



Office of Children and Family Services

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Administrative Directive

Transmittal:	15-OCFS-ADM-20
To:	Commissioners of Social Services Executive Directors of Voluntary Authorized Agencies
Issuing Division/Office:	Strategic Planning and Policy Development
Date:	September 25, 2015
Subject:	Transition Planning with Youth for a Successful Discharge
Suggested Distribution:	Directors of Social Services Development Coordinators Foster Care Supervisors Foster Care Case Managers Foster Care Workers CONNECTIONS Implementation Coordinators
Contact Person(s):	Any questions concerning this release should be directed to the appropriate Regional Office, Division of Child Welfare and Community Services: Buffalo Regional Office-Dana Whitcomb (716) 847-3145 Dana.Whitcomb@ocfs.ny.gov Rochester Regional Office - Karen Buck (585) 238-8201 Karen.Buck@ocfs.ny.gov Syracuse Regional Office - Sara Simon (315) 423-1200 Sara.Simon@ocfs.ny.gov Albany Regional Office - Kerri Barber (518) 486-7078 Kerri.Barber@ocfs.ny.gov Spring Valley Regional Office - Yolanda Désarmé (845) 708-2498 Yolanda.Desarme@ocfs.ny.gov New York City Regional Office - Raymond Toomer (212) 383-1788 Raymond.Toomer@ocfs.ny.gov Native American Services - Heather LaForme (716) 847-3123 Heather.LaForme@ocfs.ny.gov
Attachments:	Attachment A: Desk Aid: Transition Plan Timeline Attachment B: <i>Guidelines on How to Complete the Transition Plan</i> (OCFS-4922) Attachment C: <i>Guidelines on How to Complete the Transition Plan Amendment for Youth Age 18-21</i> (OCFS-3917) The following forms are attached in “read only” format. To use these forms, access them by clicking below, or on the OCFS website: http://ocfs.ny.gov/main/documents/ Attachment D: OCFS-4922 - Transition Plan Form Attachment E: OCFS-3917 - Transition Plan Amendment for Youth Age 18-21

Filing References

Previous ADMs/INFs/LCMs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
10-OCFS-LCM-17 11-OCFS-ADM-01 11-OCFS-ADM-02	09-OCFS-ADM-16	18 NYCRR §§ 428.8, 430.12(f), 430.12(j)	Preventing Sex Trafficking and Strengthening Families Act (P.L. 113-183) Fostering Connections to Success and Increasing Adoptions Act of 2008 (P.L.110-351) Patient Protection and Affordable Care Act (P.L. 111-148)		

I. Purpose

The purpose of this New York State Office of Children and Family Services (OCFS) Administrative Directive (ADM) is to provide local departments of social services (LDSSs) and voluntary authorized agencies (VAs) with guidance on how to develop and implement a transition plan with all youth to prepare them for a successful adulthood and to discuss the specific transition plan requirements that are required for youth age 18 and older who are exiting foster care. This ADM advises LDSSs and VAs of new requirements contained in the federal Preventing Sex Trafficking and Strengthening Families Act (P.L. 113-183) (the Act) pertaining to providing essential documents to youth who have been in foster care for at least six months and who leave foster care at age 18 or older. This ADM includes directions on how to complete the revised transition plan (OCFS-4922), which replaces *Part One: Transition Plan Discussion* (OCFS-4922) and *Part Two: Transition Plan Update and Summary Form* (OCFS-4923). This ADM introduces *The Transition Plan Amendment for Youth Age 18-21* (OCFS-3917), which **must** be completed every six months for youth ages 18-21 who choose to remain in foster care. This ADM supersedes and revokes 09-OCFS-ADM-16, *Transition Plan Requirements for Youth 18 and Older Aging Out of Foster Care*.

II. Background

The federal Fostering Connections to Success and Increasing Adoptions Act of 2008 (P.L.110-351) mandated important supports for youth in foster care. Specifically, section 202 of that Act included requirements for developing a transition plan for youth age 18 or older exiting foster care. The purpose of a transition plan is to help older youth in foster care make a successful transition from foster care to self-sufficiency. In 2009, OCFS implemented the standards required by P.L. 110-351 by issuing 09-OCFS-ADM-16, *Transition Plan Requirements for Youth 18 and Older Aging Out of Foster Care* (which is now replaced by this Administrative Directive). Regulations were also enacted which require that whenever a youth will remain in foster care on or after the youth's 18th birthday, the agency with case management, case planning or casework responsibility for that foster child **must** begin developing a transition plan with the youth 180 days prior to the youth's 18th birthday, or if a youth consents to remain in foster care after his or her 18th

birthday, the transition plan **must** be started 180 days prior to the child's scheduled discharge date. The regulations require that the transition plan be completed 90 days prior to the youth's scheduled discharge date, and that it is personalized at the direction of the youth and is as detailed as the youth elects. The transition plan that is developed **must** include specific options on housing, health insurance, education, local opportunities for mentors, continuing support services, and work force supports and employment services.¹

The Local Commissioners Memorandum (LCM), [10-OCFS-LCM-17](#), *Child Welfare/Juvenile Justice Transition and Permanency Planning Protocol*, was released in 2010.² This LCM includes the protocol and process by which the Division of Juvenile Justice and Opportunities for Youth (DJJOY) and the LDSSs should work collaboratively from the point of disposition in an Article 3 proceeding in Family Court to develop Discharge/Community Support plans for youth leaving the care of OCFS and returning to the community or into the care of LDSSs. This LCM does not discuss the protocol for developing transition plans for a youth who is leaving OCFS custody into his or her own care, which is covered by OCFS procedures.

For the purposes of this ADM, Section 114 of the Preventing Sex Trafficking and Strengthening Families Act (the Act) is highlighted. Section 114 of the Act amends §475(5)(I) of the Social Security Act (SSA) to require that any youth who has been in foster care for at least six months and is leaving foster care at the age of 18 or older, **must** be provided with the following documentation if the youth is otherwise eligible: an official or certified copy of his or her United States (U.S.) birth certificate, medical records, his or her social security card, health insurance information, and driver's license or identification card issued by the state before the youth is discharged.³ These documents are necessary for the youth to access employment, educational programming, housing and many other important services as he or she transitions out of foster care; therefore this requirement is being incorporated into the youth's transition plan.

III. Program Implications

OCFS regulations require that LDSSs and VAs begin transition planning for each youth who is expected to be leaving foster care at age 18 or older at least 180 days (six months) before the youth turns 18 (i.e. at age 17 ½) or 180 days (six months) prior to the youth's scheduled discharge if the youth consents to remain in foster care after his or her 18th birthday.⁴ However, youth who are 18 years of age or older have the right to leave foster care at any time, often not waiting until a planned discharge date. So that all youth can be prepared to transition out of foster care and to assist in making the transition successful, LDSSs and VAs should begin transition planning discussions early in the child's placement that continue over the life of the case, increasing in detail as discharge gets closer. A timely and appropriate introduction to transition preparation will afford youth and workers ample opportunity for thorough planning and to take steps to put in place supports needed for the youth after discharge. It is the expectation that youth be assisted with thinking through what they need to be successful; thereby supporting them with understanding the possible negative ramifications of leaving care without a plan and

¹ 18 NYCRR 430.12 (j)

² http://ocfs.state.nyenet/policies/external/OCFS_2010/#LCM

³ 18 NYCRR 430.12(l)

⁴ 18 NYCRR 430.12 (j)

supports in place. LDSSs and VAs **must** begin formally documenting the youth's transition plan following the process outlined in the required action section below.

