



**New Jersey Department of Children and Families
Office of Adolescent Services
Adolescent Resource Guide Addendum
May 2012**

Specific Programs and Information Regarding Permanency Programs, Life Skills Programs, Aftercare Programs, Wraparound Funds, Housing, Youth Advisory Boards (YABS), and DYFS Policy/Forms

CONTENTS

Permanency Programs.....	page 3
Life Skills Training Programs	page 4-5
Aftercare Programs.....	page 5-6
Wraparound Funds (also known as Chafee Funds)	page 6-8
Housing	page 9
Youth Advocacy	page 9-10
Outreach to At-Risk Youth (OTARY)	page 10-11
DCF/DYFS Adolescent Policy.....	page 12-17
DCF/DYFS Forms for Adolescents	page 18-19

This addendum is a supplement to the “CICIC Adolescent Resource Guide May 2012” and provides program and contact information for various adolescent services. In addition, this addendum will further detail wraparound funds (also known as Chafee funds), and Adolescent related DYFS policy and forms. In the fall of 2012 an interactive online resource guide will also be available on the DCF-OAS website.

PERMANENCY PROGRAMS

As part of our mission and case practice, we are committed to achieving safety, well-being, and permanency for all youth under our care. Achieving permanency is just as important for an adolescent as it is for a young child, as permanency or connections to safe, caring adults contribute to one's overall stability and well being as a self-sufficient adult.

While adoption is the most legally secure permanency alternative for any youth who cannot be reunified with his parents, we recognize that there are other options which may be considered for adolescents such as Kinship Legal Guardianship (KLG) or the completion of a signed agreement (*Permanency Pact*) between the adolescent and a supportive, caring adult of his or her choosing.

Permanency planning is an integral part of ongoing case planning that Division staff must do with all youth in care. This includes discussions with the adolescent regarding the people who are important to him in his life both now and in the past. It means thoroughly reviewing or *mining* the case record to uncover relatives and others from the adolescent's past who were interested in him or who might have been ruled out in the past. One's circumstances can change over the years and an adolescent's needs are different from those of a young child, so a relative who might not have been the best choice when the adolescent was young could be an excellent source for an older child.

Facilitating legal permanency and/or connections to a circle of caring adults is an important role of all DCF staff working with adolescents and young adults. To assist caseworkers, DCF has contracted with the following agencies to provide intensive permanency services to a limited number of older adolescents, who are at risk of aging out of the system with no caring connections in place.

Life-Long Connections – a **Robin's Nest** permanency program that serves DYFS adolescents in Camden, Gloucester, Cumberland, Salem, Cape May and Atlantic Counties.

Youth Permanency – a **Family Service** permanency program that serves Camden, Burlington and Mercer Counties.

Youth Permanency – **Children's Aid and Family Service** (CAFS) permanency program works with DYFS youth who are currently in CAFS programs in addition to DYFS adolescents in Bergen, Hudson, Essex, Passaic, and Union Counties.

Please Note:

All referrals for these programs must be sent to Robin Boulding, Office of Adolescent Services via fax, (609) 984-0507 or email robin.boulding@dcf.state.nj.us.

LIFE SKILLS TRAINING PROGRAMS

Life Skills Training offers instruction in daily living domains such as budgeting and financial management, communication, decision making, self care, and housing. Assistance in obtaining a high school diploma, career exploration, vocational training, job placement, and job retention are also included.

Case workers can refer adolescents, who are at least 14 years of age and in a DYFS paid placement, for Life Skills training. If adolescents are in a DYFS sponsored living arrangement or a congregate care setting, they may be receiving this training as part of their ongoing programming; if they are, then they need not be referred to the stand alone Life Skills training programs. There are only a limited number of Life Skills training slots contracted for in each county. Following is the list of contracted Life Skills training providers:

Atlantic County	Atlantic County Youth Advocacy Program (YAP)	(609) 345-7333
Bergen County	Care Plus NJ “Homeward Bound”	(201) 797-2660 x125
Burlington County	Burlington County Youth Advocacy Program (YAP) Crossroads Programs, Inc. “Just For You”	(609) 261-9300 (609) 880-0210
Camden County	Camden County Youth Advocacy Program (YAP) Crossroads Programs, Inc. “Just For You”	(856) 546-3701 (609) 880-0210
Cumberland/Cape May Counties	Cumberland & Cape May Counties Youth Advocacy Program (YAP)	(856) 691-1540
Essex County	Multicultural Community Services Independence: A Family of Services The Bridge	(732) 650-0330 (973) 372 5601 x210 (973) 589-8827
Gloucester/Salem Counties	Gloucester/Salem Youth Advocacy Program (YAP)	(856) 848-0165
Hudson County	Urban League of Hudson County "Life Skills Program"	(201) 451-8888
Hunterdon County	Catholic Charities	(908) 782-7905
Mercer County	LifeTies, Inc. “T.I.L.L.T.”	(609) 671-0040
Middlesex/Monmouth Counties	Multicultural Community Services	(732) 650-0330
Morris/Sussex/ Warren Counties	Plaid House, Inc. “Aging Out Program”	(973) 285-1982
Ocean County	Preferred Children’s Services “Project Independence”	(732) 367-1352
Passaic County	Paterson YMCA “Aging Out Youth” Program	(973) 684-2320 x55

