



# Bulletin

**NUMBER**

#14-68-15

**DATE**

November 4, 2014

**OF INTEREST TO**

County Directors  
Social Services Supervisors  
and Staff

Tribal Social Service  
Directors

SELF Program  
Coordinators

**ACTION/DUE DATE**

1. Complete and submit budget for SELF allocation
2. Note information about eligibility and priorities for use of funds.
3. Note information about fiscal management.

**EXPIRATION DATE**

November 4, 2016

## Allocations Announced for adolescent independent living skills funding

**TOPIC**

Budget instructions, eligibility, funding priorities, use and fiscal management of funds for the Support for Emancipation and Living Functionally (SELF) program.

**PURPOSE**

Provide county and tribal social service agencies with information on program eligibility, funding priorities, and budget instructions.

**CONTACT**

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**SIGNED**

ERIN SULLIVAN SUTTON  
Assistant Commissioner  
Children and Family Services

**TERMINOLOGY NOTICE**

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

## I. BACKGROUND

The Support for Emancipation and Living Functionally (SELF) program funds have been allocated to county and tribal agencies since 1987 through Public Laws 99-272, 101-239, 103-66 and the federal Welfare Reform Bill of 1998. On December 14, 1999, President Clinton signed the Chafee Foster Care Independence Act. It replaced section 477 of the Social Security Act which originally defined Minnesota's SELF program. Under provisions of the Chafee Act, the intent of the funding is prevention of homelessness and welfare dependency.

## II. ELIGIBLE POPULATION

Eligibility for SELF-funded services is changing. Youth will no longer have to currently be in placement or discharged after age 18 to be eligible. This change was made to align the SELF program with the Healthy Transitions and Homeless Prevention (HTHP) program, which grants funds to non-profit agencies to operate community-based programs designed to optimize transition outcomes for youth in out-of-home placement, and to prevent homelessness for youth who have experienced out-of-home placement.

In calendar year 2015, eligibility includes:

- **Youth under state guardianship or in permanent custody to the agency who are expected to remain in placement until age 18 or older should be the highest priority for SELF-funded services**
- Youth ages 14-20 who are on a county or tribal social services caseload and are in an out-of-home placement for at least 30 consecutive days
- Youth ages 14-20 who are on a county or tribal social services caseload and have experienced an out-of-home placement for at least 30 consecutive days after age 14
- Youth ages 14-20 with developmental disabilities who are on a county or tribal social services caseload, have experienced an out-of-home placement for at least 30 consecutive days after age 14, and will be capable of living independently in the community
- Youth ages 14-20 with a delinquency adjudication who are on a county or tribal social services caseload and have experienced an out-of-home placement in a non-secure facility for at least 30 consecutive days after age 14
- Youth may continue to receive SELF-funded services *up to* age 21
- **All county placements must be entered in the Social Services Information System (SSIS) in order for DHS to verify eligibility.**

## III. DEFINITION OF OUT-OF-HOME PLACEMENT

For purposes of the SELF program, out-of-home placement means 24-hour substitute care for youth placed away from their parents or guardians for whom the local social service agency has placement and care responsibility. Placements must be entered in SSIS. A youth must be placed as a result of a court order or voluntary placement agreement. A

youth who has run away from an out-of-home placement is considered in placement until the social service agency no longer has legal responsibility (i.e. discharged by the court). Youth placed by a county/tribal social service agency in chemical dependency treatment facilities that are not based in a hospital are considered to be in out-of-home placement. Youth who are adjudicated delinquent and court ordered to a non-secure facility may be considered in out-of-home placement if the local social service agency has responsibility for the placement.

Temporary locations providing services to youth that are *not* considered a placement include respite care, visitation, summer camp, secure detention/correctional facilities, hospital/medical care, hospital-based chemical dependency treatment and psychiatric units, state regional treatment centers, and intermediate care facilities for those with developmental disabilities.

## IV. USE OF FUNDS

The following federal and state policies guide the use of SELF funds:

- Funds must supplement, not replace, county or tribal agency efforts and funding sources.
- Independent living activities should not be seen as an alternative to permanency for youth, but should be provided concurrently with adoption and other permanency activities.
- Thirty percent of SELF funds may be used for room and board for youth who are being discharged from county placement at age 18 or older. In these situations, room and board is defined as damage deposits, utility hook-ups, purchase of household goods, and short-term rent subsidies. If an agency is providing help with room and board costs, the agency should approve the youth's residence as safe and appropriate. **Homelessness/shelters are not an approved setting.**
- Funds may be used to assist youth who choose to remain in foster care past age 18 with room and board costs. In these situations, room and board is defined as damage deposits, utility hook-ups and purchase of household goods. However, SELF funds cannot be used as a substitute for foster care maintenance payments for youth in extended care between ages 18 – 21. Placement options for youth in extended care past age 18 may include supervised independent living settings such as host homes, college dormitories, shared housing, semi-supervised/supervised apartments, or other housing arrangements that meet an older youth's needs for supervision and support as s/he moves toward independence. If an agency is providing help with room and board costs, the agency should approve the youth's residence as safe and appropriate. **Homelessness/shelters are not an approved setting.**
- Youth are allowed up to \$10,000 in assets and remain eligible for Title IV-E foster care and SELF-funded services.
- When a youth is over age 18 and continues to receive foster care benefits, agencies can require or obtain a court order that a youth reimburse the county for the cost of care. However, the cost of care does not include earnings from a youth over age 18 who is working as part of an independent living plan to transition from foster care, or

