
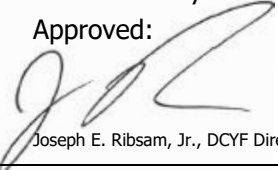


<b>1690 ADOLESCENT PROGRAM</b>	
Chapter: <b>Out-of-Home Placements</b>	Section: <b>Supporting Adolescents</b>
 <p>New Hampshire Division for Children, Youth and Families Policy Manual  Policy Directive: <b>18-20</b>  Effective Date: <b>June 2018</b>  Scheduled Review Date:</p>	<p>Approved:</p>  Joseph E. Ribsam, Jr., DCYF Director
Related Statute(s): <a href="#">RSA 169-B</a> , <a href="#">RSA 169-C</a> , and <a href="#">RSA 169-D</a> Related Admin Rule(s): <a href="#">Ed 1109</a> Related Federal Regulation(s): <a href="#">34 CFR 300.43</a> , <a href="#">34 CFR 300.320(b)</a> , and <a href="#">SSA 475</a>	Related Form(s): <a href="#">FORM 1695</a> , <a href="#">FORM 1960</a> , and <a href="#">FORM 1985</a> Bridges' Screen(s) and Attachment(s):

Everyone needs and deserves a life of well-being. A key component of DCYF practice is the principle that we prepare youth for adulthood and that we listen to youth and their voices are heard, valued, and considered. The goal of the Adolescent Program is to ensure that current and former youth in care obtain the preparation, resources, and positive youth development they need to establish connections with caring adults, and become self-sufficient and successful adults.

### Purpose

This policy describes the Division for Children, Youth and Families' program to support the well-being and needs specific to adolescents.

### Definitions

**"Adolescent Program"** means the program that ensures current and former youth in care obtain the preparation, resources, and positive youth development they need to establish connections with caring adults and become self-sufficient and successful.

**"Adolescent Program Funds"** means the funds that are made available through the federal "John H. Chafee Foster Care Independence Program" to help achieve the mission of the Adolescent Program.

**"Aftercare Services"** means continued case management, future planning, and limited financial assistance provided to former youth in care pursuing educational, employment, housing, and other goals after the closure of the most recent Child Protective or Juvenile Justice Case.

**"ALPP"** or **"Adult Living Preparation Process"** means a process of assessing, planning, and supporting youth through the transition from childhood through adolescence and into independence and adulthood. This term includes "independent living" or IL.

**"CPSW"** or **"Child Protective Service Worker"** means an employee of DCYF who is authorized by the Division to perform functions of the job classification Child Protective Service Worker.

**"DCYF"** or the **"Division"** means the Department of Health and Human Services' Division for Children, Youth and Families.

**“DCYF Adult Living Skills Curriculum”** means an interactive curriculum designed to prepare youth for the transition out of state care and into adulthood through a series of lessons and hands-on activities. This includes the “NH Trails” or “NH Teen Responsibility and Independent Living Skills” curriculum.

**“DCYF Youth Summit”** means the annual event designed for youth in DCYF placement to build upon adult living skills and increase resource knowledge while connecting with each other in a fun, safe, and supportive atmosphere.

**“DCYF Youth Advisory Board”** means a group made up of teens in out of home care between the ages of fourteen and twenty-one. The board meets regionally and statewide and its mission is "making a difference for youth in care by voicing opinions for positive change."

**“Extended Jurisdiction”** means that a court may retain jurisdiction over any youth, who prior to his or her eighteenth birthday, is under the care custody and control of the Division for Children, Youth and Families should that youth agree to remain under the supervision of the Division.

**“JPPO” or “Juvenile Probation and Parole Officer”** means an employee of DCYF who is authorized by the Division to perform functions of the job classification Juvenile Probation and Parole Officer.

**“Permanent Connection”** means an adult recognized by the youth and family as being a supportive and positive resource for the youth through a relative, social, educational, or community relationship.

**“Placement”** means the removal of a child/youth from his/her normal place of residence to reside in a court-ordered substitute care setting under the placement and care responsibility of DCYF.

