

# DSS Policy and Procedure Guide

Division 03: Child Welfare

Chapter 04: Ongoing Case Management/Practice

## Item 013: **Transitional Independent Living Plan For ILP Eligible Youth**

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

**Issued: December 14, 2012**

References: [ACL 08-31](#); [ACIN 1-39-12](#); MPP Section 31-525; MPP Section 525.4; MPP Section 30-506

Replaces Issue: December 14, 2006  
**Revisions in red**

### Policy

Department of Social Services (DSS) case managing social workers (CM SW) shall develop a Transitional Independent Living Plan (TILP) for Independent Living Program (ILP) eligible foster youth who are at least 14 years of age and Non-Minor Dependents up to age 21. The TILP shall be developed with the active participation of the youth and other supporting adults with the purpose of describing the youth's current level of functioning, identifying emancipation goals, programs and services needed, including, but not limited to, those provided by the Independent Living Program (ILP), activities and individuals assisting the youth in the process of obtaining self-sufficiency.

### Purpose

To inform DSS Child Welfare staff of the requirements and procedures for developing a TILP for eligible foster youth and Non-Minor Dependents (NMDs).

### Overview

The intent of ILP is to provide foster youth, including non-minor dependents, with the program services, activities, and referrals to resources they need in order to be successful in adulthood. The program services and activities to be provided to eligible youth in placement and NMDs are to be described in the TILP.

Core services administered by the Independent Living Program (ILP) identified in the TILP may be provided through various means and shall be consistent with each youth's goals in their TILP. The services may be provided by a variety of sources such as DSS staff, care providers, group homes, Foster Family Agencies (FFA) social workers, Court Appointed Special Advocates, and organizations that have programs geared toward helping youth gain the skills needed to be successful in adulthood.

Per [MPP section 31-525](#) core services include, but are not limited to:

- Education
- Career development
- Health, promotion
- Mentoring
- Daily living skills

- Financial resources
- Employment programs
- Housing information

### **Procedure**

- The CM SW shall refer all eligible youth to ILP no later than age 14.
- Per [MPP section 31-525.4](#), enrollment in ILP cannot be deferred unless:
  - the youth refuses to participate, or
  - the youth cannot benefit from the program's services because of a medical disability, as determined by the youth's physician or mental health provider.
    - In both cases, documentation is required on the TILP and the youth must be reassessed or referred every six months.

### Developing the TILP

The TILP contains a one page core plan/agreement that outlines up to four achievable goals, activities to support the goals, responsible parties for the activities, planned completion dates and indicators of progress toward reaching goals.

- The TILP is to be created by the CM SW using the TILP available in CWS/CMS.
- The TILP shall be developed in collaboration with the youth, the caregiver and/or other supporting adult(s) in the youth's life. The TILP is intended to be a clear, easy to follow plan with concrete steps designed to help the youth transition to adulthood.
- The following information must be documented on the TILP:
  - Goals identified by the youth
  - Any supportive activities necessary to ensure that the youth reaches his/her goals
  - Who is responsible to perform the supportive activities
  - A target completion date for achieving the goals
  - Progress toward reaching the goals
- The goals and activities are to be individualized and must be written in a manner that is clearly stated and easy for the youth to understand the steps needed to make progress toward reaching the goals the youth has identified.
- DSS may not duplicate or replace services that are available through other agencies and programs. For example, ILP should not provide employment services if the county has an employment career center that is able to assist ILP eligible youth.
- After the TILP is created, each party participating in the development of the TILP shall sign and receive a copy of the TILP.

- The handwritten hard copy of the TILP must contain all the necessary signatures. This document shall be maintained in the case file.
- A copy of the signed document shall be attached to the case plan for court hearings.
- A copy of the signed TILP must be forwarded to the ILP office (Center Mall Court; 2011 Fresno Street #105, Fresno, CA 93721; Stop #143) for processing/enrolling the youth in ILP services and activities.