Somerset County

Somerset Home for Temporarily Displaced Children "Pathways Program" (908) 526-4567

Union County Community Access Unlimited "Transitional Service Program" (908) 354-3040**AFTERCARE PROGRAMS**

The Aftercare agencies provide intensive case management and support services to young adults between the ages of 18 and 22. The Aftercare agency will begin working with the young adult prior to DYFS closing the youth's case, and can continue to work with him or her after the case is closed with DYFS. Aftercare provides the young adult with assistance in obtaining employment, housing and post-secondary education. These programs can also access flexible funds (wrap around funds) to enable the young adult to obtain the supports, which will assist them in transitioning from the child welfare system to self-sufficiency and stability.

It is recommended that adolescents complete life skills training before being referred for this service.

A young adult who has left Aftercare and is not yet 21 can return to the Aftercare agency for an additional short-term case management services, information, referral and wrap around funds.

The following non-profit agencies throughout the state provide aftercare services:

Atlantic County Robin's Nest, Inc "On My Own" (856) 881-8689**Bergen County** Care Plus NJ (201) 265-8200**Burlington County** Twin Oaks "On My Own" (609) 518-5470**Camden County** Twin Oaks "On My Own" (609) 518-5470**Cape May/Cumberland/Gloucester/Salem Counties**
Robin's Nest, Inc. "On My Own" (856) 881-8689**Essex County** Independence: A Family of Services (973) 372-5601 x213**Hudson County** Urban League of Hudson County (201) 451-8888**Hunterdon/ Somerset/Warren Counties**
Catholic Charities "RAPS" (908) 782-7905**Mercer County** LifeTies, Inc. "T.I.L.T." (609) 671-0040**Middlesex/Monmouth Counties** Multicultural Community Services (732) 650-0330

Morris/Sussex Counties Catholic Charities “Crossroads”

(908) 454-2074

Ocean County Preferred Children’s Services “Project Independence”

(732) 367-1352

Passaic County Paterson YMCA “Aging Out Youth Program”

(973) 278-8019

Union County Community Access Unlimited Transitional Service Program (908) 354-3040

WRAPAROUND FUNDS (AKA CHAFEE FUNDS)

Wraparound Funds (also known as Chafee Funds) are flexible funding available for those adolescents in an independent living skills, aftercare, or transitional living program. The funds can be used to pay security deposits, up to four months' rent, purchase linens, furniture, driving lessons, or other items or services that will help the adolescent obtain independence.

Eligible adolescents are as follows: • Age 16 to their 22nd birthday who are in an independent living skills or transitional living program • Age 18 to their 21st birthday who are in an aftercare program • Age 18 to their 21st birthday, who are no longer an open DYFS case or in an aftercare program, but were in a DYFS placement on their 18th birthday

Only independent living skills, aftercare, and supported housing programs can make requests for the Wraparound Funds. A young person must work with one of these programs in order to access these funds.

Wraparound Funding Frequently Asked Questions

1. Who is eligible for Wraparound (Chafee) funding? Clients who have a current open DYFS case and are living in an out-of-home placement, either were formerly in DYFS and living in an out-of-home placement on their 18th birthday, or are currently living in a transitional living program funded under the state or federal homeless youth programs are eligible for funding.

2. Can I just get a check for \$4,000.00 and spend it how I need to? No. Wraparound funding is **NOT** an entitlement. No check will ever be made payable to a client because supervision of funds spent is the responsibility of your independent living coordinator.

3. Can I use Wraparound Funds to pay for my education (tuition, books, computers)? Yes, but each youth must first apply for the NJFC Scholars Program. This scholarship will help youth pay for college. Each youth must re-apply for NJFC Scholars every year. The application can be found on this website by going to the Higher Education section or by visiting the Foster and Adoptive Family Services (FAFS) Web site at <http://fafsonline.org/Scholarship.html>. Wraparound Funds will only pay for education and educational items if the NJFC Scholars application is denied.

4. What requests are considered in need of “special approval”? If a young person has already exhausted all of their Wraparound funds, has requested funds for an item not listed on the wraparound request, or has used all of the restricted requests are considered special requests. These need special approval from the Office of Adolescent Services, Independent Living Coordinator.

5. What are restricted requests? Restricted requests are listed on the wraparound online request form under the heading “Eligible Wraparound Services.” These include security deposits, rent, driving lessons, clothing,

furniture/household items and utilities. Each one of these services has either a time limit or a maximum funding amount.

