

**Youth in Transition from the Department****28-1-2****Policy**

The Department of Children and Families (DCF) develops a youth-guided transition plan for each youth in DCF care at age 16 through DCF's omega assessment process at the Administrative Case Review (ACR).

A life skills assessment shall be reviewed at age 16. A transition plan is reviewed at the first ACR after the youth's 16th birthday.

**Youth  
Advisory  
Boards  
(YAB)**

DCF shall have a youth advisory board (YAB) in each region comprised of youth in out-of-home care. DCF shall also maintain a statewide YAB.

The regional YAB shall meet at a minimum of once a month. DCF's statewide YAB shall meet at minimum on a quarterly basis or as requested.

**Legal reference:** C.G.S. section 17a-10c

**Extended  
Support**

Requests for extended support must be submitted using the DCF-2098. The decision regarding the application for extended support of services shall be made by the Commissioner of DCF. (refer to Extended Support Guidance issued)

The decision of the Commissioner will be communicated to the region and area office from which the application originated.

**Transition  
Plan**

A youth led case plan (Passport) developed by the youth with assistance from the Transition Services Social Worker (TSS) shall be reviewed in the ACR. This document will guide monthly interactions with the youth and shared-decision making will remain an important component of individual planning.

Youth shall be encouraged to attend this planning meeting in-person, if possible. If in-person participation is not possible, virtual participation through electronic means is acceptable.

**Legal reference:** 42 U.S.C. section 675(1)(D)

**Cross-reference:** DCF Policy 20-1, Case Planning Overview and V.I.T.A.L. Practice Guide, Transition Planning

*Continued on next page*

## Youth in Transition from the Department

**28-1-2****Health Care Proxy**

In addition to the transition plan, all transition-aged youth committed as abused, neglected or uncared for shall be given the option to execute a DCF-3013, an "Appointment of Health Care Representative" and a DCF-3014, "Living Will" and the youth shall be informed of their related legal rights.

The youth and the youth's attorney shall be provided with the health care proxy documents prior to the ACR by the TSS.

**Legal reference:** C.G.S. section 19a-577 and C.G.S. section 19a-575

**Youth 18 and Older Launching from DCF Care**

For youth aged 18 and older who are launching from DCF care, the youth launch inventory will be reviewed.

During the 90-day period prior to the date on which the youth will leave care, DCF shall hold an ACR for the purpose of reviewing the youth launch inventory and ensuring the youth has a concrete plan.

The ACR shall be held at a place and time that meet the youth's needs. When suitable technology is available, the youth does not need to attend this meeting in person and can participate virtually.

**Information to be Provided to Youth Launching from Care**

The TSS shall consult with the office of fiscal services and shall document any trust account funds owed to the youth. If there are trust funds, the TSS shall assist the youth in obtaining proper financial management services and arrange for the funds to be disbursed at the time of the youth's transition.

Upon launch from care, each youth who is over 18 years of age, and has resided in foster care for at least six months, shall be provided proof of placement in foster care. The TSS shall complete the DCF-782, "Proof of Foster Care" and provide to the youth. A copy shall be kept in the uniform case record.

*Continued on next page*

**Youth in Transition from the Department****28-1-2****Information to be Provided to Youth Launching from Care, continued**

Upon transition from care, each youth who is over 18 years of age, and the legal guardian of a youth who is under 18 years of age, shall be given a copy of the youth's:

- educational records
- medical records, including medical history of biological family members, to the extent known and obtained from DCF records and as permitted by law
- original birth certificate and an extra copy
- original Social Security card and an extra copy
- information on any social security benefits for which the youth is eligible
- passport
- immigration and citizenship papers.

The TSS shall consult with the area office legal staff before turning over confidential records.

**Youth Discharged from Care While Their Whereabout is Unknown**

If the youth's whereabouts are unknown, the TSS shall send a DCF-800, "Notice of Proposed Denial, Suspension, Reduction or Discontinuance of Department of Children and Families Benefits," to:

- the youth at his or her last known address
- the youth's most recent caregiver
- the youth's attorney and guardian ad litem
- any person, including a provider, who may have knowledge of the whereabouts of the youth.

If the youth choose to appeal DCF's decision to discontinue benefits, the youth may request a Fair Hearing pursuant to the instructions on the DCF-800. If the youth is over the age of twenty-one, they are not eligible for a hearing as continuation in the program is at the sole discretion of the Commissioner and within available funds.

*Continued on next page*

**Youth in Transition from the Department****28-1-2****Youth's  
Decision to  
Decline  
Services**

Rigorous engagement strategies should be used to ensure that all youth have a planned and thorough launch from DCF care. A suggested process to follow for youth who wish to decline services is the Summit Process. This process is outlined in the V.I.T.A.L Practice Guide.

**Cross Reference:** V.I.T.A.L. Practice Guide, Transition Planning and Declining Services

**Rigorous  
Engagement  
for Youth  
Under Age  
18**

The TSS shall conscientiously pursue efforts to engage a committed youth who is:

- on runaway status
- experiencing a placement disruption
- presenting with signs and symptoms of adverse childhood experiences or child traumatic stress including Post Traumatic Stress Disorder (PTSD)
- disengaged from services
- in an alternative placement not approved by DCF.

Best efforts shall be employed to persuade the youth to remain in care. If those efforts are exhausted and the area office management approve, a legal consult shall be held. The TSS shall file a motion to revoke commitment with the superior court for juvenile matters if the youth is committed to DCF as abused, neglected or uncared for and is under 18 years of age. The TSS shall nevertheless continue to engage the youth regarding services even after the motion to revoke commitment has been filed. The Office of Community Relations is available for support in these circumstances.

**Cross Reference:** V.I.T.A.L Practice Guide, Self-Advocacy: Access to Youth Ambassadors and Youth Advisory Boards, Missing from Care Policy 21-15

**Re-entry to  
the  
Adolescent  
Services  
Program**

DCF may offer a youth who was committed as of the youth's 18th birthday and subsequently left DCF care the opportunity to re-enter the services post majority program at DCF.

*Continued on next page*

## Youth in Transition from the Department

**28-1-2****Re-entry to the Adolescent Services Program, continued**

A youth may apply for re-entry if the youth:

- was committed as abused, neglected or uncared for at the time of their 18th birthday
- left DCF care after age 18, but before age 21
- is not married
- is not on active duty with any of the armed forces.

**Adolescent Services Program Components**

Adolescents who are approved for re-entry may be eligible to participate in appropriate services as determined by the young adult and DCF. Upon re-entry, the social worker must file in Superior Court.

These services include, but are not limited to:

- referrals to community services
- referrals to obtain medical, dental, behavioral health, substance use, cognitive, educational, and vocational evaluation and treatment
- referrals for trauma assessment or treatment
- assistance with coordination of services
- case management services
- assistance with obtaining medical benefits
- assistance with obtaining necessary documents
- financial assistance for secondary or post-secondary educational and vocational programming
- assistance with transitioning to community providers.

All services shall be offered in a way that is trauma sensitive and racially equitable.