

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



January 18, 2005

Regulation Package #1202-32

CDSS MANUAL LETTER NO. SS-04-01

TO: HOLDERS OF THE SOCIAL SERVICE STANDARDS MANUAL, DIVISION 30

Regulations Package #1202-32**Effective 12/10/04****Sections 30-002, 30-505, 30-506, 30-507, 30-900, 30-904, 30-907, 30-911, 30-913, 30-914, 30-915, 30-916, 30-918, and 30-920**

This manual letter has been posted on the Office of Regulations Development website at http://www.dss.cahwnet.gov/ord/SocialServ_620.htm.

These final regulations address four separate though related elements: The Independent Living Program (ILP), the Transitional Independent Living Plan (TILP), the Transitional Housing Placement Program (THPP), and the Transitional Housing Program-Plus (THP-Plus).

Amendments, as a result of the testimony received and at the Department's discretion, have been made to the noticed regulations. The major changes are as follows:

- The language of Section 30-506.41 has been rewritten, as a result of testimony received, to clarify the responsibilities of the "county of jurisdiction" and the "county of residence" when the placement of an eligible dependent youth or ward is made to a different county.
- As a result of testimony received, Section 30-506.6 added language to ensure that counties develop appropriate memoranda of understanding and other information sharing agreements with other public and private agencies to facilitate the provision of ILP core services to eligible youth.
- As a result of testimony received, Section 30-911.1(q)(24) has been adopted to include the provisions of Welfare and Institutions Code Section 16001.9, "Personal Rights of Foster Youth," in handbook.
- As a result of testimony received, Section 30-913.1 added language to clarify that former foster/probation youth who reside in a THP-Plus county, but who emancipated from another county, are allowed to participate in the THP-Plus program.
- As a result of testimony received, Section 30-915.13 and Section 30-918.2 added language to clarify that the STEP/THP-Plus TILP be reviewed and updated by the tenant and county designee and county at least annually or more often as needed to reflect necessary changes.
- As a result of testimony received, Section 30-918.11(d) is amended to specify others providing support and services (e.g., social workers/probation officers, Independent Living Coordinators, Student Aid Commission, local Workforce Investment Act services and programs, etc.) to enable participants to complete the goals outlined on the TILP.

- As a result of testimony received, Section 30-918.11(t) is adopted because youth may encounter legal problems related to employment, immigration, child support, or consumer matters and could benefit from knowing resources for legal advice. Also, Sections 30-918.11(u) through (u)(4) are necessary because many youth may not participate in the development of a TILP while being dependents and the information in their records, siblings and family history are still critical pieces of information that should be available to them. Also, many former foster/probation youth may be eligible for having their juvenile records sealed after they turn 18 years old, but frequently do not know how to take care of this matter. [Also added to Section 31-236(i)(4)(P)]. These juvenile records can act as a barrier for former foster/probation youth seeking to better themselves and attain gainful employment.
- As a result of testimony received, Section 30-920.1(h) is adopted to ensure that all agencies provide employees training and ensure that all agency employees are trained and capable of working with former foster youth.

A 15-day renote was held commencing on October 2, 2004 and concluding on October 18, 2004. No testimony was received and no further changes made to the regulations.

These regulations provide fair and equitable treatment to eligible foster care youth by providing services and programs to assist them to be self sufficient upon leaving foster care.

These regulations were considered at the Department's public hearing held on December 17, 2003.

FILING INSTRUCTIONS

Revisions to all manuals are indicated by a vertical line in the left margin. The attached pages are to be entered in your copy of the Manual of Policies and Procedures. The latest prior manual letter containing Social Service Standards changes was SS-03-01.

<u>Page(s)</u>	<u>Replace(s)</u>
10 and 11	Pages 10 and 11
46.4 through 46.7	Pages 46.4 through 46.7
153 through 156	Pages 153 through 156
159 through 173	Pages 159 through 173

Attachments

SK

30-004	PERSONS SERVED (Continued)	30-004
---------------	-----------------------------------	---------------

- .12 (Repealed by ML #81-55).
- .13 Persons eligible for In-Home Supportive Services are specified in 30-700.
- .14 Persons eligible for all other mandated services are as follows:
 - .141 Income Eligibles as defined in 30-002.5.
 - .142 Status Eligibles as defined in 30-002.5.
- .15 Persons eligible for optional services are specified in CASP.

.2 Need.

Unless otherwise specified within the chapter governing a particular service program, any eligible person who requests the services of an identified program shall be considered to be in need of such services until an assessment of actual needs has been made. Thereafter, information developed in the assessment shall be the principal determination in the provision or denial of services.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 10553 and 10554, Welfare and Institutions Code.

30-006	PURPOSES AND CONDITIONS OF PROGRAM ELEMENTS	30-006
---------------	--	---------------

- .1 Each service program, whether mandated or authorized, shall state the minimum purposes to be served by each of its component service activities and service funded resources and any special conditions which may govern their applications.
- .2 Although the components of each service program shall be generally available, the use of any single element shall be determined by the recipient's specific needs and the Primary's resources to meet these needs.