6. When do I need to submit pay stubs with my Wraparound request, and how many do I need? Pay stubs are needed when funding is requested for rent, utilities and car insurance (any ongoing expense.) This is to ensure that the client is not relying solely on the Wraparound funding to maintain the service in the future. Youth should submit 3 to 4 pay stubs along with their wraparound request.

7. When will I know I am approved or denied for a request? All regular requests will be approved or denied within 3-5 business days. However, responses to special requests may take anywhere between 10-14 business days. All approved Wraparound funds will be sent through the mail or given to the case manager for handling. If a request is denied, a letter or email will be sent to the case manager or requesting agency for notification. A courtesy call will also be placed in case there is additional information needed.

8. What happens if I do not know who to make the check payable to? No checks can be authorized or cut without a name and address clearly visible at the bottom of the request.

9. Why do I have to return all receipts? Receipts are needed to track all monies spent in the Wraparound funds. All receipts must be returned within 30 days to the Wraparound Administrator. If a client does not return receipts, he/she will be unable to access any other Wraparound funds.

10. Do all of my receipts have to total the same amount I received in a Wraparound funding check? Yes. These funds are designed to help young people in emergency situations. The receipts must be equal to the amount authorized with a \$5.00 differential. Anything over \$5.00 must be returned to the Wraparound Administrator. Your case manager must also write a letter to the Office of Adolescent Services, Independent Living Coordinator explaining that all monies were not utilized. This letter, along with the extra money, must be returned to the Wraparound Administrator to have the money re-deposited into the account.

11. What happens if I lose a receipt? If a receipt is lost, contact the business or company to see if they can reprint the proof of payment. A petty cash receipt may be used as a receipt with a stamp or signature of the manager/owner. If you cannot in any way receive a receipt from a business, contact the Wraparound Administrator and provide the name and number of the company.

12. Do I have to have my worker go with me to purchase certain items I need? Yes. Your worker must be present when purchasing items to help teach you money management skills and to ensure that the funds are spent for their intended use.

13. If the check is sent directly to my landlord or utility company, how should I get the receipt? If the check is sent from the wraparound administrating agency for your county, a receipt letter will be sent along with a paid-stamped envelope to return the receipt document to the office. However, it is the responsibility of the client or agency to check and see if the Wraparound Administrator received the receipt in order to request any more funding. If there is a problem with receipts not being returned in a timely fashion, a phone call or email will be sent to the worker/agency for information on the matter.

14. Can I use my most recent car insurance statement as a receipt even if the wraparound money was for my car insurance two payments ago? Yes. If the original check was mailed, it will show on the next statement. If payment is being made in person, always ask for a receipt.

15. Who do checks have to be made out to? Checks are written only to companies, businesses, and department stores. It is your responsibility to ensure that these places accept third-party business checks. The address of the company and who to make the check payable must be included or the request will be denied. Checks will never be made payable to clients unless the client is being reimbursed for something they have

already paid and can provide appropriate receipts for funds requested.

16. Can wraparound funds help me pay for my prom? Department of Children and Families has a separate flexible funds pool that is specifically designed for such expenses like prom. The client must first request money through their DYFS case worker. If the request for prom funding is denied, the denial letter must be sent to the Wraparound Administrator along with the request form in order for wraparound to pay for the prom.

17. Can I use my wraparound money for something else other than what it was intended for in an emergency? (I.E. client has no food) a. Situations may arise when the need for wraparound funding may change. If this is the case, the requesting agency must notify the Wraparound Administrator of the change in use of the funding. If a client has no food, this is an emergency situation and most likely be authorized.

18. Will wraparound funding pay for a car? No.

19. What are considered appropriate requests for wraparound funding? Everything that is listed on the wraparound request online form under the title “Eligible Wraparound Services” are deemed suitable. Please note that some of these services are time sensitive or amount sensitive.

20. Why are there limits on services? There are time and amount limits set on certain services because wraparound funds were designed come into use during emergency situations only. The funds will not pay an ongoing expense because we do not want to set our clients up to fail. Clients should be able to maintain their expenses on their own and should not have to rely on wraparound funds forever.

21. Who must fill out the wraparound request form? Your worker is responsible to completely fill out the request form. Be sure to include appropriate documentation when needed, along with who to make the check payable to and their address. A small narrative is needed from both the worker and the client explaining how this funding will fit into his/her overall plan. Incomplete requests are subject to denial.

22. Can wraparound pay for medical bills? Clients should always use their Medicaid insurance first. If you do not have Medicaid, there is a new medical insurance program for youth aging out of foster care. This insurance will cover clients until they are 21 years old. Clients can enroll by calling a toll free number 1-888-235-4766. In the event that you do not have Medicaid, special approval will be needed for the request from the Office of Adolescent Services, Independent Living Coordinator.

