

	<p align="center">STATE OFFICE for SERVICES to CHILDREN and FAMILIES CLIENT SERVICES MANUAL I ISSUED BY: Program Operations EFFECTIVE DATE: January 2, 1996</p>	<p>NUMBER: I-E.4.4 SECTION: E. Substitute Care SUBSECTION: 4. Type of Service</p>
<p>SUBJECT: 4. Independent Living Subsidy Program</p>		

Interpretation: Program Coordinator,
Independent Living Subsidy Program

Approval: Assistant Administrator,
Program Operations

REFERENCES: CF 347, Independent Living Subsidy Worksheet

PURPOSE

413-080-300 (1) These rules specify the requirements of the Independent Living Subsidy Program (ILSP) which are in addition to the expectations for all placements.

(2) The Independent Living Subsidy Program is designed for youth 16 years of age and older who are in SOSCF's custody and who are working toward social and financial emancipation. It is for those young persons who cannot or should not be expected to adjust to a family. The goal is to provide an avenue whereby the older child can work toward self-sufficiency through carefully planned, graduated steps.

Statutory Authority: HB2004

Stats. Implemented: HB2004

POLICY

ELIGIBILITY CRITERIA

413-080-310 ILSP placements are limited to young people who meet all of the following conditions:

- (1)** Are at least 16 years of age;
- (2)** Are in SOSCF's custody prior to their 18th birthday;
- (3)** Have been in at least one other substitute care placement;
- (4)** Have been determined by SOSCF that further placement in a substitute care resource or return home would not be beneficial;

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(5) Have been accepted by the local ILSP Screening Committee for program participation;

(6) Have written permission to participate in the ILSP program from the juvenile court if they are wards of the court or from a parent or legal guardian if not a court ward; and

(7) Will sign a performance agreement required by the program.

ACCEPTABLE ILSP PLANS

413-080-320 (1) The participant will be engaged in a program of education or employment, or a combination of both amounting to full-time activity which will have the goal of self-sufficiency.

(2) The plan will be limited to one year or less. Any plan lasting longer than one year must be approved by the branch manager.

(3) The plan shall not extend beyond the child's eighteenth birthday unless the person is in a high school program full time or actively completing his/her high school through part time classes and employment. These classes may include GED courses or high school courses offered by a community college.

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WRITTEN AGREEMENT

413-080-330 A written performance agreement shall be developed and signed by both the service worker and participant. The agreement shall clearly state responsibilities of the participant and service worker and will include:

(1) Identification of potential problems/barriers and solutions in working toward self-sufficiency.

(2) A plan for full-time activity (education and/or employment).

(3) A cooperative financial agreement to: 1) pay a portion of housing (including a statement regarding the decision to establish a joint bank account when applicable) and other support costs; 2) establish a savings or banking account.

(4) A statement of proposed time span needed to attain the goal of self-sufficiency and review dates to determine progress.

(5) A statement outlining action that will be taken if the participant does not meet the terms of the agreement or program requirements.

(6) A statement indicating the participant's right to appeal a decision to discontinue the ILSP.

(7) A statement that SOSCF's subsidy will increase or decrease, based on the ability of the participant to meet his/her share of the total living expenses.

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APPROPRIATE LIVING SITUATIONS

413-080-340 Appropriate living residences include, but are not limited to, YMCA, YWCA, boarding house or apartment. The residence shall meet the following minimum standards:

(1) Be located so as to provide reasonably convenient access to schools, places of employment or services necessary for completion of the ILSP plan.

(2) Comply with applicable state and local zoning, fire, sanitary and safety regulations.

Statutory Authority: HB2004

Stats. Implemented: HB2004

PARTICIPANT'S MONTHLY BUDGET

413-080-350 (1) An initial monthly budget will be developed with the participant, and will be reviewed monthly and revised as needed. The budget will be used by the participant to learn money management and by SOSCF to adjust subsidy payments based on participant income.

(2) The following items will be considered in establishing a monthly budget for ILSP participants: rent, food, utilities (including telephone if needed and advisable), electricity and/or gas, laundry, dry cleaning, transportation, tuition and recreation costs.

(3) The participant will contribute to his or her own support in accordance with the performance agreement.

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SUBSIDY PAYMENTS

413-080-360 (1) Start-up costs may be provided to a participant entering the program. Items such as rent and utility deposits, and household goods (e.g., sheets, towels, blankets, dishes, glasses, tableware, cutlery, pots and pans, pillows, radios) may be approved.

(2) Start-up costs may be paid only for a documented need that cannot be met from any other resource and must be approved by the regional manager or designee.

(3) A monthly subsidy payment up to the total amount of the regular foster care rate for adolescents (age 13-18) may be made to the participant to supplement the participant's own income or resources. The amount of subsidy will start with the amount of the regular foster care rate for adolescents and be adjusted downward according to the amount of the participant's available income. NOTE: The subsidy payment can never exceed the regular foster care rate for adolescents.

(4) Up to \$400 of available income is allowed before the subsidy must be reduced. If, however, the participant's monthly budget need is less than the total of \$400 plus the current foster care rate (age 13-18) then income will only be allowed up to the amount of the budget need. Income over the allowed amount will reduce the amount of the subsidy. Income, gifts or grants used to meet tuition expenses will not be counted as available income. The "Independent Living Subsidy Worksheet," CF 347, is available to help determine the subsidy amount.

(5) The amount of the subsidy payment is to be reviewed and renegotiated monthly based on the current needs of the youth.

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(6) At any time a participant's available income exceeds the total cost of the participant's planned budget, the participant shall pay all of the expenses, and the subsidy will end.

Statutory Authority: HB2004

Stats. Implemented: HB2004

ILSP EXPECTATIONS OF STAFF

412-080-370 (1) The service worker is expected to ascertain that the minimum requirements of the program are met and documented in the record.

(2) The service worker shall work closely with the participant, meeting at least twice a month to provide counseling, support and supervision.

(3) Participants in this program will be evaluated in relation to their progress in assuming responsibility and self-sufficiency within a reasonable period of time as outlined in the written agreement.

(4) The branch manager or designee shall approve or disapprove the applicant's ILSP plan.

Statutory Authority: HB2004

Stats. Implemented: HB2004

PROGRAM TERMINATION

413-080-380 (1) Participation in this program shall be concluded when the participant has:

(a) Achieved self-sufficiency to the extent that there is no longer a need for financial support and/or social services from SOSCF;

(b) Made a voluntary decision to no longer participate in the program;

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(c) Demonstrated inability to meet the requirements of the program or the terms of the agreement;

(d) Had custody terminated by the juvenile court, parent or legal guardian.

(2) SOSCF's decision to remove a participant from the program will require:

(a) A written determination of the termination approved by the branch manager;

(b) Notification to the participant in writing 30 days in advance of the termination of subsidy. The notification shall include the date the subsidy will terminate and the right to appeal the decision.

(3) The service authorization will be closed effective the same date as the conclusion of the youth's participation in the program.

Statutory Authority: HB2004

Stats. Implemented: HB2004