

**John H. Chafee Foster Care Program for  
Successful Transition to Adulthood**

**The Chafee Program  
Policies and Procedures**  

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**Service Chapter 624-10**

**North Dakota Department of Human Services  
600 East Boulevard Dept. 325  
Bismarck, ND 58505-0250**

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### **Foster Care Services - Chafee Independent Living 624-10**

#### **Definitions 624-10-01**

**John H. Chafee Foster Care Program for Successful  
Transition to Adulthood (The Chafee Program)  
624-10-01-10**

**(Revised 11/1/18 ML #3541)**

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The Independent Living Initiative was authorized in 1986 under Title IV-E of the Social Security Act. In 1999, the Foster Care Independence Act of 1999 was passed, replacing the earlier initiative, and expanded on the services and supports available to foster youth. In 2001, Congress amended the “Promoting Safe and Stable Families Act; Title 2, Section 201 of this Act established the Educational and Training Voucher (ETV) Program. The ETV component offers former foster youth the opportunity to further their education.

The Family First Prevention Services Act amended section 477 of the Act by changing the name of the John H. Chafee Foster Care Independence Program to the John H. Chafee Foster Care Program for Successful Transition to Adulthood (the Chafee Program) and making a number of other changes to the program purposes and populations of youth eligible to receive services through base Chafee program and the Educational and Training Voucher (ET) program. The changes became effective on February 9, 2018.

The Department of Human Services (NDDHS), Children and Family Services Division, administers the Federal Chafee Grant and oversees the state-wide Chafee Program.

See 624-10-10-05 - Purposes of the Chafee Program for further definition of the Chafee Program.

**Chafee Program Administrator 624-10-01-20**

**(Revised 11/1/2018 ML #3541)**

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Employee of the NDDHS, Children and Family Services Division. The Chafee Program Administrator is responsible for administering the Chafee Program.



## **Regional Chafee Programs 624-10-01-25**

**(Revised 11/1/2018 ML #3541)**

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The Chafee Program is located within each of the eight regions throughout the state. The program is state-supervised and administered by a private provider agency. Regional Chafee Programs are responsible for providing programming to all eligible foster care youth within the region, regardless of the county the youth resides in.

The Chafee Transition Coordinator, formerly known as Chafee Independent Living Coordinators, from the region in which the custodian is located, is responsible for providing programming to eligible youth, regardless of the location of the youth's placement. However, if a transfer from one region to another would be in the best interest of the youth, a Chafee case transfer between regions may occur. This is to be determined by the Chafee Transition Coordinator.

**Chafee Transition Coordinators 624-10-01-30**

**(Revised 11/1/2018 ML #3541)**

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Chafee Transition Coordinators, formerly known as Chafee Independent Living Coordinators, are employees of a contracted provider agency, and are responsible for implementation of the Chafee Program within an assigned region.

**Foster Care 624-10-01-35**

**(Revised 11/1/2018 ML #3541)**

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For the purposes of this policy, foster care is defined as: 24-hour substitute care for children placed away from their parents or guardians, and for whom the public agency (County, DJS, Tribe) has custody or placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. (Adapted from the Code of Federal Regulations.)

Detention facilities, such as the Youth Correctional Center, and any other facility operated primarily for the detention of youth who have been determined delinquent are not considered a foster care placement. Thus, these youth are not eligible for the Chafee Program while in the stated corrections placement.

**"Aging Out of Foster Care" Definition 624-10-01-40**

**(Revised 1/15/2011 ML #3257)**

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For the purpose of this manual, "Aging out of Foster Care" is defined as: A youth discharged from foster care at the age of 18 or older.

**Trial Home Visits in Relation to "Aging Out of Foster Care"  
624-10-01-40-05**

**(Revised 10/15/2013 ML #3389)**

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A youth will meet the definition of "Aging Out of Foster Care," if he/she is discharged from an approved foster care placement at the age of 17 ½ to 18 years of age, placed on "Trial Home Visit" status, and all of the following are present:

1. The public agency (County/DJS/Tribe) retains custody until the age of 18.
2. The youth is open within the foster care system on their 18th birthday.
3. There is a current court order at the time the youth turns 18 years of age.
4. Child and Family Team Meetings are occurring as required, with the latest being held within the three months prior to the 18th birthday.
5. There is a current case plan when the youth turns 18 with the "Trial Home Visit" clearly documented.

**Flexible Funds 624-10-01-45**

**(9/15/06 ML 3048)**

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Flex Funds are payments made, or tangible resources given, directly to the eligible youth, or made to a vendor on behalf of the eligible youth. Flex Funds fall into two categories: "General" or "Room and Board". Eligibility requirements vary for the two categories.

**Education and Training Voucher (ETV) 624-10-01-50**  
**(Revised 11/1/2018 ML #3541)**

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The Education and Training Voucher provides financial resources specific to meet the education and training needs of eligible youth.

**Kinship Guardianship 624-10-01-55**

**(Revised 11/1/2018 ML #3541)**

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The federal kinship guardianship definition follows the "relative" placement definition, "a person related by blood, marriage or adoption, or a godparent, or family friend with whom the child has a close relationship."



**Another Planned Permanent Living Arrangement (APPLA)  
624-10-01-60**

**(Revised 11/1/2018 ML #3541)**

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Another Planned Permanent Living Arrangement (APPLA) is a permanency alternative permitted under ASFA that allows a young person to have a "permanent home" that is not his home of origin, adoption, guardianship, or kinship care. This generally is not considered as legally or emotionally secure as the three principle permanency options.

**Authority References 624-10-05**

**(Revised 11/1/2018 ML #3541)**

[View Archives](#)

1. Foster Care Independence Act of 1999
2. Promoting Safe and Stable Families Act; Title 2, Section 201
3. "Making Sense of the ASFA Regulations," American Bar Association
4. "Frequently Asked Questions III," The National Foster Care Coalition
5. Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections)
6. Family First Prevention Services Act

**Mission of the Chafee Program 624-10-10**

**(Revised 11/1/2018 ML #3541)**

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It is the mission of the Chafee Program to ensure that youth involved in the foster care system receive services and support which will enable them to successfully transition to live independently.

**The Purposes of the Chafee Program 624-10-10-05**  
**(Revised 11/1/2018 ML #3541)**

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1. The purpose of the Chafee program is to provide states with flexible funding that will enable programs to be designed and conducted:

To support all youth who have experienced foster care at age 14 or older in their transition to adulthood through transitional services such as assistance in obtaining a high school diploma and post-secondary education, career exploration, vocational training, job placement and retention, training and opportunities to practice daily living skills (such as financial literacy training and driving instruction), substance abuse prevention, and preventive health activities (including smoking avoidance, nutrition education, and pregnancy prevention);

2. To help children who have experienced foster care at age 14 or older achieve meaningful, permanent connections with a caring adult;
3. To help children who have experienced foster care at age 14 or older engage in age or developmentally appropriate activities, positive youth development, and experiential learning that reflects what their peers in intact families experience;
4. To provide financial, housing, counseling, employment, education, and other appropriate support and services to former foster care recipients between 18 and 23 years of age to complement their own efforts to achieve self-sufficiency and to assure that program participants recognize and accept their personal responsibility for preparing for and then making the transition from adolescence to adulthood;
5. To make available vouchers for education and training, including postsecondary training and education, to youths who have aged out of foster care.
6. To provide the services referred above to children who, after attaining 16 years of age, have left foster care for kinship guardianship or adoption; and
7. To ensure children who are likely to remain in foster care until 18 years of age have regular, on-going opportunities to engage in age or developmentally-appropriate activities (as those terms are defined in section 475(11) of the Act.

