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## OVERVIEW

The Young Adult Voluntary Foster Care (YAVFC) program provides youth, age 18 to 21, with extended foster care benefits that include financial stipends and case management.

## PROGRAM REQUIREMENTS

The following criteria must be met by all youth entering YAVFC prior to signing the [DHS-1297, Young Adult Voluntary Foster Care Agreement](#), which grants the Michigan Department of Health and Human Services (MDHHS) placement and care responsibility:

- The youth must be placed with or referred to MDHHS by the court in a child abuse/neglect (CA/N) case as of their 18th birthday.
- A youth with a delinquency (DL) court case must have a dual CA/N case to be considered eligible.
- The youth's abuse/neglect court case, and delinquency case, if applicable, must be closed by the court prior to the YAVFC case opening.
- If the youth's court case was closed prior to age 18, they are not eligible for the YAVFC program.

**Note:** A court order is not effective until the date signed by the judge.

- A youth committed to the Michigan Children's Institute (MCI) must be at least 19 years old or released by MCI on or after their 18th birthday.

Youth requesting to participate in YAVFC enter the program by:

- **Extending** an open foster care case, if the youth is currently receiving foster care services and is at least 18, but less than 21 years old.
- **Entering or re-entering** YAVFC after case closure, if the youth exited foster care or YAVFC after reaching the age of 18 and is less than 21 years old.

**ELIGIBILITY  
CRITERIA**

A youth must meet one of the following conditions in order to be eligible for title IV-E funded extended foster care services and receive foster care maintenance payments:

- Actively completing high school or a program leading to a general educational development (GED).
- Enrolled at least part-time in a college, university, vocational program, or trade school.
  - A youth who is on semester, summer, or other break, but was enrolled the previous semester and will be enrolled after the break, is considered enrolled in school.
  - The college, university, vocational program, or trade school determines if a student is enrolled in the institution. Once the school no longer considers a youth enrolled, the youth's grace period begins.
  - There is no attendance or minimum grade point average requirement for college, university, vocational program, or trade school.
- Employed at least part-time or participating in a program that promotes employment, such as Job Corps, Michigan Works!, or another employment skill-building program, for at least 80 hours per month.
  - To meet the 80-hour work requirement, a youth may be employed at more than one place or employed in combination with an employment skill-building program or volunteer work.
  - Federal guidelines do not allow for self-employment to be used for YAVFC eligibility.
- Volunteering for a community organization for at least 80 hours per month, or in combination with employment to meet minimum eligibility requirements.
  - Volunteering for MDHHS or other child welfare agencies does not qualify. A community organization representative must document hours spent volunteering.

- Incapable of the above educational, employment, or volunteer activities due to a documented medical condition.
  - If eligibility is based on incapacity expected to last more than one year, the caseworker must assist the youth in applying for Supplemental Security Income (SSI) if applicable; see [FOM 902-12, Government and Other Benefits](#).

## YOUNG ADULT VOLUNTARY FOSTER CARE AGREEMENT

The [DHS-1297, Young Adult Voluntary Foster Care \(YAVFC\) Agreement](#), outlines eligibility requirements regarding education, employment, living arrangements, residence notification, caseworker contact, and case reviews. The youth's signature on the DHS-1297 grants MDHHS placement and care responsibility. Youth are eligible for foster care services and payments on the date it is signed by all parties, with an effective date of the youth's signature.

### Youth Extending

Whenever possible, the foster care case should extend directly into a YAVFC case to ensure continuity of care and services for the youth.

The caseworker must discuss YAVFC during semi-annual transition Meetings, 90-day discharge planning meetings, and at least 30 calendar days prior to the youth's 18th birthday as a part of a monthly home visit.

Youth must sign a [DHS-1297, YAVFC Agreement](#), before participating in YAVFC. **The youth is not eligible for YAVFC service or payments until the agreement is signed**, however it cannot be signed until the following have occurred:

- The youth reaches 18 years old.
- The caseworker has received verification of eligibility.
- Family or juvenile court jurisdiction has been dismissed and the caseworker has received the written court order. If

possible, the DHS-1297 should be signed by the youth on the date the court closes. It cannot be signed prior.

