



APPENDIX 4.21 Page 1 of 3 Independent Living Program Referral Instructions

The [CF80](#), Independent Living Program (ILP) Referral form is to be used when referring a youth for contracted ILP skill building services. The CF80 must be completed in its entirety - sections of the CF80 are self-explanatory. The CF80 must be filled out as thoroughly as possible. The ILP Providers may return or deny a referral due to a lack of information. Please review the following Referral, Acceptance and Transition Planning processes carefully.

REFERRAL PROCESS

STATEWIDE (except for District 2):

Send the completed CF80 directly to the ILP Provider. The CF80 is sent to the ILP Provider serving the county in which the youth resides (see below for statewide list).

District 2 ONLY:

Dist. 2 staff must send the completed [CF80](#) to the designated staff at East Branch DHS. Do **not** send a referral directly to the provider. If you have questions regarding the referral process for SDA 2, please contact Larry Dalton, 503-731-3111, ext. 25562. Following is the contact information for East Branch CMC:

Vickie Ryun
Phone: 971-673-2079
Fax: 971-673-2020

PROVIDER ACCEPTANCE PROCESS

A youth is not automatically enrolled for ILP services upon referral. Due to the high demand for this service, many Providers have implemented a waiting list. The ILP Provider must send you a written Five Day Response to Referral advising the status of the youth's referral: accepted to program, placed on waiting list, or referral not accepted due to missing information.

Once the ILP provider has informed you of the date of the youth's enrollment to their program, you must submit a request to your input staff to open a YILP service effective the date the Provider has indicated as the enrollment/acceptance date.

Note: The process for informing caseworkers of a youth's status change (from waiting list to enrolled) may vary by provider. Please contact the provider to determine their process for notifying the caseworker and youth of the youth's enrollment/acceptance for services.

TRANSITION PLANNING

It is the responsibility of DHS to plan for youth in the Department's care and custody. A Comprehensive Transition Plan must be completed for youth in DHS care and custody beginning at age 16 (14 if the youth has a permanency plan of APPLA). The CF69A (T2 Comprehensive Transition Plan) is the preferred format. ILP Providers are also required to participate in the planning process and assist DHS in completing a CF69A for all youth enrolled/accepted to their program within 60 days of acceptance. The DHS or Tribal caseworkers are expected to work collaboratively with the ILP Providers to complete the [CF69A](#). A Comprehensive Transition Plan Users Guide (T1 & T2) is available. Review the Procedures Manual Chapter 4, Section 29 (Youth Transitions).

ADDITIONAL ILP INFORMATION

Following are websites that can provide additional information regarding the ILP Providers and other services available through the Department's Independent Living Program:

DHS website: http://www.dhs.state.or.us/children/fostercare/ind_living/ilp.htm

DHS Policy: http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-b235.htm

Education and Training Voucher (ETV) Information:

www.osac.state.or.us/ChafeeEtv.html

You can call the following DHS staff for additional with:

Overall ILP technical assistance	503-945-5688 (ILP Coordinator)
Technical assistance and training	503-945-5807 (Youth Transition Specialist)
Housing programs	503-945-6619 (ILP Fiscal Assistant)
ILP Eligibility, Youth Transition Funds	503-945-5684 (ILP Support Staff)
Chafee Education & Training Grant	503-945-6612 (ILP Fiscal Assistant)