## Chafee Program Outcomes 624-10-15

(Revised 11/1/2018 ML #3541)

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The goal of ND Foster Care is that every young person who resided in foster care as a teenager will successfully transition to adulthood as evidenced by assessment and survey responses.

### Outcomes of the Chafee Program

1. All youth leaving the foster care system shall have **sufficient economic resources to meet their daily needs.**
2. All youth leaving the foster care system shall have a **safe and stable place to live.**
3. All youth leaving the foster care system shall attain **academic or vocational/educational goals** that are in keeping with the youth's abilities and interests.
4. All youth leaving the foster care system shall have a **sense of connectedness** to persons and community.
5. All youth leaving the foster care system shall **avoid illegal/high risk behaviors.**
6. All youth leaving the foster care system shall **postpone parenthood** until financially established and emotionally mature.
7. All youth leaving the foster care system shall have **access to physical and mental health services.**

## **The Wraparound Philosophy 624-10-20** **(Revised 11/1/2018 ML #3541)**

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Children and Family Services has adopted the **Wraparound Process** as the philosophical base for the overall Foster Care service delivery system, including the Chafee Program. The following is an outline of the values, principles and beliefs of the Wraparound Process related to independent living:

- Unconditional commitment to working with families/youth is provided.
- Families/youth are full and active partners in the process.
- Services are culturally responsive.
- This is a team driven process.
- Services focus on strengths and competencies of families/youth, not on deficiencies and problems.
- Service plans are outcome based.
- Services and plans are individualized to meet the needs of the families/youth.
- Resources and supports, both in and out of the family are utilized for solutions.
- People are the greatest resource to one another.

**Components of the ND Chafee Program 624-10-25**  
**(Revised 11/1/2018 ML #3541)**

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There are three Components to the Chafee Program.

1. Current Foster Care Youth Component
2. Foster Care Alumni Component
3. Education and Training Voucher (ETV) Program Component

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**Current Foster Care Youth Component 624-10-25-05  
(9/15/06 ML 3048)**

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This component consists of those youth who are currently in foster care.



**Current Foster Care Youth (Priority I) 624-10-25-05-05  
(Revised 11/1/2018 ML #3541)**

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It is a requirement per ND Foster Care Policy 624-05 that custodians refer all youth who meet the following criteria to the Chafee Program.

It is a requirement that the Chafee Program provides programming to youth meeting the following criteria:

The youth:

1. Is currently in foster care, and
2. Is age 16 or older, and
3. Has been identified as “likely to age out of foster care”, and
4. Is agreeable to receive programming and will be an active Chafee participant.

The Chafee Coordinator and the custodian will work collaboratively to ensure that these youth are offered participation in the Chafee Program. However, it is the custodian’s responsibility to initiate the referral.

Youth who refuse services or refuse to be active participants will not be Chafee Program participants.

**Current Foster Care Youth (Priority II) 624-10-25-05-10  
(Revised 11/1/2018 ML #3541)**

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Youth in foster care at age 14 and older are required to have their transition needs assessed and addressed.

Current foster youth, age 14 or older, and **not** identified as “likely to age out of foster care” will be considered for participation in the Chafee Program as a "priority two" youth. These requests will be considered based on the youth's individualized needs and program availability.

It is the custodial agency’s overall responsibility to assess and address the youth’s transition needs.

## **Chafee Program Referrals 624-10-25-05-11**

**(Revised 11/1/18 ML #3541)**

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

### **Chafee Referral Procedure:**

#### **Custodian will:**

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

#### **Chafee Program Coordinator will:**

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

**Chafee Program Denial 624-10-25-05-12**

**(Revised 11/1/18 ML #3541)**

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Custodians are required by Policy 624-05 to refer all youth age sixteen and older to the Chafee Program, however there are times availability to serve the youth due to priority status or program space is limited. Chafee Program Coordinators are required to send a formal letter to custodians for the youth case file along with helpful resources to use in assessing and addressing the independent living needs for those who cannot be served in the Chafee Program at that time.

## **Youth Refusals 624-10-25-05-13**

**(Revised 11/1/2018 ML #3541)**

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The Chafee Program is federally funded with federal policy stating Chafee funds cannot be provided without the full involvement of the youth. Foster youth cannot be forced to participate in the Chafee Program.

If a current foster care youth refuses to participate in the Chafee Program, services should be re-offered at least every six months while the youth is in foster care. A youth is more likely to accept a referral to the program if it is relevant to his or her life at the time. Chafee Program Coordinators must communicate with the foster care case manager about a youth refusing services and provide the case manager independent living resources to help meet independent living needs.

**Foster Care Alumni Component 624-10-25-10**

**(Revised 1/15/2011 ML #3257)**

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This component consists of youth who have been discharged from foster care.

**Foster Care Alumni (Priority I) 624-10-25-10-05**  
**(Revised 11/1/2018 ML #3541)**

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It is a requirement that the Chafee Program provides programming to youth meeting the following criteria:

The youth:

1. "Aged out of foster care" at the age 18 or older, or
2. Exited foster care because he/she was adopted or entered kinship guardianship after the age of 16, and
3. Has not reached the age of 23, and
4. Is agreeable to receive programming and will be an active Chafee Program participant

Youth who refuse services or refuse to be active participants will not be involved in the Chafee Program.

**Foster Care Alumni (Priority II) 624-10-25-10-10**  
**(Revised 11/1/2018 ML #3541)**

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Youth who were in foster care at the age of 14 or older, however did not age out of foster care, will be considered for participation in the Chafee Program as a "priority two" youth. These requests will be considered based on the youth's individualized needs and program availability.



## **Chafee Program Referrals for Foster Care Alumni 624-10-25-10-11**

**(Revised 11/1/2018 ML #3541)**

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

Chafee Program Coordinators are required to provide services to eligible youth who have been discharged foster care and who agree to be active participants in the program until age 23.

### **Paperwork:**

**Custodians Responsibility:** If a youth is over the age of 14, 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 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 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.

**Education and Training Voucher (ETV) Component  
624-10-25-15**

**(Revised 11/1/2018 ML #3541)**

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The Chafee Education and Training Voucher (ETV) program provides resources specific to meeting the education and training needs of Foster Care Alumni.

The ETV Program was established by Congress as part of reauthorization of the Promoting Safe and Stable Families Act, known as the “Promoting Safe and Stable Families Amendments of 2001” (P.L 107-133). Title 2, Section 201 of the Act amended the Foster Care Independence Act by adding ETVs as a purpose of the Chafee Program.

The Family First Prevention Services Act expanded minimum age, maximum age, allowable number of award years, and award amounts of the ETV.

