

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

August 9, 1988



ALL-COUNTY LETTER NO. 88-99

TO: ALL COUNTY WELFARE DEPARTMENTS
ALL COUNTY COUNSELS
ALL COUNTY PROBATION DEPARTMENTS

SUBJECT: GUIDELINES FOR THE INDEPENDENT LIVING SKILLS PROGRAM

Enclosed are the final Guidelines for the Independent Living Skills Program (ILSP). These Guidelines were designed to achieve program consistency statewide and to assist Counties in maximizing use of ILSP funds.

The Department appreciates both the assistance rendered by representatives of County welfare departments in reviewing drafts of this document during the developmental stages and the patience exhibited by County welfare departments in operating under "Draft Guidelines" until this final document could be realized.

If you have questions regarding the Independent Living Program time study and fiscal claiming instructions, please contact the Fiscal Policy and Procedures Bureau at (916) 445-7046. Questions regarding Independent Living Program implementation issues may be directed to Ms. Beverly Gronlund of the Family and Children's Services Policy Bureau at (916) 323-6514.

A handwritten signature in black ink, appearing to read "Loren D. Suter".

LOREN D. SUTER
Deputy Director
Adult and Family Services

Enclosure

cc: CWDA
Susie Kaylor - Community Colleges Foundation

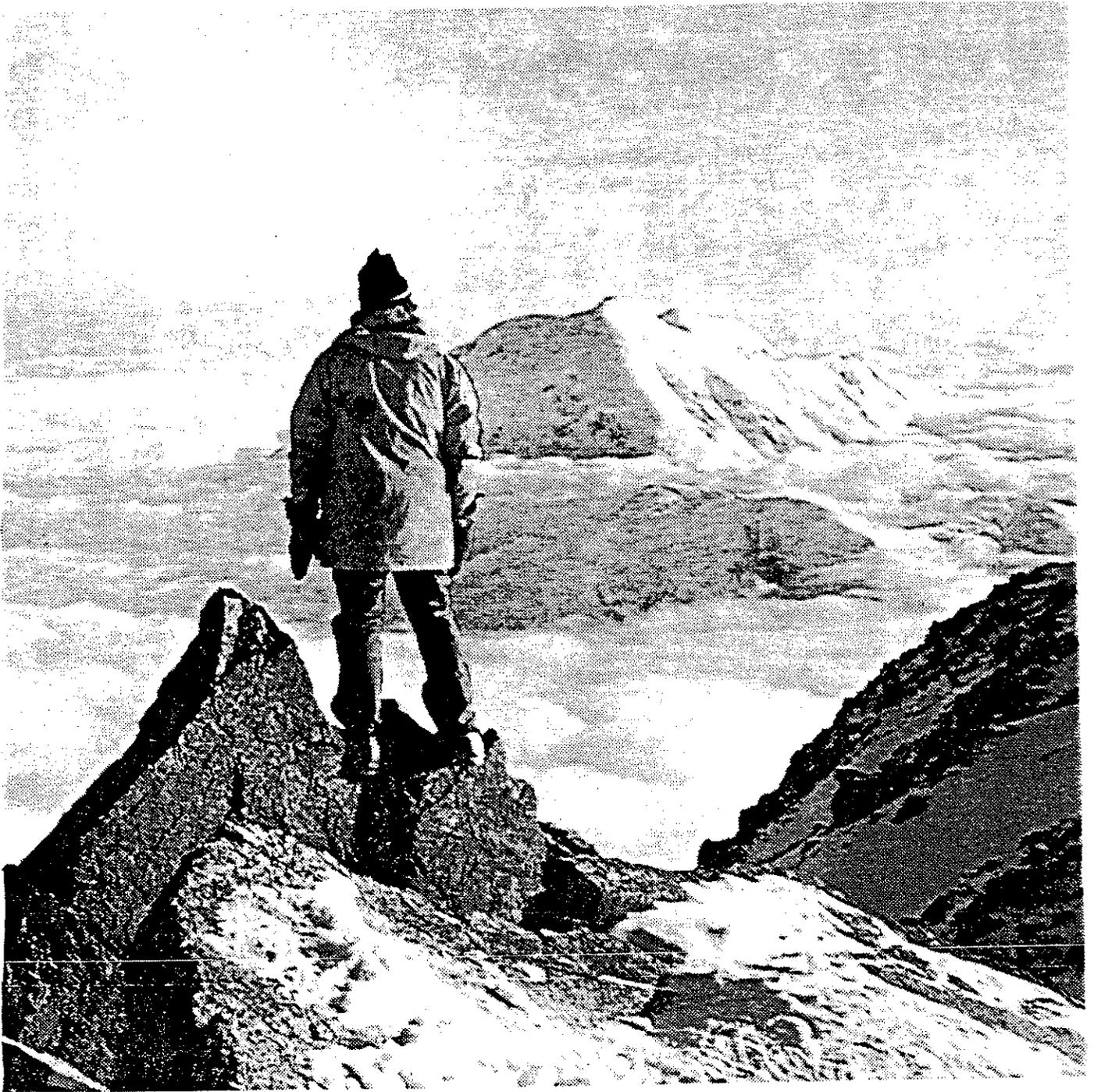
INDEPENDENT

LIVING

SKILLS

PROGRAM

GUIDELINES



California State Department of Social Services
Sacramento, 1988

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PREFACE

These guidelines are intended to provide Counties operating Independent Living Skills Programs (ILSP) with basic information on eligibility, program requirements, program limitations, and fiscal reporting. They incorporate information provided in the September 29, 1987 All-County Information Notice No. I-85-87, the October 29, 1987 letter to County Welfare Directors regarding fiscal reporting, the December 21, 1987 All-County Letter No. 87-161, and All-County Letter No. 88-45.

Suggestions from State staff, Federal regional staff, children's advocates, foster care providers, County welfare departments throughout the State and the California Community Colleges have been incorporated into this document.

LOREN D. SUTER
Deputy Director
Adult and Family Services

ALBERT A. COLON
Chief
Family and Children's
Services Branch

BACKGROUND

Legal Authority:

The Consolidated Omnibus Budget Reconciliation Act of 1985 (Public Law 99-272) added provisions to Title IV-E of the Social Security Act (Section 477) which authorized funds to States for service programs and activities to assist eligible children (aged 16 and over) in Title IV-E funded foster care to make the transition from foster care to independent living. The State Department of Social Services (SDSS) applied for California's share of the \$45,000,000 Federal grant to States and received a grant of \$8,023,999 for Federal Fiscal Year 1987-88. SDSS also applied for and received approval to continue provision of independent living skills training and services, at the same funding level, for Federal Fiscal Year 1988-89.

GOAL OF ILSP

To provide independent living training, services and programs on a statewide basis for eligible Title IV-E foster youth aged 16 years and older in order for these youth to achieve self sufficiency prior to leaving the foster care support system.

ELIGIBILITY FOR INDEPENDENT LIVING SKILLS PROGRAM SERVICES

Federal IV-E:

Age: Youth must be identified according to eligibility for Federal Title IV-E funding and must meet the eligibility requirements of that funding source. Independent Living Skills Program services provided through Public Law 99-272, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), are available only to adolescents aged 16 to 19 who are Federal IV-E eligible for claiming purposes.

Youth are no longer eligible for ILSP services funded by the Title IV-E program when they are no longer Title IV-E Federally eligible, i.e., returned home, matured out of the foster care program, etc.

Service Area:

ILSP services are available to Federally-eligible probation youth (WIC 601's, 602's) as well as Child Welfare Services youth (WIC 300) placed in foster care in another County. Counties are urged to work out local agreements for service to probation youth as well as to youth in out-of-County placements.

Allotments of ILSP funds were disbursed according to the number of Federally-eligible Title IV-E foster youth in California and the respective numbers of eligible youth in each County. Totals included probation youth (WIC 601's, 602's) as well as dependent youth (WIC 300).

Priorities for Enrollment:

The State mandates no priority for enrollment. ILSP services must be made available to all eligible youth; however youth are not required to participate in ILSP services.

DESCRIPTION OF ILSP SERVICES

Planning the Program:

The basis of any successful program is adequate planning. Program planning begins with the assessment of the needs of the youth in relation to specific program goals. Long-range plans should be made in each program area. Short-term objectives leading toward the program goals should be continually modified to match the youth's progress. Evaluation is needed to assess the success of the program for that youth.