SOCIAL SERVICES STANDARDS

Regulations **SERVICE PROGRAM NO. 5: INDEPENDENT LIVING PROGRAM** **30-505**

30-503 **COUNTY PLANS AND REPORTING REQUIREMENTS** **30-503**

- .1 County agencies shall collect and report client data, program activities, and costs including, but not limited to, the SOC 405A (Rev. 10/02) and the Annual ILP Narrative Report and Plan. These reports shall confirm that expenditures were specific to the purpose of ILP and meet federal and state requirements against fraud and abuse. The counties shall also include a plan for program improvements.

NOTE: Authority Cited: Sections 10553, 10554, and 10609.4, Welfare and Institutions Code. Reference: Sections 366, 706.6, 727.2 and .3, 10609.4, 16501, and 16501.5, Welfare and Institutions Code; and 42 U.S.C. Sections 675 and 677.

30-504 **SERVICE DELIVERY METHODS** **30-504**

- .1 Independent living services shall be provided to all eligible youth, based on the needs, services and goals identified in the most recently completed Transitional Independent Living Plan (TILP).

NOTE: Authority Cited: Sections 10553, 10554, and 10609.4, Welfare and Institutions Code. Reference: Sections 366, 706.6, 727.2 and .3, 10609.4, 16501, and 16501.5, Welfare and Institutions Code; and 42 U.S.C. Sections 675 and 677.

30-505 **ELIGIBILITY STANDARDS** **30-505**

- .1 Eligibility for the ILP shall be determined pursuant to the requirements set forth in Section 31-525. Eligibility shall not be determined by outside agencies such as contractors and vendors.

HANDBOOK BEGINS HERE

- .11 Welfare and Institutions Code Section 16501(c) specifies, in part, as follows:
 - .111 Counties shall not contract for needs assessment, client eligibility determination, or any other activity as specified by regulations of the State Department of Social Services, except as specifically authorized in Section 16100.

HANDBOOK ENDS HERE

NOTE: Authority cited: Sections 10553, 10554, and 10609.4, Welfare and Institutions Code. Reference: Section 16501(c), Welfare and Institutions Code; and 42 U.S.C. Section 677.

30-506 COUNTIES' RESPONSIBILITIES**30-506**

- .1 Counties shall administer the county Independent Living Program (ILP) and shall adhere to all reporting requirements including, but not limited to, the SOC 405A (Rev. 10/02) and the Annual ILP Narrative Report and Plan.
- .2 The county of jurisdiction shall be financially responsible for provision of ILP services for eligible foster/probation youth.
- .3 The county of an emancipated youth's last jurisdiction shall be financially responsible for provision of the ILP.
- .4 The county in which the youth resides shall ensure that eligible youth are given the opportunity to participate in all of its ILP core services regardless of whether the youth is residing in the county of jurisdiction. This also applies to emancipated youth who are awaiting the county of last jurisdiction to complete the fiscal and/or administrative process to fund the ILP services that they are receiving.
 - .41 When the county of jurisdiction changes the placement of an eligible dependent youth or ward to a placement in a different county or otherwise becomes aware that a dependent youth or ward resides in a county other than the county of jurisdiction, the county of jurisdiction shall notify the county of residence within five working days about the youth's new placement and provide a copy of the youth's completed TILP to the county of residence. After receiving this notice and the completed TILP, the county of residence shall initiate ILP core services within five working days or as soon as practically possible.
 - .42 The county of residence shall collaborate with the county of last jurisdiction to provide emancipated youth with ILP core services within 10 working days from the date of the most recently completed TILP and/or the youth's oral or written request for services, or as soon as practically possible, as documented by the county of residence.
 - .43 The ILP of the county of residence shall, within 72 hours or sooner if needed, provide referral services to emancipated youth who have an immediate, urgent, need for food, shelter or clothing services.
 - .44 No core services shall be denied or delayed to an eligible youth because the county of jurisdiction has not completed the fiscal and/or administrative process to fund ILP services.
- .5 Counties shall offer and provide ILP core services as identified in MPP Section 31-236 to emancipated youth, legally emancipated minors, and KinGap youth who are otherwise eligible.
- .6 Counties shall collaborate with other public and private agencies to ensure the availability of core services identified in MPP Section 31-525 and shall not duplicate or replace services that are available through other agencies, programs or funding sources. Counties shall develop appropriate memoranda of understanding and other information sharing agreements with other public and private agencies that facilitate the provision of ILP core services. These agreements shall contain assurances that the confidentiality of the youth's information is maintained.

SOCIAL SERVICES STANDARDS

Regulations **SERVICE PROGRAM NO. 5: INDEPENDENT LIVING PROGRAM** **30-507 (Cont.)**

30-506 **COUNTIES' RESPONSIBILITIES (Continued)** **30-506**

- .7 Counties shall expend not more than 30 percent of their ILP allocation, for a fiscal year, for room and board for eligible emancipated youth up to 21 years of age.
- .8 Counties shall ensure that none of their ILP allocation will be expended for room and board for any child who has not attained 18 years of age.
- .9 Counties shall ensure that benefits, services, and treatment are fair and equitable to all eligible youth and shall provide core services as identified in MPP Section 31-525 based on individual needs and goals as documented in the TILP.

NOTE: Authority cited: Sections 10553, 10554, and 10609.4, Welfare and Institutions Code. Reference: Sections 358.1(b), 366, 706, 727.2, 11215, 16500.1, 16500.5, 16501, 16502.1, and 18987.6, Welfare and Institutions Code; and 42 U.S.C. Sections 675 and 677.

