

**YOUNG ADULT
VOLUNTARY FOSTER CARE
(YAVFC)**

**YOUNG ADULT VOLUNTARY FOSTER
CARE**

The Young Adult Voluntary Foster Care (YAVFC) Act allows the extension of foster care services to age 21 for youth who were in state-supervised foster care at age 18 or older.

YAVFC ELIGIBILITY CRITERIA

Consideration for Young Adult Voluntary Foster Care (YAVFC) is available to youth, who were in out of home placement, after being referred or committed to the Michigan Department of Human Services for care and supervision and remained in care at the age of 18 years old.

NOTE: Youth with a delinquency (DL) court case must also have a dual abuse/neglect (N/A) case to be considered for eligibility. Youth with a DL case only are not eligible.

ELIGIBILITY CRITERIA
YAVFC

EXTENDING VS. ENTRY/RE-ENTRY

Youth will enter YAVFC in one of two ways:

- **Extending** an open foster care case.
 - The youth is currently receiving foster care services and is at least 18 years old, but less than 21 years old.
- **Entering/Re-entering** YAVFC after case closure.
 - The youth exited foster care/YAVFC after reaching 18 years old, but is less than 21 years old.

EXTENDING

Youth transitions from an already open foster care case to YAVFC:

- Case remains open in SWSS FAJ.
- After eligibility is established and youth signs the 1297, YAVFC agreement change the legal status in SWSS FAJ to 56, Young Adult Active.

NOTE: When a case is closed and then re-opened in SWSS FAJ, all case opening requirements must be met again, (e.g. home visits, social work contacts, medical/dental exams).

ENTERING/RE-ENTERING YAVFC

Youth's foster care or previous YAVFC case has been closed in SWSS FAJ:

- Youth requests to enter YAVFC – open case in SWSS FAJ with a legal status of 59, Young Adult Pending.
- After eligibility is established and the youth signs the DHS 1297, YAVFC agreement, change legal status in SWSS FAJ to 56, Young Adult Active.

PROGRAM REQUIREMENTS

YAVFC

PROGRAM REQUIREMENTS

- Actively completing high school or a program leading to a general equivalency diploma (GED).
- Enrolled at least part-time in a college, university, vocational program, or trade school.
- Employed in either full- or part-time work or participating in a program that promotes employment (such as Job Corps, Michigan Works!, or another employment skill-building program). **Participation must be at least 80 hours per month** and may be at one or more places of employment and/or a combination of the above activities.
- Incapable of the above educational or employment activities due to a documented medical condition.

**YOUNG ADULT VOLUNTARY
FOSTER CARE AGREEMENT**

DHS 1297, YAVFC AGREEMENT

**YOUNG ADULT VOLUNTARY FOSTER
CARE AGREEMENT**

DHS-1297, YAVFC Agreement.

- Outlines eligibility requirements in the areas of education, employment, living arrangement, residence notification, visitation and case reviews.
- Gives the Department of Human Services placement and care responsibility similar to a removal order.
- The agreement may not be signed until the youth reaches 18 years old, has family/juvenile court jurisdiction dismissed, and the youth has provided verification of eligibility.
- The original agreement must be placed in the youth's file and a copy given to the youth.
- Youth are eligible for foster care services and payments effective the date the DHS-1297, YAVFC Agreement is signed. This includes board and care, administrative rate to PAFCs and non-scheduled payments.

**VERIFICATION OF
ELIGIBILITY**

YAVFC

ELIGIBILITY VERIFICATION FORMS

- DHS-3380, Verification of Student Information (may also be used to verify vocational training or trade school).
- DHS-38, Verification of Employment (may also be used to verify an alternative to employment).
- DHS-54A, Medical Needs.

VERIFICATION OF ELIGIBILITY

Initial Verification

Must be provided to the caseworker prior to signing the DHS-1297, YAVFC Agreement.

Ongoing Verification

Ongoing verification of eligibility is required at least quarterly, to coincide with the service plan due date.

REPORTING ELIGIBILITY CHANGES

Youth must report changes that affect eligibility requirements to his/her caseworker within **3** business days of the change.

Changes that must be reported include but are not limited to:

- Address
- Phone number
- Household composition
- Reduction of work hours
- Enrollment/employment status
- Graduation or completion date

GRACE PERIOD
YAVFC

GRACE PERIOD

A grace period is the period of time after the youth ceases to meet program requirements when eligibility can be re-established without penalty.



GRACE PERIOD

- Youth are allowed a 30-day grace period in which to re-establish eligibility.
- Youth are allowed up to **3** grace periods per fiscal year, not to run consecutively.
- A grace period begins the day immediately following the day the youth becomes ineligible, whether or not it is reported timely.
- YAVFC payments and Medicaid coverage **continue** during grace period status.

GRACE PERIOD

A grace period **can not** be used for youth who become ineligible due to one of the following circumstances:

- Reaches his or her 21st birthday.
- Enters military service.
- Legally adopted.
- Marriage.
- Death.



90-DAY DISCHARGE MEETING

Once ineligibility is discovered/reported...

- Within one business day of discovering the youth is no longer meeting eligibility requirements, the caseworker must make a 90-Day Discharge Meeting referral; see FOM 722-15, 90-Day Discharge Meeting.
- Within three business days of receiving the referral, a PPC must be held to determine how the youth will regain eligibility or prepare for discharge from foster care. The youth must be informed that his/her case will close if eligibility requirements are not met by the end of the grace period.

