

Voluntary Transition to Independent Living Agreement (VTILA)

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Subject: Independent Living, Re-Entry; Extended Out-of-Home Care

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Any information referenced within this document is considered to be a part of this policy with the exception of the "related resources" section.

Summary:

This policy establishes the procedures required when a youth requests to re-enter out-of-home care and provides guidance to Access workers and Ongoing Agencies to assess the youth's eligibility and placement options.

Policy:

The Voluntary Transition to Independent Living Agreement is meant to extend care for a person who is eligible under Wisconsin Statute Section 48.366 or 938.366 for Extended Out-of-Home Care and is placed in an approved foster home, group home, residential care center for children and youth, in the home of an approved relative other than a parent, or in an approved supervised independent living arrangement. A person who is eligible under Wisconsin Statute Section 48.366 or 938.366 for Extended Out-of-Home Care, or the person's authorized guardian, and the appropriate agency which was primarily responsible for providing services to the person under a prior order or the appropriate agency where the person resides may enter into a transition-to-independent-living agreement under which the person continues in out-of-home care until age 21 if the person continues to be a full-time student at a secondary school or its vocational or technical equivalent under an individualized education program, meets all other eligibility requirements and conditions of the agreement, and the agency provides services to the person to assist him or her in transitioning to independent living.

Procedures:

1. When a youth ages 18-20, expresses interest in re-entering out-of-home care after exiting the child welfare system, the youth or the individual assisting

them shall contact DMCPs' Access line (414-220-SAFE) to request assistance with service provision and obtaining placement in out-of-home care.

- a. If the youth contacts an Ongoing Agency location before contacting the DMCPs' Access line the individual at the Agency assisting the youth should call DMCPs Access.
2. The DMCPs Access worker shall complete a Services Report (Child Welfare, Other Services) for the youth requesting services under their previously opened case, and gather the following information:
 - a. What is the youth requesting?
 - b. What does the youth feel like they need?
 - c. Where is the youth currently staying?
 - i. How long is the youth likely to stay there?
 - ii. Is there any placement the youth is not willing to stay?
 - iii. Does the youth want a same-day placement or are they requesting placement in the future?
 - d. Where is the youth physically located now?
 - i. Where will the youth be located throughout the day?
 - ii. Where would the ongoing agency be able to locate the youth?
 - e. What school did the youth last attend?
 - i. Did the youth have an Individual Education Plan (IEP) while in school?
 - f. How can the youth be contacted?
 - i. What times is the youth unavailable to be reached today?
3. The DMCPs Access worker will send the completed report to Access Supervisor for screening and assignment.
4. The DMCPs Access Supervisor will screen-in the report. Explanation should state: *Request to Re-Enter Out-of-Home Care through a Voluntary Transition to Independent Living Agreement. Case was previously serviced by "Name of Agency."*
5. The DMCPs Access Supervisor will email the Ongoing Agency that previously was assigned the case. Designated Ongoing Agency contacts are listed below:
 - a. CHWCS: Placement Supervisor
 - b. SaintA: Program Support Manager
6. The Ongoing Agency will reach out to the youth within 90 minutes of receipt of the email/Access report to explain the re-entry process to the youth and

what the youth can expect from the case management agency (this is expected whether the call comes in during or after business hours).

7. The Ongoing Agency will email Placement Referral Unit to report new case and requests placement options.
8. The Ongoing Agency must locate and place the youth on the same date the youth requests placement, regardless of the time call came in.
9. The Ongoing Agency has up to five working days to determine eligibility per Wisconsin State Administrative Code DCF 21.
 - a. Determining current IEP status:
 - i. The Education Tab in eWiSACWIS should have the most recent education information for youth prior to the youth's exit from out-of-home care
 - ii. When determining eligibility for youth who last attended a Public School, the [DMCPS Education Liaison](#) can be contacted for the status of an IEP if it cannot be located in eWiSACWIS
10. The Ongoing Agency will assist the youth with the completion of the VTILA forms
11. If it has been determined that a youth has been placed into OHC and was not eligible to re-enter care under the VTILA, it is the Ongoing Agency's responsibility to assist in locating housing and other resources for the youth, potentially through the Transitional Resource Agency (if eligible).

Responsibilities:

DMCPS Access: Receive and create a Services Report

Contracted Ongoing Agency: Locate a safe placement for the youth, determine eligibility for VTILA, and provide case management services

Placement Referral Unit: Update placement intake and assist with placement options

Related Resources:

- [Wisc. Stats. Chapter 48](#)
- [Chapter DCF 21](#)
- [CPS Ongoing Standards](#)
- [Access and Initial Assessment Standards](#)
- [DSP memo 2014-03: Re-entry Into Out-of-Home Care for Youth 18 Years of Age or Over, But Under 21 Years of Age](#)
- [DCF Memo 2016-02: 2015 WI Act 128 Other Planned Permanent Living Arrangements \(OPPLA\) and Independent Living Series](#)
- [DCF-F-5030-E Form: Voluntary Transition to Independent Living](#)
- [DMCPS Education Point of Contact Memo](#)