**ETV Eligibility 624-10-25-15-05**

**(Revised 11/1/2018 ML #3541)**

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The youth meeting the following criteria will be considered for an Education and Training Voucher Award.

1. Youth who “aged out of foster care\*”, were discharged on or after their 18th birthday, or continue in 18+ Continued Care past their 18th birthday, and who have not reached their 26th birthday at the time of application.

\*An exception to the aging out of care requirement for the ETV allows current foster youth who graduate from high school or obtain their GED at the age of 14 – 17 to be eligible for the ETV providing their permanency plan is to remain in foster care until their 18th birthday.

2. Youth who were adopted or entered kinship guardianship from foster care after age 16 but have not reached their 26th birthday.
3. Youth participating in the ETV Program can remain eligible until they turn age 26, as long as they are enrolled and making satisfactory progress toward completing their post-secondary education or training program.
4. Youth who are United States Citizens or qualified non-citizens.
5. Youth who are, or will be, enrolled into a program at an accredited or preaccredited college, university, technical or vocational school.
6. Youth who agree to be an active participant in the Chafee Program while they are receiving ETV funding.
7. ETV award preference will be given to youth who were in foster care for twelve months or greater.

**Miscellaneous Information Pertaining to the ETV  
Component 624-10-25-15-10**

**Military Duty 624-10-25-15-10-05**

**(Revised 1/15/2011 ML #3257)**

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National Guard Soldiers who are attending an Institution of Higher Education program funded by an ETV when they are called to active duty will be eligible for an award upon their return, regardless of their age at return, providing they re-enroll at an accredited Institution of Higher Education within 3 months of their return. The maximum “age” requirement will be extended by the amount of time they were on active duty.

**Attendance at an Institution of Higher Education  
624-10-25-15-10-10**

**(Revised 1/15/2011 ML #3257)**

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Recipients of the ETV must attend an Institution of Higher Education as defined in section 102 of the Higher Education Act of 1965. All schools that meet this definition have been assigned a Title IV federal school code number.

Institution of Higher Education:

- Awards a Bachelors Degree or is not less than a two year program awarding an Associate’s Degree, or
- Provides not less than a one year of training towards gainful employment, or
- Is a vocational program that provides training for gainful employment and has been in existence for at least two years.

Such an Institution must meet all three criteria listed below:

- Admits students with high school diploma or equivalent; or persons who are beyond the age of compulsory school attendance.
- Is a public, private, or non-profit institution.
- Is accredited or pre-accredited and is authorized to operate in that state.

## **Cost of Attendance 624-10-25-15-10-15**

**(Revised 11/1/2018 ML #3541)**

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The cost of attendance is calculated by the Institution of Higher Education in establishing a youth's financial need and can vary depending on the student's full-time or part-time status, and where the student is receiving instruction. In general, the definition includes a student's:

- Tuition, fees, and other equipment or materials required of all students in the same course of study.
- Books, supplies and an allowance for transportation costs and miscellaneous personal expenses, including computers
- Room and board (which may vary depending on whether the student lives at home, in student-housing or an apartment)
- Child care expenses for a student who is a parent
- Accommodations related to the student's disability, such as a personal assistant or specialized equipment that is not paid for by another source
- Expenses related to the youth's work experience in a cooperative education program
- Student loan fees or insurance premiums on the student loan.

The Institution of Higher Education calculates a general "cost of attendance" for all students, and they have some flexibility in determining costs of attendance for individual students. For those ETV applicants who have additional expenses that were not included in the school's calculation of the "cost of attendance", it is in their best interest to work with the school to have this figure raised to reflect their actual needs. The Chafee Transition Coordinator can assist the student in working with the school as needed.

NDDHS requires documentation and verification of costs from the Institution of Higher Education to support the ETV applicant's "Cost of Attendance." NDDHS will not issue an ETV award without this documentation included in the ETV application packet ([SFN 255](#) + [SFN 252](#)).

ETV Lifetime Maximum 624-10-25-15-10-20

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**ETV Lifetime Maximum 624-10-25-15-10-20**

**(Revised 11/1/2018 ML #3541)**

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The lifetime maximum ETV award amount for an individual is \$25,000.

**Satisfactory Academic Progress 624-10-25-15-10-25**  
**(Revised 1/15/2011 ML #3257)**

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An eligible student may continue to receive ETV funds as long as they are in good standing and making progress towards completing their program or graduation. This means earning no less than a 2.0 GPA two semesters in a row or passing marks in a technical/vocational program.



**Probationary Status 624-10-25-15-10-25-05**

**(Revised 10/15/2013 ML #3389)**

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A student who is receiving ETV funding will be placed on probationary status if their GPA is less than a 2.0 at the end of the semester. The student will have one semester to raise their GPA to a 2.0 or higher to remain eligible for ETV funding for subsequent semesters.

**Credit Hour Standards 624-10-25-15-10-30**

**(Revised 9/15/06 ML 3048)**

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There is no minimum required number of credit hours needed to receive ETV Funds.

**Out-of-State Youth 624-10-25-15-10-35**

**(Revised 10/15/2013 ML #3389)**

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The state in which a Foster Care Alumni resides is responsible for providing an eligible youth with the Education Training Voucher. This provision, however, does not apply to a Foster Care Alumni who already is receiving a voucher and moves to another State for the sole purpose of attending and Institution of Higher Education. In that instance, the youth's original State of residence will continue to provide a voucher to the youth for as long as the youth remains eligible for the program.

**ETV Recipient's Eligibility for Chafee Flex Funds  
624-10-25-15-10-40**

**(Revised 11/1/18 ML #3541)**

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Chafee Flex Funds may not be used to supplement the \$5,000 per academic year ceiling for a youth in the ETV Program for "cost of attendance" expenses. Appropriations law precludes this. However, if the Chafee IL Coordinator determines that the youth has expenses that are not related to the cost of attendance, therefore not allowable under the ETV, it is an option to supplement ETV funding with Flex Funds if the youth is under the age of 23.

**Use of ETV Funds to Obtain a GED 624-10-25-15-10-45  
(Revised 1/15/2011 ML #3257)**

[View Archives](#)

This is prohibited.

**Use of ETV Funds to Pay Back Previous Student Loans  
624-10-25-15-10-50**

**(Revised 9/15/06 ML 3048)**

[View Archives](#)

This is prohibited.

**Maximum Age Requirements 624-10-25-15-10-55**

**(Revised 11/1/2018 ML #3541)**

[View Archives](#)

Eligible Foster Care Alumni can continue to receive ETV funds until their 26th birthday. Students are not eligible for the ETV after their 26th birthday.

**ETV Award Maximum Per Year 624-10-25-15-10-60**

**(Revised 11/1/2018 ML #3541)**

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The total amount of educational aid, (including the ETV, Loans, Scholarships, and Grants) may not exceed the cost of attendance.

The maximum ETV allowable per academic year shall not exceed the lesser of \$5,000 or the total cost of attendance, as defined in section 472 of the Higher Education Act of 1965. Academic year is defined as the fall, spring, and summer semesters (in that order) each year.

An eligible student may receive ETV funds for a maximum of 5 years. The years do not need to be consecutive.



