Child Welfare Pre-Service Training

Independent Living

Trainer Guide

July 2012

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- Discussion
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**Trainer Tips**

- Materials
- Webpage
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To the Trainer

In-Service Course Description

Independent Living presents information defining independent living, the components and requirements of the independent living program, including pre-independent living, life skills, subsidized independent living, transitional support, Road-to-Independence, and Aftercare.

FSFN OAP Computer instruction provides the opportunity to learn how to document independent living forms and complete other functions in FSFN.

Course Time

Independent Living is designed to be taught in 3 hours or half of a training day. A training day consists of 6 hours of instruction, a one hour lunch break, and two fifteen minute breaks.

Course Goals

The goal of Independent Living is to provide learners with information about:

- Pre Independent Living
- Life Skills
- Subsidized Independent Living
- Transitional Support
- Road-to-Independence
- After Care
- Independent Living and Case Planning

Florida Competencies

The following Case Management (CM) Knowledge Base Competencies (organized by domain) are addressed in Independent Living:

Professional and Legal Responsibilities, Documentation Requirements:

- K7. Case manager’s legal responsibilities to children, parents, foster parents, and others according to Florida Administrative Code.
- K8. The importance of adhering to the provisions of federal and state statutes in child welfare casework.
- K10. Legal requirements and case manager’s role for the removal and placement of children.
- K11. A child’s statutory right to participate in case planning and attend court proceedings.
- K13. Caseworker’s responsibilities in locating and contacting absent biological parents and putative fathers for court actions.
- K18. The role and responsibility of the case manager to drive the case and to gather, assess, understand, integrate, and communicate all case information in order to ensure informed decision making by all parties to the case.
• K23. Client differences in culture and ethnicity.
• K25. Multiple types, purposes, and uses of case documentation.
• K26. Benefits of formally documenting the case plan in the case record.

Safety Management, Service Planning and Delivery:
• K39. The importance of permanency planning at the time of first contact with the family.
• K40. Purpose and activities of a variety of prevention programs designed to mitigate the negative effects for children who have been maltreated, and to support families in preventing the occurrence of further maltreatment.
• K45. Approaches to plan and support major life transitions for children.
• K50. Developmentally appropriate skills for transitioning to adulthood for 13-18 year olds.

Course Objectives

Module 1: Overview of Independent Living
• Define Independent Living
• Determine State and Federal Funding for Independent Living Services

Module 2: IL Services for Children in Out-of-Home Licensed Care (Foster Care)
• Identify independent living services provided to children in foster care
• Examine the independent living eligibility requirements for children in foster care

Module 3: IL Services for Children who were formerly in Foster Care
• Identify independent living services provided to children formerly in foster care
• Examine the independent living eligibility requirements for children formerly in foster care

Module 4: Independent Living and Case Planning
• Determine Case planning for teenagers
• Understand when to conduct staffings for independent living
• Determine documentation that needs to be readily available when an audit is performed
Trainer Materials

Module 1: Overview of Independent Living Services
♦ PG1 National Youth Transitional Database

Module 2: IL Services for Children in Foster care
♦ PG1-2 Transitional Services for Eligible Children in Foster Care
♦ PG3 Transition Plan for Youth Aging Out of Care
  (New Provisions of Law)

Module 3: IL Services for Children Formerly in Foster Care
♦ PG1-4 Transition Services Provided to Young Adults
  Formerly in Foster Care
♦ PG5 Tuition Waiver
♦ PG6 Florida Tuition & Fee Exemption Form
♦ PG7-8 Eligibility (Expanded Population for Road-to-Independence)
♦ PG9-12 Initial Road to Independence Program Application
♦ PG13-14 Child In Care Eligibility and Communication Form
♦ PG15-17 Transitional Support Eligibility and/or
  ETV Funds Application

Module 4: Independent Living and Case Planning
♦ PG 1-3 Audit: Independent Living and Case Planning
Visual Aids

PowerPoint Slides

Module 1: Independent Living Services
♦ PPT1 Independent Living
♦ PPT2 Module One Objectives
♦ PPT3 Independent Living 65C-29.009, 65C-31, F.S. 409.1451
♦ PPT4 State and Federal Funds 65C31.002
♦ PPT5 Federal Funds
♦ PPT6 State Funds
♦ PPT7 National Youth Transition Database (NYTD)
♦ PPT8 Transition to Independent Services