Should you have any further questions about Chafee funding, please contact the wraparound administrating agency for your county. Wraparound Administrating Agencies:

ESSEX· UNION· MIDDLESEX Independence: A Family of Services (973) 372-5601

BERGEN· HUDSON· MORRIS· PASSAIC· SUSSEX· WARREN Catholic Charities “Crossroads” (908) 454-2074

HUNTERDON· MERCER· MONMOUTH· OCEAN· SOMERSET Catholic Charities “RAPS” (908) 782-7905

BURLINGTON · CAMDEN Family Services of Burlington County (609) 518-5470

ATLANTIC· CAPE MAY· CUMBERLAND· SALEM· GLOUCESTER Robin's Nest, Inc. “On My Own” (856) 881-8689

HOUSING

DCF funds a number of supervised and supported transitional housing programs targeted to address the complex needs of homeless youth and youth transitioning out of the DCF system of care. These programs provide safe and stable housing with the ultimate goal of assisting youth to achieve self-sufficiency and a successful transition to adulthood. Youth are typically between the ages of 16 to 21 and often require life skills services, case management, and assistance with achieving educational and employment goals. DCF assists with the funding of approximately 300 supportive housing bed slots statewide.

The Office of Adolescent Services (OAS) has partnered with PerformCare to provide a real-time bed tracking and referral process for all non-clinical adolescent transitional housing programs. The Adolescent Housing Hub (“The Hub”) is an online reservation system that has been created for all Adolescent Transitional Housing Programs (non-DCBHS). These housing programs include Supervised Transitional Living Programs (STLP), Transitional Living Programs (TLP), and Permanent Supportive Housing Programs (PSH). Sometimes these housing programs are also known as “Adolescent Housing Programs”, “Independent Living Programs”, or simply “Housing Programs”.

With the deployment of “The Hub” all adolescent housing/transitional programs will now be accessible to all DCF (DYFS and DCBHS) involved youth and youth that are homeless and non-DCF involved. Youth with developmental disabilities are not eligible for these transitional housing programs.

A DYFS worker, DCBHS care manager, the youth, a DCF contracted housing provider or a youth advocate can call PerformCare at 1-877-652-7624 and press “4” to access “The Hub”.

For more information about the Adolescent Housing Hub please go to the below link:
<http://www.performcarenj.org/index.aspx>

YOUTH ADVOCACY

Youth Advisory Boards

DYFS has 12 county-based Youth Advisory Boards (YABs) throughout the state. Contracts were awarded to non-profit community agencies to host and coordinate each YAB.

Through the YABs, teens and young adults have an opportunity to provide input and feedback on adolescent programming and policy to DCF management and staff. They are youth driven forums that strive to empower youth in foster care and homeless youth to successfully transition into adulthood upon leaving the DCF system of care. Youth develop and enhance their advocacy and leadership skills through public speaking, community service, training, interaction with positive role models, and having a voice in the policy, practice, and programming for DCF involved adolescents.

Any adolescent in placement is eligible to become a member of their local Youth Advisory Board. DCF staff and other advocates are encouraged to assist a youth they are working with to join and/or be aware of the activities of their local YAB.

For more information, contact your local Youth Advisory Board:

Atlantic/Cape May Counties Atlantic/Cape May YAP Frances Blackwell (856) 691-1540	Cumberland/Gloucester/Salem Robins Nest, Inc. Grant Hildebrand (856) 881-8689	Monmouth County Catholic Charities Mike Hudson (732) 502- 9245
Bergen County Children’s Aid and Family Services Jaquie Kohlberger (201) 445-7015	Essex County Tri-City Peoples Corporation Alan Ogletree (973) 675-4484	Middlesex County Rutgers University Transitions for Youth Elizabeth Salerno (732) 932-8758
Burlington County Twin Oaks Rich Reiner (609) 518-5470	Hunterdon/Somerset /Warren Counties Somerset Home for Temporarily Displaced Children Tichina Smith (908) 526-6686	Passaic County NJ Community Development Corporation Farrah Irving (973) 413-1604
Camden County Camden County YAP Tasha Williams (856) 546-3701	Mercer County Shiloh Community Development Corporation Allen Harrison (609) 392-0034	Union County Community Access Unlimited Howard Wingard (908) 354-3040

Youth Partnerships

The Division of Child Behavioral Health Services supports similar advocacy and peer leadership groups for young people who identify as having mental health challenges and/or receive services through DCBHS. They are sponsored by their local Family Support Organizations in each county/region. The FSO contact information can be found at: <http://www.state.nj.us/dcf/behavioral/help/family.html>

Outreach To At-Risk Youth (OTARY)

The OTARY program is designed to prevent crime/juvenile delinquency and deter gang involvement by providing enhanced recreation, vocational, educational, outreach and/or supportive services to youth ages 13 to 18, with the option to serve youth until age 21. The programs are located in communities with demonstrated high crime and gang violence. These programs have a proven track record of making a difference in the lives of youth, including “at-risk” youth. The programs are open to youth regardless of their involvement with DCF.

