

## REQUEST FOR STATE APPROVAL OF PLAN

Please complete all portions of the plan for the Chafee Foster Care Independence Program (CFCIP).

This CFCIP collaborative plan is hereby submitted for ADAMS COUNTY (*Indicate host county name*), for the performance period of **October 1, 2017 through September 30, 2018**.

The Plan includes the following:

- Completed and Signed "Request for State Approval" form
- Completed "2017-2018 Program Plan Cover Page" form
- Completed "Statement of Assurances" form
- Completed "Narrative Summary and Program Description" form
- Completed and Signed "Regional Collaborative MOU(s)" (*if applicable*)
- Completed "Financial Pre-award Questionnaire" form
- Completed "Budget and Budget Justification Form Workbook"
  - Completed "Population to be Served" Worksheet
  - Completed "Budget Template" Worksheet
  - Completed "Workload Worksheet" (for each worker)

This Chafee Foster Care Independence Program Collaborative Services Plan has been developed in accordance with State Department of Human Services rules and is hereby submitted to the Colorado Department of Human Services, Division of Child Welfare for approval. If the enclosed proposed Chafee Foster Care Independence Program Plan is approved, the plan will be administered in conformity with its provisions and the provisions of State Department rules and plan requirements.

### Contact Information:

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By signing below you verify that the information provided in this plan is correct and current and the county agrees to provide services in accordance with this plan. Your signature also acknowledges agreement to the statement of assurances found herein. If two or more counties propose this plan, the required signatures below are to be completed by each participant county. Please attach an additional signature page as needed.

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Signature, Director, County Department of Human Services

DATE

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Signature, CHAIR, BOARD OF COUNTY COMMISSIONERS or Appointed Representative

DATE

**CHAFEE FOSTER CARE INDEPENDENCE PROGRAM (CFCIP)  
2017-2018 PROGRAM PLAN COVER PAGE**

**Period of Performance: October 1, 2017 to September 30, 2018**

- Chafee Case Management and Support Services
- Education and Training Voucher (ETV) Services
- National Youth in Transition Data Base (NYTD) Services

**Host County Name: ADAMS**

**Fiscal Agent: Adams**

**Host County DUNS Number: 076476373**

**Regional Chafee Collaborative Counties *(if any)***

**Collaborative Counties:**

1. N/A
- 2.
- 3.
- 4.
- 5.

**Contracted Agency Name *(if applicable)***

**Name of Agency Contracted to Provide CFCIP Services on behalf of the County:**

**Agency Name: N/A**

**CHAFEE FOSTER CARE INDEPENDENCE PROGRAM PLAN  
STATEMENT OF ASSURANCES**

The following County(ies): ADAMS assure that, upon approval of the Chafee Foster Care Independence Program Collaborative Services Plan and notice of funding, the following will be adhered to in the implementation of the CFCIP Collaborative Services Plan:

**Chafee Foster Care Independence Program - Federal and State Required Statement of Assurances:**

1. Funds shall be used exclusively for the purposes specified in the plan;
2. Funds shall not be used to supplant, duplicate, or replace existing child welfare funds and;
3. Funds shall not be used for county budget shortfalls;
4. Assistance and services shall be provided only to Chafee-eligible youth [PL 106-109, Section 477(b)(3)(A)] and [PL 110-351] on a voluntary basis;
5. Not more than 30 percent of the amounts allocated for CFCIP for a fiscal year (performance period) will be expended for room and board for youth who have left foster care because they have attained 18 years of age and have not attained 21 years of age [PL 106-109, Section 477(b)(3)(B)];
6. None of the amounts paid to the County Department from its Chafee award will be expended for room and board for any child who has not attained 18 years of age [PL 106-109, Section 477(b)(3)(C)];
7. The County Department will make every effort to coordinate the CFCIP program receiving funds with other Federal and State programs for youth (especially transitional living youth projects funded under part B of Title III of the Juvenile Justice and Delinquency Prevention Act of 1974), abstinence education programs, local housing programs, programs for disabled youth (especially sheltered workshops), and school-to-work programs offered by high schools or local workforce agencies [PL 106-109, Section 477(b)(3)(F)];
8. Youth participating in the program under this section will participate directly in designing their own program activities that prepare them for independent living and the youth will be required to accept personal responsibility for living up to their part of the program [PL 106-109, Section 477(b)(3)(H)];
9. The County Department will enter data on services into the State automated reporting system (Colorado Trails);
10. The County Department will assure that National Youth in Transitions Database (NYTD) program evaluation and youth survey requirements are met; and
11. Ensure all youth 18 to 21 have documents that demonstrate legal presence in the United States before CFCIP services are provided.

The County's Chafee Foster Care Independence Program (CFCIP) services plans are required to be approved annually. Given that services are not standardized across counties, it is important to provide detailed bullets of information about a County's projected services.

According to Volume 7, the Chafee Foster Care Independence Program (CFCIP) is a federally funded statewide independent living program that is county administered.

The purpose of the Chafee Foster Care Independence Program is to provide age appropriate independent living resources to youth in out-of-home care who are at risk of aging out of foster care.

These services shall supplement existing independent living resources and programs in county departments, residential child care facilities and child placement agencies, and by federal statute, shall not replace or duplicate existing services.

Chafee Foster Care Independence Program funds shall not be used for room and board for a youth under eighteen (18) years of age.

**7.305.41 County Responsibilities [Rev. eff. 11/1/15]**

- A. The designated host county department shall submit a county plan for State approval.
- B. The county department shall comply in format, content, and time lines with the instructions for Chafee Foster Care Independence Program plans as published by the State Department in an agency letter which will also contain required instructions for program and financial reporting.
- C. The county department shall administer the State approved plan in accordance with provisions of the plan.
- D. Funds shall be used exclusively for the purposes specified in the plan.
- E. County departments must submit amendments to approved plans when the county is proposing to add or delete a service to the plan. The county department shall submit amendments of the Chafee Foster Care Independence Program plan for approval to the State Department no less than thirty (30) business days before the amendment is to be effective.
- F. The county department shall consider the following factors, in the prioritization of Chafee services on an individual basis:
  - 1. Risk or history of human trafficking;
  - 2. Risk or history of homelessness;
  - 3. Whether the youth was emancipated from Child Welfare or exited the division of Youth Corrections after attaining age eighteen (18), or is expected to do so;
  - 4. Previous participation in Chafee services or transfer of services from another county or state;
  - 5. Enrollment and progress in educational programs, internships or apprenticeships;
  - 6. Enrollment and progress in workforce innovation and opportunity act programs or workforce development activities; and,
  - 7. Connection to permanent, supportive adults and personal support systems.

**7.305.42 Eligibility [Rev. eff. 11/1/15]. To be eligible for Chafee Foster Care Independence Program (CFCIP) services, the youth must:**

- A. Meet Program Area 4, 5, or 6 target group eligibility requirements, in a non-secure setting, with the Division of Youth Corrections, or meet requirements for ongoing Chafee services in the state where the youth emancipated, was adopted or entered Relative Guardianship, if other than Colorado.
- B. Be at risk of aging out of foster care which includes youth:
  - 1. Currently in out-of-home care, fourteen (14) up to eighteen (21) years of age, and in out-of-home placement for a minimum of six (6) months if under age seventeen (17). Consecutive months are not required;
  - 2. Age sixteen (16) to twenty-one (21), who meet requirements for Relative Guardianship Assistance and entered Relative Guardianship on or after age sixteen (16);
  - 3. Age sixteen (16) to twenty-one (21), who meet requirements for Adoption Assistance and entered Adoption Assistance on or after age sixteen (16);
  - 4. Age eighteen (18) to twenty-one (21), who were in out-of-home care on their eighteenth (18th) birthday.
- C. Have a current Family Services Plan in the State Department's automated system. For youth who emancipated, were adopted or entered Relative Guardianship in another state, have documented verification of eligibility from the state where the youth's case was closed. For youth who entered into a Relative Guardianship or Adoption Assistance agreement at age sixteen (16) or older, the following may be used in lieu of a Family Services Plan:
  - 1. The Relative Guardianship or Adoption Assistance agreement; or,

- 2. An Independent Living Plan developed on or prior to the eighteenth (18th) birthday.
- D. Participate on a voluntary basis. The youth may decide to refuse services, but shall be entitled to reconsider his or her choice and receive services at a later date.
- E. Follow the plan developed with the youth and the county department regarding participation in the Chafee Foster Care Independence Program.

*CFCIP Program eligibility shall be determined in accordance with up-to-date Volume 7 regulations throughout the service period.*

## NARRATIVE SUMMARY AND PROGRAM DESCRIPTION

### 1. Independent Living Programs and Services Overview

- A) Briefly describe the county's independent living programs and services, including efforts to prepare youth in out-of-home care for transition from a structured environment to living on their own, and efforts to build life skills and self-sufficiency competencies.  
*(Do not include Chafee services in this description)*

Adams County Human Services Department (ACHSD) strives to have youth in the lowest level of care possible prior to emancipation. When appropriate, youth are often afforded the opportunity to practice living on their own while still in care through programs including our Independent Living (IL) House through Shiloh Homes, Third Way Lincoln and Next Steps, and teen parent housing programs. We are also in discussions with Shiloh Homes to potentially develop some form of IL housing or scattered site apartments that would be managed by Shiloh, and would provide additional IL housing options for Adams County youth preparing to leave foster care. ACHSD administration is well aware that housing options for transitioning youth are extremely limited, and we continue to pursue appropriate options and hold discussions focused on resource development. ACHSD utilizes Independent Living stipends in attempts to have youth out in the community either on their own or living with positive permanent connections. Beginning at age 12, Adams County foster youth participate in Family Team Meetings (FTM's) and if they have been in care for over 12 months, they also participate in Permanency Round Tables (PRT's). These meetings and staffings provide regular, detailed reviews of a youth's independent living plan, status, resources, skills and needs. The county utilizes community supports such as CASA, school independent living classes, Workforce & Business Center (WBC), and contracted services such as the Youth Advocacy Program (YAP) and the Child Family Resource Team (CFRT) to help support the youth emancipating from the system. Youth with an OPPLA goal have caseworkers that work specifically with this population and follow up monthly on client progress to identify their needs and assist them in continuing to expand their IL skills. These specialized staff hold providers accountable for allowing youth to be as independent as possible while living in foster care.

As Volume VII was updated in September 2015, requiring IL services for foster youth ages 14 and older, Adams County made a variety of attempts to ensure these youth are identified and served. As the Chafee program has limited capacity and needed to prioritize and serve older youth first, our Youth In Transition (YIT) teams initially planned to address IL issues with younger youth in care and ensure they received services by age 14. Based on the plan, youth were identified for services at age 13 and 10 months. At that time, an IL Transition worker from the YIT team connected to the ongoing case worker to notify them that an ILP was due on that youth. The IL Transition worker obtained identifying information about the youth and their placement, and connected to the placement to help them arrange for the youth to take the Casey Life Skills Assessment (CLSA) within 30 days. The assessment was then utilized to develop an ILP with that youth based on their responses and indicated needs. ILP's were completed no later than 60 days after the youth turned 14. This plan was implemented and proved difficult at times, often due to scheduling issues with the youth, caseworker, IL transition worker and placement/provider. Unfortunately, due to staff changes within YIT, the practice was suspended and ultimately discontinued. We then considered alternative ways to serve these youth, as well as all other Chafee eligible youth within this population. In efforts to identify and serve all eligible youth in Adams County, an ad-hoc Trails report (133) was developed and we were able to determine there were a large number of foster youth ages 14 and over residing in Adams County. Several were Adams County youth, but many were from other Colorado counties. In August 2016, Chafee and YIT began developing a new curriculum directed toward youth ages 14-15. We developed a referral process and reached out to workers in-house and across the state to offer our services and obtain referrals for youth placed in our county. In October 2016, we began offering a new monthly workshop: Basic Life Skills (BLS). BLS replaced our former group curriculum known as Youth Connections (YC). BLS essentially

provides pre-Chafee skill building to youth ages 14-15 and will be highlighted in section H(2).

- B) Briefly describe how the county CFCIP program enhances services already provided by the county including what services have been put in place to work with CFCIP-eligible fourteen (14) year olds.

The Adams County Chafee program has a long-standing history of providing support to agency staff and youth in foster care. Chafee workers provide supportive services to caseworkers with youth on their caseload over age 14 and in out of home placement. In general, services to a youth aged 14-15 will be limited compared to those provided to a youth over age 16, however, we are always available to provide support, resources and guidance to anyone working with transitioning and emancipated youth. When we are working with a youth, we attend staffings and meetings directly involving the youth as well as provide group and/or one-to-one life skills education and support. Agency-wide, this may include attending team, unit or section meetings to provide updates to agency staff about programmatic changes and resources that may benefit youth in care, as well as staffing of individual cases. In the past, the Chafee program has periodically offered Youth Connections Group (see page 18) as a service to clients over age 14 involved with our agency. As noted in the previous section (1A), this year we redesigned the curriculum and changed the name to Basic Life Skills (BLS). This group was designed to be a pre-cursor to Chafee and we offered a monthly workshop on the second Thursday of each month for nine consecutive months. By June 2017, attendance was down and we decided to suspend groups until further notice. We have the option to reinstate the group at any time if we can confirm a need and have an appropriate number of referrals to justify this level of service provision. Additionally, we are often called upon to provide support and training for Chafee and other programs throughout the state.

## 2. Identification and Outreach:

- A) Describe in bulleted detail how the program will identify and engage youth eligible for Chafee services in each of the eligible populations.

Notes: Recommended Standards of Practice - Identification and Outreach Processes:

- 1) Monthly review the County's Trails R570 Adolescent Care Exceptions Report to determine eligible youth and contact the caseworker.
- 2) Periodically review ETV listings provided by the State to determine Chafee-eligible youth at local vocational programs and colleges in your county or region and offer support.

