

NUMBER

#17-68-21

DATE

Sept. 25, 2017

OF INTEREST TO

County Directors

Social Services Supervisors and
Staff

Tribal Social Service Directors

SELF Program Coordinators

ACTION/DUE DATEComplete and submit budget
for SELF allocationNote information about
eligibility and priorities for use
of funds.Note information about fiscal
management**EXPIRATION DATE**

Sept. 25, 2019

Allocations Announced for Adolescent Independent Living Skills Funding

TOPIC

Budget instructions, eligibility, funding priorities, use and fiscal management of funds for the Support for Emancipation and Living Functionally (SELF) program.

PURPOSE

Provide county and tribal social service agencies with information on program eligibility, funding priorities and budget instructions.

CONTACT

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SIGNED

JAMES G. KOPPEL
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.

I. BACKGROUND

The Support for Emancipation and Living Functionally (SELF) program funds have been allocated to county and tribal agencies since 1987 through Public Laws 99-272, 101-239, 103-66 and the federal Welfare Reform Bill of 1998. On Dec. 14, 1999, President Clinton signed the Chafee Foster Care Independence Act. It replaced section 477 of the Social Security Act which originally defined Minnesota's SELF program. Under provisions of the Chafee Act, the intent of funding is prevention of homelessness and welfare dependency.

II. ELIGIBLE POPULATION

In calendar year 2018, eligibility includes youth ages 14-20 who are on a county or tribal social services caseload and have experienced an out-of-home placement for at least 30 consecutive days after age 14. Youth may continue to receive SELF-funded services up to age 21. Youth under state guardianship or permanent custody to the agency, who are expected to remain in placement until age 18 or older, should be the highest priority for SELF-funded services. All county placements must be entered into the Social Service Information System (SSIS) in order for the Minnesota Department of Human Services (department) to verify eligibility.

III. DEFINITION OF OUT-OF-HOME PLACEMENT

For purposes of the SELF program, out-of-home placement means 24-hour substitute care for youth placed away from their parents or guardians for whom the local social service agency has placement and care responsibility. Youth must be placed as a result of a court order or voluntary placement agreement. A youth who has run away from an out-of-home placement is considered in placement until the social service agency no longer has legal responsibility (i.e., discharged by the court). Youth placed by a county or tribal social service agency in chemical dependency treatment facilities, not based in a hospital, are considered to be in out-of-home placement. Youth who are adjudicated delinquent and court ordered to a non-secure facility may be considered in out-of-home placement if:

- The local social service agency has custody and responsibility for placement
- There is a Title IV-E agreement between the local social service agency and juvenile corrections, or
- The local social service agency is in an Umbrella County.

However, all placements must be entered into SSIS to demonstrate eligibility.

Temporary locations providing services to youth that are not considered a placement include respite care, visitation, summer camp, secure detention/correctional facilities, hospital/medical care, hospital-based chemical dependency treatment and psychiatric units, state regional treatment centers, and intermediate care facilities for those with developmental disabilities.

IV. USE OF FUNDS

The following federal and state policies guide the use of SELF funds:

- Funds must supplement, not replace, county or tribal agency efforts and funding sources.
- Independent living activities should not be seen as an alternative to permanency for youth, but should be provided concurrently with adoption and other permanency activities.
- Thirty percent of SELF funds may be used for room and board for youth who are being discharged from county placement at age 18 or older. In these situations, room and board is defined as damage deposits, utility hook-ups, purchase of household goods and short-term rent subsidies. If providing help with room and board costs, agency staff should approve a youth's residence as safe and appropriate. **Homelessness or homeless shelters are not approved settings.**
- Funds may be used to assist youth who choose to remain in foster care past age 18 with room and board costs. In these situations, room and board is defined as damage deposits, utility hook-ups and purchase of household goods. However, SELF funds cannot be used as a substitute for foster care maintenance payments for youth in extended care between ages 18-21. Placement options for youth in extended care past age 18 may include supervised independent living settings such as host homes, college dormitories, shared housing, semi-supervised/supervised apartments, or other housing arrangements that meet an older youth's needs for supervision and support while moving toward independence. The agency needs to approve a youth's residence as safe and appropriate. **Homelessness or homeless shelters are not approved settings.**
- Youth are allowed up to \$10,000 in assets and remain eligible for Title IV-E foster care and SELF-funded services.
- For a youth over age 18 and continuing to receive foster care benefits, agencies can require or obtain a court order that a youth reimburse the county for the cost of care. However, the cost of care does not include earnings from a youth over age 18 who is working as part of an independent living plan to transition from foster care, or income and resources from sources other than Supplemental Security Income and child support, that are needed to complete requirements of an independent living plan.
- In accordance with the Preventing Sex Trafficking and Strengthening Families Act of 2014, SELF is expanded to include supporting participation in age-appropriate activities for youth who are likely to remain in foster care until age 18.