## **ETV Application Process 624-10-25-15-15**

**(Revised 11/1/2018 ML #3541)**

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All youth pursuing ETV Funding must currently be involved in, or agree to be involved in, the Foster Care Alumni Component of the Chafee Program.

The Chafee Program Coordinator will assist interested participants with applying for an ETV. Applications are available on-line as [SFN 252](#) and [SFN 255](#). The completed application is forwarded to the NDDHS: Children and Family Services Chafee Program Administrator for award determination.

### **The ETV Application Deadlines Include:**

Fall Semester = August 15th

Spring Semester - December 15th

Summer Semester = May 15th

Applications submitted after the deadline dates may result in the award not reaching the institution of higher education by the student's payment due deadline.

**Award Determination 624-10-25-15-20**

**(Revised 11/1/2018 ML #3541)**

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Award determinations are made by the NDDHS: Children and Family Services Chafee Program Administrator and are based on the following:

1. Participant Eligibility
2. ETV Funding Availability
3. Completion and submission of the ETV Application packet

Not all youth who meet the eligibility criteria will receive an ETV award. Likewise, not all youth who receive an ETV will receive the \$5,000 per year maximum.

Under Federal law, States are required to take appropriate steps to prevent duplication of benefits under the ETV and other Federal and Federally supported programs.

The Department cannot change the Cost of Attendance figure, nor can the Department award more than the following formula allows:

**ETV Cost Calculation:**

**Cost of Attendance - Other Federal Funded Grants and Scholarships  
= the ETV Award**

**Award Disbursement 624-10-25-15-25**

**(Revised 10/15/2013 ML #3389)**

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The NDDHS will issue the monetary award directly to the Institution of Higher Education. Youth participants will not receive direct payment from NDDHS.

**Chafee Program Transition Plans 624-10-30-10**  
**(Revised 11/1/2018 ML #3541)**

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Youth participants should assist in identifying their goals and developing their plan. There is not a requirement that a Chafee Program Transition plan be developed by the Chafee Transition Coordinator in addition to the youth's established foster care case plan. The plan should be developed collaboratively by the custodian, youth, and Chafee Program Coordinator to identify goals and tasks to result in a successful transition. The plan should be attached to and/or incorporated into the youth's foster care case plan; discussed and updated ongoing until discharge.

A copy of the youth's foster care case plan identifying transition goals and tasks must be filed in the Chafee Program youth program file if a Chafee Transition plan is not created separately.

**Assessing Transition Needs 624-10-30-15**

**(Revised 11/1/2018 ML #3541)**

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It is required that all foster care youth, age 14 and older, have their transition related strengths and needs assessed. Custodians are responsible to assess independent living and transition needs of youth in care; the Chafee Program is one way to assist Custodians.

**Assessing Foster Care Youth, Participating in the Chafee Program 624-10-30-15-05**

**(Revised 11/1/2018 ML #3541)**

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If the youth is an active participant in the Chafee Program, the Chafee Program Coordinator will administer an authorized independent living assessment tool annually or more often as needed.

The Chafee Program Coordinator will attend the Child and Family Team meeting. The youth's assessment will be discussed and incorporated into the foster care case plan as applicable.

**Assessing Foster Care Youth, Age 14-21, Not Participating  
in the Chafee Program 624-10-30-15-10**

**(Revised 11/1/2018 ML #3541)**

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All foster care youth, age 14 and older, are required to have their transition strengths and needs assessed. If the youth is not an active participant in the Chafee Program, the custodian must assess the youth's transition needs.

Custodians have the option to choose the assessment tool which will best determine the youth's needs. If custodians are unaware of appropriate assessments, they may contact a Chafee Program Coordinator or the NDDHS Chafee Program Administrator for reference. Transition needs must be incorporated into the youth's foster care case plan in order to meet federal requirements.

**Addressing Transition Needs 624-10-30-20**

**(Revised 11/1/2018 ML #3541)**

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All foster care youth, age 14 and older, are required to have their needs relating to transition addressed. Custodians are responsible to address transition needs of youth in foster care; The Chafee Program is one way to assist Custodians.



**Addressing Transition Needs of Foster Care Youth,  
Participating in the Chafee Program 624-10-30-20-05**

**(Revised 11/1/2018 ML #3541)**

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Based on the results of the provided assessment(s), the youth, Chafee Transition Coordinator and the Child and Family Team will identify transition goals and incorporate them into the youth's foster care case plan.

**Addressing Transition Needs of Foster Care Youth, Not Participating in the Chafee Program 624-10-30-20-10**  
**(Revised 11/1/2018 ML #3541)**

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Based on the results of the provided assessment(s), the youth, Chafee Transition Coordinator and the Child and Family Team will identify transition goals and incorporate them into the youth's foster care case plan.

## **Transition Related Goals 624-10-30-25**

### **Goals for Foster Care Youth Participating in the Chafee Program 624-10-30-25-05**

**(Revised 11/1/2018 ML #3541)**

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Goals are individualized according to the youth's strengths and needs. Goals focus on the Chafee Program outcomes identified in 624-10-10-15-05. Goals are discussed at the quarterly Child and Family Team meetings and are incorporated into the established foster care case plan. The Chafee Transition Coordinator, in conjunction with the Child and Family Team, will collaboratively assist the youth with meeting stated goals.

**Goals for Foster Youth Not Participating in the Chafee Program 624-10-30-25-10**

**(Revised 11/1/2018 ML #3541)**

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Goals are individualized according to the youth's strengths and needs. Goals focus on the Chafee Program outcomes as identified in 624-10-10-15-05. Goals are discussed at the quarterly Child and Family Team meetings and are incorporated into the established foster care case plan. The Child and Family Team will collaboratively assist the youth with meeting stated goals. The Chafee Transition Coordinator will be available for consultation, as needed.

## **Chafee Program for Foster Care Alumni 624-10-35**

### **Chafee Program Transition Plans for Foster Care Alumni 624-10-35-10**

**(Revised 11/1/2018 ML #3541)**

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Chafee Transition Coordinators should continue to use the Wraparound Process whenever possible after a youth has been discharged from foster care and continues to participate in the Chafee Program.

When a youth is discharged from foster care and no longer has an established case plan, the creation and development of an individualized Chafee Program Plan is required and must be filed in the youth's Chafee Program file.

**Assessing Transition Needs of Foster Care Alumni  
624-10-35-15**

**(Revised 11/1/2018 ML #3541)**

[View Archives](#)

All Foster Care Alumni entering the Chafee Program will have their needs assessed by using the ND Chafee Assessment or other determined assessment tools.

The Chafee Transition Coordinator will help the youth develop a Chafee Transition Plan based on the results of the assessment.

**Addressing Transition Needs of Foster Care Alumni  
624-10-35-20**

**(Revised 11/1/2018 ML #3541)**

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All eligible Foster Care Alumni participating in the Chafee Program are required to have their needs relating to transition addressed.

Based on the results of the provided assessment, the youth will receive assistance from the Chafee Transition Coordinator to identify goals and incorporate them into the Chafee Transition Plan.

