



**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES**


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Governor

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Contract Correspondence Transmittal (CCT)

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Independent Living Updates

KY RISE Portal

DCBS recently launched the KY RISE (Resources for Independence and Success) portal. The portal is a one stop shop hub for transition age foster youth and providers. The portal details the resources, rights and benefits available to current and former foster youth. Youth 16 and over are now able to access the portal to do everything from order their birth certificate to contact their regional independent living specialist. Additional capabilities will be added to the portal in January 2020! The portal can be found at

<https://prdweb.chfs.ky.gov/KYRISE>

Birth Certificates for youth in state's care

Effective 7-1-2018, per KRS 213.141, No fee or compensation shall be allowed or paid for furnishing a certificate of birth to a child who is in the custody of or committed to the cabinet, including a child who has extended commitment.

State workers can now quickly order Kentucky birth certificates for clients from the TWIST homepage.

Private child placing/caring agencies are now able to quickly order Kentucky birth certificates for youth they are serving from the homepage of the PCC Tracking System.

Committed youth 16-21 can order their own Kentucky birth certificate on the new KY RISE portal under the 'Essential Documents' Tab.



Independent Living Stipends

Effective 7/1/2019, paper stipends for completing the independent living curriculum are no longer being issued. Youth will now be awarded a Target electronic gift card for completing the curriculum. Please note:

- The gift cards can be used online or in the store.
- The gift cards do not expire.
- Youth must provide their **personal** email address on the stipend request form. The gift cards **cannot** be emailed to a case worker or foster parent email address.
- Youth are encouraged not to use their school email accounts as the schools often block the emails as spam.
- Providers are encouraged to remind the youth to check their spam email folders.

Independent Living Guidelines

Effective 7/1/2019, the Provider agreements have been updated to include the new independent living guidelines. Central Office staff have travelled the state over the last year hosting “launch parties” to explain the new guidelines to foster youth, DCBS workers and providers. Highlights of the new guidelines include:

- Youth on extended commitment should be supported in working toward the milestones detailed in the guidelines. DCBS will provide youth who complete the milestones with annual incentives. To obtain the incentive, youth should email the signed milestone form to their regional independent living specialist.
- Youth placed in scattered site independent living programs will be expected to provide documentation confirming their employment and/or educational status each month. The provider will withhold their stipend (excluding \$70) until the documentation is provided.
- Scattered site Independent living programs will withhold rent each month from youth and maintain the funds on behalf of the youth until they exit the program according to their age: \$50 for 18 year olds, \$75 for 19 year olds, and **\$100 for 20 year olds.**

Exit Surveys

Exit surveys should be completed by youth 18 and over who exit care. The survey can be found out <https://prdweb.chfs.ky.gov/GenLogEX/Detail.aspx?TK=102&Item=0>

Life Skills Assessments

Effective 7/1/2019, PCC/PCP's should provide each youth ages sixteen (16) and older, with the Cabinet approved life skills assessment. Approved life skill assessments include the Daniel Memorial Independent Living Skills System or the Ansel Casey Assessment. Providers are encouraged to also use supplementary interests and career exploration assessments to assist youth in transition planning. Such assessments can be found at <https://prdweb.chfs.ky.gov/kyrise/Home/Education>

Independent Living Curriculum

Effective 1/1/2020, the approved independent living curriculum will be LYFT Learning. LYFT learning is a web based life skills curriculum that focuses on 5 topics: personal finances, communication skills, resiliency, independent living, and employment. The program will provide supplementary printable PDFs to support the provider in engaging youth in meaningful conversations around independent living. Youth will need internet access to complete the curriculum. Providers are encouraged to consider new ways to ensure that youth will

have computer and internet access to complete the curriculum. Providers may also want to consider tablets as they are an inexpensive, convenient alternative to computers.

The LYFT program will also provide monthly newsletters with tools for supporting providers in teaching youth independent living skills.

State Identification and Learner's Permit

Youth applying for a state identification card must obtain the signed official custody verification letter from their social worker first. Youth must also have an original social security card and certified birth certificate to apply for a state I.D. Social workers do not have to be present to apply for an I.D. The worker will indicate on the letter who is authorized to sign the application for the I.D. Youth who experience issues at the DMV should contact Jana Sanchez at Jana.Sanchez@ky.gov or 502-564-0466 with the Transportation Cabinet.