V. COUNTY/TRIBAL USE OF SELF FUNDS

The Minnesota Department of Human Services will allocate \$931,295 in 2018 to county and tribal social service agencies that submit a budget for SELF funds in response to this bulletin. Attachment A lists the 2018 allocation amounts for each county and tribe. See Attachment B for the budget form to be completed and submitted. Tribes that do not have an allocation listed in this bulletin but want to request 2018 SELF funds should contact Kim Lemcke no later than Oct. 15, 2017, (contact information on page 13 of this bulletin).

Agency staff may decide how many service options to provide to youth with 2018 SELF funds. It is not expected that agencies fund all service options. Foster parents, school counselors, teachers, WorkForce Centers, caseworkers, and other agencies and individuals may help youth prepare for independent living without the use of SELF funds. Department staff recommends services that incorporate trauma-informed care and improve youth functioning across well-being domains.

VI. STATUTES

The best use of SELF funds is the purchase and/or provision of services to achieve the goals listed in the statutes below. Agencies are obligated to report to the court on development and progress of youths' independent living plans. This obligation does not depend on whether or not an agency receives, or how they allocate, SELF funds.

A. Court reviews

Minnesota Statutes, section [260C.203](#) (d) states the requirements for the court to review the independent living plan and the provision of services to the child. The court shall review progress toward or accomplishment of the following goals:

- (i) the child has obtained a high school diploma or its equivalent;
- (ii) the child has completed a driver's education course or has demonstrated the ability to use public transportation in the child's community;
- (iii) the child is employed or enrolled in post-secondary education;
- (iv) the child has applied for and obtained post-secondary education financial aid for which the child is eligible;
- (v) the child has health care coverage and health care providers to meet the child's physical and mental health needs;
- (vi) the child has applied for and obtained disability income assistance for which the child is eligible;
- (vii) the child has obtained affordable housing with necessary supports, which does not include a homeless shelter;
- (viii) the child has saved sufficient funds to pay for the first month's rent and a damage deposit;
- (ix) the child has an alternative affordable housing plan, which does not include a homeless shelter, if the original housing plan is unworkable;
- (x) the child, if male, has registered for the Selective Service; and
- (xi) the child has a permanent connection to a caring adult.

B. Foster care benefits past age 18

Minnesota Statutes, section [260C.451](#), subdivision 2, states that the responsible social services agency shall, in conjunction with the child and other appropriate parties, update the independent living plan related to the child's employment, vocational, educational, social, or maturational needs. The agency shall provide continued services and foster care for the child including those services that are necessary to implement the independent living plan.

Minnesota Statutes, section [260C.451](#), subdivision 9, states that the court shall conduct annual reviews to ensure the responsible social services agency is making reasonable efforts to finalize the permanency plan for the child when the responsible social services agency:

- (1) provides appropriate support to the child and foster care provider to ensure continuing stability and success in placement;
- (2) works with the child to plan for transition to adulthood and assists the child in demonstrating progress in achieving related goals;
- (3) works with the child to plan for independent living skills and assists the child in demonstrating progress in achieving independent living goals; and
- (4) prepares the child for independence.

