Child Welfare Pre-Service Training

Independent Living

Participant Guide

July 2013
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Module 1: Overview of Independent Living

National Youth In Transition Data Base (NYTD)

- In 1999, Congress established the John H. Chafee Foster Care Independence Program.
- This program gives States flexible funding to assist youth in transitioning out of foster care.
- The law also requires the Administration for Children and Families (ACF) to develop a data collection system to track the independent living services provided to youth and to develop outcomes that measure states' success in preparing youth for their transition from foster care to adulthood.
- To meet this requirement, the National Youth in Transition Database, or NYTD, was created.
- All Florida agencies are required to collect youth survey information via NYTD.
- The State of Florida has been a national leader in soliciting feedback from youth via many avenues, a primary one being the Independent Living Critical Services Checklist.
- For the past several years, Florida has used youth survey information to make sure that IL services and outcomes for youth in Florida are counted.
- Florida collects data on youth who have aged out of foster care and teens still in care.
- NYTD and the My Services youth survey for teens still in foster care will continue these efforts to positively impact working with the young adults and teens served.
- NYTD and the My Services youth survey replaces the IL Critical Checklist: January 1, 2011
- The “Checklist” is replaced with an on-line survey
- The survey is specific: Based on the age of the youth
- Accessing the correct survey is an automatic process based on DOB
- Youth access survey through: www.flsurvey.org - On-line [chat] available during survey hours
- Continuity: CBC Lead Agencies continue with the same process utilized for IL Checklist
- Ultimately, youth survey information has potential to improve IL services for all youth in Florida
- By participating and being active with NYTD, Florida can help change outcomes for all youth in foster care.
- The department or community-based care provider will work with the young adult in developing a joint transition plan that is consistent with a needs assessment identifying the specific need for transitional services to support the young adult's own efforts.
- The young adult must have specific tasks to complete or maintain included in the plan and be accountable for the completion of or making progress towards the completion of these tasks.
- If at any time the services are no longer critical to the young adult's own efforts to achieve self-sufficiency and to develop a personal support system, they shall be terminated.

To access the on-line survey tool: [www.napcwa.org/home/docs/NYTDGuidebook.pdf](http://www.napcwa.org/home/docs/NYTDGuidebook.pdf)
Module 2: IL Services for Children in Foster Care

Transitional Services for Eligible Children in Foster Care

F.A.C. 65C-28.009

Pre-independent Living Services QPS #44
- Eligibility: youth 13 to 15 years of age in the agency’s custody
- Services include but are not limited to:
  - life skills training
  - educational field trips and conferences
  - pre-independent living assessment used to identify specific services for a child

Life Skills Services - QPS #45
- Eligibility: youth 15 to 18 years of age in the agency’s custody
- Services include but are not limited to:
  - Independent living skills training (including banking and budgeting skills)
  - Time management or organizational skills
  - Educational support
  - Employment training
  - Counseling
  - Independent living skills assessment used to identify specific services

Best Practice Note:
Identifying and learning to maintain a personal support system is one of the most important independent living life skills activities.

You must continue to assist youth in the development of long-lasting relationships. Efforts must be made to help youth establish or re-establish permanent connections with caring, supportive adults who will be there when he/she is discharged from the care and custody of the agency.

Driver’s Licenses for Youth in Foster Care
- You can sign an application for a learner’s/regular driver’s license without being held liable for damages caused by the minor for youth ages 15-17 on the agency’s custody.
- Prior to signing the application, you must notify the foster parent/other responsible party of the intent to sign the application.

Disability of Nonage of Minor
- For the purpose of ensuring that a youth in foster care is able to secure depository financial service, such as checking and savings accounts, the disability of nonage of minors is removed provided that the youth:
  - is 16 years of age
• is adjudicated dependent
• resides in an out-of-home placement
• has completed a financial literacy class
• receives an order from the court removing the disability of nonage

Subsidized Independent Living Services

• Living arrangements that allow the child to live independently of the daily care and supervision of an adult in a setting that is not required to be licensed
• Each youth who has reached age 16 and is living in licensed foster care must be formally evaluated for placement in the subsidized independent program.

Eligibility

• Youth between the ages of 16 and up to the 18th birthday
• Adjudicated dependent and placed in the custody of the agency
• Placed in licensed out-of-home care at least 6 months prior to entering subsidized independent living
• Case plan has a permanency goal of adoption, or another planned permanent living arrangement (with independent living as the permanency plan)
• Youth is able to demonstrate independent living skills

If eligible and appropriate for placement, a timeframe for placement in subsidized independent living must be decided; a plan for independence described.

If not eligible or appropriate at the time of the evaluation but still wishes to be considered for SIIL plan must be developed which describes the youth’s deficiencies and the steps they must take in order to become eligible for the program.

Plans for Age-Appropriate Activities

• A written plan for all children beginning at age 13 (but may be and are encouraged to be developed earlier) is required by law.
• Foster parents who have developed a written plan for age appropriate activities with a child and you will not be held responsible under administrative rules or laws pertaining to state licensure;
• Have their licensure status jeopardized as a result of the actions of a child engaged in the approved age-appropriate activities specified in the written plan. 409.1451(3)(a)3, F.S.
Transition Plan for Youth Aging Out of Care New Provisions of Law

- Requires Case Manager to:
  - assist and support youth in developing a transition plan a they age out of foster care.
  - provide the older youth with assistance and support in developing a transition plan during the 90 day period before the youth’s 18th birthday.
  - involve the youth and other representative(s) of the youth in the development of the plan.