YOUNG ADULT EXTENSION UNIT

YAVFC PAYMENTS

YOUNG ADULT EXTENSION UNIT

Until implementation of the Michigan Statewide Automated Child Welfare Information System (MISACWIS), funding determinations and payments will be completed by the **Young Adult Extension Unit**, located in central office.

DHS - Subsidy Office
Young Adult Extension Unit
235, S. Grand Ave, Suite 412
Lansing, MI 48909
DHS-YAVFC@michigan.gov

YAVFC FUNDING DETERMINATIONS AND PAYMENTS

- Youth entering and re-entering YAVFC require an initial funding determination prior to initiating payments.
- To continue YAVFC payments, reimbursability determinations must be completed every 180 days or sooner if a youth's situation changes.
- Funding Source for YAVFC is title IV-E or general funds.



DHS 650YA YOUNG ADULT EXTENSION UNIT CHECKLIST

- After the youth signs the DHS 1297, YAVFC agreement the worker must request the initial funding determination and initiate payments by submitting the DHS 650YA, Young Adult Extension Unit Checklist to the Young Adult Extension Unit.
- DHS 650YA should be submitted as quickly as possible after collecting all the required documentation that must be attached to the form when submitted.
- The Judicial determination best interest finding is not required when submitting the initial packet.

INITIAL FUNDING DETERMINATION

Submit the DHS 650YA, Young Adult Extension Unit Checklist

- Follow the directions as defined in each section and answer **EVERY** question on pages 1 through 5.
- Attach all required documentation to be submitted with the DHS 650YA.
- To avoid delays in payment, be sure the youth is registered in MAIN with the address where they would like their check delivered prior to submitting the packet. Payment cannot be made until the youth is registered in MAIN.

REIMBURSABILITY DETERMINATION

Reimburseability determinations are due every 180 days from the date the youth signed the DHS 1297, YAVFC agreement.

- The DHS 650YA pages 4 and 5 must be submitted to the Young Adult Extension Unit five months after the date the youth signed the DHS 1297, Young Adult Voluntary Foster Care (YAVFC) Agreement.
- The Order Regarding Voluntary Foster Care should also be provided at this time if not previously provided.
- A Permanency Planning Conference (PPC) must be completed for youth participating in YAVFC every 180 days. The first FTM is due within 180 days of the date the youth signed the DHS 1297.

CASEWORKER CHANGE REPORTING RESPONSIBILITY

Changes that affect a youth's funding and eligibility must be reported by the caseworker to the Young Adult Extension Unit, within **3** business days.

Changes are reported using page 6 of the DHS-650YA, Young Adult Extension Checklist.

CHANGES THAT MUST BE REPORTED

- Starting/stopping a grace period.
- Changes in youth's living arrangement (e.g., address changes, foster family license changes, CCI license changes, return to the biological parent's home, incarceration).
- Changes in the youth's family composition (e.g., the youth has a child, there is a change in custody, the minor child moves in/out of the youth's home).
- SSI/RSDI starting/stopping.
- Case closure.
- Caseworker change/agency change.
- An annual transition meeting not completed timely.
- Changes in eligibility

REIMBURSABLE PLACEMENTS

- Licensed foster family home
- Licensed relative home
- Child Caring Institution
- Independent Living –
 - Rental home/apartment setting, with or without roommates
 - College dormitory
 - Relatives home
 - Friend/partner home

INELIGIBLE PLACEMENT

- **Parental Home** - youth living with a biological parent, whether or not parental rights have been terminated, is considered ineligible for YAVFC payments. A grace period will not be applied, payments will stop immediately, and the case must be closed.
- **Incarceration** – youth who are incarcerated are not eligible for YAVFC payments. YAVFC payments will end the first date of incarceration. The youth is eligible for a grace period.

YOUTH PARENT

- A youth parent in an independent living placement will be paid the age appropriate rate for each of his/her minor children living with him/her.
- Youth may not simultaneous receive FIP while receiving YAVFC payments for him/her or their children.
- Youth may complete a repayment agreement for FIP they received while they were eligible for YAVFC payments. The repay agreement should be completed by the FIS worker. Once a repayment agreement is completed the youth may receive payment back to the date of eligibility.

YAVFC PAYMENTS

- All payments are made by the Young Adult Extension Unit
- Payments may begin the date the youth signed the DHS 1297, YAVFC agreement
- Request for payment should be submitted to the Young Adult Extension Unit using the DHS 626YA, YAVFC Payment Authorization
- Paid after service dates have occurred. For example, payment for April 1-30th will be paid after April 30th.
- DOC rate can be paid to licensed family foster home.
- CCI placements may be paid effective the date the youth signs the DHS 1297.
- Administrative rates may be paid effective the date the youth signs the DHS 1297.

INFORMATION TO THE YOUTH

It is critical to inform the youth:

- YAVFC program eligibility requirements.
- Effective date of payments.
- Payment schedule – since payments are made after the service dates, the youth will not receive a payment for at least 30 days after signing the DHS 1297.
- Help the youth prepare financially.
- Assist the youth with applying for other programs such as FAP, YIT, ETV, and financial aid.

JUDICIAL DETERMINATION

YAVFC BEST INTEREST FINDING

JUDICIAL DETERMINATION

Federal guidelines require that there be a judicial determination that remaining in foster care is in the youth's best interests if title IV-E foster care maintenance payments are to continue beyond the first 180 days of the voluntary placement.



