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Authorized Signature

Number: CW-IM-05-005
Issue Date: 05/03/2005

Topic: Foster Care

Subject: ILP Housing Program Compliance and Payments

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input checked="" type="checkbox"/> | Children, Adults and Families | <input type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input checked="" type="checkbox"/> | Other (please specify): Oregon Tribes and ILP contractors. |

Message: The Foster Care Unit would like to clarify the options available to DHS child welfare caseworkers when a youth is out of compliance with the Independent Living Program (ILP) Subsidy or Chafee Housing program requirements. Per Policy I-B.2.3.5, DHS workers must implement one of the following options:

- 1) Exception to Policy: If a youth is making efforts to comply, but due to circumstances beyond the youth's control s/he is out of compliance, the DHS worker must submit a written request for an Exception to Policy. The exception must include the approval signature of the SDA manager or designee. The exception must also include why the exception request is needed (i.e.: 40 hr/week, paid employment, etc.). The exception must include a time-limited, detailed plan specifying the steps the youth is taking to return to compliance. The youth shall be informed that if compliance is not achieved by the date indicated, the youth shall be terminated from the housing program. You may request a formatted Exception to ILP Policy document from Rosemary Iavenditti at rosemary.iavenditti@state.or.us.
- 2) If the youth has no intention of complying, then the DHS worker can provide the youth with a 15 day written notice of termination. The termination notice will be sent to the youth's last known address. At the DHS worker's discretion, the termination notice may include a statement that will allow a youth to remain on the program if compliance is achieved prior to the 15th day. However, if the youth continues to be out of compliance, the youth's housing service must be terminated.

Note: Once a youth has been terminated from either ILP housing program s/he must wait one month before reapplying for assistance through an ILP housing program [per Policy I-B.2.3.5].

The Foster Care Unit is also implementing a new practice regarding housing payments. The ILP Desk will hold a youth's housing payment if an issue is raised and is not resolved within 30 days. This is a result of recent cases where an issue was raised, or non-compliance discovered, and it has taken the DHS and ILP worker several months to achieve resolution. This impacts youths and may place an extreme hardship on the youth for overpayments. Therefore, DHS and ILP workers will now receive an official notification via email alerting the worker(s) that an issue exists. The worker(s) will be given 30 days to resolve the issue. Once the 30 days have past, a hold will be placed on all future housing payments.

If you have any questions about this information, contact:

Contact(s):	Rosemary lavenditti, CAF Independent Living Program Coordinator		
Phone:	503-945-5688	Fax:	503-945-6969
E-mail:	Rosemary.lavenditti@state.or.us		