ATLANTIC	Boys & Girls Club of Atlantic City 317 N. Pennsylvania Avenue Atlantic City, NJ 08401 Phone: 609-441-1813 Fax: 609-345-0780	Atlantic Care Behavioral Health 411 New York Avenue Atlantic City, NJ 08401 Phone: 609-441-0102 Fax: 609-345-3417
CAMDEN	Camden County Youth Advocate Program, Inc. 515 Grove Street, Suite 38 Haddon Heights, NJ 08035 Phone: 856-546-3701 Fax: 856-546-3705	Boys & Girls Club of Camden County 1709 Park Blvd Camden, NJ 08103 Phone: 856-963-6490 Fax: 856-963-6495

CUMBERLAND	Boys & Girls Club of Vineland 1159 N. Delsea Drive Vineland, NJ 08360 Phone: 856-696-4190 Fax: 856-694-4632	
ESSEX	Essex County Youth Advocate Programs, Inc. 45 Academy Street, Suite 303 Newark, NJ 07102 Phone: 973-624-1520 Fax: 973-624-1597	Family Connections 395 South Center Street Orange, NJ 07050 Phone: 973-675-3817 Fax: 973-675-5782
ESSEX	Boys & Girls Club of Newark 1 Avon Avenue Newark, NJ 07108 Phone: 973-242-1200 Fax: 973-242-8629	Unified Vailsburg Services Organization 495 Sanford Avenue Newark, NJ 07106 Phone: 973-374-2725 Fax: 973-374-6042
HUDSON	Urban League of Hudson County 253 Martin Luther King Drive Jersey City, NJ 07305 Phone: 201-451-8888 Fax: 201-451-7528	Boys & Girls Club of Hudson County 1 Canal Street Jersey City, NJ 07307 Phone: 201-333-4100 Fax: 201-333-5640
MERCER	Boys & Girls Club of Mercer County 212 Centre Street Trenton, NJ 08611 Phone: 609-392-3191 Fax: 609-393-6343	Isles Youth Build Institute 33 Tucker St. Trenton, NJ 08618 Phone: 609-341-4727 Fax: 609-393-3614
MERCER	Mercer County Youth Advocate Program 1457 Lower Ferry Road, Suite A Trenton, NJ 08618 Phone: 609-637-0896 Fax: 609-637-0368	
MIDDLESEX	Jewish Renaissance Foundation 149 Kearny Avenue Perth Amboy, NJ 08861 Phone: 732-324-2114 x112 Fax: 732-324-1989	
MONMOUTH	Boys & Girls Club of Monmouth County 1201 Monroe Avenue Asbury Park, NJ 07712 Phone: 732-775-7862 Fax: 732-775-4065	
PASSAIC	NJ Community Development Corporation 32 Spruce Street Paterson, NJ 07501 Phone: 973-413-1630 Fax: 973-413-1640	Tri County Youth Services 435 Main Street Paterson, NJ 07501 Phone: 973-881-0280 Fax: 973-881-0126
UNION	Boys & Girls Club of Union County Plainfield and Elizabeth locations 1050 Jeanette Avenue Union, NJ 07083 Phone: 908-687-7976 Fax: 908-687-0906	PROCEED Inc. 1126 Dickinson Street Elizabeth, NJ 07201 Phone: 908-351-7727 Fax: 908-353-5185

DYFS Adolescent Policy

DYFS Field Operations Policy and Procedures Manual

- **Section II B: Initial Response**
 - 400: Who May Receive Services
 - 403: Services to Adolescents Ages 18 to 21
- **Section II D: Foster Care Services**
 - 700: Independent Living
 - 1000: Services to Children in Resource Home Placement
 - 1010 Adolescent Services toward Self-Sufficiency
 - 1000: DYFS Authority to Issue Consent
 - 1205 Procedures Related to Consent for Enlistment in the Armed Forces

SECTION II B: 403 SERVICES TO ADOLESCENTS AGE 18 TO 21

Purpose 403.1

This policy applies to adolescents under DYFS supervision age 18 to 21 years old living at home or in an out-of-home placement. Our goal is to successfully transition adolescents to independence and self-sufficiency.

Authority 403.2

- N.J.S.A. 9:17B-3 (defines person age 18 or older, as an adult)
- N.J.S.A. 30:4C-2.3 (gives DCF authority to provide services to youth age 18-21)
- Safe and Timely Interstate Placement of Foster Children Act of 2006

Definition of Terms 403.3

- **Adolescent** means a person between the ages of 18 and 21.
- **Age of Majority** means the age at which a child becomes an adult in the eyes of the law. In New Jersey the age of majority is age 18.

Actions When an Adolescent Turns 18 Years of Age 403.4

When an adolescent attains the age of 18, the decision to keep the case open, or to close the case, is determined on an individual, case-by-case basis.

The expectation is that staff will actively engage the adolescent in planning for his or her future, including continued involvement with DYFS. A case may continue to be open and a youth can receive services up to the age of 21.