YAVFC PETITION AND ATTACHMENTS

The following documents and information must be included when filing the petition for Young Adult Voluntary Foster Care:

- Circuit Court Family Division (CCFD) 20, Ex-Parte Petition Regarding Young Adult Voluntary Foster Care.
- DHS-1297, YAVFC Agreement.
- The applicable eligibility verification form(s).
- The most recent USP/PWSP that includes the recommendation to participate in YAVFC.
- Any documentation that supports the youth's efforts and participation in YAVFC.
- Payment for the petition filing fee.

FILING THE PETITION

Whether entering or re-entering, the CCFD 20, Ex-Parte Petition Regarding Young Adult Voluntary Foster Care must be filed with the Circuit Court Family Division within 60 days of the youth signing the DHS 1297, YAVFC agreement.

SCAO FORMS MAY BE FOUND AT:

<http://courts.mi.gov/Administration/SCAO/Forms/Pages/Young-Adult-Foster-Care.aspx>

FILING FEE

A \$150.00 fee is required at the time the Young Adult Ex-Parte Petition is filed.

Funds to cover this cost must be requested via the DHS-83-YA, Manual Warrant Request. Wayne County will use the DHS-83-WC-YA, Manual Warrant Request.

To ensure payment is available by the date the petition is filed, caseworkers must make this request at least 15 calendar days before filing the petition.

The petition must be filed in the county where the youth lives. Youth must live in the state of Michigan to file the Young Adult Ex-Parte Petition.

JUDICIAL DETERMINATION PROCESS YOUTH EXTENDING

- At the closest review hearing preceding the youth's 18th birthday, the caseworker must request that the court schedule a review hearing to request dismissal, on or within 30 calendar days of the youth's 18th birthday.
 - A state ward must be discharged by the superintendent of the Michigan Children's Institute before participating in YAVFC.
- When the youth resides in the county with jurisdiction over the NA case, the caseworker should have the youth attend the review hearing, if possible.
- If the youth is in attendance, the caseworker must bring the petition and attachments, to the dismissal hearing.
- The court must terminate jurisdiction over the youth by dismissing the abuse/neglect (N/A) case.
- The caseworker must obtain a copy of the written court order dismissing the N/A case.
- Upon receiving a copy of the written court order, the caseworker must have the youth sign the DHS-1297, YAVFC Agreement.
- The caseworker must file the petition and attachments with the court in the county which the youth resides.

JUDICIAL DETERMINATION PROCESS
YOUTH ENTERING/RE-ENTERING

Within 60 calendar days of the date the DHS-1297, YAVFC Agreement, is signed, the caseworker must file with the court, a CCFD 20, Ex-Parte Petition Regarding YAVFC, including all attachments and the filing fee, to initiate the opening of the YAVFC case.



COURT RESPONSIBILITY

Within 21 calendar days of receiving the CCFD 20, Ex-Parte Petition Regarding YAVFC, the court will complete the following steps:

- Establish jurisdiction based on the Young Adult Voluntary Foster Care Ex-Parte Petition and Agreement.
- Make a determination regarding the youth's best interest to be in foster care.
- Provide the Department of Human Services and the youth with the CCFD 21, Order Regarding Voluntary Foster Care Agreement, which makes the best interest finding.
- Terminate jurisdiction over the youth.

NOTE: A hearing is not required for this process, but may be held on the court's own motion or at the request of the youth or the department.

After this process is complete, the department will retain full responsibility of the YAVFC case and reporting requirements to the court will cease.

CASE MANAGEMENT

YAVFC

REPORTS

- Case plans are required for YAVFC cases. The current DHS-68, Permanent Ward Service Plan (PWSP), must be used for all YAVFC case plans, regardless of prior wardship.
- For youth extending, entering, or re-entering YAVFC, an initial case plan must be completed within 30-calendar days of the youth signing the DHS-1297, YAVFC agreement, and at least every 90 calendar days thereafter.

VISITS

- The caseworker must continue to meet with the youth in his/her placement, at least monthly.
- Youth Entering/Re-entering
 - Within 30 calendar days of the case assignment date, the caseworker must have two face-to-face contacts with the youth; at least one must occur in the placement. The first visit with the youth must take place within five business days from the date the case is assigned to the caseworker and be documented within the social work contacts of the case service plan. The caseworker must continue to visit the youth in his/her placement/living arrangement monthly thereafter; see [FOM 722-6, Developing the Service Plan](#).
- The DHS-1295, Young Adult Monthly Visit Report, must be completed with the youth during each home visit. A copy must be given to the youth and the original placed in the case file.
- Youth participating in YAVFC who reside out of state must have an in-person visit once a month with the assigned caseworker unless interstate compact is providing courtesy supervision.

SEMI-ANNUAL CASE REVIEWS

YAVFC

CASE REVIEW/ANNUAL TRANSITION MEETING

A minimum of once every 180 calendar days, from the date the youth signed the DHS 1297, YAVFC agreement, a Semi-Annual Transition Meeting must be held to provide an administrative case review for the youth's plan; see [FOM 722-15, Foster Care - Case Closing](#) and [FOB 2011-002, Permanency Planning Conferences](#).

Address the following:

- Safety
- Appropriateness and necessity of the placement
- Compliance with the case plan
- Permanency goals.
- Progress towards achieving independence
- Projected date by which the youth may no longer require YAVFC

CASE REVIEWS AND TIMELINESS

Title IV-E eligibility is dependent on the case review being completed timely!

