POLICY TITLE: Establishing A Goal of Alternative Planned Permanent Living Arrangement (APPLA)		PAGE 1 OF 4
	CHILD AND FAMILY SERVICES AGENCY **Approved by:** Brenda Donald Agency Director **Date:** April 29, 2014	**REVISION HISTORY:** June 9, 2009
LATEST REVISION: April 28, 2014	**EFFECTIVE DATE:** April 29, 2014	

I. AUTHORITY	Pursuant to DC Official Code § 4-1303.03(a-1)(6), (13) (Repl. 2008), the Director of the Child and Family Services Agency (CFSA or Agency) adopts this policy to be consistent with the Agency's mission, and applicable federal and District of Columbia laws and regulations, including the federal Child Abuse Prevention and Treatment Act and its implementing regulations, the Adoption and Safe Families Act of 1997 (ASFA), provisions in Title 4 and 16 of the DC Official Code, and the LaShawn A. v. Gray Implementation and Exit Plan (December 17, 2010).
II. APPLICABILITY	All CFSA employees, contracted personnel and contract agency personnel.
III. RATIONALE	When children are removed from their home due to child maltreatment, remaining in the custody of CFSA is not a primary, long-term option. CFSA is committed to establishing permanency for children in care through using reasonable efforts to find suitable homes with loving families through the 4 preferred permanency options of reunification, adoption, guardianship, and legal custody. When the fifth and least preferred goal of Alternative Planned Permanent Living Arrangement (APPLA) is deemed the best permanency option for a youth, the social worker shall adhere to the steps outlined in this policy.
IV. POLICY	This policy provides standards and procedures for CFSA and its case management partners to make individualized determinations to establish APPLA as the permanency goal for a youth. APPLA is the least preferred choice among the 5 permanency options and should be considered an appropriate permanency goal only when there are compelling reasons that it would not be in the youth's best interest to pursue 1 of the 4 preferred permanency options. Before requesting a change to APPLA as a permanency goal for youth, the social worker shall fully explore and document all reasonable efforts made to finalize a preferred goal. The social worker shall also complete the "Request for APPLA goal change Approval" form to justify the plan, consult with his or her supervisor to ensure the form is accurate and complete, and submit the application to their chain-of-command for approval. Once the permanency goal has been changed to APPLA, it shall be examined and revisited at all relevant team meetings and reviews. At a minimum, the goal should be reviewed every 3 months and efforts made to change the goal to a preferred goal documented. This goal is considered neither fixed nor immutable and permanency planning efforts should not cease.

V. CONTENTS	**A.** Eligibility Criteria for Determination of APPLA as a Non-Preferred Permanency Option **B.** Completion of the Request for APPLA Goal Approval Form **C.** Court-Established APPLA Goals
VI. ATTACHMENTS	Request for APPLA Goal Approval Form
VII. PROCEDURES	**Procedure A: Eligibility Criteria for Determination of APPLA as a Permanency Option** It is the policy of CFSA to prepare for permanence through a comprehensive case planning and teaming approach that includes the youth and family in a participatory process. After careful review, and only after the 4 priority permanency goals mentioned in the "Rationale" section above have been eliminated as permanency options during this process, shall consideration be given as to whether a youth is to be eligible for the goal of APPLA. The following requirements must be fulfilled prior to requesting the goal of APPLA for any youth: 1. The youth is 16 years of age or older. *Note: If there are extraordinary circumstances that warrant consideration of a goal change to APPLA for a youth under age 16, the CFSA Director will review the request and make a decision on a case-by case basis.* 2. There must be documented evidence that the 4 priority permanency goals have been exhausted. 3. There must be documented evidence of attempts to solicit youth and family involvement in the decision to change the goal. 4. There must be input and approval of the goal change by the program manager. 5. A life-long connection must be identified. If the youth does not yet have a life-long connection, the agency and youth must together develop a plan to help the youth find and identify a life-long connection. • There must be evidence that the life-long connection is able to assist the youth with developing and enhancing his or her independent living skills, including those required to secure an appropriate income and suitable housing, and identify health care services. 6. The youth's strengths and needs must have been assessed, and he or she must have a plan for ongoing achievement of independent living skills, including those required to secure an appropriate income and suitable housing. The agency and the youth's team must work together with the youth to develop this plan and the agency must ensure that the youth is enrolled in all programs necessary for the development of independent living skills.

