



State of Florida  
Department of Children and Families

Charlie Crist  
Governor

Robert A. Butterworth  
Secretary

DATE: June 27, 2008

TO: Regional Directors

THROUGH: *George Sheldon*  
George Sheldon, Assistant Secretary for Operations  
*David Fairbanks*  
David Fairbanks, Assistant Secretary for Programs

FROM: *Patricia Badland*  
Patricia Badland, Director of Office of Family Safety

SUBJECT: Increase of Maximum Road-to-Independence (RTI) payment effective July 24, 2008, Required Revisions to the Notice of Appeal Forms, and Request for the "Plan for Implementation of Services to Young Adults Formerly in Foster Care."

Due Date for the "Plan for Implementation of Services to Young Adults Formerly in Foster Care:" **August 1, 2008**

**PURPOSE:**

The purpose of this memorandum is to provide information on the increase of the maximum Road-to-Independence payment, to inform of needed revision to the notice of appeal forms, and to request the annual "Plan for Implementation of Services to Young Adults Formerly in Foster Care" as required by 409.1451(5), F. S.

**ACTION REQUIRED:**

Please disseminate this memorandum to circuit administrators, community-based care lead agencies, and staff involved in the provision of services for youth in care and young adults formerly in the custody of the Department of Children and Families. Due Date for the "Plan for Implementation of Services to Young Adults Formerly in Foster Care" is **August 1, 2008** to Catherine\_Heath@dcf.state.fl.us

**BACKGROUND:**

Increase of Maximum Road-To-Independence Payment Effective July 24, 2008

As provided in s. 409.1451 (5)(b)1., F.S., the maximum monthly amount a recipient of the Road-to-Independence benefit can receive is based on a 40-hour work week at federal

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minimum wage; this weekly rate is then multiplied by 4.33 to determine the maximum benefit.

The current maximum monthly benefit is \$1,014 until July 24, 2008. Effective July 24, 2008, the new federal minimum wage will be \$6.55 and the new maximum monthly RTI payment will increase to \$1,135.

All adults currently receiving a Road-to-Independence payment must have a new Needs Assessment completed using the appropriate updated form. The needs assessment form will serve as notice to the youth of the change in maximum amount. Calculations of the monthly RTI payment must reflect a calculation from the new maximum. Updated need assessments are attached to this memorandum and will be updated on eForms.

As you are aware, the Legislative Budget Commission approved the additional \$4.6 million requested to off-set the increases in federal minimum wage effective July 2007 and July 2008. This additional funding must be used to comply with the Legislative intent. The intent is that these funds be used to fund increases in payment awards resulting from the increase in the maximum award amount for eligible students.

For more information on management of the independent living program budget as appropriated, please see Florida Administrative Code 65C-31.011 entitled "Independent Living Program Budget Management."

Revisions to the "Notice of Approval to Road-to-Independence Scholarship and Right to Appeal" Form

Subparagraph 409.1451(5)(e)1., Florida Statutes, requires the Department of Children and Families to adopt a procedure for the appeal of independent living services. Florida Administrative Code 65C-31.009 codifies the process for appeal and includes sample letters. Attachment E: Sample Letter of "Notice of Approval of Road-to-Independence Scholarship and Notice of Right to Appeal" should be changed to reflect the new maximum benefit. Currently the sample form states: "Pursuant to Section 409.1451(5)(b)1., Florida Statutes, the maximum amount you can receive is \$892." Until July 24, 2008, current maximum benefit is \$1,014. Federal minimum wage will change again on July 24, 2008 and the "Right to Appeal" letters should reflect this increase to \$1,135.

After July 24, 2008, all letters to young adults formerly in foster care must reflect the new maximum benefit.

For more information on the appeal process, please see the memorandum issued on April 4, 2008 entitled "Independent Living Fair Hearings and the Office of the Attorney General."

Request for "Plan For Implementation of Services to Young Adults Formerly in Foster Care" As Required in 409.1451 (5), Florida Statutes by August 1, 2008

Increase of Maximum Road-to-Independence (RTI) payment effective July 24, 2008

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Section 409.1451(5), F. S., requires each community-based care agency under contract with the Department of Children and Families to provide independent living services and to develop a plan for the implementation of these services for young adults formerly in foster care, ages 18 through 22. On or before August 1, 2008, please submit your agencies updated plan as required by this memo to Catherine Heath at Catherine\_heath@dcf.state.fl.us. The format for the "Plan for Implementation of Services to Young Adults Formerly in Foster Care" is attached.