- The transition plan must:
  - be developed at age 17 1/2 (during the 90 day period before turning age 18
  - list specific goals and activities to be achieved prior to the young person leaving foster care
  - be personalized at the direction of the young person
  - be as detailed as he or she chooses
  - include specific options regarding housing, health insurance, education, local opportunities for mentors and continuing support services, work force supports and employment services.

- Case Managers must ensure the:
  - youth is informed and prepared to make healthy decisions about their live
  - transition plan is reviewed with and approved and signed by the youth either 90 days prior to their 18th birthday or 90 days prior to the date the young adult leaves care
  - transition plan and development process is documented in FSFN.
  - case plans describe the programs and services to help the youth prepare for transition from foster care to independent living
  - provision of pre-independent services, life skills training, educational trips and conferences
  - occurrence of annual staffings for youth between the ages of 13 and 15 to ensure the case plan includes an appropriate educational and career path based on their abilities and interests
Module 3: IL Services for Young Adults Formerly in Foster Care

Transition Services Provided to Young Adults Formerly in Foster Care

F.A.C. 65C-28.009

Transitional Support Services

- **Eligibility**
  
  A young adult formerly in foster care who has reached 18 years of age but is not yet 23 years of age
  
  Was a dependent child
  
  Was living in licensed care or in subsidized independent living at the time of his or her 18th birthday
  
  Spent at least 6 months living in foster care before that date

- **Short term funding and services include, but are not limited to:**
  
  financial assistance
  
  housing resources
  
  counseling services
  
  employment and/or education assistance

- **The agency must work with the young adult in developing a joint transition plan that is consistent with a needs assessment identifying the specific need for transitional services to support the young adult’s own efforts.**

  The young adult must have specific tasks to complete or maintain included in the plan and be accountable for the completion of or making progress towards the completion of these tasks.

  If the young adult and the agency cannot come to agreement regarding any part of the plan, the young adult may access a grievance process to resolve the disagreement.

- **Services may be received in conjunction with aftercare support services and/or Road to Independence Program.**

  Life skills training

  Educational field trips and conferences

  Pre-independent living assessment for identification of other specific services
Road-to-Independence Program

- Intended to assist eligible students who are former foster children in Florida to receive the educational and vocational training needed to achieve independence.
- The monthly award will equal the earnings the student would have been eligible to earn working a 40 hour a week federal minimum wage job, after considering other grants and scholarship that are in excess of the educational institution's fees and costs.
- Awards for young adults placed in guardianship at age 16 or older must be paid out of state funds only.
- Awards for young adults adopted at age 16 or after must be paid out of state funds unless the young adult is attending a post-secondary educational institution.
  - Up to $6,250 per year in the Education and Training Voucher fund category may be used.
  - After reaching the $6,250 mark, state funds must be used to support the students’ award for the remainder of the year.

Eligibility

- Youth who exited foster care at age 18
- In foster care a minimum of 6 months prior to 18th birthday
- Enrolled in school full time unless disability prevents full time attendance
- Is a Florida resident and meets citizenship requirements
- Between the ages of 18 and 23rd birthday
Aftercare Support Services

- Youth who have reached 18 years of age but is not yet 23 years of age who leave foster care
- Youth who have reached 18 years of age but who request services prior to reaching 23 years of age
- Services include but are not limited to, referrals for:
  - Mentoring and tutoring
  - Mental health services
  - Substance abuse counseling
  - Life skills classes
  - Parenting classes
  - Job and career skills training
  - Counselor consultations
  - Temporary financial assistance
  - Financial literacy skills training
- Temporary services may be provided in an attempt to prevent homelessness. Up to $1,000 per fiscal year per youth.
Payment of Aftercare, Scholarship, or Transitional Support Funds

- Payment of aftercare, scholarship, or transitional support funds is made directly to the recipient unless the recipient requests that the payments or a portion of the payments be made directly to a licensed foster family or group care provider with whom the recipient was residing at the time of attaining the 18th birthday and with whom the recipient desires to continue to reside.

- After the completion of aftercare support services payment of awards under the Road to Independence Program is made by direct deposit to the recipient, unless the recipient requests in writing to the agency that the payments:
  - be made directly to the recipient by check or warrant
  - be made on a two-party check to a business or landlord for a legitimate expense, whether reimbursed or not. A legitimate expense includes: automobile repair or maintenance expenses; education, job, or training expenses; and costs incurred, except legal costs, fines, or penalties, when applying for or executing a rental agreement for the purposes of securing a home or residence.

- The 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.
Tuition Waivers

WHO MEETS THE CRITERIA?

F.S.1009.25

- Is or was at the time they reached the age of 18 in the custody of DCF
- Was adopted from DCF after May 5, 1997
- Is or was at the time they reached 18 in relative custody under s. 39.5085, F.S.
- Was placed in guardianship by the court after reaching age 16 and spending at least 6 months in DCF custody.