Youth wishing to apply for their learner's permit must attend a **Readiness to Drive** meeting first. The meeting will be facilitated by the regional independent living specialist. Youth approved to apply for the permit will receive a signed official custody verification letter. Youth must also have an original social security card and certified birth certificate to apply for a learner's permit. Social workers do not have to be present to apply. The worker will indicate on the letter who is authorized to sign the application for the permit. Youth who experiences issues at the DMV should contact Jana Sanchez at Jana.Sanchez@ky.gov or 502-564-0466 with the Transportation Cabinet.

The Transportation Cabinet tracks Learner's Permit obtained by foster youth and will cancel within 30 days any learner's permit that was obtained without providing the official custody verification letter.

Upcoming Training

DCBS will be facilitating trainings across the state to review the new LYFT curriculum and other new services for transition age foster youth. Registration information with locations is forthcoming.

- October 3rd – The Lakes 1:00PM
- October 4th- Two Rivers 10:00 AM
- October 10th- Cumberland 1:00 PM
- October 11th- Eastern Mountain 10:00 AM
- October 17th- Northeastern 1:00 PM
- October 18th- Southern Blue 10:00 AM
- October 24th- Salt River 1:00 PM
- October 25th- Jefferson 10:00 AM
- November 7th- Northern Bluegrass 1:00 PM
- November 8th- Webinar 10:00 AM



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DIVISION OF PROTECTION AND PERMANENCY

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Frankfort, KY 40621
Telephone: (502) 564-6852
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www.chfs.ky.gov

Adam M. Meier
Secretary

Independent Living Guidelines

Requirements for Extended Commitment

- Youth who decide to extend their commitment will complete a **Transitional Living Support Agreement** where they will indicate their purpose for extending commitment and acknowledge the basic expectations for remaining in care past their 18th birthday such as remaining drug free, refraining from criminal activity and complying with the rules of their placement.
- Youth must maintain the minimum requirements to remain on extended commitment. Youth who do not maintain these requirements will be placed on a **Probation Contract**. The requirements include:
 - Attending school on a full time basis. This includes attending high school or a GED preparatory program, taking 12 hours in college or being enrolled in a vocational program.
 - Or**
 - Working on a full time basis. (minimum of 30 hours a week)
 - Or**
 - A combination of attending school part time (at least 6 hours in college) and working part time (15-20 hours a week).
 - Or**
 - Exceptions to the minimum requirements will be made for youth with diagnosed disabilities and severe mental health issues. These youth should be receiving support in improving their Independent Living Skills.
- Youth are able to modify their Transitional Living Support Agreement later if they determine their initial purpose (work/school/or both) no longer matches their skill set, interests or goals.

Name: _____

Email address: _____

- To ensure compliance with minimum requirements, Youth will provide the following documentation to program staff. The PCC will withhold monthly stipends until youth provide the documentation (**excluding \$70.00**):
 - Paycheck Stubs verifying Employment.
 - School Schedule (at the beginning of each semester and immediately upon any changes to schedule during the semester).
 - School Transcript (at the end of each semester).

- Youth will notify their case manager and social worker immediately if they drop classes and provide a new school schedule.

- Youth who lose their job will be expected to obtain another one within 30 days. After 30 days of unemployment, youth will be put on a **Probation Contract**. Youth will be expected to keep a record of their job search efforts.

- Barriers will be clearly identified for youth who are struggling to meet extended commitment expectations and specific tasks and interventions will be implemented by managers or social workers.

Independent Living Binder

Youth will maintain an **Independent Living Binder** with all required paperwork including vital documents, employment paycheck stubs, school schedules, school transcripts, health documents, treatment documents, training documentation, tax information, etc. The Binder will be reviewed during meetings with DCBS social workers and PCC staff.

*** Youth who lose their binder will be responsible for purchasing another one from their program (\$20).

Transition Planning

The Regional Independent Living Specialist will facilitate annual transition planning meetings with youth on extend commitment until they exit care. The purpose of these meetings is to ensure youth are developing the skills necessary to live independently as well as a realistic plan for self-sufficiency upon aging out of care.