the income and resources from sources other than Supplemental Security Income and child support, that are needed to complete requirements of an independent living plan.

## V. COUNTY/TRIBAL USE OF 2015 SELF FUNDS

The Minnesota Department of Human Services will allocate a total of \$834,578 in 2015 to county and tribal social service agencies that submit a budget for SELF funds in response to this bulletin. Attachment A lists the 2015 allocation amounts for each county and tribe. See Attachment B for the budget form to be completed and submitted. Tribes that do not have an allocation listed in this bulletin, but want to request 2015 SELF funds, should contact Kim Lemcke, SELF program coordinator, at kim.lemcke@state.mn.us, or 651-431-4686, no later than November 14, 2014. Tribes that have current contracts for SELF funds do not need to submit a new budget.

## VI. STATUTES

The use of SELF funds in 2015 needs to be directly linked to carrying out Minnesota Statutes, section 260C.203 (d), (e), (f). DHS staff recognizes that not all tribes are required to carry out the court reviews mandated by this statute; however, it is recommended that the best use of SELF funds by both counties and tribes is the purchase/provision of services to achieve the goals listed below.

Minnesota Statutes, section [260C.203\(d\)](#), requires that when a child is age 16 or older, in addition to any administrative review conducted by a county social service agency, at the in-court review, the court shall review the independent living plan and the provision of services to the child related to the well-being of the child as the child prepares to leave foster care. The review shall include the actual plans related to each item in the plan necessary to the child's future safety and well-being when the child is no longer in foster care.

(e) At the court review required for a child age 16 or older, the following procedures apply:

(1) six months before the child is expected to be discharged from foster care, the responsible social services agency shall give the written notice required under section [260C.451](#), subdivision 1, regarding the right to continued access to services for certain children in foster care past age 18 and of the right to appeal a denial of social services under section [256.045](#). The agency shall file a copy of the notice, including the right to appeal a denial of social services, with the court. If the agency does not file the notice by the time the child is age 17-1/2, the court shall require the agency to give it;

(2) consistent with the requirements of the independent living plan, the court shall review progress toward or accomplishment of the following goals:

(i) the child has obtained a high school diploma or its equivalent;

- (ii) the child has completed a driver's education course or has demonstrated the ability to use public transportation in the child's community;
- (iii) the child is employed or enrolled in postsecondary education;
- (iv) the child has applied for and obtained postsecondary education financial aid for which the child is eligible;
- (v) the child has health care coverage and health care providers to meet the child's physical and mental health needs;
- (vi) the child has applied for and obtained disability income assistance for which the child is eligible;
- (vii) the child has obtained affordable housing with necessary supports, which does not include a homeless shelter;
- (viii) the child has saved sufficient funds to pay for the first month's rent and a damage deposit;
- (ix) the child has an alternative affordable housing plan, which does not include a homeless shelter, if the original housing plan is unworkable;
- (x) the child, if male, has registered for the Selective Service; and
- (xi) the child has a permanent connection to a caring adult; and

(3) the court shall ensure that the responsible agency in conjunction with the placement provider assists the child in obtaining the following documents prior to the child's leaving foster care: a Social Security card; the child's birth certificate; a state identification card or driver's license, green card, or school visa; the child's school, medical, and dental records; a contact list of the child's medical, dental, and mental health providers; and contact information for the child's siblings, if the siblings are in foster care.

(f) For a child who will be discharged from foster care at age 18 or older, the responsible social services agency is required to develop a personalized transition plan as directed by the youth. The transition plan must be developed during the 90-day period immediately prior to the expected date of discharge. The transition plan must be as detailed as the child may elect and include specific options on housing, health insurance, education, local opportunities for mentors and continuing support services, and work force supports and employment services. The agency shall ensure that the youth receives, at no cost to the youth, a copy of the youth's consumer credit report as defined in section [13C.001](#) and assistance in interpreting and resolving any inaccuracies in the report. The plan must include information on the importance of designating another individual to make health care treatment decisions on behalf of the child if the child becomes unable to participate in these decisions and the child does not have, or does not want, a relative who would otherwise be authorized to make these decisions. The plan must provide the child with the option to execute a health care directive as provided under chapter [145C](#). The agency shall also provide the youth with appropriate contact information if the youth needs more information or needs help dealing with a crisis situation through age 21.

