



New Jersey Department of Children and Families Policy Manual

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Independent Living Services 10-12-2010

The John H. Chafee Foster Care Independence Program (CFCIP) at Section 477 of the Social Security Act requires that independent living services be provided to youth. Caseworkers are responsible for entering service information in NJS through the Support Service Window. Documentation is required in NJ SPIRIT on fourteen (14) NYTD independent living services. These services include:

1. Independent living needs assessment: A systematic procedure to identify a youth's basic skills, emotional and social capabilities, strengths, and needs to match the youth with appropriate independent living services. An independent living needs assessment may address knowledge of basic living skills, job readiness, money management abilities, decision-making skills, goal setting, task completion, and transitional living needs.
2. Academic support: Services designed to help a youth complete high school or obtain a General Equivalency Degree (GED). Such services include the following: Academic counseling; preparation for a GED, including assistance in applying for or studying for a GED exam; tutoring; help with homework; study skills training; literacy training; and help accessing educational resources.
3. Post-secondary educational support: Services designed to help a youth enter or complete post-secondary educations which include: Classes for test preparation, such as the Scholastic Aptitude Test (SAT); counseling about college; information about financial aid and scholarships; help completing college or loan applications; and tutoring while in college.
4. Career preparation: Services which focus on developing a youth's ability to find, apply for, and retain appropriate employment. Career preparation includes the following types of instruction and support services: Vocational and career assessment, including career exploration and planning, guidance in setting and assessing vocational and career

interests and skills, and help in matching interests and abilities with vocational goals; job seeking and job placement support, including identifying potential employers, writing resumes, completing job applications, developing interview skills, job shadowing, receiving job referrals, using career resource libraries, understanding employee benefits coverage, and securing work permits; retention support, including job coaching; learning how to work with employers and other employees; understanding workplace values such as timeliness of completing tasks and appearance; and understanding authority and customer relationships.

5. Employment programs or vocational training: Services designed to build a youth's skills for a specific trade, vocation, or career through classes or on-site training. Employment programs include a youth's participation in an apprenticeship, internship, or summer employment program and do not include summer or after-school jobs secured by the youth alone. Vocational training includes a youth's participation in vocational or trade programs and the receipt of training in occupational classes for such skills as cosmetology, auto mechanics, building trades, nursing, computer science, and other current or emerging employment sectors.
6. Budget and financial management: Assistance which includes the following types of training and practice: Living within a budget; opening and using a checking and savings account; balancing a checkbook; developing consumer awareness and smart shopping skills; accessing information about credit, loans, and taxes; and filling out tax forms.
7. Housing education and home management training: Locating and maintaining housing, including filling out a rental application and acquiring a lease, handling security deposits and utilities, understanding practices for keeping a healthy and safe home, understanding tenants' rights and responsibilities, and handling landlord complaints. Home management includes instruction in food preparation, laundry, housekeeping, living cooperatively, meal planning, grocery shopping and basic home maintenance and repairs.
8. Health education and risk prevention: Hygiene, nutrition, fitness and exercise, and first aid; medical and dental care benefits, health care resources and health insurance, prenatal care and maintaining personal medical records; sex education, abstinence education, and HIV prevention, including education and information about sexual development and sexuality, pregnancy prevention and family planning, and sexually transmitted diseases and AIDS; substance use disorder prevention and intervention, including education and information about the effects and consequences of using (alcohol, drugs, tobacco) and substance avoidance and intervention. (Health education and risk prevention does not include the youth's actual receipt of direct medical care or substance use disorder treatment.)

9. Family support and healthy marriage education: Such services include education and information about safe and stable families, healthy marriages, spousal communication, parenting, responsible fatherhood, child care skills, teen parenting, and domestic and family violence prevention.
10. Mentoring: "Mentoring" means that the youth has been matched with a screened and trained adult for a one-on-one relationship that involves the two meeting on a regular basis. Mentoring can be short-term, but it may also support the development of a long-term relationship. While youth often are connected to adult role models through school, work, or family, this service category only includes a mentor relationship that has been facilitated, paid for, or provided by the State agency or its staff.
11. Supervised independent living: The youth is living independently under a supervised arrangement that is paid for or provided by the State agency. A youth in supervised independent living is not supervised 24 hours a day by an adult and often is provided with increased responsibilities, such as paying bills, assuming leases, and working with a landlord, while under the supervision of an adult.
12. Room and board financial assistance: A payment that is provided by the State agency for room and board, including rent deposits, utilities, and other household start-up expenses.
13. Education financial assistance: Payment that is paid for or provided by the State agency for education or training, including allowances to purchase textbooks, uniforms, computers, and other educational supplies; tuition assistance; scholarships; payment for educational preparation and support services (i.e., tutoring), and payment for GED and other educational tests. This financial assistance also includes vouchers for tuition or vocational education or tuition waiver programs paid for or provided by the State agency.
14. Other financial assistance: Any other payments made or provided by the State agency to help the youth live independently.

Provider Delivered Services 10-12-2010

CP&P Caseworkers enter the services in the Support Service Window in NJS for youth age 14 to 21. In order to assist in the entry of accurate service information, the Office of Adolescent Practice and Permanency will collect from provider agencies a monthly summary of NYTD services provided to CP&P and/or youth who receive services funded by CP&P who do not have open CP&P cases (e.g., Homeless Youth, NJ Foster Scholars, etc.). For youth in open cases, the Office of Adolescent Practice and Permanency will relay the information to the CP&P Caseworker through Local or Area

Office Management. The Caseworker will ensure that the support service is entered into NJ SPIRIT within 14 days. The Caseworker must reply "Yes" when asked if this is a NYTD Service. Supervisors, Casework Supervisors, and Managers assure that service information is entered in a timely manner.

Caseworker Delivered Services 10-12-2010

In certain instances, the Caseworker may directly provide the NYTD service to the youth, or to a group of youths, as a part of their normal activity. The Caseworker records the service in NJ SPIRIT, with the Local Office as the Provider.

Resource Delivered Services 10-12-2010

Upon conducting a Minimum Visitation Requirement contact, the Caseworker may collect information from the resource parents regarding independent living services provided to the youth in their care. In such circumstances, the Caseworker may enter a NYTD service provided by the resource parent.