WHAT SCHOOLS?
Florida’s colleges, universities, and community colleges.

WHAT DOES IT COVER?
Tuition, local fees, lab fees, and skills testing fees.

WHAT DOES IT NOT COVER?
Housing, dormitories, and books. However, youth adopted after May 5, 1997 may qualify for housing and dormitory benefits.

WHAT DO I DO TO APPLY?
- Download the form from: [http://www.dcf.state.fl.us/publications/eforms/fsp5220.pdf](http://www.dcf.state.fl.us/publications/eforms/fsp5220.pdf)
- Contact the local lead agency for further information on “Certifying the Form.” For information on your lead agency: [http://www.dcf.state.fl.us/cbc/docs/leadagencycontacts.pdf](http://www.dcf.state.fl.us/cbc/docs/leadagencycontacts.pdf)
- Talk with your school about the process.
Florida Tuition and Fee Exemption Form

State of Florida
Department of Children and Families

Date: ______________________

To: Florida Public State University, Public Florida College System Institution, or Public Postsecondary Career and Technical Program

From: ______________________, Department of Children and Families or Community Based Care Lead Agency

Title: ______________________

Subject: Tuition and Fee Exemption for Students Receiving or Formerly Receiving Services from the Department of Children and Families

Please accept this letter certifying that ______________________ (name), whose date of birth is ______________________, meets one of the following criteria necessary to obtain exemption from paying tuition and fees at a Florida public state university, public Florida College System institution or public postsecondary career and technical program, pursuant to the "Florida K - 20 Education Code," Section 1009.25(2)(c)-(d), Florida Statutes (check one):

☐ He or she is or was at the time he or she reached age 18 in the custody of the Department of Children and Families:

☐ He or she was adopted from the Department of Children and Families after May 5, 1997;

☐ He or she is or was at the time of reaching age 18 in the custody of a relative under s. 39.5085, F.S.; or,

☐ He or she was placed in a guardianship by the court after reaching age 16 and spending at least 6 months in the custody of the Department of Children and Families.

The tuition and fee exemption CANNOT be used at an out-of-state educational institution or in-state private university, private community college or private postsecondary career and technical program. Please contact the financial aid office at the school to determine if alternative tuition and fee exemptions or scholarships are available through the school.

Effective July 1, 2010, this exemption remains valid until the young person reaches the age 28, which is ______________________

Please contact ______________________, Florida Department of Children and Families or Community Based Case Agency at ______________________ for additional information.

School Official, if applicable ______________________

School Official, if applicable ______________________
Eligibility (Expanded Population for Road-to-Independence)

- Refer class to 409.1451(5)(b)2.a. for use with discussion.
- A young adult who has reached 18 years of age and after reaching the age of 16 was adopted from foster care and spent a minimum of 6 months in care immediately preceding adoption or;
- After reaching 16 years of age, was placed in guardianship by the court and has spent at least 6 months in the custody of the agency prior to placement
- Young adults who meet the eligibility criteria and are age 18, 19, or 20 are potentially eligible for an “initial” Road to Independence award.
- Young Adults eligible for the RTI award will receive Medicaid until age 21.
- The agency evaluates/renews awards annually during the 90-day period before youth’s birthday.
- Youth must apply for the initial award during the 6 months immediately preceding 18th birthday.
- Youth who fail to make an initial application, but who otherwise meet the criteria, may make one application for the initial award if made prior to the 21st birthday.
- Youth must be able to prove ongoing eligibility at the end of each semester
- Complete at least 12 semester hours or the equivalent in the last academic year that the youth earned a scholarship
- Maintain a cumulative grade point average of 2.0
- Reinstatement can be applied for once before reaching the 23rd birthday
- Court review until child is 18 when IL is the plan
- A young adult who has reached 18 years of age but is not yet 21 years of age is eligible for the initial award, and a young adult under 23 years of age is eligible for renewal awards, if he or she
  - was a dependent child
  - was living in licensed care or in subsidized independent living at the time of his or her 18th birthday
  - is currently in licensed care or subsidized independent living
  - was adopted from foster care after reaching 16 years of age or
  - after spending at least 6 months in the custody of the agency after reaching 16 years of age was placed in a guardianship by the court.
• The agency must advertise the criteria, application procedures, and availability of the program to:
  • Children and young adults in, leaving, or formerly in foster care
  • Guidance Counselors
  • Counselors
  • Principals or other relevant school administrators
  • Guardian Ad Litems
  • Foster Parents

• The agency must advertise the criteria, application procedures, and availability of the program to:
  • Children and young adults in, leaving, or formerly in foster care
  • Guidance Counselors
  • Counselors
  • Principals or other relevant school administrators
  • Guardian Ad Litems
  • Foster Parents
INITIAL ROAD TO INDEPENDENCE PROGRAM APPLICATION

USE OF FUNDS: For guidance on the type of funding sources to use for each eligibility category, please see the "Independent Living Program Payment Guide and Coding Definitions" booklet – July

SECTION A: APPLICATION CERTIFICATION

The information I am supplying in this application is true, complete and correct. To the best of my knowledge and belief, I am eligible for this program as defined under Florida law.