If the Annual Transition Meeting/Case Review has not been completed within 180 calendar days of the previous review, a youth cannot be title IV-E funded.

Once the case review has been completed, title IV-E funding can resume on the first day of the month that the case review was held.

A reimbursability determination must be completed in order to re-establish eligibility. All case review dates must be reported to the young adult extension unit using the DHS 650YA.

PLACEMENT AGENCY FOSTER CARE'S (PAFC) ROLE

YAVFC

PAFC

- PAFCs will receive the administrative rate for supervising YAVFC cases.
- Youth extending may remain with his/her PAFC worker and do not have to be sent back to DHS.
- Youth entering YAVFC will require a coordinated effort by DHS and the PAFC. DHS offices will have to determine locally how cases will be sent to a PAFC. Things to remember:
 - YAVFC payments for the administrative rate will be effective the date the youth sign's the DHS 1297, YAVFC agreement.
 - Cases must be registered in SWSS FAJ.
 - The previous PAFC should be given the option to take the case back (if the youth makes the request) for case consistency.
 - PAFC workers may complete the initial intake requirements (visits, verifying eligibility, witnessing the signing of the YAVFC agreement etc.).

CLOSURE

YAVFC

TERMINATION OF YOUNG ADULT VOLUNTARY FOSTER CARE

Youth may terminate the DHS 1297, YAVFC agreement, at any time, by notifying the caseworker in writing of his/her desire to terminate the agreement.

TERMINATION OF YOUNG ADULT VOLUNTARY FOSTER CARE

DHS must terminate the DHS-1297, YAVFC Agreement, if the youth becomes ineligible.

Ineligibility for YAVFC occurs when the youth:

- Discontinues his/her educational, vocational, or trade program and does not re-enter a similar program or meet another eligibility requirement within the 30 calendar day grace period.
- Is no longer employed at least 80 hours per month, and does not meet one of the other eligibility requirements within the 30 calendar day grace period.
- Is no longer deemed incapable due to a medical condition and does not meet one of the other eligibility requirements within the 30 calendar day grace period.
- Refuses to make contact with the caseworker for more than 30 calendar days.
- Is incarcerated for more than 30 calendar days.
- Reaches his or her 21st birthday.
- Enters military service.
- Is legally adopted.
- Marries.
- Dies.

CASE CLOSURE PROCESS

- Notify the youth verbally or in writing that case closure is being requested
- Submit a DHS 1302, YAVFC Case Closure Request, to the supervisor.
- Obtain supervisor approval.
- Send the approved request to one of the following:
 - In a designated county, the county child welfare director.
 - In any other county, the county director.
 - For a PAFC provider, the agency's director
- If the director approves, send a DHS 1301 Case Closure Notice to the youth, place a copy in the file and send the 1301 with the 1302 to the young adult extension unit.
- If the director denies the closure, make a PPC referral within 1 business day and schedule a PPC within 3 business days to determine how the youth will regain eligibility.

RE-ENTRY

YAVFC

RE-ENTRY

- Regardless of the reason for a prior YAVFC case closure, the youth may re-enter YAVFC, before the age of 21, as long as the eligibility requirements are met.
- Youth must sign a new YAVFC agreement after providing verification of eligibility.
- Youth requesting to re-enter must have a new CCFD 20, Ex-Parte Petition Regarding YAVFC, including all attachments and the filing fee, filed with the court.
- The youth will also require a new initial funding determination. The caseworker must submit a new DHS 650YA, Young Adult Extension Unit checklist to the Young Adult Extension Unit with all required attachments.

FORMS

YAVFC

FORM	TYPE OF FORM	WHEN IS IT COMPLETED?
DHS - 1297, Young Adult Voluntary Foster Care Agreement		Upon entering the program.
DHS-3380, Verification of Student Information	Eligibility	Upon entering the program.
DHS-38, Verification of Employment	Eligibility	Upon entering the program.
DHS-54a, Medical Needs	Eligibility	Upon entering the program.
DHS-650-YA, Young Adult Extension Checklist	Funding	Funding Determination.
DHS-929, Initial and Redetermination of Appropriate Foster Care Funding Source For Young Adult Voluntary Foster Care	Funding	Funding Determination.
Circuit Court Family Division (CCFD) 20, Ex-Parte Petition Regarding Young Adult Voluntary Foster Care	Court	When filing the YAVFC petition to open a VF case.
CCFD 21, Order Regarding Voluntary Foster Care Agreement	Court	When the court makes the judicial determination.
DHS-1295, Young Adult Monthly Visit Report	Case Management	Completed at monthly visit.
DHS-68, Permanent Ward Service Plan	Case Management	Reporting.
DHS-1302, Young Adult Voluntary Foster Care Case Closure Request	Case Management	By the caseworker to initiate case closure.
DHS-1301, Young Adult Voluntary Foster Care Case Closure Notice	Case Management	When the director approves case closure.