Module 2: IL Services for Children in Foster care
♦ PPT9 Module Two Objectives
♦ PPT10-11 Pre-Independent Living Services
♦ PPT12-13 Life Skills Services
♦ PPT14 Driver’s License
♦ PPT15-16 Disability of Nonage of Minor 743.044, F.S
♦ PPT17 Subsidized Independent Living (SIL) Services
♦ PPT18-19 SIL Eligibility
♦ PPT20 SIL Finances
♦ PPT21 SIL Living Arrangement
♦ PPT22 Case Manager Contact (SIL)
♦ PPT23 Judicial Reviews
♦ PPT24 Fostering Connections Act
♦ PPT25 Minor Parents in Out-of-Home-Placement (Foster Care)

Module 3: IL Services for Children who were formerly in Foster Care
♦ PPT26 Three Objectives
♦ PPT27 Services to Young adults formerly in Foster Care
♦ PPT28 Road-to-Independence Program (RTI)
♦ PPT29 RTI Eligibility
♦ PPT30-32 Transitional Support Services
♦ PPT33-34 Aftercare Support Services
♦ PPT35-36 Payment of Aftercare, Scholarship or Transitional
Support Funds

Module 4: Independent Living and Case Planning

♦ PPT37  Module Four Objectives
♦ PPT38  Independent Living and Case Planning
♦ PPT39  Independent Living Staffings
♦ PPT40-41  Independent Living Staffings Mandatory Topics
♦ PPT42  Case File Audits
Module 1: Overview of Independent Living Services

Topic ~ Independent Living Services Defined

Independent Living services vary throughout the state and are based on individual agency’s system of care. Please be prepared to enhance this court by providing your agency specific forms, tools and information.

- Display PPT1, Independent Living and PPT2, Module Objectives and review.

Background Knowledge/Experience

Prior to beginning instruction for this module, relate the module goal to the learners’ job, emphasizing the importance and “need to know.”

Goal: To provide a definition and information about independent living.

How do you think Independent Living assists the youth in care?

Topic ~ Independent Living Services Defined

Materials

- PPT3 Independent Living 65C-29.009, 65C-31, F.S. 409.1451

- Display PPT3 Independent Living 65C-29.009, 65C31, F.S. 409.1451
• Independent Living Services include a comprehensive array of services available to adolescents in licensed out-of-home care.

• DCF, its agents, or CBC providers administer independent living transition services to older children in care and young adults who exit foster care at age 18 to assist with the transition to self-sufficiency as adults.

*Provide the class with a listing of the services that are used locally by your agency to assist and support children in the IL program.*

• The goal of IL transition services is to assist older children in care and young adults formerly in care obtain life skills and education to live independently, obtain employment, gain a quality of life appropriate for their age, and assume personal responsibility for becoming self-sufficient adults.

**Topic ~ State and federal Funding**

**Materials**

♦ PG1 National Youth Transition Database (NYTD)
♦ PPT3 State and Federal Funds 65C31.002
♦ PPT4 Federal Funds
♦ PPT5 State Funds
♦ PPT6 National Youth Transition Database (NYTD)
♦ PPT7 Transition to Independent Services

• Display PPT4, State & Federal Funds

• The Case Manager must determine the appropriate fund in order to comply with federal regulations and to maximize available funding.
• Display **PPT5, Federal Funds** and review.

  ![Federal Funds](image)

  - 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

• Display **PPT6, State Funds** and review.

  ![State Funds](image)

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

• Display **PPT7, National Youth in Transition Database (NYTD)**.

• Refer class to **PG1, National Youth in Transition Database – NYTD** for review during discussion. *(PG page inserted on the following page TG5)*
• **Public Law 106-168** established the John H. Chafee Foster Care Independence Program: Section 477 of the Social Security Act

• Subsequent Federal Rule established the National Youth in Transition Database [NYTD]

• 10/1/2010: Each state is to collect demographic and outcome information on a Served, Baseline & Follow-Up population of youth receiving foster care services. (Youth survey)

• Youth Receiving Foster Care Services includes: Youth placed in Relative & Non-Relative Care

• Florida has adopted NYTD Plus to assist in the administration of all youth surveys to meet Federal requirements and to survey additional youth.