30-507 **EMANCIPATED YOUTH STIPEND** **30-507**

- .1 Independent Living Program (ILP) Coordinators may utilize the Emancipated Youth Stipend to provide assistance to emancipated youth who are eligible for the ILP pursuant to Welfare and Institutions Code Section 10609.3.

HANDBOOK BEGINS HERE

- .11 Welfare and Institutions Code Section 10609.3(e) states:
 - “(1) Effective July 1, 2000, the department, in consultation with the Independent Living Program Strategic Planning Committee, shall develop and implement a stipend to supplement and not supplant the Independent Living Program. To qualify for this stipend, a youth shall be otherwise eligible for the Independent Living Program, have been emancipated from foster care to live on his or her own, and be approved by the county. The stipend may provide for, but not be limited to, assisting the youth with the following independent living needs:
 - “(A) Bus passes.
 - “(B) Housing rental deposits and fees.

HANDBOOK CONTINUES

30-507 EMANCIPATED YOUTH STIPEND (Continued) 30-507

HANDBOOK CONTINUES

- “(C) Housing utility deposits and fees.
 - “(D) Work-related equipment and supplies.
 - “(E) Training-related equipment and supplies.
 - “(F) Education-related equipment and supplies.
- “(2) Notwithstanding Section 10101, the state shall pay 100 percent of the nonfederal costs associated with the stipend program in paragraph (1), subject to the availability of funding provided in the annual Budget Act.”

HANDBOOK ENDS HERE

| NOTE: Authority cited: Sections 10553, 10554, and 10609.4, Welfare and Institutions Code. Reference: Section 10609.3(e)(1), Welfare and Institutions Code.

CHAPTER 30-900 SERVICE PROGRAM NO. 9: TRANSITIONAL HOUSING PLACEMENT PROGRAM**30-900 GENERAL 30-900**

- .1 Services provided under this program shall be directed to the achievement of goals I, II, III, and IV designated in MPP Section 30-001.21.

| NOTE: Authority cited: Sections 10553, 10554, and 10609.4, Welfare and Institutions Code. Reference: Sections 10609.3, 11403.2, and 16522(a), Welfare and Institutions Code.

30-901 SPECIAL DEFINITIONS 30-901

- (a) (1) "Agency" means the licensee or the county-certified Transitional Housing Placement Program (THPP) provider.
- (2) "Agency Amount" means that portion of the THPP rate the agency may retain for the proper and efficient administration of the Transitional Housing Placement Program.
- (b) (1) "Budget" means the itemized list of expenses that describes the use of the rate amount for THPP participants and/or THP-Plus tenants.
- (c) (1) "County Certificate of Approval" means the document issued by the county that indicates approval and authorization of an agency's THPP plan.
- (d) (1) "Department-Approved County THPP Plan" means a county THPP plan that is submitted by the county to, and approved by, the Department.
- (e) Reserved
- (f) (1) "Facility" means all components of the THPP facility including administrative functions and the operation of the THPP unit.
- (g) Reserved
- (h) Reserved
- (i) Reserved
- (j) Reserved

30-901	SPECIAL DEFINITIONS (Continued)	30-901
---------------	--	---------------

- (k) Reserved

- (l) (1) "Licensee" means the entity licensed by Community Care Licensing that has the authority and responsibility for the operation of the THPP facility for dependent foster/probation children pursuant to Welfare and Institutions Code Section 11403.2(a)(1).

- (m) Reserved

- (n) Reserved

- (o) Reserved

- (p) Reserved

- (q) Reserved

- (r) (1) "Rental Amount" means the monthly cost of procuring a THPP unit.

- (s) (1) "Social Work Administrative Costs" means those non-federally allowable expenses attributable to the duties of social workers employed by licensees to provide services to THPP participants.

- (2) "Supportive Transition Emancipation Program (STEP)/Transitional Housing Program-Plus (THP-Plus) Transitional Independent Living Plan (TILP)" means the form STEP 8 (Rev. 7/02) designed by the Department upon which the tenant describes his/her current level of functioning, emancipation goals, and skills needed to facilitate a successful transition to adulthood.

- (t) (1) "Tenant" means a young adult who is a former foster/probation youth and who is participating in a THP-Plus pursuant to Welfare and Institutions Code Section 11403.2(a)(2).

- (2) "Transitional Housing Placement Program (THPP)" means a community care facility licensed by the Department and includes all components of the program that provides supervised housing and supportive services for eligible dependent foster/probation youth as specified in Welfare and Institutions Code Section 11403.2(a)(1).

- (3) "Transitional Housing Placement Program (THPP) Participant" means a dependent foster/probation youth placed in a THPP unit as specified in Welfare and Institutions Code Section 11403.2(a)(1); and may also be referred to in these regulations as "participant."

30-901	SPECIAL DEFINITIONS (Continued)	30-901
---------------	--	---------------

- (4) “Transitional Housing Placement Program (THPP) Unit” means the residence where the participant or tenant resides; and may also be referred to in these regulations as “unit.”
- (5) “Transitional Housing Program-Plus (THP-Plus)” means a transitional housing placement program not licensed by the Department, but, certified by counties to provide housing and supportive services, as needed, to THP-Plus tenants pursuant to Welfare and Institutions Code Section 11403.2(a)(2).
- (6) “THP-Plus Agency” means a county-certified agency that provides transitional housing for young adults who are emancipated foster/probation youth to age 21 pursuant to Welfare and Institutions Code Section 11403.2(a)(2).