Milestones

- Each youth on extended commitment will be expected to work toward specific milestones. Milestones are achievements that demonstrate the mastery of independent living skills. Milestones will be discussed and made clear to youth at the intake meeting at their independent living program.

Name: _____

Email address: _____

- The **Milestones Chart** and **Independent Living Binder** will be reviewed annually at Transition Meetings. Case Managers/Foster Parents will use the **Milestones Chart** as a guide in providing services and resources and will refer to the chart during regular meetings with clients. DCBS and PCC staff will initial and date each milestone once it has been achieved by the youth.

- Youth who meet at least the required number of milestones at each age (15 at age 18, 10 at age 19 and 10 at age 20) will be given **annual incentives**. The annual incentives are:
 - Age 18 - \$50
 - Age 19 - \$75
 - Age 20 - \$100

- Youth on extended commitment are expected to participate in regional Independent Living events.

- **All youth will be strongly encouraged to complete a short-term training or vocational program. As funds allow, youth who complete a short-term training program, will receive a \$250 incentive.**

Rent

Independent Living Programs will withhold mandatory savings (program rent) from their stipend each month and maintain in a separate account. The agency will provide youth with a monthly statement of withholdings and savings balance. They will document the savings balance in their monthly contacts in iTwist and 1294 report. The program rent will be as follows:

- Age 18 - \$50 per month.
- Age 19 - \$75 per month.
- Age 20 - \$100 per month.

*** Only youth in Pre-IL who have graduated high school will be required to pay rent.

Changing Scattered Site Placements

- Youth should not transfer from one independent program to another unless they are returning to their home county or need to relocate for educational purposes.

- Youth should not transfer from one independent living program to another independent living program within the same county. Workers who have concerns regarding the services provided by program should contact the PCC Liaison in Central Office for assistance.

Name: _____ Email address: _____

Leaving Care

- Each youth 18 and over will complete an exit survey upon leaving care. Social Workers will ensure the exit survey has been completed prior to closing the case.
- Scattered Site programs will provide youth with their savings upon exiting the program. Programs can recoup the cost of damages to the unit, up to \$500 from the youth's savings, after providing the youth with an itemized list of damages.

Foster Home Addendum

- Youth on extended commitment that are placed in foster homes or group home type placements should also be encouraged to work toward milestones. Foster parents, case managers and Independent Living Specialists should be providing support and guidance toward this end.
- The primary focus of youth in High School should be to earn their diploma. As such, they are not required to work if they are attending high school full-time.
- Truancy will not be tolerated for high school students on extended commitment. Social Workers should run attendance records on a monthly basis. Youth who are habitually truant will be put on a **Probation Contract**.
- Youth in college will be expected to provide a copy of their school schedule and grades each semester. Youth will notify their social worker immediately if they drop classes and provide a new school schedule.
- Youth who have graduated high school and are working are expected to open a savings account and save a portion of their income. The saved amount should be at least \$50 per month at age 18, at least \$75 per month at age 19 and at least \$100 per month at age 20. Employment paycheck stubs and savings account statements should be provided to DCBS and PCC staff to review every month.
- Youth in foster homes are also eligible to earn the annual incentives for completing the milestones.

Name: _____ Email address: _____

18-Year-Old Milestones (Must Complete 15 for Incentive)

Staff Initials

- _____ Complete Annual Medical Exam. - **Mandatory**
- _____ Complete Annual Dental Exam. - **Mandatory**
- _____ Complete Annual Vision Exam. - **Mandatory**
- _____ Utilize a wellness benefit offered through their MCO.
- _____ Gym Membership.
- _____ Register to Vote.
- _____ Register with Selective Service - males only. - **Mandatory**
- _____ Obtain Driving Learner's Permit or Driver's License.
- _____ Complete Driver's Education Course (if doesn't have license).
- _____ Open Bank Account.
- _____ Complete Tax Returns.
- _____ Save 25% of tax return with PCC.
- _____ Develop Education Plan and discuss with **Case Manager and/or Foster Parent**.
- _____ Provide School Schedule and Grades. - **Mandatory**
- _____ Maintain at least a 2.0 Overall Grade Point Average.
- _____ Provide Monthly Paystubs that Verify Employment. - **Mandatory**
- _____ Maintain employment with **the same employer** for 4 out of 12 months (if working is a part of youth's plan).
- _____ Earn raise at work.
- _____ Receive positive work evaluation.
- _____ Save at least \$50 per month (program rent). - **Mandatory**