Agencies are obligated to respond to court reviews of youths' independent living plans. This obligation does not depend on whether or not a county receives, or how they allocate, SELF funds.

Agencies may decide how many service options to provide to youth with 2015 funds. It is not an expectation that agencies fund all service options. Foster parents, school counselors, teachers, Workforce Centers, social workers, and other agencies and individuals may help youth prepare for independent living without the use of SELF funds. DHS recommends services that incorporate trauma-informed care and that improve youth functioning across well-being domains.

## **VII. NON-PROFIT AGENCIES FUNDED TO SERVE YOUTH IN CARE AND LEAVING CARE**

DHS has awarded grants to 15 community agencies statewide to provide transition services to eligible youth through the HTHP program. These agencies are able to provide services to youth who meet the eligibility criteria described in this bulletin. In addition, they can continue to work with youth up to their 22<sup>nd</sup> birthday. SELF and HTHP programs complement each other, and can be used separately or together. DHS strongly encourages counties and tribes to refer youth to these community agencies and partner with them to prepare youth for a successful transition to adulthood. Ultimately, DHS staff would like to see county and tribal agencies transitioning their youth to these agencies prior to closing their social service case. See Attachment C for a list of agencies.

## **VIII. BEST PRACTICE GUIDELINES**

A guide for county social workers, "Helping Youth Transition from Out-of-home Care to Adulthood – Best Practices Guide," is online at <http://mn.gov/dhs/>. Go to People We Serve, Children and Families, Services, Adolescent Services, Publications.

Minnesota Statutes, section [260C.212](#), subd. 1 (c) (11), requires an independent living plan for youth age 16 or older. The plan should include, but not be limited to, the following objectives:

- i. Educational, vocational, or employment planning;
- ii. Health care planning and medical coverage;
- iii. Transportation including, where appropriate, assisting the youth in obtaining a driver's license;
- iv. Money management, including the responsibility of the agency to ensure that the youth annually receives, at no cost to the youth, a consumer report as defined under section [13C.001](#) and assistance in interpreting and resolving any inaccuracies in the report;
- v. Planning for housing;
- vi. Social and recreational skills; and
- vii. Establishing and maintaining connections with the youth's family and community

The written independent living plan is to be developed with, and signed by, the youth. Youth and foster parents/facility staff should be actively involved in development of

independent living plans. DHS staff recommends an assessment tool, such as the Casey Life Skills Assessment tool at <http://www.caseylifeskills.org>, as a starting point for discussion with youth, and development of independent living plans with youth participation.

Although the independent living plan is only required for youth ages 16 or older by statute, it is best practice and recommended that all youth 14 and older who are receiving independent living skills services paid for through SELF have an independent living plan.

Independent living activities are not an alternative to seeking permanency for youth, but required to be provided concurrently with continued efforts to achieve permanency options.

The federal Administration for Children and Families is focused on promoting the social and emotional well-being of children and youth who have experienced maltreatment and are receiving child welfare services. To focus on social and emotional well-being is to attend to children's behavioral, emotional, and social functioning – those skills, capacities, and characteristics that enable youth to understand and be successful in the classroom, workplace and community. Minnesota supports a trauma-informed approach, which involves understanding and responding to the symptoms of chronic interpersonal trauma, as well as the behavioral and mental health aspects of trauma. County and tribal agencies should design programs and contracts to require that independent living and transitional living programs deliver services that are trauma-informed and evidence-based. The National Center for Trauma-Informed Care is an excellent source of information at [www.samhsa.gov/nctic](http://www.samhsa.gov/nctic).

## **IX. TRAINING**

The Chafee Act requires states to provide training to help adoptive and foster parents, workers in group homes, and case managers to understand and address issues confronting adolescents preparing for independent living. The Minnesota Child Welfare Training System offers the following training to help youth transition from out-of-home care to adulthood:

- For resource families (foster, adoptive and kinship caregivers) – “Bridging the Past and the Present: Developmentally Relevant Approaches to Effective Preparation for Adult Living”
- For social workers or case managers – “Preparing Adolescents for Adulthood: Partnering for Success.”

DHS has developed the following trainings on trauma-informed care for caseworkers and supervisors, and strongly encourages attending these and other trauma-related trainings to consider how SELF services can be delivered in the context of trauma-informed care.

- CSP312: Trauma-Informed Child Welfare Practice  
During this two-day training, child welfare workers will develop knowledge and

understanding of the impact of trauma on the development and behavior of children. Participants will be able to identify strategies to support children and their families who have experienced trauma. Participants will gain knowledge on how and when to intervene in a trauma-sensitive manner and make strategic referrals. Participants will also understand the impact of secondary traumatic stress (STS) on child welfare workers and identify techniques for effective self-care.

