



Michigan Department of Health & Human Services

Young Adult Voluntary Foster Care

Putting people first, with the goal of helping all Michiganders lead healthier and more productive lives, no matter their stage in life.

Eligibility Criteria

- The Young Adult Voluntary Foster Care (YAVFC) Act allows the extension of foster care services to age 21. Consideration for YAVFC is available to youth who were in out of home placement after being referred or committed to the Michigan Department of Health and Human Services (MDHHS) for care and supervision and remained in care at the age of 18
 - Note: Youth with a delinquency (DL) case must also have a dual abuse/neglect (N/A) case to be considered for eligibility. Youth with a DL case only are not eligible

Benefits of YAVFC

- Extending foster care to age 21 offers a safety net of supportive services and financial benefits during the critical transition to adulthood, including:
 - Extension of foster care payments
 - Continued oversight by a caseworker for additional support
 - Counseling services
 - Continued health care coverage
 - Training in independent living skills
 - More time to finish high school and pursue vocational or secondary education
 - Federal funds

Extending vs. Entry/Re-Entry

- Youth enter YAVFC in one of two ways:
 - **Extending** an open foster care case
 - The youth is currently receiving foster care services and is at least 18 years old, but less than 21 years old
 - **Entering/Re-Entering** YAVFC after case closure
 - The youth exited foster care/YAVFC after reaching 18 years old, but is less than 21 years old

Extending to YAVFC

- Youth transitions from an already open foster care case to YAVFC:
 - Case remains open in MiSACWIS
 - After eligibility is established and youth signs 1297, YAVFC Agreement, legal status is changed to 56, Young Adult Active

Entering/Re-Entering YAVFC

- Youth's foster care or previous YAVFC case has been closed:
 - After eligibility is established and the youth signs the 1297, YAVFC Agreement, case is opened in MiSACWIS under legal status 56, Young Adult Active

Program Requirements

- Actively completing high school or a program leading to a general equivalency diploma (GED)
- Enrolled at least part-time in a college, university, vocational program, or trade school
- Employed in either full- 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
- Incapable of the above educational or employment activities due to a documented medical condition

Young Adult Voluntary Foster Care Agreement DHS-1297

- Outlines eligibility requirements in the areas of education, employment, living arrangement, residence notification, visitation and case reviews
- Gives the Department of Health and Human Services placement and care responsibility similar to a removal order
- The agreement may not be signed until the youth reaches 18 years old, has family/juvenile court jurisdiction dismissed, and the youth has provided verification of eligibility
- The original agreement must be placed in the youth's file and a copy given to the youth
- Youth are eligible for foster care services and payments effective the date the DHS-1297, YAVFC Agreement is signed. This includes board and care, administrative rate to PAFCs and case service payments

Eligibility Verification Forms

- DHS-3380, Verification of Student Information (may also be used to verify vocational training or trade school)
- DHS-38, Verification of Employment (may also be used to verify an alternative to employment)
- DHS-54A, Medical Needs

Verification of Eligibility

- Initial Verification
 - Must be provided to the caseworker prior to signing the DHS-1297, YAVFC Agreement
- Ongoing Verification
 - Ongoing verification of eligibility is required at least quarterly, to coincide with the service plan due date and 90 day reviews in MiSACWIS

Reporting Eligibility Changes

- Youth must report changes that affect eligibility requirements to his/her caseworker within **3** business days of the change.
 - Changes that must be reported include but are not limited to:
 - Address
 - Phone number
 - Household composition
 - Reduction of work hours
 - Enrollment/employment status
 - Graduation or completion date

Grace Period

- A grace period is the period of time after the youth ceases to meet program requirements when eligibility can be re-established without penalty
- Youth are allowed a 30-day grace period in which to re-establish eligibility
- Youth are allowed up to **3** grace periods per fiscal year, not to run consecutively
- A grace period begins the day immediately following the day the youth becomes ineligible, whether or not it is reported timely
- YAVFC payments and Medicaid coverage **continue** during grace period status

Grace Period

- A grace period cannot be used for youth who become ineligible due to one of the following circumstances:
 - Reaches his or her 21st birthday
 - Enters military service
 - Legally adopted
 - Marriage
 - Death