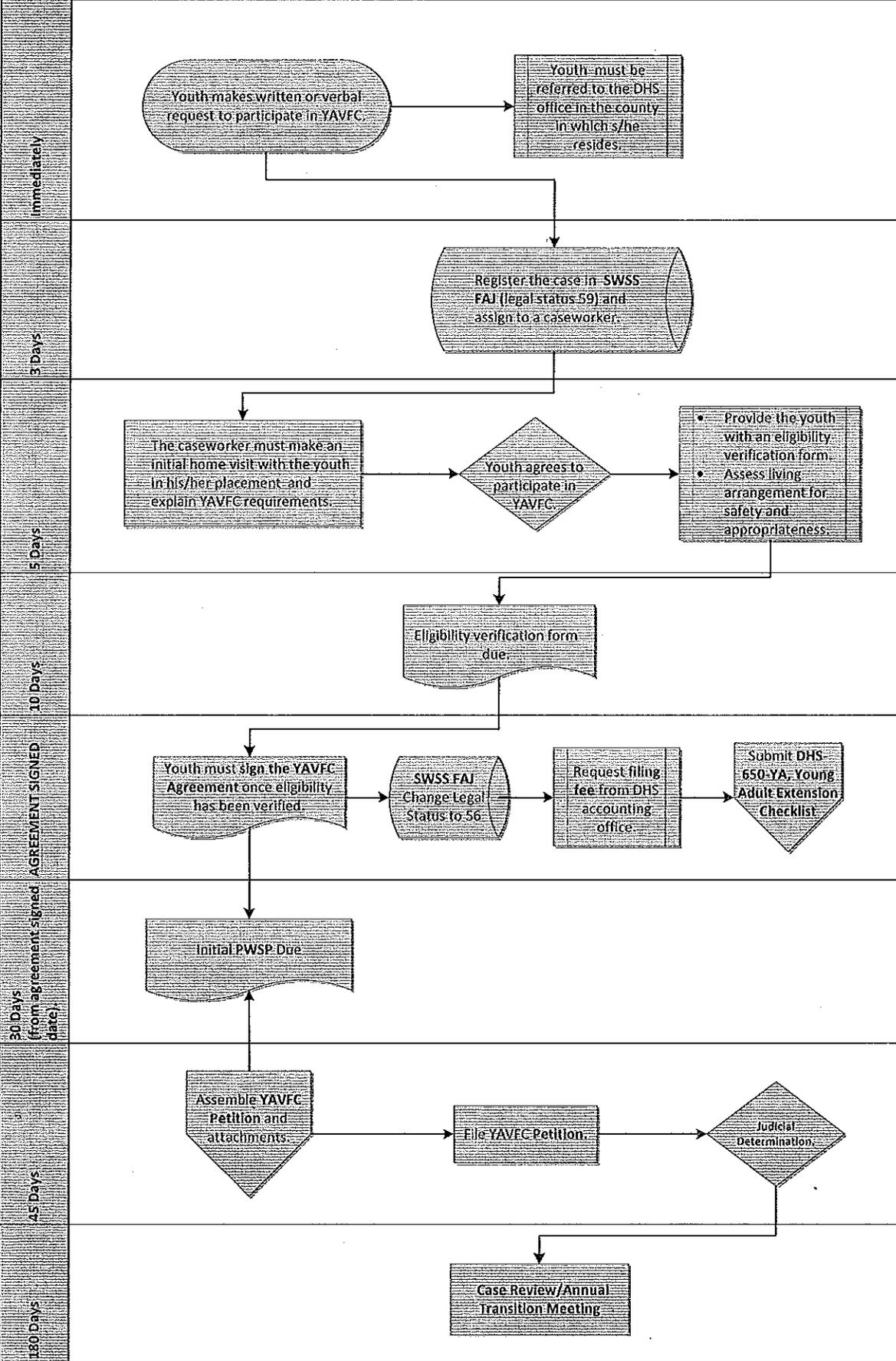
NEED TO KNOW MORE?

Everything you need to know about YAVFC may be found in policy items FOM 722-16, 902-21, and 902-21A.

Thank you!

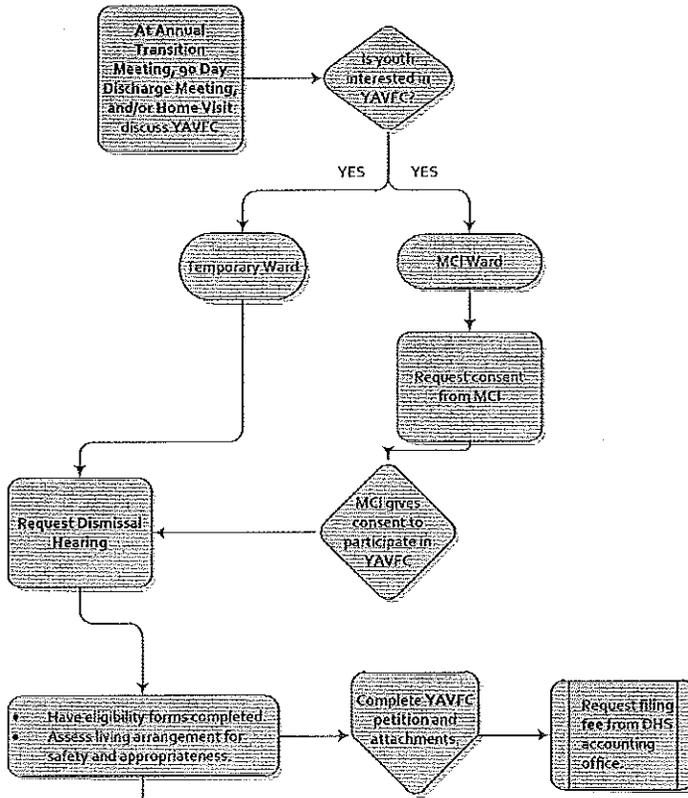
YOUNG ADULT VOLUNTARY FOSTER CARE (YAVFC)

