

**POLICY**

From the time of case acceptance, the assigned caseworker must direct services towards maintaining the youth's safe placement in or reentry to the community.

**PURPOSE**

To maintain youth safely in a community placement or prepare youth for a successful reentry to the community from residential placement.

**PERMANENCY  
PLANNING**

At the time of development of the initial service plan and with every updated service plan or supplemental service plan, the permanency planning goal and target date for achievement must be identified. During the period of time the youth is in residential treatment, the assigned caseworker must discuss and agree upon the youth's permanency planning goal with the youth, parent(s) or legal guardian(s) and residential treatment staff. For more detailed information on permanency planning requirements, see FOM 722-7, Foster Care - Permanency Planning.

**Reasonable Efforts**

Reasonable efforts requirements must be met to finalize a permanent placement for a youth. See FOM 722-6, Reasonable Efforts, for detailed information.

**Reasonable Efforts  
Are Not Required**

The court may find that reasonable efforts to reunify the family are not required in certain circumstances outlined in MCL 712A.19a(2). See FOM 722-6, Reasonable Efforts Are Not Required, for detailed information.

**SETTING ASIDE AN  
ADJUDICATION**

Adjudication can have significant long-term consequences for a youth. Consequences include, but are not limited to, adjudication being a barrier to employment, secondary education, military service, public housing and student loans. Therefore, the assigned caseworker must assist the youth with completing the process to

set aside an adjudication (also referred to as expungement) if the youth meets the eligibility to apply and wishes to do so.

### Eligibility to Apply to Set Aside Adjudication(s)

A youth is eligible to apply to set aside an adjudication if a year has passed since disposition or the term of detention for that adjudication, or the youth is 18 years of age (whichever occurs later). The youth must not have:

- Adjudication of more than one offense that would be a felony if committed by an adult.
- Adjudication of more than three offenses, of which only one may be an offense that would be a felony if committed by an adult.
- Any felony convictions.

**Note:** Multiple adjudications due to delinquent acts occurring within 12 continuous hours or less count as one offense as long as none of the adjudications are:

- An assaultive crime defined in 1927 PA 175, MCL 770.9a.
- An offense involving the use of a weapon.
- An offense with a maximum penalty of 10 or more years imprisonment.

**Exception:** A youth cannot apply for the following to be set aside:

- Adjudication for an offense, if committed by an adult, that would be a felony punishable by life imprisonment.
- Adjudication for a traffic offense defined by 1949 PA 300, MCL 257.1-257.923, or corresponding local ordinance, that involves operation of a vehicle and is a felony or misdemeanor.
- Conviction as a juvenile tried as an adult under MCL 712A.2d.

**INITIAL COMMUNITY  
PLACEMENT**

If the initial placement is in-home, an in-home placement conference must be held with the youth and parent(s) or legal guardian(s) within 30 days of the case acceptance date. The conference must obtain input into the initial service plan and conditions of placement. When in-home services are purchased, the service provider must be invited to attend the meeting.

If the initial placement is out-of-home, but in the community (such as with a relative or foster family home), within 30 days of the case acceptance date, visits must be completed with the youth, the parent(s) or legal guardian(s) and the caregiver(s) to obtain input into the initial service plan and conditions of placement. See JJ4 410, Placement Decision Making Guidelines, and FOM 722-3, Foster Care - Placement/Replacement, for details on the required placement selection and approval process.

**DHS-767,  
Conditions of  
Placement  
Agreement**

The DHS-767, Conditions of Placement Agreement, outlines the requirements that the youth and his or her parent(s) or legal guardian(s) or caregiver(s) must meet to remain in the community placement. The completed DHS-767 must be reviewed by the affected parties, and signed by the youth, parent(s) or legal guardian(s), the assigned caseworker and the caregiver(s). When in-home services are purchased, the services provider must sign the DHS-767. The DHS-767 must be reviewed and revised when circumstances change, as necessary, throughout the case.