90-Day Discharge Meeting

- Once ineligibility is discovered/reported:
 - Within one business day of discovering the youth is no longer meeting eligibility requirements, the caseworker must make a 90-Day Discharge Meeting referral; see FOM 722-15, 90-Day Discharge Meeting
 - Within three business days of receiving the referral, an FTM must be held to determine how the youth will regain eligibility or prepare for discharge from foster care. The youth must be informed that his/her case will close if eligibility requirements are not met by the end of the grace period

Caseworker Change Reporting Responsibility

- Changes that affect a youth's funding and eligibility must be reported by the caseworker to the Child Welfare Funding Specialist (CWFS), within 3 business days
- Changes are reported using page 6 of the DHS-650YA, Young Adult Voluntary Foster Care Checklist

Changes That Must Be Reported

- Starting/stopping a grace period
- Changes in youth's living arrangement (e.g., address changes, foster family license changes, CCI license changes, return to the biological parent's home, incarceration)
- Changes in the youth's family composition (e.g., the youth has a child, there is a change in custody, the minor child moves in/out of the youth's home)
- SSI/RSDI starting/stopping
- Case closure
- Caseworker change/agency change
- An annual transition meeting not completed timely
- Changes in eligibility

Reimbursable Placements

- Licensed foster family home
- Licensed relative home
- Child Caring Institution
- Independent Living –
 - Rental home/apartment setting, with or without roommates
 - College dormitory
 - Relatives home
 - Friend/partner home

Ineligible Placements

- **Parental Home** - youth living with a biological parent, whether or not parental rights have been terminated, is considered ineligible for YAVFC payments. A grace period will not be applied, payments will stop immediately, and the case must be closed
- **Incarceration** – youth who are incarcerated are not eligible for YAVFC payments. YAVFC payments will end the first date of incarceration. The youth is eligible for a grace period

Youth Parents

- A youth parent in an independent living placement will be paid the age appropriate rate for each of his/her minor children living with him/her
- Youth may not simultaneously receive FIP while receiving YAVFC payments for him/her or their children
- Youth may complete a repayment agreement for FIP they received while they were eligible for YAVFC payments. The repay agreement should be completed by the FIS worker. Once a repayment agreement is completed the youth may receive payment back to the date of eligibility

Information to the Youth

- It is critical to inform the youth:
 - YAVFC program eligibility requirements
 - Effective date of payments
 - Payment schedule – since payments are made after the service dates, the youth will not receive a payment for at least 30 days after signing the DHS-1297
 - Help the youth prepare financially
 - Assist the youth with applying for other programs such as FAP, YIT, ETV, and financial aid

Judicial Determination

- Federal guidelines require that there be a judicial determination that remaining in foster care is in the youth's best interests if title IV-E foster care maintenance payments are to continue beyond the first 180 days of the voluntary placement

YAVFC Petition and Attachments

- The following documents and information must be included when filing the petition for Young Adult Voluntary Foster Care:
 - Circuit Court Family Division (CCFD) 20, Ex-Parte Petition Regarding Young Adult Voluntary Foster Care
 - DHS-1297, YAVFC Agreement
- The applicable eligibility verification form(s)
- The most recent USP/PWSP that includes the recommendation to participate in YAVFC
- Any documentation that supports the youth's efforts and participation in YAVFC

Filing the Petition

- Whether entering or re-entering, the CCFD 20, Ex-Parte Petition Regarding Young Adult Voluntary Foster Care must be filed with the Circuit Court Family Division within 60 days of the youth signing the DHS 1297, YAVFC agreement.
- The CCFD 20 can be found at:
<http://courts.mi.gov/Administration/SCAO/Forms/courtforms/youngadultfostercare/ccfd20.pdf>

Court Responsibility

- Within 21 calendar days of receiving the CCFD 20, Ex-Parte Petition Regarding YAVFC, the court will complete the following steps:
 - Establish jurisdiction based on the Young Adult Voluntary Foster Care Ex-Parte Petition and Agreement
 - Make a determination regarding the youth's best interest to be in foster care
 - Provide the Department of Human Services and the youth with the CCFD 21, Order Regarding Voluntary Foster Care Agreement, which makes 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