It is not DYFS policy to automatically close a case based solely on an adolescent turning 18 years of age, the age of majority.

Criteria for Continuing Services 403.5

DCF provides services to adolescents who meet at least one of the following requirements:

- The adolescent received services from DCF at age 16 or older.

- The adolescent is in a DYFS supervised or funded out-of-home placement and agrees to accept continued case management services from DYFS, including continued board payments. This includes adolescents in foster care or independent living settings.
- The Worker and Supervisor, as part of an assessment that actively engages the adolescent, conclude that continuation of services is in the adolescent's best interest. For example, it is determined that continued assistance is needed to allow the adolescent to complete high school, attend GED classes, pursue post secondary education or vocational training.
- There may also be clinical reasons, when it is in the adolescent's best interest, for the case to remain open; for example a severely depressed adolescent may need continued mental health services and support.
- The adolescent is continuing to work towards the goals outlined in his or her Transitional Plan for Adolescents (DYFS Form 5-43).
- An adolescent is fully employed (30 hours per week or more) and earns less than 150% of the Federal Poverty Income Guidelines for a family of one (2008=\$15,600) or needs non-financial DYFS services. See II D 2505, Federal Register Poverty Income Guidelines.

Note: A pregnant adolescent is always entitled to DYFS services.

See II K 900, Services to Pregnant Women.

Advance Notification - Continuation of Services 403.6

Six months prior to the adolescent's 18th birthday the Worker engages the youth in a service needs assessment. Areas assessed include the need for services to achieve the goal of independence and self-sufficiency, education, finances, housing and health care.

The Worker (ideally with the adolescent) contacts significant case collaterals to discuss the adolescent's need for services after age 18. Depending on the case, these collaterals may include:

- A parent or foster parent, or other "caring adults" involved in the case plan;
- An agency overseeing the child's residence/living arrangement;
- An agency providing life skills instruction; or
- Other individuals or agencies that are currently providing services, such as a therapist who may be providing counseling services, or a teacher or guidance counselor, if the adolescent is attending school.

Contacts with these interested parties are documented in the case record. The Worker sends out a letter to the adolescent, under the Local Office Manager's signature (use DYFS Form 5-61, Notification: Services May Continue Beyond Age of Majority), to reiterate that DYFS services may continue until the adolescent turns age 21.

Documentation of Continuation of Services 403.7

For adolescents in out-of-home placement, use DYFS Form 26-81 a/b, Family Summary/Case Plan/Court Report Out-of-Home, to document the services that will continue beyond the adolescent's 18th birthday. The adolescent signs the plan.

For adolescents in their own home, use DYFS Form 26-51 a/b, Family Summary/Case Plan/Court Report In-Home, to document the services that will continue beyond the adolescent's 18th birthday. The adolescent signs the plan.

When the adolescent is unable to sign the Case Plan due to a developmental or emotional disability, the adolescent's parent, legal guardian, legal custodian or other person acting in loco parentis may sign for the adolescent.

Placement Reviews 403.8

The Division continues to conduct internal placement reviews for adolescents age 18 and older. The Child Placement Review Board may continue to review an adolescent's case, if the court indicates that it will retain jurisdiction after the adolescent turns 18 years of age. See II A 2419.3.

MVR Schedule 403.9

See II A 703.1, Visitation Schedules Between Once Per Week and Monthly.

Board Rate for Adolescents in Resource Homes 403.10

Resource parents continue to receive a standard board rate for adolescents placed in their home who are 18 to 21 years old. This includes adolescents who are working, and/or going to school.

See II D 2507, Appendices - Level of Care Rate Table; Resource Family Board Rate and Clothing Schedule for Resource Care and Relative Care.

Resource parents are paid on a per-diem basis for adolescents who return to the resource home on a temporary basis during college breaks and dorm closures.

Vacation Board Rate for College Students 403.11

Adolescents, as well a youth age 17 who were in an out-of-home placement prior to attending college, who leave the resource home to attend school, may require temporary placement in a resource home during school breaks, dorm closures, or for other reasons, such as illness. The temporary placement is not to exceed 150 calendar days unless approved by the Local Office Manager, in 30-day increments.

The Resource Parent is paid by a K-100 at Level A (base rate) Vacation Home; service Action Code P-398.

See II D 2507, Appendices - Level of Care Rate Table; Resource Family Board Rate and Clothing Schedule for Resource Care and Relative Care.

Note: The adolescent's case remains in open status, while at college. Conduct MVRs while the adolescent is on break at the resource home.

Medicaid - Individual Under Age 21 403.12

An adolescent in placement continues to receive Medicaid.

An adolescent is eligible for Medicaid Extension for Young Adults (MEYA), if he or she was in out-of-home placement on or beyond his or her 18th birthday, and the case is closed. The Worker gives the adolescent the toll free telephone number, 1-888-235-4766, to enroll in MEYA. See II K 317, Medicaid Extension for Young Adults (MEYA).