**CONTACT INFORMATION:** If you have any further questions, please contact Catherine Heath, Office of Family Safety, at Catherine\_heath@dcf.state.fl.us or (850) 922-2425.

*Attachments*

cc: Melissa Jaacks, Assistant Secretary for Administration  
Mary Cagle, Director of Children's Legal Services  
Diane Guillemette, Office of the Attorney General  
John Slye, Office of the General Counsel

# ROAD TO INDEPENDENCE PROGRAM HIGH SCHOOL NEEDS ASSESSMENT TOOL

Student's Name:	SSN:
Name of School:	Date:

	INCOME	COST/NEED	DEDUCTIONS
Total Cost of Attendance for 20 -20 <small>(The maximum award is \$1,135 per month which equals \$10,704 per year. This amount is the cost of attendance and deductions will be subtracted from this figure.)</small>		<b>13,620</b>	
Special Needs Allowance		<b>0</b>	
Earned Income:			
Student's Monthly Wages:	Weekly Hours <b>0</b>	Hourly Wage <b>0.00</b>	
	OR Monthly Earnings <b>0</b>		
X 12 months = yearly income		<b>0</b>	
Income Protection Allowance:		<b>7062</b>	
Student's Available Income:		<b>0</b>	
Contribution from Income:			<b>0</b>
Federal Income (SSI, Social Security)(Monthly) <small>(Students may elect to exclude these funds as a deduction - See instructions for clarification)</small>	NON-DEDUCTION <b>0</b>	DEDUCTION <b>0</b>	
X12 months = yearly income	<b>0</b>	<b>0</b>	<b>0</b>
Totals:		<b>13,620</b>	<b>0</b>
Total Need:		<b>13,620</b>	
Adjusted Total Need:		<b>13,620</b>	

<b>Monthly Award:</b>	<b>1135</b>	
	<b>1135</b>	

<u>Breakdown of Educational/Financial Resources Available to the Student</u>	
Total Earned and Unearned Income	<b>0</b>
Annual RTI Program Award:	<b>13,620</b>
Total Annual Income Available to the Student:	<b>13,620</b>
Monthly Income Available to the Student:	<b>1,135</b>



<b>Student's Name:</b>	<b>SSN:</b>
<b>Name of School:</b>	<b>Date:</b>
<b>Caseworker Completing Form:</b>	

	INCOME	COST/NEED	DEDUCTIONS
Living and Educational Expenses for 20_ - 20_ Academic Year:		0	
<b># of months in the Academic Year</b>	0		
Fee Exemption: Tuition and Fees			0
Federal Scholarships received (Pell Grants)	0		
# of months in the Academic Year	0		
Federal Scholarship Deduction during Academic Year			0
Other Federal Income (SSI, Social Security) (Monthly)	0	0	
X # of months in the Academic Year	0		
Total Federal Income		0	0
Young Adult's Earned Income - Academic Year:	0	0.00	0
Weekly Hours	0		
Hourly Wage		0.00	
Monthly		0	
OR			
Monthly Earnings	0		0
X # of month's in the Academic Year	0		
Total Earned Income		0	
Income Protection Allowance		0	
Young Adult's Available Income:		0	0
Alternate Sources of Funding: (Academic Year)	0		0
Other Scholarships and/or Grants from State and/or Community Sources:			
Academic Year Amount:		0	
Disregard:		1,500	
Amount deducted:		0	0
<b>Totals:</b>		0	0
<b>Total Need:</b>		0	

<b>Monthly Award:</b>	<b>#DIV/0!</b>
Minimum Award	<b>#DIV/0!</b>

<b>Breakdown of Educational/Financial Resources Available to the Student</b>	
Total Earned Income/State and Local Scholarships:	0
Academic Year RTI Award:	225
Federal Scholarships	0
Other Federal Income: (SSI/SSA Benefits)	0
Federal Funds Received Counting Toward COA:	225
Amount below COA:	-225
Total Federal Funds Received:	225
Total Academic Year Income Available to the Student:	225
Monthly Income Available to the Student:	#DIV/0!
Average Fee Exemption:	0



