

DATE 08-29-2018

CHANGE NOTICE

CWS-CN-03-2018

**MANUAL:** 1201 – Child Placement Services – VII. Adolescent Services: NC LINKS

**CHANGE NO:** 03-2018

**ATTENTION:** Child Welfare Directors, Program Administrators, Supervisors, and Social Workers

**RE:** Revision to NC LINKS Policy on documents required to be provided to youth aging out of foster care

**EFFECTIVE DATE:** February 9, 2018

**INTENT:**

The Families First Prevention Services Act (Public Law 115-123), Section 475(5)(I) requires child welfare agencies to provide young adults transitioning from foster care with official documentation confirming they were in foster care. Therefore, the Child Welfare Manual, 1201 Child Placement Services, Section VII. Adolescent Services: NC LINKS has been updated to reflect this change. The North Carolina Division of Social Services (DSS) developed a template for agencies to use that verifies the young adult was in foster care. DSS also developed a checklist for child welfare agencies to use to ensure the young adult receives all required documents prior to exiting foster care. Please note that changes to policy are in red underlined font.

SPECIFIC CHANGES

Changes to the policy include:

- Addition of language about and hyperlink to the DSS-5096a Transitional Living Plan for Youth/Young Adults in Foster Care, timeline for completion, and updates of Transitional Living Plans for youth in foster care age 14 and older.
- Updates to F. Youth Involvement in Planning for Services, 3. 90 Day Transition Plan including:
  - Updates to transition planning requirements for youth aging out of foster care.
  - Updates to required documents the young adult must receive at the 90 Day Transition planning meeting prior to aging out of foster care.
  - Requirement that child welfare agencies must:
    - Provide the young adult with a Verification Letter of Child Welfare's custody, and,

- Provide the young adult with the Transition Checklist
- Updates to I. Contractual Agreements for Residential Services (CARS)
  - Explanation of change to N.C.G.S. § 108A-48 regarding implementation of Foster Care 18 to 21.
  - Removal of language regarding who CARS may be offered to, as no new CARS were entered after January 1, 2017.
- Formatting and grammatical revisions

New Forms and Tools:

- Verification of Child Welfare’s Custody Letter Template
- Transition Checklist

INSTRUCTIONS

OBSOLETE	USE
1201 - Child Placement Services, VII. Adolescent Services: NC LINKS (September, 2015)	1201 – Child Placement Services, VII. Adolescent Services: NC LINKS (August, 2018)

To view the revised manual, visit: <https://www2.ncdhhs.gov/info/olm/manuals/dss/>

Please note that **Section 475(5)(I) of Public Law 115-123 is retroactive**; therefore, contact with young adults who have exited the foster care system after February 9<sup>th</sup>, 2018 is mandatory. The child welfare agency must document in the case record that the young adult received the required verification letter and other mandated documents listed on the Transition Checklist. A copy of the required documents must also be maintained in the case record.

If you have any questions regarding the policy related to these changes, please contact the State LINKS Coordinator, Erin Conner, at [erin.conner@dhhs.nc.gov](mailto:erin.conner@dhhs.nc.gov) or 919-527-6351.

Sincerely,

A handwritten signature in black ink that reads "Lisa Cauley". The signature is written in a cursive, flowing style.

Lisa Cauley, Deputy Director  
Child Welfare Services

Attachments:

Verification of Child Welfare's Custody Letter Template  
Transition Checklist

Cc: Michael Becketts, Assistant Secretary for Human Services  
Wayne Black, Director of Social Services  
Kristin O'Connor, Section Chief for Policy and Programs  
Betty Kelly, Policy Team Program Administrator  
Teresa Strom, Local Support Team Manager

Child Welfare Agency's Letterhead

Date

Reference: (Young Person's Name)

To Whom It May Concern:

This letter serves as notification that \_\_\_\_\_ born on \_\_\_\_\_  
(Young person's name)

was in foster care in \_\_\_\_\_ County.  
(County's name)

If you should have any additional questions or concerns, please contact the undersigned at  
(contact number).

Sincerely,

(Child Welfare Worker's Name/Title)

(Child Welfare Supervisor's Name/Title)

### Transition Checklist

The county child welfare agency must provide the following documents to the young person during the 90 Day Transition Plan meeting.

- Proof of Foster Care – Verification Letter
- Original or certified copy of the young adult’s birth certificate
- A Social Security card issued by the Commissioner of Social Security
- Copies of all Child Health Status Component forms (DSS-5243), if applicable, copies of all Child Health History Form (DSS 5207)
- All medical records to include the most recent Immunization Record
- Health Insurance Information
- Copies of all Child Education Status Component forms (DSS 5245)
- All Educational Records
- Driver’s license or identification card issued by the State
- Copies of any credit reports and documentation related to issues resolved on the credit report
- The original and signed copy of the 90 Day Transition Plan for Youth in Foster Care (DSS-5096b).

I, \_\_\_\_\_ have received the original or copy of the checked items  
(Young person’s name)

identified above.

\_\_\_\_\_  
(Young person’s signature and date)

\_\_\_\_\_  
(Child Welfare Supervisor’s signature/date)  
(Child Welfare Agency’s name)