

PROBATION DEPARTMENT DIRECTIVE

No.: 1515

Issued: 04/04/2024

Post Until: 05/04/2024

SUBJECT: JUVENILE - SUPPORTING POST-SECONDARY EDUCATION FOR ELIGIBLE PROBATION FOSTER YOUTH AND NON-MINOR DEPENDENTS (NMDs)

The purpose of this Directive is to set forth policy, procedures, and instructions for case plans related to Senate Bill (SB) 12 (2018), California Fostering Connections to Success Act. SB 12 supports academic and vocational training advancement of foster youth and non-Minor dependents, including financial aid assistance, immediate enrollment in school, and support for post-secondary education. This Directive also serves to clarify case management standards already established in Probation Department policy and State of California's Department of Social Services regulations as detailed in All County Letter 18-104 and All County Information Notice 1-17-18.

OVERVIEW

California Senate Bill (SB) 12 requires that as a foster care placing agency, Probation must identify an individual who will support and assist eligible foster youth and Non-Minor Dependents (NMDs) with their post-secondary educational needs. Post-secondary education is defined as any post-high school educational, degree, certification, vocational, or training program.

Eligible foster youth are defined as individuals under the care of Probation who are 16 years of age and older and are currently suitably placed in a foster care setting pursuant to Welfare and Institutions Code (WIC) § 602 or were formerly suitably placed in foster care as of their 16th birthday (but have not reached their 21st birthday), and NMDs as described in WIC Code § 450.

Additionally, Senate Bill (12) directed the California Student Aid Commission to work cooperatively with the California Department of Social Services to create an automated system for verification of foster youth status for financial aid.

SUPPORTING POST-SECONDARY EDUCATION FOR ELIGIBLE PROBATION AND FOSTER YOUTH GUIDELINES

The following provides areas of responsibility for Deputy Probation Officers (DPOs) and Supervising Deputy Officers (SDPOs):

- Case Management Standards which identify, and document actions taken to support eligible current and former foster care and suitably placed youth and NMDs who are interested in pursuing post-secondary education to include Transitional Independent Living Program (TILP) case plans.

- Identification and documentation of a Post-Secondary Education Support Person(s), the individual(s) who will assist youth with applications for post-secondary education, including career and technical education and related financial aid.
- Documentation of the youth's case plan in the Child Welfare System/Case Management System (CWS/CMS) and Probation Case Management System (PCMS), as indicated in the "DPO of Record and Transition Coordinator Responsibilities" section below.
- As this policy impacts all eligible foster youth, this policy applies to Juvenile Field Services, Juvenile Special Services, and Residential Treatment Services Bureau operations as Independent Living Program (ILP) eligible youth may be "Home on Probation" under supervision in the community.
- Identification of available and appropriate services and resources for eligible youth. The passage of SB12 expanded the number of Community College Districts (CCDs) up to twenty (20) and expanded upon California Senate Bill 1023 (2014), which created the Cooperating Agencies Foster Youth Education Support (CAFYES) Program, now known as NextUp, and authorized Community College Districts to provide services in support of post-secondary education for foster youth.

CASE MANAGEMENT GUIDELINES

The assigned DPO and the Youth Development Services Independent Living Program's (YDS/ILP) Transition Coordinator (TC) are jointly responsible for discussing post-secondary education with eligible youth. Although youth may not choose to pursue post-secondary education, routine monthly discussions will occur with all suitably placed youth who are sixteen years (16) of age and older and all NMDs. During each of these discussions, the youth or NMD will be encouraged to consider and pursue post-secondary education.

TCs and DPOs of Record will discuss and develop an appropriate plan for Post-Secondary Educational support directly with eligible youth, consistent with each youth's best interest. TCs and DPOs will encourage youth to use the Transitional Independent Living Plan (TILP), case planning process, and the Child and Family Team Meeting as opportunities to connect youth with Post-Secondary Education. An educational representative should be engaged in all phases of the TILP, case planning, and CFTM processes. Information related to post-secondary education needs to be included in the TILP and CFTM process, updated in the appropriate section of the TILP, and documented in both PCMS and CWS/CMS. As indicated throughout this policy, CWS/CMS case note entries will only be made in CWS/CMS when the NMD is under WIC 450 – Transition Jurisdiction.

Documentation of SB12 activities related to post-secondary education will be entered in PCMS as a Supervision case note with a subtype of "YDS SB12-Post Secondary Education Services."

IDENTIFICATION OF A POST-SECONDARY EDUCATION SUPPORT PERSON

The youth's or NMD's case plan must identify a supportive adult individual or individuals (known as a Post-Secondary Education Support Person) who will assist the youth with applications for post-secondary education and related financial aid. The identified supportive adult(s) may include the youth's and NMD's high school or educational counselor, Court Appointed Special Advocate, parent, guardian, natural support, or any other appropriate adult(s). Such an individual will be identified unless a youth indicates no interest in pursuing post-secondary education. When youth indicate no interest, clear documentation must be entered as a case note in both PCMS and CWS/CMS.