**Student's Name:**

**SSN:**

**Name of School:**

**Date:**

**Caseworker Completing Form:**

Living and Educational Expenses for 20\_\_ - 20\_\_ Summer Months:

INCOME COST/NEED DEDUCTIONS

1	Actual Ed and Living Exp. (Summer) OR Estimated Ed and Living Exp Academic Year	0			
2	# months in academic year # of Summer months	0	0		
	Ed and Living Exp Summer			0	
3	Actual Tuition and Fees (Summer)(if zero, enter 0) OR Estimated Tuition and Fees Academic Year	0			
		0			Tuition and fee Exemption 0
4	Federal Scholarships received (Pell Grants) # Summer months	0	0		
	Federal Scholarship Deduction during the Summer				0
5	Other Federal Income (SSI, Social Security) (Monthly) X # of Summer months Total Federal Income	0		0	0
				0	0
6	Young Adult's Earned Income - Summer:  X # Summer months Total Earned Income Income Protection Allowance Young Adult's Available Income:	0	0.00	0	
	OR Monthly Earnings	0		0	
				0	
				0	
				0	0
7	Alternate Sources of Funding: (Summer)	0			0
8	Other Scholarships and/or Grants from State and/or Community Sources: Summer Amount: Disregard: Amount deducted:			0	
				500	
				0	0
	Totals:			0	0
	Total Need:			0	
	<b>Monthly Award:</b>	#DIV/0!			
	Minimum Award	#DIV/0!			

**Breakdown of Educational/Financial Resources Available to the Student**

Total Earned Income/State and Local Scholarships:	0
Summer RTI Award:	75
Federal Scholarships	0
Other Federal Income: (SSI/SSA Benefits)	0
Federal Funds Received Counting Toward COA:	75
Amount below COA:	-75
Total Federal Funds Received:	75
Total Summer Income Available to the Student:	75
Monthly Income Available to the Student:	#DIV/0!
Summer Fee Exemption:	0



Student's Name:

SSN:

Name of School:

Date:

Caseworker Completing Form:

Living Expenses for 20_ - 20_ Summer Months:		Not Attending School:		INCOME	COST/NEED	DEDUCTIONS
1	Living Expense Academic Year	0				
2	# of months in Academic Year	0				
	# of Summer Months	0				
	Summer Living Expenses				#DIV/0!	
3	Federal Scholarships received (Pell Grants)	0				
	X # Summer months	0				
	Federal Scholarship Deduction during the Summer					0
4	Other Federal Income (SSI, Social Security) (Monthly)		Non-Deduction: 0	Deduction: 0		
	X # of Summer months	0				
	Total Federal Income			0		0
5	Young Adult's Earned Income - Summer:	Weekly Hours: 0	Hourly Wage: 0.00	Monthly: 0		
	OR Monthly Earnings	0		0		
	X # Summer months	0				
	Total Earned Income			0		
	Income Protection Allowance			0		
	Young Adult's Available Income:			0		0
6	Alternate Sources of Funding: (Summer)	0				0
7	Other Scholarships and/or Grants from State and/or Community Sources:					
	Summer Amount:			0		
	Disregard:			500		
	Amount deducted:			0		0
Totals:					#DIV/0!	0
Total Need:					#DIV/0!	
<b>Monthly Award:</b>		#DIV/0!				
Minimum Award		#DIV/0!				

Breakdown of Educational/Financial Resources Available to the Student

Total Earned Income/State and Local Scholarships:	0
Summer RTI Award:	#DIV/0!
Federal Scholarships	0
Other Federal Income: (SSI/SSA Benefits)	0
Federal Funds Received Counting Toward COA:	#DIV/0!
Amount below COA:	#DIV/0!
Total Federal Funds Received:	#DIV/0!
Total Summer Income Available to the Student:	#DIV/0!
Monthly Income Available to the Student:	#DIV/0!

*Enter Agency Name*

**Plan for Implementation of Services to Young Adult Formerly in Foster Care, 18 through 22**

Section 409.1451(5), F.S. requires community-based care lead agencies that are under contract with the department to develop a plan to implement services to young adults formerly in foster care. These plans are to include; the number of young adults to be served each month of the fiscal year and specify the number of young adults **who will reach 18 years of age** who will be eligible for the plan and the number of young adults **who will reach 23 years of age** and will be ineligible for the plan or who are otherwise ineligible during each month of the fiscal year; staffing requirements and all related costs to administer the services and program; expenditures to or on behalf of the eligible recipients; costs of services provided to young adults through an approved plan for housing, transportation, and employment; reconciliation of these expenses and any additional related costs with the funds allocated for these services; and an explanation of and a plan to resolve any shortages or surpluses in order to end the fiscal year with a balanced budget.