## Policy

- I. The adolescent program is comprised of the following activities:
  - A. Reviewing and supporting the [Bill of Rights for Youth in Care \(policy 1960\)](#);
  - B. Monitoring and tracking the completion of the [Adult Living Preparation](#) process;
  - C. Authorizing the expenditure of Adolescent Program funds;
  - D. Facilitating DCYF Youth Advisory Board meetings;
  - E. Monitoring of [credit reports for youth in care](#);
  - F. Tracking [independent living services](#) provided for NYTD;
  - G. Completing [90 Day Youth Transition Meetings](#) and reviews of [Advanced Directives, POA, and Living Will](#);
  - H. Completing [NYTD Baseline and Outcome Surveys](#);
  - I. Providing [extended care services](#) for young adults; and
  - J. Providing [Aftercare Services](#) to eligible youth.

II. Services available for youth include but are not limited to:

A. [Direct Services](#):

1. Adult Living Preparation Process; and
2. Intake and Referral:
  - (a) Interstate Placement;
  - (b) Placement; and
  - (c) Family Support.

B. [Purchased Services](#):

1. Court-ordered community-based services;
2. Title IV-B and Child Welfare funded services:
  - (a) Child Care (for parenting youth);
  - (b) Family Support;
  - (c) Initial Clothing Allotment;
  - (d) Interstate Placement;
  - (e) Miscellaneous;
  - (f) Placement; and
  - (g) Transportation.
3. Adolescent Program Grant funded services:
  - (a) [Adventure Training](#);
  - (b) [Miscellaneous](#);
  - (c) [Skills Training](#);
  - (d) [Stipend](#);
  - (e) Testing; and
  - (f) [Transportation](#).

C. Services Available to Youth with Special Needs:

1. Pregnant youth and parenting youth are referred to specialized programs to help them succeed as a parent.

2. While the pregnant youth or parenting youth is in the supportive environment of placement, the youth is offered services and training that may include:
    - (a) Child care;
    - (b) Child health support services;
    - (c) Family planning and information on sexually transmitted diseases;
    - (d) Medical care and nutritional counseling;
    - (e) Parent and child care skills training;
    - (f) Prenatal care;
    - (g) Support groups and counseling; and
    - (h) Vocational training and/or employment and career counseling.
  3. For a youth who is physically and/or developmentally disabled or in need of mental health services, the transition to adult living requires specific, intensive services and training, coordinated with Mental Health and Developmental Service agencies and school systems to support their adult treatment planning and community transitioning. These services and activities often extend beyond the services previously listed and may include:
    - (a) Educational/Vocational;
    - (b) Life Skills Development;
    - (c) Medical;
    - (d) Psychological;
    - (e) Psychosocial Needs Development; and
    - (f) Rehabilitation.
- D. Youth and providers are offered the opportunity to participate in numerous trainings such as the annual DCYF Youth Summit and training on the DCYF Adult Living Skills Curriculum.

### **Procedures**

- I. The CPSW/JPPPO:
  - A. Reviews the Form 1960 Bill of Rights for Youth in Care with youth age 12 and older pursuant to [policy 1960](#);
  - B. Identifies the level of support the youth's family will need when the youth reaches adulthood and what alternative supports need to be in place for a successful transition to adulthood;

- C. Provides the Adolescent Worker with copies of completed Adult Living Preparation Process forms for review and requests Adolescent Program funds to support that process as needed;
  - D. Develops and coordinates services for youth by networking with agencies and programs within each region;
  - E. Documents services provided pursuant to policy [1969 NYTD Independent Living Services Provided](#);
  - F. Informs youth of the possibility of extended care (through extended jurisdiction in Court) under DCYF after the age of 18 and the conditions under which this extension may occur;
  - G. Prior to the youth's 18<sup>th</sup> birthday, assists youth with obtaining an original copy of legal documents pursuant to RSA 475(5)(I), including official copies of their birth certificate and social security card, health insurance information, immunization and health records, and a Driver's License or other identification card prior to the youth's leaving care;
  - H. Initiates referrals to adult services for youth with developmental, physical, and/or mental health needs so he/she can achieve optimal levels of self-sufficiency in adulthood;
  - I. Ensures that there is a [90-Day Youth Transition Meeting](#) scheduled and a plan created including a review of Advanced Directives pursuant to [policy 1975](#);
  - J. Ensures that all eligible youth are aware of Aftercare Services no later than 90 days prior to the youth's planned exit from DCYF care;
  - K. Assists youth who contact the Division to request Extended Care Services pursuant to policy 1985; and
  - L. Consults with their Fiscal Specialist to discuss:
    - 1. Accessing remaining funds for necessary services to support the youth's transition and closing the youth's [revolving fund](#) savings account;
    - 2. Notifying social security to terminate representative payee status of DCYF; and
    - 3. Making other arrangements (as necessary) with the youth upon case closure.
- II. The Child Protective or Juvenile Justice Supervisor monitors the Adolescent Worker's role in supporting the CPSW/JPPOs.
- III. The Adolescent Worker:
- A. Provides staff with the monthly Bridges reports that list all youth in placement age 14 and older, and all youth requiring NYTD surveys or contact;
  - B. Tracks the completion of the Adult Living Preparation Process;
  - C. Provides staff with information and access to Adolescent Program resources including but not limited to:
    - 1. The DCYF Adult Living Skills curriculum;