Applicant's Signature __________________________ Date __________

NOTICE: If you purposely give false information on this form, you may be subject to a fine or imprisonment or both under Section 837.06, Florida Statutes.

SECTION B: DEMOGRAPHIC INFORMATION

It is your responsibility to keep this information current. Should your contact information change please contact ______________________ at ________________

Questions marked with an asterisk (*) require a response

1. *Social Security Number __________________________
   NOTICE: Pursuant to s. 1009.94 and s. 1002.22, Florida Statutes, you must provide your social security number. Your social security number helps to determine your eligibility for assistance or services faster and more accurately. Social security numbers are used by the Department for identity verification, income and eligibility verification, and other purposes related to administration of our programs.

2. *First Name_________________MI_____*Last Name_____________________
3. Home Phone #_________________Work Phone #_________________
4. Email Address________________________
5. *Street Address/PO Box_________________Apt #________
6. *City:_________________*State:________*County:_________*Zip Code:________
7. *Is Florida your state of legal residence? Yes No
8. *Are you a U.S. citizen or eligible non-□ □citizen? Yes No
   □ □

If you were adopted, do not answer #9 and #10, skip to #11.
If you were placed in permanent guardianship, do not answer #9 through #13, skip to #14
9. *At the time of your 18th birthday will you be or were you adjudicated dependent and in the legal custody of the State of Florida? Document attached) □ Yes □ No

10. *Did you spend or will you have spent at least 6 months living in foster care before reaching your 18th birthday? □ Yes □ No

Only answer #11, #12 and #13 if you were adopted through the Florida foster care system.

11. *Were you adopted through the Florida foster care system at age 16 or 17? (Documentation attached) □ Yes □ No
12. *Did you spend at least 6 months living in licensed foster care immediately before being adopted? □ Yes □ No
13. *Date of your finalized adoption: ______________________

Only answer #14 through #16 if you were placed in permanent guardianship.

14. *Were you placed in permanent guardianship at age 16 or 17? (Documentation attached) □ Yes □ No
15. *Did you spend at least 6 months living in licensed foster care immediately before being placed in permanent guardianship? □ Yes □ No
16. *Date of placement in permanent guardianship: ______________________

17. * Date of Birth: ______________________
18. Gender: □ Male □ Female

SECTION C: ACADEMIC BACKGROUND

Questions marked with an asterisk (*) require a response

19. *Please indicate if you meet one of the following criteria: (Supporting documentation must be attached.)
   a. □ I have earned a standard high school diploma, its equivalent or a special diploma/certificate of completion and I have been admitted for full-time** enrollment in an eligible post-secondary education institution as defined in F.S. 1009.533; or
   b. □ I am enrolled full-time** in an accredited high school; or
   c. □ I am enrolled full-time** in an accredited adult education program designed to provide me with a high school diploma or its equivalent.

**Those persons with a documented disability will provide documentation that part-time attendance is a necessary accommodation.
20. *I have provided the following documentation:
   a. [ ] A copy of my diploma and proof of full-time enrollment in a post secondary education institution; or
   b. [ ] Proof of full-time enrollment in an accredited high school; or
   c. [ ] Proof of full-time enrollment in an accredited adult education program.

21. *High School graduation date (if not graduated, projected date):________

22. *My current academic level:
   [ ] Less than high school senior   [ ] Vocational school
   [ ] High school senior            [ ]
   [ ] College sophomore; no previous bachelor's degree
   [ ] College freshman; no previous college degree
   College freshman; previous college work  College senior; no previous bachelor's degree

23. *High School/Adult educational institution name/County:

24. *Name of the last post-secondary institution attended (ex. University, community college, vocational school):

25. *Post-secondary institution you are attending or planning to attend (if different from #24 above):

### Certification of Award

This application for the "Road to Independence" Program funds has been reviewed and the award has been:

- [ ] APPROVED for the term of one year or until the student's next birthday or until the student has attained an undergraduate degree or two vocational certificates or credentials, whichever comes first, subject to the continued eligibility requirements being met and funds being available. You must renew your award during the 90-day period prior to the one-year term or the 90-day period prior to your next birthday, whichever comes first.

- [ ] NOT APPROVED due to ____________________________________________________________________________

<table>
<thead>
<tr>
<th>Reviewing Authority Signature</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Approval Administrator (if different from above)</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>
SECTION D: Payment Information

If approved, I direct the Department to release funds in the following manner: (select just one option)

☐ I elect to have my current foster/group home parent or provider receive 100% of the award payable in their name for my room, board, and expenses.

Name funds should be payable to: ________________________________
Address: ________________________________
City __________________ State ______ Zip code ______

OR

☐ I elect to have my monthly award payable in 2 (two) separate checks. One check payable to my current foster/group home parent or provider in the amount of $ ____________, and another check payable to me in the amount of $ ________

Name funds should be payable to: ________________________________
Address: ________________________________
City __________________ State ______ Zip code ______

OR

☐ I elect to receive 100% of the monthly award payable directly to me in my name.

I am aware that I may request to change my pay out option at any time but it will take 30 to 45 days for the change to take effect.

