

**NUMBER**

#20-68-07

**DATE**

March 10, 2020

**OF INTEREST TO**

County Directors

Social Services Supervisors and  
Staff

Children's Mental Health,  
Developmental Disabilities and  
Child Protection Supervisors  
and Staff

Tribal Social Services Directors

Tribal Social services  
Supervisors and Staff

County Attorneys

Guardians ad Litem

Private Foster Care Agency  
Directors, Supervisors and Staff

Judges

**ACTION/DUE DATE**

Please read information and  
prepare for implementation

**EXPIRATION DATE**

March 10, 2022

## Extended Foster Care for Youth Ages 18 up to 21

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### TOPIC

Fostering Connections to Success and Increasing Adoptions Act of 2008 [Public Law 110-351], including foster care for youth ages 18 up to 21.

### PURPOSE

Update policy guidance regarding foster care for youth ages 18 up to 21, including Title IV-E claiming, eligible settings, parenting youth, Northstar Care for Children, Education and Training Vouchers, vulnerable adults and amendments to state law.

### CONTACT

For questions about:

Title IV-E, contact: [dhs.csp4E@state.mn.us](mailto:dhs.csp4E@state.mn.us)

Foster care policy, contact: [dhs.csp.fostercare@state.mn.us](mailto:dhs.csp.fostercare@state.mn.us)

Licensing, contact: [dhs.familyassistance@state.mn.us](mailto:dhs.familyassistance@state.mn.us), or Cory Jelinek, foster care licensing supervisor, 651-431-3512, [cory.a.jelinek@state.mn.us](mailto:cory.a.jelinek@state.mn.us)

Transition policy and services: Nicolas Vogel, extended foster care policy specialist, 651-431-4707, [nicolas.vogel@state.mn.us](mailto:nicolas.vogel@state.mn.us)

### SIGNED

Nikki Farago  
Assistant Commissioner  
Children and Family Services Administration

### TERMINOLOGY NOTICE

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

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## I. Background

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In October 2017, the Minnesota Department of Human Services (department) re-issued instructions [department bulletin #17-68-20C] that provided policy guidance on foster care for youth ages 18 up to 21. The guidance was based on the Fostering Connections to Success and Increasing Adoptions Act of 2008 [Public Law 110-351] which was designed, in part, to improve the well-being of children and youth served by the public child welfare system.

This bulletin provides additional policy guidance on serving youth in extended foster care based on more than nine years of implementation and practice. Instructions on making changes to case documentation in the Social Service Information System (SSIS) and Title IV-E claiming are also provided.

## II. Eligibility for Extended Foster Care

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To ensure youth have sufficient time to decide if they wish to remain in foster care beyond age 18, six months prior to their 18<sup>th</sup> birthday (age 17 ½), under Minnesota Statutes, Chapter 260C or 260D, agencies are required to provide written notification utilizing the template “Notice of Foster Care Benefits Past Age 18” to:

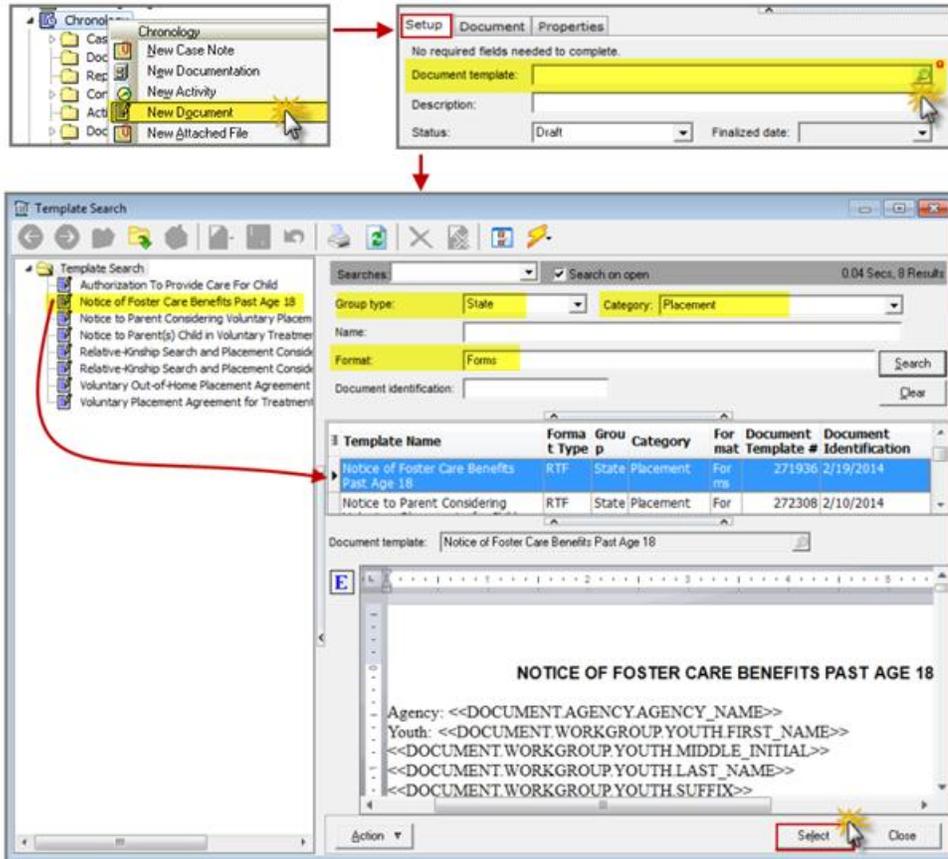
- Youth
- Youth’s parent(s) or legal guardian
- Guardian ad litem, and
- Foster parents