• My Services and Florida NYTD youth and young adult surveys replaces the Independent Living Transitional Services Critical Checklist as required in the Community-Based Care Lead Agency Contracts with the Florida Department of Children & Families.
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.napowa.org/home/docs/NYTDGuidebook.pdf
• Display **PPT8, Transition to Independent Services** F.S. 409.1451(4)(a)(b) F.A.C. 65C-28.009

![Transition to Independent Services](image)

• Pre transition services are provided to eligible children in foster care.
• Transition services are provided to young adults who were formerly in foster care.
• An FSFN Independent living referral application must be completed for all children who are referred for IL services.

[FSFN] Log into the FSFN training region and display the FSFN Independent Living Referral Application while discussing the required information.
Module 2: Independent Living Services for Children in Foster Care

- Display PPT9, Module Objectives and review.

Background Knowledge/Experience

Prior to beginning instruction for this module, relate the module goal to the learners’ job, emphasizing the importance and “need to know.”

Goal: To provide information about independent living services.

? How do you think the type of services needed by youth in care differ from children in care?
Topic: Services for eligible children in Foster Care

Materials

♦ PG1-2 Transitional Services Eligible Children in Foster Care
♦ PG3 Transition Plan for Youth aging out of care
♦ PPT9 Module Two Objectives
♦ PPT10-11 Pre-Independent Living Services
♦ PPT12-13 Life Skills Services
♦ PPT14 Driver's License
♦ PPT15-16 Disability of Nonage of Minor 743.044, F.S
♦ PPT17 Subsidized Independent Living (SIL) Services
♦ PPT18-19 SIL Eligibility
♦ PPT20 SIL Finances
♦ PPT21 SIL Living Arrangement
♦ PPT22 Case Manager Contact (SIL)
♦ PPT23 Judicial Reviews
♦ PPT24 Fostering Connections Act
♦ PPT25 Minor Parents in Out-of-Home-Placement (Foster Care)

- Refer class to PG 1-2 Transitional Services for Eligible Children in Foster Care. *(PG pages inserted on the following pages TG3-4)*
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, a 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. 408.1451(3)(a)3, F.S.
Pre-Independent Living Services

- Display PPT10-11, Pre-Independent Living Services and review the information contained in the bullets.

- A child who has reached 13 years of age but is not yet 15 years of age who is in foster care is eligible for such services.

- Pre independent living services include, but are not limited to:
  - life skills training,
  - educational field trips
  - conferences.

- The specific services to be provided to a child must be determined using a pre-independent living assessment.

  If you have an agency Pre-Independent Living Assessment tool, provide it to the class and review the required information.

- Annual staffings for all children reaching 13 years of age, but not yet 15 must be conducted to:
  - ensure that the pre-independent living training and services determined by the pre-independent living assessment are being received
  - evaluate the progress of the child in developing the needed independent living skills

- At the first annual staffing and each subsequent staffing, occurring after a child's 14th birthday, the child's case plan must include:
  - an educational and career path based upon both the abilities and interests of the child
  - a detailed personalized description of services provided by the Road-to-Independence Program

- A written report regarding the assessment and all staffings must be provided to the court at each judicial review and must be signed by the youth.
Life Skills Services

- Display **PPT12-13, Life Skills Services** and discuss the information contained in the bullets.

- Life skills services may include, but are not limited to:
  - independent living skills training, including training to develop banking and budgeting skills
  - interviewing skills
  - parenting skills
  - and time management or organizational skills
  - educational support
  - employment training
  - counseling

- The specific services to be provided to a child are assessed using an independent life skills assessment.

- Staffings must be conducted at least once every 6 months for a child who is 15, but not yet 18 years of age

- Staffings are to:
  - ensure the appropriate independent living training and services determined by the independent life skills assessment are being received
  - evaluate the progress of the child in developing the needed independent living skills.

- Following the child’s 17th birthday an independent living assessment must be completed to assess the child's skills and abilities to live independently and become self-sufficient.

- The results of the independent living assessment, services and training must be provided for the child to develop the necessary skills and abilities prior to their 18th birthday.
• Display **PPT14, Driver’s License for Youth** and discuss the information in the bullets.

  ![Driver's License for Youth](image)  
  **Driver's License for Youth**  
  - Application for learner’s permit can be signed for youth 15-16 in licensed out-of-home care  
  - Not held liable for damages caused by the minor  
  - Prior to signing must notify the foster parent or other responsible party

• You can sign an application for a learner’s driver’s license or a regular driver’s license for youth ages 15-17 in licensed care without being held liable for damages caused by the minor.