**Transition Related Goals for Foster Care Alumni  
624-10-35-25**

**(Revised 11/1/2018 ML #3541)**

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Goals are individualized according to the youth's strengths and needs. Goals focus on the Chafee Program outcomes as identified in 624-10-10-15-05. Goals are incorporated into the youth's Chafee Program Plan. The Chafee Program Coordinator, in conjunction with the team (if applicable) will collaboratively assist the youth with meeting stated goals.



**Chafee Program Age Maximum 624-10-37**  
**(Revised 11/1/2018 ML #3541)**

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Chafee Independent Living program funds cannot be used to provide services or flex funding to youth beyond the age of 23, with the exception of applicable ETV program youth.

**Chafee Program Flexible Funding 624-10-40**  
**(Revised 11/1/2018 ML #3541)**

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Flex funds are payments made, or tangible resources given, directly to the eligible youth, or made on behalf of the eligible youth. Flex funds fall into two categories:

1. General Flex Funding
2. Room and Board Flex Funding

**General Flex Funds 624-10-40-05**

**(Revised 11/1/2018 ML #3541)**

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General Flex Funds may be used to provide reasonable incentives to eligible youth to encourage program participation or goal achievement. These funds may also be used to pay for goods or services on behalf of a youth participant. These funds can be applied to a variety of non-housing related expenses that are barriers to a youth's transition. Appropriate use of these funds will improve his or her likelihood for achieving self-sufficiency.

**General Flex Funds Eligibility Requirements  
624-10-40-05-05**

**(Revised 11/1/2018 ML #3541)**

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To be considered for General Flex Funds a youth must:

1. Be between the ages of 14 and 23 (up to age 26 if youth is receiving ETV), and
2. Be a current foster care youth, or have been in foster care at the age of 14 or older, and
3. Be participating in a Chafee Program, and
4. Have an established care plan or Chafee Transition Plan.

**Accessing General Flex Funds for Current Foster Care  
Youth 624-10-40-05-12**

**(New 11/1/2018 ML #3541)**

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The Chafee Transition Coordinator will document the need and approved flex funding amount on the Chafee Flex Funding Request Form (CF-5). Members of the Child and Family Team may be consulted to discuss significant funding requests.

**Accessing General Flex Funds for Foster Care Alumni  
624-10-40-05-14**

**(New 11/1/2018 ML #3541)**

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The Chafee Transition Coordinator will document the need and approved flex funding amount on the Chafee Flex Funding Request Form (CF-5).

**General Flex Fund Determination 624-10-40-05-15**

**(Revised 11/1/2018 ML #3541)**

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The Chafee Transition Coordinator will make the final determination regarding the flex funding request. The determination will be based on need and availability of funding. If necessary, the NDDHS Chafee Program Administrator can be consulted to assist with determining appropriate use of flex funds.

**General Flex Fund Cap 624-10-40-05-20**  
**(Revised 10/15/2013 ML #3389)**

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\$250.00 per youth per federal fiscal year (October 1 - September 30).

Eligible youth are not “entitled” to flex funds. Due to the limited amount of funds available, most youth will not receive the full amount. Requests will be prioritized by youth needs.



**Room and Board Flex Funds 624-10-40-10**

**(Revised 10/15/2013 ML #3389)**

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Room and Board Flex Funds are used to assist youth with rent, deposits, utilities, or room and board household start up purchases. Funding is intended to help youth get moved into a permanent home, not to prolong unnecessary dependency, nor to pay for continued residential treatment.

**Room and Board Flex Funds Eligibility Requirements  
624-10-40-10-05**

**(Revised 11/1/2018 ML #3541)**

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To be considered for Room and Board Flex Funds a youth must:

1. Be between the ages of 18 and 23, (age 26 for students utilizing the ETV), and
2. Have “aged out of foster care”, and
3. Be participating in the Chafee Program, and
4. Have a Chafee Transition Plan.

**Accessing Room and Board Flex Funds 624-10-40-10-10**

**For Eligible Foster Care Alumni 624-10-40-10-10-05**

**(Revised 11/1/2018 ML #3541)**

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The Chafee Transition Coordinator will document the need and approved flex funding amount on the Chafee Flex Funding Request Form (CF-5).

**Room and Board Flex Fund Determination  
624-10-40-10-15**

**(Revised 11/1/2018 ML #3541)**

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The Chafee Transition Coordinator will make the final determination regarding the flex funding request. The determination will be based on need and availability of funding. If necessary, the NDDHS Chafee Program Administrator can be consulted to assist with determining appropriate use of flex funds.

**Room and Board Flex Fund Cap 624-10-40-10-20**  
**(Revised 1/15/2011 ML #3257)**

[View Archives](#)

\$1,000 per youth per lifetime.

Eligible youth are not “entitled” to flex funds. Due to the limited amount of funding available, most youth will not receive these amounts. Requests will be prioritized by youth need.

**Flexible Funding Guidelines 624-10-40-15**  
**(Revised 11/1/2018 ML #3541)**

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The Chafee Program provider will be provided with a flex fund budget. This will be the total amount of funds available to the contract provider for the fiscal year, and there will be no additional funds available from the Department. These funds are to be made available to eligible youth, who are actively participating in services with the Chafee Program throughout all of the counties within the 8 regions, not solely the county where the program is located.

The Chafee Program provider is responsible for tracking these expenditures. These funds are to be used in their entirety as a flexible funding source to assist youth with meeting the goals on their established case plan/Chafee Transition Plan. The Chafee Provider will have the flexibility to develop their own procedures regarding the disbursement of funds to youth.

**The following state and federal requirements must be followed by Chafee Program providers:**

- Chafee Transition Coordinators must complete the Chafee Funding Request Form (CF-5) documenting youth eligibility and the funding justification.
- Youth receiving funding must be active participants in the Chafee Program and have an established foster care case plan or Chafee Transition Plan.
- Funding will be utilized to meet the transition goals specific to the youth's needs.
- The Chafee Program is not to be used as strictly a "funding source". The funding is limited, and existing community resources and other funding sources should be exhausted prior to utilizing Chafee Program funds.
- Flex funds can only be dispersed to youth meeting eligibility criteria.
- Provider agencies are responsible for documenting and keeping receipts of all program and youth flex fund expenditures.

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- Provider agencies must record individual youth expenditures; clearly indicating which expenditures are designated General Flex and which are Room and Board Flex Funds.
- Funding expenditures will be viewed annually during the Provider Agency Quality Assurance Review and will be reported to the NDDHS in the year-end report.
- 100% of flex funds must be used as direct financial assistance and/or incentives to youth.
- Agencies will not be reimbursed for flex fund expenditures over and above the agency's allotted budget.
- Contracted private provider agencies will be reimbursed by submitting **SFN 1763** to the Department on a monthly basis.

**Flex Fund Expenditures Not Allowed 624-10-40-20**  
**(Revised 11/1/2018 ML #3541)**

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Flexible Funds are provided to assist eligible youth successfully transition from foster care to self-sufficiency. Any expenditure that does not meet the above principle for the use of Chafee funds is not allowed.

Chafee funds may not be used to take the place of (supplant) Federal or state funds that are otherwise available for the same purposes. Federally funded day care, subsidized housing, foster care administration and training, adoption assistance, TANF, Child Protective Services, etc. are federally funded programs that may also assist Chafee eligible youth.