- (u) Reserved
- (v) Reserved
- (w) Reserved
- (x) Reserved
- (y) (1) “Youth Allowance” means that portion of the rate paid by the provider to each foster/probation youth participating in the THPP pursuant to Welfare and Institutions Code Section 11403.2(a)(1).
- (z) Reserved

NOTE: Authority cited: Sections 10553, 10554, and 10609.4, Welfare and Institutions Code; and Section 1559.110, Health and Safety Code. Reference: Sections 366, 706.6, 727.2 and .3, 11403(a)(2), 10609.4, 16501, and 16501.5, Welfare and Institutions Code; Section 1559.110, Health and Safety Code; and 42 U.S.C. Sections 675 and 677.

30-902 TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) PURPOSE 30-902

- .1 The purpose of the Transitional Housing Placement Program (THPP) is to provide independent living opportunities for eligible participants to practice life skills in a safe environment to ease the transition from dependence to self-sufficiency through supervised housing and supportive services.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 16522, Welfare and Institutions Code and Section 1559.110(f), Health and Safety Code.

30-903 PERSONS SERVED BY TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) 30-903

- .1 Participants of THPP are those eligible children 16 to 18 years of age (except as provided in Welfare and Institutions Code Section 11403) who are eligible for AFDC-Foster Care benefits and who meet the requirements of Welfare and Institutions Code Section 16522.2(a).

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 11403 and 16522.2(a), Welfare and Institutions Code.

30-904 TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) RATES 30-904

- .1 Pursuant to Welfare and Institutions Code Section 11403.3(a)(1), a county whose THPP plan has been approved by the Department prior to June 30, 2001 is approved to receive the base rate approved as of that date. If a county did not have an approved THPP plan as of June 30, 2001, the base rate per participant will be \$2,100 per month. A county may elect to pay an additional amount according to the following:
 - .11 The additional amount shall not cause the total rate to exceed 75 percent of the average AFDC-FC payment the county pays to group homes for foster youth 16 to 18 years of age.
 - .12 Funding of the additional amount shall be subject to the sharing ratios as specified in Welfare and Institutions Code Section 15200(c).
 - .13 The state portion of the additional amount shall be subject to the availability of the Transitional Housing for Foster Youth Fund.
 - .14 If the Transitional Housing for Foster Youth Fund is depleted, the county shall pay the state share of the additional amount.

30-906 TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) COUNTY PLANS (Continued) 30-906

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 16522.1, 16522.2, 16522.5, and 16522.6, Welfare and Institutions Code and Sections 1559.110 and 1159.115, Health and Safety Code.

30-907 TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) SERVICE DELIVERY METHODS 30-907

- .1 The three modes of program service delivery are those that allow participants to live:
 - .11 In an apartment, single-family dwelling, or condominium with an adult employee of the provider.
 - .12 In an apartment, single-family dwelling, or condominium rented or leased by the provider located in a building in which one or more adult employees of the provider reside and provide supervision, and
 - .13 Independently in an apartment, single-family dwelling, or condominium rented or leased by a provider, if the Department provides approval and the participants are supervised by the agency's employees.
- .2 These three modes include the "host site family" and "remote site" models as described in the California Code of Regulations (CCR) Title 22, Sections 86001(h)(3) and (r)(1).

HANDBOOK BEGINS HERE

- .21 CCR Title 22 Sections 86001(h)(3) and (r)(1) state:
 - “(h)(3) “Host Family” is a variant of the remote site model and means a living situation where the THPP participant resides in a single housing unit with one or more adults approved by the THPP.”
 - “(r)(1) “Remote Site Model” means a single housing unit where the participant lives independently and where licensee staff do not live in the same building as the participant.”

HANDBOOK ENDS HERE

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 16522(d), Welfare and Institutions Code.

30-908 **PERMISSION NECESSARY FOR TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) PARTICIPATION** **30-908**

- .1 The county department of social services or the county probation department that has custody of the child and the ILP coordinator in the county in which the child is placed must approve the child's placement into THPP.
- .2 Review of a child's TILP for appropriateness of the THPP placement is necessary prior to approval of the child's placement.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 16522, Welfare and Institutions Code.

30-909 **TRANSITIONAL INDEPENDENT LIVING PLANS (TILPs) FOR TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) PARTICIPANTS** **30-909**

- .1 Transitional Independent Living Plans (TILP) for participants shall meet the requirements of Section 31-236.

NOTE: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 366.3, 706.6, 11155.5, and 16501.1, Welfare and Institutions Code.

30-910 **TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) REPORTING REQUIREMENTS** **30-910**

- .1 Counties shall prepare an annual report in the format required by the Department including, but not limited to, expenditures, occupancy, and participant data. Upon request, counties shall also supply information, in addition to that in the annual report, to the Department as needed.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 16522.6, Welfare and Institutions Code.