Youth Entering/Re-entering



YOUNG ADULT VOLUNTARY FOSTER CARE (YAVFC)

Youth Extending



180 Days from Signing
 90 Days from Signing
 Immediately after Youth signs YAVFC Agreement
 Within 5 days of Dismissal Hearing
 Dismissal of court jurisdiction
 P is YAVFC

Young Adult Voluntary Foster Care (YAVFC) in SWSS

CRITICAL STEPS TO AVOID HELP DESK TICKETS

Assure the following are completed and/or up to date prior to changing the legal status to 56:

- Youth's funding determination
- Service plans, assessments and treatment plan
- Payments (scheduled, non-scheduled and DHS-93 payments)
- For DUAL WARDS, court hearings must be up to date and the JJ legal status properly closed/discharged PRIOR to changing the LS to 56. Changing to LS 56 will close the JJ portion of the case.

Having these items up to date will reduce the potential need for a Help Desk ticket to go back and update these areas of the case.

New legal statuses for YAVFC:

59 = Youth **re-entering** care who have NOT signed the YAVFC agreement yet

56 = Youth **extending** care and HAVE signed the YAVFC agreement **OR** youth **re-entering** care who HAVE signed the YAVFC agreement

Key Information for Legal Status 59:

- LS 59 can ONLY be created using 'ADD NEW'
- Cannot create a LS 59 if the most recent legal status was 43, 47, 48, 49, 50, or 97
- Cannot open Medicaid through SWSS while LS 59
- Cannot complete Service Plans while LS is 59
- NO information is required in Legal to activate the case with LS 59
- NO payments can be made via SWSS for dates that the case is LS 59 (see FOM 902-21 and the YAVFC Payments Job Aid for more information to make a payments for YAVFC youth)
- Can change from LS 59 to LS 56 via the Legal module once the youth has signed the agreement
- A reminder tickler will be created if the case is a LS 59 for 30 days which will inform the user to close the case or change to 56 (if they have signed the YAVFC agreement)
- Private agencies can be assigned to these cases (for their access to the case via SWSS Web)

Key Information for Legal Status 56:

- Can change an existing, active case to LS 56 via the Legal Module when the youth is **extending** care and has signed the YAVFC agreement
- Can create LS 56 via 'ADD NEW' for a youth **re-entering** care who HAS signed the YAVFC agreement
- Cannot create a LS 56 if the most recent legal status was 43, 47, 48, 49, 50, or 97
- The youth must be de-companionated from siblings prior to becoming a LS 56

- A Permanent Ward Service Plan is the only type of service plan that can be completed for LS 56
- Can adjust the begin date of the initial PWSP if needed using the 'YAVFC Extension to 21'
- NO payments can be made from SWSS for dates that the youth is a LS 56 (see FOM 902-21 and the YAVFC Payments Job Aid for more information to make a payments for YAVFC youth)
- Private agencies can be assigned to these cases (for their access to the case via SWSS Web)

Summary of YAVFC items in SWSS:

- New messages are in place informing the user to close the case once the youth turns 21 (when enter log number from Main Menu or when selecting the case from Case Listing)
- Users will only be able to view previous Funding Determinations once the case has a LS of 56 or 59; no new determinations can be completed in SWSS
- The case program type in SWSS for all LS 56 and 59 will be Foster Care
- Concurrent Federal Goal is not required for LS 56 or 59 cases
- LS 56 and 59 use close code of Age when closing the case
- SWSS FAJ will allow a supervisor to withdraw a registered LS 59 case
- Management Reports: for LS 59 no due dates will be shown on the reports and for LS 56, only the service plan due date will be shown
- SWS 002, 005 and 008 Management Reports will provide data on LS 56 and 59 cases. However, LS 59 cases will NOT be counted in the SWS 005 in the total case count or the overdue count.

To change an existing case to LS 56 (youth extending care)

1. Assure the case is up to date, specifically service plans, funding determinations, legal for dual wards and payments (scheduled board and care payments, non-scheduled payments and DHS 93 payments.)
2. In the Legal module the user MUST select to 'Add New Petition' then select Petition Type '9 Motion and Order' and Order Type of 'Other' to change a case to LS 56.
3. When changing a youth to LS 56, the Petition Date, Hearing Date and Order Date should be the date that the youth signed the YAVFC Agreement.
4. Once the legal status is changed the user will be taken to Placement to enter the 'Funding Source'.

FOSTER CARE Legal Information		Case Name :Spring Daisy Case # X A Assigned: 41 1	Log # 1 Program: CFC Status: Active
Legal Summary			
Petition Summary		Hearing Summary	
Petition Date	Petition Type	Legal Status	Hearing Date Order Type Next Hearing
09/07/20 06/25/20	3 Supplemental 1 Initial		
<p>To change the LS to 56, the user MUST select to 'Add New Petition'</p>			
			Retrieve Child's Legal History
Representation	Removal Conditions	Add New Petition	Add New Hearing
		Update	Cancel
			Return to Main Menu