• Prior to signing the application, you must notify the foster parent or other responsible party of the intent to sign the application.

• Display **PPT15-16, Disability of Nonage of Minor**

  ![Disability of Nonage of Minor](image)  
  **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  
    - has completed a financial literacy class  
    - receives an order from the court removing the disability of nonage

• **Chapter 743.044, F.S.**

• For the purpose of ensuring that a youth in licensed 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

- Display PPT17, Subsidized Independent living Services.

- Independent living arrangements established for a child must be part of an overall plan leading to the total independence of the child upon leaving care.

- The plan must include:
  - a description of the child’s skills and a plan for learning additional identified skills
  - the behavior that the child has exhibited which indicates an ability to be responsible and a plan for developing additional responsibilities, as appropriate
  - a plan for future educational, vocational, and training skills
  - present financial and budgeting capabilities and a plan for improving resources and ability
  - a description of the proposed residence
  - documentation that the child understands the specific consequences of his or her conduct in the independent living program
  - documentation of proposed services to be provided, including the type of service and the nature and frequency of contact
  - a plan for maintaining or developing relationships with the family, other adults, friends, and the community, as appropriate.

- Subsidy payments in an amount established by DCF/CBC may be made directly to a child under the direct supervision of a Case Manager or other responsible adult approved by DCF/CBC.

- If eligible and appropriate for placement, a timeframe for placement in subsidized independent living must be decided and a plan for independence described.
• Display **PPT18-19, Subsidized IL Eligibility** and discuss.

![Subsidized Independent Living](image1)

**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

• If the youth is not eligible or appropriate at the time of the evaluation but still wishes to be considered for SIL, a plan must be developed describing the youth’s deficiencies and the steps the youth must take to become eligible for the program.

• Display **PPT20, SIL Finances** and discuss.

![SIL Finances](image2)

**SIL Finances**

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

• Display **PPT21, SIL Living Arrangements** and review. Refer class to 65C-28.009(7)(e)7.e., F.A.C. during discussion.

![SIL Living Arrangements](image3)

**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 or other adults to qualify for all possible post 19 IL programs.
• Display PPT22, Case Manager Contact and review contact requirements.

![Case Manager Contact](image)

- 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

• Statute requires judicial reviews until the child reaches age 18 when independent living is the plan for the child.

• Display PPT23, Judicial Reviews and discuss.

![Judicial Reviews](image)

• Refer class to PG3, Transition Plan for Youth Aging Out of Care - New Provision of Law. *(PG page inserted on the following page TG11)*

- More than 29,000 children "age out" of the foster care system each year without achieving permanency through reunification, adoption, or guardianship.

- Under prior law, Title IV-E reimbursable foster care (and adoption assistance payments) could not be made after a child turned 18. In addition, foster care payments could only be made on behalf of children in "a foster family home or child-care institutions."

- Fostering Connections provides new supports and services to promote permanency and improved wellbeing of older youth in foster care.

- These include:
  - a state option to continue providing Title IV-E reimbursable foster care, adoption, or guardianship assistance payments to children after the age of 18;
  - a requirement that personal transition plans for youth aging out are developed within 90 days prior to youth exiting foster care;
  - extending eligibility for Independent Living Program services to children adopted or placed in kinship guardianship at age 16 or older; and
  - extending eligibility for education and training vouchers to children who exit foster care to kinship guardianship at age 16 or older (those adopted after age 16 were already eligible).
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 at age 16 or 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, workforce supports and employment services.
- Case Managers must ensure the:
  - youth is informed and prepared to make healthy decisions about their lives
  - 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
• Display PPT24, Fostering Connections Act and review.

? Do you think youth in care who have babies can continue to participate in IL?

• Minor parents must be provided with an equal opportunity to participate in the continuum of independent living services.

• Refer class to 65C-28.010, F.A.C. and review key points below while displaying PPT25, Minor Parents in Foster Care.
Module 3: Independent Living Services for Young Adults Formerly in Foster Care

- Display PPT26, Module Objectives and review.