30-911	TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) CERTIFICATION STANDARDS	30-911
---------------	--	---------------

- .1 Each THPP agency's program plan shall, at a minimum, include the following:
 - (a) Assurances that the program will only serve eligible participants as defined in Section 30-903.1;
 - (b) Assurances that the program will not discriminate on the basis of race, gender, sexual orientation, or disability and that youth who were wards of the court as described in Welfare and Institutions Code Section 602 and youth receiving psychotropic medications shall be eligible for consideration in the program and shall not be automatically excluded due to these factors.
 - (c) Admission criteria for participants, including:
 - (1) Age,
 - (2) Previous placement history,
 - (3) Delinquency history,
 - (4) Medical problems,
 - (5) History of drug/alcohol abuse,
 - (6) Level of education,
 - (7) Mental health history, and
 - (8) Work experience;
 - (d) Assurances that each child admitted into the program has an appropriately updated TILP;
 - (e) A description of the agency's THPP with an explanation of how it will assist participants to accomplish the goals described in their TILP;
 - (f) Assurances that each participant actively participates in the county ILP program;
 - (g) Assurances that the agency employment policies include strict criteria regarding an employee's:
 - (1) Age,
 - (2) Drug/alcohol history,

30-911	TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) CERTIFICATION STANDARDS (Continued)	30-911
---------------	--	---------------

- (3) Experience working with this age group,
- (4) Criminal background checks, and
- (5) A training program to educate employees about characteristics of persons in this age group placed in long-term care settings, and designed to ensure these employees can adequately supervise and counsel participants and provide them with training in independent living skills;

- (h) A detailed plan for:
 - (1) Monitoring the placement of persons under the agency's care,
 - (2) Evaluating the participant's progress in the program, and
 - (3) Reporting to the ILP and to the county agency with jurisdiction;

- (i) Assurances that participants will be allowed the greatest amount of freedom possible and appropriate for their level of functioning in order to prepare them for self-sufficiency;

- (j) Assurances that the housing is served by public transportation to enable the participant's reasonable access to schools, employment, appropriate supportive services, shopping, and medical care;

- (k) Assurances that the agency shall collaborate with counties, social workers/probation officers, ILP coordinators, Student Aid Commission, Employment Development Department (EDD) One-Stop Career Centers, Workforce Investment Act (WIA) services and programs, and other agencies and programs to provide support and services to enable the participants to complete the goals outlined on the TILP;

- (l) Assurances that every participant is enrolled with an EDD federal WIA/EDD Regional One-Stop Career Center;

- (m) A twenty-four hour emergency number provided to each participant;

- (n) A description of how each participant's progress will be evaluated.

30-911	TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) CERTIFICATION STANDARDS (Continued)	30-911
---------------	--	---------------

- (o) A description of efforts that will be made to track participants for at least two years after leaving the program;
- (p) A description of efforts that will be made to link participants with mentors;
- (q) A description of policies regarding:
 - (1) Education requirements,
 - (2) Visitors,
 - (3) Savings requirements,
 - (4) Personal safety,
 - (5) Emergencies,
 - (6) Medical problems,
 - (7) Disciplinary measures,
 - (8) Child care,
 - (9) Pregnancy,
 - (10) Curfew,
 - (11) Budgeting,
 - (12) Dating,
 - (13) Housekeeping,
 - (14) Decorating,
 - (15) Use of utilities/phone,

30-911 TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) 30-911
CERTIFICATION STANDARDS (Continued)

- (16) Care of furnishings,
- (17) Transportation and vehicles,
- (18) Unauthorized purchases,
- (19) Work expectations,
- (20) Lending/borrowing money,
- (21) Grounds for termination that may include, but shall not be limited to, illegal activities or harboring runaways,
- (22) Disposition of furnishings when participants exit the program, and
- (23) Incorporation of applicable provisions of Welfare and Institutions Code Section 16522.1; and
- (24) Incorporation of the provisions of Welfare and Institutions Code Section 16001.9 to ensure THPP agency plan descriptions of policies include the following rights:

HANDBOOK BEGINS HERE

- (a) It is the policy of the State that all children in foster care shall have the following rights:
 - (1) To live in a safe, healthy, and comfortable home where he or she is treated with respect.
 - (2) To be free from physical, sexual, emotional, or other abuse, or corporal punishment.
 - (3) To receive adequate and healthy food, adequate clothing, and, for youth in group homes, an allowance.
 - (4) To receive medical, dental, vision, and mental health services.
 - (5) To be free of the administration of medication or chemical substances, unless authorized by a physician.
 - (6) To contact family members, unless prohibited by court order and social workers, attorneys, foster youth advocates and supporters, Court Appointed Special Advocates (CASA), and probation officers.

HANDBOOK CONTINUES

**30-911 TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP)
CERTIFICATION STANDARDS (Continued)****30-911**

HANDBOOK CONTINUES

- (7) To visit and contact brothers and sisters, unless prohibited by court order.
- (8) To contact the Community Care Licensing Division of the State Department of Social Services or the State Foster Care Ombudsperson regarding violations of rights, to speak to representatives of these offices confidentially, and to be free from threats or punishment for making complaints.
- (9) To make and receive confidential telephone calls and send and receive unopened mail, unless prohibited by court order.
- (10) To attend religious services and activities of his or her choice.
- (11) To maintain an emancipation bank account and manage personal income, consistent with the child's age and developmental level, unless prohibited by the case plan.
- (12) To not be locked in any room, building, or facility premises, unless placed in a community treatment facility.
- (13) To attend school and participate in extracurricular, cultural, and personal enrichment activities, consistent with the child's age and developmental level.
- (14) To work and develop job skills at an age-appropriate level that is consistent with state law.
- (15) To have social contacts with people outside of the foster care system, such as teachers, church members, mentors, and friends.
- (16) To attend Independent Living Program classes and activities if he or she meets age requirements.
- (17) To attend court hearings and speak to the judge.
- (18) To have storage space for private use.

