



Independent Living Transition to Discharge (ILTD) Plan - Quick Reference Desk Guide for Child Welfare Agencies (CWAs)

This resource includes guidance about the Independent Living Transition to Discharge (ILTD) Plan for county Child Welfare Agency (CWA) partners. It should be consulted in tandem with additional guidance in the [ILTD Writing Guide](#). If you are not a county CWA partner but find all or part of this resource useful to inform your own transition and discharge procedures, feel free to also use it!

“What documents are required for youth before discharge?”

CWAs are required to provide numerous documents to youth prior to their discharge from out-of-home care (OHC). Please note this is not a complete list of all required documents; this list only includes those required per federal law. View the full list in the *ILTD Writing Guide* (p. 7-8).

- Original certified birth certificate and information on how to obtain a duplicate
- State ID card or driver’s license and information on how to obtain a duplicate
- Health insurance information, including any cards needed to access medical care
- Social security card information and how to obtain a duplicate
- Health records (e.g., medications, illnesses, diagnoses, immunizations, hospitalizations, surgeries, referrals, family medical history)
- Selective Service card (required for males only; must register at age 18)

“How will I know when ILTD is coming due?”

For CWA professionals utilizing eWisACWIS, tasks serve as a reminder about ILTD requirements and due dates. See the schedule below.

Task	Task release date	Due date	Escalation date
Schedule ILTD mtg	Age 17 and 6 months	Age 17 and 7 months	Due date minus 7 days
ILTD due	Age 17 and 8 months	Age 17 and 9 months	Due date minus 7 days



“What about youth in extended OHC?”

Given that plans for and about transition-aged youth are often fluid and evolving, an ILTD is still required for youth who will be in extended OHC. In fact, it may be even more important! The CWA should start the ILTD process at the same time (age 17 and 6 months) and keep the ILTD current and accurate up to the day the young person discharges. The guidance in this resource is still applicable for youth who are or will be in extended OHC.

“Who should come to ILTD meeting(s)?”

- The youth should always come to and be engaged in ILTD meeting(s) *except in very rare circumstances*. They should drive the plan.
- The regional Transition Resource Agency (TRA) IL Coordinator should always attend the meeting(s) to ensure their familiarity with the youth and the youth’s wants, needs, and goals, and help the youth become familiar with their IL program. This will help provide “a warm hand-off.”
- The CWA professional is responsible for facilitating ILTD meetings and completing the plan in eWiSACWIS.
- Other critical planning meeting participants are those who will be involved with, invested in, and at times actively assisting the youth’s well-being following their exit from OHC.

We encourage multiple meetings to target certain sections of the ILTD and ensure the presence of relevant partners. If someone is playing a critical role in the steps and tasks for a given section of the plan, best efforts should be made to ensure they attend the relevant ILTD meeting(s). For example:

- ILTD Housing section meeting: participants could be the TRA IL Coordinator, the youth’s uncle who said the youth can stay with him following discharge, and the friend who offered a back-up living arrangement if living with uncle does not work out.
- ILTD Education section meeting: participants could be the Fostering Success program representative at the postsecondary institution the youth plans to attend, the youth’s high school guidance counselor, and their aunt who said she will help them complete the FAFSA and provide housing over breaks.

Remember!

Best practice is for the CWA to provide the young person a hard copy of the ILTD plan prior to discharge; at minimum, this should be a copy of the signed version of the final plan before the youth’s transition from care. It is acceptable and even advised to provide the youth with hard copies of earlier versions leading up to discharge.

“What do we do in the ILTD meeting(s)?”

As the CWA ongoing and/or IL professional, you shall facilitate and coordinate completion of the ILTD and strive to have it be a youth-led and collaborative process. The ILTD serves as a record of all parties’ commitments and roles; it specifies youth needs and goals and memorializes what supporters commit to do to help the youth fulfill those needs and achieve their goals.

The ILTD should serve as a living document, a frequently referenced and updated roadmap for both the youth and their adult supporters. It is not a “one and done” effort; the ILTD should be revisited and revised as needed up to the day the young person discharges from OHC. The child welfare professional is ultimately responsible for documentation of and updates to the ILTD.

“What is the structure of the ILTD and what are the required sections?”

The [ILTD Writing Guide](#) includes extensive direction about all parts of the ILTD, how they function in eWiSACWIS (e.g., pre-filled compared to manual entry), and which portions are required. A broad overview of the ILTD sections is below, including which ones have required portions (whether always required or sometimes required).

Note: Best practice is to fully complete ALL sections of the ILTD if possible; this is in the best interest of all parties, especially the youth. A comprehensive plan that includes detailed information and is rooted in all parties having a clear understanding of their roles and responsibilities helps mitigate harm, ensure a team approach, and increase the likelihood of a smooth transition.

Sections designated with a ★ below have at least one field that is required for all ILTDs, regardless of whether the youth does or does not participate in their discharge planning. The sections designated with a ‡ have at least one field that is required when the youth actively participates in their discharge planning, in addition to those already required for all ILTDs.

Background and General Information Sections	Youth Demographic and Contact Information ★ (<i>primarily pre-fills</i>)	Essential Documents (<i>see list of federally required documents on page 1</i>)
	Concurrent Planning ★ (<i>new section</i>)	Transition Planning ★
	Eligibility for Extended Out-of-Home Care/Youth Decision ★	Who I Am ★ (<i>new section</i>)
Youth-Driven Planning Sections	Housing ★	Health and Well-being ‡
	Employment ‡	Transportation ‡ (<i>new section</i>)
	Income and Finances ★‡	Community and Support Network ★
	Education ‡	Other Areas of Need

“What are the goal options for the planning sections?”

Housing	Safe and secure housing upon leaving care (including back-up housing plan) (required)	Develop/maintain healthy boundaries with roommate(s)
	Learn basic home maintenance and upkeep skills	Other (specify)
	Obtain basic housing items (e.g., sheets, cookware)	
Employment <i>(at least one goal required)</i>	Learn more about job/career opportunities	Get a higher wage or higher-paying job
	Network with/shadow others to learn more	Secure a (new) job
	Gain additional training/skill development	Other (specify)
Income and Finances	Increase financial literacy/understand how to budget and make monthly bill payments (required)	Build/repair credit score
	Increase savings (required)	Obtain second income
	Research postsecondary financial aid	Other (specify)
	Build an emergency fund	
Education <i>(at least one goal required)</i>	Finish high school	Work towards an associate degree
	Complete FAFSA	Work towards a Bachelor’s (or higher) degree
	Attend a vocational/training/ certification program	Other (specify)
Health and Well-being	Enroll in private insurance or BadgerCare+ (required)	Know signs of abuse and how to get help
	Confirm continuity of healthcare following discharge (required)	Participate in prosocial activities/interests
	Select Power of Attorney for Healthcare (required)	Develop healthy friendships/relationships
	Prioritize physical and mental health	Other (specify)
	Know sexual healthcare and family planning options	
Transportation	Have safe and reliable transportation options after leaving foster care (required)	Increase preparedness for safe transport
	Obtain driver’s license	Other (specify)
Other Areas of Need	Pregnant/parenting support	Cultural connections support
	Legal assistance	Delinquency/criminogenic needs support
	Gender identity/LGBTQIA2S+ support	Other support (specify)





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