______________________________  __________________________
Signature of Young Adult/Applicant       Date
Child in Care Eligibility and Communication Form

Table: Child in Care Eligibility Review and Communication Form

<table>
<thead>
<tr>
<th>Section II - Re-Determination Data</th>
<th>Section III - Interim Determinations/Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Re-Determination: (month due)</td>
<td>The following changes are being reported for the above named child: (check as appropriate)</td>
</tr>
<tr>
<td>Change</td>
<td>Child received SSN: SSN is: _______________</td>
</tr>
<tr>
<td>Proof of Eligibility</td>
<td>Child's name changed to: ___________________</td>
</tr>
<tr>
<td>Foster Care</td>
<td>Effective Date: ___________________________</td>
</tr>
<tr>
<td>Adoption Assistance</td>
<td>Change of Board Rate: New Amount: $________</td>
</tr>
<tr>
<td></td>
<td>Effective Date: ___________________________</td>
</tr>
<tr>
<td>Foster Care:</td>
<td>New/Change in Income: New/Change in Assets</td>
</tr>
<tr>
<td>1. Is child still deprived? Yes No</td>
<td>Source: _________________________________</td>
</tr>
<tr>
<td>Explain:</td>
<td>New Monthly Gross: _______________________</td>
</tr>
<tr>
<td></td>
<td>Effective Date of Change: _________________</td>
</tr>
<tr>
<td>2. Financial Need: Child's Income:</td>
<td>Available to child: Yes No Amount $________</td>
</tr>
<tr>
<td>Child's Assets: $_________________</td>
<td>Jointly Owned: Yes No If &quot;yes&quot;, jointly with:</td>
</tr>
<tr>
<td>3. Is child in a fully licensed</td>
<td>Name: ___________________________</td>
</tr>
<tr>
<td>placement? Yes No License</td>
<td>Relationship to Child: ___________________</td>
</tr>
<tr>
<td>Expiration Date: _________________</td>
<td>New adoption assistance agreement</td>
</tr>
<tr>
<td>Board Rate: $___________________</td>
<td>Effective Date: _________________________</td>
</tr>
<tr>
<td>4. Is there a timely court finding of</td>
<td>If child is potentially eligible for IV-E, needs 2526A to ESS to evaluate IV-E.</td>
</tr>
<tr>
<td>reasonable efforts to finalize the</td>
<td>NOTE: Child must be &quot;special needs&quot; to be IV-E</td>
</tr>
<tr>
<td>permanency plan? Yes No Due Date:</td>
<td>eligible.</td>
</tr>
<tr>
<td>_________________________________</td>
<td>If Adoption Finalized, Date: _______________</td>
</tr>
<tr>
<td>Date of court finding:</td>
<td>Custody Type Changes:</td>
</tr>
<tr>
<td></td>
<td>a. Left care of department</td>
</tr>
<tr>
<td></td>
<td>b. Placed in non-Medicaid facility</td>
</tr>
<tr>
<td></td>
<td>c. On runaway status</td>
</tr>
<tr>
<td></td>
<td>d. Child placed out-of-state</td>
</tr>
<tr>
<td></td>
<td>e. Parental rights terminated by the court</td>
</tr>
<tr>
<td></td>
<td>Effective Date of above action: _________</td>
</tr>
</tbody>
</table>

Request for reconstruction of Title IV-E benefits: __________________ through __________________

Document deprivation, financial requirements and judicial requirements for period of retroactive determination.
<table>
<thead>
<tr>
<th>Adoption Assistance:</th>
<th>New Address/Change of Adders/Transfer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Is there a current adoption assistance agreement? □ Yes □ No</td>
<td>New Address:</td>
</tr>
<tr>
<td>2. Effective date: From: ____________</td>
<td>County: ________ District/Zone:</td>
</tr>
<tr>
<td>To: ____________</td>
<td>Eligible Facility: □ Yes □ No</td>
</tr>
<tr>
<td>Comments:</td>
<td>License Date</td>
</tr>
<tr>
<td></td>
<td>Expiration Date: ____________ of Move: _____</td>
</tr>
</tbody>
</table>
Transition Support Eligibility and/or ETV Funds Application

TRANSPORTINAL SUPPORT ELIGIBILITY and/or Education Training Vouchers (ETV) Funds APPLICATION

USE OF FEDERAL FUNDS

- Attending an eligible institution of higher education part-time:
  Use ETV funds first (Can be used for 21 & 22 year olds)
  Use Chafee second (Cannot be used for 21 & 22 year olds)

- Adopted at age 16 or 17 and attending any institution of higher education part time:
  Use ETV

- Not attending an institution of higher education, but has a Transition Plan:
  Use Chafee

SECTION A: APPLICATION CERTIFICATION

The information I am supplying in this application is true, complete and correct. To the best of my knowledge and belief, I am eligible for this program as defined under Florida law.

Applicant’s Signature ___________________________ Date ____________

NOTICE: If you purposely give false information on this form, you may be subject to a fine or imprisonment or both under Section 837.06, Florida Statutes.

SECTION B: DEMOGRAPHIC INFORMATION

It is your responsibility to keep this information current. Should your contact information change please contact __________________ at ________________.