HANDBOOK CONTINUES

**30-911 TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP)
CERTIFICATION STANDARDS (Continued)****30-911**

HANDBOOK CONTINUES

- (19) To review his or her own case plan if he or she is over 12 years of age and to receive information about his or her out-of-home placement and case plan, including being told of changes to the plan.
 - (20) To be free from unreasonable searches of personal belongings.
 - (21) To confidentiality of all juvenile court records consistent with existing law.
 - (22) To have fair and equal access to all available services, placement, care, treatment, and benefits, and to not be subjected to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability, or HIV status.
- “(b) Nothing in this section shall be interpreted to require a foster care provider to take any action that would impair the health and safety of children in out-of-home placement.”

HANDBOOK ENDS HERE

- (r) The budget form designed by the Department indicating the rate approved by the county that shall be equal to or lower than the rate approved for the county by the Department. It shall include the following six categories:
 - (1) Administrative salaries and overhead;
 - (2) Direct care staff;
 - (3) Social worker;
 - (4) Social work supervision;
 - (5) Administration attributable to social worker; and
 - (6) A youth allowance that includes, but is not limited to:
 - (A) Telephone,
 - (B) Rent,

30-911	TRANSITIONAL HOUSING PLACEMENT PROGRAM (THPP) CERTIFICATION STANDARDS (Continued)	30-911
---------------	--	---------------

- (C) Food,
- (D) Clothing,
- (E) Transportation cost,
- (F) Miscellaneous expenses, and
- (G) Utilities;

- (s) Any participant funds retained by the provider on behalf of the participant shall be deposited in an interest bearing savings account in any bank or savings and loan institution whose deposits are insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation. The principal and interest shall be distributed to the participant when he/she leaves the program or earlier if permitted by the THP program guidelines.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 16522.1, Welfare and Institutions Code; and Sections 1559.110 and 1559.115, Health and Safety Code.

30-912	TRANSITIONAL HOUSING PROGRAM-PLUS (THP)-PLUS PROGRAM PURPOSE	30-912
---------------	---	---------------

- .1 The purpose of the Transitional Housing Program (THP)-Plus is to assist emancipated youths as they move from dependency to self-sufficiency by providing youths with housing and supportive services.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 16522, Welfare and Institutions Code and Sections 1559.110 and 1559.115, Health and Safety Code.

30-913 PERSONS SERVED BY THE TRANSITIONAL HOUSING PROGRAM (THP)-PLUS 30-913

- .1 Transitional Housing Program-Plus tenants are young adults who are former foster/probation youth who have emancipated from a county that has elected to participate in THP-Plus. THP-Plus tenants shall be at least 18 years of age and not yet 21 years of age, and shall be pursuing county-approved goals utilizing the Department developed STEP/THP-Plus TILP. A county may also elect to include former foster/probation youth who reside in the county, but who emancipated from a different county.
- .2 Tenants may remain in THP-Plus for a maximum of twenty-four cumulative months.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 11403.2(a)(2) and 16522, Welfare and Institutions Code and Section 1559.110(f), Health and Safety Code.

30-914 TRANSITIONAL HOUSING PROGRAM (THP)-PLUS RATES 30-914

- .1 Pursuant to Welfare and Institutions Code Section 11403(a)(2), the per tenant monthly rate may not exceed 70 percent of the average AFDC-FC payment the county pays to group homes for foster youth 16 to 18 years of age, contingent upon the following conditions:
 - .11 Funding shall be subject to the sharing ratios specified in Welfare and Institutions Code Section 15200.
 - .12 The state portion of the rate shall be subject to the availability of the Transitional Housing for Foster Youth Fund.
 - .13 If the Transitional Housing for Foster Youth Fund is depleted, unless other arrangements have been made with the agency, the county shall pay the state share of the rate in addition to the county share.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 11403(a)(1) and 15200(c), Welfare and Institutions Code.

30-915 TRANSITIONAL HOUSING PROGRAM (THP)-PLUS COUNTY PLANS 30-915

- .1 Prior to implementing a THP-Plus plan, the county shall:
 - .11 Provide CDSS with the information required to set the rate pursuant to Section 11-410.2.
 - .12 Develop and submit a plan to CDSS which meets the requirements of Welfare and Institutions Code Sections 16522 through 16522.6 including, but not limited to, the information specified below:

30-915	TRANSITIONAL HOUSING PROGRAM (THP)-PLUS COUNTY PLANS (Continued)	30-915
---------------	---	---------------

- .121 Projected caseload;
 - .122 Modes of service delivery the county intends to use;
 - .123 Estimated per-participant monthly budget which shall not exceed the approved county rate;
 - .124 A plan for providing reports, including statistical, budgetary, occupancy, and TILP data to CDSS;
 - .125 A plan for providing oversight, evaluation, and monitoring of the programs the county certifies pursuant to MPP Section 30-919;
 - .126 A description of the county's standards for certification of THP-Plus agency programs that, at a minimum, includes the certification standards described in MPP Section 30-920.
-
- .13 Ensure that each THP-Plus tenant has a STEP/THP-Plus TILP mutually agreed upon, reviewed and updated by the tenant and the county designee and other appropriate individuals at least annually or more often as needed to reflect necessary changes.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 11403.2, 16522, 16522.1, 16522.2, 16522.5, and 16522.6, Welfare and Institutions Code; and Sections 1559.110 and 1559.115, Health and Safety Code.