Additionally, Chafee funds may not be used to match other Federal Funds. Extreme caution should be exercised when using Chafee funds to assure that supplantation does not occur. Supplantation should be ruled out prior to proceeding and efforts to avoid supplantation should be documented on the Chafee Funding Request Form (CF-5).



**Chafee Programming in Relation to Permanency  
624-10-45**

**(Revised 11/1/2018 ML #3541)**

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A decision to provide Chafee Program services to a youth does not absolve the state from continuing to make reasonable efforts toward permanency for the youth. Independent living is not a permanency goal and is not an alternative to adoption for youth who are eligible. Enrollment in the Chafee Program should occur concurrently with continued efforts to locate and achieve permanency.

**Focus on Permanent Connections 624-10-45-05**

**(Revised 11/1/2018 ML #3541)**

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Permanent connections with supportive adults are key to a young person's wellbeing. Chafee Transition Coordinators will encourage the development of permanent connections with friends, parents of friends, current and/or former foster parents, teachers, coaches, cottage parents, maintenance staff, relatives, older siblings or friends who are now adults, neighbors, church members, Guardians ad Litem, social workers, employers, counselors, etc.

## **Chafee Program Eligibility for Out-of-State Youth 624-10-50**

**(Revised 11/1/2018 ML #3541)**

[View Archives](#)

If a youth in foster care, who meets eligibility for the Chafee Program, is placed in another state, the state of origin must fund the identified services for that youth.

The sending state is also responsible for foster care maintenance payments and case planning, which includes a written description of the programs and services that will be provided to help youth age 14 or older prepare for the transition from foster care to self-sufficiency.

States can request courtesy case management from an out of state Chafee Program provider, but the request will not always be accepted due to the voluntary nature of the program structure.

If not accepted, the Custodian is responsible to ensure that the foster youth's transitional needs are assessed and addressed regardless of placement location.

The North Dakota Chafee program is not the best option for youth placed out of state, as the Chafee Transition Coordinator cannot meet with the youth regularly to achieve set goals and tasks.

## **Chafee Program Eligibility for Youth in Kinship/Relative Foster Care Placements 624-10-55**

**(Revised 11/1/2018 ML #3541)**

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Foster care youth under the custody of a public agency (County, DJS, Tribe) and placed in Kinship or Relative foster care placements, are eligible for consideration in the Chafee Program. A kinship or relative placement is considered an approved North Dakota foster care placement regardless if the home is receiving state reimbursement or payment for the youth's stay.

**Flex funding and the ETV:** Chafee eligible youth in kinship or relative foster care placements are eligible for General Flex Funds. However, youth must meet the definition of “aging out of foster care” to receive Room and Board funds or the ETV. (An exception for those youth graduating from high school or receiving their GED prior to aging out of care is allowed for the purposes of the ETV.)

Chafee Program Coordinator’s will verify eligibility and youth priority status according to policy, funding guidelines, youth’s individualized needs, and availability.

## **Chafee Program Eligibility for Youth Who Enter a \*Non-Kinship Guardianship 624-10-60**

**(Revised 11/1/2018 ML #3541)**

[View Archives](#)

Youth, over the age of 16, who enter Guardianship post discharge from foster care, are eligible for consideration in the Chafee Program as a Foster Care Alumni Priority 2.

**Flex funding and ETV:** youth who enter Guardianship are eligible for General Flex Funds. However, youth are not eligible for Room and Board Flex Funds or the ETV as they did not "age out of foster care."

Chafee Transition Coordinators will verify youth eligibility and priority status according to policy, funding guidelines, youth's individualized needs, and availability.

\*Note that the vast majority of children in foster care in ND enter guardianships that meet the definition of "Kinship Guardianship" rather than non-kinship guardianship. See section 624-10-65 for Chafee Eligibility for Youth Who Enter a Kinship Guardianship.

## **Chafee Eligibility for Youth Who Were Adopted or Enter a Kinship Guardianship 624-10-65**

**(Revised 11/1/2018 ML #3541)**

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Youth, over the age of 16, who were adopted from foster care or entered a kinship guardianship are eligible for consideration in the Chafee Independent Living Program as a Foster Care Alumni Priority 1; providing they meet all criteria excluding the “aging out of foster care” criteria.

**Flex funding and the ETV:** youth who were adopted or entered kinship guardianship over the age of 16 are eligible for General Flex Funds and the ETV. However, the youth are not eligible for Room and Board Flex Funds.

Chafee Transition Coordinators will identify youth eligibility and priority status according to funding guidelines, youth’s individualized needs, and service availability.

**Chafee Eligibility for Incarcerated Youth 624-10-70**  
**(Revised 11/1/2018 ML #3541)**

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Youth who are incarcerated are not eligible for the Chafee Program services or funds. If the incarcerated youth was previously in foster care and is in need of transitional services after their incarceration period, they are eligible for consideration in the Current Foster Care Youth and/or Foster Care Alumni Components of Chafee.

For the purposes of flex funding and the ETV; youth who are no longer incarcerated and meet Chafee requirements are eligible for consideration for General Flex Funds. Youth must meet the definition of “aging out of foster care” to be eligible for Room and Board Flex Funds and the ETV.

Chafee Transition Coordinators will identify youth eligibility and priority status according to funding guidelines, youth’s individualized needs, and service availability.

## **Chafee Eligibility for Undocumented Immigrant Youth 624-10-75**

**(Revised 11/1/2018 ML #3541)**

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All provisions of the Chafee Program are equally applicable for Undocumented Immigrant Youth, whether or not they are citizens or legal residents of the U.S.

If youth are in the custody of the state child welfare public agency (County, DJS, Tribe), whether or not they are citizens or legal residents of the U.S., they are eligible for the Chafee Program.

Chafee Program services and funding are made available to Undocumented Immigrant Youth on the same basis as all eligible foster care youth.

- Youth must meet the definition of foster care as defined in this manual.
- Youth must be under the custody of the state child welfare public agency (County, DJS, Tribe).
- Youth must be in “foster care” with an open foster care program in FRAME.
- Youth must have resided in a foster care placement as defined in this manual.



**Chafee Eligibility for Youth with Disabilities 624-10-80**

**(Revised 11/1/2018 ML #3541)**

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All provisions of the Chafee Program are equally applicable to young people with disabilities.

**Chafee Eligibility for Native American Youth 624-10-85**  
**(Revised 11/1/2018 ML #3541)**

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Chafee Program services and funding are made available to Native American youth on the same basis as all eligible foster care youth.

## **Chafee Eligibility for Division of Juvenile Services Youth 624-10-86**

**(Revised 11/1/2018 ML #3541)**

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Chafee Program services and funding are made available to youth under the custody of DJS on the same basis as all eligible foster care youth.

- Youth must meet the definition of foster care as defined in this manual.
- Youth must be in “foster case” with an open foster care program in FRAME
- Youth must reside in a foster care placement as defined in this manual. A detention facility, such as the Youth Correctional Center, and any other facility operated primarily for the detention of youth who have been determined delinquent are not considered a foster care placement. Thus, these youth are not eligible for the Chafee program while in the stated corrections placement.