Questions marked with an asterisk (*) require a response

1. *Social Security Number __________
   NOTICE: Pursuant to s. 1000.94 and s. 1002.22, Florida Statutes, you must provide your social security number. Your social security number helps to determine your eligibility for assistance or services faster and more accurately. Social security numbers are used by the Department for identity verification, income and eligibility verification, and other purposes related to administration of our programs.

2. *First Name___________________ MI___ *Last Name___________________
3. Home Phone #__________________ Work Phone #__________________
4. Email Address__________________
5. *Street Address/PO Box_____ Apt #__

If you were adopted, do not answer #7 and #8, skip to #9.
7. *At the time of your 18th birthday will you be or were you adjudicated dependent and in the legal custody of the State of Florida? Documentation attached)  □ Yes  □ No

8. *Did you spend or will you have spent at least 6 months living in foster care before reaching your 18th birthday?  □ Yes  □ No

Only answer #9 and #10 if you were adopted through the Florida foster care system.

9. *Were you adopted through the Florida foster care system at age 16 or 17? (Documentation attached)  □ Yes  □ No

10. *Date of your finalized adoption: __________________________

11. *Date of Birth: __________________________

12. Gender:  □ Male  □ Female

SECTION C: TRANSITION PLAN

In order to be eligible to receive Transitional Support Services, each young adult must demonstrate that the services requested are critical to the young adult’s own efforts to achieve self-sufficiency an to develop a personal support system.

For evidence of the young adult’s efforts to achieve self-sufficiency, please refer to the attached Transition Plan.

SECTION D: SERVICES TO BE PROVIDED

The following services will be provided to this young adult in order to assist in achieving their plan for achieving self-sufficiency: (These services may include financial, housing, counseling, employment, education and other services.)

Projected Date of Transition Plan achievement (subject to change):____________________

Date of next review of the Transitional Plan:____________________

Reviewing Authority Signature  Title  Date

Approval Administrator (if different from above) Title  Date
SECTION D: Payment Information (if receiving Transitional Support Cash Assistance)

If approved, I direct the Department to release funds in the following manner: (select just one option)

☐ I elect to have my current foster/group home parent or provider receive 100% of the transitional support funds payable in their name for my room, board, and expenses.

Name funds should be payable to: ________________________________
Address: ______________________________________________________
City __________________ State __________ Zip code ______________

OR

☐ I elect to have my monthly transitional support funds payment in 2 (two) separate checks. One check payable to my current foster/group home parent or provider in the amount of $__________, and another check payable to me in the amount of $__________.

Name transitional support funds should be payable to: ________________________________
Address: ______________________________________________________
City __________________ State __________ Zip code ______________

OR

☐ I elect to receive 100% of the monthly transitional support funds payment amount payable directly to me in my name for my room, board and/or expenses.

I am aware that I may request to change my pay out option at any time but it will take 30 to 45 days for the change to take effect.

__________________________________________
Signature of Young Adult/Applicant           Date
Module 4: Independent Living and Case Planning

Audit: Independent Living Case File Documentation

In order for an Independent Living case file to be prepared for an audit you must ensure assessments and documentation for each stage of Independent Living are found in the case file.

Pre-Independent Living Services

Independent Living assessment

Annual staffing

List of all pre-independent living services received by the child including the service provider and date of service

Documentation of the goal setting process

Date of the referral for pre-independent living services

Life Skills Services

Independent Living assessment

Biannual staffing

List of all life skills services received by the child including the service provider and date of service

Date the referral for life skills independent living services

Subsidized Independent Living

Documentation that the child has been adjudicated dependent

Documentation that the child had been in the custody of the department at least 6 months prior to entering subsidized independent living with a goal of adoption, long term licensed care or independent living.

Documentation that the child was determined to be able to demonstrate independent living skills

Documentation of all required parental notifications

The written agreement between the child and the CBC

Child’s case plan

Documentation of the dates and locations of all contacts made by the services worker to the child

Documentation of all judicial reviews

Documentation of all staffing held

The assessment of the living arrangement that was approved by the IL coordinator

Copies of all required background screenings
Documentation of the counsel and written notification provided by the services worker regarding the child’s independent living options

Documentation of the child’s expenses (budget) that support their subsidy amount

**Aftercare Support Services**

The Aftercare Support Services Cash Assistance Application

Aftercare services assessment

A list of all aftercare support services received by the young adult including the service provider and date of service

Documentation that the young adult left foster care at age 18

**Road To Independence**

Road-to-Independence Scholarship and/or ETV Funds Application and/or the Road-to-Independence Scholarship and/or ETV Funds Renewal Checklist

**The Annual Review**

The assessment of the living and educational needs (high school needs assessment or post secondary needs assessment as applicable)

Documentation that the young adult has either earned a high school diploma or it’s equivalent, a special certificate, or has reached age 18 years

Documentation that the young adult was adjudicated dependent

Documentation that the young adult was living in licensed foster care or in subsidized independent living at the time of their 18th birthday

Documentation that the young adult spent at least six months in foster care before reaching age 18

Documentation that the young adult is a resident of Florida

Documentation that one of the following requirements were met

1. the young adult has earned a standard high school diploma or a special diploma or certificate and is admitted for full-time enrollment in an eligible postsecondary education institution