ILSP services include Mandated Services/Training as well as Optional Services/Training.

MPP 30-442.5 states: "For children 16 years of age or older, the social worker shall also provide assistance in achieving self-maintenance by planning for living arrangements, further education, vocational training, or employment."

MANDATED SERVICES include:

1. Education and Training:

- Provision of training on occupational and college preparatory high school classes
- Educational and vocational alternatives
- Information about financial aid and scholarships
- Tutoring services
- Laws related to educational requirements for minors.

Examples of this training component include:

- Coordination with Foster Youth Services or other high school educational support groups
- Consultation with high school educational and vocational counselors
- Referrals to community or State college financial aid offices for assistance in preparation for extended educational or vocational training
- Referrals to testing and assessment services.

2. Resources Listing/Training should minimally include:

- How to acquire social security cards/number
- Medical history information
- Listing of foster care placements
- References
- Birth certificate or other proof of birth
- A comprehensive listing of community resources geared to the needs of young people.

Additional information may include:

- Recreational activities
- Peer support groups
- Transportation services
- Emergency services
- Local and national hotlines
- Similar resources the youth may need to establish and maintain independence.

OPTIONAL SERVICES:

1. Job/Career Development Information:

- Developing job/career interests and values
- Securing work permits and social security cards
- Applying for and keeping a job
- California Labor Laws
- Referrals to youth employment services
- Referrals to Employment Development Department services
- Referrals to and/or coordination with school placement services which teach:
 - job finding skills
 - how to complete an application for employment
 - how to complete a resume
 - interviewing skills
 - employer expectations.

Youth will need to understand the difference between a job and a career, and the necessity to assess their interests, values and needs related to employment.

2. Finances/Budgeting:

- Understanding/utilizing wages
- Understanding/utilizing a checkbook
- Organizing a budget
- Banking
- Shopping
- California laws related to consumer rights.

Examples of training in this component include:

- Understanding mandatory tax and other payroll deductions
- Tax withholding and refunds
- Sample budgets
- Opening, closing and using a checking and savings account
- Establishing and using credit accounts.

3. Living Independently includes information on:

- Housing
- Utilities
- Home management
- Emancipation
- California laws related to tenant rights and landlord rights.

Training in this component should assist the youth in preparing for independence by teaching how to:

- Look for housing
- Manage a home
- Attain information on security deposits and utilities
- Handle rights and responsibilities
- Realistically assess expectations of foster or birth parents in the provision of emotional or financial support.

4. Health/Counseling information on:

- Nutrition
- Role changes
- Communication skills
- Drug/alcohol, child abuse
- Family planning
- Confidentiality.

Training in this component should address:

- High cost of medical services and low cost alternatives
- Preventive measures to preserve physical and mental health
- Low cost nutritional foods
- Community clinics which provide mental health and family planning services as well as peer group and counseling services.

Coordination of Efforts:

The ILSP for youth is a part of the total effort of the community. As such, it is important for staff to be aware of how their program relates to the community. Good communication should be established by staff with the schools which will be providing General Education Development and vocational training, Job Corps, job training provided under the Job Training and Partnership Act and other public and private groups which may provide jobs as well as other community organizations which regularly offer services to youth. Some of these activities might be cross-visited by the youth and staff and orientation sessions may be provided for youth and staff.

Equally important is the need to promote a better understanding throughout the community of the goals, objectives, and activities of the ILSP. Such information should be readily available to community members. In turn, each youth must be made aware of the age-appropriate community resources that are available.

Nondiscrimination Requirements:

All eligible Title IV-E youth shall have access to the Independent Living Skills program.

Any incentives developed shall be made equally available to all Title IV-E participants in the Independent Living Skills program.

APPLICATION, FISCAL, AND REPORTING PROCEDURES

This section addresses various administrative responsibilities as well as fiscal matters relating to the application process, requests for funds, allocation methodology, records, reporting requirements, allowable/nonallowable costs, claiming instructions, and expenditure limits for the ILSP.

Application Process and Requests for Funds:

Letters of Intent/Assurances:

Agencies which plan to participate in the Independent Living Skills Program by the provision of direct or contracted services shall submit a letter of intent to the Department of Social Services, Adult and Family Services Division so that it is received by the date stipulated in the All-County Information Notice announcing the availability of funds.