The youth and his or her parent(s) or legal guardian(s) or caregiver(s) must be informed that noncompliance with the terms of the DHS-767 may result in informal or legal sanctions to the youth and/or his or her parent(s) or legal guardian(s). See JJ4 400, Placement Conditions for additional information on the DHS-767 and JJ4 470, Detention Alternatives, Detention and Jail for additional information on noncompliance and informal or legal sanctions.

### Sex Offender Registration

The assigned caseworker must inform the youth of periodic and situational reporting requirements outlined in JJ2 263, Sex Offender Registration. Reporting requirements must be included as a condition of community placement on the DHS-767.

### Restitution

Restitution requirements for the youth must be included as a condition of community placement on the DHS-767. See JJ4 400, Placement Conditions, for additional information on the DHS-767.

### Service Referrals

The assigned caseworker must ensure that referrals to service providers are made to address housing, employment or education, family relations, medical, mental health, substance abuse, any disabilities, safety planning and finances. **See sections within this item for details on making referrals to the Michigan Youth Reentry Initiative (MYRI), Michigan Rehabilitation Services (MRS) and State Disability Assistance (SDA). See FOM 902-10, SSI Benefits Application and Determination, for details on eligibility and application for Supplemental Security Income (SSI).**

The assigned caseworker must facilitate the process of obtaining the necessary information releases (DHS-1555-CS and/or DHS-942) for the youth and his or her family and providing such information to potential service providers.

### Housing

When a youth is in need of affordable housing, available units can be found on the DHS public web site at <http://www.michigan.gov/fyit/0,4585,7-240-44293---,00.html>.

For housing financial assistance, see FOM 950, The Youth In Transition (YIT) Program.

All youth age 18 and older without an identified housing situation at the time of case closure must be referred to a housing resource. See FOM 722-15, Housing Resource Referral, for detailed information on the Homeless Youth/Runaway Contractors - Transitional Living Program.

**Visitation**

See JJ2 270, Visit Requirements.

**Collateral Contact Requirements**

The assigned caseworker may be the primary service provider or in-home services may be purchased. When services are purchased, the assigned caseworker must make monthly contact with the service provider to monitor progress and assess the effectiveness of services.

**State Identification Card or Driver's License**

The assigned caseworker must ensure that the youth possesses or applies for a state identification card or driver's license within 30 calendar days of the acceptance date. If the youth or family is unable to pay, see JR2 231, Payment Method for State Identification Card.

**Health & Medicaid**

See FOM 801, Health Services for Foster Children, and FOM 803, Medicaid - Foster Care, for detailed requirements.

**Education**

Use the DHS-942, Foster Care Education Records Release, when education records are needed for the purpose of a school move or case planning and reporting. See FOM 722-6, Educational Services for Foster Care and Documentation of Educational Requirements, for assigned caseworker responsibilities.

For education financial assistance, see FOM 950, The Youth In Transition (YIT) Program, FOM 960, Education and Training Voucher (ETV) Program, and FOM 903-17, Support Services to Families, for information on the Tuition Incentive Program.

**Work or Vocational Training**

When work or vocational training has been determined to be the appropriate match for a youth, the assigned caseworker must ensure appropriate referrals and supports are coordinated. For

work and vocational training financial assistance, see FOM 950, The Youth In Transition (YIT) Program, and FOM 960, Education and Training Voucher (ETV) Program.

### **Consumer Credit Reports**

Each child age 16 and older in foster care must receive a copy of any consumer credit report annually until discharged from foster care, and must be assisted in interpreting the credit report and resolving any inaccuracies. See FOM 722-6E, Consumer Credit Reports, for additional information and requirements.

## **REENTRY TO COMMUNITY PLACEMENT**

### **Michigan Youth Reentry Model**

The Michigan Youth Reentry Model uses evidence-based approaches and collaborative case management through continuous case planning with the youth and family.

### **Treatment & Transition Team**

The assigned caseworker must begin reentry planning with the treatment and transition team at least six months prior to the youth's planned release date. See JR2 207, Youth Reentry Overview, for additional information on residential treatment programming.