- If applicable, the superintendent of the MCI has discharged the case; see [FOM 722-15, Case Closure](#).

Copies of the [DHS-1297, YAVFC Agreement](#) must be:

- Given to the youth.
- Filed with the CCFD 20, Ex-Parte Petition Regarding Young Adult Voluntary Foster Care; see *Judicial Determination* in this policy.
- Uploaded into MiSACWIS under Eligibility on the Young Adult Voluntary Foster Care in the Financial section.

### Youth Entering/ Re-entering

If the foster care case closed for a youth age 18 or older and they later decide to enter/re-enter the YAVFC program:

- The youth must be referred to the MDHHS office in the county in which they reside.

**Note:** Youth must live in the state of Michigan at the time of entry or re-entry to YAVFC; see *Residency Requirements* in this policy.

- Within three calendar days of a youth's written or verbal request, the case must be assigned to a caseworker.
- Within five business days of case assignment, the caseworker must visit the youth in their placement or living arrangement and explain YAVFC requirements.
- If the youth agrees to participate in YAVFC, the caseworker must provide the youth with the [MDHHS-5778, Young Adult Voluntary Foster Care Verification of Eligibility](#) form. The form must be completed and returned within ten calendar days. The caseworker must follow-up with the youth to provide any needed assistance; see *Verification of Eligibility* in this policy.
- Upon returning the completed eligibility verification form, the youth must sign the [DHS-1297, YAVFC Agreement](#).

- Entry into MiSACWIS by following the YAVFC Job Aid, [Record Young Adult Voluntary Foster Care \(YAVFC\) Information](#).

Copies of the [DHS-1297, YAVFC Agreement](#) must be:

- Given to the youth.
- Filed with the CCFD 20, Ex-Parte Petition Regarding Young Adult Voluntary Foster Care; see *Judicial Determination* in this policy.
- Uploaded into MiSACWIS under Eligibility on the Young Adult Voluntary Foster Care in the Financial section.

### Court Appointed Guardians

If there is a court order of mental incompetency and there is a court appointed guardian for the youth, the guardian is responsible for signing the [DHS-1297, YAVFC Agreement](#).

### VERIFICATION OF ELIGIBILITY

The youth must provide documents to the caseworker verifying eligibility **prior to signing the [DHS-1297, YAVFC Agreement](#)**.

The [MDHHS-5778, Young Adult Voluntary Foster Care Verification of Eligibility](#), is the preferred documentation to verify employment, education, volunteer work, or medical needs.

The MDHHS-5778 can be used to document one type of eligibility criteria. If a youth is required to show two types, such as for both employment and volunteering, then a MDHHS-5778 must be completed for each.

The following verification forms may also be used to document eligibility:

- [DHS-3380, Verification of Student Information](#), may also be used to verify enrollment in an educational program, vocational training, or trade school.
- [DHS-38, Verification of Employment](#), may also be used to verify employment or an alternative to employment, such as volunteering.

**Note:** Verification of volunteering not documented on the MDHHS-5778 or DHS-38 must be by a representative of the community organization and written on organization letterhead.

- [DHS-54A, Medical Needs](#), may be used to documents the youth's medical condition that prevents them from meeting eligibility requirements for education, employment of volunteer work.

### Alternative Verification

Alternative forms of eligibility verification may be accepted, including:

- Pay stubs that include employer and youth name and how many hours per calendar month the youth worked.
- Equifax Verification Services printout.
- Letter from school on letterhead showing dates of enrollment.
- Other documentation as approved by program office.

Questions regarding alternative forms of eligibility verification should be directed to the [YAVFC mailbox](#).

### Ongoing Verification of Eligibility

Ongoing verification of eligibility is required, at minimum, quarterly, to coincide with the case service plan due date. The supervisor must review and verify the youth's eligibility prior to approving the case service plan. If the youth does not meet eligibility requirements, see *Reporting Eligibility Changes* in this item.

The caseworker must provide the youth with the appropriate eligibility verification form at least 45 calendar days prior to the case service plan due date.