	7. Youth must have been involved in at least 1 "Listening to Youth and Families as Experts" (LYFE) conference, assembled for the purpose of exploring permanency options. a. The CFSA or private agency social worker shall request the LYFE conference with sufficient time to allow for coordination of the meeting, at least 3-4 weeks in advance. The LYFE conference facilitator shall review the youth's recent court reports and speak to the social worker in preparation for the meeting. In addition, the LYFE conference should be held prior to the permanency hearing, providing adequate time to have available all of the necessary documentation for the permanency hearing. b. All requests must be submitted via email to cfsa.ftmu@dc.gov for assignment to a LYFE conference coordinator. The social worker shall make every effort to involve the youth's family in the conference and identify the life-long connection at that time. c. The youth, the youth's social worker, the social worker's supervisor, the guardian ad litem (GAL) and the assistant attorney general (AAG) should be in attendance. In addition, if possible and appropriate, the youth's biological mother and father, their attorney(s), other biological family members, the youth's foster family, the youth's lifelong connection and any other individuals who are important to the youth should attend. d. If a LYFE Conference results in the recommendation of a goal change, the social worker shall submit the *Request for APPLA Goal Approval Form* (*see Attachment*) to CFSA's director or designee within 15 days from the time of the recommendation.
	Procedure B: Completion of the Request for APPLA Goal Approval Form 1. Upon determination that the eligibility criteria for considering a goal change to APPLA is satisfied, the assigned social worker shall complete the *Request for APPLA Goal Approval form* (*see Attachment*). 2. The social worker shall submit the form to his or her chain of command for review and signature. 3. Private agency social workers shall submit the form to their respective agency's executive director for approval. 4. The approved form shall be forwarded to the Permanency Administration at cfsa.applarequest@dc.gov by the private agency's executive director (or designee) or the appropriate CFSA staff to the CFSA Director for review and approval. The form may also be hand delivered to the Child and Family Services Agency, 200 I (Eye) St. S.E., Washington D.C. 20003. 5. An assessment of the youth's life skills, the LYFE meeting plan, the youth transition plan (YTP), and a current court report must be attached to the *Request for APPLA Goal Approval Form*.

	6. Once the permanency goal has been changed to APPLA, it shall be examined and revisited at all relevant team meetings and reviews. At a minimum, the APPLA goal and all permanency planning efforts should be documented and reviewed every 3 months. 7. The assigned social worker shall document all activity in the contact screen in FACES.NET.
	Procedure C: Court-Established APPLA Goals In instances where the Family Court has established the goal of APPLA, without the approval of CFSA, the assigned social worker shall immediately notify his or her supervisor and administrator (or the private agency's executive director) to discuss the Family Court's Order. *Note: The Court establishes a permanency goal based in part on CFSA's recommendation. Once the goal of APPLA (or any goal) has been determined by the Court, that is the goal. To change the goal, please contact the assigned AAG.* 1. The administrator or private agency director shall discuss the Family Court order with CFSA's director within 24 hours. 2. Within 4 days of the court order, CFSA's director may contact the Office of the Attorney General (OAG) regarding legal options available and request that the AAG present CFSA's recommendations to the Family Court. 3. The assigned social worker shall document that the goal has changed to APPLA in the case plan screen in FACES.NET.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency

Request for APPLA Goal Change Approval

Section I: Youth's Information

Youth's Name: _____ FACES ID#: _____

Current Address: _____ DOB: _____

_____

Section II: Birth Parent's Information

Birth Mother's Name:_____ DOB: _____

Current Address_____

_____

Has a Diligent Search been completed ☐ Yes ☐ No If yes, what is the completion date _____

Note: A Diligent Search must be completed 3 months prior to the submission of this application if the address or contact information is unknown.