CFCIP-Eligible Service Populations	Identification and Engagement Efforts
1) Youth, age 14 to 17, who have been in out-of-home care a minimum of 6 months, consecutive months not required (7.305.42(B)(1)).	<ul style="list-style-type: none"> <li>• Caseworkers receive training and staff cases to determine eligibility.</li> <li>• Referrals come from ACHSD as well as other CO counties and professional agencies.</li> <li>• Youth may also self-refer.</li> <li>• Youth from out-of-state who request services are cleared through the Chafee program Coordinator at CDHS.</li> <li>• Chafee workers attend team/unit meetings within ACHSD to educate staff about requirements and services.</li> <li>• Brochures are available.</li> <li>• Monthly meetings with Youth In Transition teams, the primary source of referrals within ACHSD.</li> <li>• Chafee program information has also been provided to our local SB94 program and probation.</li> <li>• A new dashboard report was created in 2015 that allows us to access information about youth in care in our area, which allows us the opportunity to follow up or attempt outreach regarding referrals.</li> <li>• Eligibility is confirmed through the Pathways to Success Transition Snapshot report.</li> </ul>

2) Youth, age 17 to 21, who have been in out-of-home care, no month requirement (7.305.42(B)(1)).	<ul style="list-style-type: none"> <li>Continued training within the agency to ensure caseworkers are aware that these youth are eligible immediately at the time of placement.</li> <li>Educating local foster parents/providers so they can request a referral be made through the caseworker.</li> <li>Eligibility is confirmed through the Trails Client Placement History or Pathways to Success Transition Snapshot report</li> </ul>
3) Youth, age 16-21, who entered Adoption Assistance on or after age 16 (7.305.42(B)(3)).	<ul style="list-style-type: none"> <li>Caseworkers receive training and staff cases to determine eligibility.</li> <li>Referrals come from ACHSD as well as other CO counties, adoptive parents and professional agencies.</li> <li>Chafee workers attend team/unit meetings within ACHSD to educate staff about requirements and services.</li> <li>Brochures can be provided or emailed to outside agencies.</li> <li>Eligibility is confirmed through the Pathways to Success Transition Snapshot report.</li> </ul>
4) Youth, age 16-21, who entered Relative Guardianship Assistance on or after age 16 (7.305.42(B)(2)).	<ul style="list-style-type: none"> <li>Caseworkers receive training and staff cases to determine eligibility.</li> <li>Referrals come from ACHSD as well as other CO counties and professional agencies.</li> <li>Youth may also self-refer.</li> <li>Chafee workers attend team/unit meetings within ACHSD to educate staff about requirements and services.</li> <li>Brochures can be provided or emailed to outside agencies.</li> <li>Eligibility is confirmed through the Pathways to Success Transition Snapshot report.</li> </ul>
5) Young adults, age 18-21, who were in out-of-home care on their 18 <sup>th</sup> birthday (7.305.42(B)(4)).	<ul style="list-style-type: none"> <li>Generally, a youth is already open to Chafee and becomes After Care when CW case is closed or they may self-refer to have a case opened or reopened.</li> <li>Eligibility is confirmed through Trails Pathways to Success Transition Snapshot report and/or review of ETV eligibility list and at statevoucher.org.</li> <li>Youth from out-of-state who request services are cleared through the IL Program Coordinator from the home state.</li> <li>Most of these youth are already connected to Chafee or were in the past and have reconnected.</li> <li>Many self-refer and we have had clients refer friends who turned out to be eligible.</li> <li>We have also opened cases based on community referrals.</li> <li>If eligibility is confirmed through ETV listing, they may be contacted via phone or email when we have openings.</li> </ul>
5) Youth, age 14-21, who meet community placement requirements for the Division of Youth Corrections, and were in community placement for a minimum of 6 months, consecutive months not required; or were in community placement in an unlocked facility on their 18 <sup>th</sup> birthday (7.305.42(A)).	<ul style="list-style-type: none"> <li>Referrals are received through DYC Case Managers and Parole Officers, primarily from Northeast and Central Regions.</li> <li>The majority of these youth were in care prior to commitment, and case managers are aware they may be eligible for Chafee depending on their level of care on their 18<sup>th</sup> birthday.</li> <li>Eligibility is confirmed through the Pathways to Success Transition Snapshot report.</li> </ul>

B) Describe (in bulleted format) how the county will verify a youth meets the citizenship or qualified alien requirements before accessing CFCIP services.

- Referrals are not accepted as complete unless they include:
  - Copy of birth certificate



- Copy of Social Security card or recently stamped (within 60 days) official request for a new card
  - A photo ID, if available
- Referrals for youth in the Unaccompanied Refugee Minor (URM) program must include at least two supporting documents that may include:
  - Colorado ID
  - Social Security card
  - Alien Registration card/Green Card
  - Employment Authorization card
  - Affidavit of Proof of Lawful Presence
- Youth must have an approved I-485. Eligible URM youth are in the custody of Denver, Clear Creek or El Paso County Human Services and are placed through Lutheran Family Services and have an approved I-485.
- SIJS status youth are not eligible

C) Describe the county's procedures for prioritizing services in the event that demand for services exceeds your programs capacity. Address how the following factors will be considered in prioritization of services.

- *Emancipation or risk of emancipation from child welfare or exit from the Division of Youth Corrections after age eighteen*
- *Previous participation in Chafee services or transfer of services from another county or state*
- *Risk or history of homelessness and/or human trafficking*
- *Youth in RCCF placements may be opened when they are within 90 days of stepping down to a lower level of care*
- *Youth ages 14-15*
- *Youth who entered Adoption Assistance after age 16*
- *Youth who entered Relative Guardian Assistance after age 16*
- *Enrollment and progress in post-secondary educational activities, internships or apprenticeships*
- *Enrollment and progress in workforce development opportunities*

The Adams County Chafee Program can provide services to up to 45 youth in the program at any given time and priority will be given to those youth as listed above to ensure emancipating youth receive services as they usually have fewer supports available to them. Youth already receiving services in another county and transferring in would also receive priority to prevent a gap in services. Youth that are homeless, youth involved in human trafficking, or youth at risk of either would also be priority cases to try to help them gain stability and minimize their level of risk in the community. All other situations will be assessed on a case by case basis when prioritizing.

In 2016, we developed the Basic Life Skills group curriculum for 14-15 year olds, and youth who were referred, attended a monthly workshop. BLS was designed to be an "entry" to Chafee services and provides youth with basic information including saving money, goal setting and navigating public transportation. Chafee eligible youth were opened and assigned an IL case ID. Outreach efforts and workshops attended were documented in Trails under Group/Activities. Youth who are eligible for Chafee then transition from BLS to a traditional Chafee case. As we collaborate with YIT to provide these services, BLS is open to any youth

involved with the agency, including youth who are not Chafee eligible, but could benefit from the program.

While youth are waiting for Chafee services, caseworkers continue to partner with kin or placement providers to ensure that “teaching moments” within the home environment are occurring. This includes daily living skills, seeking out/scheduling medical appointments, job seeking and employment skills, public transportation skills, money management and obtaining vital documents. Youth who are in a school environment are encouraged to participate in the classes the school offers regarding independent living skills. Often youth are assigned either a CASA, YAP or CFRT worker who can assist with navigating resources within the community. Caseworkers are expected to document these activities in Trails to reflect the youth are receiving Independent Living activities.

**3. Program Narrative:** *Describe in bulleted detail and short summary how the program will design and deliver individualized services to achieve the purposes below.*

**A) Legal permanency and lifelong connections**

- 1) Describe how the County child welfare agency will help young people identify, develop, and strengthen relationships with family, kin, mentors, and other supportive adults through the course of normal casework practice for youth who continue to have ongoing involvement with Child Welfare.

ACHSD utilizes a wide array of tools to ensure youth involve with the agency have every opportunity to have appropriate, supportive relationships with biological family, extended family, psychological family, mentors and other community supports. Among the resources available to caseworkers are:

- Family Team Meetings (FTM's)
- Permanency Round Tables (PRT's)
- Youth Voice meetings
- Diligent Search
- Permanency Pacts
- Snapshot of Support
- Youth Connectedness Scale
- Genograms
- Colorado Teen Project
- Dream Makers
- Youth Advocacy Program (YAP)
- Court Appointed Special Advocates (CASA)
- Child Family Resource Team (CFRT)
- Adoption
- Allocation of Parental Rights (APR)
- Relative Guardian Assistance (RGA)

Youth assist with identifying their support network and permanent connections through all of these resources, but especially through development of Independent Living (IL) plans (ITP/ETP or Chafee plan) with their caseworker or Chafee worker. Caseworkers are always mindful of potentially supportive relationships and nurture those potential relationships while ensuring for the safety of the youth by following appropriate protocols.

- 2) Describe how the CFCIP program will serve as a support, rather than a replacement to the efforts described in question 1 above, including your program's use of the Youth Connections Scale and other tools to support the development of lifelong connections.

After a Chafee case is opened and a youth is assessed, we meet with them for a follow-up appointment to develop their Chafee IL Plan. We invite their team members and providers to attend the meeting, and through development of that plan, youth identify people they

feel are part of their support system. We encourage them to “think outside the box” and they have often noted previously unidentified resources for support. When developing Chafee plans, we urge youth to think of anyone in their life who can be a support to them and that can be involved with their transition at some level. We include:

- biological, extended and psychological family
- teachers and coaches
- therapists
- current and former placement staff/foster parents
- clergy/faith based resources
- current and former caseworkers
- friends
- mentors

We encourage them to think past the professionals in their lives and consider who they would choose to be involved in throughout their transition. Caseworkers are always provided with a copy of the plan to ensure they not only know goals the youth has self-identified, but the people they consider part of their support network. The Youth Connectedness Scale may be utilized at any point in their involvement with ACHSD, as well as when they are in Chafee After Care. We hold joint activities with current Chafee youth and After Care youth, and many long-term friendships and relationships have developed through these activities. With the introduction of Permanency Roundtables and Youth Voice meetings in Adams County, youth have even more involvement in identifying their long-term supports and what type of support these individuals are willing and able to provide. In addition, although not every youth who has a Permanency Roundtable (PRT) is involved with Chafee, Chafee Workers attend PRT’s and Youth Voice staffings for youth involved with the Adams County Chafee Program as Internal Consultants or Support Persons whenever possible. This may include travelling to other counties to assist in the process as External Consultants. We also attend FTM’s and staffings whenever possible, and support youth in being proactive at these meetings to ensure their team understands relationships that are important to them and could be cultivated.

- 3) For Chafee eligible youth who have aged out of foster care, describe how your CFCIP program will help young people identify, develop and strengthen relationships with family, kin, mentors, and other supportive adults, including your program’s use of the Youth Connections Scale and other tools to support the development of lifelong connections.

Chafee workers have many of the same tools listed in questions 1 and 2 available to them in our continued work with youth as After Care clients. Additional supports for After Care clients may include:

- After Care group provides an opportunity for youth who were in care to connect to other youth with similar experiences. They are often in a position to provide support and resources for one another through peer-to-peer support.
- Youth are encouraged to get involved in the community through volunteering, faith-based programs, community events, Bridging the Gap events, etc. to encourage interactions with non-agency professionals.
- Diligent search can and has been utilized to attempt to locate specific relatives our After Care youth would like to contact.
- Joint activities for all Chafee program youth can and have resulted in “natural mentoring” situations that benefit both the older and younger youth.
- We update Chafee IL plans with youth when they have achieved their previous goals or there are significant changes to their situation, and each update is an opportunity to identify new supports that can be pursued.
- Youth who reconnect to family members are counseled and assisted with the process to help address issues as they arise.

- Both the Chafee program and YIT have active Facebook pages that help youth stay connected to one another. One Chafee worker also has a professional Facebook page and many former clients have reconnected and share updates on their lives and resources for other youth.
- Utilizing community based mentoring programs such as Colorado Teen Project and Choices Program for youth interested in the opportunity.
- Youth are encouraged to participate in the development of the new Metro Youth Alliance (MYA), a collaborative youth advisory board involving Adams, Arapahoe, Denver, Douglas and Jefferson Counties. We notify program youth of MYA activities through flyers, group announcements and Facebook posts.

## B) Wellbeing

- 1) Describe the services the program will provide to help youth meet their physical, dental and mental health needs. Include your program's efforts to educate and enroll youth in Former Foster Care Medicaid.
  - Chafee can provide individual consultation to youth to assist with any personal and confidential issues and make referrals to appropriate resources when necessary.
  - We collaborate with the University of Colorado School of Nursing to provide a Life Skills group centered on Health and Hygiene. The group covers general physical and dental health issues the youth may have and provides for a Q&A in an open, honest environment.
  - We collaborate with our county nutritionist to present information about choosing a diet that is beneficial to their overall health as well as signs of any vitamin deficiencies.
  - Chafee provides education to youth about options for medical care based on immediate needs (i.e.: PCP, doctor's office/clinic, Urgent Care, Emergency Room).
  - Chafee staff can assist youth in locating medical, dental and mental health providers that accept Medicaid.
  - Chafee staff ensures that all active After Care youth who are eligible for Former Foster Care Medicaid are currently enrolled. We can easily confirm if their FFC Medicaid case is open through a Trails search.
  - Chafee staff have attempted to contact former Chafee clients under the age of 26 to provide information about Former Foster Care Medicaid so they may be reactivated and have health coverage. If a former foster youth under the age of 26 reconnects, we confirm their Former Foster Medicaid is open. We contact CDHS when there are issues or errors with a youth's eligibility. In addition, if a youth moves out of Colorado after their child welfare case is closed, Chafee staff ensure they are aware their Former Foster Care Medicaid will be deactivated, but may be reinstated if they return prior to age 26. We may facilitate reactivation or refer them to an appropriate resource if they are not living in Adams County. This is often the case with youth who go to Job Corps or those who find family members and move to reconnect.
- 2) Describe the services the program will provide to help young people make informed sexual health decisions and meet their sexual health needs.