In Federal Fiscal Year 1987, All-County Information Notice No. I-85-87 required the letter of intent to address: 1) the services to be provided as stipulated; 2) the projected number of Federally eligible foster care adolescents to be served; 3) assurances of willingness to comply with both State and Federal reporting requirements, and a commitment to abide by the assurances listed.

In succeeding years, the letter of intent shall include: 1) a completed program plan which addresses all mandated services and those optional services to be provided by the County; 2) the projected number of Federally eligible foster care adolescents to be served; 3) assurances of willingness to comply with both State and Federal reporting requirements, and a commitment to abide by the required assurances.

Program Plan:

County program plans submitted with the letters of intent must address the delivery of mandated services. The optional services listing contains key program elements and to the extent that local need for the service exists, each program element to be provided should be addressed in the program plan as direct services, contracted services, or referral to existing community resources. Program plan requirements are provided in Appendix A.

Requests for ILSP Funds:

Inquiries from agencies regarding the availability of State ILSP funds should be sent to:

Department of Social Services
Family and Children's Services Policy Bureau
744 P Street, MS 9-103
Sacramento, California 95814

Allocation Methodology:

Funding for ILSP is subject to the availability of Federal funding and in Federal Fiscal Year 1987-88 was allocated based on each County's proportionate share of eligible youth as identified by Counties for the Foster Care Information System (FCIS). The count included probation youth (WIC 601's, 602's) as well as Child Welfare Services youth (WIC 300).

In Federal Fiscal Year 1987-88:

- \$940,000 was set aside to fund an interagency agreement with the California Community Colleges Foundation for foster parent and group home staff independent living skills training.

- \$7,033,999 was subvned to Counties based on the Foster Care Information System, (FCIS) reported caseload data for the twelve month period ending September 30, 1986.

- \$25,000 was set aside to fund an interagency agreement with the University of California, Davis Extension for program planning for County welfare directors and managers.

- \$25,000 was held by SOS to defray State support costs.

In Federal Fiscal Year 1988-89:

- Monies will be subvned to Counties.

- Allocation methodology will be developed.

County Case File Records:

It is important that accurate records be maintained at the local level. These are useful for:

- Providing auditable records for State and Federal auditors.

- Providing information to the Legislature and the State Department of Social Services as a basis for further planning to meet the needs of foster youth.
- Providing information to the community regarding the benefits of the program.

The agency should retain in its files, as a primary source document for audit purposes, one copy of the SOC 385 Individual Client Characteristic data form for each youth receiving services during the program year. If a social worker or hired professional conducts monthly ILSP training sessions with the youth, the monthly contact is considered sufficient to meet the monthly face-to-face contact required in SDSS' Manual of Policy and Procedures Sections 30-342.31 and 30.442.31. Be sure to document the contact completely in the youth's services case record.

Program Reporting Requirements:

Federal Title IV-E ILSP grant program instructions specify very detailed evaluation information reporting criteria. Individual client information is to be kept for each youth participating in the ILSP which includes client characteristics, demographics, service description and outcome information. The Individual Client Characteristic Data form (SOC 385) to be used by Counties is provided as Appendix C.

Program reports are due to SDSS as specified. In order to capture a more complete picture of County services, a report may request both narrative and demographic data.

Confidentiality:

Confidentiality is to be maintained. In response to a community college request for a complete listing of Federally eligible foster care children, the County should request the community college to submit a listing of those who participated in the ILSP training and the County will determine the number of Federally eligible children for claiming purposes.

Reimbursement:

- Reimbursement for ILSP is based upon allowable reimbursable expenditures.
- There will be no advancement of funds for start-up costs. Reimbursement for ILSP costs will be claimed through the quarterly administrative expense claim.

- Counties which estimate costs which may exceed actual costs or the maximum allocation amount may notify SDSS of the need for additional funding. A reevaluation of County estimated expenditures will be considered, as appropriate, so that any unused funds may be redistributed. This action is contemplated to assure that maximum utilization of ILSP funds is achieved prior to the September 30th deadline as funds not expended by that date revert to the Federal Government.
- Reimbursement for Incentive Payments to youth is allowable.