2. the young adult is enrolled full time in an accredited high school, or

3. The young adult is enrolled fulltime in an accredited adult education program designed to provide the student with a high school diploma

Documentation that the young adult completed the number of hours to be considered full time by the educational institution
Documentation that the young adult met appropriate progress
For young adults indicated as receiving Chafee or State funds, documentation evidencing why the child was determined to be ineligible for ETV funds

**Transitional Support Services**

The transition plan

Documentation evidencing review of the transition plan

A list of all transitional support services received by the young adult including the date of service

The transitional support eligibility and /or Educational Training Vouchers Funds Application

Documentation that the young adult was adjudicated dependent

Documentation that the young adult was living in a licensed foster care or in subsidized independent living at the time of their 18th birthday

Documentation that the young adult spent at least six months in foster care before reaching age 18.

For young adults indicated as receiving Chafee or state funds, documentation evidencing why the child was determined to be ineligible for ETV funds
Module 1: Independent Living

OBJECTIVES

• Define "Independent Living."
• Determine State and Federal Funding.

Module 1: Independent Living

Definition: A comprehensive array of services available to adolescents in the custody of the department.
Goal: assist older children in foster care and young adults who were formerly in foster care obtain life skills and education for life, and employment have a quality of life appropriate for age assume personal responsibility for becoming self-sufficient adults
### Slide 4

**State & Federal Funds**

**Federal Funding Sources**

- P.L. 106-169
- Chafee Funds
- Education and Training Voucher (ETV) funds

State funds for foster care or Federal fund are used to establish the continuum of services for eligible children.

### Slide 5

**Federal Funds**

- Education and Training Voucher Funds (ETV)
  - Used for eligible students as the first option
  - Used for eligible students attending a postsecondary (college, university or vocational) school either part-time or full-time.
- Chafee Funds
  - Used for young adults under 21 years of age

### Slide 6

**State Funds**

- Must be used for young adults age 21 and 22 if they are not eligible for ETV funds.
Slide 7

National Youth in Transition Database (NYTD)

John H. Chafee Foster Care Independence Program

Provides states with flexible funds for youth to transition out of foster care

Requires (ACF) Administration of Children and Families to develop
- a data collection system to track provision of IL services
- outcomes that measure states' success in preparing youth

Slide 8

Transition to Independent Services

- Pre-Transition (age 13 to 18)
  - Pre-Independent Living
  - Life Skills
  - Subsidized Independent Living

- Transition (age 18 to 23)
  - Aftercare Support Services
  - Road to Independence
  - Transitional Support Services

Slide 9

Module 2: Independent Living Services for Children in Foster Care

Objectives

- Identify transitional services for children in foster care
- Examine the transitional services eligibility requirements for children in foster care
Pre-Independent Living Services

Eligibility
- Youth 13 – 15 in licensed out of home care

Services
- Life skills training
- Educational Field Trips
- Conferences
- Pre-Independent Living Assessment

Life Skills Services

Eligibility
- Youth 15 - 18
- Licensed Care

Services
- Independent living skills training
- Educational support
- Employment training
- Counseling
Slide 13

Life Skills Services

- Assessment to identify services
- Staffing every 6 months
- Independent living assessment post 17th birthday
- Written report signed by child

Slide 14

Driver's License for Youth

- Application for learner’s permit can be signed for youth 15-18 in licensed out-of-home care
- Not held liable for damages caused by the minor
- Prior to signing must notify the foster parent/other responsible party

Slide 15

Disability of Nonage of Minor

- To ensure foster care youth can secure checking and saving accounts, the disability of nonage of minors is removed provided the youth:
  - Is 16 years of age
  - Is adjudicated dependent
  - Resides in an out-of-home placement
Slide 16

**Disability of Nonage of Minor**

- Complete a financial literacy class
- Court order removing the disability on nonage

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Slide 17

**Subsidized Independent Living Services**

- Living arrangements that allow the child to live independently of the daily care/supervision of an adult in a setting not required to be licensed.
- Services are part of an overall plan leading to total independence of the child from the agency’s care.
- Subsidy payments may be made directly to the child or other responsible adult approved by DCF

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Slide 18

**Subsidized Independent Living**

All 16 year olds in out-of-home licensed care must be formally evaluated.

**SIL Eligibility**

- Youth between 16 - 18
- Adjudicated Dependent
Eligibility

- Placed in licensed out-of-home care at least 6 months prior
- Permanency goal of adoption or another planned permanent living arrangement
- IL is permanency goal
- Youth can demonstrate IL skills

SIL Finances

- Board rate – maximum $1,126 monthly (RTI amount)
- Determined by youth’s expenses and cost of living
- Negotiated with youth
- Annual clothing allowance
- May receive additional incentives, not greater than $50 each

SIL Living Arrangements

- Live alone
- Roommate in dorm (no cohabitation)
- Rent a room from a family

Background checks per 65C-28.009(7)(e), F.A.C.

