

Teen Policy Requirements List

Requirement	Form	Age Required	Annual Reviews	Six Month Updates	Additional Information
Life Skills Discussion Guide and Assessment Summary	CE69	14 and older		X	If referred to ILP at age 16+, Provider will assist with this requirement within 90 days of referral acceptance and every 6 months thereafter.
Youth Transition Plan (YTP)	CE69A	14 and older		X	If referred to ILP at age 16+, Provider will assist with this requirement within 90 days of referral acceptance and every 6 months thereafter.
Credit Report – obtain a copy, help youth understand report and resolve any inaccuracies.	CE88*	14 and older	X		*At age 18 or older the CE88 authorization form is required. The Department has a centralized electronic process for obtaining credit reports for youth ages 14 and older (in DHS custody).
Foster Children Bill of Rights - discuss and ensure children understand and obtain a copy of their rights.	DHS 9016*	All children upon entering care	X		* Beginning at age 14 and older, use DHS 9016 form to obtain the youth's signature. Scan and file in the OR-Kids file cabinet.
Foster Children Bill of Rights – ensure children receive the “Important Contact Information” sheet	DHS 9015	All children upon entering care	X		Provide children and youth form DHS 9015 as soon as the important members of their team and their contact information are known. The annual review is to ensure youth still have a copy of the form and the contact information is current.
Foster Children Bill of Rights - discuss and review the “How Do I Brochure”	DHS 9018	14 and older	X		Provide youth with DHS 9018 by age 14. The annual review is to ensure youth still have a copy of the form and understand how to obtain important documents or items for their transition to adulthood.
Promote ‘normalcy,’ healthy development and well-being through increased opportunities to engage in developmentally appropriate extracurricular, enrichment, social, and cultural activities		All children			See Chapter 4, Section 34 of the PM http://www.dhs.state.or.us/caf/safety_model/procedure_manual/ch04/ch4-section34.pdf The ILP Discretionary Funds may be used beginning at age 14 to assist youth with activities that promote normalcy and assist a youth with goals set in their Youth Transition Plan.
Refer to contracted Independent Living Program Provider	CE80	16 and older			Youth may decline services, as services are voluntary on the youth's behalf. Youth may be placed on a wait list if the ILP Provider is already fully utilized. However, DHS must still assist the youth to gain life skills and plan for their transition to adulthood.
National Youth in Transition Database (NYTD) Survey: Baseline	Survey	17	*		*Survey due within 45 days following the youth's 17 th Birthday. FosterClub is contracted to assist you reach out to youth in an effort to obtain the survey. Survey is available at: https://www.fosterclub.com/article/nytd

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National Youth in Transition Database (NYTD) Survey: Follow-Up	Survey	19 and 21	*		*DHS is required to obtain a follow-up survey for any youth who completed a survey at age 17. If the youth is still in foster care, DHS is required to assist with outreach. FosterClub will take the lead to contact former foster youth.
Social Security Income (SSI) Review		17 and older		*	* If you think the youth could qualify for SSI, please contact CBU. Send an email to: CW-Children'sBenefitUnit@state.or.us and ask for assistance. This is an important step prior to the youth's 18 th birthday, if possibly eligible for SSI.
Developmental Disabilities (ODDS) Review		17 and older			If you think the youth could qualify for services through Developmental Disabilities (ODDS) please email: ODDS.D&E@dhsosha.state.or.us for coordination.
Health Care Representative/Proxy		17.5			Inform youth of their right to identify a health care representative/proxy and the option to complete an Oregon Advance Directive (OAD) https://oregonhealthdecisions.org/
Individual Education Plan (IEP)		School age and at 17.5			If there are concerns about a youth on an IEP (post age 18), a surrogate parent needs to be assigned by the court or school district prior to the young person's 18 th birthday.
Benchmark Review (6 months prior to age 18)	CE69A	17.5			A meeting must be held to assist youth to determine if the youth is prepared for adult requirements/expectations as they approach adulthood, and who the person is with the decision-making authority regarding decisions about education, medical treatment, etc. once they become the legal age of 18.
Benchmark Review (90 days prior to dismissal)	CE69A	17.5* and older			*Once the dismissal date is known, DHS must arrange a meeting to assist youth to determine if the youth is prepared for adult requirements and expectations prior to dismissal. Ensure the youth has an appropriate plan for housing upon case dismissal.
Personal/Important Documents		Upon dismissal			Ensure the youth has state ID and all other essential documents: Birth Certificate, medical card, Social Security card, and Legal Permanent Resident (LPR) card if applicable. See Transition Tool Kit Check List for details.
Former Foster Care Youth Medical Program application	OHA 7210	18+ Upon dismissal			Youth who leave DHS care/custody at age 18 or older are eligible for OHP coverage until their 26 th birthday. Complete the application online (youth must renew annually) at: oregonhealthcare.gov or contact the following for free assistance: http://www.oregonhealthcare.gov/gethelp-2.html

Please see the ILP website and the Procedure Manual Chapter 4, Sections 29, 33, & 34 for more information:

http://www.oregon.gov/dhs/children/fostercare/pages/ind_living/ilp.aspx
http://www.dhs.state.or.us/caf/safety_model/procedure_manual/index.html