Name: _____ Email address: _____

_____ Submit their Tuition Waiver to college/university by July 15th (Fall Semester), December 15th (Spring Semester) and May 15th (Summer Semester).
***** Confirmed by school account printout.**

_____ Complete FAFSA form by October 30th.
***** Confirmed by FAFSA email confirmation only.**

_____ Complete college registration for college by July 15th (Fall Semester), December 15th (Spring Semester) and May 15th (Summer Semester).
***** Confirmed by school schedule only.**

_____ Complete college "To Do List", financial verification, etc. by July 15th (Fall Semester), December 15th (Spring Semester) and May 15th (Summer Semester).
***** Confirmed by printout only.**

_____ Complete free online Financial Literacy Program
(www.cicmoney101.org/All-Tools.aspx).

_____ Complete CareerOneStop's interest assessment.
(www.careeronestop.org/toolkitcareers/interest-assessment.aspx).

_____ Discuss Occupation Profile with case manager and/or foster parent:
<https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx>

_____ Complete 5 Myplate Quizzes (www.choosemyplate.gov/quiz)

_____ Maintain mental health regimen.

_____ Obtain Annual Credit Check (www.annualcreditreport.com).

_____ Register for applicable housing program waiting lists.

_____ Participate in a Regional Independent Living Event.

_____ *Save at least 25% of their residual check from one semester.

_____ *Save at least 25% of their residual check from two semesters.

_____ *** Confirmed by youth giving saved amount to PCC to put into savings account where their rent is kept. Youth can only get this amount out for purchase of a vehicle or insurance.**

_____ (Milestone customized for individual youth by DCBS or PCC case manager)

_____ (Milestone customized for individual youth by DCBS or PCC case manager)

Name: _____

Email address: _____

19-Year-Old Milestones (Must Complete 10 for Incentive)

Staff Initials

- _____ Complete Annual Medical Exam. – **Mandatory**
- _____ Complete Annual Dental Exam. - **Mandatory**
- _____ Complete Annual Vision Exam. – **Mandatory**
- _____ Utilize a wellness benefit offered through their MCO.
- _____ Maintain Mental Health regimen.
- _____ Gym Membership.
- _____ Obtain learner's permit or driver's license.
- _____ Complete Tax Returns.
- _____ Save 25% of tax return with PCC.
- _____ Develop and Review Education Plan.
- _____ Provide School Schedule and Grades. - **Mandatory**
- _____ Maintain at least a 2.3 Overall Grade Point Average.
- _____ Provide Monthly Paystubs that Verify Employment. - **Mandatory**
- _____ Maintain employment **with the same employer** for 6 out of 12 months.
- _____ Earn raise at work.
- _____ Receive positive work evaluation.
- _____ Save at least \$75 per month (program rent). - **Mandatory**
- _____ Submit Tuition Waiver to college/university by July 15th (Fall Semester), December 15th (Spring Semester) and May 15th (Summer Semester).
***** Confirmed by school account printout.**

Name: _____ Email address: _____

_____ Submit FAFSA form by October 30th.

***** Confirmed by FAFSA email confirmation only.**

_____ Complete college registration for college by July 15th (Fall Semester),
December 15th (Spring Semester) and May 15th (Summer Semester).

***** Confirmed by school schedule only.**

_____ Complete college "To Do List", financial verification, etc. by July 15th (Fall
Semester), December 15th (Spring Semester) and May 15th (Summer Semester).

***** Confirmed by printout only.**

_____ Complete CareerOneStop's interest assessment

(www.careeronestop.org/toolkitcareers/interest-assessment.aspx).

