

Absent emergency circumstances, caseworkers must submit Board Extension Requests to the Regional Administrator no later than **3 months prior to a youth's 18th birthday**. Board Extensions may not extend beyond the youth's 19th birthday or the end of the school year in which the youth turns 19, whichever occurs later. Copies of the Board Extension Request and the school letter must be sent to the identified eligibility worker, the SSI Eligibility Specialist, Foster Home Coordinator, both Foster Care Program Managers, and the Independent Living Program Manager.

QUALIFICATIONS:

1. Youth must be passing classes as reflected on their most recent report card and making satisfactory educational progress towards completion as confirmed by the submitted Board Extension School Letter.
2. The youth must meet one of the following criteria:
 - a. A **regular education** student scheduled to graduate high school within one full school year beyond their 18th birthday;
 - b. A **special education** student with an active IEP identified by the school; or
 - c. An **alternative education** student who will obtain a GED within one year of their 18th birthday.
3. The youth must have a stable paid placement willing to continue care beyond age 18. The youth must agree to follow the rules of the foster home and community.

DOCUMENTATION:

1. Memorandum: Request For Extended Foster Care Board and Medical Coverage
 - a. Must include:
 - Youth's name and date of birth
 - Foster placement and address
 - Medicaid number
 - Extension start date (18th birthday) and end date (mm/dd/year)
 - Educational program (Regular Education – Diploma, Special Education – Diploma or Certificate, GED)
 - School name
 - b. Requires Regional Administrator's approval and signature.
2. Division of Family Services Board Extension Agreement
 - a. Must include:
 - Start date (18th birthday)
 - Expected completion date (month/year)

- Review date (every 3 months)
 - b. Requires signatures of youth, foster parent(s), and caseworker.
3. Letter from School
 - a. Must be on official school letterhead.
 - b. Must indicate satisfactory academic progress and expected completion date.
 4. Most Recent Report Card
 5. Individualized Education Program (IEP) - *if applicable*.