The transition plan revised by this directive consists of two parts: *Transition Plan* (OCFS-4922) and *Transition Plan Amendment for Youth Age 18-21* (OCFS-3917), if applicable. The old version of the transition plan that was released as part of 09-OCFS-ADM-16 had two parts: *Part One: Transition Plan Discussion* (OCFS-4922) and *Part Two: Transition Plan Update and Summary Form* (OCFS-4923). These two forms have been consolidated into one new form, titled *Transition Plan* (OCFS-4922), which is attached to this ADM, and the old versions are cancelled as of the issuance of this policy directive. These forms can also be found at <http://ocfs.ny.gov/main/documents/>. These forms were consolidated in order to streamline the information requested from the youth, make the forms more user friendly, and include specific provisions required by the Act. The *Transition Plan Amendment for Youth Age 18-21* (OCFS-3917) was created to provide a mechanism to keep the youth's transition plan updated without having to redo the lengthier transition plan and must be completed every six months for youth ages 18-21 so that they have a current transition plan upon discharge.

The attached desk aids titled *Guidelines on how to complete the Transition Plan* (OCFS-4922) and *Guidelines on how to complete the Transition Plan Amendment for Youth Age 18-21* (OCFS-3917) provide a breakdown of each part of OCFS-4922 and OCFS-3917 and guidelines on how to complete them.⁵

IV. Required Action

LDSSs and VAs are required to develop transition plans with all youth, regardless of the permanency planning goal (PPG), beginning 180 days (six months) prior to the youth's 18th birthday (age 17½). They **must** document the youth's transition plan on the attached *Transition Plan* (OCFS-4922).

For all youth who choose to remain in foster care after age 18, LDSSs, VAs, and the youth **must** review the *Transition Plan* (OCFS-4922) every six months, beginning when the youth is 18 ½ years old, until the youth leaves foster care, and complete the *Transition Plan Amendment for Youth Age 18-21* (OCFS-3917) if changes are made. All transition plans **must** be completed as prescribed below.

The *Transition Plan* (OCFS-4922) attached to this ADM **must** replace all existing blank copies of *Part One: Transition Plan Discussion* (OCFS-4922) and *Part Two: Transition Plan Update and Summary* (OCFS-4923). Youth who are developing their transition plans using existing transition plan forms may continue to use the forms they have begun filling out. However, the newly created *Transition Plan Amendment for Youth Age 18-21* (OCFS-3917) **must** be used for all youth ages 18-21 who remain in foster care.

When a Child/Youth Enters Foster Care:

When a child/youth enters foster care, the worker should begin collecting the following documents in preparation for his or her discharge from foster care:

⁵ <http://ocfs.ny.gov/main/policies/external/>.

1. An official or certified copy of his or her United States (U.S.) birth certificate, if eligible.

To obtain an official or certified copy of a U.S. birth certificate for a child/youth under age 18, you *may* need:

- A copy of the court order placing the youth in the care of the LDSS or OCFS; and
- A letter on department letterhead from the director/commissioner, designating the individual who is authorized to act on behalf of the youth as his/her representative.

Additional information that a worker should know about obtaining an official or certified copy of a youth's U.S. birth certificate, if eligible:

- Youth age 18 and older may be able to obtain a birth certificate without the previously listed documentation.
- There is no fee for a youth in the care and custody of the commissioner of an LDSS or OCFS.⁶
- For more information on how to obtain a birth certificate for a youth born in New York State, visit the New York State Department of Health webpage at https://www.health.ny.gov/vital_records/birth.htm.
- For more information on how to obtain a birth certificate for a youth born in New York City, visit the New York City Department of Health and Mental Hygiene webpage at <http://www.nyc.gov/html/doh/html/services/vr.shtml>.
- The Act does not require that an agency provide youth with his or her birth certificate if they were born outside of the U.S. However, agencies should make every attempt to access the birth certificate of a youth who is born in another country. For more information, contact U.S. Citizenship and Immigration Services at <http://www.uscis.gov/>.

2. The child/youth's social security card, if eligible.

To obtain a social security card for a child/youth under age 18, you *may* need:

- A copy of the court order placing the youth in the care of the LDSS or OCFS; and
- A letter on department letterhead from the director/commissioner, designating the individual who is authorized to act on behalf of the youth as his/her representative.

Additional information that a worker should know about obtaining a social security card for a child/youth in foster care:

- Youth age 18 and older may be able to obtain a social security card without the previously listed documentation.
- The individual applying for a social security card must provide required identification, which varies based on whether the card is being replaced or

⁶ Part L of Chapter 56 of the Laws of 2015

being requested for the first time. Generally, this consists of evidence of age, identity, and citizenship.

- There is never a cost for a social security card.
- For more information on how to obtain a social security card, visit <http://www.ssa.gov/>.

3. The youth's health insurance information

Additional information a worker should know about providing health insurance information to a youth exiting foster care:

- When exiting foster care at age 18 or older, the youth must be provided with the type of insurance, ID number, and any other information that allows him or her to receive proper health care.
- Reference the Patient Protection and Affordable Care Act and Medicaid to Age 26 ADM, [15-OCFS-ADM-17](#), for more information regarding a youth's eligibility for continuation of Medicaid after discharge from foster care.⁷

4. A copy of the youth's medical records

Additional information a worker should know about obtaining and providing a copy of medical records to a youth exiting foster care:

- A child formerly in foster care is entitled to receive information from the foster care record, including health and medical records, educational records, social history, progress notes, face sheet, and placement information.⁸
- Many physicians' offices require that requests for medical records be made in writing, and there may be a printing fee associated with the request.⁹
- Please see the attached desk aids *Guidelines on how to complete the Transition Plan (OCFS-4922)* and *Guidelines on how to complete the Transition Plan Amendment for Youth Age 18-21 (OCFS-3917)* for more information on providing medical records.

5. The youth's driver's license or identification card issued by the New York State Department of Motor Vehicles (DMV), if eligible.

Additional information a worker should know about providing the youth's driver's license or other identification card to a youth exiting foster care:

- When exiting foster care at age 18 or older, the youth must be provided with a driver's license or identification card issued by the DMV, as applicable.
- Regardless of whether a driver's license¹⁰ or non-driver identification card¹¹ is being requested for the youth, proper proof of identity is required.
- There are fees associated with both options.

⁷ <http://ocfs.ny.gov/main/policies/external/>.

⁸ 18 NYCRR 428.8

⁹ <https://www.health.ny.gov/publications/1443/>.

¹⁰ <http://dmv.ny.gov/driver-license/looking-license-permit-id-card-information>.

¹¹ <http://dmv.ny.gov/id-card/bget-non-driver-id-card-ndid>.

180 Days (six months) prior to a youth's 18th birthday:

No later than **180 days (six months)** prior to the youth's 18th birthday, the worker **must begin** discussing the questions contained on the *Transition Plan* (OCFS-4922) to guide discussions with the youth and begin developing and documenting the youth's plans for discharge.

The worker **must** use the questions on the transition plan to guide discussions with the youth in the areas listed in the Program Implications section. In addition, the worker must ask the youth for input on the questions, follow the youth's direction, and allow the youth to determine the level of detail that will be included and documented in his or her transition plan, though it is recommended that the worker encourage the youth to provide as much detail as possible so that the plan is useful to the youth after discharge. The worker should use this opportunity to help youth explore the areas with which they need assistance. The transition plan should be developed over time and does not need to be completed in the order of the questions asked. The worker should allow the youth to guide the process and, if necessary, to focus on the areas that the youth needs to explore in greater detail.

90 Days prior to a youth's 18th birthday:

No later than **90 days** prior to the youth's 18th birthday, the worker and the youth **must** complete the "90-Day Transition Plan Update" section (in gray) and record *decisions* and *actions needed prior to discharge* for sections I-X. All sections of the *Transition Plan* (OCFS-4922) must be completed 90 days prior to the youth's 18th birthday. The entire transition plan must be completed with the youth and include the youth's input and comments/feedback in the spaces provided on the transition plan. In addition, the worker and the worker's supervisor must sign the transition plan. The worker must offer the youth the opportunity to sign his or her transition plan. If a youth refuses to sign, the worker must document the reason the youth refused to sign his/her transition plan in a progress note in CONNECTIONS.

