

# Non-Minor Dependents (NMDs)

## Introduction:

With the passage of AB12, a new category of service recipients was created. This category is generally referred to as non-minor dependents (NMDs) and refers to youth over age 18 who, while remaining under court jurisdiction, are recipients of a new program allowing for Extended Foster Care (EFC).

The Extended Foster Care (EFC) program allows foster youth to remain in foster care and continue to receive foster care payments and benefits beyond age 18. To continue to receive these payments and benefits, the young adult must meet several participation and eligibility requirements.

Among the eligible young adults for extended foster care are those who turn 18, those who are on probation with an order for foster care placement, and those who are eligible for either federal or state foster care and are in foster care either in or out of state (including young adults who are either pregnant or parenting). Young adults in a Non Related Legal Guardianship established through the juvenile court are also eligible if they sign a mutual agreement to stay in foster care.

The young adults must also meet one of the five following participation criteria:

1. Completing high school or equivalency program
2. Enrolled in post-secondary education or vocational school
3. Participating in a program or activity that promotes or removes barriers to employment
4. Employed at least 80 hours per month, or
5. Is incapable of participating in any activity described above due to a documented medical condition.

Eligible young adults may remain in extended foster care up to age 19. Beginning January 1, 2013, they may remain in extended foster care up to age 20. If the legislature approves the funding, beginning January 1, 2014, NMDs may remain in EFC to age 21.

Additionally, the young adults may choose to enter extended foster care, then exit the program and then later reenter extended foster care, as long as they are not age ineligible.

It is best to start working with the youth who are nearing their 18<sup>th</sup> birthday early. There is required documentation of the efforts made with the youth prior to the hearing dismissing dependency, and ongoing documentation during extended foster care.

Eligible young adults who choose to participate in extended foster care must sign the “MUTUAL AGREEMENT FOR EXTENDED FOSTER CARE” form ( SOC 162 )within 6 months after reaching age 18. Workers must document that the non-minor dependent signed the mutual agreement ([SOC 162](#)) in CWS/CMS, copies of the signed form are given to the eligibility worker and the juvenile court, and the original is maintained in the youth’s case file. A blank Mutual Agreement (SOC 162) is shown on the following pages.

## MUTUAL AGREEMENT FOR EXTENDED FOSTER CARE

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I have met with a county caseworker (social worker or probation officer) to talk about voluntarily staying in foster care after turning 18 years old. I want to continue to stay in foster care after I turn 18 years old.

I am asking the county case worker for a foster care placement (such as a foster home, relative's home, foster family agency home, group home, transitional housing program, a supervised independent living placement or with my nonrelated legal guardian), as described in my Placement Agreement.

I understand that I am voluntarily staying in foster care as an adult. The benefits of staying in foster care include having safe and stable housing and having help from a county caseworker to meet my needs and plan for my future.

### Initial

\_\_\_ I agree to meet face to face with my county caseworker at least once a month and update my permanency goals and my Transitional Independent Living Plan (TILP) at least once every six (6) months.

\_\_\_ I agree to do one or more of the following as described in my TILP to be eligible to stay in foster care:

1. Finish high school or get my California High School Equivalency Certificate (GED), or
2. Enroll in college, community college or a vocational education program, or
3. Participate in a program or activity to help me find and keep a job (for example: computer class, job search, job training, career counseling, volunteer work, etc.), or
4. Have a paid job and work at least 80 hours per month, or
5. I am unable to do any of the above due to a verified medical condition, including mental health conditions.

\_\_\_ I agree to work on completing the goals in my TILP, and to:

1. Talk to my county caseworker at least once a month to report on my progress and any problems I am having in meeting the goals in my TILP.
2. Tell my county caseworker as soon as possible, but no later than my monthly contact with my county caseworker, about any changes in

how I am meeting one of the five eligibility conditions listed above.

3. Tell my county caseworker as soon as possible, but no later than my monthly contact with my county caseworker, about any changes to my income (from work or any other source such as social security or disability benefits, grants and scholarships).
4. If I am in a court supervised placement such as a foster home, living with a relative, foster family agency home, in a group home, in transitional housing, or in a supervised independent living placement:
  - I understand that the juvenile court will be supervising my case, and I agree to take part in six-month Review Hearings, either in person or by telephone, or communicate my needs with my attorney AND
  - I understand that if I do not participate in my TILP that a court hearing may be set to possibly close my case. I understand that I will receive written notices of action (NOAs) and that I can appeal these actions.
5. If I am voluntarily living with my juvenile court appointed nonrelated legal guardian:
  - I understand that the county case worker will be supervising my case, and I agree to participate in updating my six-month TILP; AND
  - I understand that if I don't participate in one of the five eligibility activities as described in my TILP, the county agency may stop payments and close my case. I understand that I will receive written NOAs and that I can appeal these actions.

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## Initial

\_\_\_ In my foster care placement, I agree to:

1. Tell my county caseworker about any problems with my placement and work with my caseworker to find solutions.
2. Make sure my county caseworker always has a way to contact me, and tell my caseworker within one week if my phone number, mailing address, or other contact information changes.
3. Tell my county caseworker within 24 hours after I complete a planned move to a new placement, or move out of my current placement for any other reason.
4. I understand that if I leave my foster care placement, the foster care funding may be stopped.
5. I understand that if I leave foster care, I can contact the court or the county agency to return to foster care if I am under the age limit.

\_\_\_ The County Agency agrees to:

1. Help me develop and achieve my goals for stable and permanent housing and independent living, as described in my TILP.
2. Review the goals in my TILP and update them at least every six months.
3. Help me choose an appropriate approved or licensed placement (such as foster home, relative's home, group home, transitional housing program, or supervised independent living placement or remain with my nonrelated legal guardian).
4. Help me stay eligible for extended foster care by responding to any problems I have reported and help me find services and supports to meet my needs and maintain eligibility.

5. Help me develop a Shared Living Agreement, as needed, and help resolve any problems that arise with my placement.
6. Ensure that I have Medi-Cal or other health insurance, and help me get medical, dental, and/or mental health care as needed.
7. Tell me about any changes to my foster care benefits and give me information about the procedure to appeal a decision to either cut off or reduce my benefits.
8. Make sure I have contact information for my attorney, and information about upcoming juvenile court hearings, and how to participate in these hearings as applicable.

The undersigned agrees to foster care placement and supervision by the \_\_\_\_\_ County Agency.

|                                    |                            |                               |
|------------------------------------|----------------------------|-------------------------------|
| PRINT YOUNG ADULT'S NAME           | CASE WORKER'S NAME         | SUPERVISOR'S NAME             |
| YOUNG ADULT'S SIGNATURE            | CASE WORKER'S SIGNATURE    | SUPERVISOR'S PHONE NUMBER     |
| YOUNG ADULT'S CONTACT PHONE NUMBER | CASE WORKER'S PHONE NUMBER | TRIBAL AUTHORITY NAME         |
| DATE                               | DATE                       | TRIBAL AUTHORITY PHONE NUMBER |

**NOTE:** If non-minor dependent (NMD) signs form prior to their 18th birthday, a new one must be signed after the NMD's 18th birthday.

To document the signature of the SOC 162 in CWS/CMS, the worker would open the youth's case, go to the "Svc Comp" (Service Component) page (tab) and click the plus in the top left corner of the grid in the "Service Component" frame or information box. See the below for an example of the CWS/CMS service component page before clicking the "+".

Client Services - [Case [Training Child]]

File Edit Search Action Associated Attach/Detach Window Help Tools

JD Svc Comp Assignment Trans Req ICPC-100A ICPC-100B Doc Tracking Spec Proj Closure Summary

**Service Component**

|   | Service Component    | Effective Date | End Date   |
|---|----------------------|----------------|------------|
| 1 | Permanent Placement  | 09/27/2006     |            |
| 2 | Family Reunification | 09/27/2004     | 09/27/2006 |
| 3 | Emergency Response   | 08/30/2004     | 09/27/2004 |

Service Component: Permanent Placement Effective Date: 09/27/2006 End Date:



After clicking on the “+” in the top left corner of the grid, the user needs to select the new service component. The bottom “Service Component” selection field will be yellow and blank. The user needs to click the down arrow and select the “Supportive Transition” option.

|   | Service Component    |
|---|----------------------|
| 1 |                      |
| 2 | Permanent Placement  |
| 3 | Family Reunification |
| 4 | Emergency Response   |

|                                                                                                                                                                                                  |                |          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------|
| Service Component                                                                                                                                                                                | Effective Date | End Date |
| <None>                                                                                                                                                                                           |                |          |
| <div> <div>&lt;None&gt;</div> <div>Emergency Response</div> <div>Family Maintenance</div> <div>Family Reunification</div> <div>Permanent Placement</div> <div>Supportive Transition</div> </div> |                |          |

“Selective Transition” is not enabled unless the youth whose case is open is 17 years and 5 months old, or older. After selecting “Supportive Transition,” complete the “Effective Date” with the date the youth signed the SOC 162, otherwise known as the “Mutual Agreement.”

Client Services - [Case [Training, Child]]

File Edit Search Action Associated Attach/Detach Window Help Tools

ID: Sys Comp Assignment Trans Req ICPC-100A ICPC-100B Doc Tracking Spec Proj Closure Summary

**Service Component**

|   | Service Component     | Effective Date | End Date   |
|---|-----------------------|----------------|------------|
| 1 | Supportive Transition | 10/04/2012     |            |
| 2 | Permanent Placement   | 09/27/2006     | 10/04/2012 |
| 3 | Family Reunification  | 09/27/2004     | 09/27/2006 |
| 4 | Emergency Response    | 09/30/2004     | 09/27/2004 |

Service Component: **Supportive Transition** Effective Date: **10/04/2012** End Date:

**Agreements**

Mutual Agreement Date:  Vol. Reentry Agreement Date:

**Participation Criteria**

| Start Date           | Criteria             | End Date             | End Reason           |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Subcategory:  Comments:

Ready Case [Training, Child]

The “Service Component” page now has more documentation areas available. Use the new fields to document which agreements the youth signed and which participation criteria the youth is meeting.

To document which agreement (either the Mutual Agreement form or the Voluntary Reentry Agreement form) was

**Agreements**

Mutual Agreement Date

/ /

Vol. Reentry Agreement Date

signed, enter a date in the date field for which form was signed.

Next, the user would enter which participation criteria the youth was meeting. First, click on the “+” in the top left corner of the grid in the “Participation Criteria” information box or frame.

**Participation Criteria**

|   |            |          |          |            |
|---|------------|----------|----------|------------|
| + | Start Date | Criteria | End Date | End Reason |
| 1 | 10/04/2012 |          |          |            |

Start Date

10/04/2012

Criteria

<None>

<None>

NMD - Completing HS or Equiv

NMD - College/Vocational Ed

NMD - Removing Emp Barriers

NMD - Employed Min 80 Hrs/Mo

NMD - Medical Disability

End Date

End Reason

Select which criteria the youth is meeting by clicking on the selection. With the exception of “Medical Disability”, a youth could be meeting more than one criterion at a time. To enter multiple choices, click on the “+” in the grid again and then select “New Criteria.” Only one criterion can be selected for each line of the grid. The user has the option to select “subcategories” for each criterion shown in the criteria grid. The user may also enter comments about each criterion in the “Comments” box. Shown below is a completed “Participation Criteria” frame.

**Participation Criteria**

| + | Start Date | Criteria                    | End Date | End Reason |
|---|------------|-----------------------------|----------|------------|
| 1 | 10/04/2012 | NMD - Removing Emp Barriers |          |            |
| 2 | 10/04/2012 | NMD - College/Vocational Ed |          |            |

Start Date
Criteria
End Date
End Reason

10/04/2012
NMD - Removing Emp Barriers

| + | Subcategory                  |
|---|------------------------------|
| 1 | Unpaid Employment/Internship |

Comments

Narrative text box into which user can enter up to 4020 characters regarding Participation Criteria in the selected row.

Participation Criteria values display when the in focus Service Component is Supportive Transition, but are only editable when the Service Component of Supportive Transition is active.

Underneath the “Intervention” frame is a “Case Suspension” frame to allow documenting periods of time that the youth was not under the supervision of the Child Welfare Department. In the example below, the youth left the care of the department on her 18<sup>th</sup> birthday, and 5 months later decided to reenter the dependency system.

**Case Suspension**

| + | Start Date | End Date   | Reason for Suspension |
|---|------------|------------|-----------------------|
| 1 | 02/14/2012 | 07/15/2012 | NMD Reentry as 300    |

Start Date

End Date

Reason for Suspension

02/14/2012

07/15/2012

NMD Reentry as 300

At the bottom of the “Case ID” page, under the “Case Suspension” frame is the last frame on this page. It is the “NMD Safety Assessment” frame. It allows the user to record and view any safety assessments done for a non-minor dependent. If a “NMD Safety Assessment” is entered, a message alerting the user will be displayed on the top the page.

To enter a safety assessment, start by clicking the “+” in the top left corner of the “NMD Safety Assessment” grid. This will enable and require that the user enter an “Initial Report Date,” which is the date that the possible safety risk was first reported.

**NMD Safety Assessment**

| + | Initial Report Date | Caregiver | Facility | Conclusion Date |
|---|---------------------|-----------|----------|-----------------|
| 1 |                     |           |          |                 |

Initial Report Date:  Initial Response Date:  Conclusion Date:

Facility:

Facility Address:

**Caregiver Information**

| + | Caregiver | Outcome |
|---|-----------|---------|
|   |           |         |

Caregiver:  Outcome:

**Cross Report**

| + | Date | Recipient |
|---|------|-----------|
|   |      |           |

Date:  Recipient:

Comments:

After entering the start date, the user can not enter the name of the facility or the date of the initial response; the facility name must be selected from the dropdown menu. All associated placements in the child’s placement history that are available in cache will appear in the dropdown list.

If the desired placement does not show, click on the “Retrieve Placement History” button to the right. This should refresh the associated placement history for the youth.

With the placement facility selected, the user is now able to document the caretaker in the facility that the reported possible safety risk regards.

Caregivers associated with the placement facility will be located in the dropdown list.

After selecting the caregiver, the user may now enter a conclusion to the inquiry regarding the possible safety risk. Below is an example showing the selection options for conclusion outcomes.

NMD Safety Assessment

| + | Initial Report Date | Caregiver | Facility | Conclusion Date |
|---|---------------------|-----------|----------|-----------------|
| 1 |                     |           |          |                 |

Initial Report Date

Initial Response Date

Conclusion Date

Facility

Retrieve Placement History

Facility Address

Caregiver Information

| + | Caregiver | Outcome |
|---|-----------|---------|
|   |           |         |

Caregiver

Outcome

Cross Report

| + | Date | Recipient |
|---|------|-----------|
|   |      |           |

Date

Recipient

Comments

**NMD Safety Assessment**

| + | Initial Report Date | Caregiver | Facility   | Conclusion Date |
|---|---------------------|-----------|------------|-----------------|
| 1 | 01/01/2013          | A, Joy    | A, Joy FFH |                 |

Initial Report Date: 01/01/2013  
Initial Response Date: 01/03/2013  
Conclusion Date:

Facility: A, Joy FFH, 999999  
Facility Address: 21 Faux Dr Sacramento, CA 95945

**Caregiver Information**

| + | Caregiver | Outcome |
|---|-----------|---------|
| 1 | A, Joy    |         |

Caregiver: A, Joy  
Outcome: <None>  
Comments:

**Cross Report**

| + | Date | Recipient |
|---|------|-----------|
|   |      |           |

Date:   
Recipient:

Ready Case [NMC Demo Case]

If necessary, the user could then record a new cross report following the same rules as in the original referral. With an outcome selected, the user would document the conclusion date under the “NMD Safety Assessment” grid. It is possible to show multiple assessments by repeating this process as often as required.

Below is a completed “NMD Safety Assessment” ‘page showing all documentation possibilities.



**NMD Safety Assessment**

| + | Initial Report Date | Caregiver                          | Facility   | Conclusion Date |
|---|---------------------|------------------------------------|------------|-----------------|
| 1 | 01/01/2013          | A, Joy; Residential Facility Staff | A, Joy FFH | 02/01/2013      |

Initial Report Date: 01/01/2013    Initial Response Date: 01/03/2013    Conclusion Date: 02/01/2013

Facility: A, Joy FFH, 999999    [Retrieve Placement History](#)

Facility Address: 21 Faux Dr Sacramento, CA 95945

**Caregiver Information**

| + | Caregiver                  | Outcome   |
|---|----------------------------|-----------|
| 1 | Residential Facility Staff | Not Valid |
| 2 | A, Joy                     | Valid     |

Caregiver: A, Joy    Outcome: Valid

**Cross Report**


| + | Date       | Recipient       |
|---|------------|-----------------|
| 1 | 03/05/2013 | Licensing       |
| 2 | 03/04/2013 | Law Enforcement |

Date: 03/05/2013    Recipient: Licensing

Comments: This field allows up to 254 characters and can be used to enter additional information for the selected NMD Safety Assessment row.

Ready    Case [NMC Demo Case]

If the non-minor dependent(NMD) wishes to continue or restart extended foster care (EFC), the case carrying social worker must compete an initial or updated case plan every six months, just as for all other cases. A Transitional Independent Living Plan (TILP) must accompany each case plan. Each document should correspond with the criteria that the young adult is working to meet and focus on permanent connections and independence. As the juvenile court will retain jurisdiction over these young adults, the case plan and TILP must be presented with each status review.

To create the case plans (new or updated) and the TILP, the user would proceed as normal. With the young adult's case open, the user should make sure they are in the "Case Management Section" (green button ) , create either a



new or updated case plan by clicking on the "+" under the case plan notebook icon, then complete all of the pages. Remember that this case plan is between the young adult and the department, so be careful who is selected as a participant. After completing the pages in the "Case Plan" notebook, remember to create the new case plan document. Send the case plan for approval. Unless this is a "new" case plan, there should not be fields blocking transmission for approval unless a new mandatory field was created while the user was completing the case plan pages.



After completing the case plan and sending it for approval, go to the "Open Existing Transition Plan" notebook and open the notebook by clicking on it. Remember it is not possible to create a "New" transition plan notebook.

Document the creation of the Transitional Independent Living Plan (TILP) as usual, including the youth's signed date. When the documentation is complete, it is time to create the new TILP. Go to the last icon on the right (Case



Documents) and click the "+" under the icon. Select "Transitional Independent Living Plan and click on OK. After creating the document, remember that it still needs to be completed with the client. Meet with the client to complete the plan and get his/her signature. Remember, the activities should reflect the actions the client is taking to be eligible. If you select criterion #1, #2 or #4, it is a good idea to include criterion #3 as a backup plan.

At each update of the young adult's case plan and Transitional Independent Living Plan, the supervising social worker will need to complete and sign a "Six Month Certification of Extended Foster Care Participation" form (SOC 161). This form is necessary to provide to the foster care eligibility worker to continue making foster care payments.

A facsimile of the [SOC 161](#) follows on the next pages.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

### **SIX-MONTH CERTIFICATION OF EXTENDED FOSTER CARE PARTICIPATION**

Instructions: The purpose of this form is for the social worker/probation officer (SW/PO) to certify a young adult's participation in extended foster care (EFC) activities and transmit it to the eligibility worker (EW).

Young adult's name: \_\_\_\_\_ Case Number: \_\_\_\_\_ DOB: \_\_\_\_\_

I. Young adult's transitional independent living plan (TILP) was updated on \_\_\_\_\_. Young adult's six-month plan to meet participation is:

(DATE)

■ Primary participation activity in # \_\_\_\_\_ with backup plan in participation # \_\_\_\_\_.

■ Combination of activities in participation # \_\_\_\_\_  
and participation # \_\_\_\_\_.

■ Incapable of doing activities in participation activity #1 through #4 due to a medical condition.

#### **Participation Activities**

1. Complete secondary education/equivalent credential.
2. Enroll in post secondary/vocational education institution.
3. Participating in activity designed to promote or remove barriers to employment.
4. Employed at least 80 hours per month.
5. Incapable of doing any activities in number (1) to (4) due to medical condition.

## II. Certification

■ **Young adult dependent:** I certify the young adult dependent is eligible for EFC based on the updated TILP for the next six-month period. Regular updates on participation will be verified and documented in the Child Welfare Services/Case Management System (CWS/CMS) Contact Notebooks and SW/PO court reports with the six-month case plan updates. Should the juvenile court terminate jurisdiction of the young adult, I will notify the EW immediately.

■ **Ward of nonrelated legal guardian:** I certify the young adult is eligible for EFC based on the updated TILP for the next six-month period. Regular updates on participation will be verified and documented in the Child Welfare Services/Case Management System (CWS/CMS) Contact Notebooks and the six-month case plan updates. Should the young adult cease eligibility for EFC, I will notify the EW immediately.

SW/PO Name: \_\_\_\_\_

SW/PO Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The SW/PO must send this Certification Form to the EW.

Received by:

EW Name: \_\_\_\_\_

EW Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Copies must be kept in SW/PO and EW case files.

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SOC 161 (9/11) (NO SUBSTITUTES PERMITTED)

Virtually all placements in CWS/CMS are available as placement resources for non-minor dependents, with some limitations. Existing group home placements can be used only if the continuation of the placement allows the young adult to complete high school within the academic year or is a short transition period to a more family-like or less restrictive setting. Once the youth has graduated or reached age 19, whichever comes first, group home placement is prohibited unless the youth meets participation criterion #5 and the placement is a short-term transition to the appropriate system of care.

There have been two new placement types created: Transitional Housing Program-Plus-Foster Care (THP-Plus\_FC) and Supervised Independent Living Placement (SILP). The transitional housing program-plus-foster care placement option was created specifically for non-minor dependents in extended foster care that are not yet ready for a highly independent living situation. The supervised independent living placement option was also created specifically for non-minor dependents to provide the young adults with the opportunity for highly independent living experiences while receiving financial support and the safety net of a case manager (supervising social worker). The young adult is responsible to find his or her own supervised independent living placement.


Approving a supervised independent living placement is a two-part process. The supervising worker must first complete a readiness assessment of the young adult. Recommended tools for the assessment include the Ansell Casey Life Skills Assessment, Daniel Memorial Independent Living Assessment, or other nationally recognized tools approved by the state and used by counties to approve TILP assessments. The worker must also do a physical inspection of the potential housing for the young minor. The supervising worker would use the [SOC 157B](#) (SILP Inspection checklist), then complete the (SILP Approval and Placement form) [SOC 157A](#). Copies of the two documents should be kept in the client's case file.

Create a “Supervised Independent Living Placement” facility in CWS/CMS to document the non-minor

dependent’s living arrangement. The steps to create this new facility are the same as creating a new

NREFM/Relative home in CWS/CMS. Start by opening the case, and then click on the “Placement

Management Section” indicator (Red Button)

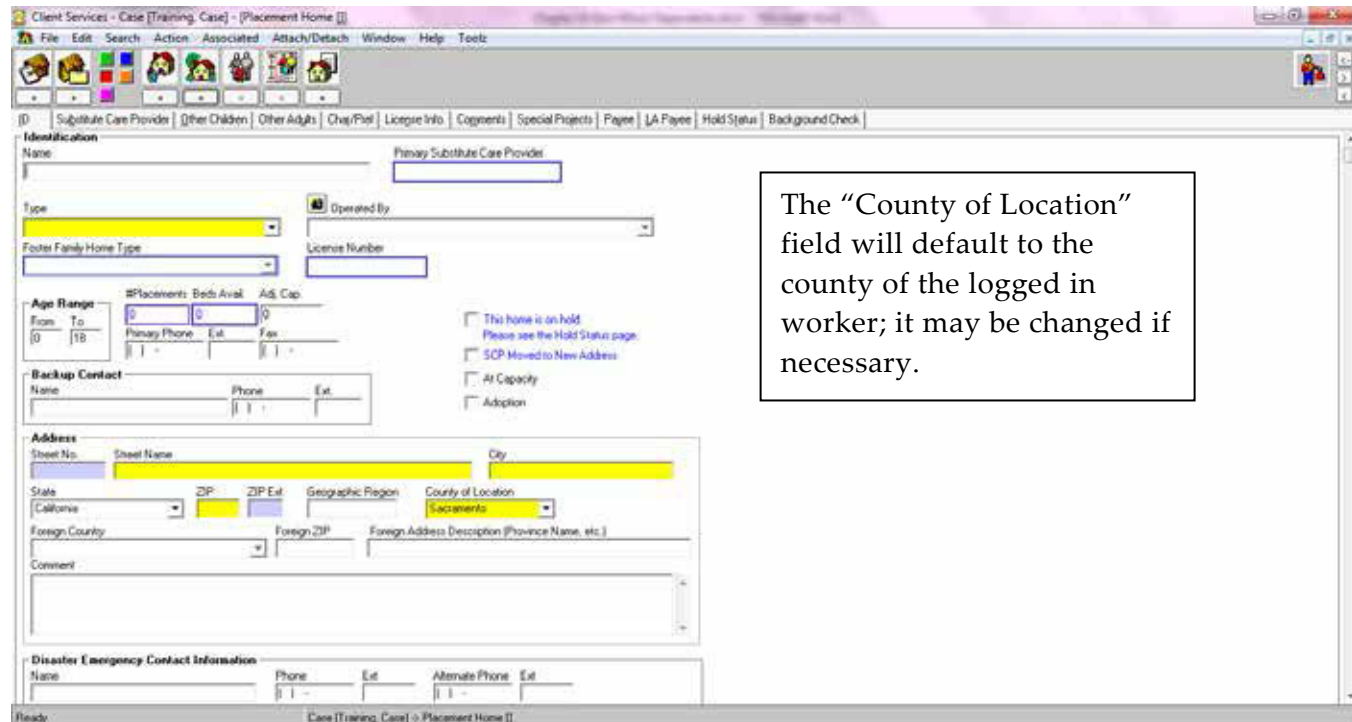
. Click the “+” under the second icon “Open Existing Placement Home.” This will open the screen on the right.

Although not mandatory, it is good practice to complete the “Name” field. Follow

county practice in the naming of the home. The name could be something similar to “[Child’s Name] SILP home”. The “Primary Substitute Care Provider” field is [read-only](#) and cannot be altered on this page.

Name

Primary Substitute Care Provider



The “County of Location” field will default to the county of the logged in worker; it may be changed if necessary.

Type

**Age Range**

|      |    |
|------|----|
| From | To |
| 0    | 18 |

|               |             |           |
|---------------|-------------|-----------|
| #Placements   | Beds Avail. | Adj. Cap. |
| 0             | 0           | 0         |
| Primary Phone | Ext.        | Fax       |
| ( ) -         |             | ( ) -     |

Complete the “Type” field arrow, then selecting “Supervised Independent Living Placement” from the selection list.

by clicking on the down arrow

Type

<None>

Court Specified Home  
 Foster Family Agency Certified Home  
 Foster Family Home  
 Group Home  
 Guardian Home  
 Medical Facility  
 Relative/NREFM Home  
 Small Family Home  
 Supervised Independent Living Placement  
 Tribe Specified Home

The next field on the page to complete is “Adj. Cap” (Adjusted Capacity). The user should enter “1” in the field to show that a placement can be made there. If the capacity is left at zero, it may not be possible to place the young adult in that resource.

The next information box or frame, “Address” should be completed, including the periwinkle fields.

**Address**

|                 |             |         |                                                   |                    |
|-----------------|-------------|---------|---------------------------------------------------|--------------------|
| Street No.      | Street Name |         | City                                              |                    |
|                 |             |         |                                                   |                    |
| State           | ZIP         | ZIP Ext | Geographic Region                                 | County of Location |
| California      |             |         |                                                   | Sacramento         |
| Foreign Country | Foreign ZIP |         | Foreign Address Description (Province Name, etc.) |                    |
|                 |             |         |                                                   |                    |
| Comment         |             |         |                                                   |                    |
|                 |             |         |                                                   |                    |

Note that the SILP address could be out of California. That is fine; a young adult may choose to live in an out-of-state resource. ICPC may become involved in that situation. Other states are **not required** to assist in SILP placements but may choose to.

If a young adult should choose to live in an out-of-state resource, and the state in which the young adult is living will not provide services, either through ICPC or purely on a courtesy arrangement, the supervising social worker is still obligated to make arrangements for services such as face-to-face contact with the client. Federal interpretation at this time will not allow for “Skype” or other electronic forms of face-to-face contact, so be prepared for possible obstacles..

The “Disaster Emergency Contact Information” could be very beneficial and worth collecting and documenting. For SILP placement facilities, “Substitute Care Provider” information is not mandatory, as that would be the young adult.



“Payee” information may be necessary if the young adult wants the check mailed to an address other than the physical address of the “SILP” placement, such as a Post Office Box.

On the next page is an example of what a completed “ID” page might look like.

Client Services - Case [Training, Case] - [Placement Home [Training Case SILP]]

File Edit Search Action Associated Attach/Detach Window Help Tools

ID Substitute Care Provider Other Children Other Adults Chap/Prof Licensee Info Comments Special Projects Payee LA Payee Hold Status Background Check

**Identification**

Name: Training Case SILP Primary Substitute Care Provider

Type: Supervised Independent Living Placement Operated By

Foster Family Home Type: License Number

**Age Range**

Placements: Beds Avail: Adj Cap:

From: 0 To: 18

Primary Phone: Ext: Fax:

☐ This home is on hold. Please see the Hold Status page.

☐ SCP Moved to New Address

☐ At Capacity

☐ Adoption

**Backup Contact**

Name: Phone: Ext:

**Address**

Street No.: 000 Street Name: Make Believe Street City: Training

State: California ZIP: 00000 ZIP Ext: Geographic Region: County of Location: Sacramento

Foreign Country: Foreign ZIP: Foreign Address Description (Province Name, etc.):

Comment:

With the placement resource built, it is now possible to place the young adult in a SILP placement facility and record the placement and placement payment amounts, as with a traditional foster care placement. Start by opening the

case, then check to see if there is a current placement open. To check, click on the open existing placement icon.



The following information box will appear on the screen.

Open Notebook: Information Available: Current

Select Item to Open  
Placement

For this Client


|   | Name               | Age(Yrs) | Gender | Birth Date |
|---|--------------------|----------|--------|------------|
| 1 | Training, Daughter | 18       | Female | 02/14/1994 |

Open this Placement

| Start Date | End Date   | Rem Date   | PE End Date | Reason for Rem | Fac Name   | Fac Type | Age  |
|------------|------------|------------|-------------|----------------|------------|----------|------|
| 06/19/2004 | 05/30/2011 | 06/18/2004 | 05/30/2011  | Physical Abuse | A, Joy FFH | FFH      | Cour |

OK  
Cancel  
New  
Remove  
Sort...  
History...  
View PE History...  
Help

If the placement is closed, there will be an “End Date” entered in the “End Date” column.



| Start Date | End Date   | Rem Date   | PE End Date | Reason for Rem | Fac Name   | Fac Type | Age  |
|------------|------------|------------|-------------|----------------|------------|----------|------|
| 06/19/2004 | 05/30/2011 | 06/18/2004 |             | Physical Abuse | A, Joy FFH | FFH      | Cour |

With the placement closed, it is possible to make a new placement. Exit this screen by clicking on “Cancel” and then click the “+” under the “Open Existing Placement” icon, or click on the “New” button below the “Cancel” button. Either action will have the same result. The user will be presented with a select new placement dialog box. A representative dialog box is shown on the next page.

**New Notebook** [X]

Select Item to Create  
 Placement [v] [Load]

For this Client

|   | Name               | Age(Yrs) | Gender | Birth Date |
|---|--------------------|----------|--------|------------|
| 1 | Training, Daughter | 18       | Female | 02/14/1994 |
| 2 | Training, Son      | 15       | Male   | 10/31/1996 |

Select this Placement Home

|   | County     | Facility Type                                                 | Facility Name | License |
|---|------------|---------------------------------------------------------------|---------------|---------|
| 1 | Sacramento | Foster Family Home                                            | A, Joy FFH    | 999999  |
| 2 | Sacramento | Supervised Independent Living F NMD Training Case SILP Housin |               |         |

[OK]  
 [Cancel]  
 [Temporary Custody Only]  
 [Non-Foster Care]  
 [Sort...]  
 [Help]

As in all placements, select which client is being placed and where the selected client is being placed, then click the "OK" button.

*Tip: All placement rules regarding State ID and having the placement resource in cache are still in effect.*

With the correct client and placement resource selected or highlighted, click on the "OK" button. This will open the "Child Removal Info" page. Unless the placement episode has been closed, there is nothing to do on this page.

The next page in the placement notebook is the “ID” page. There is some data entry required at this time.

Note that the “Care Provider Relationship to Child” information field is defaulted to “Self”. This will be true for all SILP placements. Enter the mandatory “Start Date,” then go to the “Ongoing Requests” page and enter the payment information. The functionality remains the same as for other placements.

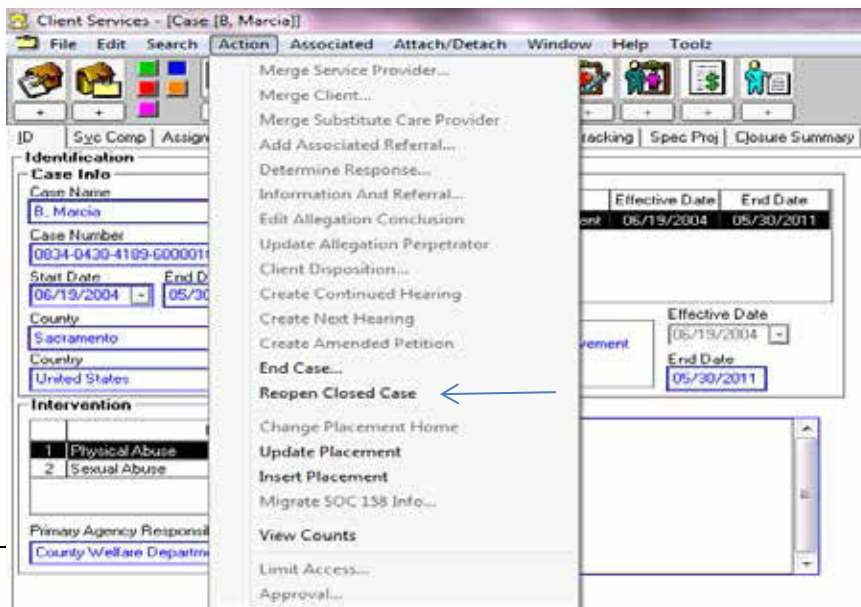
The previous directions were for non-minor dependents (NMDs) who chose to remain in foster care. But what about those young adults who first left foster care and later decided to re-enter foster care to take advantage of the services being offered? That young adult must still meet the eligibility requirements. The participation criteria, as well as specific court results, will be discussed later in this chapter.

First, it would necessary to re-open the closed case in CWS/CMS. Either the supervisor of the last assigned worker (or a county administrator) must re-open the case. When a case is re-opened, there are several options available. The steps to reopen a case will be demonstrated and explained.

**Remember, only the supervisor of the last assigned worker, or a county administrator, may re-open a closed case.**

The first step is to search for the NMD client in CWS/CMS. After finding the client, open the closed case and go to the assignment page. It is necessary to have the last assignment in the history, and it may be necessary to have the application find the history of assignments to re-open the case. With the assignment history in the case notebooks, the person re-opening the case would go back to the “ID” page of the case. This demonstration will begin at that point.

With the closed case “ID” page in focus, go to the “Action” menu.



From the “Action” menu, select “Reopen Closed Case.”

This will result in a new dialog box, as shown below.

Reopen / Suspend Case

In reopening this case, do you want to document a suspension for a prior period of time?

☒ No ☐ Yes

Note: Selecting 'No' will reopen the case; only.  
Selecting 'Yes' will reopen the case and allow you to document a suspension period for one of the reasons identified below.

**Suspension Details**

Reason for Suspension: [dropdown]

Suspension Start Date: [calendar icon]

Suspension End Date: [calendar icon]

**Case Status Following the Suspension Period**

☐ Court Involvement  
☐ Voluntary

Service Component Following the Suspension Period: [dropdown]

Participation Criteria: [dropdown]

**Suspension Period Assignment**

| County     | CWS Office | Unit       | Caseload   |
|------------|------------|------------|------------|
| [dropdown] | [dropdown] | [dropdown] | [dropdown] |

**Primary Assignment**

| County     | CWS Office | Unit       | Caseload   |
|------------|------------|------------|------------|
| [dropdown] | [dropdown] | [dropdown] | [dropdown] |

OK  
Cancel  
Help

First, determine if it is necessary to document a suspension. Unless the case is being reopened due to an error in closing the case, the usual choice would be “Yes.” When “Yes” is selected, the “Suspension Details” section becomes enabled.



Note that the application will automatically fill in the “Suspension Start Date” using the date the case was ended and the “Suspension End Date” using the date the case is being reopened. It is necessary to enter a reason for the suspension by clicking on the arrow and selecting one of the options in the list.

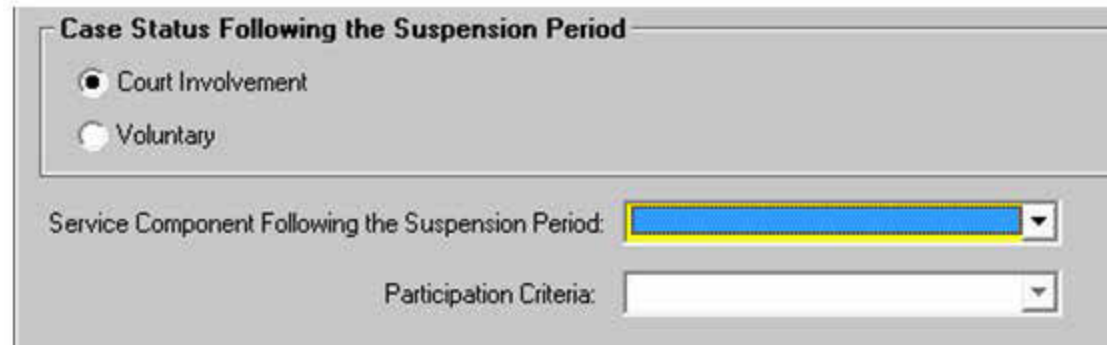
In this example, the choice will be “NMD as 300.” That client was a CWD dependent and choosing to reenter foster care.

The screenshot shows a form titled "Suspension Details" with three fields: "Reason for Suspension:", "Suspension Start Date:", and "Suspension End Date:". The "Reason for Suspension:" field is a dropdown menu that is currently open, displaying a list of options. The "Suspension Start Date:" field shows "05/30/2011" and the "Suspension End Date:" field shows "10/05/2012". To the right of the form, the text "Reentry is" is visible.

| Field                  | Value                                                                                                                                                                             |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reason for Suspension: | <None><br>Child Adjudged 601/602<br>Committed to State Hospital<br>Guardianship Set Aside<br>NMD Reentry as 300<br>NMD Reentry as 450<br>Nonminor Non-related Legal Guard Reentry |
| Suspension Start Date: | 05/30/2011                                                                                                                                                                        |
| Suspension End Date:   | 10/05/2012                                                                                                                                                                        |

The next fields to be completed or verified are "Service Component Following the Suspension Period" and "Participation Criteria". Because this is a reentry, Court supervision is required for eligibility. It is now necessary to select the current service component for the case. For voluntary reentry, the choice would be "Supportive

Transition." It will also be necessary to select a "Participation Criteria" from the dropdown menu.



**Case Status Following the Suspension Period**

☒ Court Involvement  
☐ Voluntary

Service Component Following the Suspension Period: [Dropdown Menu]

Participation Criteria: [Dropdown Menu]

The last fields on the page document assignment history during the suspension and current assignment.

On the next page is a sample of a completed "Reopen Closed Case" dialog box.

**Reopen / Suspend Case**

In reopening this case, do you want to document a suspension for a prior period of time?

☐ No ☒ Yes

Note: Selecting 'No' will reopen the case, only.  
Selecting 'Yes' will reopen the case and allow you to document a suspension period for one of the reasons identified below.

**Suspension Details**

Reason for Suspension: NMD Reentry as 300

Suspension Start Date: 05/30/2011

Suspension End Date: 10/05/2012

**Case Status Following the Suspension Period**

☒ Court Involvement  
☐ Voluntary

Service Component Following the Suspension Period: Supportive Transition

Participation Criteria: NMD - College/Vocational Ed

**Suspension Period Assignment**

| County     | CWS Office | Unit            | Caseload        |
|------------|------------|-----------------|-----------------|
| Sacramento | Training   | Assignment Desk | In-box caseload |

**Primary Assignment**

| County     | CWS Office | Unit            | Caseload |
|------------|------------|-----------------|----------|
| Sacramento | Training   | Assignment Desk | Clark    |

OK  
Cancel  
Help

With the case  
“Supervised  
Living Program”  
be made. With

the steps for creating the SILP are identical. In the instance of a reopened case, it will be necessary to create a new placement episode. To create a new placement episode, click on the “+” under the existing placement icon. This will open the “Child Removal Info” page, as illustrated.

reopened, a new  
Independent  
placement may  
one exception,

Selecting “Voluntary Reentry” as the primary reason for removal will deactivate several mandatory fields, leaving only the date and time fields mandatory on the left half of the page.

It is unlikely that Law Enforcement removed the child in this situation. It is probable that the social worker will click the “No” radial button for “Temporary Custody”, disabling the right side of the page, or enter their name as the staff person making the placement. With the child removal page complete, continue making the placement as before. A completed “Child Removal Info” page is shown below.

Client Services - Case [B. Marcia] - [Placement [A. Joy FFH]]

File Edit Search Action Associated Attach/Detach Window Help Tools

Child Removal Info | Ongoing Requests | Incidental Payments | End Placement/Episode | Temporary Leave

**Child Removal Information**

Removal Date: 11/01/2012  
Removal Time: 03:00pm

Temporary Custody: ☒ Yes ☐ No

**Removed By**

☐ Law Enforcement ☒ Staff Person ☐ Safely Surrendered Baby

Law Enforcement:  
Officer: First MI Last Name  
Officer Phone Ext Badge/ID No

Staff Person: [W. Chris] Receiver of Safely Surrendered Baby: [ ]

**Removed From**

First Caretaker Relationship To Child: [ ]  
First Caretaker Removed From: [ ]  
Second Caretaker Relationship To Child: [ ]  
Second Caretaker Removed From: [ ]

**Reasons for Removal**

Primary Reason For Removal: Voluntary Reentry  
Secondary Reasons for Removal: [ ]

Drug: [ ] Reason: [ ]  
Other Drug: [ ]

**Notification Information**

**Mother Notified**  
Custody Notification Date: [ ]  
Time: [ ] am  
☐ Notified of Civil Rights

**Father Notified**  
Custody Notification Date: [ ]  
Time: [ ] am  
☐ Notified of Civil Rights

**Guardian Notified**  
Custody Notification Date: [ ]  
Time: [ ] am  
☐ Notified of Civil Rights

**Attorney Notified**  
Custody Notification Date: [ ]  
Time: [ ] am  
☐ Notified of Civil Rights

Child Notified: ☐ Yes ☒ No ☐ Not applicable  
Notification Comments: [ ]


☒ Confidential Placement

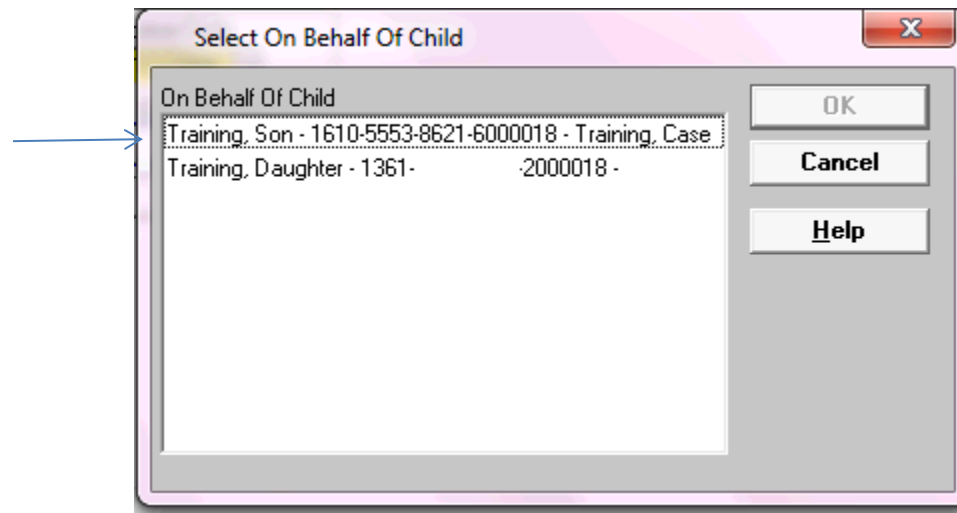
**Temporary Custody Termination**

☐ Child Released ☒ Continue in Custody

Date: [ ] Time: [ ]

Ready Case [B. Marcia] -> Client [Case Focus Child] [Daughter Training] -> Placement [ ]

Just as with court dependents, face-to-face monthly contacts are required between the supervising social worker and the young adult. Meeting at the residence is also preferred. Documentation of the visits is the same as for dependents. Open the appropriate case, and then click on the “Service Management Section” indicator (Orange Button) . Next, click the “+” under the image of the rolodex. This will open the following dialog box.



Select the young adult who is the focus of the case.

Complete the fields on the case as for any other child client contact, being sure to select “SW Plan Visit” as a service type.

On the next page is a representative sample of a completed contact page for this type of contact.

Under current law, the process to document a dependent as a Non-Minor Dependent starts prior to termination of dependency in the Juvenile Court. The court is not to terminate dependency of a young adult unless there has been a 391

The screenshot displays a software interface for managing client services. The title bar reads "Client Services - Case (Training Case) - [Contact [10/01/2012]]". The menu bar includes File, Edit, Search, Action, Associated, Attach/Detach, Window, Help, and Tools. Below the menu bar is a toolbar with various icons. The main window is divided into several sections:

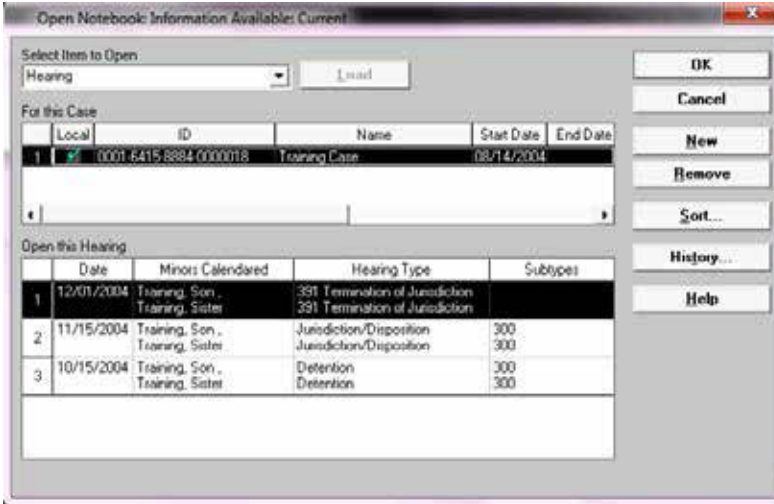
- Contact Information:**
  - Staff Person: W. Chris
  - Start Date: 10/01/2012
  - Start Time: : am
  - End Date: 10/01/2012
  - End Time: : am
  - Contact Purpose: Deliver Service to Client
  - Method: In-Person
  - Location: Home
  - Status: Completed
- Participants:**
  - 1 Training Son
- On Behalf of Child:**
  - 1 Training Son
- Contact Party Type:**
  - 1 Staff Person/Child
- Case Management Services/Referrals:**
  - 1 CM-SW Plan Contact
- Narrative:**

Identifies remarks or comments which have been made that are relevant to the contact. You can enter up to 8,000 characters in this field.

The status bar at the bottom shows "Ready" and "Case [Training Case] -> Contact [10/01/2012]".

Termination Hearing. To document the hearing in CWS/CMS go to the "Court Management" section. 

Open the hearing already set as a “391 Termination of Jurisdiction” by clicking on the gavel  and then selecting the hearing.



| Local | ID                     | Name          | Start Date | End Date |
|-------|------------------------|---------------|------------|----------|
| 1     | 0001-6415-8884-0000018 | Training Case | 08/14/2004 |          |

|   | Date       | Minor         | Calendar         | Hearing Type                    | Subtype                         |
|---|------------|---------------|------------------|---------------------------------|---------------------------------|
| 1 | 12/01/2004 | Training, Son | Training, Sister | 391 Termination of Jurisdiction | 391 Termination of Jurisdiction |
| 2 | 11/15/2004 | Training, Son | Training, Sister | Jurisdiction/Disposition        | 300                             |
| 3 | 10/15/2004 | Training, Son | Training, Sister | Detention                       | 300                             |

With the hearing open, select the report format that the county has decided to use. The Court requires the child welfare department to provide a number of elements at this hearing, including:

- Ensure the young adult is present in court, has elected to use telephonic appearance because they do not want to appear in court, or document reasonable efforts to locate the young adult
- Submit a report describing whether it is in the young adult’s best interest to remain under the Court’s jurisdiction, including a recommended TILP when continuation is continued
- If continuation is not recommended, the department must submit documentation of the reasonable efforts made to provide the young adult with assistance needed to meet or maintain eligibility as a non-minor dependent
- If the young adult indicated that he or she does not want to continue dependency jurisdiction, the report needs to document how the minor was advised on the benefits of remaining in foster care and

the right to reenter foster care by filling a petition under section 388 paragraph (e) of the Welfare and Institutions Code

- [W&I § 390 \(e\)](#) requires that the department provide extensive information to the young adult regarding the young adult's history when dependency is to be dismissed



If the young adult elected to terminate dependency jurisdiction or left prior to section 391 becoming operative and meets eligibility criteria, then the young adult needs to sign the [SOC163](#) "VOLUNTARY RE-ENTRY AGREEMENT FOR EXTENDED FOSTER CARE." Next, the young adult and/or the caseworker need to request the juvenile court resume jurisdiction by completing and filing [a JV-466](#) with the court.

Following the filing of the JV-466, the court has three days to review the document and determine if there is a prima facie showing that the young adult meets the qualifying criteria. If the prima facie case is made, the court clerk has two days to set a hearing within 15 days of the filing of the JV-466.

At least two days before the hearing, the worker must prepare and file a report with the Court. The report must include:

- Conformation that the young adult was previously under juvenile court jurisdiction
- The condition(s) the young adult intends to satisfy
- The worker's opinion as to whether continuing in foster care is in the young adult's best interest, and a recommendation for the Court to resume jurisdiction
- Whether the young adult and the agency have entered into a reentry agreement
- A recommendation for the type of placement if reentry is granted
- The results of a background check if the young adult is considering returning to a placement where a minor dependent is placed

If the Court makes an order resuming juvenile court jurisdiction over the young adult, the Court must also order that the social worker and the young adult cooperate to create and file a new Transitional Independent Living Case Plan with the court within 60 days and must set a status review (366.3) hearing within the next six months.

Following the Post Permanent Plan Review (366.3) hearing, both retuning and non-returning non-minor dependents are on the same schedule with yearly 366.26 Permanent Planning Hearing (PPH) and 366.3 hearings between the PPHs.

The young adult may choose to exit extended foster care and reenter multiple times until the age limit is reached. The process to reenter remains the same, as does the process to terminate the young adult's juvenile dependency; specifically, the court must hold a 391 Termination Hearing.

The following pages are a sample timeline for processing reentry cases from All County Letter (ACL) 12-12 dated March 12, 2012.

### SAMPLE TIMELINE FOR PROCESSING RE-ENTRY CASES

| Date     | Steps/Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Responsibility |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 6/1/20XX | Non-minor (NM) former foster youth requests Extended Foster Care (EFC)<br>Re-entry                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Youth          |
| 6/1/20XX | <p>1. County agency assesses youth's circumstances, determines county of jurisdiction by researching Child Welfare Services/Case Management System (CWS/CMS) closed case and completes SAWS 1, FC2 NM, SOC 163, and EA1 (if applicable). (See County Responsibility above for more information.)</p> <p>2. NM requests placement in an eligible facility, same day or subsequent day. Facility representative and county of jurisdiction's placement worker sign appropriate Placement Agreement. Placement information is entered into CWS/CMS same day as placement and SOC 158 is generated. Forward copies of the SAWS 1, FC2 NM, SOC163, SOC 158A, SOC 815 or Supervised Independent Living Settings (SILP) to the Foster Care (FC) Eligibility Worker (EW) for processing of the application.</p> <p>3. Immediate intent to participate is documented on the SOC 163 by the young adult's signature and immediate participation in one of the 5 participation activities is documented in the CWS/CMS contact notebook and the participation special project code.</p> | Case Manager   |

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                               |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 6/1/20XX or later | EW receives completed SAWS 1, FC 2 NM, SOC 158A, SOC 815 or SILP Approval (if applicable), SOC 163, and EA 1 (if applicable) with June 1 date of entry into approved placement. Note: Beginning date of aid (BDOA) is the latter of the date the SOC 163 was signed or date of placement into an eligible facility                                                                                                                                                                                                                                                                                                          | Eligibility Worker            |
| 6/3/20XX          | Case management worker meets with the NM to complete the petition to return to juvenile court jurisdiction and foster care, the JV466 and JV468. [These JV forms may be completed the same day as the SOC 163, or shortly thereafter, in order to meet the 15 judicial days the county agency has to file the petition in the court of jurisdiction.]                                                                                                                                                                                                                                                                       | Case Manager /<br>Young Adult |
| 6/22/20XX         | The W&IC section 388(e) petition is filed in the court of jurisdiction no later than 15 judicial days from the date the SOC 163 is signed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Case Manager                  |
| 7/15/20XX         | EW has up to 45 days to determine eligibility and issue benefits or deny application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Eligibility Worker            |
| 7/16/20XX         | Court hearing: If prima facie is found, the petition is set for hearing by the court of jurisdiction within 15 judicial days of the filing of the petition. The case manager submits a report per W&IC section 388(e)(4). Court may resume/assume dependency or transition jurisdiction. Court orders placement and care be under the responsibility of the county placing agency and makes required Title IV-E finding of best interests. Matter set for first case plan review hearing within 70 days from the W&IC section 388(e) hearing but in no event more than 180 days from the date the youth signed the SOC 163. | Case Manager /<br>Court       |
| 9/14/20XX         | No later than 60 days from the date of re-entry into foster care (60 days from the date jurisdiction is resumed), the Transitional Independent Living Plan (TILP) assessment, the TILP, and Transitional Independent Living Case Plan (TILCP), TILCP are completed jointly with the NMD.                                                                                                                                                                                                                                                                                                                                    | Case Manager /<br>Young Adult |

|                         |                                                                                                                                                                                                             |                            |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 9/14/20XX               | At least 10 calendar days prior to the first review hearing, the placing agency worker files the W&IC section 366.3-review hearing court report with the court.                                             | Case Manager               |
| 9/24/20XX               | First review hearing per W&IC section 366.3 is heard within 70 days from the W&IC section 388(e) hearing for the court to review progress and discuss the NMD's new TILCP with the NMD and placing agency.  | Case Manager / Court       |
| 9/30/20XX               | SOC 161 is generated and sent to the EW no later than the end of the month following the month the 6-month update to the TILP is due.                                                                       | Case Manager               |
| 9/30/20XX at the latest | EW receives the SOC 161 generated by case manager. Updates case file as appropriate.                                                                                                                        | Eligibility Worker         |
| 2/14/20XX               | Case manager updates TILP and TILCP with NMD.                                                                                                                                                               | Case Manager / Young Adult |
| 2/28/20XX               | Next SOC 161 is generated and sent to the FC EW no later than the end of the month following the month the 6-month update to the TILP is due.                                                               | Case Manager               |
| 2/28/20XX               | EW receives the SOC 161 generated by case manager and updates case file as appropriate.                                                                                                                     | Eligibility Worker         |
| 3/24/20XX               | 2 Month Permanency Planning Hearing (PPH): 12th Month PPH is held within 6 months of the first W&IC section 366.3-review hearing, but in no event more than a12 months from the date the SOC 163 is signed. | Case Manager               |
| 5/31/20XX               | Annual review for Medical redetermination is due before the end of the 12th month from date of application.                                                                                                 | Eligibility Worker         |
| 9/24/20XX               | Six Month Review Hearing                                                                                                                                                                                    | Case Manager / Court       |
| 3/24/XX+1               | 12 Months PPH                                                                                                                                                                                               | Case Manager / Court       |