Allowable Costs:

Child Care Costs:

Child care costs incurred by foster care parents and group home providers as a result of participation in ILSP training sessions devised for foster care parents and group home providers are allowable. Counties are encouraged to provide for group child care at the site of ILSP training sessions. As an alternative, child care services may be provided as specified under GAIN regulations, EAS Manual 42-750 et seq.

College Fees/Tuition:

Tuition payments are allowable when the youth is concurrently enrolled in high school and college. Case files must properly document this Training Goal.

Employer Payments:

Payments made to an employer/trainer for on-the-job training are not considered stipends and are reimbursable costs.

Equipment:

Reimbursement for the purchase of equipment is allowable if the equipment is reasonable and necessary for the operation of the ILSP.

Incentive Payments:

"Incentive Payments" are defined as "reasonable" rewards for youth to motivate the youth to participate in and to successfully complete Independent Living Skills training.

"Reasonable" is a common sense approach taking into consideration the costs within a particular County. Reasonable would not include such items as VCRs, TVs, etc.

A total of \$50 per month per youth is allowable for all incentive payments to a youth. Rewards developed may be in the form of cash payments for class attendance, accurate and completed homework assignments, successful ILSP training completion, lunches, pots/pans to help youth in later establishing a household, etc. No comprehensive list can be developed. As stated in the Nondiscrimination section, any rewards developed must be made available at an equitable rate to all Title IV-E youth participating in the ILSP training. For example, if one youth is offered \$1.00 to attend class, the same rate of \$1.00 is offered to all participating Title IV-E youth to attend class. It would be inappropriate to offer one adolescent \$1.00 and to offer another adolescent \$2.00.

No incentive payments are to be made to foster care parents or to group home providers.

Counties using incentive payments as part of the ILSP are to develop a printed incentive payment policy for the program and provide a copy of the printed policy to SDSS as requested.

Miscellaneous:

Costs for uniforms, transportation, tools, equipment, books are allowable when training- or work-related.

Union dues and/or occupational licenses may be paid on an initial, one time basis where union membership and/or occupational licensure are prerequisites to employment.

Personal Services Contracts:

Personal services contracts are also appropriate with a youth for activities such as peer counselling or training.

Scholarships/Trust Funds:

Scholarships for youth who intend to continue their education are allowable as an award for successfully completing a high school or equivalent program. Case files must be properly documented to reflect college attendance as a training goal.

The amount of a scholarship/trust fund must be reasonable and should be consistent with scholarships or trust funds that are established by local community groups such as the Kiwanis Club, Lion's Club, etc. A scholarship is to be paid to the institution in the name of the youth for whom tuition, books, supplies, etc. are being paid.

Travel/Per Diem:

Travel and per diem are allowable costs for foster parents and group home staff who attend ILSP training. The rates for travel and per diem, including flat rate payments, are those in accordance with current County policy. Transportation to training provided by the local community college in off-campus locations is allowable.

Tutoring:

Tutoring services for a youth which are not required to be provided through a school district are allowable.

Vouchers:

The purchase of vouchers is allowable; however, any services purchased with vouchers must be provided by the end of the Federal Fiscal Year, September 30th. There is no carry-over of either funds or services into the next Federal Fiscal Year.

Workshops:

Costs for workshops which help the youth to develop the self-esteem/motivation necessary for participation in a job interview, higher education, etc. are allowable.

Nonallowable Costs:

Housing/Food:

Housing and food are not allowable ILSP costs by Federal mandate.

Mental Health Counseling:

Costs to provide counseling services to youth who are too emotionally upset to participate in ILSP training or employment are not allowable. CWS funds are available for counseling, or, if necessary, the youth may be referred for mental health services. Independent Living Skills Program funds may not be used for this type of service.

Repairs:

Repairs to personal automobiles and bicycles are not allowable. If public transportation is not feasible or available, mileage may be paid at the rate established by current County policy. The mileage rate includes costs for vehicle maintenance, insurance, etc.

Stipends:

Federal mandate does not allow stipends. "Stipends" are defined as an allowance made to a youth or wages, salaries, benefits paid to a youth for services rendered.