C. Plans

Minnesota Statutes, section [260C.212](#), subdivision 1 (b), states that the out-of-home placement plan should be prepared by the responsible social services agency in consultation with the child. When a child is age 14 or older, the child may include two other individuals on the team preparing the child's out-of-home placement plan. The child may select one member of the case planning team to be designated as the child's advisor and to advocate with respect to the application of the reasonable and prudent parenting standards. The responsible social services agency may reject an individual selected by the child if the agency has good cause to believe that the individual would not act in the best interest of the child. For a child 18 years of age or older, the responsible social services agency shall involve the child and the child's parents as appropriate.

(c) The out-of-home placement plan shall be explained to all persons involved in its implementation, including the child who has signed the plan, and shall set forth:

(12) an independent living plan for a child 14 years of age or older, developed in consultation with the child. The child may select one member of the case planning team to be designated as the child's advisor and to advocate with respect to the application of the reasonable and prudent parenting standards in subdivision 14. The plan should include, but not be limited to, the following objectives:

- (i) educational, vocational, or employment planning;
- (ii) health care planning and medical coverage;
- (iii) transportation including, where appropriate, assisting the child in obtaining a driver's license;

(iv) money management, including the responsibility of the responsible social services agency to ensure that the child annually receives, at no cost to the child, a consumer report as defined under Minnesota Statutes, section 13C.001 and assistance in interpreting and resolving any inaccuracies in the report;

(v) planning for housing;

(vi) social and recreational skills;

(vii) establishing and maintaining connections with the child's family and community; and

(viii) regular opportunities to engage in age-appropriate or developmentally appropriate activities typical for the child's age group, taking into consideration the capacities of the individual child;

(14) for a child 14 years of age or older, a signed acknowledgment that describes the child's rights regarding education, health care, visitation, safety and protection from exploitation, and court participation; receipt of the documents identified in Minnesota Statutes, section [260C.452](#), subdivision 4 (c); and receipt of an annual credit report. The acknowledgment shall state that the rights were explained in an age-appropriate manner to the child.

D. Support age-appropriate and developmentally appropriate activities for foster children

Minnesota Statutes, section [260C.212](#), subdivision 14 (a), states that responsible social services agencies and licensed child-placing agencies shall support a foster child's emotional and developmental growth by permitting the child to participate in activities or events that are generally accepted as suitable for children of the same chronological age or are developmentally appropriate for the child. "Developmentally appropriate" means based on a child's cognitive, emotional, physical, and behavioral capacities that are typical for an age or age group. Foster parents and residential facility staff are permitted to allow foster children to participate in extracurricular, social, or cultural activities that are typical for the child's age by applying reasonable and prudent parenting standards.

(b) "Reasonable and prudent parenting" means the standards characterized by careful and sensible parenting decisions that maintain the child's health and safety, cultural, religious, and tribal values, and best interests while encouraging the child's emotional and developmental growth.

(c) The commissioner shall provide guidance about the childhood activities and factors a foster parent and authorized residential facility staff must consider when applying the reasonable and prudent parenting standards. The factors must include the:

(1) child's age, maturity, and developmental level;

(2) risk of activity;

(3) best interests of the child;

(4) importance of the experience in the child's emotional and developmental growth;

(5) importance of a family-like experience;

(6) behavioral history of the child; and

(7) wishes of the child's parent or legal guardian, as appropriate.

E. Successful transition to adulthood

Minnesota Statutes, section [260C.452](#):

Subdivision 1. Scope. This section pertains to a child who is under the guardianship of the commissioner of human services, or who has a permanency disposition of permanent custody to the agency, or who will leave foster care at 18 to 21 years of age.

Subdivision 2. Independent living plan. When the child is 14 years of age or older, the responsible social services agency, in consultation with the child, shall complete the independent living plan according to Minnesota Statutes, section [260C.212](#), subdivision 1, paragraph (c), clause (12).

Subdivision 3. Notification. Six months before the child is expected to be discharged from foster care, the responsible social services agency shall provide written notice to the child regarding the right to continued access to services for certain children in foster care past 18 years of age and of the right to appeal a denial of social services under Minnesota Statutes, section [256.045](#).

Subdivision 4. Administrative or court review of placements.

(a) When the child is 14 years of age or older, the court, in consultation with the child, shall review the independent living plan according to Minnesota Statutes, section [260C.203](#), paragraph (d).