#### Assessing Progress Toward the TILP's Goals

The TILP covers a six month timeframe. A new TILP must be completed at least once every six months or more often, if needed. Once the youth has made progress toward reaching his/her goals, it should be indicated on the TILP by checking the appropriate box in the progress column. Goals that have not been met can be transferred to the new TILP.

Some youth may choose to receive their services through participation in the DSS offered ILP. Some group homes or Foster Family Agencies (FFAs) have developed their own programs or services to assist transitioning youth. The provisions of these services by the provider shall be described in the youth's TILP and the provider asked to sign the TILP to confirm their role and responsibilities in working with the youth. In the periodic progress report, prepared by the FFA or group home, the provision of the TILP services should be described and the CM SW is responsible to record the provider-based services in CWS/CMS as Delivered Services.

#### Entering ILP Services in CWS/CMS

- The CM SW shall enter the ILP services that foster youth are receiving into the Contact Notebook, "Associated Services" in CWS/CMS. This includes any ILP service in which a youth has begun participation. This does **not** include a planned service in which the youth has not begun participation.
- For youth who are receiving ILP services outside of their county of jurisdiction, the county of residence and the county of jurisdiction must come to an agreement as to which county is responsible for entering the data on those youth. This is to avoid reporting data on the same youth twice. However, the county of jurisdiction is ultimately responsible for ensuring that the ILP delivered services are entered into CWS/CMS.
- The CM SW social worker should consult with ILP staff when coordinating services for out of county placements. Coordination and communication is necessary to ensure the goals specified in the TILP can be achieved.

#### Out of County Placements

- [MPP section 30-506](#) specifies timelines for communication between counties when foster youth are placed outside their county of jurisdiction:
  - The CM SW shall notify the county of residence within five working days when the placement of an eligible dependent youth or ward changes to a placement in a different

county or otherwise becomes aware that a dependent youth or ward has changed residences. The CM SW shall provide a copy of the youth's completed TILP to the county of residence. After receiving this notice and the completed TILP, the county of residence shall initiate ILP core services within five working days, or as soon as practically possible.

- The county of residence shall collaborate with the county of last jurisdiction to provide emancipated youth with ILP core services within ten working days from the date of the most recently completed TILP and/or the youth's oral or written request for services, or as soon as practically possible, as documented by the county of residence.
- The county of residence shall, within 72 hours or sooner if needed, provide referral services to emancipated youth who have an immediate, urgent need for food, shelter, or clothing services,
- The CM SW should consult with ILP staff when coordinating services for out of county placements. Coordination and communication is necessary to ensure the goals specified in the TILP can be achieved.

#### Out of State Placements

- Per [MPP section 31-525](#), if an ILP eligible youth is to be placed in out-of-home care a TILP detailing the core services needed by the youth is required.
- Pursuant to the Interstate Compact on the Placement of Children (ICPC) regulations, when a child is placed out-of-state pursuant to ICPC, the placement request packet must contain a copy of the TILP and must be provided to the receiving state with any out-of-state placement request.
- The sending state is financially responsible for the identified services for the youth and continues to be responsible for case planning, which includes a description of the programs and services that will be provided to help the youth prepare for the transition from foster care to adulthood.
- The ICPC allows for youth in extended foster care (age 18 and older) to continue to be served by the receiving state via ICPC when requested by the sending state and with concurrence of the receiving state.
- When an eligible former foster youth between the ages of 18 and 21 is eligible for Independent Living services in the state of residence, the state in which the youth currently resides is financially responsible for the Independent Living services if the services are offered by that state.

#### **Resources**

A listing of all county ILP coordinators may be obtained by contacting the ILP Policy Unit via email at <mailto:ILPPolicy@dss.ca.gov>.

For a list of all state ILP coordinators you may visit the National Resource Center for Youth Services website at: <http://www.nrcys.ou.edu/> , or Foster Club of America website: <http://www.fosterclub.com/>.

**PPG 3-5-26, Re-Entry Into Extended Foster Care (EFC)** regarding TILP requirements upon re-entry into foster care by youth eligible to Extended Foster Care.