_____ Discuss Occupation Profile with case manager and/or foster parent :

<https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx>

_____ Complete 5 Myplate Quizzes (www.choosemyplate.gov/quiz)

_____ Complete short-term, Vocational Training Program.

_____ Obtain Annual Credit Check (www.annualcreditreport.com).

_____ Participate in a Regional Independent Living Event.

_____ *Save at least 25% of their residual check from one semester.

_____ *Save at least 25% of their residual check from two semesters.

*** Confirmed by youth giving saved amount to PCC to put into savings
account where their rent is kept. Youth can only get this amount out for
purchase of a vehicle or insurance.**

_____ (Milestone customized for individual youth by DCBS or PCC case manager)

_____ (Milestone customized for individual youth by DCBS or PCC case manager)

Name: _____ Email address: _____

20-Year-Old Milestones (Must Complete 10 for Incentive)

Staff Initials

- _____ Complete Annual Medical Exam. – **Mandatory**
- _____ Complete Annual Dental Exam. - **Mandatory**
- _____ Complete Annual Vision Exam. – **Mandatory**
- _____ Utilize a wellness benefit offered through their MCO.
- _____ Maintain Mental health Regimen.
- _____ Gym Membership.
- _____ Obtain Driver's License.
- _____ Complete Tax Returns.
- _____ Save 25% of tax return with PCC.
- _____ Provide School Schedule and Grades. - **Mandatory**
- _____ Maintain at least a 2.3 Overall Grade Point Average.
- _____ Provide Monthly Paystubs that Verify Employment. - **Mandatory**
- _____ Maintain employment **with the same employer** for 8 out of 12 months.
- _____ Earn raise at work.
- _____ Receive positive work evaluation.
- _____ Save at least \$100 per month (program rent). - **Mandatory**
- _____ Submit Tuition Waiver to college/university by July 15th (Fall Semester), December 15th (Spring Semester) and May 15th (Summer Semester).
***** Confirmed by school account printout.**
- _____ Complete FAFSA form by October 30th.
***** Confirmed by FAFSA email confirmation only.**

Name: _____

Email address: _____

Staff Initials

_____ Complete college registration for college by July 15th (Fall Semester),
December 15th (Spring Semester) and May 15th (Summer Semester).
*****Confirmed by school schedule only.**

_____ Complete "To Do List", financial verification, etc. by July 15th (Fall
Semester), December 15th (Spring Semester) and May 15th (Summer Semester).
***** Confirmed by printout only.**

_____ Complete CareerOneStop's interest assessment
(www.careeronestop.org/toolkitcareers/interest-assessment.aspx).

_____ Discuss Occupation Profile with case manager and/or foster parent :
<https://www.careeronestop.org/Toolkit/Careers/Occupations/occupation-profile.aspx>

_____ Complete 5 Myplate Quizzes (www.choosemyplate.gov/quiz)

_____ Complete a vocational or short-term training program.

_____ Obtain Annual Credit Check (www.annualcreditreport.com).

_____ Apply for Applicable Housing Programs.

_____ Participate in a Regional Independent Living Event.

_____ Develop Self-Sufficiency Plan.

_____ *Save at least 25% of their residual check from one semester.

_____ *Save at least 25% of their residual check from two semesters.

*** Confirmed by youth giving saved amount to PCC to put into savings
account where their rent is kept. Youth can only get this amount out for
purchase of a vehicle or insurance.**

_____ Complete Exit Survey.

_____ (Milestone customized for individual youth by DCBS or PCC case manager)

_____ (Milestone customized for individual youth by DCBS or PCC case manager)



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DIVISION OF PROTECTION AND PERMANENCY

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Extended Commitment Probation Contract

This contract is being completed due to you not meeting the expectations of your extended commitment agreement. As part of remaining in the Cabinet's care after turning 18, you signed an agreement that outlined the basic requirements that must be met to remain in the state's care. This included attending school, working, not using drugs or alcohol, not having any legal issues, following the rules at your placement, etc. You have failed to meet these expectations and are at risk of being released from the custody of the state.