A youth must be given a copy of his or her completed transition plan form and a copy must be placed in the youth's case record.

30 days before a youth's trial and/or final discharge at age 18-21:

The worker should inquire whether the youth has a copy of his or her completed transition plan, and any transition plan amendments that have been completed, and should provide a copy if the youth says that he or she does not have a copy of the plan. The worker should establish a plan with the youth to ensure that the youth is discharged with documentation required by regulation and law.¹² LDSSs and VAs may determine which method for meeting this requirement works best for the youth. Some agencies have had success in establishing a transition binder for each youth. This binder may include copies of the youth's transition plan and transition plan amendments, his or her required documents, important contact information and any other resources the LDSS and VA may find helpful for the youth in his or her transition out of foster care. LDSSs and VAs may choose to present and explain the completed binder and/or essential documents to the youth in an official discharge meeting, or some youth may be able to receive the binder

¹² 18 NYCRR 430.12(l)v

prior to the official discharge. If the youth is provided with either a binder and/or his or her documents prior to discharge, the worker **must** ensure that all youth being discharged from foster care at age 18 or older, and who have been in foster care for at least six months, has the required documents at discharge.

When a youth's discharge (trial or final) is planned and the transition plan is completed, a Plan Amendment in CONNECTIONS indicating the foster care status change will **NOT** be required.

When a worker and youth have completed the transition plan as prescribed by 18 NYCRR §430.12(j) in a manner consistent with this ADM, the transition plan will be considered an official part of the case record.

Beginning at age 18 ½ and every six months thereafter for a youth who remains in foster care:

Beginning at age 18 ½ and every six months thereafter for a youth who remains in foster care, the transition plan must be reviewed with the youth, and if changes are needed, the *Transition Plan Amendment for Youth Age 18-21* (OCFS-3917) must be completed. The form must also be dated and initialed by the worker and the youth. If the youth refuses to initial the amendment, the worker must document the reason the youth refused to initial the amendment in a progress note in CONNECTIONS. The youth must be given a copy of the completed amendment and a copy must be placed in the youth's case record. If changes are needed after the review of the transition plan, a new transition plan amendment **must** be completed every six months until the youth leaves foster care and becomes part of the youth's official transition plan.

When a youth leaves foster care at age 18 or older, and has been in foster care for at least six months:

At discharge, in addition to a copy of the youth's transition plan, including any amendments, a youth age 18 or older who has been in foster care for at least six months must be, if eligible, provided with the following:

- A certified copy or original U.S. birth certificate;
- His or her social security card;
- Health insurance information;
- A copy of his or her medical records; and
- His or her driver's license or state issued identification card.

Undocumented youth will not have a U.S. birth certificate and may not be able to obtain a social security card, depending on their immigration status. Every effort should be made to obtain the youth's birth certificate from his or her birth country. In addition, LDSSs and VAs must follow the immigration relief assessment process as outlined in [11-OCFS-ADM-01](#), *Special Immigrant Juvenile Status* (SIJS).¹³

¹³ http://ocfs.ny.gov/main/policies/external/OCFS_2011/#ADM

V. System Implications

CONNECTIONS

Changes are being made to the permanency hearing report (PHR) and family services stage (FSS) to incorporate documentation of the transition plan and collection of the essential documents. These changes are anticipated to be released as part of the CONNECTIONS modernization build.

PHR

Questions have been added to the Reasonable Efforts to Finalize Permanency section of the PHR in order to document the completion of the youth's transition plan.

For each youth who is 17 ½ years old but less than 18 on the date of the next permanency hearing, the worker **must** answer the following question:

"Will the transition plan be completed for (*youth's first name and last name will prefill*) in the next six months?"

The worker must select "**yes**" or "**no**."

If the worker selects "**no**," a text box will generate and the worker must explain why the transition plan will not be completed in the next six months.

For each youth who is 18 years of age or older on the date of the next permanency hearing, the worker **must** answer the following question:

"Will the transition plan for (*youth's first name and last name will prefill*) be reviewed in the next six months and if necessary, a transition plan amendment completed and attached to the permanency hearing report?"

The worker must select "**yes**" or "**no**."

If the worker selects "**no**," a text box will generate and the worker must explain why this will not be done.

FSS-Essential Documents:

A tab for essential documents has been added to the Tracked Child Detail screen. After selecting the tab, a list of all children/youth in the stage with a program choice of placement will be populated.

For each child/youth, the worker **must** answer the following question:

"Are the following documents in the child's case record?" by selecting "**yes**," "**no**" or "**ineligible**" for:

- United States Birth Certificate
- Social Security Card
- State-issued ID card or Driver's License
- Medical Records
- Health Insurance information

If the worker selects “**no**” for any of the documents listed above, the worker **must** explain why the documentation is not in the child’s case record and address efforts to obtain the documents in the narrative box.

Further information on the changes will be released when the build is completed. Meanwhile, workers **must** document all transition plan activities in progress notes in the CONNECTIONS system.

VI. Effective Date

This policy is effective on the date of issuance.

Thomas R. Brooks

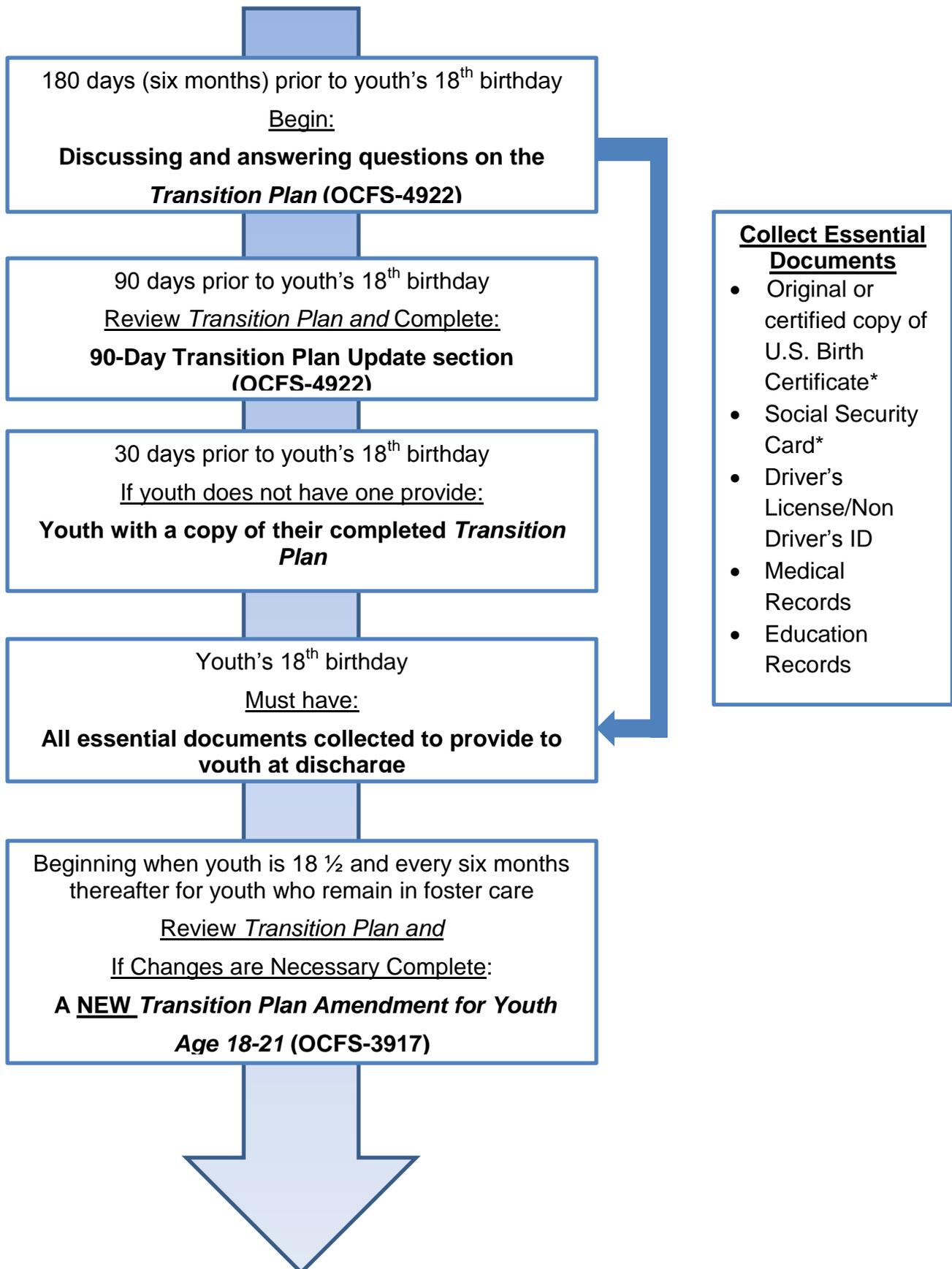
Issued By:

Name: Thomas R. Brooks

Title: Deputy Commissioner

Division/Office: Strategic Planning and Policy Development

Transition Plan Timeline



Guidelines on How to Complete the Transition Plan (OCFS-4922)

In order for the transition plan to be effective and useful to the youth, it must be a result of collaboration between the worker and the youth. It is also recommended that the agencies involved in the youth's life and those that will be involved in the future, such as education systems, mental health agencies, and juvenile justice systems, participate in the youth's transition plan, as they can provide valuable information and insight into the development of the plan. Each person who participated in the development of the youth's transition plan must be documented in the plan.

OCFS-4922 is divided into sections I-X, each of which leads the discussion of a different topic. Each section is further divided into a discussion section (in white) and a 90 day transition plan update section (in gray).

While the discussion section prompts discussions between the worker and youth about the issues that need to be addressed in the youth's transition plan, the 90-day transition plan update section covers the substantive necessities of the transition plan. It provides a comprehensive snapshot of the youth's decisions for the specific topic and lists any actions that need to be completed prior to the youth's discharge.

Step-by-step guidance on completing the OCFS-4922 form

1. OCFS-4922 begins by asking the worker to list specific identifying information about the youth: name, case ID number (CIN), date of birth, the date the youth entered foster care, county of origin, date of current placement, placement type, permanency planning goal, scheduled discharge date, date of last life skill assessment, immigration status, and whether the youth is an expectant/parenting youth. Specific dates must be documented: the youth's scheduled discharge date, the date the worker began to discuss transition planning with the youth, the date the 90-day notice was provided to the youth, the date the 90-day transition plan update is due, and the date the 90-day transition plan update is completed.
2. The discussion section (in white) consists of questions that are used to lead discussions with the youth around specific topics and must be started with the youth at least 180 days (six months) prior to the youth's 18th birthday (age 17 ½) and must be completed 90 days (three months) prior to the youth's 18th birthday.
3. 90 days (three months) prior to the youth's 18th birthday, the youth and worker must return to OCFS-4922 and complete the 90-day transition plan update section (in gray) for sections I-X. In this section the worker **must** document what the youth's final decision is for each topic under "decision." The worker must also list what actions are needed by the worker, youth, and/or any individual involved in the youth's transition in order to implement the youth's discharge plan under the "actions needed prior to discharge."
4. When OCFS-4922 is completed, at least 90 days prior to the youth's 18th birthday, the form must be signed and dated by the youth, case manager/case planner/youth's case worker, and the supervisor. If the youth does not sign the form, a note must be entered

in the space for the youth's signature regarding the circumstances (for example, youth refuses to sign). The youth must be given a copy of the completed OCFS-4922, and a copy must be placed in the case record.

Breakdown of Each Section of the Transition Plan:

Section I: Trial Discharge/Final Discharge and Re-Entry into Foster Care:

It is important that youth leaving care at age 18 or older are aware of re-entrance options, should they find themselves in need of additional support.

Section I of the Transition Plan form asks whether the youth was offered trial discharge, how the youth responded to the offer, and whether the youth was given written notice that he or she has the right to apply to the district or court to re-enter foster care within 24 months of his/her final discharge, as long as the youth meets the required conditions.^{14,15}

The 90-day update section (in grey) must be completed at least 90 days before the youth's 18th birthday. This section asks the youth what his or her final decision is for trial discharge/final discharge and re-entry into foster care plans. The youth may have had a tentative plan for when he or she is discharged, but by 90 days prior to discharge, the youth must have a final decision for this topic. This final decision is recorded under "decision." There may be other actions that need to be completed prior to the youth's discharge to facilitate this decision. If there are actions that are needed, they must be recorded under "actions needed prior to discharge."

Section II: Housing

Workers should assist youth with identifying possible housing plans and the viability of such plans, discuss the steps the youth **must** take to procure an apartment or other housing arrangement, and encourage the youth to come up with alternate plans in the event that his or her original plan falls through.

Section II of the form begins by asking questions in order to explore housing options with the youth that are safe, appropriate, and stable. It also asks for the plan identified by the youth in regards to where he or she is going to live, and what emergency housing plan has been discussed in case the youth loses his or her housing.¹⁶

The 90-day update section (in grey) must be completed at least 90 days before the youth's 18th birthday. This section asks the youth what his or her final decision is for housing plans. The youth may have had a tentative plan for when he or she is discharged, but by 90 days prior to discharge, the youth must have a final decision for this topic. This final decision is recorded under "decision." There may be other actions that need to be completed prior to the youth's discharge to facilitate this decision. If there are actions that are needed, they must be recorded under "actions needed prior to discharge."

¹⁴ Family Court Act, §1091

¹⁵ 11-OCFS-ADM-02, *Re-entry into Foster Care by Former Foster Care Youth between the Ages of 18 and 21*.

http://ocfs.ny.gov/main/policies/external/OCFS_2011/

¹⁶ 18 NYCRR §430.12 (f)(3)(i)(c)

Section III: Health/Health Insurance/Health Care Proxy

Assisting youth in understanding their health and other conditions and how to utilize their health insurance is essential to helping those youth maintain their health.

Section III asks questions about the youth's medical needs and plans: the date of the youth's last medical exam and whether one will be needed prior to discharge, the date of the youth's last mental health appointment (if applicable), and what the youth's plan is for meeting future mental health needs. If the youth does not have a mental health diagnosis, it is still important that the worker discuss with the youth and document in this section where he or she can go for help if the need arises. Other questions that are asked are what steps the youth must take to follow up with any medical conditions, the date of the youth's last vision and dental examinations, and the plans for meeting future vision and dental needs. If a youth is taking prescription medications, the medication, how often the medication is taken, and where and when the prescription should be refilled must be listed. This section also asks specific questions regarding medical insurance, including whether Medicaid coverage has been explained, as well as whether the youth is aware of processes and procedures related to maintaining Medicaid. It also asks about the youth's awareness of managed care plans, identifying providers who accept his or her health insurance plan, and asks what specific health care options the youth has explored. Lastly, it asks for the status regarding a health care proxy. Youth may or may not be able to answer these specific questions and may need assistance from their worker or to be referred to someone who can assist them on what their options are and how to decide what is best for their circumstances.