The caseworker must discuss a youth's eligibility at each monthly face-to-face contact. The youth's failure to notify the caseworker of eligibility changes in a timely manner will not delay the beginning of a grace period or case closure. For example, a caseworker can

request to see paystubs or work schedule each month to make sure the youth is meeting requirements.

**Exception:** The DHS-54A, Medical Needs form, may be submitted on an annual basis if the youth's condition is expected to persist for more than one year, **and** there is a pending application for SSI.

## Reporting Eligibility Changes

### *Youth*

Youth must report changes that affect YAVFC eligibility to their caseworker within three business days of the change. Failure to report changes timely may affect a youth's eligibility.

### *Primary Foster Care Caseworker*

The caseworker must review reporting requirements with the youth prior to the youth signing the [DHS-1297, YAVFC Agreement](#).

The primary foster care caseworker must inform the CWFS within three business days of learning of a change that affects the youth's YAVFC eligibility including:

- Changes in a youth's living arrangement; for example, address changes, foster family license changes, child caring institution license changes, or incarceration.
- Changes in the youth's family composition; for example, the youth has a child, custody change, or the minor child moves in or out of the youth's home.
- SSI/RSDI starts or stops.
- The date a youth starts a grace period and the date the grace period is scheduled to end.
- Case closure.
- Caseworker or agency change.

## GRACE PERIOD

Youth who no longer meet YAVFC program requirements are eligible for a 30-day grace period to re-establish eligibility without penalty. Youth are allowed up to three grace periods per fiscal year.

YAVFC payments and Medicaid coverage continue during the grace period.

**Exception:** YAVFC payments will not continue if the youth enters a non-reimbursable placement. However, the youth will continue to be eligible for case management services during the grace period.

A grace period may not be used for youth who become ineligible due to one of the following circumstances:

- Reaches their 21st birthday.
- Enters active-duty military service, excluding the Reserve Officers' Training Corps (ROTC) or a reserve component of the Armed Forces, see *Termination of YAVFC* in this policy.
- Legally adopted.
- Death.

### Caseworker Responsibilities

Within one business day of discovering the youth is no longer meeting the eligibility requirements, the caseworker must schedule a 90-day discharge planning meeting; see *Family Team Meeting (FTM) Requirements* in this policy.

During the grace period, the caseworker must actively assist the youth in re-establishing the employment, education, volunteering, or incapacitating medical condition requirements and include documentation of these efforts in the service plan.

### Calculation of Grace Periods

The begin date of the grace period is determined by the eligibility criteria the youth was meeting to enter the YAVFC program.

- **Actively completing high school or a program leading to a general educational development GED:** The grace period starts the day after the date the school no longer considers the youth to be actively completing.



- **Enrolled at least part-time in a college, university, vocational program, or trade school:** The grace period starts the day after the date the school no longer considers the youth enrolled at least part-time. A youth who is on semester, summer, or other break, but was enrolled the previous semester and will be enrolled after the break, is considered enrolled in school, and does not require a grace period.
- **Employed in either full-time or part-time work or participating in a program that promotes employment, such as Job Corps, Michigan Works!, or another employment skill building program. Participation must be at least 80 hours per month and may be at one or more places of employment and/or a combination of the above activities. Volunteering for a community organization for at least 80 hours per month, or in combination with education or employment to meet minimum eligibility requirements:** The youth has until the end of the month to meet this eligibility requirement. The grace period starts the first day of the following month in which the requirement was not met. If the youth completes the 80-hour requirement, the grace period would end the last day of the month. If the youth completes the required 80 hours during the grace period month, then the grace period is ended effective the last day of the month and a new reimbursability must be added effective the first day of the following month. If the youth does not complete the required 80 hours during the grace period month, then the YAVFC case must be closed. This does not prohibit the youth from applying again later if they meet the requirements.
- **Incapable of the above educational, employment, or volunteer activities due to a documented medical condition:** The grace period starts the date following the expiration of the medical documentation provided if the youth does not meet any of the other eligibility requirements listed above. Verification of incapacity through SSI eligibility is only required once per year. If the youth loses SSI eligibility, the grace period starts the day following the expiration of SSI eligibility.