Foster Care Legal Information		Case Name :Spring Daisy Case # X: A Assigned 41 1	Log # 1 Program: CFC Status: Active
1 of 5			
Court Information			
County of Referral	41 KENT		
Court Indicator Code	1 Circuit Court - Family Division		
Court of Jurisdiction	17th Circuit Court, Family Division 41		
TG/Primary Legal Statu	56 Active Young Adult Voluntary Foster Care		
	Court Docket/File YAVFC		
Was the child/youth in out of home care at the time of this court <input type="radio"/> Yes <input type="radio"/> No			
			<input type="button" value="Previous"/> <input type="button" value="Next"/>

Foster Care Legal Information

Case Name : Spring Daisy Log # 2
 Case # X A Program: CFC
 Assigned: 41 1 Status: Active

2 of 5

Petition Information

Re-Refer case to adoption unit? Petition Date: 03/15/2012 Petition Type: 9 Motion and Order

Is this a mandated termination petition? Yes No Do you wish to refer this case to Adoption? Yes No

Best interest of the child to proceed with

The 'Petition Date' should be the date that the youth signed the YAVFC Agreement.

The 'Petition Type' of '9 Motion and Order' MUST be selected to create a LS 56.

Foster Care Legal Information

Case Name : Spring Daisy Log # 2
 Case # X A Program: CFC
 Assigned: 41 1 Status: Active

3 of 5

Order Information

Hearing Date: 03/15/2012 Order Date: 03/15/2012 Order Type/Action: 28 Other

Hearing Outcomes: When creating the LS 56 the Hearing and Order Dates should be the date the youth signed the YAVFC Agreement.

Date Parental Right: The 'Order Type' of 'Other' MUST be selected to create LS 56 (additional types may be selected.) Parental Rights of Father Terminated:

'Hearing Outcomes' are not required for LS 56.

This case is now a LS 56.

FOSTER CARE Legal Information

Case Name : Spring Daisy Log # 1
 Case # X Program: CFC
 Assigned: 4 Status: Active

Legal Summary

Petition Summary		Hearing Summary			
Petition Date	Petition Type	Legal Status	Hearing Date	Order Type	Next Hearing
03/15/2012	9 Motion and Order	56	03/15/2012	28 Other	
09/07/2007	3 Supplemental				
06/25/2007	1 Initial				

Petition Summary		Hearing Summary			
Petition Date	Petition Type	Legal Status	Hearing Date	Order Type	Next Hearing
06/25/2007	1 Initial	56	03/15/2012	28 Other	
09/07/2007	3 Supplemental				

LEGAL

Since the legal status has changed, you will be taken to placement to review the fund source associated with the placement. This fund source may need to be changed because of the change in legal status.

OK

To change a LS 59 to LS 56 (representing a case that was established when a youth was re-entering care but had not yet signed the agreement, and now subsequently has signed the agreement)

1. When the case is LS 59 and the worker selects Legal from the FAJ Main Menu, they will be taken directly to screen 1 of 5 in Legal, not the main Legal screen. The worker must complete the required fields and select 'Next.'
2. On screen 2 of 5 the worker must enter the 'Petition Date' (the date the youth signed the agreement), select 'Petition Type' of '9- Motion and Order,' and select 'Next.'
3. On screen 3 of 5 the worker must enter the 'Hearing Date' and 'Order Date.' These dates are to be the date the youth signed the YAVFC Agreement.
4. Once the legal status is changed the user will be taken to Placement to enter the 'Funding Source'

Foster Care Legal Information		Case Name : C h	Log # - 2
1 of 5	Changing Legal Status from 59 to 56	Case # Y A	Program: CFC
	Assigned: 25	4	Status: Active
Court Information			
County of Referral	25 GENESEE		
Court Indicator Code	1 Circuit Court - Family Division		
Court of Jurisdiction	7th Circuit Court, Family Division 25		
TG/Primary Legal Status	56 Active Young Adult Voluntary Foster Care		
	Court Docket/File	59 to 56	
Was the child/youth in out of home care at the time of this court	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Is this the beginning of an out of home placement episode?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
<input type="button" value="Previous"/> <input type="button" value="Next"/>			

Foster Care Legal Information		Case Name : C	Log # - 2
2 of 5		Case # Y A	Program: CFC
	Assigned: 25	4	Status: Active
Petition Information			
<input type="checkbox"/> Re-Refer case to adoption unit	Petition Date	03/05/2012	
		Petition Type	9 Motion and Order
Is this a mandated termination petition?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Do you wish to refer this case to Adoption?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Best interest of the child to proceed with		<input type="radio"/> Yes <input checked="" type="radio"/> No	
<p>The Petition Date is the date that the youth signed the YAVFC agreement.</p> <p>Petition Type '9 Motion and Order' must be used when changing the legal status to 56.</p>			

Foster Care Legal Information		Case Name : C	Log # - 2
3 of 5		Case # Y A	Program: CFC
	Assigned: 25	4	Status: Active
Order Information			
Hearing Date	Order Date	Order Type/Action	
03/01/2012	03/01/2012	28 Other	
Hearing Outcomes	<p>The Hearing Date and Order Date should be the date that the youth signed the YAVFC Agreement.</p> <p>**Note- SWSS Payroll will not allow payment from SWSS past this Initial ORDER date on a case with a LS of 56.</p>		
Date Parental Rights Terminated	Rights of Father Terminated		

**FOSTER CARE
Legal Information**

Case Name : C Log # : 2
 Case # : Y A Program : CFC
 Assigned : 25 4 Status : Active

Legal Summary

Petition Summary		Legal Status		Hearing Summary	
Petition Date	Petition Type	Legal Status	Hearing Date	Order Type	Next Hearing
10/14/2010	1 Initial	56	03/01/2012	28 Other	

This case is now a LS 56.

