**PROTECTION AND PERMANENCY TRANSMITTAL LETTER, 13-01**

**TO:** Service Region Administrators

Service Region Administrator Associates

Service Region Clinical Associates

Regional Program Specialists

Family Services Office Supervisors

**FROM:** Michael Cheek

Division of Protection and Permanency

**DATE:** February 4, 2013

**SUBJECT:** Transition Planning for OOHC Youth and Updated First Steps Information

Please review the following SOP sections for revisions made regarding youth transitioning to adulthood:

* [4.29.1 Independent Living Services](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/4291IndependentLivingServices.aspx); and
* [4.29.2 Transition Planning for Youth Aging Out of OOHC or Extending Commitment](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/4292TransitionPlanningforOOHCYouth.aspx) (renamed).

These revisions have been made to bring SOP into compliance with already existing federal legislation in the [Fostering Connections to Success and Increasing Adoptions Act (42 USC 675(H)(5))](http://uscode.house.gov/uscode-cgi/fastweb.exe?getdoc+uscview+t41t42+2102+0++%28%29%20%20AND%20%28%2842%29%20ADJ%20USC%29%3ACITE%20AND%20%28USC%20w%2F10%20%28675%29%29%3ACITE%20%20%20%20%20%20%20%20%20). The most significant revision states that the independent living coordinator is to facilitate a transition meeting within ninety (90) days prior to a youth attaining age eighteen (18). This meeting is to be held separately from a case planning conference. These revisions will be effective February 1, 2013 and will supersede all previous issued policy regarding these topics.

Also included in this release is updated information regarding services offered for children birth to age three (3). Please review [SOP 4.28.2 Providing Educational Services Under the Individuals with Disabilities Act (IDEA)](https://manuals.sp.chfs.ky.gov/chapter4/12/Pages/4282ProvidingEducationalServicesUndertheIndividualswithDisabilitiesAct(IDEA).aspx) for revisions regarding the addition of information about First Steps services and the individualized family service plan (IFSP). The information added to this SOP section, highlights already existing federal regulations, located under parts B and C of the [IDEA Act](http://www.gpo.gov/fdsys/pkg/PLAW-108publ446/html/PLAW-108publ446.htm).

The [DPP-330 Educational Advocacy Request Form](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-330%20Educational%20Advocacy%20Request%20Form.doc) has also been updated to include early childhood intervention information. These revisions will be made effective on February 15, 2013.

If you have any questions concerning the transition living services information, please contact via e-mail [paula.saenz@ky.gov](mailto:paula.saenz@ky.gov) or by telephone at (502) 64-2147, ext. 3599.

Questions regarding the educational services information may be directed to [jennie.willson@ky.gov](mailto:jennie.willson@ky.gov) or by telephone at (502) 564-2147, ext. 3608.