As of January 1, 2014, the Patient Protection and Affordable Care Act (ACA) (P.L. 111-148) allows young adults under the age of 26 to stay on their parent's health insurance, and includes a provision for young adults who are discharged from foster care to remain on Medicaid until age 26, regardless of income or resources. To maintain Medicaid eligibility, the youth must have been in the custody of a commissioner of an LDSS or the commissioner of OCFS on his or her 18th birthday **and** the youth **must** have been in receipt of Medicaid on the date of his or her final discharge on or after the youth reaches age 18.

The 90-day update section (in grey) **must** be completed at least 90 days before the youth's 18th birthday. This section asks the youth what his or her final decision is for health/health insurance/health care proxy plans. The youth may have had a tentative plan for when he or she is discharged, but by 90 days prior to discharge, the youth must have a final decision for this topic. This final decision is recorded under "decision." There may be other actions that need to be completed prior to the youth's discharge to facilitate this decision. If there are actions that are needed, they must be recorded under "actions needed prior to discharge."

Section IV: Educational/Vocational

A well-constructed transition plan and awareness of the risk factors that contribute to youth in foster care dropping out of school can markedly reduce negative educational outcomes for youth.

Section IV of the form asks about the youth's education/vocational needs and goals, and asks what steps have been taken to maintain the current program status. Additionally, it asks whether the Education and Training Voucher (ETV) program has been discussed with the youth, and whether there are any other financial resources available to support the youth's educational/vocational plans. It then asks for a specification of what educational/vocational

program the youth is pursuing and what steps need to be taken prior to discharge to allow the youth to continue this program.

Section 477 of the SSA provides resources specifically to meet the education and training needs of youth aging out of foster care. Under the ETV program, eligible youth may receive up to \$5,000 per year to attend a post-secondary education or vocational training program. The law specifies that youth eligible for vouchers under this program include foster care youth and former youth in foster care who have not yet attained the age of 21 years and who are eligible for services under the Chafee Foster Care Independence Program (CFCIP), and youth adopted from foster care or who were discharged to a Kinship Guardianship Assistance Program (KinGAP) arrangement after the age of 16. If a youth is participating in the ETV program when he or she is 21 years of age, the youth may remain eligible until 23 years of age.¹⁷

In addition to the ETV program, workers should assist youth in researching and applying for grants/scholarships to fund their educational/vocational programs. For example, a youth who was in foster care, legal guardianship or was adopted from foster care may be considered an independent student when completing the Free Application for Federal Student Aid (FASFA) to apply for financial aid. If the youth is considered an independent student, he or she does not need to list the income or household size information for his or her foster parents, legal guardians or adopted parents on his or her FASFA; therefore, potentially increasing the amount of aid he or she may be awarded.¹⁸

The 90-day update section (in grey) must be completed at least 90 days before the youth's 18th birthday. This section asks the youth what his or her final decision is for educational/vocational plans. The youth may have had a tentative plan for when he or she is discharged, but by 90 days prior to discharge, the youth must have a final decision for this topic. This final decision is recorded under "decision." There may be other actions that need to be completed prior to the youth's discharge to facilitate this decision. If there are actions that are needed, they must be recorded under "actions needed prior to discharge."

Section V: Opportunities for Adult Permanency Resource(s) or Mentor(s)

For youth transitioning out of foster care, having a permanency resource or mentor can provide a source of guidance and a sense of security.

Section V asks whether the youth has been given an opportunity to identify an adult permanency resource or mentor, what options have been explored, and who the resource or mentor is. Youth with another planned living arrangement with a permanency resource (APPLA) permanency planning goal (PPG) must have an adult permanency resource identified in order to assist the youth in his or her transition to self-sufficiency. Regulations define an adult permanency resource as "a caring, committed adult who has been determined by a social services district to be an appropriate and acceptable resource for a youth and is committed to providing emotional support, advice and guidance to the youth and to assist the youth as the youth makes the transition from foster care to responsible adulthood."¹⁹ Although regulations only require having a permanency resource identified for youth with APPLA goals, it is important for workers to assist all youth, regardless of PPG, with identifying the person(s) in the youth's life that he or she can turn to when they need support. Workers and youth should actively seek

¹⁷ <http://ocfs.ny.gov/main/ddps/adolescent/etv.asp>

¹⁸ <https://fafsa.ed.gov/>

¹⁹ 18 NYCRR 430.12 (f)

people in the child's life who may be a resource. Locating and maintaining relationships with a youth's family members can provide important connections and supports for youth. Involving youth in activities, such as job fairs, teen conferences, employment mentoring, and life skill groups may also provide opportunities for youth to meet caring adults who might become permanent connections.²⁰ When the permanency resource is identified, having meetings with the resource(s) and the youth to discuss the relationship and to establish boundaries can be helpful to maintain the relationship.

The 90-day update section (in grey) **must** be completed at least 90 days before the youth's 18th birthday. This section asks the youth what his or her final decision is for opportunities for adult permanency resource(s) or mentor(s) plans. The youth may have had a tentative plan for when he or she is discharged, but by 90 days prior to discharge, the youth must have a final decision for this topic. This final decision is recorded under "decision." There may be other actions that need to be completed prior to the youth's discharge to facilitate this decision. If there are actions that are needed, they must be recorded under "actions needed prior to discharge."

Section VI: Continuing Support Services

Providing youth with information regarding available services related to health, mental health, and self-sufficiency can be a very valuable preventive mechanism to minimize the risk of unemployment, incarceration or other challenging situations for youth discharged from foster care.

Section VI of the form asks about current support services, the service-related needs expressed by the youth, and whether a service needs assessment has been done. Based on that information, this section asks what support services have been identified as necessary and whether or not the process of locating and securing necessary services has been explained to the youth.²¹ To the extent possible, support services should be in place before the youth is discharged so he or she can continue on post-discharge, but the youth should also know how to access new services if the need arises.

The 90-day update section (in grey) must be completed at least 90 days before the youth's 18th birthday. This section asks the youth what his or her final decision is for continuing support services plans. The youth may have had a tentative plan for when he or she is discharged, but by 90 days prior to discharge, the youth must have a final decision for this topic. This final decision is recorded under "decision." There may be other actions that need to be completed prior to the youth's discharge to facilitate this decision. If there are actions that are needed, they must be recorded under "actions needed prior to discharge."

Section VII: Important Documents/Access to Case Record

Having access to specific essential documents is crucial to promoting self-sufficiency and responsibility in daily life for youth in foster care. These documents are necessary to obtain jobs, benefits, and other documents, such as a passport. Learning how to use the documents and how to replace them will be critical as the youth transitions out of foster care and into adulthood.

²⁰ Child Welfare Information Gateway. (2013). *Enhancing permanency for youth in out-of-home care*. Washington, DC: U.S. Department of Health and Human Services, Children's Bureau. <https://www.childwelfare.gov/pubPDFs/enhancing.pdf> .

²¹ 18 NYCRR 430.12 (f)(3)(i)(a)

Section VII asks which essential documents have been received by the youth, which documents the youth still needs, and whether or not the youth has been made aware of the steps he or she needs to take to replace lost documents or obtain his or her foster care records.²²

P.L. 113-183 requires that any youth who has been in foster care for at least six months and is leaving foster care due to reaching the age of 18 or older **must** be provided with, if eligible, an official or certified copy of his or her United States (U.S.) birth certificate, social security card, medical records, health insurance information, and driver's license or identification card issued by the state before the youth is discharged. The provision of these documents is dependent on the youth's eligibility for them (immigration status may affect eligibility for some of these documents).

OCFS recognizes that LDSSs and VAs may have an extensive amount of a youth's medical records that have been acquired. When the youth is discharged, LDSSs and VAs must provide the youth, at minimum, with a copy of the youth's last physical exam, a list of immunizations that have been completed, and information on any current medical issues the youth may have. The youth must also be advised that the youth has the right to his or her entire medical record, and he or she must be provided with the entire medical record if he or she requests it.