2. The Adult Living Preparation Process;
  3. The Young Adult Resource Guide as available;
  4. Form 1960 Bill of Rights for New Hampshire Youth in Care;
  5. Credit history tools and tip sheets;
  6. Advanced Directives and planning;
  7. Form 1985 DCYF Adolescent Program Aftercare Services brochure;
  8. 90 Day Youth Transition Plan and Meeting;
  9. Adolescent Program funds;
  10. The DCYF Youth Advisory Board;
  11. The annual DCYF Youth Summit;
  12. Tuition waivers for foster and adopted children; and
  13. Any additional information that can be helpful in preparing for transitions to adulthood;
- D. Identifies youth who need immediate attention due to minimal or no family support, or who are at risk of becoming homeless and have been referred by a CPSW/JPPO, which shall be reviewed with the [Permanency Planning Team](#);
- E. Attends all Permanency Planning Team (PPT) meetings for all cases involving youth 14 years of age or older;
1. Must review the youth's Form 1695 Adult Living Preparation Plan prior to the PPT case review and suggest services/changes as needed; and
  2. Explore with the CPSW/JPPO their efforts in finding a permanent connection for the youth being reviewed and make recommendations as needed;
- F. Trains DCYF staff, direct care providers, and local community agency staff about the Adolescent Program and issues facing youth;
- G. Facilitates regional youth advisory board meetings, assists with statewide meetings, and helps to conduct the annual DCYF teen summit;
- H. Provides support in explaining and/or facilitating the [90-Day Youth Transition Meetings](#) including a review of Advanced Directives pursuant to [policy 1975](#);
- I. Provides support to CPSW/JPPOs to ensure staff meet the policy requirements of [1695 Adult Living Preparation Process](#);

- J. Attends or supplies information about youth in care for [Family Assessment and Inclusive Reunification \(FAIR\) reviews](#), upon request;
  - K. Ensures staff meet NYTD policy requirements as described in policy [1973 National Youth in Transition Database \(NYTD\) Outcome Survey](#); and
  - L. Receives and reviews credit reports for youth in care age 14 or older and works to resolve issues negatively impacting the youth's credit in accordance with policy [1966 Credit Report Assistance for Youth in Care](#).
- IV. The Adolescent Program Specialist:
- A. Manages federal adolescent program funds and establishes spending priorities each state fiscal year;
  - B. Prepares annual federal reports and statistics concerning the program's accomplishments and the use of funds;
  - C. Oversees the Adolescent Program operations and activities throughout the state;
  - D. Is available to consult on high risk permanency cases to provide support and guidance in an effort to help achieve the best outcome possible for the youth;
  - E. Oversees the Adolescent Workers through regular meetings and contact to discuss program operations, policy updates and best practice for adolescents;
  - F. Is available to the Adolescent Workers to support and guide their work with NYTD, credit report assistance and other federal or Adolescent Program requirements;
  - G. Facilitates the Statewide Youth Advisory Board and partners with the agency contracted to conduct the annual DCYF teen summit.
  - H. Develops and coordinates services for youth by networking with agencies and programs statewide;
  - I. Develops and revises program policy, procedures, and forms;
  - J. Meets regularly with DCYF Supervisors to discuss federal mandates and changes in the Adolescent Program;
  - K. Assists with the disbursement of a resource guide for each community when copies are available;
  - L. Contracts with providers who establish specialized foster homes for adolescents; and
  - M. Is available for consultation and/or involvement in cases involving youth that are developmentally disabled (DD) or have intensive mental health needs in order to ensure coordination of services through Developmental Service and Mental Health agencies and school systems.