As applies to active placement youth and NMDs, the identified Post-Secondary Education Support Person will be documented as a collateral contact in the Client Management Section of CWS/CMS.

All contacts and interactions with youth related to post-secondary education will be documented by TCs and DPOs both in CWS/CMS (for active placement and NMD cases) and the PCMS case note module for all youth with the exception of NMDs.

For active Placement and NMD cases, documentation of a Post-Secondary Education Support Person(s) shall be identified in the youth's case plan in CWS/CMS and in PCMS for all active juvenile probation cases by the assigned DPO, TC, or both, unless the youth states that post-secondary education will not be pursued, which must be documented in PCMS and CWS/CMS, as appropriate. If, at any point in the future, a youth states that post-secondary education will be pursued, the case plan will be updated by the DPO of Record or TC to identify the Post-Secondary Education Support Person in PCMS and CWS/CMS, as appropriate. As noted above, the DPO of Record will, as a matter of routine, discuss and encourage assigned youth to pursue post-secondary education. If at any time, the identified supportive individual(s) is/are no longer appropriate or available to serve as the Post-Secondary Education Support Person(s), a new individual must be named during the case planning process and documented in the TILP, case plan, and in PCMS and CWS/CMS.

DPO OF RECORD AND TRANSITION COORDINATOR RESPONSIBILITIES

Assigned (DPO of Record) Responsibilities

For suitably placed youth and NMD, the assigned DPO will, as a component of the case, for each youth who is age 16 up to the 21st birthday and discuss post-secondary education options as within 30 days of case assignment and minimally once each month during a youth's senior year.

For NMDs, the assigned DPO will, as a component of each youth's TILP, discuss post-secondary education options during the initial and subsequent Child and Family Team Meeting (CFTM) and during routine interactions. The assigned DPO will record all associated contacts as a case note in the Probation Case Management System (PCMS) and CWS/CMS.

The assigned Placement DPOs will invite the TC to each CFTM in which post-secondary education will be discussed, minimally on a quarterly basis, and provide notification by phone or email to the TC at least two weeks in advance.

The assigned field DPOs will consult with the TC to complete the initial case plan and every six months thereafter as applies to post-secondary education support.

Progress and Judicial Review reports will include updated information related to post-secondary education.

Transition Coordinator Responsibilities

The Transition Coordinator (TC) will provide information and resources related to post-secondary education opportunities to eligible youth (including those who are no longer under the jurisdiction of the court but request assistance) and NMDs minimally on a quarterly basis and more frequently should case dynamics require. This information will be provided when making presentations to youth who are placed in a Short Term Residential Therapeutic Program, to NMDs at their place of residence or in the community, former foster youth, and/or during other opportunities such as during resource fairs or other community events.

Upon request, TCs will serve as a resource to the DPO of Record and the youth. The TC will record all associated contacts as a case note in PCMS and CWS/CMS. A case note will only be provided in CWS/CMS when the NMD is under WIC 450 – Transition Jurisdiction.

Supervising Deputy Probation Officer (SDPO) Responsibilities

The assigned DPO's Supervisor (SDPO) is responsible for reviewing PCMS and CWS/CMS case notes to ensure that eligible youth have been referred to a post-secondary support person, that an appropriate plan for post-secondary educational support with eligible youth has been established, and that related information is included in progress reports and Judicial Review reports.

The TC and SDPO will review records, including PCMS and CWS/CMS case notes and data entry, to ensure that information related to post-secondary education opportunities is provided to eligible youth and NMDs on a quarterly basis. The TC and SDPO will also ensure that TCs are available to serve as a resource to the DPO of Record and the youth. The TC and SDPO will review all associated contacts as case notes in PCMS and CWS/CMS to ensure compliance and include them in the monthly operational report to the YDS Director.

Training and Resources for Post-Secondary Education Support

- Staff training will be made available by subject matter experts.

- With the identification of a Post-Secondary Education Support Person(s), the following resources will assist and support people who are working with youth as they are pursuing post-secondary education to include: Key dates, deadlines, campus support programs, key contracts, college, financial aid application deadlines for applying, attending, support youth to successfully enroll, and complete college. Such resources include the following:

Financial Aid Guides for California Foster Youth

<https://ibay.org/resources/financial-aid-guide/>

Foster Youth Educational Planning Guide

<https://ibay.org/resources/ed-planning-guide/>

Community College Career and Technical Education Programs

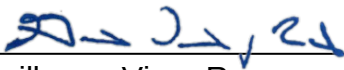
<https://www.cccmypath.org/uPortal/f/u2711s1000/normal/render.uP>

California College Pathways Website, which includes contact information for campus-based foster youth support programs.

www.cacollegepathways.org

Each month, the Placement Services Bureau will conduct a review of eligible youth to determine if standards have been met as set forth in this policy. This review shall include but not be limited to an evaluation of case plans and documentation in CWS/CMS and ensure that all relevant activities have been properly conducted and documented.

Questions and inquiries regarding this Directive should be directed to the Youth Development Services Director at (213) 763-1421.



Guillermo Viera Rosa,
Chief Probation Officer

4/4/24

Date