

Check List for Transition Planning and Accessing Independent Living Program Services

General ILP Skill Building Services:

- 1) DHS caseworker sends an ILP referral form to the ILP provider. Some Providers may require a youth to attend an Orientation prior to acceptance to their Program.
- 2) The ILP provider will send a written confirmation of referral indicating the youth has been accepted into the program, placed on a wait list, or the reason for denial.
- 3) DHS opens the YILP service code to the provider as a paid service effective the date of acceptance by the provider.
- 4) DHS caseworker, ILP worker, youth, and foster parent should all work together during the assessment and service planning process.

Transition Plan Process:

- 5) Coordinate with the ILP Provider to set a T2 or Youth Decision Meeting (YDM) to work with the teen to craft a transition plan.
- 6) Prepare the youth for the T2 or YDM. Provide the youth with the “Questions to Ponder” sheets to help them prepare.
- 7) Ask the youth if there are specific people he or she would like to attend the meeting. People who the youth considers supports in his or her life (CASA, coach, mentor, bio family, etc.)
- 8) Invite those who the youth requests to be invited as well as the foster parents and ILP provider.
- 9) Coordinate with the ILP Provider to determine who should facilitate the meeting, who will take notes, and who will distribute the final version of the Transition Plan (T2).
- 10) Ensure all participants receive a copy of the youth’s transition plan.

IL Housing Subsidy Program:

- 11) DHS must have completed steps **1, 3** and **10** from above
- 12) Youth must be age 16 or older and in the care and custody of DHS child welfare to be eligible.
- 13) DHS worker completes form **CF75, Eligibility Determination Sheet**
- 14) DHS worker or ILP worker assists the youth in completing the remaining housing forms: **CF76, Housing Responsibility Agreement;** and **CF77, Budget Worksheet.**
- 15) The youth must go before a screening committee/decision meeting and discuss why he or she is a good candidate for the housing program. At a minimum the screening committee will consist of the DHS caseworker, and the ILP worker. The branch may use an existing committee for this purpose. Youth must be appropriate for the housing program and able to handle adult responsibilities

with minimal supervision.

- 16) If the youth is accepted for the Subsidy Program, mail or fax completed and signed Housing forms to: **ILP Desk, E76**

500 Summer Street, NE

Salem, OR 97301-1069

or FAX to 503-945-6969 (atten: ILP Desk).

- 17) ILP Desk will verify all paperwork is completed and eligibility has been met.
18) ILP will process paperwork and send an email notice to DHS worker, ILP worker, and the DHS input clerk/direct pay clerk. Notice will advise of next steps for DHS office.

Chafee Housing Program:

- 13) The former foster care youth must sign a **CF304, Services Agreement**. The youth will need to have a new voluntary services case number assigned to him/her as the adult in the case (unless there are no issues with keeping the original case open for voluntary services).
14) DHS must have completed steps 1 and 3 from above and actively work on completing steps 5 through 10.
15) To be eligible a youth must have left his or her final substitute care placement and terminated from DHS or Tribal child welfare care and custody on or after their 18th birthday (and have had at least 180 days of foster care since turning age 14).
16) Complete steps 13 through 16 as indicated above.

Chafee Education & Training Voucher

Youth must be enrolled in **post-secondary** education or training. Youth must complete the electronic application by the due date(s) listed. The applications is located at www.osac.state.or.us/ChafeeETV.html.

The housing forms mentioned above are available on the following website:

<http://dhsforms.hr.state.or.us/forms/databases/findforms.htm>

When you try to find the forms you must place two zeros (**00**) in front of the form number, *i.e.*: **0075**.

YILP = service code for ILP skill building services in FACIS

SIND = service code for IL Housing Subsidy Program in FACIS

ILPC = service code for Chafee Housing services in FACIS