The treatment and transition team must meet monthly and include, but is not limited to:

- The youth.
- The youth's family, mentor or other important people in his or her life.
- The assigned caseworker.
- Residential facility treatment staff.
- Education/vocational providers.

- Service providers.

Treatment and transition team meetings may be attended by conference call to ensure maximum participation of team members.

### **DHS-767, Conditions of Placement Agreement**

The completed DHS-767, Conditions of Placement Agreement, must be reviewed by affected parties, and signed at least seven calendar days prior to the youth's planned release or within seven calendar days of a youth's unplanned release. See Initial Community Placement - DHS-767, Conditions of Placement Agreement, for additional requirements and information.

### **Sex Offender Registration**

The assigned caseworker must inform the youth of periodic and situational reporting requirements, such as a change in residence outlined in JJ2 263, Sex Offender Registration. Reporting requirements must be included as a condition of community placement on the DHS-767.

### **Victim Notification**

See JJ2 260, Victim Notification, for details requiring the assigned caseworker to notify the victim when a youth is released from a secure placement and about home visits from residential placement.

### **Restitution**

Restitution requirements for the youth must be included as a condition of community placement on the DHS-767. See JJ4 400, Placement Conditions, for additional information on the DHS-767.

### **Reentry Referrals**

When the youth is returning to the community, the assigned caseworker must:

- Ensure the youth's basic physical, mental, education/vocational and social needs must be met.

- Ensure that the youth is placed in and remains in a productive status of work/school/training.
- Provide direct service to the youth and his or her family or refer them to an appropriate community resource.

Six months prior to the youth's planned release date, the assigned caseworker must ensure that detailed reentry planning and referrals to service providers are made to address housing, employment or education, family relations, medical, mental health, substance abuse, any disabilities, safety planning and finances. **See sections within this item for details on making referrals to MYRI, MRS and SDA. See policy FOM 902-10, SSI Benefits Application and Determination, for details on eligibility and application.**

The assigned caseworker must facilitate obtaining the necessary information releases (DHS-1555-CS, Authorization to Release Confidential Information and DHS-942, Foster Care Education Records Release) for the youth and his or her family and provide such information to potential reentry service providers.

## Housing

When a youth is in need of affordable housing, available units can be found on the DHS public website at <http://www.michigan.gov/fyit/0,4585,7-240-44293---,00.html>.

All youth age 18 and older without an identified housing situation at the time of case closure must be referred to a housing resource. See FOM 722-15, Housing Resource Referral, for detailed information on the Homeless Youth/Runaway Contractors - Transitional Living Program.

For housing financial assistance, see FOM 950, The Youth In Transition (YIT) Program.

## State Identification Card or Driver's License

Six months prior to the youth's planned release date, the assigned caseworker must ensure that the youth possesses or applies for a state identification card or driver's license. If the youth or family is unable to pay, see JR2 231, Payment Method for State Identification Card.

**Psychotropic  
Medication**

When a youth is prescribed psychotropic medication, the assigned caseworker must ensure that the youth has a follow-up appointment scheduled with a community provider and at least enough medication provided at reentry until the date of the appointment. For additional caseworker responsibilities, see FOM 802-1, Psychotropic Medication in Foster Care.

**Health & Medicaid**

See FOM 801, Health Services for Foster Children and FOM 803, Medicaid - Foster Care, for caseworker responsibilities.

**Education**

If the youth needs to continue his or her education upon reentry to the community, the assigned caseworker must ensure that every effort is made to provide the youth with appropriate educational services to support and encourage school success.

Use the DHS-942, Foster Care Education Records Release, when education records are needed for the purpose of a school move or case planning and reporting. For additional caseworker responsibilities, see FOM 722-6, Educational Services for Foster Care and Documentation of Educational Requirements, for assigned caseworker responsibilities.

For education financial assistance, see FOM 950, The Youth In transition (YIT) Program, FOM 960, Education and Training Voucher (ETV) Program, and FOM 722-12, Foster Care Financial Support, for information on the Tuition Incentive Program.