**Background Knowledge/Experience**

*Prior to beginning instruction for this module, relate the module goal to the learners’ job, emphasizing the importance and “need to know.”*

**Goal:** To provide information about independent living services available to youth who are no longer in care.

- Do you think that the state has a responsibility to care for youth who left care and now required support?
Topic: Services for Young Adults Formerly in Care

Materials

- PG1-4 Transition Services Provided to Young Adults Formerly in Foster Care
- PG5 Tuition Waiver
- PG6 Florida Tuition & Fee Exemption Form
- PG7-8 Eligibility (Expanded Population for Road-to-Independence)
- PG9-12 Initial Road to Independence Program Application
- PG13-14 Child In Care Eligibility and Communication Form
- PG15-17 Transitional Support Eligibility and/or ETV Funds Application
- PPT27 Services to Young adults formerly in Foster Care
- PPT28 Road-to-Independence Program (RTI)
- PPT29 RTI Eligibility
- PPT30-32 Transitional Support Services
- PPT33-34 Aftercare Support Services
- PPT35-36 Payment of Aftercare, Scholarship or Transitional Support Funds

- Refer class to PG1-4, Transition Services for Young Adults Formerly in Foster care. (PG pages inserted on the following pages TG3-6)
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 consiste with a needs assessment identifying the specific need for transitional services to support the y 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 were it 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
  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 requires in writing to the agency that the payments:
  - be made directly to the recipient by check or warrant
  - or a portion of the payments be made directly on the recipient's behalf to institutions the recipient is attending to maintain eligibility
  - 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 youth adult to utilize these services in lieu of receiving a direct payment.
• Display **PPT26, Services for Young Adults Formerly in Foster Care**
  409.1451, F.S.

![Services for Young Adults Formerly in Foster Care](image)

• Display **PPT28, Road-to-Independence Program** and discuss.

![Road-to-Independence Program](image)

• Refer class to **PG9, Tuition Waivers 9 F.S. 1009.25** and review the information contained in the PG. *(PG page inserted on the following page TG8)*

• Refer class to **PG10, Florida Tuition & Fee Exemption Form** and review. *(PG page inserted on the following page TG9)*
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/efoms/fsp5220.pdf](http://www.dcf.state.fl.us/publications/efoms/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)(x)(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. 39.0865, 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 Care 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)(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 18 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:
  - Children and young adults in, leaving, or formerly in foster care
  - Guidance Counselors
  - Counselors
  - Principals or other relevant school administrators
  - Guardian Ad Litem
  - Foster Parents

- The agency must advertise the criteria, application procedures, and availability of the program:
  - Children and young adults in, leaving, or formerly in foster care
  - Guidance Counselors
  - Counselors
  - Principals or other relevant school administrators
  - Guardian Ad Litem
  - Foster Parents
Initial Road to Independence Application

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 837.05, 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. 1999.84 and s. 1992.22, 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 ____________________________ M I ____________________________ Last Name ____________________________
3. Home Phone # ____________________________ Work Phone # ____________________________
4. Email Address ____________________________
5. Street Address/PO Box ____________________________ Apt # ____________________________
6. City ____________________________ State: ____________________________ County: ____________________________ Zip Code: ____________________________
7. "Yes" if Florida is 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.
Module 3: Independent Living Services for Young Adults Formerly in Foster Care

**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 junior; no previous bachelor's degree
   ☐ College junior; 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 __________________________

Reviewing Authority Signature __________________________ Title __________________________ Date __________________________

Approval Administrator (if different from above) __________________________ Title __________________________ Date __________________________
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: __________________________ 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: __________________________ 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**

**To:**

**From:**

---

### Section II - Re-Determination Data:

- **Annual Re-Determination:** Monthly due __________
- **Change**
- **Proof of Eligibility**
- **IV-E**
- **Medicaid**
- **Adoption Assistance**
- **Foster Care**

---

### Section III - Interim Determinations/Changes:

The following changes are being reported for the above-named child: (check as appropriate)

- **Child received SSN:** SSN is: __________
- **Child's name**
- **Changed to:** __________

---

### Foster Care:

1. **Is child still deprived?**
   - Yes
   - No
   - Explain:

2. **Financial Need:**
   - **Child's Income:** $________
   - **Child's Assets:** $________

3. **Is child in a fully licensed placement?**
   - Yes
   - No

---

4. **License Expiration Date:** __________

---

**Board Rate:** $________

---

5. **Is there a timely court finding of reasonable efforts to finalize the permanency plan?**
   - Yes
   - No

---

**Due Date:** __________

**Date of court finding:** __________

---

**Request for reconstruction of Title IV-E benefits:**

- **Documentation deprivation, financial requirements and judicial requirements for period of inaction determination.**

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**Child in Care Eligibility and Communication Form**

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**CM_IS_126_TG_July 2012**

Module 3: IL Services for Young Adults Formerly in Foster Care

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**CM_IS_126_TG_March 2012**

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

- Display **PPT30, Transitional Support Services, Eligibility** and discuss.