### Fund Source

During the grace period, the youth does not lose title IV-E eligibility, but title IV-E payments cannot continue while the youth is in a 30-

day grace period. Limited term/emergency/general funds must be used for all payments made during a grace period. If a youth re-establishes program eligibility and the grace period ends, a new reimbursability determination must be completed to determine if the youth is title IV-E reimbursable.

## JUDICIAL DETERMINATION

Federal guidelines require courts to make a judicial determination that remaining in foster care is in the youth's best interests. If the order containing this finding is not signed by the judge or referee within 180 days of the date the youth signed the DHS-1297, YAVFC Agreement, the youth is no longer eligible for the YAVFC program and the case must be closed.

## Extended Foster Care Services

The family or juvenile court jurisdiction must be dismissed prior to a youth participating in YAVFC and the judicial best interest determination occurring. The following steps must be completed:

- Once the decision for a youth to participate in YAVFC has been made, the caseworker must request that the court schedule a review hearing for dismissal of the youth's CA/N case.
- State wards must be discharged by the superintendent of the Michigan Children's Institute before participating in YAVFC; [FOM 722-15, Case Closing](#).
- The court must terminate jurisdiction over the youth by dismissing the CA/N case, and the DL case if applicable, on or after the youth's 18th birthday.
- The caseworker must obtain a copy of the written court order dismissing the CA/N case, and the DL case if applicable.
- As soon as possible the caseworker must have the youth sign the DHS-1297, YAVFC Agreement. **The youth is not eligible for YAVFC until the agreement is signed, so all attempts should be made to have it signed on the date the court case closes.**

## Ex-Parte Petition and Attachments

The foster care caseworker must file the CCFD 20, Ex Parte Petition Regarding Young Adult Voluntary Foster Care, in the county in which the youth resides, within 60 calendar days of the youth signing the DHS-1297, YAVFC Agreement. The following information must be attached to the Ex-Parte Petition Regarding Young Adult Voluntary Foster Care:

- DHS-1297, YAVFC Agreement.
- The applicable eligibility verification form(s).
- The most recent case service plan that includes the recommendation to participate in YAVFC.
- Any documentation that supports the youth's efforts and participation in YAVFC.

If the youth resides in the county where the family or juvenile court jurisdiction is dismissed, the foster care caseworker should bring the youth to the court hearing as well as the completed CCFD 20, Ex-Parte Petition Regarding Young Adult Voluntary Foster Care form, and all required attachments. Having the youth and all necessary documentation will allow the youth to sign the DHS-1297, and the petition can then be filed immediately upon receipt of the written court order dismissing the CA/N case.

### ***Ex-Parte Filing Delays***

Ex-parte petitions filed more than 60 calendar days after the youth signs the agreement may be accepted by the court up to but not exceeding the 150<sup>th</sup> day after the agreement is signed.

## Court Responsibility

After the agreement has been filed, the court will:

- Open a YAVFC case. The court must determine that it is in the youth's best interest to be in foster care. This determination cannot occur later than 21 days after the date the report was filed.

- Serve the MDHHS and the youth with the CCFD 21, Order Regarding Voluntary Foster Care Agreement, which contains the best interest finding.
- Terminate jurisdiction over the youth.

Note: A hearing is **not** required for this process but may be held on the court's own motion or at the request of the youth or the department.

After this process is complete, the department will retain full responsibility of the YAVFC case and reporting requirements to the court will cease.

If the order containing this finding is not signed by the judge or referee within 180 days of the date the youth signed the DHS-1297, YAVFC Agreement, the youth is no longer eligible for the YAVFC program for this removal episode, and the case must be closed.

Closing a case due to the lack of best interest finding does not prohibit a youth from reentering the YAVFC program if they regain eligibility and are interested in receiving services.