YOUTH RE-ENTERING CARE FOR YAVFC

SWSS FAJ Log # Case #

Case Listing Find a client Add New

	Case Registration		Child Information		Member Information
	Legal		Funding Determination		Placement
	Payment		Education		Medicaid
	Medical Passport		Bridges Transaction		Case Closing
	Case Management Menu		Social Work Contacts		Case Summary
	Utility Menu		MARE Registration		CPS
	Case Reports		Management Reports		

Enter Log # and Click On Any Picture To Go To Corresponding Screen or Click 'Add New' to add a new case

Exit

Add New Client Name Search

Search Type

 Wildcard
 Soundex

Last Name Spring

First Name Daisy

Date of Birth / /

Case Number

Client ID

SSN --

Legal Status

- 48 OTI Neglect
- 49 OTI Adoption
- 50 Pre-Sentence Investigation-Delinquent
- 51 Non-Ward (not delinquent, voluntary)
- 55 Youth in Transition
- 56 Pre-Registration
- 59 Pending Young Adult Voluntary Foster Care
- 97 Adoption Subsidy Only

Add New Client Name Search

Search Type

 Wildcard
 Soundex

Last Name Spring

First Name Daisy

Date of Birth / /

Case Number

Client ID

SSN --

Legal Status 56

Individual Details

Recp ID: 2 DOB: 06/ Race: Ethnicity: F

Name: Spring, Daisy JF Address:

Alias: I Wkg. Info: Kent Childrens Staff (816) 2-

Kent Merged From: To: Pot From: To:

Eligibility Details

Number	Assist. Type	EDG Status	Part. Status	Begin Date	End Date

Individuals Found:

RecpID	Name-Age-Gender	DOB	SSN	Alias	Score	Conv. to Bridges
2	Spring, D	06/	31		100	Conversion.Com
2	Spring, M	06/			97	
9	Springs, I	01/	31		97	2. Once the youth is located, highlight the name and select 'Use Individual'.
5	Elmore, S	07/	3f		9c	
5	Adams, S	01/	3f		9c	

1. After entering the name and new legal status, select 'Search'. Then highlight the closed case and select 'Bridges Search'.

The user will be returned to the Soundex screen. The user should select to 'Pre-fill Registration' and select 'Continue to Add New.'

Foster Care Case Registration "Remember to Join / Establish Companion Group if appropriate"

Log Number: _____

Legal Status: 59 Pending Young Adult Voluntary Foster Care Case #: X

Assigned Worker: 41 1 Secondary Worker Registration Date: 04/02/2012

Last Name: SPRING First: DAISY Middle: _____ Accept Date: 04/02/2012

Street Address: 5 W _____
 Supplemental Address: A _____
 City: W State: MI

From 'Add New', 'Bridges Search' and 'Use Individual', the user has the option to 'Pre-fill Registration' then 'Continue to Add New', which would complete the majority of the data on this Registration Screen. The Registration Date and Acceptance Date need to be changed and the legal status and remaining information should be verified. Then select 'Continue' to complete the registration of this case.

Phone: () - () - DOB: 01 Date of Birth Est? Yes No

Sex: Male Female Customer Id: 002 SSN: 3

Races: 4 Asian 1 White Migrant Status: Yes No

Hispanic or Latino Ethnicity: Yes No

Join Group | Establish Group | Link Case | Cancel | Continue

Only Child Information and Placement are required to be updated to Activate (in Bridges Transaction module) a LS 59 case.

SERVICE PLANS:

For youth extending care, if Service Plans are up to date the worker can select the most recent, completed Service Plan and 'Add New' which will pre-fill the Report Period Begin and End date for the PWSP in the same manner as done for other legal statuses (screen shot below).

Service Plans Case Name: H Log#: 1
 Case #: V C Program: CFC
 Assigned: 82 3 Status: Active-As

2 of 3

Select Children to be included in Service Plan

Report Date: 04/16/2012

Report Period Begin: 09/01/2011 Report Period End: 11/30/2011

List Available Adults for Service Plan | Change Service Plan Start Date | Reason | Service Plan to be Generated: ISP USP PWSP

FOR THE FIRST SERVICE PLAN WHILE LS 56 for youth re-entering or those with an incomplete history of Service Plans, the worker can select to 'Change Service Plan Begin Date' to enter the proper begin date of the period representing the LS 56. SUBSEQUENT Service Plan Report Periods will pre-fill based upon the last completed Service Plan.

Service Plans		Case Name : H	Log# : 1
		Case # : V C	Program : CFC
		Assigned : 82 3	Status : Active-As

2 of 3

Select Children to be Included in Service Plan

Report Date: 04/16/2012

Report Period Begin: // Report Period End: //

Change Service Plan Start Date

Reason: YAVFC Extension

Service Plan to be Generated: ISP USP PWSP

Service Plan Report Periods are determined in a variety of ways.

If the youth is extending care and there are Service Plans already completed in the Service Plan module, then the dates will pre-fill based on the most recent, completed Service Plan.

For the FIRST Service Plan for a Legal-Status 56 case, if the date pre-fills incorrectly due to re-entry or incomplete history of Service Plans, the user should select to 'Change Service Plan Start Date' and select 'YAVFC Extension [to 21]'. The begin date for the first Service Plan for the LS 56 should represent when the youth signed the YAVFC agreement.