30-916	TRANSITIONAL HOUSING PROGRAM (THP)-PLUS SERVICE DELIVERY METHODS	30-916
---------------	---	---------------

- .1 Programs certified under these regulations shall be designed to provide a safe and adequate residence and allow participants a maximum amount of independence and self-sufficiency.
 - .11 Acceptable residential units include apartments, single family dwellings, condominiums, college dormitories, and host family models.
 - .12 Publicly supervised or privately operated shelters, or other living situations including those with friends, family members and others that provide temporary accommodation are not acceptable.
 - .13 Public or private places not ordinarily used as a regular sleeping area, are not acceptable.

30-916 TRANSITIONAL HOUSING PROGRAM (THP)-PLUS 30-916
SERVICE DELIVERY METHODS (Continued)

- .14 Group homes and other types of licensed residential facilities may not be utilized by a THP-Plus provider as accommodations for emancipated foster youth.
- .2 Counties shall ensure that THP-Plus agencies shall collaborate with counties, social workers/probation officers, ILP coordinators, Student Aid Commission, EDD One-Stop Career Centers, local Workforce Investment Act (WIA) services and programs, and other agencies and programs to provide support and services to enable the tenants to complete the goals outlined on the STEP/THP-Plus TILP.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 11403.2 and 1896.6, Welfare and Institutions Code.

30-917 TRANSITIONAL HOUSING PROGRAM (THP)-PLUS 30-917
TENANT RESPONSIBILITIES

- .1 Tenants shall actively pursue the goals of their TILPs as a condition of participation. Also, they must inform the county when changes need to be made on the TILPs that affect payment of aid, including changes in address, living circumstances, education, career, and training programs.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 11403.2(a)(2), Welfare and Institutions Code.

30-918 SUPPORTIVE TRANSITION EMANCIPATION PROGRAM 30-918
TRANSITIONAL HOUSING PROGRAM (STEP/THP)-PLUS
LIVING PLANS

- .1 Every tenant shall develop and pursue goals described in a STEP/THP-Plus TILP. This document shall describe a tenant's current level of functioning and contains the educational/vocational or other goals related to self-sufficiency mutually agreed upon by the tenant and the county designee.
- .11 The activities and services described in the STEP/THP-Plus TILP shall be designed to achieve the following goals as needed:
 - (a) Education (literacy, high school diploma/GED, college, and vocational training),
 - (b) Completion of application for college, vocational training program, or other educational or employment program,

30-918	SUPPORTIVE TRANSITION EMANCIPATION PROGRAM TRANSITIONAL HOUSING PROGRAM (STEP/THP)-PLUS LIVING PLANS (Continued)	30-918
---------------	---	---------------

- (c) Gainful employment (career exploration, work readiness skills, employment experience, and job placement and retention),
- (d) Receipt of information regarding various employment and training services provided through social workers/probation officers, Independent Living Coordinators, Student Aid Commission, Employment Development Department (EDD) One-Stop Career Centers, local Workforce Investment Act (WIA) services and programs, and other agencies to provide support and services to enable the participants to complete the goals outlined on the TILP and registered at an EDD One-Stop Career Center,
- (e) Development of daily living skills (including household management, budget and financial management skills, knowledge of landlord/tenant issues, self-advocacy skills, credit issues, transitional housing placement program experience, knowledge of how to obtain vital records),
- (f) Knowledge of preventive health activities (including substance abuse prevention, smoking avoidance, nutrition education, pregnancy prevention),
- (g) Acquisition of safe and affordable housing,
- (h) Development of a mentoring relationship with a responsible adult,
- (i) Personal responsibility skills,
- (j) Receipt of important documents, including, but not limited to:
 - (1) Certified birth certificate;
 - (2) Social security card;
 - (3) Identification card and/or driver's license;
 - (4) Proof of citizenship or residency status;
 - (5) Death certificate of parent(s) (if applicable);
 - (6) Proof of county dependency status for education aid applications, school records, immunization records, medical records, and Health and Education Passport.

**30-918 SUPPORTIVE TRANSITION EMANCIPATION PROGRAM
TRANSITIONAL HOUSING PROGRAM (STEP/THP)-PLUS
LIVING PLANS (Continued) 30-918**

- (k) Mental health counseling,
- (l) Completion of the application for Special Immigrant Juvenile Status (SIJ) pursuant to the 8 Code of Federal Regulation (CFR) Section 204.11 or other naturalization process for undocumented aliens,
- (m) A driver's license,
- (n) A work permit,
- (o) A bank account,
- (p) Names, phone numbers and addresses of relatives,
- (q) Completed re-application for Medi-Cal,
- (r) Information and completed applications for sources of financial support such as emancipation stipends, SSI, TANF, STEP, THP-Plus, scholarships and grants,
- (s) Referral to appropriate county adult social services agencies, as needed.
- (t) Information and referral to appropriate legal aid offices, pro bono legal services, other low-cost legal service programs, as needed.
- (u) Written information concerning the child's dependency case, including:
 - (1) Information about the child's family history and the child's placement history;
 - (2) The names, phone numbers and addresses of siblings and other relatives;
 - (3) The procedures for inspecting the documents described in Welfare and Institutions Code Section 827, and
 - (4) Information and assistance for completing applications to seal juvenile records pursuant to Welfare and Institutions Code Section 781, as needed.