Although the Act does not require LDSSs and VAs to provide birth certificates and social security cards to youth who are not eligible for them, access to these documents or comparable documents is crucial for all youth to successfully transition out of foster care; therefore, a worker should attempt to locate and/or apply for the documents on behalf of the youth. [11-OCFS-ADM-01, Special Immigrant Juvenile Status \(SIJS\)](#), outlines the steps that LDSSs and VAs **must** do with youth in foster care who are not U.S. citizens and do not have documentation of lawful residence (such as a valid green card) in order to determine whether they are eligible for SIJS status. If a youth receives SIJS status and obtains a green card, it allows the youth to become a lawful permanent resident and with it the ability to live permanently in the U.S., work legally, get financial aid for college, be eligible for limited public benefits, and apply for U.S. citizenship within five years.

The 90-day update section (in grey) must be completed at least 90 days before the youth's 18th birthday. This section asks the youth what his or her final decision is for important documents/access to case record plans. The youth may have had a tentative plan for when he or she is discharged, but by 90 days prior to discharge, the youth must have a final decision for this topic. This final decision is recorded under "decision." There may be other actions that need to be completed prior to the youth's discharge to facilitate this decision. If there are actions that are needed, they must be recorded under "actions needed prior to discharge."

Section VIII: Workforce Supports and Employment Services

Career preparation and work-based learning experiences are essential in order to develop aspirations and to make informed choices about careers. In order to identify and attain career goals, youth need to be exposed to a range of experiences. Transition planning that provides youth with both an understanding of, and experiences in, the application of academic skills to their career goals, empowers youth to make informed and realistic career and life choices.

Section VIII of the form asks about the youth's career goals, whether he or she has been exposed to various career opportunities, and what ideas and supports have been explored by

²² 18 NYCRR 428.8 & 430.12(l)

the youth related to career goals. Some ways workers can assist youth in thinking through their job strengths and career interests is utilizing school based supports that promote job shadowing and career aptitude tests, helping the youth explore job training programs and vocational programs, and encouraging the youth to apply for and work at a part-time job while he or she is in foster care.

The 90-day update section (in grey) must be completed at least 90 days before the youth's 18th birthday. This section asks the youth what his or her final decision is for workforce supports and employment services plans. The youth may have had a tentative plan for when he or she is discharged, but by 90 days prior to discharge, the youth must have a final decision for this topic. This final decision is recorded under "decision." There may be other actions that need to be completed prior to the youth's discharge to facilitate this decision. If there are actions that are needed, they must be recorded under "actions needed prior to discharge."

Section IX: Expectant/Parenting Youth (If Applicable)

Generally, young parents face many challenges such as educational attainment, poverty, child well-being, and health issues. Thus, housing, healthcare, and many other supports are necessary in order for the teen mother or father to be on a positive trajectory.

Section IX asks about the needs of an expectant or parenting youth, the names and birth dates of the youth's children, and whether various needs and services have been explored by the youth.

The 90-day update section (in grey) must be completed at least 90 days before the youth's 18th birthday. This section asks the youth what his or her final decision is for expectant/parenting youth plans. The youth may have had a tentative plan for when he or she is discharged, but by 90 days prior to discharge, the youth must have a final decision for this topic. This final decision is recorded under "decision." There may be other actions that need to be completed prior to the youth's discharge to facilitate his or her decision. If there are actions that are needed, they must be recorded under "actions needed prior to discharge."

Section X: Other (Safety)

The purpose of this section is to address any identified safety concerns regarding the youth and his or her discharge from foster care. Factors such as drug use, disabilities, mental illness or other vulnerabilities should be taken into consideration when developing plans to promote the safety and well-being of the youth. It is also critical to watch for signs, potential vulnerabilities or risk factors for human trafficking or sexual exploitation.

In this section the youth and worker need to identify the safety concern(s) and how they will be addressed. This section should also address a safety plan for the youth that he or she can use if he or she finds him/herself at risk in the future. The safety plan should include resources he or she can use when encountering unsafe situations or if his or her living situation changes and he or she is in need of assistance. This plan can include the option of returning into care if the youth meets the requirements to do so, as well as other services he or she may qualify for to support remaining out of care.

The 90-day update section (in grey) must be completed at least 90 days before the youth's 18th birthday. This section asks the youth what his or her final decision is for safety plans. The youth may have had a tentative plan for when he or she is discharged, but by 90 days prior to

discharge, the youth must have a final decision for this topic. This final decision is recorded under “decision.” There may be other actions that need to be completed prior to the youth’s discharge to facilitate his or her decision. If there are actions that are needed, they must be recorded under “actions needed prior to discharge.”

Signatures

The transition plan provides for the signature of the case manager/case planner/caseworker, the supervisor, and the youth. When a youth does not sign his or her transition plan, a note **must** be entered in place of the youth’s signature indicating the reason that the youth did not sign it. For example, it might be noted that the youth refuses to sign. Whether or not the youth chooses to sign, he or she **must** be given a copy of the completed transition plan, and a copy **must** be placed in his/her case record. In addition, when the youth is discharged from care, the worker should inquire whether the youth still has the copy of his or her plan, and provide a copy if the youth says that he or she does not.

Guidelines on How to Complete the Transition Plan Amendment for Youth Age 18-21 (OCFS-3917)

The youth's plans may change drastically between the time he or she turns 18 until he or she decides or is required to exit foster care. The *Transition Plan Amendment for Youth Age 18-21* (OCFS-3917) was created to allow the worker and the youth to update the youth's transition plan every six months after the youth turns 18, beginning when the youth is 18½ years of age, without having to update the lengthier transition plan. Reviewing the youth's *Transition Plan* (OCFS-4922) every six months and completing the transition plan amendment provides the youth with a more current plan, and is especially helpful if the youth decides to leave foster care without notice.

The transition plan amendment should be used to supplement and not replace the youth's original transition plan. By following this schedule for transition planning, youth leaving foster care will have a historical document that provides them with a blueprint of the areas that should be addressed and the actions they can take to assist them in having a successful transition from foster care, including resources that can be explored if they find themselves in need of further assistance after discharge. In addition, if the transition plan he or she leaves foster care with does not work, the youth may be able to revisit the previous iterations of his or her transition plan for assistance in determining what other options may exist.

Step-by-step guidance on completing the OCFS-3917 form

1. OCFS-3917 begins by asking for basic information about the youth: name, date of birth, and the case ID number (CIN). Specific dates must also be documented: the date the *Transition Plan* (OCFS-4922) was completed, the youth's scheduled discharge date, and the youth's actual discharge date (to be completed after the youth is discharged). The youth and worker must also initial the amendment after it is completed. If the youth does not initial the amendment, the worker must document the reason why the youth did not initial the amendment in the space for the youth's initials.
2. OCFS-3917 has the same sections that the original transition plan does. For each section, all actions taken since the last updated transition plan or transition plan amendment **must** be documented, even if the update is that no further actions were needed because the plan is the same.

For example, if the youth has enrolled in a vocational or educational program since the last plan, the name of the program, the date the program began, and any other relevant information should be documented under the section IV Educational/Vocational section of the amendment form.

3. If the decision the youth reached with regard to: trial discharge (if applicable); housing; health insurance; education/vocational plans; opportunities for adult permanency resource(s) and/or mentor(s); supportive services; important documents/access to the youth's case record; workforce supports and employment; expecting/parenting (if applicable); or other (safety) concerns **has changed** since the last review of the transition plan, the new decision **must** be documented. If the decision **has not changed**

Transition Plan Amendment Guidelines

since the review of the last transition plan or amendment, the worker **must** document that the previous decision is still current with no changes.