- **CSP5312: Trauma-Informed Supervision**  
This training will provide an overview of childhood trauma research findings, information regarding emotional and behavioral symptomology and treatment options, and in addition, will provide supervisors with the capacity to recognize secondary trauma in caseworkers.

All Minnesota Child Welfare Training System course requests may be submitted through the Minnesota Child Welfare Training System (MCWTS) website at [www.dhs.state.mn.us/mcwts](http://www.dhs.state.mn.us/mcwts) by designated county and tribal contacts. Contact Andrea Bartels at 651-431-4681 with any questions.

## **X. DOCUMENTATION REQUIRED IN THE SSIS**

For the purpose of determining eligibility for the SELF program, all placements must be entered into SSIS. This includes a continuous placement showing the social service agency had or has custody of the youth and an actual placement showing an eligible facility.

The Independent Living Plan, which must be completed for every youth age 16 and older in placement, is found in SSIS in the Service Plans folder. To create a new Independent Living Plan, choose "New State Service Plan" from the action button and search for Independent Living Plan in document templates.

Each youth who receives an independent living service, whether paid for with SELF funds or other funds, must be documented in SSIS by completing the MNYTD IL Services screen. The MNYTD IL Services screen is found in SSIS by going to the Adolescent Services folder under the youth's name in any workgroup. A separate MNYTD IL Services screen must be completed for each six-month reporting semester and for each youth served.

DHS relies solely on this SSIS data to meet federal reporting requirements, including the National Youth in Transition Database, and to determine the number of youth served.

For information on entering independent living services, administering the MNYTD survey, and entering the survey and contact information in SSIS, consult DHS bulletin #13-68-06. DHS provides guidance and announces training on agency responsibilities for the National Youth in Transition Database.

All youth in out-of-home placement at 17½ will be given the Notice of Foster Care Benefits after 18. To create a new notice, go to “Chronology” and choose “New Document.” Search for and select “Notice of Foster Care Benefits Past Age 18.”

All youth leaving care after age 18 will be provided with a written 90-day transition plan developed with the youth no later than 90 days prior to discharge. To create a new plan, choose “New Plan” from the action button and search for 90-day Transition plan in document templates.

DHS will continue with a quality assurance process looking at adolescent services, selecting a county on a monthly basis to review a sample of records. This could include, but is not limited to, reviewing SSIS for eligibility of youth, independent living plans, transition plans, MNYTD, and notice of foster care benefits. DHS staff will contact the county SELF program coordinator to clarify concerns that may arise from this process.

## **XI. FISCAL MANAGEMENT**

After approval of the budget for calendar year (CY) 2015, payments will be based on reimbursement determined by BRASS code expenditure data. Therefore, it is important that expenditures, purchased services, and/or staff time for independent living skills services be reported in BRASS code 146, Adolescent Life Skills Training. Reimbursements to counties for eligible expenditures each quarter will be capped at 25 percent of their calendar year allocation (i.e. up to 25% quarter 1, up to 50% quarter 2, up to 75% quarter 3, and 100% quarter 4). The total of all four quarterly payments will not exceed a county's total 2015 SELF allocation.

Counties receiving funding must submit a SELF program final report to DHS that summarizes expenditures and activities. The report must include only cash basis expenditures within the calendar year. This report is due January 15, 2016. DHS staff will provide the reporting form electronically.

DHS staff will negotiate contracts with each tribe that is allocated SELF funds. Payments will be based on reimbursement for expenses incurred serving eligible youth, not to exceed the tribe's total 2015 SELF allocation. The contract will specify duties and reporting requirements.

## **XII. BUDGET INSTRUCTIONS**

County and tribal agencies must submit Attachment B to receive CY2015 SELF funds. Budgets for these funds are limited to the options listed. Funds may be budgeted for one, several, or all of the options. Specific information, such as numbers of youth to be served, must be provided for each option chosen. The funding available for each county or tribe to budget is listed in Attachment A.

Budgets may be submitted electronically, by mail, or by fax. Tribal budgets must be received by November 26, 2014. County budgets must be received by December 15, 2014. Counties will receive a written allocation award letter. Tribes will be contacted to negotiate a contract. All submissions, questions, or concerns regarding this bulletin and the budgeting process should be addressed to:

Kim Lemcke, MS  
SELF Program Coordinator  
Child Safety and Permanency Division  
Minnesota Department of Human Services  
P.O. Box 64943  
St. Paul, MN 55164-0943  
Phone: 651-431-4686  
Fax: 651-431-7522  
Email: kim.lemcke@state.mn.us

### **XIII. SELF ADVISORY COMMITTEE**

DHS is seeking representatives from both public and non-public youth-serving organizations to advise DHS on issues associated with the administration of federal Chafee funding and the SELF program. Meetings will be two hours once per quarter at DHS in St. Paul. Those interested should contact Kim Lemcke.

### **XIV. YOUTH LEADERSHIP COUNCIL**

A Youth Leadership Council includes at least one supportive adult and 6-12 current or former foster care youth ages 16-24. The objectives of a Youth Leadership Council are to give youth a voice to improve the foster care system both locally and statewide, to strengthen services for youth leaving care after age 18, and to represent the interests of youth in policymaking and training, while being provided with leadership opportunities. Minnesota currently has 8 Youth Leadership Councils (Willmar, Rochester, Duluth, Mankato, Crookston, Bemidji, and two in Minneapolis) that operate independently.

DHS has organized a statewide Youth Leadership Council by having the current councils come together quarterly to discuss statewide issues and to solicit youth input for a variety of policies and programs. It is the vision of DHS to further develop a system of Youth Leadership Councils that will provide increased youth voice in the foster care system; utilizing youth from all regions of Minnesota to develop a speaker's bureau; to include the voices of youth in implementation and evaluation of policy and practice; as well as being a tool of education and training to other youth, resource families, child welfare workers, and the public.

Those interested in creating a new council or having youth join an existing council should contact Kim Lemcke.

## **XV. TOMORROW'S LEADERS TODAY (TLT) CONFERENCE PLANNING COMMITTEE**

The TLT planning committee meets on the 2<sup>nd</sup> Friday of the month, January through September, from 11:00am – 1:00pm at Tobies Restaurant in Hinckley. Committee members are sought from both public and private youth-serving organizations to help plan the annual Youth Leadership Conference. See the website for more details on the conference at <http://tlt-mn.org/>. Those interested should contact Kim Lemcke.

### **Americans with Disabilities Act (ADA) Advisory**

This information is available in accessible formats for people with disabilities by calling (651) 431-4670 (voice) or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.

**ATTACHMENT A**  
**2015 Allocations**

<b>County/Tribe</b>	<b>Total Available</b>
<b>Aitkin</b>	\$1,934
<b>Anoka</b>	\$40,909
<b>Becker</b>	\$13,064
<b>Beltrami</b>	\$5,529
<b>Benton</b>	\$2,462
<b>Big Stone</b>	\$1,378
<b>Blue Earth</b>	\$3,943
<b>Brown</b>	\$3,625
<b>Carlton</b>	\$2,850
<b>Carver</b>	\$3,519
<b>Cass</b>	\$2,511
<b>Chippewa</b>	\$1,000
<b>Chisago</b>	\$8,214
<b>Clay</b>	\$9,782
<b>Clearwater</b>	\$1,000
<b>Cook</b>	\$1,000
<b>Crow Wing</b>	\$10,563
<b>Dakota</b>	\$61,646
<b>Des Moines Valley Health and Human Services (Cottonwood, Jackson)</b>	\$9653
<b>Dodge</b>	\$2,768
<b>Douglas</b>	\$8,385
<b>Faribault/Martin</b>	\$11,345
<b>Fillmore</b>	\$2,862
<b>Freeborn</b>	\$2,862
<b>Goodhue</b>	\$5,853
<b>Grant</b>	\$1,087
<b>Hennepin</b>	\$133,710
<b>Houston</b>	\$3,066
<b>Hubbard</b>	\$4,695
<b>Isanti</b>	\$6,252
<b>Itasca</b>	\$11,760
<b>Kanabec</b>	\$4,717
<b>Kandiyohi</b>	\$9,225

<b>County/Tribe</b>	<b>Total Available</b>
<b>Kittson</b>	\$1,000
<b>Koochiching</b>	\$6,511
<b>Lac qui Parle</b>	\$1,000
<b>Lake</b>	\$1,497
<b>Lake of the Woods</b>	\$1,074
<b>LeSueur</b>	\$5,315
<b>McLeod</b>	\$1,388
<b>Mahnomen</b>	\$3,085
<b>Marshall</b>	\$4,562
<b>Meeker</b>	\$2,860
<b>Mille Lacs</b>	\$6,004
<b>Morrison</b>	\$7,897
<b>Mower</b>	\$2,450
<b>Nicollet</b>	\$3,515
<b>Nobles</b>	\$1,000
<b>Norman</b>	\$3,670
<b>Olmsted</b>	\$12,316
<b>Otter Tail</b>	\$5,454
<b>Pennington</b>	\$2,617
<b>Pine</b>	\$4,018
<b>Polk</b>	\$14,369
<b>Pope</b>	\$6,347
<b>Ramsey</b>	\$53,083
<b>Red Lake</b>	\$1,349
<b>Renville</b>	\$5,647
<b>Rice</b>	\$6,597
<b>Roseau</b>	\$1,738
<b>St. Louis</b>	\$42,311
<b>Scott</b>	\$7,962
<b>Sherburne</b>	\$7,857
<b>Sibley</b>	\$1,838
<b>Southwest MN Health and Human Services (Lincoln, Lyon, Murray, Pipestone, Redwood, Rock)</b>	\$54,012
<b>Stearns</b>	\$7,453
<b>Steele</b>	\$4,204
<b>Stevens</b>	\$3,229

<b>County/Tribe</b>	<b>Total Available</b>
<b>Swift</b>	\$1,645
<b>Todd</b>	\$3,572
<b>Traverse</b>	\$1,000
<b>Wabasha</b>	\$5,992
<b>Wadena</b>	\$2,374
<b>Waseca</b>	\$5,822
<b>Washington</b>	\$19,238
<b>Watonwan</b>	\$18,838
<b>Wilkin</b>	\$3,633
<b>Winona</b>	\$3,036
<b>Wright</b>	\$4,635
<b>Yellow Medicine</b>	\$1,000
<b>Fond du Lac</b>	\$5,000
<b>Leech Lake</b>	\$43,000
<b>Mille Lacs</b>	\$10,500
<b>White Earth</b>	\$16,895
<b>Total</b>	<b>\$834,578</b>

**ATTACHMENT B**  
 2015 SELF Budget

Agency \_\_\_\_\_

Mailing address \_\_\_\_\_

Contact name \_\_\_\_\_

Telephone \_\_\_\_\_

Email address \_\_\_\_\_

Complete one or more of the service options the county or tribal agency plans to provide to SELF-eligible youth in calendar year 2015. Provide additional information requested under each option. SELF funds may *not* be used for purposes other than the options listed.

**OPTION ONE: INDEPENDENT LIVING SKILLS GROUP TRAINING**

Who will provide this service? \_\_\_\_\_ (see Attachment C)

Number of independent living groups per year	
Number of classes per group	
Number of youth to be served per year	
<b>Cost if purchased from another agency</b>	\$
Group facilitator salary	\$
Transportation costs	\$
Retreat costs	\$
Food and supplies	\$
Curriculum/presenter stipends	\$
<b>Total Budget for Group if provided by county</b>	\$
Tomorrow's Leaders Today Conference (\$195 per person plus round-trip mileage to Duluth)	\$
Youth Leadership Council (attach proposal and itemized budget)	\$
<b>Total cost</b>	\$

**OPTION TWO: ONE-TO-ONE INDEPENDENT LIVING SKILLS TRAINING**

Who will provide this service? \_\_\_\_\_

Number of youth to be served	
Cost per youth	\$
Total cost	\$

Training topics and assistance included in options one and two should include academic support, career exploration, employment supports, budgeting and financial management, housing and home management, health and health insurance, risk prevention, relationships, coping skills, communication and parenting skills, post-secondary education exploration, assistance with post-secondary and financial aid applications (including Education and Training Vouchers), registration for Selective Service, and collection of vital documents listed on page four of this bulletin.

### OPTION THREE: TRANSPORTATION

Check all that apply:

- Mileage reimbursement for volunteers, foster parents, life skills instructors, etc., to transport youth as they work on completion of their Independent Living Plan
- Bicycles; gas cards; bus cards; car insurance or car repairs, if a youth drives a car to get to a job; GED classes; life skills training; or destinations related to completion of their Independent Living Plan
- Driver's education and permit/license fees
- Teaching use of public transportation in the community
- Other (specify): \_\_\_\_\_

Number of youth to be served	
Total cost	\$

### OPTION FOUR: EDUCATION SUPPORTS

Who will provide this service? \_\_\_\_\_

Check all that apply:

- Tutors
- GED fees
- ACT, SAT, or other test fees
- Explore post-secondary education and financial aid options
- Assist with completion of post-secondary school applications and payment of fees
- Assist with completion of post-secondary school financial aid applications, including Education and Training Vouchers

[http://www.dhs.state.mn.us/main/idcplg?IdcService=GET\\_DYNAMIC\\_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id\\_000553](http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_000553)

- Assist with obtaining school records, medical records, income tax forms, health insurance, Social Security card, and other vital documents necessary to apply for post-secondary school and financial aid for which they may be eligible
- Other (specify): \_\_\_\_\_

Number of youth to be served	
Total cost	\$

**OPTION FIVE: EMPLOYMENT SUPPORTS**

Who will provide this service? \_\_\_\_\_

Check all that apply:

- Assist with job shadowing or an internship
- Assist with career exploration, resume development, job seeking skills, mock job interviews, finding and keeping a part-time job
- Fees to obtain a state-issued identification card, etc.
- Cost of work uniforms, or attire for a job interview
- Wage or subsidized wage for an internship experience
- Cost of employment training programs
- Other (specify): \_\_\_\_\_

Number of youth to be served	
Total cost	\$

**OPTION SIX: PERMANENT CONNECTIONS/ RELATIONAL PERMANENCY**

Who will provide this service? \_\_\_\_\_

Check all that apply:

- Create Life Books with youth
- Create Transition Plans using the Family Group Decision Making model

- Connect youth with long-term mentors
- Use Family Finder technology to connect youth with significant persons from their past: <http://emqff.org/services/family-finding/>
- Permanency Pact or Getting Solid at <http://www.fosterclub.com>
- Review relative searches and contact relatives or previous foster parents
- Create genograms or connectedness diagrams
- Other (specify): \_\_\_\_\_

Number of youth to be served	
Total cost	\$

**OPTION SEVEN: ROOM AND BOARD ASSISTANCE**

Number of youth to be served	
Damage deposits, short-term rent subsidies and assistance with utilities	\$
Household goods and/or furnishings	\$
Total cost	\$

**TOTAL UNDUPLICATED NUMBER OF YOUTH TO BE SERVED:  
TOTAL 2015 SELF ALLOCATION: \$**

**RETURN COMPLETED PROPOSAL TO:  
Kim Lemcke, MS, SELF Program Coordinator  
Minnesota Department of Human Services  
P.O. Box 64943  
St. Paul, MN 55164-0943  
Phone: 651-431-4686  
FAX: 651-431-7522  
Email: [kim.lemcke@state.mn.us](mailto:kim.lemcke@state.mn.us)**

## ATTACHMENT C

### Minnesota Department of Human Services Adolescent Services Grantees

Agencies 1-12 are funded to serve *both* youth in care age 16 and older, AND youth ages 16 -21 who have left care. Agencies 13-15 serve only youth who left care.

#### 1. Arrowhead Economic Opportunity Agency (AEOA)

Virginia

Contact: DeAnna Winge, [deanna.winge@aeoa.org](mailto:deanna.winge@aeoa.org) Phone: 218-327-6749

Itasca, St. Louis and Koochiching counties, and other referring social service or community agencies

#### 2. Catholic Charities

St. Cloud

Contact: Stacy Pederson, [spederson@ccstcloud.org](mailto:spederson@ccstcloud.org) Phone: 320-240-8204

Stearns, Sherburne, Mille Lacs, Benton, Anoka, Todd, Morrison and Wright counties, and other referring social service or community agencies

#### 3. Division of Indian Work (DIW)

Minneapolis

Contact: Richard Garland, [rgarland@diw-mn.org](mailto:rgarland@diw-mn.org) Phone: 612-279-6375

Hennepin, Ramsey, Anoka, and other referring social service or community agencies

#### 4. Evergreen Youth & Family Services

Bemidji

Contact: Becky Schueller, [rebecca.schueller@evergreenyfs.org](mailto:rebecca.schueller@evergreenyfs.org) Phone: 218-751-8223 x119

Beltrami, Hubbard, Cass and Clearwater county social services; Red Lake, Leech Lake and White Earth reservations; and other referring social service or community agencies

#### 5. Lutheran Social Service of Minnesota – Brainerd

Brainerd

Contact: Kathy Sauve, [Kathy.Sauve@lssmn.org](mailto:Kathy.Sauve@lssmn.org) Phone: 218-828-4383

Aitkin, Cass, Crow Wing, Mille Lacs, Morrison, Todd and Wadena counties, and other referring social service or community agencies

#### 6. Lutheran Social Service of Minnesota – Duluth

Duluth

Contact: Angie Skogstad, [angie.skogstad@lssmn.org](mailto:angie.skogstad@lssmn.org) Phone: 218-529-2287

St. Louis and Carlton counties and other referring social service or community agencies

#### 7. Lutheran Social Service of Minnesota – Mankato

Mankato

Contact: Tammy Moses, [tammy.moses@lssmn.org](mailto:tammy.moses@lssmn.org) Phone: 507-381-6670

Blue Earth, Brown, Le Sueur, Nicollet, Waseca, and Watonwan counties and other referring social service or community agencies

**8. Lutheran Social Service of Minnesota – Rochester**

Rochester

Contact: Krista Briggs, [Krista.Wicklund@lssmn.org](mailto:Krista.Wicklund@lssmn.org) Phone: 507-269-0805  
Olmsted, Wabasha, Dodge, and Fillmore counties, and other referring social service or community agencies.

**9. Lutheran Social Service of Minnesota – St. Paul**

St. Paul

Contact: Kirsten Anderson, [Kirsten.anderson@lssmn.org](mailto:Kirsten.anderson@lssmn.org) Phone: 651-255-2223  
Ramsey County and other referring social service or community agencies

**10. Lutheran Social Service of Minnesota – Willmar**

Willmar

Contact: Angie Mateski, [amateski@lssmn.org](mailto:amateski@lssmn.org) Phone: 320-231-7075  
Chippewa, Kandiyohi, Meeker, Renville, Swift, Yellow Medicine and Lac qui Parle counties, and other referring social service or community agencies

**11. Northwestern Mental Health Center, Inc.**

Crookston

Contact: Brenda Mack, [bmack@nwmhc.org](mailto:bmack@nwmhc.org) Phone: 218-281-3940  
Kittson, Marshall, Polk, Pennington, Norman, Mahnommen, and Red Lake counties, and other referring social service or community agencies

**12. Red Wing Youth Outreach**

Red Wing

Contact: Mandy Arden, [mandyarden@outlook.com](mailto:mandyarden@outlook.com) Phone: 651-301-1419  
Wabasha and Goodhue counties, Prairie Island Indian Community, and other referring social service or community agencies.

**The following agencies are funded to serve *only* youth ages 16 - 21 who have left care:**

**13. Face-to-Face Health and Counseling Services, Inc./Safezone**

St. Paul

Contact: Denise Smieja, [smiejad@face2face.org](mailto:smiejad@face2face.org) Phone: 651-772-5555  
Ramsey County

**14. YMCA of the Greater Twin Cities**

Minneapolis

Contact: Jenny Miller, [Jennifer.miller@ymcatwincities.org](mailto:Jennifer.miller@ymcatwincities.org) Phone: 612-568-5363  
Anoka County

**15. YouthLink**

Minneapolis

Contact: Jarrod Feld, [feld@youthlinkmn.org](mailto:feld@youthlinkmn.org) Phone: 612-252-1271  
Hennepin County

## ATTACHMENT D

### Recommended tools for teaching life skills in a group:

- Casey Life Skills: [www.caseylifeskills.org](http://www.caseylifeskills.org)
- The National Resource Center for Youth Services: [www.nrcys.ou.edu](http://www.nrcys.ou.edu)
- Project Adventure: <http://www.pa.org>
- Social Learning: [www.sociallearning.com](http://www.sociallearning.com)
- Independent Living Resources, Inc.: <http://www.independentlivingresources.com>
- Northwest Media: <http://www.northwestmedia.com>.

### Recommended tools for teaching life skills on a one-to-one basis:

- National Youth Resource Center – <http://www.nrcys.ou.edu>
- Casey Life Skills – <http://www.casey.org/>
- Social Learning – <http://www.sociallearning.com/>
- Independent Living Resources – <http://www.independentlivingresources.com>

### Interactive Web instruction:

- [www.vstreet.com](http://www.vstreet.com), \$24.00 per year. Requires a computer with internet. Try the free tutorial.
- [www.OnYourWay.org](http://www.OnYourWay.org) is free and was critiqued at every stage of development by youth focus groups. Youth enter information about themselves on a secure site. Each section has interactive features. The site emphasizes employment, career exploration, planning for post-secondary education, housing and staying healthy.

### Free online learning for youth:

- Foster Club: <http://www.transition.fosterclub.com/> provides a national network, resources and encouragement for youth in foster care to be involved, informed and independent.
- Youthhood.org: <http://www.youthhood.org> has information for youth regarding health, education, social situations and self-advocacy.
- Next Steps: <http://www.nextsteps.org/>.
- Kids Health: <http://www.kidshealth.org/teen/> includes information on body, mind, sexual health, food, fitness, drugs, alcohol, diseases, infections, medical conditions, relationships, emotions and staying safe.
- 4Girls: <http://girlshealth.gov/> is for girls addressing body, nutrition, mind, relationships, drugs, alcohol, smoking, bullying, safety and their future.
- Driver's license: <http://www.dps.state.mn.us/dvs/index.html> has information on how to get a driver's license, costs, driver's manuals and more.
- Buying a car: <http://www.ag.state.mn.us/Brochures/pubCarHandbook.pdf>.
- Metro Transit: <http://www.metrotransit.org/> shows how to use the bus and rail systems in the metro area.
- Banking on our Future: <http://www.bankingonourfuture.org/> Click on Student, a computer game that teaches financial literacy. The middle school curriculum is appropriate for high school youth as well.
- Youth Corner: <http://www.minnesotahelp.info/Public/default.aspx?se=youth> for a searchable database of youth resources statewide by topic and zip code.

- Bridge to Benefits: <http://mn.bridgetobenefits.org/Home2> a multi-state project by Children's Defense Fund-Minnesota to improve the well-being of families and individuals by linking them to public work support programs and tax credits. By answering a few simple questions, youth will be able to see if they may be eligible for public work support programs.

**Recommended tools for training foster parents and getting them involved in teaching youth:**

- Northwest Media – <http://www.northwestmedia.com>
- Casey Life Skills – <http://www.caseylifeskills.org>
- National Youth Resource Center – <http://www.nrcys.ou.edu/>
- Social Learning – <http://www.sociallearning.com/>