Time Study and Claiming Instructions for the Independent Living Skills Program (ILSP):

The effective date of the ILSP for time study purposes is November 9, 1987. This is the date that Federal monies were officially accepted into the State budget.

Case Management Activities for Federally Eligible Children:

A maximum of 20% of the total ILSP allocation to an agency may be spent by County welfare department (CWD) social services workers performing for Federally eligible children ILSP case management activities, such as assessing the need for ILSP services, developing the ILSP services plan and referring the child to services providers. Time spent performing these activities for Federally eligible children is to be identified on the Social Services Worker Time Study (DFA 46), line EE-ILSP-Administration. The salaries, benefits and allocable support costs associated with these hours are to be reported as an "ILSP-Administration" cost throughout the administrative expense claim.

Counties may use more than 20 percent of their total allocation for ILSP case management activities only with prior written approval of the State.

CWD Provision of Services Activities for Federally Eligible Children:

Time spent by CWD social services staff providing to Federally eligible children direct ILSP services, such as independence counseling, is to be identified on the DFA 46, line FF-ILSP-Services. The salaries, benefits, and allocable support costs associated with these hours, as well as ILSP service-related costs reported on the Direct Cost Detail Schedule (DFA 325.1B) are to be reported throughout the administrative expense claim on a line entitled "ILSP-Services."

Case Management Activities and CWD Provision of Services Activities for Nonfederally Eligible Children:

Time spent by social services staff and first-line supervisors on ILSP administration or services activities on behalf of Nonfederal foster care children must continue to be recorded to either the Family Reunification-Nonfederal or Permanent Placement Program-Nonfederal, as appropriate, on the Social Services Worker Time Study (DFA 46, lines J or K, respectively).

Direct Costs:

Costs such as ILSP contracted services, incentive payments, or work- or training- related expenses are to be reported on the DFA 325.1B as "ILSP-Services". Indicate the type of cost and, if a contractor, the name of the contractor and the contract number.

Counties which have received written approval for spending in excess of 20 percent of the total allocation for ILSP case management activities may charge the excess to either Permanent Placement or Family Reunification, as appropriate.

Administrative Activities:

For the 40 largest Counties, effective with the July-September 1988 quarter, the time reporting methodology and claiming of clerical and administrative support staff salaries and benefits must be in accordance with each County's approved Annual Time Reporting Plan.

When no ILSP-related social services staff time study hours for either administration or services will be claimed for any time during the project, time spent by administrative staff performing ILSP activities, such as contract negotiation or development of videotape presentations, may be charged to the ILSP program. For any of the 58 Counties which plan to use this claiming option, a request must be submitted to the Fiscal Policy and Procedures Bureau for specific claiming instructions.

Training:

Costs for training which meet the standards in Division 14, Chapter 14-214 of the Staff Development and Training Manual shall be claimed to ILSP-Administration in the Staff Development cost pool. Other costs for training are claimed in their appropriate cost pools.

Expenditure Limits:

Approval for exceptions shall be secured in writing before the expenditure is made. The following limits are established:

- Case Management Cap:
Up to 20% of the total ILSP allocation to the agency.
- Incentive payments:
A maximum of \$50 per month per youth.

Competitive Bidding:

The competitive bidding process is required. An exception to this process was made in Federal Fiscal Year 1987-88 due to the late receipt of Federal funds. Under Manual of Policies and Procedures Section 23-650.11, SDSS allowed the Counties to use noncompetitive negotiation to secure private agency contracts for this program.

Counties are encouraged to consider maximizing use of contracts and interagency agreements with other government entities and existing non-contractual fee for service arrangements as alternative means of expeditiously implementing ILSP services.

Agency Responsibilities:

1. Agencies shall make available all mandated training/services to the Federally eligible youth claimed by a County and reported as Title IV-E eligible. These mandated services are to be made available to probation youth as well as to those youth placed out-of-County. Counties are encouraged to work out local agreements for service to probation youth as well as those youth in placements out-of-County.
2. Agencies shall abide by established County policy for travel and per diem expenses.
3. County administration is expected to provide for supervision of County contracted training programs with adequate personnel and related staff services to facilitate attainment of the program objectives.
4. Each applicant agency must maintain an auditable accounting system which provides information about income and expenditures. Accounting records must provide for the separation of funds when more than one source of funds is used.
5. When accounting services require additional personnel, costs will be allowed to the extent they are incurred specifically for the ILSP.