Case Management - Reports

- Case plans are required for YAVFC cases. The Permanent Ward Service Plan (PWSP), must be used for all YAVFC case plans, regardless of prior wardship
- For youth extending, entering, or re-entering YAVFC, an initial case 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

Case Management - Visits

- Within 30 calendar days of the case assignment date, the caseworker must have two face-to-face contacts with the youth; at least one 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 and be documented within the social work contacts of the case service plan. The caseworker must continue to visit the youth in his/her placement/living arrangement monthly thereafter; see FOM 722-6, Developing the Service Plan.
- The DHS-1295, Young Adult Monthly Visit Report, must be completed with the youth during each home visit. A copy must be given to the youth and the original placed in the case file.
- Youth participating in YAVFC who reside out of state must have an in-person visit once a month with the assigned caseworker unless interstate compact is providing courtesy supervision.

Semi-Annual Transition Meetings

- For a youth extending his/her case into Young Adult Voluntary Foster Care, a Semi-Annual Transition Meeting must be completed within 180 days from the date of the previous Semi-Annual Transition Meeting. For youth entering/re-entering, a Semi-Annual Transition Meeting must be held within 30 days of the youth signing the DHS-1297, YAVFC Agreement. Each Semi-Annual Transition Meeting must then be completed within 180 days from the previous. The Semi-Annual Transition Meeting must follow currently established guidelines; see FOM 722-06B, Family Team Meetings.
- SATM must address the following:
 - Safety
 - Appropriateness and necessity of the placement
 - Compliance with the case plan
 - Permanency goals.
 - Progress towards achieving independence
 - Projected date by which the youth may no longer require YAVFC

Semi-Annual Transition Meetings

- Title IV-E eligibility is dependent on the Semi-Annual Transition Meeting being completed timely!
- If the Semi-Annual Transition Meeting has not been completed within 180 calendar days of the previous review, a youth cannot be title IV-E funded
- Once the Semi-Annual Transition Meeting has been completed, title IV-E funding can resume on the first day of the month that the meeting was held
- A reimbursability determination must be completed in order to re-establish eligibility. All case review dates must be reported to the CWFS using the DHS-650YA
- Semi-Annual Transition Meetings cannot be facilitated by the assigned caseworker

PAFC Role and Responsibilities

- PAFCs will receive the administrative rate for supervising YAVFC cases
- Youth extending may remain with his/her PAFC worker and do not have to be sent back to MDHHS
- Youth entering YAVFC will require a coordinated effort by MDHHS and the PAFC. MDHHS offices will have to determine locally how cases will be sent to a PAFC. Things to remember:
 - YAVFC payments for the administrative rate will be effective the date the youth sign's the DHS 1297, YAVFC agreement
 - The previous PAFC should be given the option to take the case back (if the youth makes the request) for case consistency
 - PAFC workers may complete the initial intake requirements (visits, verifying eligibility, witnessing the signing of the YAVFC agreement etc.)

Termination of Young Adult Voluntary Foster Care

- Youth may terminate the DHS-1297, YAVFC Agreement, at any time, by notifying the caseworker in writing of his/her desire to terminate the agreement
- MDHHS must terminate the DHS-1297, YAVFC Agreement, if the youth becomes ineligible.

Loss of Eligibility

- Ineligibility for YAVFC occurs when the youth:
 - Discontinues his/her educational, vocational, or trade program 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 make contact with the caseworker for more than 30 calendar days
 - Is incarcerated for more than 30 calendar days
 - Reaches his or her 21st birthday
 - Enters military service
 - Is legally adopted
 - Marries
 - Dies

Case Closure Process

- Notify the youth verbally or in writing that case closure is being requested
- Submit a DHS 1302, YAVFC Case Closure Request, to the supervisor
- Obtain supervisor approval
- Send the approved request to one of the following:
 - In a designated county, the county child welfare director
 - In any other county, the county director
 - For a PAFC provider, the agency's director
 - If the director approves, send a DHS-1301 Case Closure Notice to the youth, place a copy in the file and send the 1301 with the 1302 to the CWFS
 - If the director denies the closure, make an FTM referral within 1 business day and schedule an FTM within 3 business days to determine how the youth will regain eligibility

