Minnesota Department of Human Services

Bulletin

NUMBER

#15-68-21

DATE

November 13, 2015

OF INTEREST TO

County Directors

Social Services Supervisors and Staff

Tribal Social Service Directors

SELF Program Coordinators

ACTION/DUE DATE

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

EXPIRATION DATE

November 13, 2017

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

Kim Lemcke, MS
SELF Program Coordinator
Child Safety and Permanency Division
651-431-4686
kim.lemcke@state.mn.us.

SIGNED

JAMES G. KOPPEL
Assistant Commissioner
Children and Family Services Administration

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 Act of 1996. On December 14, 1999, President Clinton signed the John H. Chafee Foster Care Independence Program Act (Chafee Act), section 477 [42 U.S.C. § 677] of the Social Security Act, providing States with flexible funding to enable programs such as Minnesota's SELF program to be developed and conducted. Under provisions of the Chafee Act, the intent of the funding is prevention of homelessness and welfare dependency.

II. ELIGIBLE POPULATION

In calendar year 2016, eligibility includes:

- **Youth under state guardianship or 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 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 who are on a county or tribal social services caseload for developmental disabilities or children's mental health, 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 the Minnesota Department of Human Services (department) 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 or tribal social service agency in chemical dependency treatment facilities 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 custody and 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 while moving toward independence. If an agency is providing help with room and board costs, the agency should approve a 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.

- In accordance with the Preventing Sex Trafficking and Strengthening Families Act of 2014, SELF is expanded to include supporting participation in age-appropriate activities for youth who are likely to remain in foster care until age 18.

V. COUNTY/TRIBAL USE OF 2016 SELF FUNDS

The Minnesota Department of Human Services will allocate a total of $835,407 in 2016 to county and tribal social service agencies that submit a budget for SELF funds in response to this bulletin. Attachment A lists the 2016 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 2016 SELF funds should contact Kim Lemcke, SELF program coordinator, at kim.lemcke@state.mn.us, or 651-431-4686, no later than November 13, 2015.

Agencies may decide how many service options to provide to youth with 2016 SELF 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. The department recommends services that incorporate trauma-informed care and that improve youth functioning across well-being domains.

VI. STATUTES

The best use of SELF funds is the purchase and/or provision of services to achieve the goals listed in the statutes below. Agencies are obligated to report to the court on the development and progress of youths' independent living plans. This obligation does not depend on whether or not an agency receives, or how they allocate, SELF funds.

Minnesota Statutes, section 260C.203(d), when a child is age 14 or older, in addition to any administrative review conducted by the agency, at the in-court review required under Minnesota Statutes, sections 260C.317, subdivision 3, clause (3), or 260C.515, subdivision 5 or 6, the court shall review the independent living plan required under section 260C.212, subdivision 1, paragraph (c), clause (12), 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 under paragraph (d) for a child age 14 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 Minnesota Statutes, 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 Minnesota Statutes, 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, tribal enrollment identification card, 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 Minnesota Statutes, 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.

VII. RESIDENCY

Youth who leave foster care at 18 or older need to return to the county responsible for their placement to receive services, which may include SELF funding. Youth who were reunified or achieved permanency prior to age 18 would need to work with their county of residence to receive services, which may include SELF funding.

VIII. NON-PROFIT AGENCIES FUNDED TO SERVE YOUTH IN CARE AND LEAVING CARE

The department has awarded grants to 15 community agencies statewide to provide transition services to eligible youth through the Healthy Transition Homeless Prevention (HTHP) program. These agencies are able to provide services to youth who meet eligibility criteria described in this bulletin. In addition, these agencies can continue to work with youth up to their 22nd birthday. SELF and HTHP programs complement each other, and can be used separately or together. Department staff 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, department staff would like to see county and tribal agencies transitioning youth to these agencies prior to closing their social service case. See Attachment C for a list of agencies.

IX. 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, subdivision 1 (c), provides that the out-of-home placement plan shall be explained to all persons involved in its implementation, including the child who has signed the plan, and shall set forth:

(12) an independent living plan for a child age 14 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 child 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 Minnesota Statutes, section 13C.001 and assistance in interpreting and resolving any inaccuracies in the report;

(v) planning for housing;

(vi) social and recreational skills;

(vii) establishing and maintaining connections with the child's family and community; and

(viii) regular opportunities to engage in age-appropriate or developmentally appropriate activities typical for the child's age group, taking into consideration the capacities of the individual child;

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. Department staff recommends an assessment tool, such as the Casey Life Skills Assessment at http://www.caseylifeskills.org, as a starting point for discussion with youth, and for development of independent living plans with youth participation. All youth 14 and older who are receiving independent living skills services should have an independent living plan.

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 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 a source for information.

X. TRAINING

The Chafee Act requires states to provide training to help adoptive and foster parents, workers in group homes, and case managers understand and address issues confronting adolescents preparing for independent living. The Minnesota Child Welfare Training System (MCWTS) offers the following trainings to help youth successfully transition 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."

The department 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 MCWTS course requests may be submitted through its website by designated county and tribal contacts. Contact Andrea Bartels at 651-431-4681 with questions.

XI. 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 a social service agency had or has custody of a youth and an actual placement showing an eligible facility.

The independent living plan, which must be completed for every youth age 14 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. The department 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 being 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.” A new survey year for 17-year-olds will begin on Oct. 1, 2016. A new bulletin will be issued prior to the start of the survey year.

All youth in out-of-home placement at 17½ shall be given the Notice of Foster Care Benefits Past Age 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 shall 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.

The department will continue with a quality assurance process, looking at adolescent services by selecting a county 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. Department staff will contact the county SELF program coordinator to clarify concerns that may arise from this review.

XII. FISCAL MANAGEMENT

After approval of the budget for calendar year (CY) 2016, 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 the calendar year allocation (i.e., up to 25 percent quarter one, 50 percent quarter two, 75 percent quarter three, and 100 percent quarter four). The total of all four quarterly payments will not exceed a county's total 2016 SELF allocation.

Counties receiving funding must submit a SELF program final report to the department that summarizes expenditures and activities. The report must include only cash basis expenditures made within the calendar year. This report is due January 15, 2017. Department staff will provide the reporting form electronically. If the final report is not received, a hold will be placed on the next year's allocation and no reimbursements will be made.

Department 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.

XIII. BUDGET INSTRUCTIONS

County and tribal agencies must submit Attachment B to receive CY2016 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 25, 2015. County budgets must be received by December 15, 2015. County agencies will receive a written allocation award letter. Tribal agencies 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

XIV. SELF ADVISORY COMMITTEE

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

XV. 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 leadership opportunities. Minnesota currently has eight Youth Leadership Councils (Willmar, Rochester, Duluth, Mankato, Crookston, Bemidji, and two in Minneapolis) that operate independently.

The department 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 the department 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.

XVI. TOMORROW'S LEADERS TODAY (TLT) CONFERENCE PLANNING COMMITTEE

The TLT planning committee meets on the second Friday of the month, January through September, from 11:00 a.m. – 1:00 p.m. 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. 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

2016 Allocations

County/Tribe	Total Available
Aitkin	$1,934
Anoka	$40,909
Becker	$13,064
Beltrami	$5,529
Benton	$2,462
Big Stone	$1,378
Blue Earth	$3,943
Brown	$3,625
Carlton	$2,850
Carver	$1,000
Cass	$2,511
Chippewa	$1,000
Chisago	$8,214
Clay	$9,782
Clearwater	$1,000
Cook	$1,000
Crow Wing	$10,563
Dakota	$61,646
Des Moines Valley Health and Human Services	$9653
Douglas	$8,385
Faribault/Martin	$11,345

County/Tribe	Total Available
Fillmore	$2,862
Freeborn	$2,862
Goodhue	$5,853
Grant	$1,087
Hennepin	$133,710
Houston	$3800
Hubbard	$4,695
Isanti	$6,252
Itasca	$11,760
Kanabec	$4,717
Kandiyohi	$9,225
Kittson	$1,000
Koochiching	$6,511
Lac qui Parle	$1,400
Lake	$1,497
Lake of the Woods	$1,000
Le Sueur	$5,315
McLeod	$1,388
Mahnomen	$4,200
Marshall	$4,562
Meeker	$2,600
Mille Lacs	$6,004
MNPrairie County Alliance	$12,794
Morrison	$7,897

County/Tribe	Total Available
Mower	$2,450
Nicollet	$3,515
Nobles	$1,000
Norman	$3,670
Olmsted	$12,316
Otter Tail	$5,454
Pennington	$2,617
Pine	$4,018
Polk	$14,369
Pope	$6,347
Ramsey	$53,083
Red Lake	$1,349
Renville	$5,647
Rice	$6,597
Roseau	$1,700
St. Louis	$42,311
Scott	$7,962
Sherburne	$7,857
Sibley	$1,838
Southwest MN Health and Human Services	$54,012
Stearns	$7,453
Stevens	$3,230
Swift	$1,645

County/Tribe	Total Available
Todd	$3,572
Traverse	$1,470
Wabasha	$5,992
Wadena	$2,374
Washington	$19,238
Watonwan	$18,838
Wilkin	$3,633
Winona	$3,036
Wright	$5,635
Yellow Medicine	$1,000
Fond du Lac Band	$5,000
Leech Lake Band	$43,000
Mille Lacs Band	$10,500
White Earth Band	$16,895
Total	$835,407

ATTACHMENT B
2016 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 2016. 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	
Cost if purchased from another agency	$
Group facilitator salary	$
Transportation costs	$
Retreat costs	$
Food and supplies	$
Curriculum/presenter stipends	$
Total budget for group if provided by county	$
Tomorrow's Leaders Today Conference ($195 per person plus round-trip mileage to Duluth)	$
Youth Leadership Council (attach proposal and itemized budget)	$
Total cost	**$**

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

☐ 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 Youth Transition Plans using the Family Group Decision Making model

- ☐ Connect youth with long-term mentors
- ☐ Use Family Finder to connect youth with significant persons from their past
- ☐ Permanency Pact
- ☐ Youth Connection Scale
- ☐ Well-being Indicator Tool for Youth
- ☐ 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: AGE-APPROPRIATE ACTIVITIES

Specify the activity and who will be providing the service:

_____

Number of youth to be served	
Total cost	$

OPTION EIGHT: 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 2016 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

ATTACHMENT C

Minnesota Department of Human Services Adolescent Services Grantees

Agencies 1-13 are funded to serve *both* youth in care age 16 and older, AND youth ages 16 -21 who have left care. Agencies 14-15 serve only youth who left care.

1. Arrowhead Economic Opportunity Agency (AEOA)
Virginia
Contact: DeAnna Winge, 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 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: Louise Matson, lmatson@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 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 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 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 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: Tammy Moses, tammy.moses@lssmn.org phone: 507-381-6670
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 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 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 phone: 218-281-3940
Kittson, Marshall, Polk, Pennington, Norman, Mahnomen, 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 phone: 651-301-1419
Wabasha and Goodhue counties, Prairie Island Indian Community, and other referring social service or community agencies.

13. YMCA of the Greater Twin Cities
Minneapolis
Contact: Jenny Miller, Jennifer.miller@ymcatwincities.org phone: 612-568-5363
Anoka County

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

14. Face-to-Face Health and Counseling Services, Inc./Safezone
St. Paul
Contact: Dana Hays, haysd@face2face.org phone: 651-772-5555
Ramsey County

15. YouthLink
Minneapolis
Contact: Sara Majeres, majeres@youthlinkmn.org phone: 612-252-1271
Hennepin County

ATTACHMENT D

Recommended tools for teaching life skills in a group:

- Casey Life Skills
- The National Resource Center for Youth Services
- Project Adventure
- Social Learning
- Independent Living Resources, Inc.
- Northwest Media

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

- National Youth Resource Center
- Casey Life Skills
- Social Learning
- Independent Living Resources

Interactive Web instruction:

- V Street, $24.00 per year. Requires a computer with internet. Try the free tutorial.
- On Your Way is free and was critiqued at every stage of development by youth focus groups. Youth enter information on a secure site that emphasizes employment, career exploration, post-secondary education, housing and health.

Free online learning for youth:

- Foster Club provides a national network, resources and encouragement for youth in foster care to be involved, informed and independent.
- Youthhood has information for youth regarding health, education, social situations and self-advocacy.
- Next Steps
- Kids Health includes information on body, mind, sexual health, food, fitness, drugs, alcohol, diseases, infections, medical conditions, relationships, emotions and staying safe.
- 4Girls addressing body, nutrition, mind, relationships, drugs, alcohol, smoking, bullying, safety and their future.
- Dept. of Public Safety has information on how to get a driver's license, costs, driver's manuals and more.
- Buying a car
- Metro Transit shows how to use the bus and rail systems in the metro area.
- Banking on our Future: Click on Student, a computer game that teaches financial literacy. The middle school curriculum is appropriate for high school youth as well.
- Youth Corner: a searchable database of resources statewide by topic and zip code.
- Bridge to Benefits is 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
- Casey Life Skills
- National Youth Resource Center
- Social Learning