- .2 Counties shall review and update the STEP/THP-Plus TILP at least annually or more often as needed to reflect necessary changes.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Section 11403.2, Welfare and Institutions Code.

30-919	TRANSITIONAL HOUSING PROGRAM (THP)-PLUS REPORTING REQUIREMENTS	30-919
---------------	---	---------------

- .1 Counties shall prepare an annual report on the format required by the Department including, but not limited to, expenditures, occupancy, and STEP/THP-Plus TILP data. Upon request, counties shall also supply information, in addition to that in the annual report, to the Department as needed.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 11403.2 and 16522.6, Welfare and Institutions Code.

This page is intentionally left blank

30-920	TRANSITIONAL HOUSING PROGRAM (THP)-PLUS CERTIFICATION STANDARDS	30-920
---------------	--	---------------

- .1 Each THP-Plus agency's program plan shall, at a minimum, ensure that:
- (a) The program will only serve eligible tenants as defined in MPP Section 30-900.13.
 - (b) The program shall not discriminate on the basis of race, national origin, gender, sexual orientation, or disability (Welfare and Institutions Code Section 16522.1(a)(1)) and that youth who were wards of the court as described in Welfare and Institutions Code Section 602 and youth receiving psychotropic medications shall be eligible for consideration in the program and shall not be automatically excluded due to these factors.
 - (c) The agency shall, with the assistance of a county designee, assist each tenant to complete the STEP/THP-Plus TILP form designed by the Department.
 - (d) The program describes how it will assist tenants to live independently and to accomplish the goals described in their STEP/THP-Plus TILP.
 - (e) The STEP/THP-Plus TILP is reviewed and updated at least annually by the tenant, the county designee, and other appropriate individuals and as needed to reflect necessary changes.
 - (f) Tenants shall be allowed the greatest amount of freedom possible in order to prepare them for self-sufficiency.
 - (g) The housing has reasonable transportation access to schools, employment appropriate supportive services, shopping and medical care.
 - (h) All agencies shall provide employees training and ensure that all agency employees are trained and capable of working with former foster youth.
 - (i) Criminal record clearances shall be required for all agency employees.
 - (j) Programs shall comply with applicable federal, state, and local housing laws and fire clearance requirements.
 - (k) No more than two tenants share a bedroom.
 - (l) Tenants have the right to be free from arbitrary or capricious rules; the right to understand all rules in writing and in appropriate languages and formats, the right to appeal any loss of benefits or services before they are suspended (unless imminent physical harm to someone would result); and the right to a grievance procedure.

30-920	TRANSITIONAL HOUSING PROGRAM (THP)-PLUS CERTIFICATION STANDARDS (Continued)	30-920
---------------	--	---------------

- | (m) Tenants' right to confidentiality is respected. This right applies to the dissemination, storage, retrieval and acquisition of identifiable information. The agency shall not release information about a tenant's receipt of services without a written release from the tenant.

- | (n) Tenants' right to privacy is respected. Information shall be requested from the tenant only when the information is specifically necessary for the provision of services. Tenants shall not be required to supply information as a condition of obtaining services without written documentation verifying the necessity of the information.

- | (o) The functions of property management and service provider shall not be blended. The program plan shall clearly define the roles and responsibilities of each part of the organization.

- | (p) The agency shall comply with California landlord-tenant law (Civil Code Section 1940, et seq.) and/or the Transitional Housing Misconduct Act (Health and Safety Code Section 50580, et seq.).

- | (q) If medical services are needed by tenants, these services shall be provided by a medical professional or an appropriately licensed (or otherwise legally operating - e.g. county) clinic or adult day health center that may offer services off-site or through a home visit program, including services which are made available on a regularly scheduled basis on-site.

- | (r) Tenants are given a choice regarding what services to access and the location of the services (on-site or offsite), as long as the goals of the STEP/THP-Plus TILP are being met.

- | (s) The THP-Plus program is clearly distinguishable from those that are required to be licensed as an Adult Residential Care facility under Health and Safety Code Section 1502(a)(1) or Health and Safety Code Section 1503.5(a).

- | (t) Applicable provisions of Welfare and Institutions Code Section 16522.1 are incorporated.

- | (u) A description of the tenant application process and the selection criteria are included.

30-920	TRANSITIONAL HOUSING PROGRAM (THP)-PLUS CERTIFICATION STANDARDS (Continued)	30-920
---------------	--	---------------

- (v) Any tenant funds retained by the provider on behalf of the tenant shall be deposited in an interest bearing savings account in any bank or savings and loan institution whose deposits are insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation. The principal and interest shall be distributed to the tenant when he/she leaves the program, or earlier, if permitted by the THP-Plus program guidelines.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: Sections 602, 11403.2, and 16522.1, Welfare and Institutions Code; Sections 1502(a)(1), 1503.5(a), 1559.110, 1559.115, and 50580, Health and Safety Code; and Sections 1940, et seq., Civil Code.

This page is intentionally left blank.