

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency**



Administrative Issuance: CFSA-10-12

TO: All-staff

FROM: Debra Porchia-Usher
Deputy Director for Agency Programs

DATE: November 15, 2010

RE: Transition Interviews for Youth in Care

Through the John H. Chafee Foster Care Independence Program (Chafee), the Child and Family Services Agency (CFSA) Office of Youth Empowerment (OYE), provides resources to youth (ages 18 to 21) in out-of-home care to assist in their successful transition to adulthood. The purpose of the transition interview is to obtain information that will facilitate determinations of future outcomes and identify service needs for youth.

This administrative issuance serves to inform CFSA staff and contracted agency staff of the procedures for completing the transition interview. If you have any questions about this issuance, please contact the Office of Youth Empowerment.

General Requirements

1. Transition interviews shall be conducted under the following circumstances:
 - a. 45 days prior to every youth age 18-21 transitioning out of foster care.
 - b. The "Survey Monkey" instrument identified below shall be completed by the youth on the computer.
2. To access the Survey Monkey" instrument, the youth shall paste the following site into the browser:
http://www.surveymonkey.com/s.aspx?sm=cAqoaytqMZvmeyTSHsNVeQ_3d_3d
3. The social worker or Independent Living Specialist (ILS) may assist the youth to complete the transition interview, or complete the interview if the youth is unwilling or unable to do so.
4. If only the social worker assists or completes the interview, he or she must notify the assigned ILS within 24 hours of the survey's completion.
5. Upon completion of the transition interview, the ILS shall provide the youth with an application form to receive a transitional care package, which shall include requests for demand payments and/or gift cards that are not to exceed an overall transaction package limit of \$500. *Note: The amount of the transition package will vary for each youth based on the needs of the youth as identified through the youth transition meetings and the Individual Transitional Independent Living Plan (ITILP).*
6. OYE and/or the youth's transition team shall provide guidance and financial counseling for the youth to make appropriate decisions with regard to use of the funds.

7. The application form shall be completed by the youth and submitted with the appropriate requests to his or her social worker for review.
8. Requests must include an itemized list of bills (e.g., rent, utilities, etc.) and/or items being purchased (e.g., clothing, furniture, etc.) along with the name and address of the vendor(s) providing the related services or items.
9. Both CFSA and private agency social workers shall submit all requests in writing to their program manager or program director for approval no later than 30 days prior to the youth's transition.
10. All requests, including demand payments and/or gift cards, shall be processed and distributed through OYE upon the program manager's signed approval.
 - a. Demand payments shall be made payable directly to the vendor, not to the youth.
 - b. Gift cards shall be requested from a specific vendor to address the youth's needs as identified during the consultation with OYE and/or the youth's transition team. *Note: "Generic gift cards" that could serve as a debit card for any purpose shall not be distributed.*
11. Completion of all application forms as well as receipt of funds shall be documented in FACES under the Contacts screen.
12. Funds shall be distributed prior to legal termination of CFSA's custodial responsibilities.