What was the result of the Diligent Search:_____

_____

_____

_____

Did the Diligent Search result in a recommendation for additional follow-up? If so, when were the steps completed:

_____

_____

_____

Birth Father's Name:_____ DOB: _____

Current Address_____

_____

Has a Diligent Search been completed ☐ Yes ☐ No If yes, what is the completion date _____

Note: A Diligent Search must be completed 3 months prior to the submission of this application if the address or contact information is unknown.

What was the result of the Diligent Search:_____

_____

_____

Did the Diligent Search result in a recommendation for additional follow-up? If so, when were the steps completed:

_____

_____

_____

Section III: Current Status of the Youth (Please Attach Information)

1. Identify youth's current living arrangements including the name of caretakers, home environment etc.
2. Provide an overall assessment of the youth's (emotional, educational, medical, and safety concerns)

   Note: If the youth is developmentally delayed, what efforts have been made to transition him or her to the Department of Disability Services (DDS)? Has an application been completed for Social Security Income (SSI)? If not, please explain. If so, what were the results?
3. Indicate the youth's visitation plan and with whom: Mother, father, sibling, others?
4. Provide Information regarding the youth's Life Long Connection(s).
   - Have the Life Long Connection(s) been identified? If not, explain.
   - What role does the Life Long Connection(s) play in assisting the youth with the development and/or enhancement of his or her independent living skills (especially regarding securing an appropriate income and suitable housing and emotional stability)?
   - Has a discussion taken place with the Life Long Connection regarding being a viable permanency option for the youth? If so when, and what was the result?

Section IV: Permanency Goal History (Please Attach Information)

1. List all of the youth's past permanency goals and efforts made to achieve these goals.
2. Explain when and why the goal was changed in the past.
3. Explain why the past goals were unable to be achieved?
4. Identify the actions, supports, and or services that have been provided by the agency to achieve permanency?
5. Is it currently possible for the youth to be reunified with his or her parents, adopted, achieve guardianship or legal custody? Explain why or why not?
6. Does the case file indicate a thorough relative search? What is the current status of the youth's relatives' interest in involvement with the youth?

Section V: Justification of why goal should be changed to APPLA:

Section VI: APPLA Goal Checklist: (All boxes [except item 1] must be checked YES prior to receiving approval)

1. Is the youth over 16 years of age? ☐ Yes If no, provide a rationale to be presented to the CFSA Director.
2. Are documents attached to this request that provide evidence that the 4 priority permanency goals are exhausted? ☐ Yes

3. Is there documented evidence of attempts to solicit youth and family involvement in the decision to change the goal? ☐ Yes
4. Is there input and approval of the goal change by the program manager? ☐ Yes
5. Has a Life Long Connection been identified? ☐ Yes
6. Has the youth's strengths and needs been assessed? ☐ Yes
7. Has the youth been involved in at least 1 LYFE Conference? ☐ Yes
8. Does the youth's case record contain documentation supporting this request? ☐ Yes

Section VII: Signature of Review and Approval

Social Worker Printed Name	**Social Worker Signature**	**Date**
Supervisor Printed Name	**Supervisor Signature**	**Date**
Program Manager Printed Name	**Program Manager Signature**	**Date**
CFSA Administrator Printed Name	**CFSA Administrator Signature**	**Date**
Private Agency Administrator/ Executive Director Printed Name	**Private Agency Administrator/ Executive Director Signature**	**Date**

Section VIII: Director's Authorization

I have thoroughly reviewed this request for the change of permanency goal to APPLA.

The request is: ☐ Approved ☐ Denied

CFSA Director's Printed Name	**CFSA Director Signature**	**Date**

It is the policy of the Child and Family Services Agency (CFSA) to ensure that all client records and information, and certain information, be kept confidential and protected from public or unauthorized disclosure. Client information collected, created and/or maintained by, or on behalf of, CFSA shall only be released in accordance with the federal and District privacy and confidentiality laws and regulations.