## **Roles and Responsibilities 624-10-90**

### **Roles and Responsibilities of ND Department of Human Services 624-10-90-05**

**(Revised 11/1/2018 ML #3541)**

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Oversight and management of the Federal Chafee and ETV Grants, including procurement, planning, development, quality assurance, reporting, and administration of the Chafee, ETV, and NYTD state-wide programs.

## **Roles and Responsibilities of the Chafee Program Provider Agency 624-10-90-15**

**(Revised 11/1/2018 ML #3541)**

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- Administer programming in accordance with NDDHS Chafee Program Policy 624-10, state and federal requirements, RFP and contract.
- Appoint and maintain a designated supervisor to administer and oversee the Provider Chafee Program, and to communicate with the State Chafee Administrator.
- Develop an annual budget and submit for DHS approval.
- Implement the Chafee Transition Coordinator statewide training meetings.
- Provide 20 hours annually of training meetings consisting of program specific training and updates (a minimum of 1 meeting annually to be in person). Require Chafee Transition Coordinator attendance from all regions to ensure program consistency across regions. Invite the State Chafee Administrator as needed for agenda items.
- Provide quarterly progress reports and updates, including meeting minutes and signature/attendance sheets to State Chafee Administrator within 30 days following the end of the quarter.
- Administer the ND Youth Leadership Board (NDYLB) component.
- Submit monthly reimbursement requests by the 10th of each month.
- Provide a written request to the NDDHS Chafee Program Administrator pertaining to any proposed budget line item changes as needed.
- Fill vacant regional Chafee Transition Coordinator positions in a timely manner.
- Develop a working relationship with youth, their caregivers, custodians, informal supports and social workers, using a positive youth development and wraparound approach.
- Partner with all public child welfare agencies (County, DJS, Tribe) throughout the state to identify all eligible youth.
- Utilize FRAME Demographics report to identify eligible youth.
- Utilize FRAME Demographics report as a supervisory tool to identify need to close FRAME case in a timely manner.
- Partner with the broader community to provide a supportive learning environment for youth, which may include engaging community

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partners in mentoring, job placement, providing tangible supports to the Chafee Program, sponsoring youth, educating youth about subjects such as banking, credit, car purchases, comparison shopping, and other life skill areas.

- Participate in quarterly Child and Family Team Meetings.
- Administer required assessments.
- Assist youth participants and custodian in developing individualized plans.
- Enter all Chafee Program participant required data into the FRAME system.
- Respond to data requests from the NDDHS Chafee Program Administrator in a timely manner.
- Provide required reports to the NDDHS Chafee Program Administrator in a timely manner.
- Assist eligible youth with the ETV and NYTD process.
- Assist with NYTD survey collection.
- Facilitate ongoing youth groups.
- Verify eligibility for Chafee Flex Funds, and assure that Chafee expenditures are allowable, and sup plantation of funds does not occur.
- Complete requirements for the annual quality assurance review, including documentation of individual flex fund expenditures.
- Gather input from current/former foster care youth for program design and implementation.
- Advocate for current/former foster care youth and encourage youth to be self-advocates and leaders.
- Assist with ensuring youth representation in the Children & Family Service Reviews (CFSR) and Onsite Case Reviews.

**Roles and Responsibilities of Foster Parents  
624-05-90-20**

**(Revised 11/1/2018 ML #3541)**

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- Collaborate with the Chafee Transition Coordinator and Custodian regarding the youth's needs and goals pertaining to Transition.
- Participate in quarterly Child and Family Team Meetings.
- Implement agreed upon tasks as identified in the established foster care case plan.
- Provide youth with tools, resources, and hands-on learning experiences relating to transition.
- Assist the child's custodian to collect relevant data by completing the Independent Living Services Monthly Data Form and submitting to the child's custodian on a monthly basis for entry into FRAME.

## **Roles and Responsibilities of Residential Facilities 624-10-90-25**

**(Revised 11/1/2018 ML #3541)**

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- Implement agreed upon tasks as identified in the established foster care case plan.
- Collaborate with the Chafee Transition Coordinator and Custodian regarding the youth's needs and goals pertaining to transition.
- Participate in quarterly Child and Family Team Meetings.
- Implement programming to meet the youth's identified transition needs as applicable.
- Assist the child's custodian to collect relevant state data by completing the Independent Living Services Monthly Data Form and submitting to the child's custodian on a monthly basis for entry into FRAME.



## **Roles and Responsibilities of Custodians 624-10-90-30 (Revised 11/1/2018 ML #3541)**

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### **Regarding youth age 16 and older, identified as likely to remain in care until their 18th birthday:**

- Identify and refer current foster care youth, age 16 and older, who have been identified as likely to remain in foster care until the age of 18 to the Chafee Transition Coordinator.
- Extend invitations to the Chafee Transition Coordinators to attend the Foster Care Child and Family Team Meetings for all youth participating in the Chafee Program.
- Keep Chafee Transition Coordinators apprised on youth's current location and contact information.
- Incorporate the identified strengths, needs and goals relating to transition into the foster care case plan.
- Encourage the Child and Family Team members to assist in completing identified transition tasks.
- Encourage the youth to participate in the Chafee Program as a Foster Care Alumni following their discharge from care until age 23.
- Encourage the youth to participate in the Chafee Program "Education and Training voucher component" following their discharge from care.
- Inform youth that it is an option to remain in or return to foster care within six months of their recent discharge in the 18+ Continued Foster Care Program.

### **Regarding youth age 16 and older, identified as not likely to remain in care until their 18th birthday:**

- Utilize the Foster Care Child and Family Team to assess the youth's strengths and needs pertaining to transition.
- Determine, with the assistance of the Child and Family Team, and the Chafee Transition Coordinator, if the youth's particular situation warrants a referral to the Chafee Program.
- Incorporate the youth's strengths and needs into the tasks and goals pertaining to transition into the foster care case plan.

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- Encourage the Child and Family Team members to implement assigned transition tasks.
- Collaborate with and complete referrals to community partners as needed to address the youth's transition needs.
- Consult with the Chafee Transition Coordinator as needed.
- Collect the Independent Living Services Monthly Data Form from foster parents and residential facilities on a monthly basis and enter Independent Living Services into FRAME.

**Roles and Responsibilities of Community Partners  
624-10-90-35**

**(Revised 11/1/2018 ML #3541)**

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- Collaborate with the Chafee Transition Coordinator and Custodian regarding the youth's needs, strengths, and goals pertaining to independent living.
- Participate in quarterly Child and Family Team Meetings as requested.
- Implement agreed upon tasks as identified in the foster care case plan.

## **Youth Leadership 624-10-95**

### **ND Youth Leadership Board 624-10-95-05**

**(Revised 11/1/2018 ML #3541)**

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The statewide Youth Leadership Board consists of a group of young people, elected annually, who are currently in foster care or are Foster Care Alumni. The youth members are advocates for foster care and give input and a youth perspective for developing child welfare related policy and programs to improve services for children and youth in foster care.

