

  1. The caseworker sends the CF75, CF76 and CF77 forms to the ILP Desk.
     a. The ILP Desk initiates the payment request for the youth’s first-month housing payment.
     b. If the initial payment is not for the entire month, the payment must be prorated.
     c. The ILP Desk confirms a youth’s acceptance for the housing program and the amount of housing assistance with the caseworker, local office direct pay clerk and the ILP provider through an e-mail notice.

  2. The local office is responsible for issuing all subsequent housing payments. Subsequent housing payments issued by the local office should be made in advance (i.e., the April payment should be issued in March).
3. Open an Independent Living Housing Subsidy or Chafee Housing service on the youth as a “client-paid service.” If needed, open service retroactively to the actual date service began. Contracted ILP life skills training services must be open while the youth is accessing the housing program.

4. Ensure the mailing address for the youth is listed as the local office.

5. Arrange for courtesy supervision if the youth is residing out of the county, when appropriate.

6. Hand deliver the payment to the youth. The local office receives all payments. Payments are not mailed directly to the youth.

Monitor housing services

- During each of the first three months review the youth’s receipts for income and payments (e.g., pay stub, rent, utilities, groceries and other major monthly expenses) prior to delivering the housing payment to the youth.

- During each of the first three months ensure the youth’s 40 hours of productive time per week are appropriate. A youth must have at least 25 hours of productive time consisting of education, employment, or a combination of the two. The remaining 15 hours must also be productive and may include volunteer activities, medical or counseling appointments, school activities (sports, clubs, etc.), or additional study hours for youth with special needs.

- Subsequently, if a youth has shown the ability to follow his/her budget as outlined, you may extend the period between reviews. You must review the youth’s budget and hours of activity at least every three months.

- If changes occur (e.g., in the areas of employment, education or housing), assist the youth in completing a revised budget and Housing Responsibility Agreement (CF77 and CF76, page 3) and notify the ILP Desk as soon as changes are known.

Include the caseworker’s information on the youth’s address to help in routing the checks. Use c/o for the caseworker’s name to avoid checks payable to both the youth and the caseworker. It is important to abbreviate the worker’s name or use their ID number.

The ILP provider is a partner in monitoring the youth’s housing situation and activities related to the Housing Responsibility Agreement and Budget. Caseworkers should coordinate housing check-in activities with the ILP provider. ILP providers will be working with the youth to improve life skills. Working as a team will improve service coordination and assist the youth in making a safe, successful transition to adulthood and independent living.
• Ensure the youth is able to verify receipts of income, savings (if budgeted) and expenses paid. You may wish to include the cost of a filing system on the youth’s housing budget or use ILP Discretionary Funds to purchase the youth a filing system.

• Arrange the 30-day face-to-face contact at the youth’s residence at least once each quarter.

**If a youth does not follow the Housing Responsibility Agreement**

• If, at any time, it is determined that a youth is out of compliance with the Housing Responsibility Agreement (CF76), or the youth decides he or she is not ready to continue in the program you must notify the ILP Desk immediately and, either:

  1. Terminate: Provide the youth with at least 15-days notice of intent to terminate (a sample is available, see Appendix 4.24). Written notice is preferred, but notice may be verbal with a written follow-up to confirm the conversation.

     a. The notice must include the reasons for termination, the specific date the youth will be terminated, and a statement that the youth may reapply in 30 days if he or she has been able to resolve the issues stated as reasons for the termination.

     b. Extension of a termination notice is not allowed.

  2. Issue a warning of potential termination if issues are not resolved:

     a. Provide the youth with a 15-day notice of intent to terminate. However, this notice must include clear and specific reasons for possible termination, the time frame the youth is being allowed to remedy the situation (no more than 15 days), a statement that if the issues have not been remedied by a specific date the youth will be terminated, the name of whom to contact if the youth wishes to remain on the program. Include a statement that if the youth is terminated from the ILP housing program, the youth remains eligible for ILP skill building services and can reapply for the housing program in 30 days (if they have been able to resolve the issues stated as reasons for the termination).

     b. Request an Exception to Policy from the ILP Desk. In this case, provide a begin and end date, reason for the exception request, and the youth’s plan for regaining compliance.

        ▪ If an exception is approved but a youth does not regain compliance within the time specified, the youth will be terminated from the housing program. A format is available from the ILP Desk for the Exception to Policy requests.

• The ILP Desk may hold a youth’s housing payment if a problem is identified and not resolved within 30 days. The caseworker and ILP worker will receive an official notification via e-mail alerting the worker(s) that a problem exists. The caseworker(s) will be given 30 days to resolve the problem with the youth. If the problem remains unresolved after 30 days, a hold will be placed on all future housing payments.
Terminating housing payments

- Advise the ILP Desk of all housing terminations (planned or unplanned).
- Close housing services under the following circumstances:
  1. The youth completed the housing program as planned.
  2. The youth achieved independence and self-sufficiency to the extent that there is no longer a need for housing payments.
  3. The youth made a voluntary decision to no longer participate in the housing program.
  4. The youth was involuntarily terminated from the program for failing to comply with program requirements (a 15-day notice of termination must be provided to the youth).
  5. The youth reached his or her 21st birthday.
  6. The youth exceeded maximum benefits for the program:
     a. For Chafee Housing, the youth expended the $6,000 allotment.
     b. For the Independent Living Housing Subsidy, the youth completed the 12th month in the program.
  7. The Chafee Housing youth received ETV funds for room and board. If a school includes room and board in the projected costs of attendance, a youth cannot access both ETV and Chafee Housing funds.

- The caseworker must inform the following people if terminating a youth from the housing program:
  1. The youth (verbally and in writing).
  2. Data input staff.
  3. The ILP provider.
  4. The ILP Desk.

- Failure to notify these parties may result in an overpayment to the youth.

Other safety and well-being issues

- Any youth participating in the Independent Living Housing Subsidy remains eligible for a medical card through the department. Request the youth’s medical card as you would any other child in substitute care.