

DSS Policy and Procedure Guide

Division 03: Child Welfare

Chapter 05: Placement

Item 020: Transitional Housing Program Plus (THP+) Referral Process

Suggested changes send to: [DSS PSOA Mailbox](#)

Issued: **August 19, 2011**

References: [ACIN 1-93-01](#); AB 427 (Chapter 125, Statutes of 2001)

Replaces Issue: **NEW**

Policy

Department of Social Services staff will follow county and state guidelines in order to screen and refer eligible youth to the Transitional Housing Program Plus (THP+).

Purpose

To define the THP+ Program and the youth eligible for referrals to the program; and to advise Department of Social Services (DSS) staff of the process for referring eligible youth to the program.

Definition

Transitional Housing Program Plus (THP+) is a transitional housing opportunity for former foster and probation youth, ages 18-24. THP+ is a two year program. The program's goal is to provide a supportive living environment while helping youth achieve self-sufficiency. In order to participate in this program, the youth must have a host (i.e. mentor, permanent connection) that is willing and able to provide the youth with housing.

Upon entering the program, the youth is assigned a life coach. The life coach will meet with the youth and the mentor on a regular basis to ensure progress in the program. The youth must be pursuing goals in the areas of education, vocational training or employment. While in the program, youth receive assistance with food, clothing and transportation. A savings account is also opened on behalf of the youth. Funds are deposited into this account on a monthly basis. The host also receives a monthly stipend. (Because THP+ is a state funded program, the amount of the stipend will depend on each fiscal year's allocated funds.)

Procedure

- To initiate a referral to the THP+ the DSS case managing social worker (SW) or the After Care SW shall provide a [THP+ Application](#) to the youth and a [THP+ Host Application](#) to the youth's mentor.
- Once the applications are returned to the DSS THP+ Coordinator the youth's name is added to the THP+ waiting list.
- Completed applications are sent via e-mail to the Aspira Foster Family Agency's (FFA) THP+ Program Supervisor.
- When an opening for the THP+ becomes available, the After Care SW submits a Live Scan referral to the [HSS DCFS live scan](#) mailbox.
- The DSS THP+ Coordinator shall contact the youth and mentor and ask them to make an appointment to complete the Live Scan finger print process.
- When the Live Scan results are received, the Live Scan unit sends an email to the THP+ Coordinator.

- The Live Scan results are reviewed by the DSS THP+ Coordinator.
 - If the results indicate no criminal history the DSS THP+ Coordinator informs the Aspira THP+ Program Supervisor so that the process may continue without delay.
 - If the results indicate either person has a criminal history (a “hit”) the DSS THP+ Coordinator will assess the extent of the criminal history to determine if the individual is appropriate for this program.
- When no criminal history for either person is indicated, the Aspira THP+ Program Supervisor contacts the youth and the mentor to schedule an appointment for a Screening Interview.
 - The Screening interview consists of reviewing the youth’s application and interviewing the youth on their strengths, needs, life goals, education, employment, past/current history of legal issues, past/current health or mental health concerns, past/current history of substance abuse issues, and what they hope to accomplish by being involved in the program.
- Once the interview has been completed, the Aspira THP+ Program Supervisor will contact DSS THP+ Coordinator to discuss the outcome of the interview. Written notification of the results of the interview is sent to the applicant by Aspiranet with supporting details of the decision.
- If there are no issues or concerns, the youth is accepted in the program.