An individual under age 21 may be eligible for Medicaid Special through the County Welfare Agency, even though the adolescent is not eligible for Medicaid coverage under TANF. Financial eligibility for Medicaid Special is established when the income of the adolescent does not exceed the allowance standard for TANF.

For further information about Medicaid Special, contact the county welfare agency, where the adolescent resides.

See II K 905.3a, Medicaid Special.

Reasons to Close the Case of an Adolescent Age 18 – 21 403.13

There are three situations when it is appropriate to consider closing an adolescent's case:

- Adolescent refuses to cooperate or participate in the case plan or requests that his or her case be closed despite attempts by DYFS to actively engage the adolescent;
- The adolescent and Worker mutually agree that he or she is no longer in need of services or support from DYFS;
- Adolescent attains the age of 21.

Note: An adolescent's case cannot be closed if DYFS has custody or the case is active in DYFS litigation.

When the adolescent refuses to cooperate or participate with the case plan, the Worker must make every effort to reengage him or her in the planning process. Discuss with the adolescent the reasons for lack of cooperation.

The Worker contacts others involved in the case plan, e.g., Legal Guardian, parent, resource family, third party agencies, and other caring adults, to explore possible alternatives or revisions to the plan.

Case Closing Practice for Adolescent 18-21 403.14

Regardless of the reason for closing the case, the Worker follows these procedures:

- Provides two month written notification prior to case closing, using DYFS Form 5-62, Termination of Services to Adolescent Client (see next section);
- Completes DYFS Form 5-66, Adolescent Case Closing Agreement, with the adolescent;
- Completes DYFS Form 5-67, Adolescent Case Closing Checklist;
- Prepares the adolescent for termination of DYFS services;
- Reinforces with the "caring adult" the importance of their role; (see II D 1010)
- When applicable, notifies the caregiver, Life Skills Training and/or Transitional Housing programs, parent, and the Aftercare service provider that DYFS will be terminating services within two months;

- The Aftercare agency can provide the adolescent short term case management services after his or her DYFS case is closed.
- The Worker refers the adolescent to the Regional Aftercare provider.
- Facilitates referrals to other agencies that may become involved with the adolescent after the case is closed, such as agencies involved with financial benefits, housing, employment, education, and health care;
- If the adolescent is exiting resource care at or beyond age 18, provides him or her with a copy of the health and education records at no cost, in accordance with the federal Safe and Timely Interstate Placement of Foster Children Act of 2006; and
- Has a face-to-face meeting with the adolescent prior to case closure. See II A 2900.

Advance Notification - Intent to Terminate 403.15

Worker must send notification to the adolescent and other interested parties(parents, legal guardian, legal custodian, resource family, and/or other agencies involved in the case)of the intent to terminate **two months** prior to the termination date via DYFS Form 5-62.

Policy for Addressing Disagreement with the Decision to Terminate Case 403.16

If the adolescent or his or her advocate disagrees with termination, the agency's actions may be challenged.

See III A, Formal and Informal Dispute Resolution Policy and Procedures.

Youth Ages 18 to 21 Requesting to Re-Open Their DYFS Case 403.17

DYFS is committed to providing services to adolescents, age 18 to 21, to assist with a successful transition to independence. DYFS encourages youth who are 18 or older to remain service-active with DYFS until they turn age 21. However, when there are no CPS concerns or other legal reasons to keep a service case open, an older youth (age 18 or older) may request that his or her case be closed; DYFS is required to heed such a request. This is a reversible decision, however, when all of the following are true:

- A. The adolescent was receiving services from the Department, on or after his or her 16th birthday;
- B. The adolescent has actively requested that services be provided and is now willing to accept services; and
- C. Continuation of services would be in the adolescent's best interest and would help the adolescent to become an independent and productive adult. (N.J.S.A. 30:4C-2.3)

Any youth who meets all of the conditions above can request his or her case be re-opened for appropriate services. The State Central Registry, SCR, shall reopen the adolescent's case, based upon his or her request and professed willingness to accept services. The SCR Screener documents the request as a Child Welfare Service (CWS) referral. SCR assigns the referral to the appropriate Local Office for response, an assessment of the adolescent's needs, and the provision of services, as necessary and applicable. The adolescent's case may remain open until his or her 21st birthday.

Relevant Policy for Students in Post Secondary Educational Programs 707.3

Adolescents in Independent Living Placements - Since these adolescents do not have continuous adult supervision, face-to-face contact between the Permanency Worker and the

adolescent is required at least once every month. The Worker is required to visit the adolescent's residence at least once every six (6) months. See II D 707.3

Adolescents who attend college - The Worker is required to have face to face contact with the adolescent, when he or she returns to the resource home while on a school break.