[Minnesota Statutes, section 260C.451, subdivision 1]

If youth do not wish to remain in extended foster care, a personalized transition plan (as outlined in section III, Casework Requirements) must be developed and executed during the 90-day period immediately prior to their discharge.

The “Notice of Foster Care Benefits Past Age 18” form is in SSIS templates, as indicated below:

1. From Chronology, access the Action menu and select **New Document**. The document Setup tab displays.
2. In the document template field, click on the Document Search icon. The Document Search displays in a new window.
3. Enter criteria (Group type is **State**, Category is **Placement**, and Format is **Forms**). Select **Search**; results display.
4. Find **Notice of Foster Care Benefits Past Age 18** and select it in the grid or the Treeview.
5. Click the **Select** button in the lower right corner of the document search window.
6. Complete the **Setup** tab. Review and print from the **RTF Document** tab.
7. Once this document is provided and signed, a copy of the written notice may be saved in the **Document** note, or a case note may be entered to document the notice was signed.



## A. Eligibility Criteria

Youth in foster care immediately prior to their 18<sup>th</sup> birthday may continue in foster care past age 18 if they desire to continue in foster care and are not able to return home, or otherwise achieve permanency prior to age 18. They **must** meet at least one of the following conditions on an ongoing basis.

A youth must be:

- **Completing secondary education or a program leading to an equivalent credential such as a General Education Development (GED) diploma or certificate** (youth should be making progress towards graduation, attending classes, online classes, completing packets, or attending courses to complete GED requirements).
- **Enrolled in an institution that provides post-secondary or vocational education** (youth that are on break for school in the summer are encouraged to work, or volunteer while not attending courses. Youth should not only be enrolled, but working towards completion of education. This means attending classes, or making progress through an online format).
- **Participating in a program or activity designed to promote or remove barriers to employment** (this can be approved by each agency).
- **Employed for at least 80 hours per month** (working in the adult entertainment industry is not approved as employment).
- **Incapable of doing any of the above activities due to a medical condition** (a doctor providing this documentation).

Youth only need to meet one of the above criteria to be eligible. It is always a good idea to have a back-up plan in the event a youth no longer meets their current eligibility requirement.

## B. Eligibility for Youth Placed Under 260D

Extended foster care provisions apply to Minnesota Statute, Chapter 260D, cases (i.e., children's mental health and developmental disability). It may be that youth placed under 260D is not competent to request continuing in foster care past age 18. In these situations, agencies may decide to pursue guardianship over a youth through probate court, and placement would proceed accordingly. Youth in this situation remain eligible for extended foster care; the assigned guardian is able to sign a voluntary placement agreement.

If a youth placed under 260D is not expected to live independently in the community by age 21, adult services, rather than extended foster care, should be pursued at age 18.

## C. Eligibility for Youth Placed Under 260B

Agencies will not be reimbursed under Title IV-E and not required to offer extended foster care to youth placed **solely** under the authority of a delinquency petition under Minnesota Statutes Chapter 260B. There is no legal provision for this. If a youth under age 18 in placement under corrections does not have a safe home, or any home, to return to when their placement ends, their corrections officer, as a mandated reporter, should report child protection or child welfare issues to social services. If warranted, a Child in Need of Protection or Services (CHIPS) petition [Minnesota Statutes, section 260C.001] should be filed to support meeting a youth's safety and well-being needs. This practice applies to all youth in placement under corrections; it is not limited to umbrella counties, or those with Title IV-E agreements between corrections and social services.

## III. Casework Requirements

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All ongoing casework responsibilities applicable to youth under age 18 in foster care continue for all youth in extended foster care. These requirements continue regardless of a youth's Title IV-E eligibility determination.

Examples of ongoing casework requirements include:

- Annual permanency review hearing
- Out-of-home placement plan (including independent living plan)
- At least monthly face-to-face caseworker visits
- Administrative reviews (or court reviews) every six months
- Ongoing case documentation in SSIS
- Regular reviews and verification of eligibility conditions for each youth
- Transition planning (in accordance with section 475(5)(H) of the Social Security Act and Minnesota Statutes, section 260C.452, subdivision 4(d).

## A. Case Plans

Caseworkers have responsibility to collaborate with youth to create a case plan for extended care. A case plan:

- Includes the out-of-home placement plan and an independent living plan
- Reflects agency’s ongoing duty to make reasonable efforts to implement a plan for supports and services for independent living
- Is updated when a change in placement setting occurs, and at regular six-month intervals.