State Contacts

Questions regarding the Independent Living Program time study and fiscal claiming instructions should be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046.

Questions regarding Independent Living Program implementation issues should be directed to the Family and Children's Services Policy Bureau at (916) 322-6333.

APPENDICES

INDEPENDENT LIVING SKILLS PROGRAM PLAN

The Independent Living Skills Program Plan must address the following to include all Mandated Services and the Optional Services which the County has chosen to provide:

- P1) Describe your basic skills program. Indicate whether an activity/service is new or modified, the current status of implementation, and who provides the service.
- P2) Describe how any new Title IV-E ILSP program activity will be incorporated into or coordinated with existing services.
- P3) Describe whether training and/or direct services for youth will be provided in coordination with another community agency. If so, describe coordinating activities.
- P4) Describe special training for agency staff in the ILSP.
- P5) Describe youth involvement in case planning, reviews, teen conferences, independent living arrangements, etc.
- P6) Describe resource needs assessment activity. If the assessment is provided by another agency, is the agency public or private?
- P7) Describe those services provided totally by other agencies. Indicate the kind of agreement and with whom agreements are made.
- P8) Describe activities of volunteers.
- P9) Describe terms of personal services contracts with youth. How extensively will such contracts be used?
- P10) Describe the types of documents to be provided to youth at discharge (life books, information books, community resource books, health records, etc.).
- P11) If applicable, describe activities of your local Advisory Council. What types of members serve on this Council?
- P12) Describe the County's policy regarding incentive payments for the ILSP.

The following information is NOT REQUIRED as part of the program plan but would be helpful to SDSS as indicated:

NRa) Please provide additional information which may be useful in developing a State/national data base for decision-making activities such as recommendations to Congress for future ILSP funding/services.

NRb) Please provide additional information which may be useful in developing a State/national program model.

NRc) If possible, indicate number of youth which might have been served, by age group, if youth other than Title IV-E were funded by ILSP.

NRd) Please add information/comments which you believe would be helpful.

ASSURANCES

The following assurances have been provided to DHHS with regard to the operation of the Title IV-E Independent Living Initiative program in California:

1. The program will be operated in an effective and efficient manner as specified in the Social Security Act, Section 477(c);
2. Funds shall be used only for the specific purposes described in Section 477(f)(1) of the Social Security Act;
3. Payments made and services provided shall not be considered income or resources in the determination of eligibility for aid under Title IV-A or Title IV-E or for determining the level of such aid per Section 477(h) of the Social Security Act;
4. The State Title IV-E Plan has been amended to include a requirement that each child in foster care aged 16 or over, where appropriate, be provided a case plan describing those programs and services which will help the child prepare for the transition from foster care to independent living as provided in amendments to Section 475(1) of the Social Security Act;
5. Payments to California shall be utilized for conducting activities and providing services required to carry out programs directly or under contracts with local government entities or private nonprofit organizations as specified in Section 477(b) of the Social Security Act;
6. Federal grant funds will supplement and not replace any other funds which may be available for the same general purpose as stated in Section 477(e)(3) of the Social Security Act;
7. The Federal grant will be used in accordance with the requirements applicable to other departmental grants to State and local agencies, including the regulations at 45 CFR Part 74 and OMB Circulars A-87 and A-102.

INDEPENDENT LIVING SKILLS PROGRAM**INDIVIDUAL CLIENT CHARACTERISTIC DATA****D1) CLIENT PROFILE:**

IV-E ELIGIBLE:		ACCEPTED ILSP SERVICES (DATE)	DECLINED ILSP SERVICES (DATE)
<input type="checkbox"/> Yes <input type="checkbox"/> No			
PARENTAL STATUS:	<input type="checkbox"/> Expectant Father	SPECIAL NEEDS:	TRAINING GOAL:
<input type="checkbox"/> Childless	<input type="checkbox"/> Expectant Mother	<input type="checkbox"/> Educational	<input type="checkbox"/> Voc Ed
<input type="checkbox"/> Parent _____ Children		<input type="checkbox"/> Mental	<input type="checkbox"/> College
		<input type="checkbox"/> Medical	<input type="checkbox"/> Adult Ed
		<input type="checkbox"/> Physical	<input type="checkbox"/> HS Diploma
			<input type="checkbox"/> GED