## PLACEMENT AND LIVING ARRANGEMENT OPTIONS

Youth in YAVFC may reside in the following living arrangements:

- Licensed foster home.
- Licensed child caring institution.
- Licensed adult foster home.
- Approved setting in which the individual is living independently including, but not limited to:
  - Rental home or apartment, with or without roommates.
  - College dormitory.
  - Relative home.
  - Friend or partner home.
  - Biological parent home.
  - Host home or supportive adult home.

Note: Youth in YAVFC are eligible for a bed hold for all reasons listed in the policy including if entering a facility to treat a substance use disorder or mental illness to ensure stable housing is still

available upon leaving the facility; [see FOM 903-07, Temporary Break/Bed Hold Payments.](#)

## Ineligible Placements

The following placement types are not eligible for payment:

- **Absent without legal permission (AWOLP).** Youth in YAVFC who are placed with a paid provider who, without permission, do not return to their provider are considered AWOLP. Youth who are AWOLP are eligible for an unpaid grace period. The caseworker is required to complete diligent searches to locate the youth during the grace period; see [FOM 722-03A, Absent Without Legal Permission \(AWOLP\)](#). Youth returning from AWOLP to an eligible placement would become eligible for payment.
- **Incarceration.** A youth who is incarcerated is eligible for an unpaid grace period.

## REPORTING REQUIREMENTS

Case service plans are required for YAVFC cases. The DHS-442, Permanent Ward Service Plan, must be used for all YAVFC case plans, regardless of prior wardship.

An initial case service plan must be completed within 30 calendar days of the youth signing the DHS-1297, YAVFC Agreement, and at least every 90-calendar days thereafter.

## CASEWORKER/ YOUTH VISIT REQUIREMENTS

Caseworker contacts for youth in YAVFC are subject to the same policy, documentation, and frequency requirements as any other foster care case; see [FOM 722-06H, Case Contacts.](#)

Note: If a youth placed in independent living refuses face-to-face contact with their caseworker for 30 days, a grace period would be applied on the 31st day; see *Grace Period* in this policy.

**Youth Extending**

The caseworker must continue to meet with the youth at least monthly. These visits are subject to the same documentation and frequency requirements as an open foster care case; see [FOM 722-06H, Case Contacts](#).

**Youth Entering/  
Re-entering**

During the first two months of the case assignment date, the caseworker must have two face-to-face contacts with the youth. At least one face-to-face per month must occur in the placement. The first visit with the youth must take place within five business days from the date the case is assigned to the caseworker. Thereafter, the caseworker must continue to visit the youth in their placement or living arrangement monthly.

**Youth Residing  
Out-of-State**

Youth participating in YAVFC who reside out-of-state must have an in-person visit once a month with the assigned foster care caseworker, unless an out-of-state agency is providing courtesy supervision.

If courtesy supervision cannot be secured, the assigned foster care caseworker is responsible for all case management requirements.

**DHS-1295, Young  
Adult Monthly Visit  
Report**

The [DHS-1295, Young Adult Monthly Visit Report](#), must be completed with the youth during each home visit. A copy must be uploaded into MiSACWIS a copy must be given to the youth.

**RESIDENCY  
REQUIREMENTS**

Youth must reside in Michigan in order to file the CCFD 20, Ex-Parte Petition Regarding Young Adult Voluntary Foster Care form.

**County of  
Residence**

The county of residence is the county where the youth has a permanent address or where the youth lives the majority of the time.

***Youth without a Home***

The county where the youth resides the majority of the time may be used as the county of residence. For further clarification of homeless persons; see [BEM 220, Homeless Persons](#).

**FAMILY TEAM  
MEETING (FTM)  
REQUIREMENTS****Semi-Annual  
Transition Meeting/  
Semi-Annual Case  
Review**

For a youth extending their case into YAVFC, a semi-annual transition meeting, also known as a semi-annual case review for the purpose of YAVFC, must be completed within 180 days from the date of the previous semi-annual transition Meeting. For youth entering or re-entering, a semi-annual transition meeting/case review must be held within 30 days of the youth signing the DHS-1297, YAVFC Agreement.