**Work or Vocational  
Training**

When work or vocational training has been determined to be the appropriate match for a youth, the assigned caseworker must ensure appropriate referrals and supports are planned and coordinated. For work and vocational training financial assistance, see FOM 950, The Youth In Transition (YIT) Program, and FOM 960, Education and Training Voucher (ETV) Program.

---

**Consumer Credit Reports**

Each child age 16 and older in foster care must receive a copy of any consumer credit report annually until discharged from foster care, and must be assisted in interpreting the credit report and resolving any inaccuracies. See FOM 722-6E, Consumer Credit Reports, for additional information and requirements.

**MICHIGAN YOUTH REENTRY INITIATIVE**

The Michigan Youth Reentry Initiative (MYRI) provides the opportunity for youth placed at state-run facilities to receive individualized planning and wraparound services to assist with successful community reentry.

A youth's assigned caseworker must request a referral to MYRI through the youth's assigned facility group leader/social worker six months prior to the youth's scheduled release date. If the youth is accepted for MYRI, the assigned caseworker must participate in and assist with the planning and coordination of reentry services. This includes obtaining any necessary releases of information and sharing of case information to service providers.

The treatment and transition team and MYRI representative must complete and sign the DHS-738, Re-Entry Plan, to detail reentry needs and services. For additional information on state facility reentry responsibilities, see JR2 207.

**MICHIGAN REHABILITATION SERVICES (MRS)**

Michigan Rehabilitation Services (MRS) works with youth and adults with disabilities to provide transition services. Transition services assist the youth moving from school to post-school activities, including post-secondary education, vocational training, integrated employment, continuing and adult education, adult services, independent living or community participation.

**MRS Services**

The following services may be provided to youth when needed to assess MRS eligibility and rehabilitation needs, or to achieve the youth's vocational goals and objectives:

- Medical, psychological or vocational evaluations necessary for planning or diagnosis if existing information about the youth is insufficient.
- Vocational counseling and career planning.
- Job training arranged through adult education; trade, technical or business schools; colleges or employers.
- Assistance with any additional costs for maintenance and transportation as a result of the customer's participation in a rehabilitation program.
- Personal physical aids such as prosthetic and orthopedic devices, hearing aids, wheelchairs, hand controls, etc. that are necessary for the youth to achieve employment.
- Job and task analysis specific to the achievement of a vocational goal.
- Rehabilitation engineering.
- Accommodation services and assistive technology, personal adjustment counseling.
- Tools, equipment, uniforms and license fees needed for work or training beyond that routinely provided for all students in technical training and work-study programs.
- Job placement assistance and follow-up.
- Individualized Plan for Employment (IPE)-related job coaching services.
- IPE-related personal assistance services.
- Independent living services and/or instruction to facilitate or maintain employment.
- Post-employment services needed to maintain employment.

### **Community Placements**

A disabled youth in community placement may be referred by the assigned caseworker to MRS at any time it is deemed appropriate

to meet the youth's needs. See MRS Application and MRS Referral Packet below for details.

For work and vocational training financial assistance, see FOM 950, The Youth In Transition (YIT) Program, and FOM 960, Education and Training Voucher (ETV) Program.

## **Residential Placements**

A disabled youth in public or private residential placement must be assessed for the appropriateness of a referral to MRS by the assigned caseworker with the input of MRS and the youth's treatment and transition team. The assessment must be completed at least six months prior to the youth's scheduled release date or within seven calendar days of an unplanned release. The assigned caseworker may need to assess the appropriateness of a referral to MRS sooner for a youth with a significant disability or if the residential treatment program is less than six months long.

If the youth is assessed as appropriate for a referral to MRS, the assigned caseworker will assist the youth with applying for MRS services.

For work and vocational training financial assistance, see FOM 950, The Youth In Transition (YIT) Program, and FOM 960, Education and Training Voucher (ETV) Program.

## **MRS Application**

The assigned caseworker must assist the youth with applying for MRS services by ensuring that the youth:

- Attends an orientation with an MRS counselor or completes orientation online at [http://www.michigan.gov/dhs/0,4562,7-124-5453\\_25392-261140--,00.html](http://www.michigan.gov/dhs/0,4562,7-124-5453_25392-261140--,00.html).
- Completes the MRS-2910, Application for Employment Services.