D2) ILSP DIRECT SERVICES TO BE PROVIDED (as appropriate):

Access to Community Resources	Interpersonal/Social Skills
Consumer Skills	Money Management
Health Care	Parenting
Home Management	Time Management
Housing Options/Location	Transportation

OTHER (SPECIFY)

COUNSELING:	TUTORING (TUTORING SERVICES FOR A YOUTH WHICH ARE NOT REQUIRED TO BE PROVIDED THROUGH A SCHOOL DISTRICT):
<input type="checkbox"/> Group <input type="checkbox"/> Individual	<input type="checkbox"/> Group <input type="checkbox"/> Individual <input type="checkbox"/> Personal Computer Tutorial Package

EXIT PACKET CONTENTS: (OPTIONAL)	<input type="checkbox"/> Birth Records	<input type="checkbox"/> Community Resource Listing	<input type="checkbox"/> Educational Certification	<input type="checkbox"/> Health Records
	<input type="checkbox"/> Placement Records	<input type="checkbox"/> Social Security Care	<input type="checkbox"/> Work Registration	<input type="checkbox"/> Other

D3) CLIENT OUTCOMES/TERMINATION:

AWARDED HIGH SCHOOL DIPLOMA (DATE)	AWARDED GED (DATE)	SUCCESSFULLY COMPLETED VOC ED (DATE)	SUCCESSFULLY COMPLETED ADULT ED (DATE)
ENROLLED IN COLLEGE (DATE)	CONTINUED HIGH SCHOOL/GED/VOC ED ENROLLMENT (DATE)	ENROLLED IN ADVANCED SKILLS TRAINING (DATE)	
EMPLOYED	ENTERED MILITARY (DATE)		
<input type="checkbox"/> FT <input type="checkbox"/> PT	<input type="checkbox"/> Actively Seeking	<input type="checkbox"/> Entered Job Corps	
UNEMPLOYABLE/SSI ELIGIBLE (DATE)	UNEMPLOYED/NOT ACTIVELY SEEKING		
UNEMPLOYED (NOTE PROBLEM AREA(S))			

YOUTH CONTINUES IN ILSP	YOUTH NO LONGER IV-E ELIGIBLE (DATE)	LIVING INDEPENDENTLY OF AGENCY MAINTENANCE PROGRAMS (DATE)
PERSONAL SERVICES CONTRACT WITH THIS YOUTH (ATTACH COPY)	OBTAINED COMMUNITY SERVICES	DID NOT OBTAIN OTHER COMMUNITY SERVICES (NOTE PROBLEM AREA(S))
<input type="checkbox"/>		

HOUSED (IDENTIFY TYPE)

RETURNED TO FAMILY (DATE)

TRANSFERRED TO ILSP IN ANOTHER COUNTY (DATE)	MOVED/WHEREABOUTS UNKNOWN (DATE)
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D4) 90-DAY FOLLOW-UP AFTER TERMINATION (includes termination of services due to cessation of outside funding.)

MODE OF CONTACT:	FACE-TO-FACE (DATE)	TELEPHONE (DATE)	MAIL (DATE)
FAILURE TO CONTACT:	MOVED	OTHER	

CASE VIGNETTE, SUMMARY

SUMMARY COMPLETED BY:	DATE
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INSTRUCTIONS FOR COMPLETING SOC 385

This form is to be used to maintain data on each youth participating in the Independent Living Skills Program. Please complete as fully as possible.

Enter the case number and name of the youth served. The case number must be the same as it currently appears on the Foster Care Information System (FCIS). The number is printed in Item B1 of the current form SOC 158 for the individual youth.

For questions in which choices are listed, check the box which is most appropriate (for example: Training Goal: HS Diploma___ GED ___ VocED ___ College ___ Adult Ed ___.) For other questions, you will need to write brief answers (for example: Note problem area(s), you may add comments which may explain the response.) Identifying problem areas will aid in responding to narrative items on the final Independent Living Skills Program Report.

Information is confidential and remains in the individual youth's case record. You may add items specific to your agency needs as long as the basic data items remain.