Each semi-annual transition meeting/case review must then be completed within 180 days from the previous. The semi-annual transition meeting/case review must follow currently established guidelines; see [FOM 722-06B, Family Team Meetings](#).

Areas that must be addressed during the FTM include but are not limited to the following:

- Safety.
- Appropriateness and necessity of the placement.
- Compliance with the case plan.
- Permanency goals.

- Progress toward achieving independence, including whether appropriate and meaningful independent living skill services are being developed.
- Projected date by which the youth may no longer require extended foster care services.

If the FTM has not been completed by a neutral person without case management responsibility within six months of the previous FTM, a youth cannot be title IV-E funded and a reimbursability determination must be completed effective the first day of the following month. Once the FTM has been held, title IV-E funding can resume on the first day of the month that the FTM was held and a reimbursability determination must be completed; see [FOM 722-06B, Family Team Meetings](#).

**Example:** A youth's FTM is due on June 28th but is not held until July 7th. The youth does not lose title IV-E reimbursability because the youth continues to be reimbursable through the end of June and the July FTM allows the youth to be reimbursable effective the first day of the month in which all requirements are met. A new reimbursability determination would be entered effective July 1st which would determine as title IV-E reimbursable.

**Example:** A youth's FTM is due June 28th but is not held until August 11th. The youth would lose title IV-E reimbursability effective July 1st and a reimbursability determination must be completed effective that date. The youth would regain title IV-E reimbursability effective the first day of the month in which all the requirements are met and, which would be August 1st in this example. A new reimbursability determination would be entered effective August 1st which would determine as title IV-E reimbursable.

### 90-Day Discharge Planning Meeting

Within one business day of discovering the youth is no longer meeting eligibility requirements, the caseworker must schedule a 90-day discharge planning meeting to be held within three business days; see [FOM 722-06B, Family Team Meetings](#).

The 90-day discharge planning meeting must be held to determine how the youth will regain eligibility or prepare to discharge from foster care. The youth must be informed that their case will close if



eligibility requirements are not met by the end of the grace period; see *Grace Period* in this item.

## CHILD OF A YOUTH IN FOSTER CARE

Foster care maintenance payments are available for youth who are parents, as well as payment for the youth's child, if that child is living or placed with the youth. Payments may be made for the child, regardless of the child's wardship status or whether the child is under the care and supervision of MDHHS; see *Youth Parent* in this policy.

## MEDICAID

Youth who are eligible for YAVFC are eligible for Medicaid. The child of a parent in YAVFC is eligible for Medicaid.

## FUNDING

### Initial Funding Determination

When a youth agrees to voluntarily participate in foster care outside court jurisdiction, a new placement episode begins, and a new initial title IV-E determination must be completed. The new placement episode begins the date the youth signs the DHS-1297, YAVFC Agreement.

### Re-Entry

Youth requesting to re-enter YAVFC must sign a new DHS-1297 and a new placement episode begins as of the date of the signature.

### AFDC Income and Assets

The income available to a youth must be considered initially when determining eligibility for YAVFC. A youth is considered a group size of one unless they have their minor children living with them when entering YAVFC.

The month the youth signs a DHS-1297, Young Adult Voluntary Foster Care Agreement, is considered the removal month for the new placement episode.

See [FOM 902, Funding Determinations and Title IV-E Eligibility](#), for further details on the income and asset requirements.

### **Earned Income**

Earned income of a youth is not budgeted when they are a full-time student and expected to complete graduation requirements prior to age 19.

Earned income of a youth is budgeted any of the following apply:

- A youth is not a full-time student.
- A youth is age 19 or 20.
- A youth is a full-time student and not expected to complete the graduation requirements prior to age 19.

### **Other Income**

Unearned income must be considered in the amount received for the removal month. Only available income must be budgeted. See [FOM 903-08, Payments Requiring Special Processing](#), to determine net income and procedure to adjust the rate.

If a youth receives continuing benefits, such as RSDI, the caseworker must email a DHS-3205, Foster Care/Juvenile Justice Benefit Eligibility Record, to the [Governmental Benefits Coordination and County Chargeback Unit](#) mailbox, to have MDHHS designated as the payee.

