



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Policy Manual

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| Manual: | CP&P | Child Protection and Permanency | Effective Date: 09-01-2020 |
| Volume: | VI | Adolescent Services | |
| Chapter: | B | Self Sufficiency | Revised Date: 12-7-2020 |
| Subchapter: | 1 | Transitional Planning | |
| Issuance: | 600 | Case Closure for Young Adults Age 18-21 | |

Purpose:

This issuance establishes policies and procedures related to case closure and discontinuation of DCF services through CP&P for young adults age 18-21.

Authority:

- Federal Safe and Timely Interstate Placement of Foster Children Act of 2006
- N.J.S.A. 9:17B-3
- N.J.S.A. 30:4C-2.3

Policy:

A) Reasons to Close the Case of a Young Adult Age 18-21

1. The young adult requests that his or her case be closed;
2. The young adult is not fulfilling the expectations laid out in the Voluntary Services Agreement, CP&P [Form 10-10](#), or not following the goals outlined in CP&P Form [5-43](#), Transitional Plan for YOUth Success after good faith effort attempts have been made by CP&P staff to engage the young adult;
3. The young adult turns 21 years of age;
4. There is a change in circumstances, which does not allow for the provision of services, which may include permanent relocation out of the State of New Jersey.

B) Making the Decision to Close the Case

1. The young adult may decide to terminate his or her involvement with CP&P. When notified of the young adult's decision to terminate involvement, CP&P shall engage the young adult to support the transition to independence and explain the benefits and services available should he or she choose to an open case.
2. When a young adult is not fulfilling the expectations laid out in the Voluntary Services Agreement (VSA), or is not working toward the goals outlined in the Transitional Plan for YOUth Success, a case conference with the Worker, Supervisor, Local Office Manager (or their designee) and key stakeholders shall be held before pursuing case closure. The case conference is utilized to identify strategies for engagement, re-engagement, or planning with the young adult.
3. When engagement efforts have been exhausted and a decision is made to pursue case closure, the Worker shall complete CP&P Form [5-62](#), Termination of Services to Young Adult Client - which outlines the reasons the case is being considered for closure and what is required of the young adult in order to maintain an open case. The Worker reviews the form in person with the young adult and provides him or her with a copy. If the young adult is not available to meet in person, a copy of the form is mailed to his or her last known address. The young adult then has 60 days to comply with the expectations presented in CP&P Form [5-62](#). If at the end of 60 days the young adult has not made diligent efforts to comply with the expectations or has not tried to contact CP&P, case closure can be initiated. The Worker continues to make efforts to engage and visit the youth during this time.
4. If a young adult plans to permanently relocate outside of the State of New Jersey, the case shall remain open for up to 60 days from the date of relocation. The Worker shall assist the young adult in developing an updated Transitional Plan for YOUth Success (TPYS) that reflects his or her relocation and impending case closure. The TPYS shall include updated information related to employment, education, housing, medical insurance, and physical and mental health. As part of this planning process, the Worker shall work closely with the young adult to identify and engage supportive adult connections. The Worker is required to visit with the youth face-to-face or virtually within those 60 days of case closure.

C) Litigation

When it is appropriate to close a young adult's case, and it remains in litigation, CP&P shall consult with the DAG before proceeding with the closure process.

D) Family Team Meeting

The Worker shall offer a Family Team Meeting to the young adult at least 60 days prior to case closure. The young adult is able to invite supportive adults of his or her choosing with support from CP&P to this meeting. If circumstances do

not allow for 60-day notice, the young adult shall be offered a Family Team Meeting as soon as it's determined the case is eligible to be closed.

E) Missing Young Adult

When the young adult is missing or his or her whereabouts are unknown, CP&P initiates efforts to locate the young adult, as outlined in [CP&P-III-C-4-300](#), Missing Child. After six months of documented efforts to locate the young adult, the Local Office Manager/designee may determine that agency intervention can be terminated, and the case closed. See [CPP-III-C-8-100](#) Termination.

F) Review of Transitional Activities Prior to Case Closure:

The Worker and Supervisor are required to review with the young adult all transitional activities that have occurred throughout the young adult's involvement with CP&P prior to case closure. These activities include:

1. Convening a Family Team Meeting (FTM) with the young adult;
2. Facilitating connections with supportive services including resources such as Family Success Centers;
3. Identifying and strengthening informal and formal supports;
4. Recognizing success and securing critical documents and contacts;
5. Financial literacy to promote self-sufficiency;
6. Completion of the Independent Living Assessment and CP&P Form [5-43](#), Transitional Plan for YOUth Success;
7. Identifying supports for placement, employment and education;
8. Obtaining medical insurance coverage through Medicaid or other sources.

Procedures:

1) Worker Role and Responsibilities

- a) The Worker explains to the young adult that he or she can request the case be re-opened until the age of 21 if meets the reopen criteria guidelines.
- b) When the young adult is moving out of the state of New Jersey, the Worker shall contact the Office of Adolescent Services if assistance is needed in identifying supports or resources in the state to which they are relocating.
- c) When the young adult is missing, the Worker informs his or her Supervisor of the missing status and begins the location procedures outlined in policy [CP&P-III-C-4-300](#) Missing Child. Document all efforts to locate the young adult. After six months of documented efforts to locate the missing young adult, involvement with the young adult may be terminated.

- d) When applicable, the Worker notifies the current caregiver, programmatic staff, and other interested parties involved with the young adult that the case is being closed.
- e) If a young adult's whereabouts are known but they cannot be engaged in the case closing process, the Worker provides all required documentation and information to the young adult by mailing it to his or her last known address. The Worker is required to make a good faith effort to contact the young adult in person, by phone, via remote technology and by mail before closing the case.

2) 90 Days Prior to Closure

The Worker completes an updated CP&P Form [5-43](#), Transitional Plan for YOUTH Success - with the young adult within 90 calendar days prior to case closure. If circumstances do not allow for 90-day notice, the form is completed with the young adult as soon as possible.

3) 60 Days Prior to Closure

The Worker completes the following tasks 60 days prior to case closure:

- a) Provide the young adult with CP&P Form [5-62](#), Termination of Services to Young Adult Client. If circumstances do not allow for 60-day notice, the form should be provided to the young adult as soon as possible;
- b) Offer a Family Team Meeting;
- c) Request enrollment for the young adult into Medicaid Extension for Young Adults (MEYA) 60 days prior to case closure by emailing Children's System of Care, Office of Integrated Health and Wellness. The Worker provides Case ID, Resource ID (if young adult has been established as a resource in NJ SPIRIT) and contact information for the young adult.

4) 30 Days Prior to Closure

The Worker provides the young adult with:

- a) CP&P Form [11-10](#), Health Passport and Placement Assessment.
- b) CP&P Form [5-16](#), Child's Education Record
- c) CP&P Form [5-66](#), Young Adult Case Closing Agreement
- d) CP&P Form [5-67](#), Young Adult Case Closing Checklist.

Within 30 days of the young adult signing the Case Closing Agreement, the case is closed unless the young adult requests to keep the case open.

Key Terms (Definitions):

- Young adult - Persons between the ages of 18 and 21.

Forms and Attachments:

- CP&P Form [5-16](#), Child's Health Education Record
- CP&P Form [5-43](#), Transitional Plan for YOUth Success
- CP&P Form [5-62](#), Termination of Services to Young adult Client
- CP&P Form [5-66](#), Adolescent Case Closing Agreement
- CP&P Form [5-67](#), Adolescent Case Closure Checklist
- CP&P Form [10-10](#), Voluntary Service Agreement
- CP&P Form [11-10](#), Health Passport and Placement Assessment

Related Information:

- [CPP-III-C-8-100](#), Termination
- [CP&P-III-A-1-500](#), Services to Adolescents 18 to 21
- [CP&P-III-C-4-300](#) Missing Child

History:

- 12-7-2020
- 9-1-2020