


To: DCF Area Administrators  
Child Placing Agency Directors  
Child Welfare Agency Directors  
County Departments of Community Programs Directors  
County Departments of Human Services Directors  
County Departments of Social Services Directors  
Group Home Providers  
Tribal Social Service/Indian Child Welfare Directors  
Private Child Placing Agencies  
Residential Care Center Providers  
Shelter Care Providers  
Tribal Chairpersons

From: Fredi-Ellen Bove   
Administrator

Re: Independent Living Program Restructure Phase II Notification

## PURPOSE

The intent of this memo is to notify affected child welfare agencies of the regional Transition Resource Agencies (TRA) that have been awarded the Chafee Foster Care Independence Program (CFCIP) contracts to serve eligible youth in CFCIP regions 1, 5 and 7 beginning January 1, 2017.

## BACKGROUND

As described in Numbered Memo Series, 2015- 03, Independent Living Program Restructure, DCF is transitioning to a regional model for independent living services. Numbered Memo 2015-03 details Roles and Responsibilities and Flow Chart for services under the regional structure. The memo also details expected youth outcomes as well as resource development and linkages for child welfare (CW) agencies on behalf of out-of-home care youth age 14 – 21.

There are two populations of youth affected by the transition from the CW agency to the TRA for services:

- 1) Eligible youth no longer in care ages 18-21 (or 23 if receiving ETV or Scholarship funding).
- 2) All youth aged 17 ½ or older who are likely to age out of care or are eligible for extended out-of-home care placement.

The first phase of the roll-out to the regional model took place January 1, 2016 in regions 2 and 6.  
Region Map

See the Case Transition Process for details on implementation.

## INFORMATION SUMMARY

Beginning January 1, 2017 CFCIP and ETV services will be phased into a regional service delivery system for regions 1, 5 and 7. Based on a competitive procurement process, the selected lead agencies for the regions are Wood County Human Services Department in Region 1; Southcentral Workforce Development Board in Region 5; and Workforce Resource, Inc. in Region 7. Selected agencies will work toward the targeted outcomes of: increased numbers of youth with sustainable income, and improve outcomes in housing, health, employment, education and connections to caring adults.

Independent Living funding will be shifted from CW agencies in regions 1, 5, and 7 to the TRAs. The implementation timeline is noted below. Of particular significance are the November meetings, where CW agencies in the region will have an opportunity to meet the respective TRA and learn about their program.

**2016-2017 Implementation Timeline**

Date	Activity
<b>September 1, 2016</b>	Estimated TRA contract begin date
<b>September – December 2016</b>	TRAs attend DCF Convening and Training meetings.
<b>November 8, 2016</b>	Region 1 counties, tribes and TRA participate in DCF sponsored convening and planning meeting (Detailed information to follow.)
<b>November 9, 2016</b>	Region 7 counties, tribes and TRA participate in DCF sponsored convening and planning meeting (Detailed information to follow.)
<b>November 15, 2016</b>	Region 5 counties, tribes and TRA participate in DCF sponsored convening and planning meeting (Detailed information to follow.)
<b>December 1, 2016 – January 2017</b>	Case Transition Process begins with youth who have already exited care ages 18-21.
<b>January 2017</b>	Full implementation. TRAs included in ILTD meetings for youth ages 17 ½ and older.

REGIONAL OFFICE CONTACT: DCF Area Administrator

CENTRAL OFFICE CONTACT: Youth Services Section Manager  
 Division of Safety and Permanence  
 Bureau of Youth Services  
 608-422-6993  
[DCFJJ@wisconsin.gov](mailto:DCFJJ@wisconsin.gov)

MEMO WEB SITE: <http://dcf.wisconsin.gov/cwportal/policy>

Attachments:

Region map,  
<https://dcf.wisconsin.gov/files/cwportal/il/pdf/il-regionsmap.pdf>

Numbered memo 2015-03, Independent Living Program Restructure  
<http://dcf.wisconsin.gov/cwportal/policy>

Independent Living Case Transition Process

## **Case Transition Requirements to Transition Resource Agency for Foster Care Independence Program**

It is imperative that youth, who have a relationship with their child welfare (CW) worker or agency Independent Living Coordinator be transitioned to the regional Transition Resource Agency (TRA) in a way that is meaningful to them and supports/encourages future engagement with the TRA. The case transition requirements as outlined in the Ongoing Service Standards apply to youth aging out of care as well as those eligible youth who are no longer in OHC and are under the age of 21 (or 23 if receiving ETV funding) as follows:

### **A. The case transition process for youth aging out of care takes place at age 17 ½ with development of the ILTD and includes:**

- Preparing the TRA worker for the initial meeting with the youth by providing:
  - Name, date of birth, address and anticipated date of discharge and meeting date.
- Sharing and understanding information and decisions related to ongoing CW services, particularly related to IL assessment, IL transition planning (life skills development activities).
- Ensuring a clear understanding of formal and informal family supports.
- Identifying additional agency and community resources, services, and supports the youth has been involved in or would like to be involved in.
- Collaboration on the Independent Living Transition to Discharge (ILTD) plan with TRA beginning at age 17 ½.
- TRA must become familiar with the youth, youth goals and accomplishments through discussions with the youth before the case can be fully transitioned.
- Once the case has been transitioned, and the youth ages out of care, the TRA will document (check box) on the youth's IL page in eWiSACWIS confirming transition of the case and full responsibility for providing services.

### **B. The case transition process for eligible youth not in care and under the age of 21 (or 23 for ETV program) includes:**

- Preparing the TRA worker for the initial meeting with the youth by providing:
  - Name, date of birth, contact information
  - ILTD or most recent IL Transition plan.
- Sharing and understanding information and decisions related to services, particularly regarding IL assessment, life skills development, and transition.
- Ensuring a clear understanding of formal and informal family supports.
- Identifying additional agency and community resources, services, and supports the youth has been involved in or would like to be involved in.
- At least one in-person case transition staffing with TRA and youth initiated by CW agency as outlined above between December 1, 2015 and January 31, 2016 (and more as youth may need to ensure a successful transition).
- TRA must become familiar with the youth, youth goals and accomplishments through in person discussions before the case can be fully transitioned.
- CW agencies should identify a process for handling future inquiries from youth.
- Once the case has been transitioned, the TRA will document (check box) on the youth's IL page (eWiSACWIS) confirming transition of the case and full responsibility for providing services.

- For youth who achieved permanence through Guardianship, Long-term Kinship Care or Adoption after their 16<sup>th</sup> birthday and are not currently being served by the CW agency, the TRA will conduct outreach to the last known address documented in eWiSACWIS.

### **Preparing for Case Transition**

The CW agency caseworker maintains responsibility for managing the case until the conclusion of the case transition staffing. This includes:

- Managing and overseeing creation and completion of the IL Transition and ILTD plan.
- Ensuring all documentation of services and documents provided are completed and up to date on the youth's IL page in eWiSACWIS (within the Basic, Contact, Services and ILTD tabs).
- Prepare both the TRA worker and the youth in advance of the staffing. Youth are encouraged to share information about their accomplishments and future goals at this meeting.

The TRA worker should review the following prior to the transition staffing:

- Most recent IL Assessment
- Most recent IL Transition plan and ILTD

### **Case Transition Staffing**

For youth in OHC, the case transition staffing is initiated by the CW agency and should occur during the time of the development of the ILTD and no less than 90 days prior to a youth's aging out of care. At minimum, the case transition staffing must include the agency worker (and/or IL Coordinator), the TRA worker, the youth, and an adult supporter as identified by the youth. For all youth (those in OHC as well as eligible youth no longer in OHC) the following steps must be followed:

1. The two agency workers must schedule a case transition staffing with the youth in a location comfortable and convenient for the youth.
2. The following must be discussed at the case transition staffing:
  - IL Transition plan and gaps in information, and decisions made.
  - Child needs, including a summary of medical, mental health, and school information, as available.
  - Whether a child has been found to be an Indian child in accordance with the Wisconsin Indian Child Welfare Act (WICWA).
  - Review of Independent Living Assessment and IL Transition Plan and ILTD Plan (as applicable) including discussion of youth's future goals as well as the services available and how to access them.

### **Applicability for youth in Extended Out-of-Home Care**

For youth in Extended OHC Placement CW agencies have the primary responsibility for ensuring permanency planning and life skills development opportunities. Agencies are encouraged to involve the TRA in development of IL plans and specific activities with the youth so that a relationship with the TRA is developed in the event that the youth decides to leave care earlier than anticipated.