Statewide List of Independent Living Program Providers

Baker, Union, Willowa Provider #G38419 Training & Employment Consortium 1619 Island Ave., PO Box 2979 La Grande, OR 97850 Phone: 541-963-7942 Fax: 541-963-2287	Clackamas Provider #K05868 Inn Home 1001 Molalla Avenue, Suite 209 Oregon City, OR 97045 Phone: 503-546-6506 Fax: 503-655-8908	Coos, Curry Provider #G38427 Bob Belloni Ranch, Inc. 320 Central Avenue, Suite 406 Coos Bay, OR 97420 Phone: 541-269-0321 Fax: 541-267-0785
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<p>Crook, Deschutes, Jefferson Provider #E66786 Meadowlark 354 NE Greenwood, Suite 208 Bend, OR 97701 Phone: 541-617-9576 Fax: 541-388-9091</p>	<p>Douglas Provider #M30868 Options 612 SE Jackson St., Suite 11 Roseburg, OR 97470 Phone: 541-464-6455 FAX: 541-464-6457</p>	<p>Grant, Harney Provider #M21941 Training & Employment Consortium 90 W. Washington Burns, OR 97720 Phone: 541-573-6676 FAX : 541-573-5432</p>
<p>Hood River, Wasco, Sherman, Gilliam, Wheeler Provider #D87124 Next Door, Inc. 1005 West 6th The Dalles, OR 97058 Phone: 541-298-4221 FAX: 541-296-3745</p>	<p>Jackson, Josephine Provider #J37455 Community Works 900 East Main Street Medford, OR 97504 Phone: 541-779-2393 ext 213 FAX: 541-779-3317</p>	<p>Klamath, Lake Provider #F09131 Integral Youth Services 1011 Main Street Klamath Falls, OR 97601 Phone: 541-882-7675 FAX: 541-885-6809</p>
<p>Lane Provider #A85876 Looking Glass Youth & Family Svcs. 1475 Franklin Blvd. Eugene, OR 97403 Phone: 541-302-2554 ext 316 FAX: 541-302-3767</p>	<p>Lincoln, Linn, Benton Provider #G47246 Community Services Consortium 250 Broadalbin SW, Suite 2A Albany, OR 97321 Phone: 541-928-6335 FAX: 541-967-9307</p>	<p>Malheur Provider #L15093 Training & Employment Consortium 375 SW 2nd Avenue PO Box 40 Ontario, OR 97914 Phone: 541-889-7864 x 240 FAX: 541-889-2694</p>
<p>Marion Provider #D82026 Catholic Community Services PO Box 2004 Keizer, OR 97307-0400 Phone: 503-362-2225 FAX: 503-363-6028</p>	<p>Morrow, Umatilla Provider #T19871 CAPCO 721 SE 3rd, Suite D Pendleton, OR 97801 Phone: 541-278-5666 FAX: 541-276-7541</p>	<p>Multnomah Provider #G40951 Inn Home- Multnomah Co. 5605 E. Burnside Portland, OR 97215 Phone: 503-234-8757 FAX: 503-234-8758</p>
<p>Multi-Native American Youth Provider #P15011 (NAYA) Native American Youth and Family Center 5135 NE Columbia Portland, OR 97218 Phone: 503-288-8177 x 225 FAX: 503-288-1260</p>	<p>Multnomah (neighborhood specific) Provider #T45777 Impact NW 7211 SE 62nd Avenue Portland, OR 97206 Phone: 503-503-988-6127, x 228 FAX: 503-988-5946 Zip codes: 97203, 97211, 97212, 97217, 97227</p>	<p>Polk Provider #T49878 Polk County Youth Services 182 SW Academy St., Suite 320 Dallas, OR 97338 Phone: 503-623-2042 FAX: 503-623-9291</p>
<p>Tillamook, Clatsop, Columbia Provider #G38575 Tillamook County YMCA 6990 Bewley Creek Road Tillamook, OR 97141 Phone: 503-842-8739 FAX' 503-815-2643</p>	<p>Warm Springs – Tribal Youth Provider # D16099 Conf. Tribes of Warm Springs PO Box C Warm Springs, OR 97761 Phone: 541-553-3209 FAX: 541-553-1894</p>	<p>Washington Provider #197640 LifeWorks Northwest 12350 SW 5th Street – Suite 110 Beaverton, OR 97005 Phone: 503-627-9194 FAX: 503-627-9095</p>
<p>Yamhill Provider #H06182 Catholic Community Services 800 NE 2nd Street McMinnville, OR 97128 Phone: 503-472-2240 FAX: 503-434-5848</p>	<p>FosterClub, Inc. (NYTD Survey) www.FosterClub.org All foster youth are encouraged to register as members. Call the ILP Staff for further details.</p>	<p>DHS Central Office ILP Support 500 Summer Street NE, E67 Salem, OR 97301 Support Staff: 503-945-5684 FAX: 503-945-6969</p>