- Important for youth 16-18 who have found placement with unlicensed relatives/other adults to qualify for all possible post 18 IL programs.
Slide 22

Case Manager Contact

First 3 Months
- Twice weekly contact
- One contact in youth's residence
- One weekly contact with IL coordinator

After
- Every 30 days, in the youth's residence
- Monthly contact with IL coordinator

Slide 23

Judicial Reviews

- Every 6 months
- 90 days after child's 17th birthday
- 6 months prior to youth's 18th birthday

Slide 24

Fostering Connections Act

Must assist and support youth in developing a transition plan as they age out of care

At age 17½ (during 90 day period before youth's 18th birthday)
List personalized goals and activities to be achieved
- Must detail specific options re: housing, health insurance, support services
- Reviewed, approved, signed by youth, 30 days prior to 18th birthday or 90 days prior to date leaving care
Slide 25

Minor Parents in Foster Care

- Parent/baby placed together unless baby's safety is at risk or there is no available home.
- Dependency petition filed ONLY if there is an issue independent of the parent's status as a dependent child.
- Foster home received enhanced board payment to include baby's needs.

Slide 26

Module 3: Independent Living Services for Young Adults Formerly in Foster Care

Objectives:
- Identify IL services provided to young adults formerly in foster care.
- Examine the IL services eligibility requirements for young adults formerly in care.

Slide 27

Services for Young Adults Formerly in Care

Road to Independence
- Aftercare Support Services
- Transitional Support Services
Road-to-Independence Program
- Former foster children who are eligible to receive educational/vocational training
- Award: earnings equal to 40 hr. federal minimum wage job, after grants/scholarships
- Paid from State funds only
- Awards for youth adopted at age 16 or after must be paid out of State funds unless youth attends a post secondary institution
- May use up to $6,250 per year from the Education and Training Voucher funds
- After reaching $6,250, funds must be used to support the student’s award for the remainder of the year

Road-to-Independence Eligibility
- Youth who exited care at age 18
- In care at least 6 months prior to 18th birthday
- Full time student unless disability prevents full time attendance
- Florida resident and meets citizenship requirements
- Between ages of 18 and 23rd birthday

Transitional Support
Eligibility:
- Young adult in care who has reached 18 but is not yet 23
- Was a dependent child
- Lived in licensed care or in subsidized IL at the time of 18th birthday
- Spent at least 6 months in foster care before that date
Transitional Support Services:

- Short term funding/services include:
  - Financial assistance
  - Housing resources
  - Counseling
  - Employment/education assistance
  - Services may be received with aftercare support services and/or RTI program
  - Life skills training
  - Educational field trips
  - Pre-independent living assessment to identify other services

Services may be received with aftercare support services and/or RTI program.

Life skills training.

Educational field trips.

Pre-independent living assessment to identify other services.

Plan

- Agency must assist in plan development consistent with needs assessment specifying transitional services.
- Specific tasks must be identified.
- Young adults must be accountable for completion of tasks.
- If young adult and agency cannot agree, you adult may access a grievance process to resolve the disagreement.

Aftercare Support Services

Youth who reached 18 but not yet 23 who leave care at 18 but request services prior to reaching age 23.
Aftercare Support Services

Services include referrals for:

- Mentoring
- Tutoring
- Substance abuse counseling
- Life skills classes
- Parenting classes
- Job and career skills training
- Financial assistance
- Financial literacy skills training
- Temporary services to prevent homelessness, up to $1,000 per fiscal year

Payment of Aftercare, Scholarship or Transitional Support Funds

Payments made to recipient unless other request made.

Payments of awards, under the RTI Program are made to recipient by direct deposit unless recipient provides written request:

- Payment by check or warrant
- Portion of the payments be made to institutions
- A two-party check to a business/landlord for legitimate expenses
- Automobile repair/maintenance
- Education
- Job or training expense, cost incurred except legal, court fines, penalties
- Rental agreement to secure a home or residence

The agency may purchase housing, transportation, or employment services to ensure the availability/affordability of these services, allowing utilization of the services in lieu of direct payment.
Module 4: Independent Living and Case Planning

Objectives

- Determine case planning requirements for youth.
- Decide when to conduct IL staffings.
- Determine required documentation for audits.

Case Planning

65C-28.009 F.A.C.

- Principles
  - Youth centered
  - Staffing to include youth
  - Held in time and place convenient for youth
  - Must include IEP tasks
- All tasks/services including Agency w/Persons w/Disabilities must be coordinated and in case

Independent Living Staffings

Conducted (at minimum) annually

Mandatory people to invite

- Supervisor
- CLS attorney
- Youth
- GAL
- Youth’s attorney
- Adults and family significant to youth
Slide 40

**Independent Living Staffings**

**Mandatory Topics**

- Youths educational and work goals
  - Examine youth’s progress and any obstacles to goal achievement
- Identify needed life skills and progress towards skills previously identified
- SIL program, including program requirements and benefits

Slide 41

**Independent Living Staffings**

**Mandatory Topics**

- Road to Independence Program
  - Requirements and benefits
  - Tuition fee exemption and Bright Futures Program
- Permanency, including the youth’s wishes regarding adoption
- Youth age 18, plans for living arrangement after 18 and needed life skills services

Slide 42

**Case File Audits**

- Pre-Independent Living Services
- Life Skills
- Subsidized Independent Living
- Road To Independence
- Transitional Support Services
- Aftercare Support Services