Identifying Lifelong Connections/Caring Adults 1010.7

The Worker, in collaboration with the adolescent identifies at least one significant adult in the adolescent's life. This may be a relative, a teacher or coach, a neighbor, clergy or a member of the child's house of worship, who will function as an adult advisor to the adolescent, to assist in the development of the Transitional Plan and who will continue to provide guidance to the adolescent after involvement with DYFS ends. The caring adult(s) may be the resource parent(s).

Developing a Transitional Plan 1010.8

The Worker, adolescent, caring adults, family members and others who are interested in the adolescent's future gather together to develop a strength-based plan using DYFS Form 5-43.

Transitional Plan for Adolescents, completing or updating it at the Placement Review Conference held every six months, or when a goal has been achieved or a modification is necessary. See II A 2900, Family Engagement.

The plan explains the responsibilities of each person involved in the development of the plan to assist the adolescent in mastering the identified skill(s). Use DYFS Form 22-25 the New Jersey DYFS SDM Child Strengths and Needs Assessment accessible through the NJ Spirit application. Obtain the youth's academic records from his or her current school, to assist those gathered to develop a viable plan.

Objectives of the Transitional Plan 1010.9

This written plan addresses, at a minimum, the adolescent's:

- Life goals – which the adolescent selects for him or herself;
- Career goals – selected by the adolescent and chosen through exploration of information and subsequent referral to appropriate resources, the Worker, independent living, aftercare, transitional living program, or caregiver help the adolescent identify the skills necessary to achieve his or her career goals.
- Educational goals – give the adolescent information about the New Jersey Foster Care Scholars Program which can provide financial support for post secondary educational and vocational programs.
- Upon request, the Worker refers the adolescent to other resources for post-secondary educational opportunities.
- Permanency goals – the adolescent will attain permanency either through adoption, KLG, reunification with a safe family member, or a lifelong connection to a designated adult.
- Health Care – give the adolescent information regarding the Medicaid Extension for Youth Adults (MEYA).
- Acquisition of basic life skills – the adults and the adolescent review the assessment to identify critical areas that should be addressed with formal and/or informal education and training; and
- Resource identification – the adults identify and review services and programs available through DCF, other state agencies, and additional public and private organizations, to aid the adolescent in achieving his or her stated goals.

DYFS ADOLESCENT FORMS

Transitional Plan for Adolescents DYFS Form 5-43

This form provides a plan for adolescents who are placed out of home, to identify needed life skills, goals, and actions to achieve identified goals:

- When the adolescent is 14 years of age;
- When an adolescent is entering into an Independent Living Program, Transitional Living Program, or Supported Housing Program;
- Every six months, at a minimum, to re-evaluate status and progress; and
- Within 90 days prior to closing the case.

Use the form in conjunction with the Casey Life Skills Assessment located at www.caseylifeskills.org

Case Closing Forms

Notification: Services May Continue Beyond Age of Majority, DYFS Form 5-61, is used to provide official notice to the adolescent, that DYFS will continue to provide services to him or her beyond the age of majority (from age 18 through age 21). The adolescent's case will remain open unless he or she a) wants the case to be terminated, or b) is not compliant with the criteria for continued services from DYFS. The letter is sent under the signature of the Office Manager.

The assigned Permanency Worker meets with the adolescent to assess his or her needs, plan for his or her self-sufficiency, and begin his or her transition to adulthood. The Permanency Worker prepares the letter for signature by the Office Manager.

Termination of Services to Adolescent Client, DYFS Form 5-62

This letter provides official notice to an adolescent in open case status, age 18-21, of the Division's intent to terminate his or her case, when the adolescent (age 18-21) requests his or her case be closed; refuses services; does not comply with policy (Provision of Services, II B 400); or reaches age 21. This letter advises the older adolescent that he or she may contact the Administrative Hearings Unit, if he or she disagrees with the agency's decision to terminate.

The Permanency Worker prepares the Termination Letter two months before the intended date of termination. Copies of the letter are also sent to parents/guardians, resource or para parents, a caring adult who will remain involved with the adolescent after DYFS closes the case, and other involved individuals, as appropriate.

Adolescent Case Closing Checklist DYFS Form 5-66

Use this form in conjunction with the DYFS Form 5-66, Adolescent Case Closing Agreement, to present information to an adolescent between 16 to 21 years old for whom DYFS does not have custody, when closing his or her case. The worker obtains and makes copies of documents for the adolescent.

The form cannot be used and does not apply if DYFS has custody of the adolescent or if the adolescent is receiving services based on child abuse/neglect.

Adolescent Case Closing Agreement, DYFS Form 5-66

This form is used in conjunction with the DYFS Form 5-67, Adolescent Case Closing Checklist. This agreement allows the Worker to review and document a discussion held with the adolescent about limitations on service eligibility, once his or her DYFS case is closed. The form allows the adolescent to give a written explanation and documentation as to why he or she would like his or her DYFS case closed. The form cannot be used/does not apply when DYFS has custody of the child or when the adolescent is receiving services based on child abuse/neglect.