Any interim collection of funds received on behalf of the youth by the local office must be returned to the originating entity. Payment to the provider will be for the full amount of the board and care rate.

### **Assets**

The property of a youth must be considered in the initial funding determination. The first \$10,000 in property is exempted.

A trust fund established for a youth must not be considered as available property for that youth unless it is designated and available to be used for their ordinary living expenses.

### **Reimbursability Determinations**

A reimbursability determination must be completed every six months. Reimbursability determinations are required more

frequently if a youth's situation changes in a manner that may affect funding. Examples of changes requiring a reimbursability determination include:

- A youth's placement changes.
- A youth enters a 30-day grace period; see *Grace Period* in this item. The caseworker must complete verification on a quarterly basis.
- The youth regains eligibility after a grace period.
- The semi-annual transition meeting/case review is not completed by a neutral party within six months of the previous case review; see *Semi-Annual Transition Meeting/ Semi-Annual Case Review* in this item.

### Grace Periods

The youth does not lose title IV-E eligibility, but title IV-E payments cannot continue while the youth is in a 30-day grace period. Limited term/emergency/general fund must be used for all payments made during a grace period. If a youth re-establishes program eligibility and the grace period ends, a new reimbursability determination must be completed to determine if the youth is title IV-E reimbursable.

### Reimbursable Placements

Placements must meet licensing requirements to be paid from title IV-E funds for a foster family home, licensed relative, or a Child Care Institution (CCI).

Independent living placements can be paid from title IV-E funds for youth in YAVFC. Allowable independent living placements include:

- Rental home or apartment, with or without roommates.
- College dormitory.
- Biological parent home.
- Unrelated caregiver.
- Licensed or unlicensed relative home.
- Friend or partner home.

Placement in a qualified residential treatment program (QRTP) is not title IV-E eligible for youth participating in YAVFC.

## Youth Parent

A youth parent in an independent living placement will be paid directly for each of their minor children living with them. A youth parent being paid directly for a minor child living with them cannot simultaneously receive Family Independence Program (FIP) benefits for themselves or the child(ren). The youth parent must provide the child's birth certificate prior to any payments being made.

## Funding Source

If a youth is determined to **not** be title IV-E eligible or in a placement or in need of a service that is **not** title IV-E reimbursable, limited term/emergency/general funds must be used. This includes but is not limited to:

- Medical expenses not covered by Medicaid.
- Foster home or CCI on a numbered provisional license.
- Adult foster care home.
- Grace period.
- Orthodontic care if approved prior to the youth entering YAVFC.

Payments must not be made for a youth in an unpaid placement such as the hospital or jail. The youth may qualify for a bed hold payment; see [FOM 903-7, Temporary Break/Bed Hold Payments](#).

## Payments

Payments from title IV-E cannot begin until the first day of placement in the month in which all title IV-E eligibility criteria are met. No payments can be made prior to the youth's signature date on the DHS-1297, YAVFC Agreement.

The following payment policy changes **only** apply to youth participating in YAVFC:

- Youth receiving an independent living allowance will be paid after the service dates have occurred.
- Determination of care (DOC) rates can continue to be paid to a foster parent receiving the board and care payments for a youth in the YAVFC program; see [FOM 903-03, Payment for Family Foster Care](#) for DOC requirements.

- CCI placements may be paid until the day prior to the youth's 21st birthday.
- Administrative rates paid to placement agency foster care (PAFC) providers may continue until the day prior to the youth's 21st birthday. The administrative rate **can** be paid to a PAFC provider supervising a youth placed in a licensed foster home and in an independent or supervised living placement.
- Recoupment action is not taken if the youth was paid incorrectly. If the youth was paid from title IV-E funds, reconciliation from title IV-E to general funds is required.

**Example:** If a youth in an independent living placement who has already been paid and their fund source changes as a result of entering the YAVFC program, reconciliation action is required.

**Example:** The caseworker does not discover that the youth was in jail for three days and the youth received payment for those three days from title IV-E funds. Reconciliation action is required for the three days the youth was in a non-reimbursable placement.

