

Revision Date: 9/8/21	Primary Author(s): Sophia Elliott
Authorized Signature: Trenee Parker, DFS Director 	

## POLICY 1203 – Independent Living Service Plan

### A. POLICY

Foster youth and young adults’ needs are best addressed in structured service planning activities completed actively with the youth. The purpose of the Independent Living (IL) Service Plan is to develop strategies and provide services to help a youth move toward attainment of independent living skills. The information gathered from the completion of the youth’s life skills assessment and interviews with significant individuals informs the development of the plan.

### B. PROCEDURES

1. For youth ages 14 and 15, the caseworker shall address independent living planning in conjunction with the development of Child’s Strength and Needs Guide or Child Plan/Child Plan Review. Services and outcomes shall be documented on the Guide and will serve as the IL Service Plan. The meeting shall be held at a time and place accommodating to the youth. Reviews shall be completed on the Child Plan Review.
  
2. For youth sixteen (16) and older, the IL caseworker shall schedule a meeting to develop a plan for the youth following the completion of the life skills assessments. This should occur within 45 days of the referral service start date. The planning must include the youth. Other potential participants may include the DFS caseworker, foster parent(s) or caregiver, youth’s parents/relatives if appropriate, mentors and significant individuals as requested by the youth. The meeting will be scheduled and held at a time and place accommodating to the youth. Reviews shall occur every six months and documented in the IL Service Plan Review in FOCUS (For Our Children’s Ultimate Success – automated information system).
  
3. The IL Service Plan and Review for youth age sixteen (16) and older shall address the following areas:
  - Career Planning
  - Communication
  - Daily Living
  - Education
  - Home Life
  - Housing
  - Money Management/Credit Management
  - Self Care
  - Social Relationships

For youth age seventeen (17) or older, the IL Service Plan should also include goals addressing transition to adulthood.

The DFS caseworker shall review the IL Service Plan for youth age sixteen (16) and older and complete the Child Plan Review Event in FOCUS every six months.

4. The IL Service Plan for youth age 18 and older who receive funds through ASSIST (Achieving Self Sufficiency and Independence through Supported Transition) shall include details regarding financial literacy goals and skill development training that will improve the youth's ability to manage their money independently.

**C. FOCUS**

Caseworkers complete the IL Service Plan  
Caseworkers complete the IL Service Plan Review

**D. FORMS**

None