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**EFFECTIVE**

Immediately.

**SUBJECTS****Income****JJ2 220 page 14**

The second sentence should read: "The family asset limit is \$10,000."

*Reason:* Typographical error

**Case Record  
Requirements****JJ2 255 page 1**

**Case Record Content** - A last sentence should be added to the paragraph "(For Foster Care Case Record requirements see CFF 722-5.)"

*Reason:* Since many of the Juvenile Justice wards are placed in foster care it is pertinent to be aware of the foster care case record requirements.

**JJ2 255 page 2**

**Front Inside Cover (Legal)** - Should read "FIA-1013, Substance Abuse Assessment Instrument - Case Management Tool Only (See RFF1013)"

*Reason:* This form is not a requirement of the case record. It is only offered for use as a case management tool.

**Front Inside Cover (Legal)** - Delete FIA-4476A

*Reason:* FIA-4476A is no longer in use and should not be listed as a requirement in the case record.

**JJ2 255 page 3**

**Fourth Inside Section (Correspondence)** - "Written notification to Family Independence Specialist or Eligibility Specialist" should be added to the list of information to be included in this section.

*Reason:* Inadvertently left out

## Service Plans

### JJ2 230 page 5

- **Intake Procedures** - The paragraph detailing information about a social security card should read, "Submit SS-5 for a Social Security card if the ward has no number. (See CFF 902-16, Social Security Numbers, for more information.) If the ward has a number but no Social Security card the JJS must verify the number on CIMS or secure a copy of the card. When the social security number is listed on CIMS with a "P" behind the number, that indicates the number is verified.

Any youth age 18 or older, or younger than 18 but s/he is reintegrating into the community or a community based facility, must be provided a Social Security card. The JJS must assist the youth in obtaining a Social Security Card and retain a copy in the ward's file."

*Reason:* JJS' are now able to verify social security numbers on CIMS so it is not necessary to request a Social Security card until the youth is discharged to a community based setting.

## MISTY

### JJ5 500

The Manpower Information and Service for Transitioning Youth (MISTY) program is being added to the Juvenile Justice Manual. This item is being deleted from the Children's Foster Care Manual (CFF 951).

*Reason:* This program is specifically designed to support delinquent state wards in community placement. Therefore, the program description is more appropriately placed in the Juvenile Justice Manual.

## JJ Assignment Unit Placement Process

### JJ7 700 page 2

**Placement Request Packet Requirements** - Item 10 now reads the same as JJ2 230 page 5, Intake Procedures above.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items (content changes) ...**

**JJ2 220**

**JJ2 230**

**JJ2 255**

**JJ2 270**

**JJ5 500**

**JJ7 700**