If a child becomes ineligible or non-reimbursable for title IV-E, payments must be reconciled back to the date of ineligibility or non-reimbursability, not the date the ineligibility or non-reimbursability was discovered by the worker. If title IV-E payments have been made for grace periods, they must be reconciled to limited term/emergency/general funds effective the start date of the grace period.

## TERMINATION OF YAVFC

### Self-Initiated Termination

Youth may terminate the DHS-1297, YAVFC Agreement by notifying the caseworker, in writing, of their desire to terminate YAVFC.

### MDHHS-Initiated Termination

MDHHS must terminate the DHS-1297, YAVFC Agreement, if the youth becomes ineligible. Ineligibility for YAVFC occurs when the youth:

- Discontinues their educational, vocational, or trade program, or volunteerism and does not re-enter a similar program or meet another eligibility requirement within the 30-calendar day grace period.
- Is no longer employed at least 80 hours per month and does not meet one of the other eligibility requirements within the 30-calendar day grace period.
- Is no longer deemed incapable due to a medical condition and does not meet one of the other eligibility requirements within the 30-calendar day grace period.
- Refuses to contact the caseworker for more than 30-calendar days and does not make contact within the 30-calendar day grace period.
- Reaches their 21st birthday.
- Enters active-duty military service.

***Exception:*** Membership in the ROTC or a reserve component of the Armed Forces, does not disqualify a youth for YAVFC, unless participation requirements exceed 21 consecutive calendar days of active duty or training responsibilities.

- Is legally adopted.

### Case Closure Process

If the grace period ends and ineligibility continues, the caseworker must start case closure within one business day by:

- Notifying the youth, either verbally or in writing that a request is being made to close their case.
- Submitting a DHS-1302, [YAVFC Case Closure Request](#), to the supervisor.
- Obtaining the supervisor's signature of approval.
- Sending the approved request to one of the following:
  - For cases directly managed by MDHHS, the county director.

- For PAFC-managed case, the agency's director.

If the director approves the case closure, send a [DHS-1301-YA, YAVFC Case Closure Notice](#), to the youth and upload the form in the Financial section of MiSACWIS.

If the director denies the closure, schedule an FTM within one business day of receiving the denial. The FTM should be held within three days of scheduling it to determine how the youth will regain eligibility.

## YAVFC RE-ENTRY

Youth may re-enter YAVFC, before the age of 21, if eligibility requirements are met.

Youth requesting to re-enter YAVFC must have a new CCFD 20, Ex-Parte Petition Regarding YAVFC form, including all attachments, filed with the court; see *Judicial Determination* in this item.

Youth must also receive a new initial funding determination. see *Initial Funding Determination* in this item.

## CASE READING REQUIREMENTS

Comprehensive case reading practices must always be utilized to ensure compliance with federal regulations. On an ongoing basis, all cases determined to be title IV-E eligible, regardless of reimbursability status, must have a case read certified by a supervisor to ensure appropriate use of the funds. Case reads are to be completed using the [MDHHS-5442, Young Adult Voluntary Foster Care \(YAVFC\) Case Read Tool](#).

Note: Best practice is for a full case read to be completed annually and at case closure for every title IV-E eligible case which includes a review of the payments.

## JOB AIDS

- [YAVFC Entry Timeframes](#)
- [YAFVC Extending Intake and Court Process](#)

- [YAVFC Training](#)

**LEGAL BASE****Federal Law**

*Social Security Act, 42 U.S.C. 672(f)(1)*

*Social Security Act, 42 U.S.C. 672(f)(2)*

*Social Security Act, 42 U.S.C. 675(8)*

*45 CFR 1356.21(k)*

**State Law**

**Young Adult Voluntary Foster Care Act, MCL 400.641 - 400.663**

**Court Rules**

**MCR 3.616. Proceeding to Determine Continuation of  
Voluntary Foster Care Services**

**POLICY CONTACT**

Program questions about YAVFC may be directed to the [YAVFC mailbox](#).

Funding questions about YAVFC may be directed to the [Federal Compliance Division mailbox](#).