4. In addition to an update to the decision, a list of actions needed prior to discharge to implement the decision **must** be documented, including if no further actions are needed at this time. This should include things that the worker and/or the youth need to do before the next review of the transition plan or the youth's discharge.
5. The youth **must** be given a copy of the completed transition plan amendment and a copy **must** be placed in the youth's case record.
6. The youth's plan must be reviewed every six months, beginning when the youth is 18 ½ years of age, and continue as long as the youth remains in foster care.
7. If after reviewing the youth's plan changes are needed, a new OCFS-3917 **must** be completed.
8. When the youth is discharged from care, the worker should inquire whether the youth still has the copy of his or her *Transition Plan* (OCFS-4922) and any amendments (OCFS-3917) made to it, and provide a copy if the youth says that he or she does not.

Youth's Comments/Feedback:

SECTION I 90-Day Transition Plan Update	Decision:
	Actions Needed Prior to Discharge:

SECTION II: HOUSING The following section asks about housing options explored by the youth that are safe, appropriate, and stable. It also asks for the decision made by the youth in regards to where they are going to live, and what emergency housing plan has been discussed in case the youth loses their housing.

1. What safe and appropriate housing options have been explored?

2. What housing options has the youth suggested?

3. What specific steps are taking place to secure safe and stable housing **(for at least 12 months from discharge)**?

4. **Plan:** Where is the youth going to live?

5. What specific steps need to be addressed prior to discharge? What is the action plan?

6. In the event that the youth loses his or her housing, what emergency housing plan has been discussed with the youth? Indicate what the youth would do, where he or she would go and whom he or she would ask for help.

Youth's Comments/Feedback:

SECTION II 90-Day Transition Plan Update	Decision:
	Actions Needed Prior to Discharge:

SECTION III Health/Health Insurance/Health Care Proxy: The following section asks for information about the youth's last medical exam and whether one will be needed prior to discharge, whether Medicaid coverage has been explained, as well as whether the youth is aware of processes and procedures related to maintaining Medicaid until the age of 21 or 26 based on their circumstances. It also asks about the youth's awareness of Managed Care Plans, seeing providers that accept his/her health insurance plan, and asks what health care options the youth has explored. Lastly, it asks for the status regarding a health care proxy.

1. Indicate the date of the youth's last comprehensive medical exam and whether the youth will need a medical exam prior to discharge.
2. If the last medical exam indicates a medical condition that requires post discharge follow-up, what steps will be taken to address that need?
3. Indicate the date of the youth's last mental health appointment (if applicable). What is the plan for meeting future mental health needs?
4. Indicate the date of the youth's last comprehensive vision examination and whether the youth will need a vision exam prior to discharge. What is the plan for meeting future vision needs?
5. Indicate the date of the youth's last complete dental checkup. What is the plan for meeting future dental needs?

6. If youth is currently taking prescription medication, list what they are, how often youth must take them, and where and when should youth refill them?

7. Has post discharge Medicaid coverage been explained? Has the youth been given a copy of the standardized letter explaining the youth's right to receive medical coverage without regard to income and resources until the age of 21 OR until the age of 26 if the youth was in foster care and in receipt of Medicaid on his or her 18th birthday? Indicate the date the letter was given to the youth and identify the contact person provided on the letter in the event the youth needs assistance with his or her MA coverage.

8. Has the worker communicated the youth's discharge address to the appropriate parties to provide Medicaid coverage to 21 **OR** 26 if they were in foster care and in receipt of Medicaid on their 18th birthday? (Indicate the name of the person and title) Yes No

9. Is the youth aware that he or she must inform the local department of social services (LDSS), or in NYC the Human Resources Administration (HRA), of any change in address for Medicaid purposes?

10. What steps have been taken by the worker to have Medicaid coverage for the youth?

11. Has the youth been informed when he or she should expect to be given his or her own Benefit (Medicaid) Card?

12. Has the youth been advised that they must go to a provider that accepts his or her health insurance plan? Yes No
Indicate who the youth's medical providers are and who they will be when the youth is discharged. Include the provider(s) name, address and phone number.

13. Has the youth been advised of the importance of designating a health care proxy to make health care treatment decisions on his or her behalf if they become unable to participate in such decisions? If the youth wants to identify a health care proxy, indicate what assistance is being provided to the youth in obtaining and executing a health care proxy?

Indicate the name of the person who the youth would like as their health care proxy:

14. **Plan:** Health Insurance Status:
Health Care Proxy status:

15. What specific steps still need to be addressed prior to discharge? What is the action plan?

Youth's Comments/Feedback:

SECTION III 90-Day Transition Plan Update	Decision:
	Actions Needed Prior to Discharge:

SECTION IV Education/Vocational: The following section asks about the youth's education/vocational needs, goals, and what steps have been taken to maintain the current program status. Additionally, it asks whether the Education and Training Voucher (ETV) has been discussed with the youth and any other financial resources to support the youth's educational/vocational programs. It then asks for a specification of what educational/vocational program the youth is pursuing and what steps need to be taken prior to discharge.

1. What is the youth's current educational/vocational program status?

2. If applicable, what steps have been taken to maintain the current educational/vocational program status?

3. What are the youth's educational/vocational training goals?

4. What steps have been taken to address the youth's educational/vocational training needs and goals?

5. Has the Education and Training Voucher (ETV) program been discussed with the youth, and if appropriate, has the youth completed/resubmitted an online ETV application?

6. What other financial resources have been explored to support the youth in his or her current/future educational/vocational program(s)?

7. **Plan:** What educational/vocational program is the youth pursuing?

8. What specific steps still need to be addressed, prior to discharge? What is the action plan? Include whether the youth needs help in filling out financial aid forms (such as FAFSA, TAP, etc.) and who they will go to for help if they need such assistance.

Youth's Comments/Feedback:

SECTION IV 90-Day Transition Plan Update	Decision:
	Actions Needed Prior to Discharge:

SECTION V Opportunities for Adult Permanency Resource(s) or Mentor(s): The following section asks whether the youth has been given an opportunity to identify an Adult Permanency Resource or Mentor, what options have been explored, and who the Resource or Mentor is. Section 430.12 (f) of 18 NYCRR defines an *adult permanency resource* as a caring, committed adult who has been determined by an LDSS to be an appropriate and acceptable resource for a youth and is committed to providing emotional support, advice, and guidance to the youth and assisting the youth as the youth makes the transition from foster care to responsible adulthood.

1. Has an Adult Permanency Resource or Mentor(s) been identified? Yes No

2. If **No**, has the youth been given the opportunity to identify an Adult Permanency Resource(s) or Mentor(s)?

3. What opportunities have been explored with the youth surrounding the potential for developing other Adult Permanency Resource(s) or Mentor(s)?

4. **Plan:** Who is the youth's Adult Permanency Resource(s) or Mentor(s)? Indicate the *name, contact information and relationship to the youth and whether this person(s) is able to assist the youth with all the major areas that the youth may need assistance with.*

5. What specific steps still need to be addressed prior to discharge? What is the action plan? (Include steps being taken to identify other supportive adults, if needed).

Youth's Comments/Feedback:

**SECTION V
90-Day Transition Plan
Update**

Decision:

Actions Needed Prior to Discharge:

SECTION VI Continuing Support Services: The following section asks about current support services, the service-related needs expressed by the youth, and whether a service needs-assessment has been done. Based on that information, it asks what support services have been identified as necessary and whether or not the process of locating and securing necessary services has been explained to the youth.