- Life Skills group youth attend two groups presented by Tri-County Health Department: Abstinence/Birth Control Methods and Sexually Transmitted Infections. They receive the most accurate and up-to-date information possible through this program, as well as a variety of confidential resources they can access.
  - Life Skills group members also participate in groups regarding Healthy Relationships and Healthy Sexuality presented by Rainbow Alley, Chafee or Internal Treatment Team staff. These groups are presented twice a year as part of the group curriculum.
  - Through our partnership with Tri-County Health, the Chafee program has condoms available for all youth at all times. We regularly provide information about local resources (i.e. Planned Parenthood, Tri-County Health, local clinics, etc.) and make referrals, as needed.
  - We have worked with several transgender and questioning youth and have utilized various community resources including Rainbow Alley, The Center and Corey Barrett (private provider) to assist in our work with these youth. We strive to ensure that these youth receive very specialized referrals and services as this population can be at increased risk if in the community without supports.
- 3) Describe the services and supports the program will provide to young people who are pregnant and parenting.
- Approximately every other summer, we collaborate with our Internal Treatment Team to provide a one-day workshop on relationships and parenting.
  - We utilize and refer youth to community based services such as Tri-County Health/Nurse Family Partnership, CSU Extension classes, Child Find, Head Start, A Precious Child, CCAP and Qualistar, parenting classes and fatherhood boot camps/rights resources, among others.
  - We may refer pregnant/parenting teens to available housing programs including Hope House, Warren Village, Mercy House, Father Ed Judy House/Catholic Charities, Bannock Youth Center/Volunteers of America, etc.
  - We provide ongoing, individual support to our young parents throughout the duration of their Chafee case. We assist them with gifts for their children at the holidays as most of them cannot afford to purchase anything on their own.
- 4) Describe the services the program will provide to help young people make healthy relationship decisions.
- Youth in Life Skills group attend a group on what a healthy vs. unhealthy relationship looks like. This group is currently facilitated by a therapist with our Internal Treatment Team, although we have also utilized staff from Rainbow Alley and Safehouse Denver.
  - Approximately every other summer, we collaborate with our Internal Treatment Team to provide a one-day workshop on relationships and parenting.
  - When needed, youth may be referred to Community Reach Center, groups through CSU Extensions or other therapeutic/intervention programs to address issues within their relationships or help them work toward healthy, stable relationships.
  - Utilizing "Tea Consent" video in group or with individual youth

- Unfortunately, on occasion Chafee staff have had to involve law enforcement to ensure the safety of our clients when they have reported incidents of abuse.
- 5) Describe the services the program will provide to help young people make healthy lifestyle decisions.
- Youth in Life Skills groups are provided with education about nutrition, shopping and cooking. These groups include information on eating healthy on a budget as well as safety precautions during food preparation. We partner with our county nutritionist to provide valuable information about healthy diets and the effects of nutrient deficiencies.
  - Ongoing individual/group discussions with youth about topics that may include:
    - healthy eating
    - exercise/extracurricular activities
    - substance abuse/legalization of marijuana
    - tobacco use
    - sexual health
    - safe relationships
    - responsibilities when driving
    - RTD's "Dumb Ways to Die" video with youth utilizing public transportation
    - volunteerism
    - prosocial activities
    - faith-based support services
    - behaviors that could lead to criminal charges (i.e.: sexting)
- 6) Describe how your program will collaborate with family, kin, mentors, other supportive adults, community health and mental health centers, and community partners to support the wellbeing of young people in the program.
- Youth are asked to identify specific support people and how they would utilize those supports. While one person may be a support for a place to stay, another might be utilized for a ride to a medical appointment. Youth are often surprised by the number of support people they have in their lives once they think about it, and others need assistance to build that network.
  - Youth often struggle after leaving the system and we work with those youth to access services they may need. We assist them in connecting or reconnecting to appropriate resources, when needed. Often, services through a mental health agency are necessary, especially for those having great difficulty adjusting to being out of care.
  - After Care group provides an opportunity for youth who were in care to connect to other youth with similar experiences. They are often in a position to provide support and resources for each other through peer-to-peer support. They can provide each other a different level of encouragement and support than they receive through professionals in their lives.
  - Joint activities for all Chafee program youth can and have resulted in "natural mentoring" situations that benefit both the older and younger youth.
  - Youth are encouraged to get involved in the community through volunteering, faith-based programs, community events, Rainbow Alley, Bridging the Gap events, etc. to encourage interactions with non-agency professionals.

- Youth who reconnect to family members after leaving care are counseled and assisted with the process to help address issues as they arise.
  - Youth at certain postsecondary education programs are connected to Fostering Success, a program that assists former foster youth in adjusting to college life. They provide support in a multitude of ways including school/dorm supplies, counseling, activities and tutoring.
  - Youth have been utilizing Dream Makers, a program that reaches out to teens who are aging out of the foster care system without family support. They strive to empower youth by providing them opportunities to dream about their future. They fulfill dreams related to employment and education needs for these youth.
- 7) Describe how your program will collaboratively serve young people with physical and developmental disabilities.
- Youth with disabilities are referred the Chafee program when the caseworker believes they may benefit from services. These youth are assessed and recommendations are made:
    - If it is determined that a youth would be able to understand the concepts of independent living at the level we teach, which is at a 9<sup>th</sup> grade level, they will begin to attend group or meet with a worker one-to-one to improve their skills.
    - Recommendations for activities and challenges to improve their skills without an open Chafee case may be made. A youth may be referred to SWAP, North Metro Community Services or Honeyman Services, Inc. for more appropriate life skills education.
    - A recommendation that the youth be referred to Vocational Rehab or for Adult Services may be made at any time if the youth's ability to comprehend information and care for themselves on their own is in question. We will problem solve with the case worker in these situations.
- 8) Describe how the program will support the cultural and linguistic needs of the young people you serve and unique ways in which your program will serve young people with varying racial and ethnic backgrounds, sexual orientations, and gender identities.
- As the Adams County Chafee program has had several URM clients on our caseloads for the past three years, we are always trying to obtain more information on best practices in working with these youth. This includes participating in CDHS URM Quarterly meetings when possible, as well as educating ourselves about the youth's history and region they came from.
  - Our program strives to provide culturally responsible services to our youth and if we cannot meet their needs, we try to locate and secure supplemental services that can fill that void. For example, a Native American youth may be referred to DIFRC or DIC to receive additional services that are culturally specific.
  - Chafee clients often have issues around sexual identity and sexual orientation. Chafee workers strive to have open, honest relationships with our youth that allow them to share their issues and concerns so we can help them to the best of our ability. Program staff has become more and more familiar with local community resources that can offer them information and support. We refer youth to these resources any time they confide their struggles so they can have additional supports

in place while determining who they are and what they envision for their future relationships and sexual identity.

- AS GLBTQI youth would often benefit from additional support services, youth are often referred to community resources including The Center, Rainbow Alley and Cory Barrett, a private provider who was affiliated with The Center for many years and continues to work with GLBTQI youth through grant funding. Program staff take extra care in working with these youth and seek applicable training to ensure their needs are being met as they can be at increased risk of maltreatment and self-harm.

### C) Safe and stable housing

- 1) Describe how the county uses Independent Living Arrangements (ILA) and other transitional living services to help youth develop self-sufficiency skills prior to emancipation. Address any ways in which the county uses ILA to support connections with supportive adults.

ACHSD may offer ILA stipends to youth 16 and older who meet specific criteria. When a supportive adult is identified, a background check is completed and if approved, an independent living contract is created with goals and objectives the youth has to complete in order to receive a stipend. Through the use of stipends, youth contract to receive a dollar amount attached to a certain task or goal. As they accomplish those tasks or goals, they receive an appropriate stipend to help support them in their IL situation. The caseworker works and documents the plan in Trails and provides monthly reports on progress as well as works with the support person in providing independent living skill opportunities. The maximum amount a youth can earn is up to \$800/month, increased in 2016 from \$500/month. An ILA may be approved for placement with a non-relative, positive permanent connection or for a scattered site apartment. We also utilize transitional programs such as Third Way Lincoln, Next Steps to assist youth in preparing for their eventual emancipation. In addition, Adams County has a contract with Shiloh Homes to operate a two bedroom independent living house that youth may reside in to assist them in transitioning into independence. This house is assigned a "house caseworker" who works specifically with them on their day to day needs. Youth who meet the criteria to live in the IL House have the opportunity to practice living on their own with a safety net provided through continued involvement with ACHSD. The youth has to have an OPPLA goal and the ability to show progress in treatment, consistent responsibility and consistent ability to make good decisions. As housing options in the Denver Metro area are limited and increasingly expensive, ACHSD and Shiloh are currently in discussions about potentially opening some form of IL housing or scattered site apartments to serve additional appropriate youth. If approved, this would be a supervised independent living situation for youth transitioning from higher levels of care. Once it is determined that a youth can live independently, a staffing occurs and the transitional case manager works independently with the youth to assess their needs and determine what is required to ensure the youth's success. Youth are expected to be employed and/or attend an education program and to actively work toward their emancipation. When they are ready to move to an IL situation, youth who are still in care may receive county funding to pay application fees and deposits as well as set up their new home. They may also contract to earn a stipend until their child welfare case is closed.

- 2) Describe the housing supports, including financial assistance (fees, deposits, rental assistance, and emergency funds), referral services, and assistance locating housing, the program will provide to help youth secure safe and stable housing.

After Care youth may be referred to Family Unification Program (FUP), Volunteers of America (VOA), Colorado Access or other programs for housing assistance. They may be assisted with application fees, deposits, household items, furniture, food, etc. through Chafee housing dollars (2801). FUP and VOA may also be utilized to provide financial assistance when youth are securing housing. In addition, ACHSD has developed a program



called Building Blocks for Young Adult Program (BBYAP). Youth who emancipated from ACHSD custody can request funding for a variety of needs, including housing until the age of 24. BBYAP funds have been used to meet the needs of a multitude of youth who were either not in Chafee, who have aged out of Chafee or when Chafee funds were unavailable. Youth are also able to contact adolescent caseworkers or Chafee workers within Adams County through YIT and Chafee Facebook pages that are monitored daily. There is an in-house Benefits Navigator that can assist youth in determining eligibility and signing up for appropriate benefits. As we move to a new county building in September 2017, clients will have the opportunity for "one stop shopping" as eligibility programs, the housing authority, Child Welfare, the Workforce and Business Center, Chafee, etc. will all be housed under one roof. This will improve access to and assistance with applying for various supportive programs. We work closely with the youth to develop a reasonable, working budget prior to move out so they are as prepared as possible for the reality of being self-sufficient and revisit their budgets often when they are living on their own. Most recently, we have begun collaborating with the Dream Makers program to provide items that support youth in their transition to independence. They are often able to assist with funding and household related items.

- 3) Briefly describe barriers to securing safe and stable housing in the communities you serve and efforts your county is engaged in to address those barriers.

There is a consistent lack of transitional housing resources for our emancipating youth that can provide them with an opportunity to learn the skills they need while living in a realistic environment. The options for a youth who is out of care are very limited and if they do not have openings, they can be wait-listed for several months. Many of our youth have significant mental health needs or substance abuse issues and maintaining housing on their own proves very difficult. Housing programs through mental health, FUP and VOA are utilized when appropriate and available. Currently, the lack of affordable housing in the Denver metro area is a significant barrier for youth, even for those with housing vouchers as it is difficult to find housing that is within the payment standard, at times resulting in a youth's voucher expiring before they are able to secure stable housing. We are connected to a property manager who facilitates groups on searching for appropriate housing and understanding leases so youth have as much information as possible to make informed decisions about their housing. In August 2016, our agency entered into a 3-year MOU with Mile High United Way/Bridging the Gap to be a partner agency in regard to FUP vouchers. The MOU allows for youth currently in foster care to be referred and utilize the vouchers with a case worker providing the case management. As we feel strongly that moving directly from foster care to public housing is not an ideal transition plan and it is our only viable housing options for older youth, we rarely refer youth directly from care. FUP is our primary housing assistance resource for After Care youth, and we prefer to utilize it closer to age 21, when possible. At this time, the waiting list is approximately one year. Youth are required to attend the walk-in orientation to be placed on the waiting list, and we work with youth to ensure they have the documents needed when they attend.

- 4) Describe ways in which the program will collaborate with family, kin, mentors, supportive adults, housing authorities, or community partners to help young people secure safe and stable housing.

Chafee program staff work with youth to consider all possible housing options including housing vouchers, renting rooms, or living with a roommate. Many youth reconnect to family members or psychological family members after leaving care, more notably since the implementation of PRT's. We can assist them in exploring possible housing options with these resources. We may provide roommate questionnaires to address issues prior to move-in, simple leases to use in room rental situations, and assistance with apartment searching. Our program works in conjunction with programs like FUP and VOA to help youth maintain housing once it has been secured. We are connected to a property manager who facilitates groups on searching for appropriate housing and understanding leases so youth have as much information as possible to make informed decisions about their housing.

- 5) Describe the status of the county and CFCIPs partnerships with local runaway and homeless youth (RHY) providers, and/or continuums of care (CoC) including efforts underway, through those partnerships, to prevent youth from discharging from foster care to a homeless shelter facility.

ACHSD has a long history of collaborating with Urban Peak, the primary homeless shelter in Denver for young people. Other programs in the Denver Metro area we may work with include Bannock Youth Center/VOA, Comitis, Samaritan House, Colorado Coalition for the Homeless and Open Door Fellowship. When appropriate, we can work with other providers outside of our area, such as The In-Between in Boulder County and Urban Peak in El Paso County. We work with a youth and their case manager to assist the youth in obtaining steady employment and permanent housing. These youth are primarily in After Care and discharged from care to a living situation that did not work out and is no longer viable. On occasion, a youth will transition out of care to a homeless shelter. This is never our first choice and only occurs after all efforts to stabilize a youth have been exhausted. Unfortunately, these youth are often struggling with mental health or substance abuse issues and are refusing to comply with agency recommendations and court orders. Many times, these youth are "done with being in the system" and request their child welfare case be closed, even if they do not have a housing plan. Fortunately, it is often the case that after some time away from the "system", they are more willing and able to follow through with the things they need to do to become stabilized. This is a prime opportunity for Chafee After Care services to be of benefit and if we have previously closed a case due to refusal of services, we can re-open their Chafee case and coordinate with shelter staff to help them obtain stability.

- 6) Describe the status of the County and CFCIPs efforts to reengage youth who may be receiving services through an RHY provider and are Chafee Eligible, and/or may be on the run from foster care.

If a youth who is freed for adoption and has an OPPLA goal runs from care prior to their 18<sup>th</sup> birthday, the child welfare case is held open until their 18<sup>th</sup> birthday. If they do not return, a motion to dismiss is submitted to the court after their 18<sup>th</sup> birthday requesting approval to close the case. For youth with a goal of "Return Home" where parental involvement is active, the case is held open for 30-60 days before a motion to dismiss is filed. The length of time a case is held open in this situation is on a case-by-case basis. For example, a case involving a teen mother may be held open longer with the hope she will return and reengage with services. As Chafee services are available until age 21, the youth may reconnect for services any time and the case can be reopened as long as they are eligible. This situation does require that a youth did not run prior to their 18<sup>th</sup> birthday and was in a paid placement on that date. We are often contacted by Urban Peak in these situations to reopen a case for a youth who left placement prior to their child welfare case being closed.

#### **D) Secondary educational attainment**

- 1) Describe how the program will support or encourage young people as they work to complete their high school diploma or GED.