I, _____, understand that I must meet the following expectations or my extended commitment with the Cabinet for Health and Family Services will be rescinded:

Deadline for compliance: _____

Signatures:

Youth: _____ Date: _____

Social Worker: _____ Date: _____

Foster Parent/PCC: _____ Date: _____

Other: _____ Date: _____

Other: _____ Date: _____



9/18



**CABINET FOR HEALTH AND FAMILY SERVICES
 COMMONWEALTH OF KENTUCKY
 275 EAST MAIN STREET, 3E-D
 FRANKFORT, KY 40621
 DEPARTMENT FOR COMMUNITY BASED SERVICES
 DIVISION OF PROTECTION AND PERMANENCY
 AN EQUAL OPPORTUNITY EMPLOYER**

DCBS Office Address:

Date: _____

Circuit Court Clerk of _____ County:

This letter is to verify that _____ (child's name), resides at
 _____ (current address), is in the custody of
 the Cabinet for Health and Family Services and has been approved to obtain their **State Identification Card**. The
 following person is authorized to sign the application for this child:

Name of adult authorized to sign

Date

If you have questions regarding this certification please contact:

Child's Social Service Worker

Telephone number

Sincerely,

 State Social Service Worker
 Cabinet for Health and Family Services
 Department for Community Based Services

Required Documentation:

- Certified Birth Certificate
- Original Social Security Card
- Proof of Residency (this letter acts as proof of residency)
- State I.D. of Adult Authorized to Sign Application



CABINET FOR HEALTH AND FAMILY SERVICES
COMMONWEALTH OF KENTUCKY
275 EAST MAIN STREET, 3E-D
FRANKFORT, KY 40621
DEPARTMENT FOR COMMUNITY BASED SERVICES
DIVISION OF PROTECTION AND PERMANENCY
AN EQUAL OPPORTUNITY EMPLOYER

DCBS Office Address:

Date: _____

Circuit Court Clerk of _____ County:

This letter is to verify that _____ (child's name),
resides at _____, is in the custody of the
Cabinet for Health and Family Services and has been approved to pursue his/her application for an
**operator's license, motorcycle operator's license, intermediate license, or any instruction
permit, in accordance with KRS 186.450 and KRS 186.470.**

The following person is authorized to sign the driver's application for this child:

Name of Adult Authorized to Sign **Date**

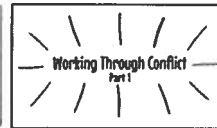
Thank you,

Regional Independent Living Specialist
Cabinet for Health and Family Services
Department for Community Based Services

Service Region Administrator/Designee
Cabinet for Health and Family Services
Department for Community Based Services

Required Documentation:

- Original or Certified Copy of Birth Certificate
- Original Social Security Card
- Proof of Residency (this letter acts as proof of residency)
- School Compliance Verification Form
- State I.D. of Adult Authorized To Sign Application



Provider Training: New Online Life Skills Program

What: Pre-launch facilitator training for new online life skills program that goes live 1/1/2020.

Who should attend: R & C workers; PCC/PCP Staff who facilitate independent living life skills education.

Agenda: 3-hour session

1. Facilitator training
 - Online curriculum & platform for youth 16+ LifeSkillsReimagined.com [Course list with descriptions](#)
 - Life skills newsletter for distribution by PCCs to foster parents ([sample](#))
 - Q&A
2. DCBS Program Updates and Q&A

Feel free to attend the training that is most convenient. The number of seats for each session is limited, so register early!

Date	Time	Region	City (actual location & address is in the registration link)
Oct. 3 rd	1 pm	The Lakes	Paducah Register Here
Oct. 4 th	10 am	Two Rivers	Bowling Green Register Here
October 10 th	1 pm	Cumberland	Somerset Register Here
October 11 th	10 am	Eastern Mountain	Prestonsburg Register Here
October 17 th	1 pm	Northeastern	Morehead Register Here
October 18 th	10 am	Southern Bluegrass	Richmond Register Here
October 24 th	1 pm	Salt River	Elizabethtown Register Here
October 25 th	10 am	Jefferson	Louisville Register Here
November 7 th	1 pm	Northern Bluegrass	Burlington Register Here
November 8 th	10 am	Webinar	For those that cannot attend a live event. Attendance at the live training is strongly preferred. Register Here

About Life Skills Reimagined

Kentucky is the first state in the country to implement Life Skills Reimagined state wide. It is an online, digital curriculum designed with input from foster and at-risk youth at every stage, including feedback from the Voices of the Commonwealth.

The program is designed to teach life skills content, freeing up PCC and DCBS staff and foster parents to focus instead on building relationships and coaching the application of what youth learn in the courses. Each youth's activities are tracked, and the program moves with the youth if they move, change PCCs or transition out of care.

