STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov

CDSS
WILL LIGHTBOURNE
DIRECTOR

EDMUND G. BROWN JR.
GOVERNOR

September 12, 2018

ALL COUNTY LETTER NO. 18-104

TO: ALL COUNTY WELFARE DIRECTORS
ALL CHIEF PROBATION OFFICERS
ALL INDEPENDENT LIVING PROGRAM MANAGERS
ALL INDEPENDENT LIVING PROGRAM COORDINATORS
ALL FOSTER CARE MANAGERS
ALL TITLE IV-E AGREEMENT TRIBES
ALL TRANSITIONAL HOUSING COORDINATORS

SUBJECT: ADDITIONAL CASE PLAN DOCUMENTATION FOR POSTSECONDARY EDUCATION SUPPORT

REFERENCES: SENATE BILL (SB) 12, SB 1023; EDUCATION CODE (EDC) 79220, 79221, 79226, 69516; WELFARE AND INSTITUTIONS CODE (W&IC) 16501.1

PURPOSE

The purpose of this All County Letter is to provide counties with guidance and case plan instructions regarding postsecondary education assistance created by the passing of Senate Bill (SB) 12, which became effective January 1, 2018. For the purpose of this letter, "youth" includes children who are 16 years of age or older and nonminor dependents.

BACKGROUND

On October 12, 2017, Senate Bill (Chapter 722) 12 was signed into law and went into effect on January 1, 2018. The passing of this bill focused on three main components:

- Expanded upon Senate Bill (SB) 1023, which created the Cooperating Agencies Foster Youth Education Support (CAFYES) Program, now known as NextUp, and authorized up to 10 Community College Districts (CCD) to provide services in support of postsecondary education for foster youth. The passage of SB 12 expanded the number of community college districts to up to 20 identified colleges. For more information on this program and associated colleges please visit CAFYES webpage at the Chancellor's Office. For colleges that are not listed under the CAFYES programs, please see Resources below for programs and services available in your area.

- Directed the California Student Aid Commission to work cooperatively with the California Department of Social Services to create an automated system for verification of foster youth status for federal financial aid.
- Additionally, for youth 16 years of age and older that express interest in pursuing postsecondary education, the case plan must identify an individual or individuals who will assist youth with applications for postsecondary education, including career and technical education, and related financial aid.

CASE PLAN DOCUMENTATION

Although youth may choose not to pursue postsecondary education, it is highly encouraged that postsecondary education is discussed with youth, consistent with the best interests of the youth, and that social workers provide guidance in the realm of postsecondary education. For best practices, social workers may encourage youth to use Child and Family Team meetings as a method to develop an appropriate plan for postsecondary education support. Unless a youth states that he or she is not interested in pursuing postsecondary education, it is essential that the case plan identify an adult individual or individuals who will assist the youth with applications for postsecondary education and related financial aid. The adult(s) identified may include child's high school counselor, Court Appointed Special Advocate, guardian, or any other appropriate adults.

Documentation of a Postsecondary Education Support Person(s) shall be identified in the youth's case plan in CWS/CMS (Attachment A), unless the youth states that postsecondary education will not be pursued. If at any point in the future a youth states that postsecondary education will be pursued, the case plan shall be updated to identify the Postsecondary Education Support Person in CWS/CMS. If the identified individual(s) is/are at any point no longer appropriate to serve as the Postsecondary Education Support Person(s), a new individual must be named in the case plan and documented in CWS/CMS.

RESOURCES FOR POST SECONDARY EDUCATION SUPPORT PERSON(S)

With the identification of a Postsecondary Education Support Person(s), the following resources will assist support person(s) when working with youth pursuing postsecondary education, including key dates and deadlines, campus support programs and key contracts, college and financial aid application deadlines for applying and attending, and to support youth to successfully enroll in and complete college.

- Assisting Youth Pursuing Post-Secondary Education: Key Dates & Deadlines for Applying & Attending
- The Financial Aid Guide for California Foster Youth
- Foster Youth Educational Planning Guide
- Case Management Check-In Guide: A Chronological Guide to Assist Case Managers Working with College Students
- Community College Career and Technical Education Programs
- California College Pathways Student Website

For questions regarding this letter, please contact the Transition Age Youth Policy Unit at (916) 651-7465 or TAYPolicy@dss.ca.gov or please visit our website at http://www.cdss.ca.gov/inforesources/Foster-Care.

Sincerely,

Original Document Signed By:

GREGORY E. ROSE
Deputy Director
Children and Family Services Division

Attachment

Attachment A

POSTSECONDARY EDUCATION SUPPORT PERSON DOCUMENTATION IN CWS/CMS

CREATING NEW COLLATERALS

CLIENT MANAGEMENT SECTION (Blue)

→ **Who are CWS/CMS Collaterals?**
- Individuals and agencies who provide support to clients and information about the case. They are people who have a unique relationship with a specific client or family.
- They are NOT a shared resource in CWS/CMS, which means that you do not have to search for them in order to attach them to a case. Examples of collaterals are child, advocates, grandparents
- In this case, the collateral that will be identified/created will be **a POSTSECONDARY EDUCATION SUPPORT PERSON** who includes the child's high school counselor, Court Appointed Special Advocate, guardian, or other skilled adult individuals

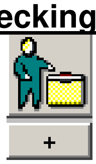
→ **How do I attach a Collateral to a specific client's CWS/CMS case?**
- Open the Collateral Notebook (Blue Section) to verify that the person is not already attached to the case.
- After creating a new Collateral, you can use the provider in a CWS/CMS notebook.

STEP 1

Client Management Section (Blue)

Before you create a new collateral, you should verify that the individual is not already attached to the case. This prevents the duplication of collaterals.

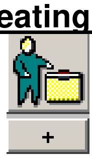
Checking to View If the Collateral Already Exists In a Case:

1)  Click to "Open Existing Collateral" Notebook.

2) Click on the appropriate client's name in the top grid and you will see the attached collateral for that person in the bottom of the grid.

a) If nothing appears in the bottom grid, no collaterals are attached to the highlighted client.

Creating a New Collateral:

3)  Click the [+] plus to "Create New Collateral" Notebook

4) Complete all three pages

a) ID Page

i) Name, Agency, Phone

b) Address Page

c) Related Clients Page: i) Tell CWS/CMS the relationship

ii) You can relate one collateral to multiple clients in the same case

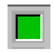
Once you have created the Collateral, they are automatically attached to the case and ready for you to use:

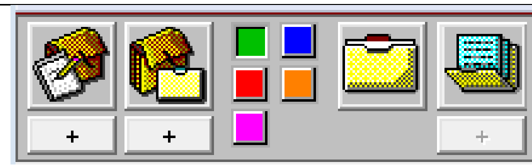
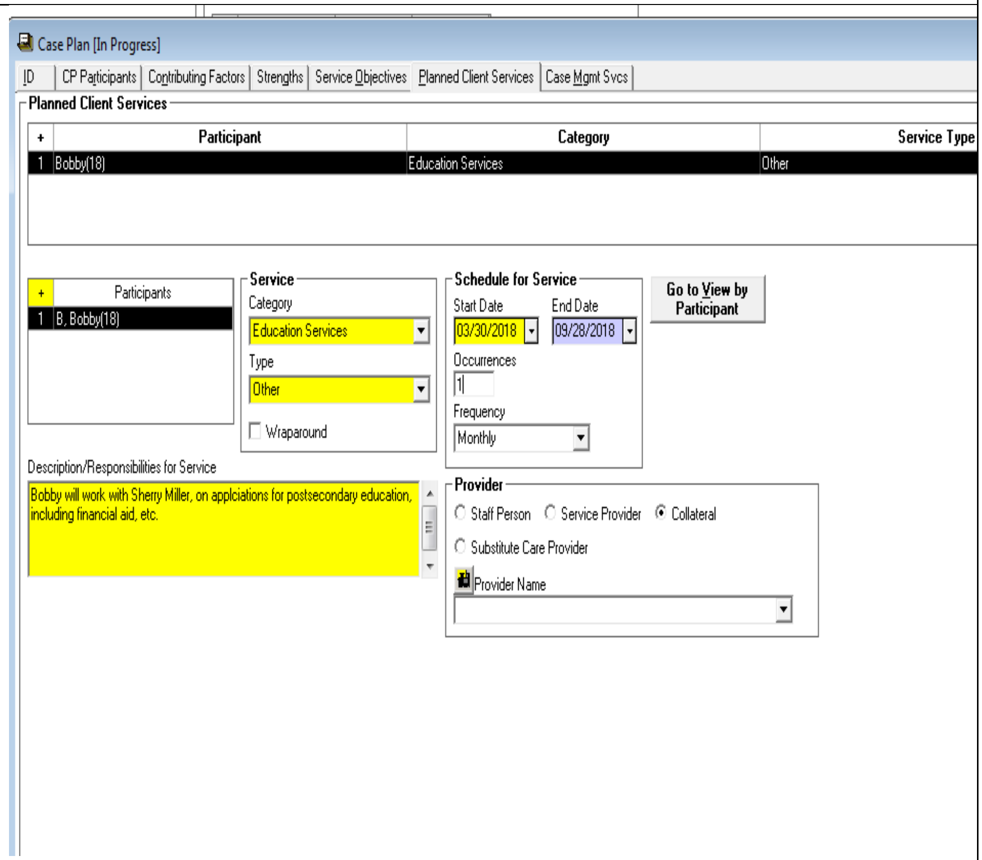
5) Click back to the notebook where you need to use the collateral and he/she should be available in the drop-down list of collaterals

***Adapted from CWS/CMS Training, 2005*

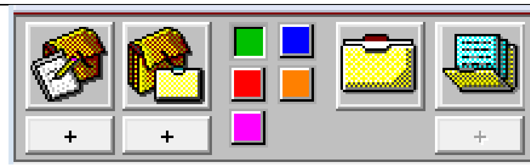
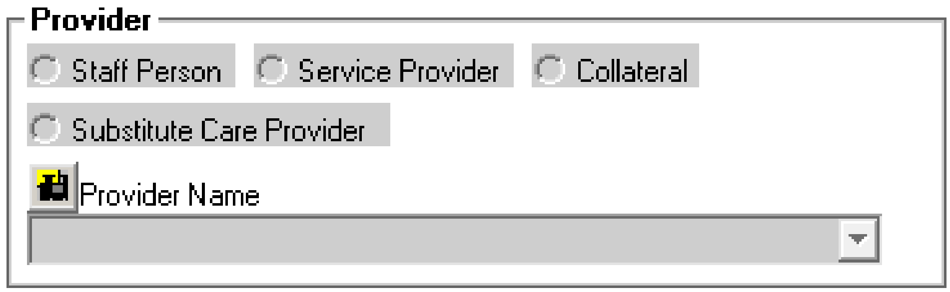
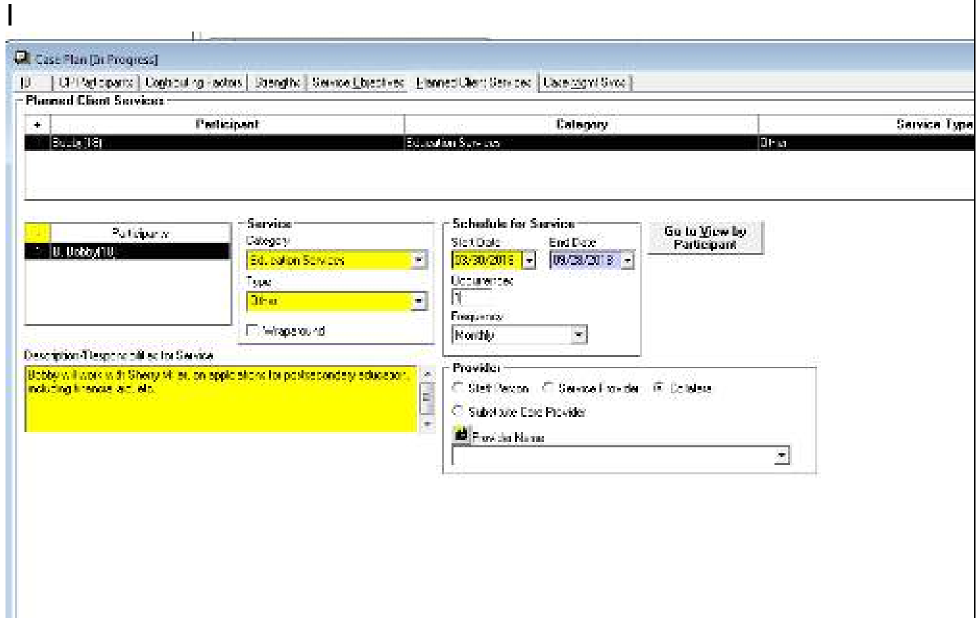
Attachment A

SECTION 2: Adding a Postsecondary Education Support Person to Existing Case Plans

<u>Client Services</u>   **<u>Case Management Section</u>**

<table>
<tr>
<td>1) From Client Services open the appropriate case. Click the Open Existing Case Plan</td>
<td></td>
</tr>
<tr>
<td>2) 
Click the “+” in the Planned Client Services grid to open the dialog box. Highlight Participant(s), choose “Education Services” from the Category drop down list, and choose “Other” from the Type list.</td>
<td></td>
</tr>
</table>

Attachment A

1) From Client Services open the appropriate case. Click the Open Existing Case Plan	
3) In the Provider frames on the Planned Client Services tab Click the ‘Collateral” from the Provider type radial button list 4) Click on the  to perform a Search for the Provider Name, which in this case would be the COLLATERAL Provider. 5) Select the Provider Name from the drop-down menu.	
6) When Collateral Provider is identified, complete the Description/Responsibilities for Service and indicate the name of the child and who the child will work with in completing necessary post-secondary applications, including financial aid on an as needed basis. Note this is a required field and must be completed.	I 

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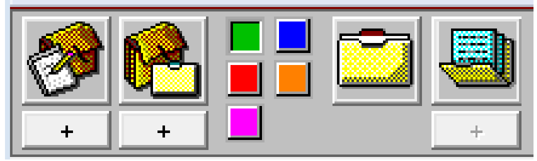
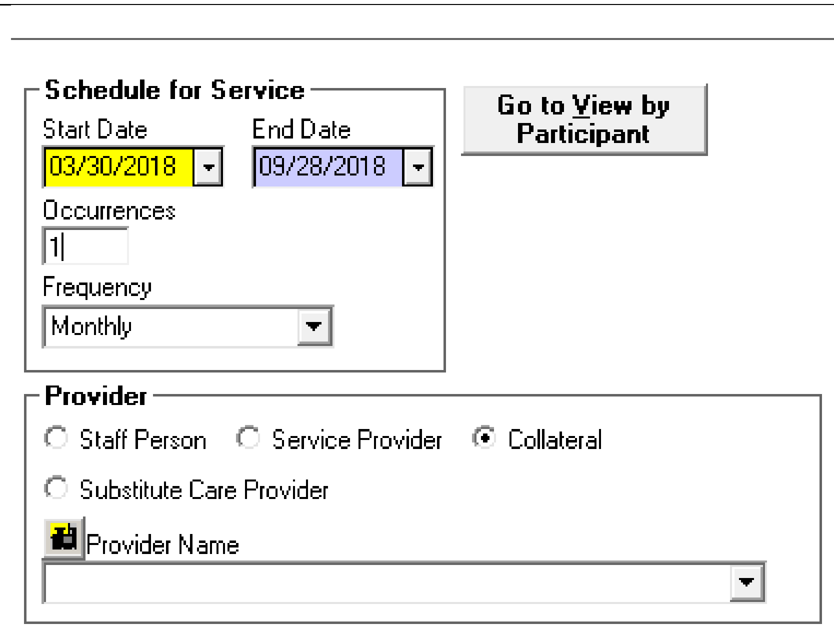
1) From Client Services open the appropriate case. Click the Open Existing Case Plan	
7) When Descriptions/ Responsibilities for Services is indicated, identify the start date of Service. The system will automatically fill-in the end date, which is six-months from the start date.	

***Adapted from CWS/CMS Guide: Creating an Initial Case Plan*