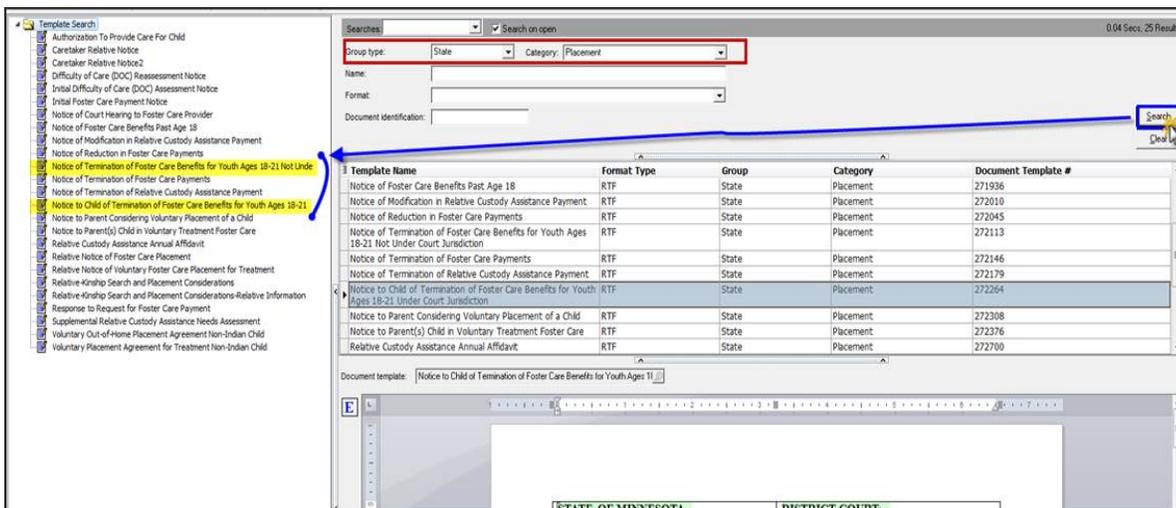
## B. Discharge from Extended Foster Care

Youth who cease to meet one of the eligibility conditions after attaining age 18 may be discharged from foster care. Caseworkers should make efforts to engage youth in a planned discharge from foster care. Written notice of termination of benefits and youth’s right to appeal under Minnesota Statutes, section 256.045, must be given to youth. The responsible social service agency must give youth written notice that foster care will terminate 30 days from the date the notice is sent. Termination of benefits could be discussed in court.

[Minnesota Statutes, section 260C.451, subdivision 8]

The “Notice of Termination of Foster Care Benefits for Youth Ages 18 – 21” is in SSIS Documents, as indicated below:

1. From Chronology, access the Action menu and select **New Document**. The document Setup tab displays.
2. In the document template field, click on the Document Search icon. The Document Search displays in a new window.
3. Enter criteria (Group type is **State**, Category is **Placement**, and Format is **Forms**). Select **Search**; results display.
4. Find **Notice of Termination of Foster Care Benefits for Youth Ages 18 –21** and select it in the grid or Treeview.
5. Click the **Select** button in the lower right corner of the document search window.
6. Complete the **Setup** tab. Review and print from the **RTF Document** tab.



## C. The 90-day Transition Plan

The Fostering Connections to Success and Increasing Adoptions Act of 2008 requires that, for youth who will be discharged from foster care at age 18 or older, caseworkers develop a personalized transition plan, as directed by youth. State procedures for implementing this requirement are in Minnesota Statutes, section 260C.452, subdivision 4(d). Transition plans must:

- Be executed during the 90-day period immediately prior to the date youth will be discharged.
- Be as detailed as youth may elect, and include specific options on housing, health insurance, education, local opportunities for mentors and continuing support services, work force supports and employment services. Agencies must also provide youth with contact information through age 21 if they need information or help dealing with a crisis situation.
- Include information on the importance of designating someone to make health care treatment decisions on their behalf in foster care, if unable to do so and does not have or want a relative who would otherwise be designated under state law to make such decisions.
- Include information about how to execute a health care power of attorney, health care proxy, or other similar documents recognized under state law.

**Note:** In Minnesota, the procedure for designation of health care treatment decisions is called a Health Care Directive, governed by Minnesota Statutes, Chapter 145C. If youth want to pursue a Health Care Directive, a suggested form is in Minnesota Statutes, section 145C.16.

The 90-day Transition Plan is in SSIS Service Plans, as indicated below:

1. From Service Plans, access the Action menu and select **New State Service Plan**. The document Setup tab displays.
2. In the document template field, from the pull-down menu, select **90-day Transition Plan**.
3. Complete the **Setup** tab.
4. Click on the **Document** tab and complete the transition plan.

Document Name	Setup Complete	Status	Status Date	Effective From Date	Effective Through Date	Name	Legacy
Child Protective Services Plan		Draft	12/9/2003 9:35:19 AM	12/9/2003	1/30/2004	Brown, Jenny	Yes
Family Assessment Service Plan		Draft	10/24/2003 10:33:24 AM	10/24/2003	12/31/2003	Brown, Jenny	Yes
90 Day Transition Plan	No	Draft	7/14/2015				

Setup Document Properties

4 required fields needed to complete.

Document template: 90 Day Transition Plan

Description: 90 Day Transition Plan

Status: Draft Status date: 07/14/2015

Document

Document: 90 Day Transition Plan

Agency: Test County Family Services  
County or tribe or region: Aitkin

Workgroup: Brown Jenny CP Assessment 05/21/2003

Display the language block?

Service plan: Transition Plan

Effective from date:   
Effective to date:   
Case: Brown Jenny 102220290  
Name: Brown Jenny 102220290  
Local agency case #:   
Youth

Action

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## D. Verification

Caseworkers have responsibility to document that a youth remains eligible for extended foster care. Eligibility condition(s) for each youth must be included in the case plan and documented in SSIS (see section XI, Title IV-E Claiming). Verification of each eligibility condition must be maintained in youth's case file. Ongoing verification is of particular importance for Title IV-E eligible youth.

## IV. Legal Responsibility for Placement, Custody and Judicial Reviews and Determinations

Youth in extended foster care are adults for all purposes except the continued provision of foster care. Agencies must have legal authority to place or maintain anyone over age 18 in foster care. When youth are in extended foster care, there is a need for court reviews and judicial determinations. Any order establishing guardianship, legal custody order, or order for permanent custody terminates on a youth's 18<sup>th</sup> birthday. The responsible social services agency has legal authority for a youth's placement and care when the matter continues under court jurisdiction, or when youth and the responsible agency execute a voluntary placement agreement [Minnesota Statutes, section 260C.451 (7)]. Agencies do not have custody over youth in extended foster care for ages 18 up to 21.

## A. Legal Responsibility for Placement

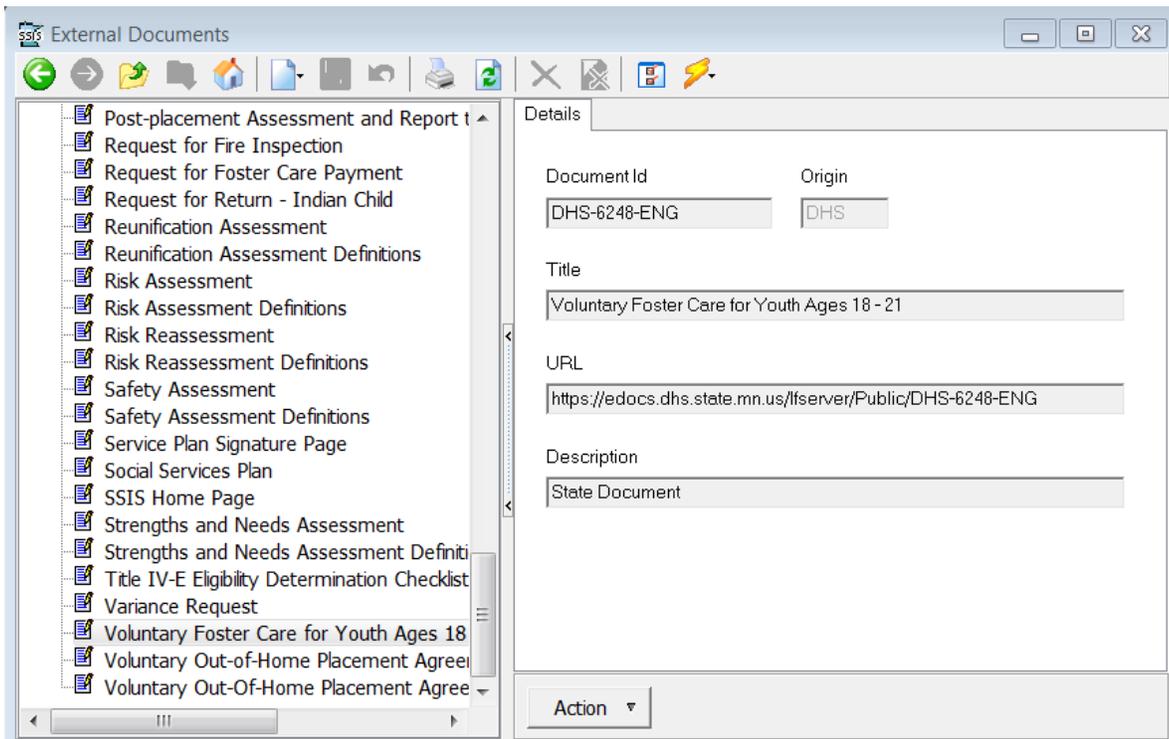
For youth who were under court jurisdiction prior to age 18 and continue in foster care:

- Legal responsibility exists through court orders that continue court jurisdiction and indicates a youth continues in placement under legal authority of a county or tribal agency.
- Pursuant to Minnesota Statutes 260C.193, the court may continue jurisdiction to age 19 for any youth already under court jurisdiction to:
  - (1) Protect the safety or health of a youth.
  - (2) Accomplish additional planning for independent living, or for the transition out of foster care.
  - (3) Support a youth’s completion of high school or a high school equivalency program.
- An agency may also continue legal responsibility for youth remaining in foster care after age 18 by a voluntary placement agreement between an agency and youth.

For youth re-entering foster care after age 18, an agency obtains legal authority for their placement through the voluntary placement agreement executed by both an agency and youth. When youth are in foster care pursuant to a voluntary placement agreement between an agency and youth, and a youth is not already under court jurisdiction, agencies are required to:

- File an out-of-home placement plan for a youth with the motion to open jurisdiction. The court will conduct a hearing within 30 days of an agency’s motion to reopen the matter and, if the court finds that placement is in the best interest of a youth, it will conduct at least annual reviews of youth’s placement for as long as they continue in foster care.

A unique voluntary placement agreement was developed for youth in extended foster care in SSIS, as shown below.



## **B. Judicial Reviews and Determinations**

When youth are in continuous foster care placement, the court must conduct reviews of reasonable efforts to finalize permanency plans at least every 12 months. An agency must ask the court to review and make findings on its reasonable efforts to:

- Ensure that foster care is the best legal arrangement for a youth, or whether there is another legal option that would better meet their needs for a life-long family
- Assist youth in building life-long relationships with family, siblings, and other caring, safe and supportive individuals
- Plan with youth to utilize supports and services that develop the necessary set of skills for successful independence after foster care.

## **C. Reasonable Efforts**

Reasonable efforts to finalize an agreed-upon permanency plan include working with youth to ensure that foster care is the best legal arrangement for them, and assisting them in building life-long relationships with family, siblings, and other caring, safe and supportive individuals.

## **D. Youth Under Tribal Jurisdiction**

County agencies are financially responsible for the cost of out-of-home placement for Indian youth who stay in foster care up to age 21 under jurisdiction of a Minnesota tribal court pursuant to Minnesota Statutes, section 260.771, subdivision 4; and Minnesota Statutes, section 260C.007, subdivision 4.

County agencies may be financially responsible for the cost of foster care for an Indian youth who is over age 18 and requests to re-enter foster care, if eligible, under Minnesota Statutes, section 260C.451, subdivision 6. County agencies are encouraged to work with an Indian youth and their tribe to develop a plan for successful transition to adulthood.

For youth covered under a tribal/state Title IV-E agreement, the tribe is responsible for providing youth with the opportunity to remain in foster care past age 18. This includes developing a plan for services and supports that encourages continued development of independent living skills and life-long connections for youth with family, community, and their tribe. The tribal or county agency of financial responsibility should work together to ensure Title IV-E reimbursement for eligible costs.

Tribes participating in the American Indian Child Welfare Initiative under Minnesota Statutes, section 256.01, subdivision 14b, are responsible for the cost of foster care for youth who continue or re-enter foster care after age 18. Federal Title IV-E reimbursement is available for eligible costs.

## V. Extended Foster Care Settings

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Youth ages 18 up to 21 may continue in a traditional foster care setting, or live in a supervised setting where they are living independently. The goal is for youth to transition to the least restrictive placement in preparation for exiting foster care.

**Note:** Youth in extended foster care must be in a foster care setting, which includes supervised independent living settings. Consistent with requirements of the independent living plan, the court shall review youth's progress toward, or accomplishment of, goals, including affordable housing with necessary supports, which does not include a homeless shelter, and an alternative affordable housing plan, which does not include a homeless shelter, if the original housing plan is unworkable.

[Minnesota Statutes, section 260C.451(5)]

### A. Traditional Foster Care Settings

Child foster care license holders caring for persons over age 18, but under age 21, may do so without a variance. A challenge for foster parents is how to parent a youth who is legally an adult. There should be ongoing conversations between youth and foster parents regarding expectations and responsibilities, such as house rules, curfews and chores. "[Guidelines for Shared Living Agreement between Caregiver and Non-minor Dependents](#)" is a tool that provides guidance for developing shared understanding between caregivers and adult foster youth.

### B. Supervised Independent Living Settings

Agencies have opportunities to develop a range of supervised independent living settings for youth which can include:

- Apartments
- Dorms
- Host homes
- Other approved settings determined to be safe and suitable

Pursuant to Minnesota Statutes, section 260C.212, subdivision 2, particular foster care settings, including supervised independent living for youth, are selected based on their best interests, individual determination of needs, and determination that a placement is safe and suitable. A significant part of selecting a placement setting is assessment of a youth's needs, goals and personal preference. When considering a supervised independent living setting, assessments should consider the following factors:

- Does youth have a feasible financial plan? Can they afford identified housing? Do they have stable income?
- Does youth have knowledge of financial skills, such as budgeting and managing money?
- Is youth developmentally ready to handle daily tasks on their own, such as grocery shopping, preparing meals, self-care, paying bills and using transportation?
- Is youth able to handle independence, such as waking up in time for work or school, able to follow

rules and generally have good decision-making skills?

**Note:** No standard assessment tool is required. [The Casey Life Skills Assessment](#) is one suggested assessment tool.

Supervised independent living settings are not required to be licensed, but to ensure appropriate supervision, a minimum of one face-to-face visit each month is required. Youth may reside out of county or out of state and still qualify for extended foster care benefits. If distance is a factor in meeting the monthly face-to-face requirement, an agency may:

- Request the host county provide courtesy supervision
- Request the receiving state provide supervision under the Interstate Compact on the Placement of Children, according to Regulation 3, subpart 1, part b
- Draft an agreement with an agency to provide contact and case management.

## C. Adult Foster Care Settings

If deemed appropriate, youth in extended foster care may be placed in an adult foster care setting. However, Title IV-E funds may not be used, as adult foster care settings do not meet Title IV-E basic standards, such as Adam Walsh background checks. Youth may have their supervised independent living setting in an adult foster care home; they are considered boarders in the home, and payments for the setting are made directly to youth or vendor.

## D. Housing Support Settings

Housing Support funds cannot be used to pay for youth in extended foster care, as these settings do not meet Title IV-E basic standards, such as Adam Walsh background checks. Minnesota Statutes, section 260C.451, subdivision 4, requires that youth in extended foster care need to receive basic maintenance payments, and assess supplemental payments; this income cannot be used to pay for placement. As with youth under age 18, foster care funding needs to pay for extended foster care placement. Youth may have their supervised independent living setting in a Housing Support setting; however, they will be considered a boarder in the home and payment for the setting will need to be paid directly to youth or vendor.

# VI. Extended Foster Care Maintenance Payments

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All youth in extended foster care remain eligible for foster care maintenance payments. Foster care maintenance payments includes the basic foster care rate and an assessed supplemental rate. The process and items covered by foster care maintenance payments remains the same as a foster child of any age, consistent with Minnesota Rules, parts 9560.0650 to 9560.0670.

## A. Northstar Foster Care

Agencies must pay the basic maintenance rate for youth in extended foster care under Northstar Care for Children, which under current 2020 rates are \$941 per month. In addition, the Minnesota Assessment of Parenting for Children and Youth (MAPCY) must be completed to determine if there will be a supplemental rate. For youth in extended foster care living in a traditional setting, the MAPCY Youth Tool is used. For those living in a supervised independent living setting, the MAPCY EFC – SIL Tool is used. For information on Northstar Care, see the following resources: [Bulletin #19-32-04, Northstar Care for Children Basic and Supplemental Payment Rates and Initial Clothing Allowance](#), [Northstar Care for Children Practice Guide](#), [Minnesota Assessment of Parenting for Children and Youth Practice Guide](#).

## B. Parenting Youth

For cases where a foster youth is also a parent placed with their child in the same foster home, facility or supervised independent living setting, foster care maintenance payments must be assessed to cover the cost of youth's child. Under Northstar Care, the Young Parent Domain in both the MAPCY Youth and EFC – SIL tools will determine the supplemental payment rate.

## C. Payments

Youth in a supervised independent living setting will not have a direct caregiver to provide food, clothing, shelter, daily supervision, school supplies, personal incidentals or reasonable travel for home visits or school stability. For example, an agency may decide to pay a landlord directly and provide the remainder of the maintenance payment directly to a youth for food and other needed items. Multiple vendors can be set up in SSIS for this situation. This flexibility allows an agency to help youth adjust to independent living and learn to budget and pay bills.

## VII. Exit and Return to Care after Age 18

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Under certain conditions, youth over age 18 may request to return to care after being discharged from placement at age 18 or older. A request to return to care should be made to the county or tribal social service agency responsible for youth's placement and care immediately prior to discharge.

The following apply to youth who request to return to care:

- Youth who left foster care while under guardianship of the commissioner of the Minnesota Department of Human Services (state wards) retain their ability to return to foster care at any time between ages 18 up to 21, if they commit to meeting one of the eligibility criteria
- Youth who are not state wards need to have been in placement for the six consecutive months immediately prior to their 18<sup>th</sup> birthday
- Notice of denial of benefits and youth's right to appeal under Minnesota Statutes, section 256.045, must be given to youth who requests to return to care and are denied.

Youth under tribal care and responsibility at discharge who wish to return to extended foster care, is dependent on a tribe's code and practice.

## VIII. Health Care Eligibility

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Title IV-E eligible youth in extended foster care are automatically eligible for Medical Assistance (MA). Workers should follow MA policy for youth receiving Title IV-E foster care benefits. [See Eligibility Policy Manual 2.5.6, Medical Assistance Northstar Care for Children.](#)

Automatic MA eligibility begins effective the first day of the month in which Title IV-E eligibility begins. This eligibility ends effective the first of the month after youth's Title IV-E eligibility ends, or the first of the month after attaining age 21.

Youth in extended foster care who do not qualify for Title IV-E are not automatically eligible for MA. They must meet an MA basis of eligibility (child under 21, pregnant, or disabled), and all MA eligibility requirements associated with that basis.

### A. Affordable Care Act

Effective January 1, 2014, the Affordable Care Act extended Medical Assistance (MA) benefits to youth leaving traditional and extended foster care on or after their 18<sup>th</sup> birthday, until age 26. To extend MA benefits for former foster care youth, the Affordable Care Act created a new MA eligibility category. To qualify, youth must meet the following criteria:

- Under age 26
- Was in foster care in Minnesota
- Had foster care end at age 18 or older, and
- Was enrolled in MA or MinnesotaCare at the time foster care ended.

Youth who meet criteria, and not otherwise eligible for MA as a child under age 21, a pregnant woman, parent, or a person who receives Supplemental Security Income (SSI), is blind or has a disability, qualify for MA as a former foster care youth through the month of their 26<sup>th</sup> birthday.

The former foster care category of MA includes individuals who turned 18, or aged out of foster care prior to January 1, 2014. Currently in Minnesota, the former foster care category of MA does not include individuals:

- Who were in foster care in another state
- Whose foster care in Minnesota ended for reasons other than aging out at age 18 or older.

The department issued an [Overview Document](#) for guidance on MA until age 26.

## IX. Education and Training Vouchers

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Youth in extended foster care are eligible to receive Education and Training Vouchers (ETVs). However, ETVs cannot pay for items foster care maintenance payment covers, such as housing and food. ETVs can pay for the amount of housing and food expenses that exceed maintenance payments. For youth in extended foster care,

ETVs can be used to pay for tuition, fees, books, computers, etc. For information, see the [ETV Expense Guidelines](#).

For information on ETVs, contact Jill Von Holtum, ETV coordinator at [jill.von.holtum@state.mn.us](mailto:jill.von.holtum@state.mn.us), or the [ETV website](#).

## X. Vulnerable Adult Requirements

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The definition of vulnerable adult is in Minnesota Statutes, section 626.5572, subdivision 21, and includes the following:

(a) “Vulnerable adult” means any person 18 years of age or older who:

(1) Is a resident or inpatient of a facility.

The definition of facility is in Minnesota Statutes, section 626.5572, subdivision 6, and includes the following:

(a) “Facility” means ... a facility or service required to be licensed under chapter 245A.

Based on these definitions, individuals age 18 and older placed in child foster care licensed settings are considered vulnerable adults. This does not include youth placed in supervised independent living settings.

Forms in licensor packets used to meet some requirements in adult foster care programs may also be used by child foster care providers to meet some requirements. Forms to complete a program abuse prevention plan and individual abuse prevention plan are in section D of the packet – D5, D6 and D13. The additional requirement for program policies and procedures must be developed by the license holder.

Below is a link to online vulnerable adult training:

<http://registrations.dhs.state.mn.us/WebManRpt/>

## XI. Title IV-E Claiming

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Title IV-E claims are permissible for youth ages 18 up to 21 who meet Title IV-E foster care eligibility and claiming requirements. All Title IV-E eligibility requirements that apply to children under age 18 apply to youth in foster care past age 18. Youth in foster care past age 18 must meet at least one of the eligibility conditions outlined in Section II, Eligibility for Extended Foster Care.

### A. Title IV-E Eligibility Determination

A child or youth’s Title IV-E foster care eligibility is always determined at the beginning of their continuous placement episode. A new Title IV-E foster care eligibility determination should not be completed for youth in foster care prior to age 18 who remain in continuous placement past age 18. A new Title IV-E foster care eligibility determination, based solely on youth without regard to their parents, legal guardians, or others in the home from which they were removed as a younger child, should be completed when they exit care and later re-enter care.

## B. General Title IV-E Claiming Requirements

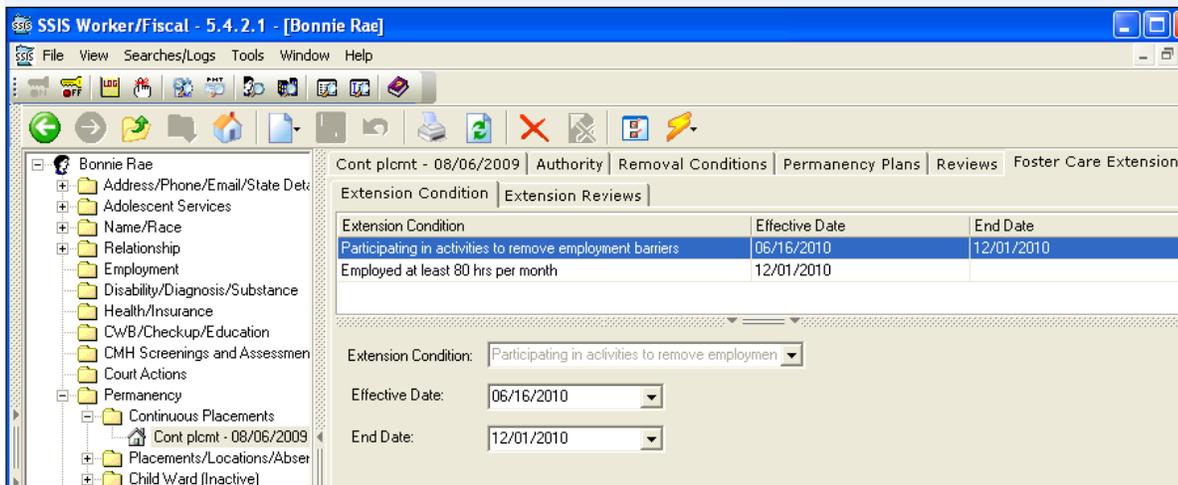
General requirements to claim Title IV-E funds for youth ages 18 up to 21 in foster care are as follows:

- Documentation of basic Title IV-E eligibility factors in SSIS and MAXIS, and maintenance of associated verifications in youth’s case file
- Ongoing documentation in SSIS and MAXIS of at least one of the eligibility conditions, and maintenance of associated verification(s) in youth’s case file
- Continued responsibility for placement and care of youth assigned to a county social service agency, or an agency with which the Minnesota Department of Human Services or county social service agency has a Title IV-E agreement
- Placement in a Title IV-E eligible foster care setting (unlicensed supervised independent living settings are included as Title IV-E eligible foster care settings)
- Reasonable efforts to finalize permanency judicial determinations at least every 12 months
- A one-time judicial determination to the effect that placement is in youth’s best interest within 180 days of placement for those whose initial placement authority for the current episode is a voluntary placement agreement.

For information about Title IV-E foster care eligibility determinations and claiming for this population, contact the eligibility determination trainer in agency’s region.

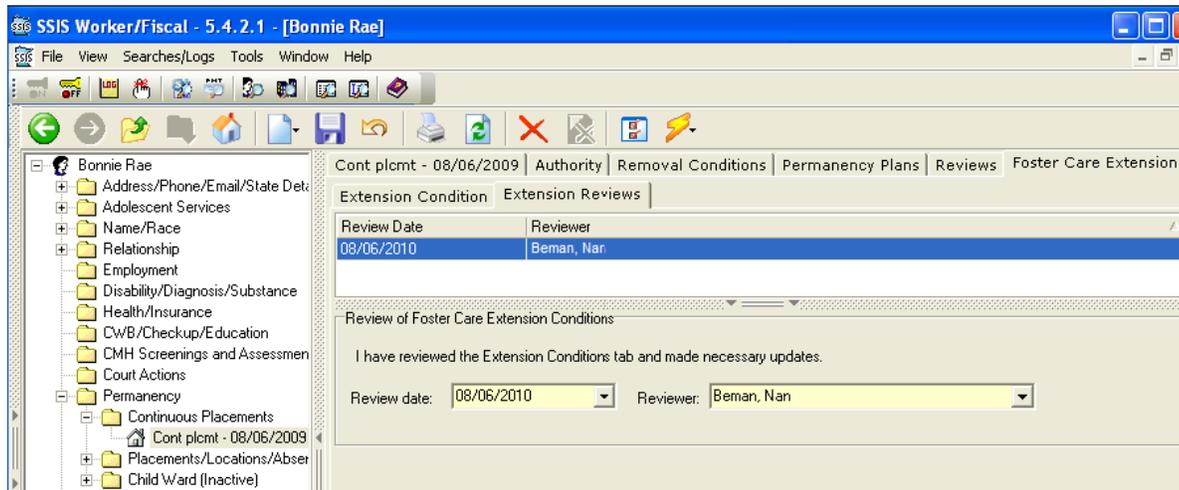
## C. Documentation in SSIS

SSIS requires entry of foster care extension conditions for youth ages 18 and older on continuous placement. To enter the condition(s) that apply to a youth, click on the Foster Care Extension/Extension Condition tab, click on the Action button to create a new Foster Care Extension Condition. Choose the appropriate conditions in the dropdown menu.



**Note:** Client on screen is fictional.

The status of conditions should be reviewed and updated in SSIS whenever there are change, and at regular six-month intervals. Click on the Foster Care Extension/Extension Reviews tab, click the Action button for new Foster Care Extension Conditions Review.



**Note:** Client on screen is fictional.

Document the date conditions entered in SSIS were checked for accuracy and corrections completed, as needed.

## D. Documentation in MAXIS

For a Title IV-E eligible youth turning age 18 and remaining in foster care, caseworkers will document the specific extension condition(s) and effective date in SSIS (Foster Care Extension Condition tab). Information about continued eligibility (Y/N) and the effective date will be interfaced to MAXIS from SSIS using the Title IV-E Eligibility Submission Worksheet and completing a new submission to MAXIS. The data will be displayed in INFC/SSIS. The MAXIS worker will manually enter the data regarding continued eligibility (Y/N) and the effective date into the STAT/FCPL panel to generate new Title IV-E results to either continue Title IV-E eligibility, or terminate eligibility.

For youth re-entering foster care after age 18, MAXIS workers should follow procedures in POLI/TEMP sections: TE14.18 CLAIMING TO AGE 21 and TE14.14 IV-E FOSTER CARE – PROBLEM/WORKAROUND PART 1.

## Americans with Disabilities Act (ADA) Advisory

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