All youth are encouraged to work toward an educational goal and we adjust programming for youth, as needed. For example, if a youth is in high school and it was determined they would benefit from Life Skills group but there is a scheduling issue, we will work them one-to-one until their schedule allows for group attendance. Chafee workers always take a youth's school schedule into account when setting up appointments and if a meeting must occur during school hours, it will be scheduled during a less intrusive time such as lunch or study hall. In some cases, youth have been able to receive high school credits for attending Life Skills group when we have provided their school with information about the groups they attended. Chafee workers also attend school meetings and staffings when requested to provide an additional layer of support to the youth. We are strong advocates for youth who

are struggling or may be behind in school and could consider alternative programs to reach a more attainable goal. Fortunately, there are many options available to youth who struggle in traditional public schools including alternative schools, online and credit recovery programs. If an alternative is deemed appropriate, we can assist youth in the referral process, especially those who did not complete an educational goal while still in care. In the past, we have assisted with class related fees and graduation supplies, however, we now defer to HB 08-1019, Section 2, 22-32-128, (7) which states that foster youth will have all school related fees waived. Our program is also able to connect youth to some free or low cost resources for senior photos, depending on where they live and their availability.

- 2) Describe ways in which the program will collaborate with family, kin, mentors, supportive adults, and education and community partners to support the achievement of high school diplomas or GEDs by youth in your program.

ACHSD consistently participates in the Celebration of Educational Excellence to ensure all foster or Chafee youth involved with ACHSD who achieved an educational goal while in foster care are recognized. The Chafee Program Coordinator sends out the information agency-wide and reviews, documents and submits the referrals to ensure all eligible youth are offered to opportunity to participate. Youth are encouraged to bring family members, friends, foster parents/placement providers, therapists, teachers, coaches, CASA's, GAL's, YAP workers, or anyone else who supports them to the event. As CDHS provides each youth a significant graduation gift at the ceremony, we provide an incentive card to youth with open Chafee cases, when our budget allows. Chafee youth receive a congratulatory card and motivational pin from the program.

#### E) Post-secondary training and educational attainment

- 1) Describe how the program will support and encourage young people as they work to complete their postsecondary educational goals.

Chafee program staff are excited when a youth chooses to pursue postsecondary education. They are encouraged to utilize the tools offered through the College In Colorado website throughout the various stages of planning for school. We can assist them in exploring their interests and corresponding programs, as well as with applying to colleges/vocational programs, scholarship searching/applications, financial aid applications, ETV applications, College Opportunity Fund, etc. We may take them to tour a school or program they are interested and meet with a school representative to make sure any questions they have are addressed. Youth at certain postsecondary education programs are connected to Fostering Success, a program that assists former foster youth in adjusting to college life. The program provides support in a multitude of ways including school/dorm supplies, counseling, activities and tutoring. Youth may be referred to schools connected to the Western Undergraduate Exchange Program to help with costs if they want to attend school out of state. We refer youth to the Educational Opportunity Center and take them to meet with staff there, when appropriate. Colorado Challenge is a resource available to youth attending one of seven participating Colorado colleges, and they may be referred until the grant runs out in May 2018. The program offers foster and former foster youth individualized support services to improve their outcomes and successfully complete their post-secondary educational goals. Chafee staff provide ongoing support while youth are in school which may be psychological or monetary, such as helping with rent during a difficult month. We recognize that attending a program while trying to maintain housing and employment is extremely difficult and will support them in any way we can. Our program often refers youth to technical programs, Job Corps, Mile-High Youth Corps and the military when they are not interested in a traditional college education.

- 2) Describe how the program will collaborate with family, kin, mentors, supportive adults, institutions of higher education, and community partners to support the achievement of postsecondary certifications or degrees by youth in your program.

ACHSD participates annually in the Celebration of Educational Excellence to ensure all foster or Chafee After Care youth who obtained a diploma, GED, degree or vocational certificate are recognized. Again, the Chafee Program Coordinator sends out the information agency-wide and reviews, documents and submits the referrals to ensure all eligible youth are included. These youth have often aged out of care and many times out of Chafee as well, however, we try to maintain contact and follow up with youth when they are graduating so they can be referred. Youth are encouraged to bring family members, friends, foster parents/placement providers, therapists, teachers/coaches, CASA's, GAL's YAP workers or anyone else who supports them to the event. As youth receive a substantial graduation gift from CDHS at the ceremony, Chafee provides a small token gift to active clients when our budget allows. All Adams County Chafee and former Chafee youth receive a congratulatory card and motivational pin from the program.

**F) Adequate employment**

- 1) Describe how the program will help young people gain the experience and skills needed to be employed, ways your program will help young people locate job opportunities, and ways your program will help employed youth maintain employment.

The Chafee program offers numerous opportunities for youth to gain employment skills as well as employment. Traditionally, two weeks of the Life Skills group curriculum are focused on employment. The first week, staff from the Workforce & Business Center (WBC) discuss filling out applications, interviewing skills and maintaining employment, followed by a group tour of the offices during a subsequent group. On the tour, youth are able to set up an account through [www.ConnectingColorado.com](http://www.ConnectingColorado.com) as well as see what the facility has to offer. The WBC is the primary resource for employment services for foster and Chafee youth and they offer a multitude of resources including job referrals, self-help computer stations, access to job listings and internships. We will soon be housed in the same building with WBC, allowing for much easier access to services and can walk youth directly over to meet with a case manager. We receive all job fair notices through the WBC and post them on our program Facebook page. Additionally, we have offered a "Work Experience" for our clients for many years. Youth are "hired" to complete projects at ACHSD such as prepare mass mailings, assemble training binders or work on our Community Resources booklet when it is time to reprint them. Youth are paid minimum wage and in addition to earning a small amount of money, they gain on-the-job, professional office experience they can use on resumes, while also using program staff as a reference. Chafee staff also assist youth with developing their resumes and have flash drives with various resume templates they can choose from. After their resume is completed, multiple copies are printed on the paper of their choice and they keep the flash drive so they can make changes easily. If a youth is struggling to obtain employment or wants to improve their interviewing skills, we may do mock interviews and record them so we can show the youth areas of improvement. Program staff also assist with employment needs such as uniforms, specific footwear, tools/supplies and transportation costs to help them maintain employment. When our budget allows, we have contracted with the Strive For Students/Career Services Network to provide either a one-day or three-day Work Readiness workshop for youth. Youth leave the workshop with exceptional skills for completing a job application, developing their resume and increased confidence when interviewing for jobs. As we have been working with the program since 2003, they will plan trips to Colorado from Arizona around our schedule so we do not have to pay for their travel and we only pay lodging and transportation for the time they are in Denver for the workshop. Youth who completed the workshop receive a certificate, a copy of their mock interview and a small incentive.

- 2) Describe how the program will collaborate with family, kin, mentors, supportive adults, local workforce centers (WIA / WIOA), and community based workforce programs to help youth prepare for and attain adequate employment.

Chafee program staff work with providers to coordinate employment services for youth. Our program utilizes a Facebook page to send out information about job fairs and hiring events. Information is sent out to providers and caseworkers who are working with our youth to make sure they are aware of the opportunities available. If a youth has a CASA or YAP worker on their case, they may be tasked to assist the youth in their job search, completing applications and working on their interview skills. This is an excellent opportunity for a CASA or YAP worker to spend time with the youth and enhance their relationship while building lifelong skills. We work closely with our WBC and supply referral letters for eligible youth to assist with the WIOA enrollment process. As previously mentioned, they present at our Life Skills youth and we take them to the WBC for a tour to follow-up. Our WBC office is currently located in Brighton, so ACHSD and the WBC began a new collaboration on 7/1/15 that provides office space at our agency for a WBC Intake Specialist to be available to all of our youth in care one day a week. Youth who have difficulty with the distance to the WBC can meet at the Children and Family Center (CFC) to complete their intake and their assigned Case Manager can then meet with them at the CFC, at school or anywhere in the community. In September 2017, we are moving our offices and will be housed in our new building along with the WBC, making it easier for our youth to access services.

- 3) Describe your County and CFCIP utilize the Reasonable and Prudent Parent Standards to support youth in engaging with employment opportunities while in foster care.

While a youth is in care, they are given the opportunity to begin working and when approved by their team. Minimally, the provider is expected to be familiar and have open communication with the employer, although often a caseworker and /or Chafee worker will work with them directly, as well. Youth who are doing well in school and in the home are encouraged to work outside the home or facility so they can begin to save for their transition out of care. Work hours and number of hours worked are determined by their schedule, progress and grades in school, as well as behavior at home and in the community. If a youth begins to struggle, those issues will be taken into consideration and adjustments will need to be made. If a youth is a sexual offender, great caution is used to ensure they are not working in a situation that allows for contact with children or violates the terms and conditions of probation or diversion.

#### **G) Financial stability**

- 1) Describe how the program will work with youth to develop a functional knowledge of budgeting, money management, and basic financial literacy.

As part of the Chafee Life Skills group curriculum, youth begin to learn about money management through groups on budgeting, banking and credit over a three-week span. Bank or credit union representatives present information about savings, checking and credit so youth receive detailed information from professionals in the banking field, and have opportunities to practice the skills while in group. Budgeting and money management are concepts we address on an ongoing basis both through groups and individual work with youth. The Chafee worker may use a three-month bill pay exercise to help them understand the concepts of paying bills and knowing what their income vs. expenses are at all times. The worker mails "bills" to the youth and they must "pay" them in a timely manner or pay "late fees". Youth must keep track of their account balance to ensure they do not "bounce checks". It can be a useful tool for youth struggling with the concept of bill paying. We also use self-sufficiency calculators to give them a realistic picture of life on their own or to help them budget when they are already emancipated. We provide a yearly Income Tax group to help youth either fill out their tax forms for the previous year or practice filling out the forms with a mock W-2 form. In February 2017, we collaborated with Jefferson County Chafee and they brought youth from their program to attend our Income Tax group and we plan to continue to make it an annual event. Youth are also provided with information on locating Volunteer Income Tax Assistance (VITA) sites for free tax assistance that they can access in the future. Youth are assisted individually with completing tax forms, as needed. The majority of youth are encouraged to save at least 80% of any income they have while

they are still in care so they can be more prepared for the costs of moving out on their own. This is generally included in their Chafee Independent Living Plan.

- 2) Describe how the county will provide youth in out-of-home care with practical money management experience prior to emancipation or discharge, including providing opportunities to open savings and/or checking accounts.

Youth work with caseworkers to discuss budgets and the money it will take to live independently. They are encouraged to be signed up with their local WBC to increase their skills and employability. Once foster youth are earning their own money, it is suggested that they save 80% of each check towards their emancipation and practice budgeting the remaining 20% to demonstrate their ability to manage their funds between pay periods. Youth are encouraged to and assisted with opening checking and savings accounts to practice budgeting their money. Some of our foster parent providers will assist youth in investing their savings into CD's after they have saved a substantial sum. Youth are also required to complete a realistic budget per their IL plan. These discussions are documented in the Independent Living Plan section in Trails.

In working with youth to develop a positive credit history, a local credit union suggested a program involving use of secured credit cards to allow youth the opportunity to use credit in a limited manner. A secured credit card can help establish, strengthen and even rebuild credit. Chafee would encourage exploration of a "pilot" program where youth on an IL stipend could be issued a credit card with a defined amount they can spend to demonstrate responsible credit card use.

In addition, the Life Skills group curriculum provides for groups specific to budgeting, banking and credit where they receive information that will assist them in beginning stages of money management. Chafee staff also work individually with emancipating youth around all aspects of money management as they are prepare to leave care.

- 3) Describe ways in which the program will help young people manage their personal finances.

Youth are encouraged to open a bank account once they have income. Often, their foster parent or provider will be a co-signer on the account so they can monitor the use on the account. No staff member from ACDHS is ever a co-signer on an account, but we will inquire about the status of accounts on an ongoing basis. We will often have them save their receipts and enter them on to a spread sheet so they can visually see their income vs. expenses and where they are spending the majority of their money. We do not judge their expenses, but show them the need to prioritize if something is important to them but cuts into their savings. We consistently encourage them to save 80% of their pay and work with them to budget the remaining 20% so they can prioritize their spending. When we complete a Chafee plan with a youth, we usually set a savings goal of a minimum of \$3000 prior to moving out on their own. Some providers will also assist the youth in investing their money, in a CD for example, so they learn about higher returns on their money and the value of investing. If youth are on an IL stipend, their caseworker or Chafee Worker may help them devise a budget as their funds are usually quite limited. If youth are on a FUP voucher, they are immediately connected to Bridging the Gap and are eligible for an Individualized Development Account (IDA). Through BTG, they are able to attend a variety of workshops and activities related to financial literacy. Any youth applying for an ETV voucher is required to complete a budget and we assist them with this process.

- 4) Describe how your program will collaborate with family, kin, mentors, supportive adults, financial literacy programs, and community partners to support the financial education and decision making needs of young people in the program.

Youth who would benefit from more intensive education related to banking and investments are generally referred to Young American's Bank as it specializes in working with young

people. They offer financial literacy classes and make navigation through information about banking, credit and investments very suitable for youth. Youth who are on a FUP voucher automatically receive services through Bridging the Gap and Young American's Bank to help them save and plan for their expenses more efficiently through the use of IDA's. ETV applicants are required to complete a Student Budget Worksheet and it allows for them to acknowledge real costs when living on their own, as well as school related expenses. They must take into account all of their income, including scholarships and student loans as well as their debt. We have previously collaborated with Banking on Our Future/Operation Hope to provide a one-day workshop addressing the importance of fiscal planning and the options available. They remain a resource for future workshops related to financial education for our clients.

**H) Successful transition to adulthood from foster care.**

- 1) Describe ways in which the program promotes and supports normalized experiences among young people through age or developmentally appropriate activities. At what age do these activities begin, and why?

Although involvement in normalized activities for foster youth is supported at a younger age, Chafee workers develop individualized Chafee plans with each youth following their assessment beginning at age 16. We base it on their goals and needs and update it when there are major changes to the plan. The Chafee program provides many venues for developmentally appropriate activities including several levels of groups, experiential activities and socialization activities. Youth are encouraged to participate in extracurricular activities at school and work outside of their placement when appropriate, and we will work with their schedules to accommodate these normalizing activities. The program's philosophy encourages that whenever possible, our clients should be treated like anyone else and that they should have as much of a "normal" teenage experience as possible. Sometimes this means having to deal with the consequences of their behaviors, such as getting fired from a job or not having money to pay their phone bill. We work with them individually to address decision making and how they would handle a similar situation the next time. Throughout the summer and during the holiday's we make extra efforts to offer program youth experiential and socialization activities so they can have more normalized experiences and opportunities for growth.

- 2) Briefly describe any group classes or activities including the name of the group, purpose of the group, intended audience, expected frequency and length of time, and name of the curriculum used for the group, if applicable.
  - Basic Life Skills Group (replaced Youth Connections group) is a monthly social skills group offered as needed that provides younger foster youth with an opportunity to improve both soft and hard skills in a group setting. Topics covered include life mapping/goal setting, time management, volunteerism, the value of saving money and navigating public transportation. Youth ages 14-15 who are involved with ACHSD may be referred and an open Chafee case is not required. Youth who are Chafee eligible will experience a natural transition to traditional services as they get closer to age 16. The Chafee worker connects with the caseworker to generate a Chafee referral.
  - Chafee Life Skills Groups are held weekly and are attended by youth aged 15 to 21 who have an open/active Chafee case. Recommendations for Life Skills group attendance are based upon each youth's individual assessment. This group covers daily living skills such as money management, housing, employment, health, relationships, etc. There are over 20 group topics in our curriculum as we have added some through the years based on need.

- Independent Living Issues Group is a 12-week group held on an as needed basis for youth on the verge of moving out on their own. This is a discussion group about issues such as problems with roommates or landlords, locating and utilizing local resources, and dealing with life issues such as buying a car. This group is appropriate for youth 17 and older who have completed Chafee Life Skills Groups and are preparing for move out within approximately 6 months.
  - After Care group is a weekly drop-in support group for youth who emancipated on or after their 18<sup>th</sup> birthday and have a closed Child Welfare case. This group is generally youth driven based upon what they would like to discuss, but we may also provide a topic for the week, when indicated. Youth also share resources and have often established long-term relationships through attending After Care. This group has been running for over 30 years and former Chafee youth know they can drop in if they need support or want to share how they are doing. We encourage this as they can often provide valuable advice to newly emancipated youth who may be struggling.
- 3) Describe any services not addressed previously in this section that the program will provide to help young people develop life skills and self-sufficiency competencies.

Chafee has the ability of being a program that allows for creative thinking when working with youth. Our direct services with a youth are client driven and based on their needs. We are always open to new opportunities that allow us to assist them in becoming self-sufficient.

One of the highlights of 2016-17, was an all-day collaborative workshop with the Adams County Fleet Division. We had been trying, unsuccessfully, for quite some time to find a local mechanic who would do a “car basics” group with our youth. In our experience, as soon as a youth is able to buy a car and has a small amount of money saved, they buy the first car they find and they usually have issues with that vehicle almost immediately. We wanted to have experts tell them what to think about and look for when buying a car, as well as some basic maintenance tips so they don’t break down and have no idea what to do. The collaboration with our Fleet Division could not have been more positive. Youth spent the morning learning about the ins and outs of car buying, from dealing with salespeople to preparing for the costs of registration and maintenance. In the afternoon, they got to be more hands-on, learning about how to change a tire, check the oil and replace wiper blades. We plan to continue this collaboration as it is invaluable information for foster youth, who are often exceptionally excited about buying a car and obtaining their “freedom”. Our hope is they will be more mindful of spending their hard earned money and take the time to make a wise purchase.

- 4) Describe collaborative partnerships or leveraging of resources not addressed previously in this section.

The Adams County Chafee program could not function without the support of our collaborative partners. Resources may assist youth in their transition out of care or provide support in maintaining their stability. They include group presenters, workshop facilitators, experiential programs, donors and community resources. Our collaborative partners include:

- A Precious Child
- ACHSD Internal Treatment Team
- Adams County Animal Shelter
- Adams County Fleet Management
- Adams County Government/Wellness Program



- Adams County Workforce and Business Center
- Adoption Exchange
- All branches of the military
- Arapahoe House
- Banking on our Future/Operation Hope
- Bannock Youth Center
- CASA
- CDHS-Emancipation Medicaid
- College in Colorado
- Colorado Teen Project
- Community Reach Center
- CSU Extensions
- Dream Makers
- Educational Opportunity Center
- Education and Training Vouchers
- Exempla West Pines Training Center
- Forward Steps
- Foster Care Alumni of America
- Front Range Community College (and other local community and state colleges)
- GOAL Academy
- Hope Tank
- Informational meetings with the faith-based community upon request
- Jefferson County Chafee (joint activities)
- Job Corps
- Lutheran Family Services/Unaccompanied Refugee Minor Program
- Medicine Horse Equine Assisted Therapy
- Mile High United Way/Bridging the GAP
- Mile High Youth Corps
- Pro Apartments
- Public Service Credit Union

- Rites of Passage (ROP)
- RTD
- Savio
- Shiloh House
- Smart Enterprises
- Strive For Students/Career Services Network
- Thornton Police Department
- Tri-County Health Department/Nurse Family Partnership
- University of Colorado School of Nursing
- Urban Peak
- Victory Outreach Fellowship
- Volunteers of America
- Wells Fargo Bank
- Youth Advocacy Program

#### 4. Targeted Service Delivery:

According to the Midwest Evaluation of the Adult Functioning of Former Foster Youth (Chapin Hall, 2011), the functioning for former foster youth may be generally described in terms of subgroups and characteristics that provide general insights into their specific needs and the potential services they will need. These types may be dynamic but may be used as a guide for programming. Every youth's needs are unique and are to be addressed on an individualized basis.

1. Describe in short, bulleted detail how the program may meet the unique needs of each of the subgroups of foster care youth through targeted service delivery.

**\*\*Statistics (percentages) provided through the Midwest Evaluation of the Adult Functioning of Former Foster Youth longitudinal study are not necessarily reflective of the percentages in Adams County.**

**\*\*Projected Chafee Services overlap into each category and are not defined by the Types and Characteristics as each youth is provided services based on individual needs. Services may or may not be provided if appropriate and is dependent on available resources and funding.**

Subgroup	Characteristics	Targeted Service Considerations
<b>Accelerated Adults 36.3%</b>	<ul style="list-style-type: none"> <li>• Most likely to live on their own in stable housing</li> <li>• One-third experience homelessness</li> <li>• Likely to have a high school diploma</li> <li>• Most likely to attend college</li> <li>• Most likely to be employed</li> <li>• Low rate of criminal convictions</li> <li>• One-third receive food stamps</li> <li>• Two-thirds are female</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly Life Skills and /or After Care Support Group/individual counseling</li> <li>• FUP referrals to MHUW, VOA and other housing programs</li> <li>• Chafee support until age 21 on a voluntary basis/FFC Medicaid until age 26</li> <li>• Funding for application fees/deposits/ household items/furniture/food/utilities when our budget allows</li> <li>• Assistance with interview clothing, uniforms and</li> </ul>

		<ul style="list-style-type: none"> <li>transportation costs for employment</li> <li>Referrals for ETV and Educational Opportunity Center/College In CO</li> <li>Referrals for Nurse Family Partnership/ Head Start/Child Find/Tri-County Health</li> <li>Referrals to CCAP and Qualistar for quality child care when employed</li> <li>Ongoing support re: healthy relationships/permanent connections</li> <li>Referrals to Dream Makers for items/gifts that support IL</li> <li>Experiential Activities to build self-esteem</li> <li>Referrals to appropriate community resources</li> </ul>
<b>Struggling Parents 25.2%</b>	<ul style="list-style-type: none"> <li>Half have their own place / Half live with others</li> <li>Most likely to be married or Cohabiting</li> <li>Most have resident children</li> <li>Low level of social supports</li> <li>Least likely to be currently enrolled in school</li> <li>Least likely to finish high school or attend college</li> <li>Lowest rate of employment</li> <li>Low rate of criminal convictions</li> <li>Most likely to receive need based government benefits</li> <li>Three-fourths are female</li> </ul>	<ul style="list-style-type: none"> <li>Weekly Life Skills and/or After Care Support Group/individual counseling</li> <li>FUP referrals to MHUW, VOA and other housing programs</li> <li>Chafee support until age 21 on a voluntary basis</li> <li>Housing financial assistance when our budget allows</li> <li>Referrals for Tri-County Health/Nurse Family Partnership/parenting classes/A Precious Child</li> <li>Referrals to CCAP and Qualistar for quality child care when employed</li> <li>Employment assistance including Workforce/SWAP/DVR referrals/ clothing/transportation costs</li> <li>Referrals for accelerated educational programs for diploma/GED</li> <li>Ongoing support re: healthy relationships/permanent connections</li> <li>Referrals to appropriate community resources/programs</li> </ul>
<b>Emerging Adults 21.1%</b>	<ul style="list-style-type: none"> <li>Most likely to live with family or friends</li> <li>Least likely to be homeless</li> <li>Least likely to be married</li> <li>Least likely to have a child</li> <li>Most likely to have strong social supports</li> <li>Likely to have finished high school and have at least some college</li> <li>High rate of employment</li> <li>Lowest rate of criminal convictions</li> <li>Over half are male</li> </ul>	<ul style="list-style-type: none"> <li>Life Skills/IL Issues/After Care group/individual counseling</li> <li>Support services to youth on stipends</li> <li>Ongoing support re: healthy relationships/permanent connections</li> <li>Support re: savings goals/budgeting/money management education</li> <li>Transition planning</li> <li>Referrals to MHUW for FUP and other housing programs</li> <li>Referrals for Workforce/WIOA</li> <li>Abstinence and birth control education</li> <li>Referrals to appropriate community resources</li> </ul>
<b>Troubled and Troubling 17.5%</b>	<ul style="list-style-type: none"> <li>Most likely to be homeless or experience residence mobility</li> <li>Half have children but not living with their children</li> <li>Lowest levels of social support</li> <li>Two-fifths have not finished high school</li> <li>Only one-tenth have some college</li> <li>Least likely to be currently employed</li> <li>High likelihood of conviction after age 18</li> <li>Most likely to be incarcerated or institutionalized</li> <li>Have mental health, substance abuse issues</li> <li>Highest rate of victimization</li> </ul>	<ul style="list-style-type: none"> <li>Weekly Life Skills and/or After Care Support Group/individual counseling</li> <li>Verification they have active FFC Medicaid</li> <li>Referrals and support to connect to Community Reach Center or other mental health agencies, substance abuse programs and other community resources</li> <li>Support/incentives to complete an educational goal</li> <li>Referrals to Workforce &amp; Business Center/WIOA</li> <li>FUP referrals to MHUW, VOA and other housing programs</li> <li>If After Care, funding for application fees/deposits/ household items/furniture/food/utilities, when our</li> </ul>

	<ul style="list-style-type: none"> <li>• Mostly male</li> </ul>	<ul style="list-style-type: none"> <li>• budget allows</li> <li>• Assistance with interview clothing, uniforms and transportation costs for employment, when our budget allows</li> <li>• Chafee support until age 21 on a voluntary basis</li> <li>• Socialization and Experiential Activities</li> <li>• Ongoing support re: healthy relationships/ permanent connections</li> <li>• Referrals to Dream Makers and Colorado Teen Project</li> <li>• Referrals to appropriate community resources</li> </ul>
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## 5. Youth Involvement in Agency Improvement Planning Efforts

- A. Describe how the following positive youth development principles will be incorporated into the program.

<ul style="list-style-type: none"> <li>• <i><u>Strengths-based</u> - Taking a holistic approach that focuses on the inherent strengths of an individual, family or community, then building upon them.</i></li> <li>• <i><u>Inclusive</u> - Addressing the needs of all youth by ensuring that our approach is culturally responsive.</i></li> <li>• <i><u>Engaging youth as partners</u> - Ensuring the intentional, meaningful, and sustained involvement of youth as equitable partners in the programs, practices, and policies that seek to impact them.</i></li> <li>• <i><u>Collaborative</u> - Creating meaningful partnerships within and across sectors to effectively align our work.</i></li> <li>• <i><u>Sustainable</u> - Addressing long-term planning through funding, training, capacity building, professional development, and evaluation in order to ensure ongoing support and engagement of youth.</i></li> </ul>
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- Our program is very youth focused, relying on relationships of mutual respect with our clients. We believe they are their own best advocates and provide them with opportunities to be heard. Some youth have expressed that it feels like they are finally being listened to and taken seriously.
- While we want to encourage youth to “dream big”, we also realize there is often a need for a reality check. We work with youth to set attainable, realistic goals that are reflective of their strengths and abilities.
- At the time of the first meeting with a new client, each youth is given a pamphlet on goal setting and a calendar to encourage them to start their own planning process and take more responsibility for their own appointments and schedules.
- After youth are assessed and after the assessment has been scored, the Chafee worker uses that assessment to help the youth develop a plan based on their strengths and needs. The Chafee worker meets with the youth in person to develop a plan around their goals and the services to be provided to help them make progress in achieving those goals. The youth and Chafee worker define specific goals and service provision in regard to education, employment, savings, enhancing daily life skills, planning for their first independent living arrangement, etc. When possible, other members of their team including their caseworker, provider, GAL, CASA, etc. are invited to participate in the meeting to make sure the professionals supporting the youth understand the youth’s goals and the immediate plan to achieve them. Although we are open to taking the opinions of all parties into consideration, it is ultimately the youths’ plan and we encourage

them to advocate for themselves throughout their time in care. The plan can be changed at any time and is updated if a goal changes significantly.

- Adams County Chafee is involved with the development of a metro-wide youth advisory board that has since been named the Metro Youth Alliance (MYA). We have had two youth involved in the process, however, school and work schedules have affected their ability to participate regularly. The Youth Advisory Board Coordinator has presented at Life Skills Group to inform youth about MYA and invite them to participate. We continue to recruit interested youth for the continued development of MYA and participation in activities.
- Youth in the Chafee program are often utilized at speaking events as they can provide a great deal of insight to professionals through their experiences. Youth who are over 21 but are appropriate for a speaking engagement may be contracted with for events through a Scope of Work agreement. Youth who speak at engagements or on youth panels are always compensated for their time.
- Many of the additions to our group curriculum have been the result of suggestions from youth. This year we implemented a client survey and are compiling data and feedback to improve programming.

- B. If the program has an established youth advisory board, describe the types of activities the board may engage in during the funding period. Include a description of how youth leaders will be compensated for their expertise, time, and performance (e.g. targeted stipends, recognitions, etc.).

ACHSD/Chafee does not currently have a Youth Advisory Board (YAB) as it was moved to another agency several years ago and has since disbanded. In early 2016, several of the metro counties began to discuss forming a collaborative board as we were all having difficulty sustaining youth boards at the local level. We have been very involved in the development of the Metro Youth Alliance (MYA), a youth board comprised of youth and adults from Adams, Arapahoe, Denver, Douglas and Jefferson Counties, Lookout Mountain Youth Services and several non-profit and/or social services agencies. MYA is supported by CDHS and Casey Family Programs, and Shiloh House acts as the fiscal manager. Since the project began, a project coordinator and youth coordinator have been hired. We have previously had two youth involved in the development of MYA (one is now in college and one is now a professional who is still involved), but we hope to have other interested youth become active participants on the board or in activities.

As we do not have a formal YAB in Adams County, we utilize current and former program youth for individual speaking engagements and youth panels, and we compensate them for their time. A Scope of Work is completed for speakers over age 21.

- C. Describe how youth have contributed to the development of this plan.

In 2015, we conducted an informal survey of 14 of our youth, but they could not identify any specific topics or issues we should change. They did express an interest in doing some fundraising for other programs or volunteering. As one of the Chafee workers was out on extended medical leave in 2017 we were unable to pursue this, however, we will continue to look for opportunities that might be a good fit with our youth. In 2016, we implemented a new youth survey to try to get feedback and ideas to update and improve services. We continue to make adjustments to the survey to make it user friendly whether they complete it on hard copy or electronically. In particular, we ask youth who have completed the Life Skills group curriculum to complete the survey so we can determine if our programming is relevant and current. We continue to compile responses and feedback that we use in our programming. When possible, we bring back former program clients to

facilitate groups on topics they have first-hand experiences with, such as Job Corps, financial planning,

- D. Describe how the program will engage youth in future County and Chafee program planning, service development, and evaluation.

We encourage youth to bring us ideas for new groups, activities and learning experiences. Our group curriculum is longer than many other Chafee programs as we have added youth-driven or youth-suggested groups. One of our goals for 2015-16 was to develop a youth survey to allow for anonymous input about our programming. To date, all youth who have completed the survey have chosen to identify themselves and the feedback has been positive. We continue to refine the survey to make it user friendly and will be looking for patterns in the responses over time to identify areas that could be improved. As always, youth will continue to be recruited for speaking engagements, group presentations and additionally this year, the Metro Youth Alliance.

## 6. Training and Program Support

- A. Describe the training needs of staff in your program, ways in which your county will help staff develop skills to more effectively work with youth and young adults, and gaps in training opportunities offered through the Child Welfare Academy and in the community.

All casework and Chafee staff are required to complete 40 hours of state approved, job related training each year. These trainings may be offered through the agency, county, CDHS, national programs and/or local resources. We are always an available resource for caseworkers and providers when they are looking for information or ideas in their work with adolescents. For the past several years, ACHSD has developed and held a local conference for child welfare employees with workshops that address issues we deal with in day to day case management. The YIT supervisors offer adolescent training to new workers, CASA, foster parents, and on call workers. The Chafee workers offer Casey Life Skills Assessment training on an ongoing or as needed basis. In addition, we provide support to workers through assistance with setting up accounts, providing an instruction sheet and technical assistance. With the changes to Volume VII that requiring IL services for foster youth beginning at age 14, new staff involved in managing Ongoing child protection cases will need initial training specific to creation of ILP's with youth. These trainings can be accessed through CWTA or through inter-agency trainings. Our YIT teams provide ILP training on a regular basis to ensure all agency staff can create a substantive ILP with their youth. Staff can attend whenever needed to ensure they remain competent in the development of ILP's. Chafee staff are often asked to assist Ongoing workers with ILP's if a training is not available.

## 7. Program Reporting

- A. Describe in bulleted detail how your county will engage foster parents and caseworkers to ensure full documentation of all independent living skill activities in Trails.
- Professionals and providers involved in a youth's case may be tasked to complete IL activities with the youth. They will report back when activities are completed and workers will enter them into Trails as a specific IL activity.
  - The Trails IL tab will need to be updated monthly by the caseworker

- Chafee workers will continue to update the Chafee group/activity window to reflect IL activities and contacts, including BLS cases
  - IL plans may also be reviewed during Family Team Meetings
- B. Describe ways in which your county and program will support efforts to contact youth participating in National Youth in Transition Database surveys (Colorado Youth Experience Surveys).
- Ongoing education of staff within ACHSD
  - Workers must ensure Trails records are complete with addresses, phone numbers and emails of youth and anyone who may stay in contact with them
  - Educate 17 year old baseline youth about the NYTD surveys so they are aware they will be asked to complete them again at 19 and 21
  - NYTD posters have traditionally been hung on bulletin boards throughout the CFC building and at our Workforce and Business Center as reminders for caseworkers and NYTD youth. As we are moving to a new building, we will request permission to hang them in areas where youth and youth-serving staff will see them.
  - Chafee assists with contacting caseworkers and supervisors to ensure pending surveys are being completed
  - Chafee communicates with CDHS regarding issues with surveys and updated youth contact information
  - Encourage youth to be “Facebook Friends” with YIT and/or Chafee following closure so we can contact them

<b>CHAFEE FOSTER CARE INDEPENDENCE PROGRAM REGIONAL MEMORANDUM OF UNDERSTANDING</b>
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Date: N/A

This Memorandum of Understanding (MOU) is between County (Host County) and County (Partnering County) regarding the provision of Chafee program services.

This MOU is entered into in order to clarify and define the roles and responsibilities for each County (listed above) in order to meet the requirements of the Chafee Foster Care Independence Program (CFCIP) regarding Regional County agreements for service delivery to CFCIP participants.

It is the intent that by entering into this agreement that County (Host County) and County (Partnering County) mutually agree to adhere to State rules and Federal statutes and policies that apply to CFCIP.

General Provisions:

1. It is expected that the Directors (or Director's designee) from both the Host County and the Partnering County sign this MOU.
2. It is expected that both Counties entering this agreement shall be responsible to communicate and coordinate with each other regarding case referral and to provide each other with pertinent information regarding the child and any other issues deemed necessary for effective and constructive service delivery.
3. The Host County shall be responsible for Trails documentation.
4. The Host County is responsible for providing funds for a Chafee participant being served by the Host County.
5. The Host County shall be responsible for documenting and tracking the Chafee funds disbursed and such funds shall be reflected in the Host County's annual reporting.
6. The Host County shall be responsible for expending funds per CFCIP and Federal guidelines, documentation of expenditures and reporting the annual expenditures in annual reports.
7. The Host County shall be responsible for compiling the annual individual data reports and submit them to the CFCIP Program Coordinator.
8. The writing and revision of Youth Transition Plans shall include the Chafee participant; care providers, and both the Host County and the Partnering County.
9. The Host County will agree to update the partnering County by use of Trails entry.
10. The Host County will provide any Chafee services determined necessary by the initial assessment in accordance with CFCIP regulations.
11. The Host County is responsible for initial follow up reports.
12. The Host County will inform the Partnering County of case closure through written documentation and will close the Independent Living case in Trails.
13. The Host County is responsible for providing a copy of the annual County Collaborative Chafee Plan to the Partnering County upon plan approval and ensures that expenditures are allowable costs.

Specific Provisions:

1. Please list specific services to be provided by the Host County:



2. Financial agreements: The Host County receives a total regional award of \$        for the County Collaborative Chafee Plan submitted by the Host and Partnering Counties to the Division of Child Welfare. This award includes an amount of \$        available for Chafee services to be provided to Chafee eligible youth from the Partnering County and for which referral is made to the Host County by the Partnering County requesting services. Any funds not expended by August 31st shall be expended at the discretion of the Host County.

Chafee funds shall be used in accordance with Federal guidelines in Public Law 106-169 and 2 C.F.R. Part 200, and per federal statute Title IV-E of the Social Security Act at Section 477.

Signatures:

County, Host Collaborative County

_____	Director (or Director's designee)
_____	Administrator
_____	Chafee Supervisor
_____	Chafee Caseworker

County, Partner Collaborative County

_____	Director (or Director's designee)
_____	Administrator
_____	Chafee Supervisor
_____	Chafee Caseworker

## CHAFEE FOSTER CARE INDEPENDENCE PROGRAM PLAN ABOUT THE AWARD AND SUB-RECIPIENT DETERMINATION

Per the Uniform Administrative Requirements for grants and agreements at 2 CFR Part 200, DCW is required to notify funding recipients about the source of federal funds and about whether the recipient is considered a vendor or a sub-recipient of those federal funds. County recipients of Chafee Independent Living Awards are considered **sub-recipients** and are subject to the provisions of 45 CFR Part 92 and the Uniform Administrative Requirements of 2 CFR Part 200 (formerly OMB Circulars A-87, A-122, and A-133).

### About the Award:

Federal Award Identification Number:	CAN - 2017G994415	Federal Award Date:	October 1, 2016 - September 30, 2018
Federal Award CFDA #:	93.674	Total Amount of Federal Award:	\$1,715,070
Awarding Agency:	US Department of Health and Human Services, Administration for Children & Families	Pass-through Entity:	Colorado Department of Human Services, Division of Child Welfare
Award Description:	John H. Chafee Foster Care Independence (Chafee ILP) Program under Title IV-E of the Social Security Act (42 U.S.C. 677 et. Seq.).		
Awarding Agency Contact Information:	Derek Blake, Chafee Program Coordinator 303-866-5995 / <a href="mailto:Derek.Blake@State.co.us">Derek.Blake@State.co.us</a>		
Indirect cost rate for the Federal award (including if the de minimis rate is charged per 2 CFR §200.414 Indirect (F&A) costs).	CDHS uses an actual cost allocation model to assess indirect costs. The budget exhibit outlines any indirect costs assumed by the sub-recipient. 0% of this award is R&D.		

The tentative Federal Fiscal Year 2018 award for each county is shown in Attachment 1. This is for planning purposes only, and should be treated as an estimate. Only county programs that received CFCIP funds in FFY 2017 are listed. The actual award may increase or decrease.

**CHAFEE FOSTER CARE INDEPENDENCE PROGRAM PLAN  
FINANCIAL PRE-AWARD QUESTIONNAIRE**

Per 2 CFR Part 200, effective July 1, 2015, DCW is also required to conduct a financial risk assessment for all sub-recipients prior to awarding grant funds. Counties must complete and submit this financial pre-award questionnaire and submit it along with their county plan.

Name of organization: Adams County Human Services Department

Name and title of person completing this form: Nick Beston, Senior Accountant

- 1) Please complete the following table (adding lines as necessary) or attach your own document detailing your organization's current sources of funding for services for the Chafee-eligible population (including CDHS grants). Provide the funding agency, the program name, the types of funds (i.e., Federal, State, local, private, etc.), and the contract/award budget amount:

Grantor Agency	Type of Funds	Program	Contract/Award Budget Amount	Contract/Award Period
CDHS	Federal	Chafee Foster Care Independence Program	\$127,008.00	10/1/16 - 9/30/17
				-
				-
				-

- 2) Describe your experience managing similar awards. You may use the table below as needed.

Program Name	Program Dates	Program Description	Granting Agency	Amount
Child Welfare Block Allocation	1/2014-Current	Children, Youth & Family Services placement costs, staff payroll, case services, special circumstances daycare, etc.	CDHS	\$36.4 Million
Core Services	1/2014-Current	Funding for Mental Health, Substance Abuse, Life Skills, Home Based Services, Day Treatment, etc. for Child Welfare clients	CDHS	\$5.1 Million
LEAP	1/2014-Current	Low Income Energy Assistance for Adams County Residents	CDHS	\$417,000
PSSF	1/2014-Current	Promoting Safe & Stable Families	CDHS	\$200,000

- 3) For the accounting/fiscal FTE assigned to this project, provide their name, title, and how long they have worked for your organization in their current role. Identify the person that is in charge of maintaining your accounting and financial records for this project and provide a brief description of their accounting experience and qualifications. Identify any new accounting personnel assigned to this project within the previous 12 months, and whether any of your accounting systems have changed within the previous 12 months. Nick Beston, Senior Accountant Human Services Finance as of January 2014. I have been a part of the Human Services Finance Teams since September 2008. I started at Otero County as a Child Welfare and Child Support Bookkeeper and worked there for 2 years. I then moved to Arapahoe County and was an Accountant at varying levels for 3 and a half year. I then came to Adams County in January 2014 and have been in my role since then. We have not had any changes in the accounting system in the last 12 months.

- 4) Does your organization receive an annual financial statement audit under:
- The Single Audit Act/OMB Circular A-133 (Government Auditing Standards) YES OR
  - Generally Accepted Auditing Standards (GAAS) \_\_\_\_\_
  - Click [here](#) for more information on audit requirements for sub-recipients.

If yes, please provide a copy (electronic preferred) or link to your most recent audit report and STOP HERE AND SIGN/DATE BELOW.

IF NO, PLEASE ANSWER ALL THE REMAINING QUESTIONS AND SIGN/DATE BELOW.

Link to 2016 Comprehensive Annual Financial Report:

<http://www.adcogov.org/sites/default/files/2016-CAFR.pdf>

- 5) Are your organization's financial records maintained in accordance with Generally Accepted Accounting Principles (GAAP)? \_\_\_\_\_
- 6) Are accounting records supported by original documentation specific to contracting with your vendors? \_\_\_\_\_
- 7) What controls are followed to ensure all of the following:
- a) The reasonableness of cost;  
\_\_\_\_\_
  - b) The allowability of costs;  
\_\_\_\_\_
  - c) The allocability of costs to a contract?  
\_\_\_\_\_
- 8) Do you have available accounting policies and procedures to review? If not, please describe your organization's overall fiscal controls and structure to sufficiently;
- a) Permit the preparation of financial statements;  
\_\_\_\_\_
  - b) Allow the organization's staff, in the normal course of performing their assigned functions, to prevent or detect misstatements in financial reporting or the loss of assets in a timely manner;  
\_\_\_\_\_
  - c) Compare the budget to actual expenditures.  
\_\_\_\_\_

Please Sign and Date Below:



Signature

7/22/16

Date

**CHAFEE FOSTER CARE INDEPENDENCE PROGRAM PLAN  
BUDGET AND BUDGET JUSTIFICATION FORM INSTRUCTIONS**

**Introduction**

All counties who submit a plan are required to submit a plan budget and budget justification using the attached budget form. This form is the same as last year application but see additional information below:

1. *The Division of Child Welfare (DCW) has estimated county awards for federal fiscal year (FFY)18.*

Counties should use the tentative FFY18 county awards table to formulate their budget for FFY18.

2. *The budget categories and level of justification required are more closely aligned with standard federal grant budget categories and justification requirements.*

The budget and justification breaks out personnel, supplies and operating, travel, and indirect expenditures from the standard Chafee activities. Accordingly, please use the budget form to describe how the categorical costs are derived. In the "description" field discuss the necessity, reasonableness, and allocation of the proposed costs. Calculations should include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated.

For example: Telephone costs. Average cost is \$40 per month per staff. Two 0.5 FTE staff are assigned for 12 months.  $\$40 \times 2 \times 12 \times 0.5 = \$480$ .

3. *DCW is requesting additional information about the unmet needs for serving the Chafee population.*

In addition to knowing the planned use for your Chafee award, DCW is interested in knowing the actual total cost of serving the Chafee-eligible population, above and beyond what the CFCIP grant is able to cover. Please include all of the costs of serving the Chafee population, and indicate in the appropriate column whether that cost is traditionally covered by Chafee or by another county funding source. DCW will not assume that the non-Chafee costs are match for the CFCIP.

Please use the following categories and guidelines for preparing the budget and budget justification form. If applicable, please review the guidance under 'Host Counties'. This form was designed to make automatic calculations. However, it is your responsibility to DOUBLE CHECK ALL CALCULATIONS to ensure accuracy before submitting your final application.

**Personnel - CFMS - Program Code E010, Function Code 2850**

Description: Costs of employee salaries/wages and benefits. If CFCIP is not funding 100% of the cost, please provide information about the other funding sources you are using, and whether those are a part of your CFCIP match.

Justification: Indicate information for each employee for whom CFCIP funding is proposed in whole or in part. For each staff person, provide their: title, monthly salary/wages/rates, monthly fringe/benefits costs, time commitment to the project as a percentage or full-time equivalent, and time commitment to the project in months. Do not include the costs of consultants or personnel costs of delegate agencies, unless otherwise indicated.

If CFCIP is not funding 100% of the position, please provide information about the other funding sources you are using.

Example personnel line items include:

Chafee Coordinator: Direct program time associated with providing leadership to the program.  
Adolescent caseworker\*:

Administrative staff: Administrative support positions such as a receptionist, administrative assistant or program assistant, general clerical help, temporary help, etc.

\*In order for Colorado to access Federal IV-E Independent Living Funds, there is a required match. To meet the match requirement, code adolescent caseworkers currently reported in CFMS as an 80/20 Child Welfare County Administrative Services (Program Code 3200, Function Code 1210; to Program Code E050, Function Code 2875).

#### **Supplies & Operating - CFMS - Program Code E010, Function Code 2850**

Description: Costs of operating the program and of tangible personal property other than that included in the "Other" or "Indirect" categories. Such costs, where applicable and appropriate, may include but are not limited to: insurance, food, space and equipment rentals, printing and publication, computer use, training costs such as tuition and stipends, staff development costs, and administrative costs. This used to be included in the 'Personnel' budget category, which distorted budget projections for personnel. If CFCIP is not funding 100% of the cost, please provide information about the other funding sources you are using, and whether those are a part of your CFCIP match.

Justification: Specify general categories of supplies and operating expenses. Show computations and provide other information that supports the amount requested.

#### **Travel - CFMS - Program Code E010, Function Code 2850**

Description: Costs of employee's project-related travel (This item does not include costs of consultant travel). This used to be included in the 'Personnel' budget category, which distorted budget projections for personnel. If CFCIP is not funding 100% of the cost, please provide information about the other funding sources you are using, and whether those are a part of your CFCIP match.

Justification: For each type of trip show: the purpose, the duration, per diem, mileage allowances, and other transportation costs and subsistence allowances.

#### **Room and Board Reimbursement - CFMS - Program Code E010, Function Code 2810**

Description: Reimbursement for room and board is available to young adults, ages 18-21, who emancipated from foster care on or after their 18th birthday. Room and board is defined as rent, rental deposits, furniture, and household start-up items. No more than 30% of your total award may be spent for room and board. If CFCIP is not funding 100% of the cost, please provide information about the other funding sources you are using, and whether those are a part of your CFCIP match.

Justification: Indicate the number of young adults for whom reimbursement is to be provided, the estimated rate of reimbursement, the quantity, and the percent that will be billed to Chafee. If CFCIP is not funding 100% of the cost, please provide information about the other funding sources you are using, and whether those are a part of your CFCIP match.

#### **Purchase of Service Contracts - CFMS - Program Code E010, Function Code 2850**

Description: Indicate information for each specific provider from whom CFCIP services are proposed to be purchased. The definition of 'purchase of service contracts' is found in 12 CCR 2509-1 ([Volume 7.607](#)). If CFCIP is not funding 100% of the cost, please provide information about the other funding sources you are using, and whether those are a part of your CFCIP match.

Justification: The justification shall include the provider's name, the description of services provided, the rate of services, the quantity of services, and the percent of the cost assigned to Chafee. The description field shall describe the solicitation method for all known or anticipated purchase of service contracts greater than \$10,000.

#### **Youth Direct Service - CFMS - Program Code E010, Function Code 2850**

**Description:** Youth Direct Services shall be used according to federal guidelines as incentives for completing goals in the plan for transition to independent living. It should include other expenditures that will assist Chafee youth to emancipate; and, when no other funding sources exist. This may not be used for Room and Board. If CFCIP is not funding 100% of the cost, please provide information about the other funding sources you are using, and whether those are a part of your CFCIP match.

**Justification:** The justification shall include the provider's name, the description of services provided, the rate of services, the quantity of services, and the percent of the cost assigned to Chafee.

#### **Host County/Other - CFMS - Program Code E010, Function Code 2810**

**Description:** If you are a host county or the fiscal agent for a county, provide details for how much is being requested for each hosted county, including a description of the services offered and details about the calculation methodology.

Also, use this section to indicate any other types of services your CFCIP program will provide. If CFCIP is not funding 100% of the cost, please provide information about the other funding sources you are using, and whether those are a part of your CFCIP match.

**Justification:** Provide computations, a narrative description and a justification for each cost under this category.

#### **Indirect Charges**

**Description:** Indirect costs are those that have been incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved. After direct costs have been determined and assigned directly to Federal awards and other activities as appropriate, indirect costs are those remaining to be allocated to benefitted cost objectives. A cost may not be allocated to a Federal award as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to a Federal award as a direct cost.

**Justification:** Describe your indirect rate or allocation methodology, including whether that methodology has been approved by the Federal government and whether it has changed with the introduction of 2. CFR Part 200, Appendix VII (Uniform Administrative Guidance for Grants and Cooperative Agreements, States and Local Government Indirect Cost Proposals).

#### **Match**

Additionally, in order for Colorado to access Federal IV-E Independent Living Funds, there is a required match. To meet the match requirement, code adolescent caseworkers currently reported in CFMS as an 80/20 Child Welfare County Administrative Services (Program Code 3200, Function Code 1210; to Program Code E050, Function Code 2875).



**UPDATED ALLOCATION INFORMATION RECEIVED 9/11/17**

**From:** Chris Kline  
**Sent:** Monday, September 11, 2017 4:13 PM  
**To:** Jan L. James; Brian P. Kenna; Tony Prete  
**Subject:** FW: Updated Tentative Chafee Allocation for FFY18

FYI...



**Chris Kline**

Director, Human Services Department  
ADAMS COUNTY, COLORADO  
7190 Colorado Blvd.  
Commerce City, CO 80022  
o: 303.227.2100 | [ckline@adcogov.org](mailto:ckline@adcogov.org)  
[www.adcogov.org](http://www.adcogov.org)

**From:** Blake - CDHS, Derek [<mailto:derek.blake@state.co.us>]  
**Sent:** Monday, September 11, 2017 3:25 PM  
**To:** Chris Kline  
**Subject:** Updated Tentative Chafee Allocation for FFY18

Dear Director Kline,

Since the Informational Memo was released on August 30, 2017 with the Chafee Annual Plan template and tentative budget amounts there have been ongoing conversations regarding the funding methodology. We are grateful to the counties for sharing their feedback to make implementation of the new methodology more successful.

The Division of Child Welfare (DCW) has incorporated county feedback into the methodology to calculate county allocations. The updated version calculates according to the average youth served in the past three federal fiscal years (FFY). To mitigate extreme cuts to any program, the methodology applies a 15% floor on reductions. A 15% floor was needed in order to overcome the 6.3% federal reduction in funding and make a meaningful move towards implementation of a more equitable funding methodology. This funding methodology with the county feedback was presented to the Finance Sub-PAC on 9/7/17 and to the Child Welfare Allocation Committee (CWAC) on 9/8/17. Since this funding methodology is based on the number of youth served by each program, it is imperative that the county staff (or contractors) ensure that all the youth who have been served by Chafee for the past three years have an Independent Living case entered into Trails.

Below is your updated tentative allocation amount. The amount is tentative because the calculations take into consideration youth who have been served in this current FFY, and those numbers won't be finalized until September 30, 2017. Counties also have until September 30, 2017 to ensure all youth served by Chafee in the past three federal fiscal years have Independent Living cases Trails. *The amounts below may go up or down depending on last minute data entry.* **A formal allocation letter will follow once the final numbers are known.**

The average number of youth served that was used in the allocation calculation is also included.



**UPDATED ALLOCATION INFORMATION RECEIVED 9/11/17**

Due to the changes to the allocation amount, extensions will be granted to county programs for the annual plan. If your county program needs additional time, I will be happy to coordinate a new due date.

FFY18 Tentative Allocation amount:

County Program	Average Youth Served Annually from FFY 15-17	Updated Tentative Allocation
Adams	80	\$114,921

Please feel free to contact myself or my supervisor (Trevor Williams - 303-866-4539 - [trevor.williams@state.co.us](mailto:trevor.williams@state.co.us)) if you have questions or concerns.

Best,

Derek Blake, MSW, LAC  
Chafee Program Coordinator  
P [303-866-5995](tel:303-866-5995) | F [303-866-5563](tel:303-866-5563)  
1575 Sherman Street, Denver CO 80203  
[derek.blake@state.co.us](mailto:derek.blake@state.co.us) | [www.colorado.gov/CDHS/cw](http://www.colorado.gov/CDHS/cw)



**COLORADO**

Office of Children,  
Youth & Families

Division of Child Welfare

\*\*\*\*\*

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# CHAFEE FOSTER CARE INDEPENDENCE PROGRAM PLAN

## Attachment 1

### PROJECTED FEDERAL FISCAL YEAR 2017 COUNTY FUNDING TABLE

Received  
8/31/17

County	Amount
Adams	\$135,288
Alamosa	\$14,709
Arapahoe	\$137,532
Boulder	\$65,952
Denver	\$195,781
Delta	\$4,771
El Paso	\$277,340
Elbert & Lincoln	\$980
Fremont	\$59,188
Garfield	\$2,941
Jefferson	\$93,845
La Plata	\$8,008
Larimer	\$92,227
Mesa	\$88,991
Montrose	\$13,528
Pueblo	\$106,539
Weld	\$51,776
Broomfield	\$13,528
Balance of State	\$10,000
<b>TOTAL</b>	<b>\$1,373,065</b>

These funding amounts are tentative and shall be treated as an estimate for budgeting purposes only. If your county is not listed, you do not need to complete a plan unless you would like to apply for CFCIP funds for FFY18.

If you have a need for Chafee funds but do not wish to apply for full funding, please review the Balance of State application process which can be found in the Informational Memorandum titled *Chafee Foster Care Independence Program (CFCIP) 2017-2018 Planning Package Due on September 15, 2017* (IM-CW\_2017-xxxx). The memo can be found on the Memo Website (<https://sites.google.com/a/state.co.us/cdhs-memo-series/home>).

**CHAFEE FOSTER CARE INDEPENDENCE PROGRAM PLAN  
FFY 2017-18 POPULATION TO BE SERVED FORM**

Projected No. Unaccompanied Youth to be served	Projected No. Youth with a Family To Be Served**	
Regional County:	<b>ADAMS</b>	<b>Chafee-Eligible Populations:</b>
0	65	1) Youth, age 14 to 17, currently in out-of-home care and who have been in out-of-home care a minimum of 6 months, consecutive months not required.
0	5	2) Youth, age 17-21 currently in out-of-home care, 6 months not required.
0	2	3) Youth, age 16-21, who entered Adoption Assistance on or after age 16.
0	1	4) Youth, age 16-21, who entered Relative Guardianship Assistance on or after age 16.
0	22	5) Young adults, age 18-21, who are no longer in out-of-home care and who were in out-of-home care on their 18th birthday.
0	5	6) Youth, age 14-21, who meet community placement requirements for the Division of Youth Corrections, and were in community placement for a minimum of 6 months, consecutive months not required; or, were in community placement (Title IV-E paid placement that is in an unlocked facility) on their 18th birthday.
Regional County:		
		1) Youth, age 14 to 17, currently in out-of-home care and who have been in out-of-home care a minimum of 6 months, consecutive months not required.
		2) Youth, age 17-21 currently in out-of-home care, 6 months not required.
		3) Youth, age 16-21, who entered Adoption Assistance on or after age 16.
		4) Youth, age 16-21, who entered Relative Guardianship Assistance on or after age 16.
		5) Young adults, age 18-21, who are no longer in out-of-home care and who were in out-of-home care on their 18th birthday.
		6) Youth, age 14-21, who meet community placement requirements for the Division of Youth Corrections, and were in community placement for a minimum of 6 months, consecutive months not required; or, were in community placement (Title IV-E paid placement that is in an unlocked facility) on their 18th birthday.
Regional County:		
		1) Youth, age 14 to 17, currently in out-of-home care and who have been in out-of-home
		2) Youth, age 17-21 currently in out-of-home care, 6 months not required.
		3) Youth, age 16-21, who entered Adoption Assistance on or after age 16.
		4) Youth, age 16-21, who entered Relative Guardianship Assistance on or after age 16.
		5) Young adults, age 18-21, who are no longer in out-of-home care and who were in out-of-home care on their 18th birthday.
		6) Youth, age 14-21, who meet community placement requirements for the Division of Youth Corrections, and were in community placement for a minimum of 6 months, consecutive months not required; or, were in community placement (Title IV-E paid placement that is in an unlocked facility) on their 18th birthday.
<b>0</b>	<b>100</b>	<b>TOTALS</b>

\*NOTE 1: If you are part of a regional collaborative, please list all the counties for the regional collaborative, the projected total number of number of projected Chafee-eligible youth to be served for each county in the regional collaborative.

\*\*NOTE 2: An unaccompanied youth is a lone client. A youth in a family may be a youth accompanied by a family as defined by the youth. This may be a youth who is a pregnant and/or parenting teen, with a dependent child, dependent parent, in an adoption assistance or guardianship assistance agreement, etc. Only the Chafee-eligible youth receives the direct services benefit.

## CHAFEE FOSTER CARE INDEPENDENCE PROGRAM PLAN FFY 2017-18 BUDGET AND BUDGET JUSTIFICATION FORM

<b>County Name</b>	Susan Adams	<b>Program Contact Name, Title, Phone and Email</b>	Susan Adams/Chafee Program Coordinator/SCW IV 303-412-5082/smadams@adcogov.org
<b>Budget Period</b>	October 1, 2017- September 30, 2018	<b>Fiscal Contact Name, Title, Phone and Email</b>	Nick Beston/Senior Accountant 6291/Nbeston@adcogov.org 720-523-
<b>Project Name</b>	Chafee Foster Care Independent Living Program		

[illegible]

					\$0		\$0	
					\$0		\$0	
<b>Total Travel</b>					<b>\$1,030</b>		<b>\$0</b>	
<b>Room and Board Reimbursement – CFMS – Program Code E010, Function Code 2810</b>							<b>NOT COVERED BY CHAFEE*</b>	
Definition: Reimbursement for room and board is available to young adults, ages 18-21, who emancipated from foster care on or after their 18th birthday. Room and board is defined as rent, rental deposits, furniture, and household start-up items.								
<b>Provider Name</b>	<b>Description of Services/goods</b>	<b>Rate</b>	<b>Qty</b>	<b>% of cost assigned to Chafee</b>	<b>Total Direct CFCIP Cost</b>		<b>Other Funding</b>	<b>Description of other funding source</b>
rental property/landlord	Application fees, hold fees, deposits, furniture, household items, food, utility assistance, renter's insurance, etc.	\$2,000	5	100%	\$10,000		\$0	
					\$0		\$0	
					\$0		\$0	
					\$0		\$0	
					\$0		\$0	
					\$0		\$0	
					\$0		\$0	
					\$0		\$0	
					\$0		\$0	
					\$0		\$0	
<b>Total Room and Board</b>					<b>\$10,000</b>		<b>\$0</b>	
<b>Purchase of Service Contracts – CFMS – Program Code E010, Function Code 2850</b>							<b>NOT COVERED BY CHAFEE*</b>	
Indicate information for each specific provider from whom CFCIP services are proposed to be purchased.								
<b>Provider Name</b>	<b>Description of Services</b>	<b>Rate</b>	<b>Qty</b>	<b>% of cost assigned to Chafee</b>	<b>Total Direct CFCIP Cost</b>		<b>Other Funding</b>	<b>Description of other funding source</b>
Exempla West Pines Training Center	Yearly Challenge-by-Choice Ropes Course for 12-15 youth	\$900	1	100%	\$900		\$0	Funded by CW in June 2017 due to lack of funding
Medicine Horse	Yearly Equine Experience with abused/rescued horses	\$900	1	100%	\$900		\$0	Funded by CW in July 2017 due to lack of funding
					\$0		\$0	
					\$0		\$0	
					\$0		\$0	
					\$0		\$0	
					\$0		\$0	
					\$0		\$0	
					\$0		\$0	
					\$0		\$0	
<b>Total Purchase of Service Contracts</b>					<b>\$1,800</b>		<b>\$0</b>	
<b>YOUTH DIRECT SERVICE – CFMS – Program Code E010, Function Code 2810</b>							<b>NOT COVERED BY CHAFEE*</b>	
Definition: Youth Direct Services shall be used according to federal guidelines as incentives for completing goals in the plan for transition to independent living and for other expenditures that will assist Chafee youth to emancipate; and, when no other funding sources exist. This may not be used for Room and Board.								
<b>Provider Name</b>	<b>Description of Services</b>	<b>Rate</b>	<b>Qty</b>	<b>% of cost assigned to Chafee</b>	<b>Total Direct CFCIP Cost</b>		<b>Other Funding</b>	<b>Description of other funding source</b>
Youth Speaking Engagements	Utilizing current and former program youth to speak at events and on youth panels.	\$50	10	100%	\$500		\$0	
Incentive cards	Rewards for group completion, employment needs, education accomplishments, After Care group attendance, etc.	\$10	160	100%	\$1,600		\$0	
RTD tickets/passes	Transportation assistance for school, work, appointments, job search, apartments search, groups, etc.	\$10	80	100%	\$800		\$0	
Chafee Work Experience	We have had a long-running program at our agency where youth could have opportunities to build job skills by completing non-confidential projects.	\$10	20	100%	\$200		\$0	
miscellaneous	Driver's ed classes, car insurance, college fees, holiday celebrations, etc.	\$100	35	100%	\$3,500		\$0	
					\$0		\$0	
					\$0		\$0	
					\$0		\$0	
					\$0		\$0	
					\$0		\$0	
<b>Total Youth Direct</b>					<b>\$6,600</b>		<b>\$0</b>	
<b>HOST COUNTIES/ OTHER – CFMS – Program Code E010, Function Code 2810</b>							<b>NOT COVERED BY CHAFEE*</b>	
<b>Name</b>	<b>Description of Services</b>	<b>Rate</b>	<b>Qty</b>	<b>% of cost assigned to Chafee</b>	<b>FFY16 Total Requested</b>		<b>Other Funding</b>	<b>Description of other funding source</b>
N/A					\$0		\$0	
					\$0		\$0	
					\$0		\$0	
					\$0		\$0	

					\$0		\$0	
					\$0		\$0	
					\$0		\$0	
					\$0		\$0	
					\$0		\$0	
					\$0		\$0	
Total Host County/Other					\$0		\$0	
SUB-TOTAL BEFORE INDIRECT					\$114,921		\$94,776	
Indirect – CFMS – Program Code E010, Function Code 2810						NOT COVERED BY CHAFEE*		
Rate	Description				Amount		Other Funding	Description of other funding source
N/A					\$0		\$0	
					\$0		\$0	
					\$0		\$0	
Total Indirect					\$0		\$0	\$0
TOTAL					\$114,921		\$94,776	\$0

**Chafee Worker #1 Name: Susan Adams - 100% Chafee funded SCW IV position**

Key Tasks, Requirements, and Standards of Practice		Hrs/Week	Hrs/Month	Hrs/Year	% of Time
<b>1</b>	<b>Case Management and Support Services</b> Recommended full-time caseloads: <ul style="list-style-type: none"> <li>• Single County Metro, Suburban and Second City Programs - 20 youth <b>This position includes administrative functions and requires a smaller caseload</b></li> <li>• May include: review and assignment of referrals; assessment and IL planning; home, school, office and community visits with youth; weekly group scheduling and facilitation; educational and placement staffings; Youth Voice meetings; PRT's, FTM's; collateral contacts; Trails documentation of all contacts and activities</li> </ul>	30	120	1440	75%
<b>2</b>	<b>Reports</b> Program reporting requirements: <ul style="list-style-type: none"> <li>• Annual County Chafee Program Plan</li> <li>• Annual County Chafee Program Report</li> <li>• Monthly Wait-List Report, monthly Caseload Report, monthly CFMS Reconciliation, tracking of out of county referrals, weekly tracking of expenditures, updating Adco Chafee policy manual and Sex Trafficking Procedure for Adult Participants</li> </ul>	3	12	144	8%
<b>3</b>	<b>Technical Assistance</b> Training and technical assistance with caregivers, new Chafee workers, caseworkers, CASAs, Guardians ad Litem, and community partners. Casey Life Skills assessment training and support for case workers and providers. Individual/group IL Plan trainings with caseworkers. Supervision of case aide position.	1	4	48	3%
<b>4</b>	<b>Collaborative Services Development</b> Chafee program staff may engage in: Local collaborative service and resource development <ul style="list-style-type: none"> <li>• ACHSD committees/projects including IL housing development meetings, as needed</li> <li>• State Chafee program projects, committees and task groups as needed, including monthly Metro Youth Alliance meetings</li> </ul>	2	8	96	5%
<b>5</b>	<b>Program Evaluation</b> <ul style="list-style-type: none"> <li>• National Youth in Transition Database Youth Surveys (NYTD) •Youth feedback surveys to evaluate and update programming</li> <li>• County quality improvement efforts and program development (including young people and stakeholders)</li> </ul>	1	4	48	3%
<b>6</b>	<b>Continuing Education: Minimum 40 hours per year</b> <ul style="list-style-type: none"> <li>• Required Chafee/Adolescent Services Quarterlies (four full-day meetings annually) to receive training, updates, and to provide county input on program decisions.</li> <li>• Required minimum of 40 hours of training per year.</li> </ul>	1	4	48	3%
<b>7</b>	<b>Staff Support Time (e.g. annual leave, sick leave, holidays, etc.)</b>	2	8	96	5%
<b>Totals:</b>		<b>40</b>	<b>160</b>	<b>1920</b>	<b>100%</b>

**Chafee Worker #2 Name: Brenda Redding - 100% Child Welfare funded SCW III position**

Key Tasks, Requirements, and Standards of Practice		Hrs/Week	Hrs/Month	Hrs/Year	% of Time
<b>1</b>	<b>Case Management and Support Services</b> Recommended full-time caseloads: <ul style="list-style-type: none"> <li>• Single County Metro, Suburban and Second City Programs - 25 youth</li> <li>• May include: assessment and IL planning; home, school, office and community visits with youth; weekly group scheduling and facilitation; educational and placement staffings, Youth Voice meetings, PRT's, FTM's; collateral contacts; Trails documentation of all contacts and activities</li> </ul>	32	128	1536	80%
<b>2</b>	<b>Reports</b> Program reporting requirements: <ul style="list-style-type: none"> <li>• Monthly Caseload Report</li> <li>• Review and edit Annual County Chafee Plan Report and Program Report</li> <li>• Financial report monthly when case aide position is vacant</li> </ul>	1.5	6	72	4%
<b>3</b>	<b>Technical Assistance</b> Training and technical assistance with caregivers, new Chafee workers, caseworkers, CASAs, Guardians ad Litem, and community partners. Casey Life Skills assessment training and support for case workers and providers. IL Plan support for caseworkers.	1.5	6	72	4%
<b>4</b>	<b>Collaborative Services Development</b> Chafee program staff may engage in: <ul style="list-style-type: none"> <li>• Local collaborative service and resource development and outreach</li> <li>• ACHSD special committees/projects including IL housing development meetings</li> <li>• State Chafee program projects, committees and task groups, including: <ul style="list-style-type: none"> <li>o Chafee assessment review committee</li> </ul> </li> </ul>	1	4	48	3%
<b>5</b>	<b>Program Evaluation</b> <ul style="list-style-type: none"> <li>• National Youth in Transition Database Youth Surveys (NYTD). Agency education regarding NYTD and follow up to ensure surveys are completed</li> <li>• County quality improvement efforts (including young people and stakeholders)</li> </ul>	1	4	48	3%



<b>6</b>	<b>Continuing Education: Minimum 40 hours per year</b> • Required Chafee/Adolescent Services Quarterly (four full-day meetings annually) to receive training, updates, and to provide county input on program decisions. • Required minimum of 40 hours of training per year.	<b>1</b>	<b>4</b>	<b>48</b>	<b>3%</b>
<b>7</b>	<b>Staff Support Time (e.g. annual leave, sick leave, holidays, etc.)</b>	<b>2</b>	<b>8</b>	<b>96</b>	<b>5%</b>
<b>Totals:</b>		<b>40</b>	<b>160</b>	<b>1920</b>	<b>100%</b>

**Chafee Case Aide #3 Name: Julie Hegge - 100% Chafee funded part-time project designated Case Aide position**

<b>Key Tasks, Requirements, and Standards of Practice</b>		<b>Hrs/Week</b>	<b>Hrs/Month</b>	<b>Hrs/Year</b>	<b>% of Time</b>
<b>1</b>	<b>Support Services for Chafee Program</b> • May include: Support services to Chafee workers through Trails documentation; monthly tracking of incentive cards, bus tickets and household items; tracking of weekly incentive and storage unit inventory; assistance with group prep/facilitation; assist youth with college related applications and searches; assistance with youth apartment searches; general support for program	<b>24.75</b>	<b>99</b>	<b>1188</b>	<b>83%</b>
<b>2</b>	<b>Reports</b> • Weekly group ROC notes	<b>2</b>	<b>8</b>	<b>96</b>	<b>7%</b>
<b>3</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>4</b>	<b>Collaborative Services Development</b> Chafee program staff may engage in: • Metro Youth Alliance monthly meetings	<b>1</b>	<b>4</b>	<b>48</b>	<b>3%</b>
<b>5</b>	<b>Program Evaluation</b> • Compile data from youth program surveys	<b>1.5</b>	<b>6</b>	<b>72</b>	<b>5%</b>
<b>6</b>	<b>Continuing Education: Minimum 20 hours per year</b> • Required minimum of 20 hours of training per year.	<b>0.5</b>	<b>2</b>	<b>24</b>	<b>2%</b>
<b>7</b>	<b>Staff Support Time (e.g. annual leave, sick leave, holidays, etc.)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Totals:</b>		<b>29.75</b>	<b>119</b>	<b>1428</b>	<b>100%</b>

**Chafee Worker #4 Name: N/A**

<b>Key Tasks, Requirements, and Standards of Practice</b>		<b>Hrs/Week</b>	<b>Hrs/Month</b>	<b>Hrs/Year</b>	<b>% of Time</b>
<b>1</b>	<b>Case Management and Support Services</b> Recommended full-time caseloads: • Single County Metro, Suburban and Second City Programs - 25 youth • Rural and Regional Collaborative Programs – 15-20 youth	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
<b>2</b>	<b>Reports</b> Program reporting requirements: • Annual County Chafee Program Plan • Annual County Chafee Program Report • Monthly Wait-List Report	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
<b>3</b>	<b>Technical Assistance</b> Training and technical assistance with caregivers, new Chafee workers, caseworkers, CASAs, Guardians ad Litem, and community partners.	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
<b>4</b>	<b>Collaborative Services Development</b> Chafee program staff may engage in: • Local collaborative service and resource development • Local youth advisory board development and support • State Chafee program projects, committees and task groups, including: o Celebration of Educational Excellence Planning Team o Colorado 9 to 25 Youth Summit Planning Team o Colorado Youth Leadership Network o Chafee assessment review committee o Chafee program guidance development team	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
<b>5</b>	<b>Program Evaluation</b> • National Youth in Transition Database Youth Surveys (NYTD) • County quality improvement efforts (including young people and stakeholders)	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
<b>6</b>	<b>Continuing Education: Minimum 40 hours per year</b> • Required Chafee/Adolescent Services Quarterly (four full-day meetings annually) to receive training, updates, and to provide county input on program decisions. • Required minimum of 40 hours of training per year.	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
<b>7</b>	<b>Staff Support Time (e.g. annual leave, sick leave, holidays, etc.)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>
<b>Totals:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>