1. Identify current support services being utilized by the youth (Include support services for any medical issues identified in Section III Health/Health Insurance):

2. List the services the youth has identified that he or she needs:

3. Has an assessment been conducted to identify needed services? If so, indicate date of assessment(s).

4. What local/accessible/appropriate services have been explored with the youth? (*Check all that apply*)

- | | | |
|---|---|--|
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> Transportation | <input type="checkbox"/> Housing |
| <input type="checkbox"/> Medical/Physical Health | <input type="checkbox"/> Child Care | <input type="checkbox"/> Banking Services |
| <input type="checkbox"/> Substance Abuse | <input type="checkbox"/> Education | <input type="checkbox"/> Adult Services |
| <input type="checkbox"/> Community Based | <input type="checkbox"/> Employment | <input type="checkbox"/> Adult Protective Services |
| <input type="checkbox"/> Food Pantries/Food Banks | <input type="checkbox"/> Financial | <input type="checkbox"/> Applying for SSI Benefits |
| | | <input type="checkbox"/> Other |

5. Has the worker explained to the youth how to locate and secure necessary services including how to secure information on his or her rights?

6. **Plan:** What is the youth's plan to access the services?

7. What specific steps need to be addressed prior to discharge? What is the action plan?

Youth's Comments/Feedback:

**SECTION VI
90-Day Transition Plan
Update**

Decision:

Actions Needed Prior to Discharge:

SECTION VII Important Documents/Access to Case Record: The following section asks which documents have been received by the youth, which documents the youth still needs, and whether or not the youth has been made aware of the steps he or she needs to take to replace lost documents or obtain their foster care records (as specified in 18 NYCRR 428.8) upon trial or final discharge. Essential documents that must be provided to the youth at discharge as required by the P.L. 113-183 are in **bold**.

1. Check off which documents listed below the youth has received a copy of for his or her records.

- | | |
|--|--|
| <input type="checkbox"/> Birth Certificate (Original or Certified copy) | <input type="checkbox"/> Green Card (if applicable) |
| <input type="checkbox"/> Social Security Number or Card | <input type="checkbox"/> Education Records |
| <input type="checkbox"/> MA Card | <input type="checkbox"/> Selective Service (if applicable) |
| <input type="checkbox"/> Medical Records | <input type="checkbox"/> Tribal Documents (if applicable) |
| <input type="checkbox"/> Photo Identification (driver's license or state issued id) | <input type="checkbox"/> Other |

2. What specific documents are still needed by the youth? What steps are being taken to secure these necessary documents?

3. Has the youth been informed of the right to apply for access to his or her foster care records upon trial or final discharge and the methods for requesting access to his or her case record?

Youth's Comments/Feedback:

SECTION VII 90-Day Transition Plan Update	Decision:
	Actions Needed Prior to Discharge:

SECTION VIII Workforce Supports and Employment Services: The following section asks about the youth's career goals, whether he or she has been exposed to various career opportunities, and what ideas and supports have been explored by the youth related to career goals.

1. Has the youth had a career assessment(s) to help the youth identify his/her interests? If yes, indicate date(s) of such assessment(s). No Yes

2. What are the youth's career goals as indicated by the youth?

3. Has the youth had the opportunity to learn firsthand about the his or her career choice(s) and the skills needed for the career(s)? Include participation by the youth in on the job training or other structured programs that the youth has been involved in related to his/her career choice(s).

4. Has the youth been exposed to career opportunities that ultimately lead to a living wage, including information about educational requirements, entry requirements, income and benefits?

5. What workforce supports and employment services have been explored with the youth? (Include whether the youth has a job and whether the youth will have sufficient income for rent, and other items upon discharge. Indicate any information about the youth's ability to manage credit.)

6. What ideas does the youth have about the kinds of workforce supports and employment services he/she will need?

7. Has the youth been informed where he/she can secure information on available employment?

8. **Plan:** What work supports and employment services have been identified for the youth?

Youth's Comments/Feedback:

SECTION VIII 90-Day Transition Plan Update	Decision:
	Actions Needed Prior to Discharge:

SECTION IX Expectant/Parenting Youth (If Applicable): The following section asks about the needs of a pregnant /expectant or parenting youth, the names and birthdates of the youth's children, and whether various needs and services have been explored by the youth.

1. Identify needs of the expectant/pregnant youth:

2. Identify needs of the parenting youth:

3. List minor children and dates of birth:

4. For youth who are parenting, has an individual been adjudicated as the baby's father?

5. Has the custodial parent or local department of social services filed for child support?
6. Has the OCFS Publication 5008, <i>Helpful Tips to Keep Your Baby Safe: Safe to Sleep</i> , been discussed with the youth?
7. What specific needs have been explored for the pregnant/expectant youth, parenting youth and child(ren)?
8. Plan: List the services identified for the youth and/or child(ren):
9. What specific steps still need to be taken prior to discharge? What is the action plan?

Youth's Comments/Feedback:

SECTION IX 90-Day Transition Plan Update	Decision:
	Actions Needed Prior to Discharge:

SECTION X Other (Safety): The purpose of this section is to address any identified safety concerns regarding the youth and his or her discharge from foster care. Please identify the safety concern(s) and how they will be addressed.

1. Are there any safety concerns related to the youth's discharge from foster care?

2. Has the youth identified any safety concerns related to his/her discharge?

3. Are there any other comments or concerns related to the youth's discharge?

4. **Plan:** What is the resolution of issues identified in this section?

5. What specific steps need to be taken prior to discharge? What is the action plan?

Youth's Comments/Feedback:

SECTION X 90-Day Transition Plan Update	Decision:
	Actions Needed Prior to Discharge:

Signatures: The Transition Plan must be completed and signed by the Case Manager/Case Planner/Child's Caseworker and the Supervisor at least **90 days prior to youth's 18th birthday**. When a youth does not sign his or her Transition Plan, next to youth's signature, a note must be entered in the space for youth signature regarding the circumstances (for example, youth refuses to sign). The youth must be given a copy of his or her Transition Plan. A copy of the Transition Plan must be placed in the case record and will be considered an official part of the record.

Case Manager/Case Planner/Youth's Caseworker:	Date: / /
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Supervisor:	Date: / /
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Youth:	Date: / /
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NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
TRANSITION PLAN AMENDMENT FOR YOUTH AGE 18-21

Beginning when the youth is 18 ½ years of age and every six months thereafter for youth who remain in foster care, the youth's transition plan must be reviewed and if changes are needed, the transition plan amendment must be completed. A new transition plan amendment must be completed every six months, if changes are needed. Each copy of the transition plan amendment must be placed in the youth's case record and will be considered an official part of the youth's record.

<input type="checkbox"/> Worker's Initials _____	<input type="checkbox"/> Youth's Initials _____		
NAME:	DOB.: / /	CIN:	TODAY'S DATE: / /
Scheduled Discharge Date: / /	Youth Actual Discharge Date: / /		

Section I Trial Discharge /Final Discharge and Re-entry into Foster Care *(The section is not required to be completed for youth in OCFS custody.)*

Actions Taken Since Last Update:
Decision:
Actions Needed Prior to Discharge:

Section II Housing

Actions Taken Since Last Update:
Decision:
Actions Needed Prior to Discharge:

Section III Health/Health Insurance/Health Care Proxy

Actions Taken Since Last Update:
Decision:
Actions Needed Prior to Discharge:

Section IV Education/Vocational

Actions Taken Since Last Update:
Decision:
Actions Needed Prior to Discharge:

Section V Opportunities for Adult Permanency Resource(s) or Mentor(s)

Actions Taken Since Last Update:

Decision:

Actions Needed Prior to Discharge:

Section VI Continuing Support Services *(Identify specific support services needed)*

Actions Taken Since Last Update:

Decision:

Actions Needed Prior to Discharge:

Section VII Important Documents/Access to Case Record

Actions Taken Since Last Update:

Decision:

Actions Needed Prior to Discharge:

Section VIII Work Force Supports and Employment Services

Actions Taken Since Last Update:

Decision:

Section IX Expectant/Parenting (If Applicable)

Actions Taken Since Last Update:

Description:

Actions Needed Prior to Discharge:

Section X Other (Safety)

Actions Taken Since Last Update:

Description:

Actions Needed Prior to Discharge: