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**ORANGE COUNTY SOCIAL SERVICES AGENCY  
CFS OPERATIONS MANUAL**

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**Effective Date:** April 30, 2002  
**Revised:** August 3, 2021

**Number:** D-0504

## **Independent Living Program (ILP) Services**

<b>Purpose</b>	To provide guidelines for the provision of Independent Living Program (ILP) services.
<b>Approved</b>	This policy was approved by Christine Snapper, Director of CFS. <i>Signature on file.</i>
<b>Most Recent Revision</b>	<p>This revision of the Policy and Procedure (P&amp;P) incorporates:</p> <ul style="list-style-type: none"><li>• Expanded ILP eligibility and services for youth who were/are in non-related legal guardianships (NRLG) per All County Letter (ACL) 11-09</li><li>• Guidance on completion of the 90-Day Transition Plan per ACL 09-87</li><li>• Transitional Independent Living Plan (TILP) requirements for non-minor dependents (NMDs)</li><li>• Updated requirements effective January 1, 2020, to provide documents, information, and services per Welfare and Institutions Code (WIC) § 391 to dependent youth</li><li>• Updated legal mandates</li><li>• Deletion of attachments:<ul style="list-style-type: none"><li>○ Attachment 1—ILP Services and Resources for ILP-Eligible Youth</li><li>○ Attachment 2—Staff Responsibilities/Required Dates for Completion of ILP Services and Activities</li></ul></li><li>• Inclusion of new attachments:<ul style="list-style-type: none"><li>○ <a href="#">Attachment 1—Suggested Guidelines for ILP Procedures</a></li><li>○ <a href="#">Attachment 2—Supporting Youth-driven Transitional Independent Living Plans (TILPs)</a></li></ul></li></ul>

- [Attachment 3 —Supplemental Documentation for Court Reports](#)
  - [Attachment 4 —Timeline for Completion of ILP Services and Activities](#)
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## Background

In 1999, the United States Congress passed [Public Law \(P.L.\) 106-169](#), also cited as the Foster Care Independence Act, which mandated that foster youth, preparing to transition from the child dependency system to adulthood “...be enrolled in an Independent Living Program designed and conducted by State and local government to help prepare [those youth] for employment, post-secondary education, and successful management of adult responsibilities.” Congress passed this legislation based on its recognition that “...children aging out of foster care show high rates of homelessness, non-marital childbearing, poverty, and delinquent or criminal behavior.”

In addition, P.L. 106-169, established a national data system, National Youth in Transition Database (NYTD) to collect demographic and outcome information for current and former foster youth receiving Independent Living Services (ILS). In California, NYTD data is collected through the Child Welfare Services/Case Management System (CWS/CMS). Independent Living Program outcome data assists Federal, State, and Local government with making data-driven decisions for improving services and outcomes for youth who are transitioning to adulthood.

The County of Orange has a contract with Orangewood Foundation (OF) to provide Independent Living Program (ILP) services for ILP-eligible youth in Orange County. Further, the Transitional Planning Services Program (TPSP) oversees the provision of ILP services and is the primary point of contact for linking ILP-eligible youth to OF. TPSP also works in collaboration with the assigned Senior Social Worker (SSW) to ensure that ILP-eligible youth receive the services they require, consistently work towards attainable goals that prepare them for transition to adulthood, and are able to achieve physical and emotional stability, self-sufficiency, and integration into a community upon transition to adulthood.

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## Definitions

For purposes of this P&P, the following apply:

**Case Plan:** Per Welfare and Institutions Code (WIC) § 11400, a written document which sets forth appropriate services to be provided to the child, the child's family, and the foster parents, in

order to meet the child's needs while in foster care, and to reunify the child with the child's family. Refer to [CFS P&P Case Plans \(D-0101\)](#) for further guidance.

**CalFresh:** An entitlement program in California providing food benefits to low income households. This entitlement program is federally funded and called the Supplemental Nutrition Assistance Program or SNAP (formerly known as Food Stamps).

**Efforts to Outcomes (ETO) Transitional Independent Living Plan Assessment (F063-25-626) and Exit Assessment (F063-25-616):** Assessment tools used for collecting data, which is entered into the ETO web-based database. The data is used to measure outcomes for ILP-eligible youth in California.

**Extended Foster Care (EFC):** allows eligible youth to remain in foster care up until the day before their 21<sup>st</sup> birthday.

**Foster Care Entry Date:** Per WIC § 361.49, a child is deemed to have entered foster care on either the date of the Jurisdictional hearing or 60 days from the date the child was initially removed from the physical custody of the parent/guardian, whichever is earlier.

**Non-Minor Dependent (NMD):** Pursuant to WIC § 11400, a current dependent of the Juvenile Court or young adult in legal guardianship with an open dependency case, who satisfies all of the following criteria:

- Has reached 18 years of age while under an order of foster care placement, but is less than 21 years of age
- Is in foster care under the placement and care responsibility of Children and Family Services (CFS), County of Orange Probation Department, or an Indian tribe that entered into an agreement pursuant to WIC § 10553.1
- Is participating in or intending/willing to participate in a Transitional Independent Living Plan (TILP)

**Placement Order:** Pursuant to California Department of Social Services (CDSS) All County Letter (ACL) 16-19, occurs when the Court sustains the allegations in the petition, declares the youth a dependent, and makes a determination that continuance in the home of the parent/guardian is contrary to the wellbeing of the youth.

**Transitional Independent Living Case Plan (TILCP):** Pursuant to WIC § 11400, a NMD's case plan that is updated every six months, which describes, in part, the goals and objectives of how the NMD will make progress in the transition to living independently and assume incremental responsibility for adult decision-making, and the supportive services to ensure active and meaningful participation in maintaining eligibility. For further guidance refer to [CFS P&P Extended Foster Care \(J-0101\)](#).

**Transitioning (Emancipating) Youth:** A dependent of the Orange-County Juvenile Court placed in out-of-home care for whom dependency will be terminated upon turning 18 years of age or completing high school or equivalent prior to turning 19.

**Transitional Independent Living Plan (TILP) and Agreement Document (TILP1):** Pursuant to WIC § 11400, an auto-populating CWS/CMS template that is updated every six months, which describes, in part, the goals and objectives of how the youth will make progress in the transition to living independently and assume incremental responsibility for adult decision-making, and the supportive services to ensure active and meaningful transition to independence.

**90-Day Transition Plan:** A plan for transitioning youth/NMD to make final preparation for living independently upon termination of dependency within 90 days. The 90-Day Transition Plan defines goals in: Housing, Education, Health Insurance, Mentors/Continuing Support, and Workforce Support/Employment Services.

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## POLICY

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### ILP Eligibility Criteria

Pursuant to California Department of Social Services (CDSS) All County Letter (ACL) 16-19, youth who are likely to remain in foster care until the age of 18 are eligible to receive ILP services beginning at age 16 up until the day before their 21<sup>st</sup> birthday provided that at least one of the following conditions apply:

- A. The youth was in foster care pursuant to a Juvenile Court placement order or tribal organization at any time from their 16<sup>th</sup> to 19<sup>th</sup> birthday (includes youth who were adopted after their 16<sup>th</sup> birthday).
- B. The youth is receiving/has received Kinship Guardianship

Assistance Payments (KinGap) at any time between 16 to 18 years of age.

- C. The youth entered into a non-related legal guardianship between the ages of 8 and 15 years old and is receiving/has received Permanency Planning services.

**ILP Eligibility  
Exclusion  
Criteria**

Pursuant to California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Division 31-525.3, youth residing in out-of-home care are not eligible for ILP when the youth is *not* a dependent or ward of the Juvenile Court. Although not an all-inclusive list, out-of-home settings commonly used outside of the Juvenile Court's jurisdiction include the following:

- A. Locked facility, such as a detention facility or incarceration
- B. Voluntary placement
- C. Probate guardianship
- D. Medical or psychiatric facility (does not include short-term hospitalization)
- E. Placements pursuant to an individualized education program (IEP)

**Exception:** Youth placed in the above placement settings may meet ILP eligibility due to a prior dependency. The assigned SSW will provide youth in the above placement settings with ILP eligibility information.

**ILP-eligible  
Youth/NMDs  
Residing  
Outside  
County of  
Jurisdiction**

- A. **OC ILP-Eligible Youth/NMDs Placed Out-of-County/State:**  
Youth/NMDs who meet ILP eligibility criteria (as outlined in the ILP Eligibility Criteria section), and who are/were dependents of the Orange County Juvenile Court, are OC ILP-eligible and may participate in all ILP services offered in Orange County. They may also choose to receive ILP services in the county/state where they are residing. Pursuant to All County Information Notice (ACIN) 1-39-12, ILP eligible youth/NMD must be given an opportunity to participate in all available core services whether they are residing in their county of jurisdiction or in another county.

1. To ensure goals specified in the TILP are achieved, the assigned SSW will consult with local and state ILP staff when coordinating services for youth/NMD who are placed out-of-county or state.

Upon completion of an initial TILP for youth placed out of county, the TPSP SSW will send the *ILP Services—Referral for Out-of-County ILP Services (F063-25-612)* and the completed TILP (*TILP 1*) to the receiving County's ILP Coordinator.

**Note:** CDSS maintains a list of [ILP Coordinators](#) in each California county.

2. When a youth is placed out-of-county after completion of an initial or updated TILP, the assigned SSW will send the ILP Services—Referral for Out-of-County ILP Services (F063-25-612) and current TILP to the receiving County's ILP Coordinator.
3. When courtesy supervision is being provided for an OC ILP eligible youth placed in another state pursuant to ICPC, staff will complete the following:
  - a. The assigned SSW will submit the *ILP Services—ICPC Youth (F063-25-615)* form to the OC ICPC Coordinator.
  - b. The OC ICPC Coordinator will forward the *ILP Services—ICPC Youth (F063-25-615)* form to the receiving state's ICPC Coordinator for ILP services and, when necessary, assist with completion of the County of Orange TILP.

Refer to CFS P&P [Interstate Compact for the Placement of Children \(ICPC\) \(K-0502\)](#) for further guidance.

**B. Non-OC ILP-eligible youth/NMD placed or residing in OC:**

ILP-eligible youth/NMD from other counties/states, residing in OC, are eligible to receive OC ILP services, except for the OF Children's Trust Fund services TPSP is the point of contact for other counties requesting OC ILP services on behalf of their ILP-eligible youth/NMDs.

1. Upon receiving a letter from another county's ILP Coordinator requesting OC ILP services for an ILP-eligible youth/NMD from that county, the TPSP SSW will:
  - a. Mail ILP Services—Acknowledgement Letter to Other County ILP Coordinator (F063-25-613) to requesting county's ILP Coordinator.
  - b. Mail youth/NMD ILP Services for Non-Orange County Youth (F063-25-614) and information regarding OC ILP services (except for the OF Children's Trust Fund).
2. When courtesy supervision is provided for a youth placed in Orange County, pursuant to ICPC, staff will complete the following:
  - a. The ICPC Coordinator will:
    - Forward requests for ILP services to the assigned OC SSW providing courtesy supervision.
  - b. The assigned SSW will:
    - Complete the placing state's TILP and provide an orientation for ILP services.

**Note:** TPSP staff will provide basic needs referrals to emancipated youth residing in OC who have an immediate and urgent need for food, clothing or shelter. While not an exhaustive list, resource search databases, such as those listed below, may be utilized by TPSP staff when providing non-OC emancipated youth with basic needs referrals:

- [2-1-1 OC](#)
- [ShelterListings.org](#)

### **Informing Youth About ILP**

The assigned SSW, TPSP SSW, or ILP Coordinator, as applicable, will inform youth/NMD 15 ½ and older who are in out-of-home care about the benefits of ILP and encourage youth participation in ILP services and activities. Pursuant to ACIN I-39-12 and CDSS MPP Division 31-525.6, youth participation in ILP is voluntary and participation will not be used as a punishment or reward.

**Youth Declines to Participate/Deferment of ILP Services**

A. Youth Refusal

Pursuant to CDSS MPP, Division 31-236 and ACL 08-31, when a foster youth refuses to participate in ILP services, the assigned SSW will offer the youth ILP services at least once every six months. NMD participation in TILP updates is an EFC requirement. Refer to [CFS P&P Extended Foster Care \(EFC\) \(J-0101\)](#) for further information regarding EFC participation requirements.

When foster youth decline to participate in the development of the initial or updated TILP, the assigned SSW and/or TPSP SSW, as applicable, will:

1. Complete the *Transitional Independent Living Plan & Agreement (TILP 1)*, including needs and services.
2. Create a CWS/CMS contact narrative to document:
  - a. Youth's refusal to cooperate.
  - b. Reasonable efforts made by assigned SSW and/or TPSP SSW to obtain the youth's cooperation.

B. Deferment

Pursuant to CDSS MPP Divisions 31-236 and 31-525, ILP participation will **only** be deferred when:

1. A health/mental health care professional determines that the youth/NMD is unable to benefit from ILP.
2. Youth decline to participate in ILP services and activities (includes youth who are AWOL).

**Note:** A redetermination of deferment of ILP services will be conducted every six months. The assigned SSW will attempt to complete the TILP and the orientation to ILP services within 30 days of the change in circumstances that warranted deferment of ILP services (e.g., an AWOL youth's whereabouts become known or a youth who previously refused to establish TILP goals agrees to do so).

For an initial TILP, the TPSP SSW will attempt to complete the *Transitional Independent Living Plan Assessment (F063-25-626)* by telephone or remotely.



## **The Transitional Independent Living Plan (TILP)**

Refer to [Attachment 1— Suggested Guidelines for ILP Procedures](#), section: “Deferment of ILP Services: Cognitive/Physical Condition” and “Deferment of ILP Services: AWOL/Youth Refusal” for further guidance.

The development of the TILP is a component of ILP services and will be provided to ILP participants based on an assessment of the needs of the youth/NMD pursuant to WIC § 1609.4. Pursuant to CDSS MPP Division 31-236, the assigned SSW and TPSP SSW will encourage youth to actively participate in the development of the TILP.

### **A. Written TILP**

Pursuant to ACL 08-31, the *Transitional Independent Living Plan & Agreement (TILP 1)* will be used to document the following components of the TILP:

- Description of the youth’s current level of functioning.
- Identification of:
  - Emancipation goals, services, and activities.
  - Individuals supporting the youth with obtaining self-sufficiency.

An initial TILP will be developed when:

1. Youth in out-of-home care reaches 15 ½ years of age.
2. Youth are placed in out-of-home care after their 16<sup>th</sup> birthday (the initial TILP will be completed prior to the Dispositional Hearing).

The *Transitional Independent Living Plan & Agreement (TILP 1)* is updated every six months or sooner, if requested by the youth/NMD.

### **B. TILP Goals and Assessment**

The TPSP SSW or assigned SSW, as applicable, will use the *ILP—Transitional Independent Living Plan Assessment (F063-25-626)* to assess the youth/NMD’s current functioning and to identify needs and goals when developing and implementing the TILP.

TILP goals will be established in collaboration with the youth/NMD and will support the youth/NMD’s successful transition to adulthood by focusing on:

- Education: Earning a high school diploma or General Equivalency Degree (GED)
- Financial Literacy
- Preventative health activities (e.g., substance abuse prevention, nutrition education, pregnancy prevention reproductive health)
- Developing a mentoring relationship with a responsible adult
- Obtaining mental health services as necessary
- Establishing and maintaining a bank account
- Obtaining information regarding college, vocational training programs, and other educational/employment programs
- Participating in employment and training services
- Completing applications for financial assistance
- Completing Medi-Cal re-application prior to termination of child dependency proceedings
- Securing safe, affordable housing
- Developing knowledge of how to obtain important documents, including but not limited to:
  - Certified birth certificate
  - Social Security card
  - California identification or driver's license
  - Proof of citizenship or residency status
  - Death certificate(s) for parent(s)
  - Proof of previous child dependency status for educational financial aid applications
  - Educational records
  - Medical records
  - Medi-cal Benefits Identification Card
  - Immunization records
  - Work permit

TILP goals will be:

- Actionable: Within control of the youth to achieve the goal
- Realistic: Can be achieved in a six-month period
- Measurable: Progress towards completing the goal can be objectively assessed

Refer to [Attachment 2 — Supporting Youth-driven Transitional Independent Living Plans \(TILPs\)](#) for further guidance.

When developing TILP goals, the TPSP SSW or assigned SSW, as applicable, will:

1. Collaborate with the foster youth/NMD and/or out-of-home caregiver, as appropriate, to assess the foster youth's current functioning using the *ILP—Transitional Independent Living Plan Assessment (F063-25-626)* form.
2. Include a primary and back-up goal to satisfy at least one EFC participation requirement, regardless of whether the foster youth/NMD intends to enter/remain in EFC.
3. Include goals that allow continuous eligibility for EFC during periods the NMD is not able to meet education or employment-based EFC participation requirements (e.g. establish a back-up goal such as "removing barriers to employment").

C. Incorporating TILP Goals into the Case Plan

Pursuant to CDSS MPP Division 31-206.37, for youth in placement, 16 years and older, the assigned SSW will:

1. Incorporate the goals outlined in the most recently completed Transitional Independent Living Plan & Agreement (TILP 1) into the case plan.
2. Submit a copy of the signed, Transitional Independent Living Plan & Agreement (TILP 1), and case plan with the Jurisdictional/Dispositional Hearing Report, and each Status Review Hearing Report to the Court.  
**—AND—**
3. If recommending resumption of dependency jurisdiction (as detailed in CFS P&P Re-Entry into Extended Foster Care (EFC) [J-0105]), the assigned SW will submit the *Transitional Independent Living Plan & Agreement (TILP 1)* and Transitional Independent Living Case Plan (TILPCP) at the WIC § 388(e) hearing.

**Note:** For further guidance on incorporating TILP goals into case plans, refer to Attachment 1—Suggested Case Plan Elements in CFS P&P Case Plans D-0101.

D. Initial TILP

The TPSP SSW will meet with the youth and the youth's out-of-home caregiver to collaborate on the initial TILP. When possible, it is best practice for the assigned SSW to participate in the meeting in which the initial TILP is developed.

The following activities are required to initiate ILP services:

- Review the ILP orientation packet with youth
- Completion of *ILP—Transitional Independent Living Plan Assessment (F063-25-626)*
- Completion of the initial *Transitional Independent Living Plan & Agreement (TILP 1)*
- Documentation of completion of the initial TILP in the ILP database and a completed contact in CWS/CMS
- Provision of the completed initial *Transitional Independent Living Plan & Agreement (TILP 1)* to OF
- Provide youth, pursuant to WIC § 391, with written notification of:
  - Preferential student assistant/internship positions for current and former foster youth
  - AND-**
  - Financial literacy programs

**Exception:** When an OC foster youth is placed in a non-adjacent county or out-of-state and is not receiving courtesy supervision:

- The assigned SSW will be responsible for development of the initial TILP.
- The TPSP SSW will be responsible for completing the *ILP—Transitional Independent Living Plan Assessment (F063-25-626)* and TILP orientation by telephone or through alternate means (i.e. videoconferencing).

**Note:** Refer to “Completing Initial TILP” section of [Attachment 1—Suggested Guidelines for ILP Procedures](#) for guidance on completing and processing the initial *Transitional Independent Living Plan & Agreement (TILP 1)* and Transitional Independent Living Plan Assessment (F063-25-626).

E. TILP Updates

The assigned SSW is responsible for meeting with ILP-eligible foster youth/NMD, and out-of-home caregiver, and the parent(s) (as applicable), every six months (prior to the Status Review Hearing-[this includes ILP-eligible youth on Trial Visits] to complete the:

- a. *ILP—Transitional Independent Living Plan Assessment (F063-25-626)*

—AND—

- b. *Transitional Independent Living Plan & Agreement (TILP 1).*

Refer to [Attachment 1 — Suggested Guidelines for ILP Procedures](#), section: “Completion of Updated TILP” for instructions regarding completing and processing the updated TILP.

**Documentation  
of ILP  
Delivered  
Services**

The assigned SSW will review TILP goals with the foster youth/NMD and out-of-home caregiver, as applicable, during each mandated monthly compliance contact to assess the foster youth/NMD’s progress in achieving the goals and provide support services as needed.

When a contact is completed with an ILP-eligible foster youth/NMD, the assigned SSW will be responsible for:

- Creating a CWS/CMS contact
- Documenting the type of delivered ILP service

Refer to CWS/CMS Data Entry Standards- Independent Living Program (ILP) Services for further guidance.

On a monthly basis, OF provides a summary of services offered by OF and TPSP to each ILP-eligible foster youth/NMD.

The TPSP Staff Specialist/clerical staff will be responsible for reviewing the monthly summary of services and forwarding the information to assigned SSW’s clerical staff to enter into CWS/CMS.

The assigned SSW’s clerical staff will be responsible for entering ILP delivered services provided by OF and TPSP into CWS/CMS, pursuant to [CWS/CMS Data Entry Standards Transitional Planning Services Instructions](#).

**Referrals 120 Days Prior to Termination of Dependency**

Within no more than 120 days prior to the Juvenile Court hearing calendared to terminate dependency proceedings for a transitioning foster youth or NMD, the assigned SSW will submit the following:

- *ILP Services—Transitional Planning Conference (TPC) Referral (F063-25-624)* to request a 90-Day Transition Plan TPC (as described below)
- *ILP Services—WIC 391 Letter Referral (F063-28-333)* to the TPSP SSSS to request completion of a letter pursuant to the requirements of WIC § 391

**Transitional Planning Conferences (TPCs)**

Transitional Planning Conferences (TPCs) are conducted with transitioning youth/NMDs to mobilize a support system to assist the youth/NMD with transition planning related to: education, employment, housing, health, securing essential documents (e.g., Driver's License, Social Security card, birth certificate), and establishing social supports and a permanent connection with at least one stable adult.

Per CFS policy, TPCs will be facilitated by the Transitional Planning Services Program (TPSP).

**Note:** TPCs fulfill the Child and Family Team Meeting (CFTM) requirements. Refer to CFS P&P Child and Family Teams (D-0314) for further guidance on CFT requirements.

The assigned SSW may submit the *ILP Services—Transitional Planning Conference (TPC) Referral (F063-25-624)* to request a TPC when a foster youth (16 years or older) or NMD is met with significant obstacles to achieving goals related to: education, employment, housing, health and social supports.

Anyone identified by the foster youth as an important person may be invited to attend a TPC. The TPSP TPC Coordinator and assigned SSW will collaborate to invite participants to the TPC.

**Note:** Attorneys acting in a professional capacity are not invited to attend due to the non-adversarial nature of TPCs.

**90-Day Transition Plan**

The 90-day Transition Plan will be developed for all youth/NMD who are receiving Foster Care Maintenance Payments and/or benefits or services from ILP.

TPSP SSWs will coordinate and facilitate TPCs within 90 days of youth/NMD's:

- 18<sup>th</sup> birthday
- 21<sup>st</sup> birthday
- Exit from Foster Care

The 90-Day Transition Plan goals are developed at the direction of the transitioning foster youth/NMD and will be as detailed as the transitioning foster youth/NMD decides. The assigned SSW will encourage the transitioning foster youth/NMD to include a caregiver, family member, mentor, or other important person (s) in the 90-Day Transition Plan TPC.

**Note:** A 90-day TPC is not required if the youth leaves foster care more than 90 days prior to the 18<sup>th</sup> birthday.

The assigned SSW will:

- Provide the transitioning foster youth/NMD and any important person(s) who participated in developing the 90-Day Transition Plan with a signed copy of the plan
- Attach the 90-Day Transition Plan to the court report recommending termination of dependency/EFC

The assigned SSW will request the transitioning foster youth/NMD to sign the 90-Day Transition Plan and write “Declined Plan” when the transitioning foster youth/NMD declines to participate in establishing 90-Day Transition Plan goals. The assigned SSW will also enter a CWS/CMS contact when documenting the attempt to support the transitioning foster youth/NMD with establishing 90-Day Transition Plan goals.

For transitioning youth/NMDs unable to have meaningful participation in the development of the 90-day Transition Plan, the assigned SSW will:

- Develop the transition plan in collaboration with agencies, service providers, and/or important persons in the transitioning foster youth’s/NMD’s life
- Ensure the plan is signed by all parties who participated in developing the plan
- Provide copies of the plan to transitioning foster youth/NMD and other individuals involved in developing the plan

**Note:** The 90-Day Transition Plan is completed in addition to the *Transitional Independent Living Plan & Agreement (TILP 1)*. Once a 90-Day Transition Plan is completed, no additional TILP updates are required unless the Juvenile Court continues dependency beyond the 90-day period and a TILP update is due.

TPCs will be conducted as follows:

- Participants will be greeted by the TPC facilitator and asked to:
  - Sign the *ILP Services—Transitional Planning Conference (TPC) Confidentiality of Information (F063-25-622)*
  - Participate in a discussion about the foster youth's/NMD's strengths and goals in the areas defined above
  - Commit to support the foster youth/NMD in achieving the defined goals
- The meeting purpose will be defined as supporting the foster youth/NMD with establishing goals and obtaining commitments from TPC participants to assist the foster youth/NMD with achieving those goals
- The meeting information, goals, and plan for who will support the foster youth/NMD with achieving each goal will be documented on the TPC Summary
- The TPC Summary will be provided to all participants

A TPC may be conducted at any location (e.g. CFS office, placement) as determined to be necessary, appropriate, and feasible, and that best meets the needs of the youth/NMD.

During monthly case compliance contacts completed pursuant to CFS P&P [Case Compliance Contacts and Documentation \(E-0105\)](#), the assigned SSW will follow-up with the foster youth/NMD to discuss:

- Progress in achieving the goals established during the TPC
- Obstacles to achieving goals
- The level of support provided by the individuals who committed to assisting the foster youth/NMD with achieving each goal
- A plan for working towards achieving unmet goals

When a foster youth/NMD identifies obstacles in completing a goal due to insufficient support from the individual who committed to assisting the foster youth/NMD with achieving a particular goal, the assigned SSW will follow up with the individual to establish a plan to enhance their level of support.

**WIC § 391  
Documentation**

- A. The assigned SSW will document efforts to provide a foster youth/NMD with certain information, documents and



services, as described in WIC § 391, at the following intervals:

1. First Status Review hearing held pursuant to WIC § 366.3 after a foster youth reaches 16 years old of age.
2. Last Status Review hearing held pursuant to WIC § 366.3 before a foster youth turns 18 years old, and at every regularly Status Review hearing after the 18<sup>th</sup> birthday.
3. WIC § 391 Termination Review hearing.

Refer to [Attachment 3— Supplemental Documentation for Court Reports](#) for further guidance on WIC § 391 documentation requirements.

#### **WIC § 391 Letter Referral**

Upon receiving an *ILP Services—WIC 391 Letter Referral (F063-28-333)*, the TPSP SSSS will assign a TPSP SSW, who will obtain the foster youth's/NMD's information from CWS/CMS to write a letter that includes the date on which jurisdiction will be terminated, documents that the foster youth/NMD is entitled to inspect under WIC § 827, written verification that the foster youth/NMD is enrolled in Medi-Cal and information regarding the foster youth's/NMD's:

- Native American heritage or tribal connections, if applicable
- Family history
- Placement history
- Medical, Dental, and Psychological history
- Educational history
- Siblings' whereabouts for siblings who are under the jurisdiction of the Juvenile Court

The TPSP SSW will submit the completed letter to the assigned SSW. The assigned SSW will provide the letter to the foster youth/NMD upon termination of dependency/EFC.

#### **Requirements 30 Days Prior to Termination of Dependency**

The assigned SSW is responsible for completing the following requirements within no more than 30 days of the Court hearing calendared to terminate dependency proceedings for a transitioning youth/NMD. It is best practice to complete each of these requirements during the same in-person contact with the foster youth/NMD.

A. **Exit Assessment (F063-25-616):**

The *ILP Services—Exit Assessment (F063-25-616)* is a questionnaire used to obtain information regarding a transitioning foster youth's/NMD's status in:

- Education
- Housing
- Finances
- Health/mental health
- Creating permanent connections

**Note:** An *ILP Services —Exit Assessment (F063-25-616)* will not be completed when ILP services were deferred pursuant to the “Deferment of ILP Services” Policy section.

Dependency Continued: When dependency is continued from one reporting quarter to another, the assigned SSW will complete and submit *ILP Services—Exit Assessment (F063-25-616)*. For further guidance, refer to [Attachment 1: Suggested Guidelines for ILP Procedures](#).

ILP reporting quarters are:

- January–March
- April–June
- July–September
- October–December

E.g., If the *ILP Services—Exit Assessment (F063-25-616)* was completed in March, but dependency was continued until May, a new *ILP Services-Exit Assessment (F063-25-616)* is required since dependency was continued from one reporting quarter to another.

TPSP staff will enter the completed *ILP Services-Exit Assessment (F063-25-616)* into the ETO database.

B. **Providing Transitioning Foster Youth/NMD With CalFresh Benefits Information:**

The assigned SSW will provide transitioning foster youth/NMD with Cal-Fresh-benefits application information. Youth 18 and older over may apply for [CalFresh benefits](#) on-line, by phone, mail, fax or in-person.

C. **WIC § 391 Documents, Information, and Services:**

Pursuant to WIC § 391, the assigned SSW will ensure that the documents, information, and services that must be

provided to a transitioning foster youth/NMD prior to termination of child dependency proceedings have been provided. Refer to [Attachment 3— Supplemental Documentation for Court Reports](#) for additional guidance on WIC § 391 documentation requirements.

### **Foster Care Verification Letter**

Upon termination of dependency, the assigned SSW will provide transitioning foster youth/NMD with a completed ILP Services— Foster Care Verification (*F063-25-617*) letter.

When requested by a former OC ILP eligible foster youth, TPSP staff will complete the *Foster Care Verification Letter (F063-25-617)* and provide it to the youth.

[Attachment 4 — Timeline for Completion of ILP Services and Activities](#) provides information on staff responsibilities and timelines for the completion of each of ILP services/activities listed above.

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## **REFERENCES**

### **Attachments and Data Entry Standards**

Click on the links below to directly access attachments to this P&P and any Data Entry Standards referred to.

- [Attachment 1 — Suggested Guidelines for ILP Procedures](#)
- [Attachment 2 — Supporting Youth-driven Transitional Independent Living Plans \(TILPs\)](#)
- [Attachment 3 — Supplemental Documentation for Court Reports](#)
- [Attachment 4 — Timeline for Completion of ILP Services and Activities](#)
- [CWS/CMS Data Entry Standards — Generating the Transitional Independent Living Plan & Agreement Document](#)
- [CWS/CMS Data Entry Standards — Independent Living Program \(ILP\) Services](#)
- [CWS/CMS Data Entry Standards — TILP Tracking](#)

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### **Hyperlinks**

Users accessing this document by computer may create a direct connection to the following references by clicking on them.

- [2-1-1 OC](#)
- [CFS P&P Case Compliance Contacts and Documentation \(E-0105\)](#)

- [CFS P&P Case Plans \(D-0101\)](#)
- [CFS P&P Extended Foster Care \(EFC\) \(J-0101\)](#)
- [CFS P&P Re-Entry into Extended Foster Care \(EFC\) \(J-0105\)](#)
- [Orange County Social Services Independent Living Program](#)
- [Orangewood Youth Center, Independent Living Program](#)
- [CDSS-ILP County Child Welfare Agency Contact List](#)
- [OC Social Services Agency: How Do I Apply for Cal-Fresh?](#)

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**Other Sources** Other printed references include the following:

None.

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## REQUIRED FORMS

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**Online Forms** Required forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

Form Name	Form Number
<a href="#">The Resource Guide for Youth</a>	F063-25-834
<a href="#">ILP Services—Referral for Out-of-County ILP Services</a>	F063-25-612
<a href="#">ILP Services—Acknowledgment Letter-Other County ILP Coordinator</a>	F063-25-613
<a href="#">ILP Services for Non-Orange County Youth</a>	F063-25-614
<a href="#">ILP Services—ICPC Youth</a>	F063-25-615
<a href="#">Exit Assessment</a>	F063-25-616
<a href="#">ILP Services-Foster Care Verification Letter</a>	F063-25-617
<a href="#">ILP Services—Transitional Planning Conference (TPC) Confidentiality of Information</a>	F063-25-622
<a href="#">ILP Services—Transitional Planning Conference (TPC) Confidentiality of Information (Spanish)</a>	F063-25-622Sp
<a href="#">ILP Services—Transitional Housing Placement Program (THPP) Referral</a>	F063-25-623
<a href="#">ILP Services—Transitional Planning Conference (TPC) Referral</a>	F063-25-624
<a href="#">ILP Services—Transitional Independent Living Plan Assessment</a>	F063-25-626
<a href="#">ILP Services—WIC 391 Letter Referral</a>	F063-28-333
<a href="#">90-Day Transition Plan</a>	FC 1637

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## Hard Copy Forms

Forms listed below must be completed in hard copy (including multi-copy NCR forms). **For reference purposes only**, links are provided to view these hard copy forms, where available.

Form Name	Form Number
None.	

## CWS/CMS Forms

The following required forms may **only** be obtained in CWS/CMS. **For reference purposes only**, links are provided to view these CWS/CMS forms, where available.

Form Name	Form Number
<a href="#">Transitional Independent Living Plan</a>	TILP 1
<a href="#">Transitional Independent Living Plan</a> (Spanish)	TILP 1 (SP)

## Brochures

Brochures to distribute in conjunction with this procedure include:

Brochure Name	Brochure Number
None.	

## LEGAL MANDATES

[California Department of Social Services \(CDSS\) All County Letter \(ACL\) 05-32](#) mandates that youth who are Juvenile Court dependents until 18 years of age are provided with a letter, verifying the youth was a dependent until 18 years of age. The youth may use this letter to apply for post-emancipation financial support, including: emancipation stipends, transitional housing, educational scholarships and grants, and health care.

[CDSS ACL 08-31](#) includes the *Transitional Independent Living Plan & Agreement (TILP 1)* form and provides instructions for completing the TILP.

[CDSS ACL 09-87](#) mandates that a 90-Day Transition Plan must be developed within 90 days of a transitioning youth aging out of foster care.

[CDSS ACL 11-69](#) provides instructions regarding the policies and procedures for the Extended Foster Care (EFC) program and guidance for completion of the 90-Day Transition Plan and TILP requirements for Non-Minor Dependents (NMDs).

[CDSS ACL 16-19](#) details that dependents of the Juvenile Court who were placed or remained placed in out-of-home care, after their 16<sup>th</sup> birthday, pursuant to a placement order made by the Juvenile Court, meet the federal standard for ILP eligibility.

[CDSS ACL 16-19](#) informs federally recognized tribes and federally recognized tribal organizations of their entitlement to Independent Living Program services for ILP eligible tribal youth and reminds counties of their obligation to provide ILP benefits and services to eligible tribal youth.

[CDSS Manual of Policies and Procedures \(MPP\) Section 31-236\(a\)](#) mandates:

- Development of a TILP with a youth in placement upon turning age 15 1/2
- Development of an updated TILP with a youth every six months thereafter
- Development of a TILP prior to the Dispositional Hearing for a child placed into protective custody after turning 16 years of age
- Incorporation of the TILP goals into the case plan

[CDSS MPP Section 31-525](#) directs that ILP will provide services and activities to assist ILP-eligible youth with preparing to live independently.

[CDSS MPP Section 31-525.3–31-525.5](#) defines eligibility requirements for receiving ILP services.

[CDSS MPP Section 31-525.63](#) mandates use of the Child Welfare Services/Case Management System (CWS/CMS) Transitional *Independent Living Plan & Agreement (TILP 1)* document.

[CDSS MPP Section 31-525.71](#) mandates completion of a *Transitional Independent Living Plan & Agreement (TILP 1)* for every ILP-eligible youth up to age 21.

[CDSS MPP Section 31-525.8](#) mandates that ILP services must be provided to support youth with education, career development, health/mental health, daily living skills, financial literacy, and housing.

[Welfare and Institutions Code \(WIC\) § Section 391](#) mandates the information and services that must be provided to a transitioning youth/NMD, including written information about the youth's dependency history, prior to the Juvenile Court hearing to terminate jurisdictional proceedings.

[WIC § 10609.45](#) and [ACL 11-09](#) expand ILP eligibility to include youth who entered into a NRLG between 8 and 15 years old, and who are receiving Permanent Placement services.

[WIC § 10609.4](#) mandates the development of statewide standards for the administration of ILP pursuant to the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (Public Law 99-272) and define the outcomes for the ILP and the characteristics of foster youth enrolled in the program for data collection purposes.

[WIC § 10609.4\(b\)\(1\)\(E\)](#) mandates the use of a Transitional Independent Living Plan based on an assessment of the youth's needs, and that includes information provided by individuals who have been identified by the youth as important, and that the information be incorporated into the case plan.

[WIC § 16501.1](#) mandates that the case plan include the *Transitional Independent Living Plan & Agreement (TILP 1)* and a written description of the programs and services that will help the youth successfully transition from foster care to adulthood.

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