  ![Transitional Support](image1)

  **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

- Display **PPT31, Transitional Support, Services** and review.

  ![Transitional Support](image2)

  **Transitional Support**

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

- In addition to any services provided through aftercare support or the Road-to-Independence Program, a young adult formerly in foster care may receive other appropriate short-term funding and services, which may include financial, housing, counseling, employment, education, mental health, disability, and other services, if the young adult demonstrates that the services are critical to the young adult's own efforts to achieve self-sufficiency and to develop a personal support system.

- Refer class to **PG15-17, Transitional Support Eligibility and/or ETV Funds application.** *(PG pages inserted on the following pages TG19-20)*
Transition Support Eligibility and/or ETV Funds Application

TRANITIONAL 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 College 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 College

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 837.28, Florida Statutes.

SECTION B: DEMOGRAPHIC INFORMATION

It is your responsibility to keep this information current. Should your contact information change please contact ____________________________.

Questions marked with an asterisk (*) require a response

1. *Social Security Number ________________________

   NOTICE: Pursuant to s. 1003.94 and s. 1003.22, 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 _____________________________ M I __ 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.
Module 3: Independent Living Services for Young Adults Formerly in Foster Care

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 and 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
• Display **PPT32, Transitional Support Services Plan** and review.

![Transitional Support Services Plan](image1)

**Transitional Support 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

**After Care Support Services**

• Display **PPT33-34, Aftercare Support Services**.

![Aftercare Support Services](image2)

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

**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

• Based on the availability of funds, DCF/CBC must provide or arrange for services to young adults formerly in foster care who meet the prescribed conditions and are determined eligible.

• DCF/CBC must provide aftercare services to eligible youth and develop a plan to implement the services.

• A plan must be developed for each CBC service area in the state.

• Each plan must:
  - be submitted to DCF
  - include the number of young adults to be served each month of the fiscal year
  - specify the number of young adults who will reach 18 years of age who will be eligible for the plan
  - identify 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
  - include staffing requirements and all related costs to administer the
services and program

- document expenditures to or on behalf of the eligible recipients
- DCF/CBC provider must work with the young adult in developing a transition plan consistent with the 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 is accountable for completing or making progress toward completion of the 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 are terminated.

- Display PPT35-36, Payment of Aftercare, Scholarship, or Transitional Support Funds.
Module 4: Independent Living and Case Planning

- Display PPT37, Module Objectives and review.

Background Knowledge/Experience

Prior to beginning instruction for this module, relate the module goal to the learners’ job, emphasizing the importance and “need to know.”

Goal: To provide a definition and information about independent living.

What do you think are some of the requirements for case planning for youth receiving IL services?
Topic: Case Planning

Materials

- PPT38  Independent Living and Case Planning

- Display PPT38, Case Planning and review.
Topic: Independent Living Staffings

Materials

♦ PPT39  Independent Living Staffings
♦ PPT40-41  Independent Living Staffings Mandatory Topics

? Why would you staff a case for Independent Living?
? Who would attend the staffing?
? What would you prepare prior to the staffing?
• Display PPT39, Independent Living Staffings.

• Display PPT40-41, IL Staffings Mandatory Topics and review.
Topic: Documentation Required for Audits

Materials

- PG 1-3  Audit: Independent Living and Case Planning
- PPT42  Case File Audits

Goal: Understand the required documentation when an Independent Living case is audited.

- An audit of a case file can occur at any time. It is important that your case file is up to date and current at all times. When an Independent Living case is audited it is your responsibility to ensure all Assessments and documentation is prepared, updated and readily available for the auditors.

- Refer class to PG1-3, Audit; Independent Living Case File Documentation  
  (PG pages inserted on the following pages TG5-7)

- Display PPT42, Case File Audits and discuss.
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

CM.IS.126_PG_July 2012
Module 4: Independent Living and Case Planning
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 full time 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