The assigned caseworker must submit the orientation certificate and MRS-2910 to the local MRS agency with a complete referral packet. To locate the appropriate office, call 1-800-605-6722.

**MRS Referral  
Packet**

The referral packet to MRS must contain all of the following documentation that is available and applicable to the youth:

- Social security card.
- Driver's license or state ID.
- A list of the name(s) and dosage(s) of medication(s) the youth is currently taking.
- Verification of SSI, SSDI, SDA or other benefits the youth receives.
- Most recent individualized education plan (IEP).
- Vocational assessment reports.
- Speech and language reports.
- Occupational and physical therapy reports.
- Most recent psychological and/or psychiatric assessment.
- Medical records that document the youth's disability and functional limitations.
- A list of the youth's treatment providers, addresses and phone numbers.
- Most recent residential treatment plan and juvenile justice service plan.

**MRS Case  
Opening**

The assigned caseworker and youth's treatment and transition team must hold an initial meeting to discuss the youth's release plans with the MRS counselor and decide the best timing for MRS to begin working with the youth to open the youth's MRS case.

**Michigan Career &  
Technical Institute  
(MCTI)**

The Michigan Career & Technical Institute (MCTI) located in Plainwell offers free tuition, room and board for eligible adults who have a physical or mental disability. Depending on aptitude and interest, youth may choose to enroll in one of several technical training programs, such as automotive technology or cabinetworking/millwork. A youth's MRS counselor can help determine if MCTI would be a good match. For more information, call the admissions office at (877) 901-7360 or visit the website at [www.michigan.gov/mcti](http://www.michigan.gov/mcti).

**STATE DISABILITY  
ASSISTANCE****Community  
Placement**

The assigned caseworker must assist a youth age 18 or older with a disability in applying for State Disability Assistance (SDA). For SDA procedures and eligibility criteria, see BAM 115, Application Processing; BAM 815, Medical Determination and Obtaining Medical Evidence; BEM 261, Disability - SDA and BEM 240, Age.

**Residential  
Placement**

The assigned caseworker must assist a youth age 18 or older with a disability that is placed in a public or private residential facility in applying for State Disability Assistance (SDA) to ensure a seamless transition back to the community. For SDA procedures and eligibility criteria, see BAM 115, Application Processing; BAM 815, Medical Determination and Obtaining Medical Evidence; BEM 261, Disability - SDA and BEM 240, Age.

The assigned caseworker must complete the following to assist in the SDA application process:

- Six months prior to the planned release date from the facility or within seven calendar days of an unplanned release, the assigned caseworker must discuss the disability determination process with the MRS counselor and treatment and transition team to determine if SDA should be pursued for the youth. If

SDA will be pursued, the assigned caseworker must begin to prepare the SDA referral packet.

- The assigned caseworker must send the referral packet for SDA eligibility determination 14 calendar days prior to the youth's planned release date or within seven calendar days of an unplanned release, using the following forms:
  - DHS-1749, Notice of Scheduled Release from Juvenile Justice Facility. A copy of the DHS-1749 must be filed in the youth's case record.
  - DHS-49-B, Social Summary.
  - DHS-49-D, Psychiatric/Psychological Examination Report (for mental health disabilities).
  - DHS-49-E, Mental Residual Functional Capacity Assessment.
  - DHS-49-F, Medical-Social Questionnaire.
  - DHS-49-G, Activities of Daily Living (optional).
  - DHS-1555, Authorization to Release Protected Health Information.
- The DHS Eligibility specialist (ES) must schedule an appointment with the youth to be held within five business days after his/her release date; see BAM 115.

## LEGAL BASE

The Child and Family Services Improvement and Innovation Act, P.L. 112-34.

Probate Code of 1939, 1939 PA 288, as amended, MCL sec 712A.1-712A.32.

The Social Welfare Act, 1939 PA 280, as amended, MCL 400.115b(1).

The Second Chance Act of 2007, P.L. 110-199.