The Chafee Program Provider agency's role in the administration of the ND Youth Leadership Board (NDYLB) is as follows:

- Implement an application and election process and NDYLB procedures;
- Provide leadership training to NDYLB members;
- Assist and provide oversight to NDYLB members with coordinating arrangements, i.e. planning events, implementing their work plan, arranging motels and transportation, etc.;
- Provide NDYLB members a minimum stipend of \$15 per hour for meeting, training, & work time, and \$10 per hour for driving time;
- Reimburse NDYLB members for lodging, meals, and mileage per state rates;
- Develop a NDYLB work plan, with member input, within 30 days of election. Work plan to include a minimum of 2 NDYLB projects annually, to occur or be completed over the course of their term on the NDYLB. Work plan to be based on system need and the strengths of NDYLB members. Work plan to be provided to State Chafee Administrator with a copy of annual work plan within 30 days of election;
- Hold a minimum of 1 in-person NDYLB member meeting annually; and,
- Provide quarterly progress reports to State Chafee Program Administrator summarizing progress towards work plan.

**Youth Groups 624-10-95-10**

**(Revised 11/1/2018 ML #3541)**

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Chafee Transition Coordinators will implement and facilitate ongoing youth groups with current foster youth and alumni throughout the year.

Pertinent information relating to the ND Youth Leadership Board projects will be relayed and discussed during youth groups as a means to spread education and awareness to all foster youth.

**Quality Assurance/Data Collection Measures 624-10-100**  
**(Revised 11/1/2018 ML #3541)**

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A quality assurance review of the Chafee Program will be completed annually to ensure compliance with state and federal requirements.

The Chafee Program Provider will follow all required assessment and data collection procedures and provide necessary information and reports to the State Chafee Administrator in a timely manner.

Chafee Program participant data is required for entry by the Chafee Coordinators into the ND FRAME System ongoing.

## **Health Care Directives 624-10-105**

**(Revised 11/1/2018 ML #3541)**

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The Patient Protection and Affordable Care Act (P.L. 111-148) was signed by the President on March 23, 2010. The law amended three sections of Titles IV-B and IV-E to ensure that youth receiving Chafee services, education and training vouchers and those aging out of foster care have been provided information about the importance of a health care directive.

Beginning October 1, 2010, North Dakota is required to provide education to foster care youth about the importance of designating another individual to make health care treatment decisions on their behalf if he/she becomes unable to make such decisions and if he/she does not have or does not want, a relative who would otherwise be authorized under State law to make such decisions.

Effective October 1, 2010 foster care case managers must include the health care directive education as part of the youth's transition plan. Chafee Coordinators assisting with transition and the ETV application must ensure that youth receive education on the health care directive as well.

### **Health Care Directive**

Educational tools provided by the Department to meet requirements:

- Health Care Directive Brochure
- Health Care Directive Form can be downloaded from [www.nd.gov/dhs/info/docs/hcdirective.pdf](http://www.nd.gov/dhs/info/docs/hcdirective.pdf)
- Foster Care Discharge Checklist – Add “Health Care Directive” as a discussion item under health topics.

## **Human Trafficking 624-10-107**

**(Revised 11/1/2018 ML #3541)**

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The Chafee Transition Coordinator will inform the custodian immediately if they suspect a current foster youth has been a victim of human trafficking. The custodian will then complete required reporting and follow-up.

Chafee Transition Coordinators must identify, report, determine services for, and document the case activity involving any active Chafee Foster Care Alumni participant who has been or is suspected to have been a victim of human trafficking.

Human Trafficking is defined in NDCC 12.1-41 as, “the commission of an offense created by sections 12.1-41-02 through 12.1-41-06; which include trafficking an individual, forced labor, sexual servitude, patronizing a victim of sexual servitude, and patronizing a minor for commercial sexual activity.

ND State law recognizes “human trafficking” as including many elements of exploitation. PL 113-183 (Preventing Sex Trafficking and Strengthening Families Act) specifies the identification of sex trafficking victims. Any minor under the age of 18 engaged in a commercial sex act is a victim of sex trafficking. Child sex trafficking is not limited to prostitution, but can include stripping, pornography, live-sex shows, or the exchange of sex acts for necessities such as food, shelter, and/or clothing. Under U.S. federal law, a victim of sex trafficking is a person who is recruited, harbored, transported, provided for, or obtained for the purpose of a commercial sex act. A victim of severe sex trafficking is one who is induced by force, fraud, or coercion, or is under the age of 18 to perform a commercial sex act (Trafficking Victims Protection Act of 2000 (TVPA)).

### Reporting

In the event it is determined that the foster care alumni participant is a suspected victim or has been sexually exploited; Chafee Transition Coordinators will:



1. Report the incident to law enforcement, and
2. Assist the youth with coordinating appropriate services (medical screening, safety planning, therapies, etc.).

#### Determining Services

There is a high level of need for comprehensive and intensive therapeutic services for victims of human trafficking. Chafee Transition Coordinators will collaborate with the youth and any other identified service providers to develop an individualized plan to meet these needs.

It is recommended that trafficking victims receive trauma focused therapy at the earliest possible time following identification as a victim of trafficking.

#### Documenting

Human trafficking cases must be documented in FRAME according to policies and procedures. This includes completion and updates to the case activity log, etc. \*\*\*Additional FRAME fields have not been created to date.

## **National Youth in Transition Database (NYTD) 624-10-110**

**(Revised 11/1/2018 ML #3541)**

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The National Youth in Transition Database (NYTD), required by the Chafee Foster Care Independence Act of 1999, will track the services and outcomes of youth transitioning from foster care. NYTD requires state child welfare agencies to collect and report data in two specific areas:

1. **Independent Living Services** – document all independent living services provided to youth by public agency custodians, and the Chafee Program. Independent living service categories include but are not limited to mentoring, academic support, career preparation, and health education. All independent living service categories can be found in FRAME.
2. **NYTD Survey** - administer and collect survey data via a three-part survey of eligible youth in foster care at age 17, then survey those youth again at ages 19 and 21.

Every three years (FFY 2017, 2020, 2023...) North Dakota will survey a new group of 17-year-old foster care youth including adjudicated delinquent youth under the custody of DJS and Title IV-E Tribal foster care youth. Youth taking the survey at age 17 will be located and asked to take the survey again at ages 19 and 21. NDDHS Children and Family Services will communicate with case managers and Chafee Transition Coordinators for assistance in administering the NYTD Surveys as needed.

The **voluntary nature** of the NYTD survey is important for case managers and youth to understand. Youth in foster care are not required to complete the NYTD survey, rather the state of North Dakota is required to ask the youth if he/she would like to participate. At age 17, if the youth declines to participate, there is no penalty to the youth or to state funding. However, **North Dakota will be subject to fiscal penalty if a youth takes the first NYTD survey at age 17 and then chooses to not participate or cannot be located at age 19 and 21.** It is important that youth

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understand; if they choose to take the NYTD Survey at age 17 they are willing to be part of the ND NYTD Survey Group and will remain in contact with CFS until they reach age 21 and complete the three NYTD survey parts.

NDDHS Children and Family Services created and updated the NYTD Handbook to better assist professionals with procedures, data entry requirements, and an understanding of roles and tasks.

Click [here](#) to view the NYTD Handbook.