*Note: The statutory requirement for this plan is to project data, costs and service requirements for services for young adults formerly in foster care. Agencies are encouraged to enhance this plan by adding projections for adolescent services as well. However, projections for costs, staffing requirements and other requirements for young adult services must be separate in the plan.*

**1. Please complete the following table. Instructions are below.**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>	<b>Column 6</b>
<b>Month</b>	<i>Count from Previous Month (begin w/ count from 6/08)</i>	<b>ADD Projected # reaching age 18</b>	<b>MINUS # reaching age 23</b>	<b>MINUS Projected otherwise ineligible</b>	<i>Total Number to be served each month</i>
July 2008					0
August 2008					0
September 2008					0
October 2008					0
November 2008					0
December 2008					0
January 2009					0
February 2009					0
March 2009					0
April 2009					0
May 2009					0
June 2009					0
	<i>Totals</i>	0	0	0	

*a. The number of new young adults each month who will reach 18 years of age who will be eligible for the plan for fiscal year 2008-2009.*

**Enter into Column 3**

**Add narrative here, as needed**

*b. The number of young adults who will reach 23 years of age ("age out") and will be ineligible for the plan or who are otherwise ineligible during each month of the fiscal year .*

**Enter into Columns 4 and 5**

**Add narrative here, as needed**

*c. The number of all eligible young adults to be served each month of the fiscal year of 2008-2009.*

**Enter into Column 2**

**Add narrative here, as needed**

**2. Staffing requirements and all related costs to administer the services and program expenditures to or on behalf of the eligible recipients- 18 through 22 year olds**

**Add narrative here, as needed**

Type of cost or type of staff	# of staff required	Costs
<i>Example: Supervisory staff</i>		
<i>Example: Casework staff</i>		
<i>Example: Lifeskills or job coaches</i>		
<i>Example: Other costs; explain below</i>		
<b>Total</b>	0	\$0.00

Explain other costs:

**3. Expenditures to or on behalf of the eligible clients age 18 through 22.  
Add narrative here, as needed**

Type of cost	# of benefits to be awarded*	Average cost per client per year	Total Cost
<i>RTI Program awards</i>			\$ -
<i>Transitional Support Services</i>			\$ -
<i>Aftercare Support Services</i>			\$ -
<i>Other expenditures; explain below</i>			\$ -
<b>Total</b>	0	0	\$ -

\* These numbers may be duplicative since a young adult may receive benefits from more than one service during the month.

Explain other costs:

**4. Costs of services provided to young adults through and approved plan for housing, transportation and employment.**

Section 409.1451(5)(d)3., F.S. allows the following: “*The community-based care lead agency may purchase housing, transportation, or employment services to ensure the availability and affordability of specific transitional services thereby allowing an eligible young adult to utilize these services in lieu of receiving a direct payment. Prior to purchasing such services, the community-based care lead agency must have a plan approved by the department...*”

The agency has an “approved plan” to provide housing, transportation and employment services.

Yes

No

If yes, indicate costs below, if no enter -0-.

**Add narrative here, as needed**

Service	Costs
Housing	
Transportation	
Employment	
<b>Totals</b>	\$0.00

**5. Reconciliation of these expenses and any additional related costs with funds allocated for these services .(If using Excel, these will total automatically.)**

Expense Type	Proposed Expenses	Current Funding	Shortage/ Surplus Funding
Staffing Requirements: (#2 above)	\$0.00		\$0.00
Client Expenditures: (#3 above)	\$0.00		\$0.00
Housing, Transportation, and Employment Costs: (#4 above)	\$0.00		\$0.00
Other costs for clients ages 18 through 22: explain below			\$0.00
<b>Totals</b>	\$0.00	\$0.00	\$0.00

Explain other costs:

**6. An explanation of and a plan to resolve any shortages or surpluses in order to end the fiscal year with a balanced budget . (Please indicate how the agency plans to address any deficits indicated in this plan. If a surplus is projected please indicate how these additional funds will be expended prior to end of the fiscal year.)**

Explanation: