

Par. 1. **Material Transmitted and Purpose** --Transmitted with this Manual Letter is revised Service Chapter 624-10, Foster Care Services – Independent Living Policies and Procedures. PI-15-04 has been incorporated in this manual letter. The old language has been struck through and the revisions are in red and underlined.

Par. 2. **Effective Date** – April 1, 2015

Chafee Independent Living Referrals 624-10-25-05-11

The custodian from a public agency (County, DJS, or Tribe) will refer eligible current foster care youth to the regional Chafee Independent Living Program.

Chafee Referral Procedure:

Custodian will:

- Communicate with the youth about his/her willingness to participate in the voluntary Chafee Independent Living Program.
- Complete the required Chafee IL referral paperwork
 - ~~Chafee Referral Form (CF-1)~~
 - ~~Multi-Agency Release of Information (SFN 970)~~
 - **Current Foster Care Youth Referral (SFN 1613)**
 - **Release of Information, and**
 - **Any other forms required by the Chafee IL provider.**
- Scan/Email, Fax, or Mail required forms to the regional Chafee IL Coordinator
- If youth is an active Chafee participant; Custodian will
 - Invite the Chafee IL Coordinator to quarterly Child & Family Team Meetings; and
 - Provide updated and ongoing information to the Chafee IL Coordinator regarding the youth (mailing address/placement change, current foster care case plan, etc).

Chafee IL Coordinator will:

- Review referral paperwork ~~(CF-1+ROI)~~.
- Determine program eligibility.
- Contact the case manager to notify of youth eligibility.
- If the youth is eligible and interested; the Chafee IL Coordinator will schedule an appointment to meet with the youth to complete an assessment and review or create independent living goals.

Chafee Independent Living Referrals for Foster Care Alumni 624-10-25-10-11

Custodians are required to inform foster care youth, who are aging out of care, of services available to them through the Chafee Independent Living Program upon discharge.

Chafee IL Coordinator are required to provide services to eligible youth who have ~~aged out of~~ **been discharged** foster care and who agree to be active participants in the program until age 21.

Paperwork:

Custodians Responsibility: If a youth is over the age of 16, Custodians are required to complete the foster care verification form (SFN 1612) upon discharge. This form may assist youth with entry into the ND Chafee IL program, apply for FAFSA, receive scholarships, and if they "aged out" it could provide proof for Medical Assistance until age 26.

Youth Responsibility: Youth discharged from foster care and interested in participating in the Chafee IL program are required to complete the Foster Care Alumni Referral (SFN 1614). If age eligible, youth will also need to sign a release of information. Lastly, youth will need a copy of the SFN 1612 (verification of their time in care) completed by their custodian.