YAVFC Re-Entry

- Regardless of the reason for a prior YAVFC case closure, the youth may re-enter YAVFC, before the age of 21, as long as the eligibility requirements are met
- Youth must sign a new YAVFC agreement after providing verification of eligibility
- Youth requesting to re-enter must have a new CCFD 20, Ex-Parte Petition Regarding YAVFC, including all attachments, filed with the court
- The youth will also require a new initial funding determination. The caseworker must submit a new DHS-650YA, Young Adult Voluntary Foster Care Checklist to the CWFS with all required attachments

Forms

Form	Type of Form	When is it Completed?
DHS-1297, Young Adult Foster Care Agreement		At program entry
DHS-3380, Verification of Student Information	Eligibility	At program entry and every quarter thereafter
DHS-38, Verification of Employment	Eligibility	At program entry and every quarter thereafter
DHS-54A, Medical Needs	Eligibility	At program entry and every quarter thereafter
DHS-650YA, Young Adult Voluntary Foster Care Checklist	Funding	Funding Determination
Circuit Court Family Division (CCFD) 20, Ex-Parte Petition Regarding Young Adult Voluntary Foster Care	Court	Must be filed within 60 days of youth signing DHS-1297 when extending or re-entering
CCFD 21, Order Regarding Voluntary Foster Care Agreement	Court	Must be received within 180 days of youth signing DHS-1297 when extending or re-entering
DHS-1295 Young Adult Monthly Visit Report	Case Management	Completed at monthly home visit
DHS-442, Permanent Ward Case Service Plan	Case Management	Within 30 days of signing the DHS-1297 and every 90 days thereafter
DHS-1302, Young Adult Voluntary Foster Care Case Closure Request	Case Management/Closure	When caseworker initiates case closure
DHS-1301, Young Adult Voluntary Foster Care Case Closure Notice	Case Management/Closure	When Director approves case closure

YAVFC Funding and Payments

YAVFC Funding Determinations and Payments

- Youth entering and re-entering YAVFC require an initial funding determination prior to initiating payments
- To continue YAVFC payments, reimbursability determinations must be completed every 180 days or sooner if a youth's situation changes
- Funding Source for YAVFC is Title IV-E or general funds

Young Adult Voluntary Foster Care Checklist, DHS-650YA

- After the youth signs the DHS-1297, YAVFC agreement the worker must request the initial funding determination and initiate payments by submitting the DHS-650YA, Young Adult Voluntary Foster Care Checklist to the Child Welfare Funding Specialist (CWFS)
- DHS-650YA and required documentation must be submitted within 2 weeks of the youth signing the DHS-1297. The worker must submit the packet to their direct supervisor who will review the packet and submit to the CWFS
- The Judicial determination best interest finding is not required when submitting the initial packet
- Follow the directions on the DHS-650YA as defined in each section and answer EVERY question on pages 1 through 5
- Attach all required documentation to be submitted with the DHS-650YA

Reimbursability Determination

- Reimbursability determinations are due every 180 days from the date the youth signed the DHS-1297, YAVFC agreement
- The DHS-650YA pages 4 and 5 must be submitted to the Child Welfare Funding Specialist (CWFS) five months after the date the youth signed the DHS-1297, Young Adult Voluntary Foster Care (YAVFC) Agreement
- The Order Regarding Voluntary Foster Care with the best interest finding should also be provided at this time if not previously provided
- A semi-annual case review FTM must be completed for youth participating in YAVFC every 180 days. The first review is due within 180 days of the date the youth signed the DHS 1297

YAVFC Payments

- Payments may begin the date the youth signs the DHS-1297, YAVFC agreement
- Payments are made after service dates have occurred. Payments follow the foster care schedule
- DOC rate can be paid to licensed family foster homes
- CCI placements may be paid effective the date the youth signs the DHS-1297
- Administrative rates may be paid effective the date the youth signs the DHS-1297

Questions?

- See policy items FOM 722-16, 902-21, and 902-21A
- Questions regarding FOM 722-16 can be sent to: MDHHS-YAVFC@Michigan.gov
- Questions regarding FOM 902-21 and 21A can be sent to: MDHHS-FederalComplianceDivision@Michigan.gov