(b) The responsible social services agency shall file a copy of the notification required in subdivision 3 with the court. If the responsible social services agency does not file the notice by the time the child is 17-1/2 years of age, the court shall require the responsible social services agency to file the notice.

(c) The court shall ensure that the responsible social services agency assists the child in obtaining the following documents before the child leaves foster care: a Social Security card; an official or certified copy of the child's birth certificate; a state identification card or driver's license, tribal enrollment identification card, green card, or school visa; health insurance information; the child's school, medical, and dental records; a contact list of the child's medical, dental, and mental health providers; and contact information for the child's siblings, if the siblings are in foster care.

(d) For a child who will be discharged from foster care at 18 years of age or older, the responsible social services agency must develop a personalized transition plan as directed by the child during the 90-day period immediately prior to the expected date of discharge. The transition plan must be as detailed as the child elects and include specific options, including but not limited to:

- (1) affordable housing with necessary supports that does not include a homeless shelter;
- (2) health insurance, including eligibility for medical assistance as defined in Minnesota Statutes, section [256B.055](#), subdivision 17;
- (3) education, including application to the Education and Training Voucher Program;
- (4) local opportunities for mentors and continuing support services, including the Healthy Transitions and Homeless Prevention program, if available;
- (5) workforce supports and employment services;

- (6) a copy of the child's consumer credit report as defined in Minnesota Statutes, section [13C.001](#) and assistance in interpreting and resolving any inaccuracies in the report, at no cost to the child;
- (7) information on executing a health care directive under Minnesota Statutes, Chapter [145C](#) and on the importance of designating another individual to make health care decisions on behalf of the child if the child becomes unable to participate in decisions; and
- (8) appropriate contact information through 21 years of age if the child needs information or help dealing with a crisis situation.

Subdivision 5. Notice of termination of foster care.

- (a) When a child leaves foster care at 18 years of age or older, the responsible social services agency shall give the child written notice that foster care shall terminate 30 days from the date the notice is sent.
- (b) The child or the child's guardian ad litem may file a motion asking the court to review the responsible social services agency's determination within 15 days of receiving the notice. The child shall not be discharged from foster care until the motion is heard. The responsible social services agency shall work with the child to transition out of foster care.
- (c) The written notice of termination of benefits shall be on a form prescribed by the commissioner and shall give notice of the right to have the responsible social services agency's determination reviewed by the court under this section or Minnesota Statutes, sections [260C.203](#), [260C.317](#), and [260C.515](#), subdivision 5 or 6. A copy of the termination notice shall be sent to the child and the child's attorney, if any, the foster care provider, the child's guardian ad litem, and the court. The responsible social services agency is not responsible for paying foster care benefits for any period of time after the child leaves foster care.

Also, Minnesota Statutes, section [260D.14](#), ensures that children in voluntary placement also receive the same provisions regarding a successful transition to adulthood.

F. Permanent custody to the agency

Minnesota Statutes, section [260C.521](#), subdivision 1 (b) The purpose of the review hearing is to ensure:

- (1) the responsible social services agency made intensive, ongoing, and, as of the date of the hearing, unsuccessful efforts to return the child home or secure a placement for the child with a fit and willing relative, custodian, or adoptive parent, and an order for permanent custody to the responsible social services agency for placement of the child in foster care continues to be in the best interests of the child;
- (2) that the responsible social services agency is assisting the child to build connections to the child's family and community;
- (3) that the responsible social services agency is appropriately planning with the child for development of independent living skills for the child and, as appropriate, for the orderly and successful transition to adulthood that may occur if the child continues in foster care without another permanency disposition order;
- (4) the child's foster family home or child care institution is following the reasonable and prudent parenting standards; and

(5) the child has regular, ongoing opportunities to engage in age or developmentally appropriate activities by consulting with the child in an age-appropriate manner about the opportunities.

(c) The court must review the child's out-of-home placement plan and the reasonable efforts of the responsible social services agency to finalize an alternative permanent plan for the child including the responsible social services agency's efforts to:

(1) ensure that permanent custody to the responsible social services agency with placement of the child in foster care continues to be the most appropriate legal arrangement for meeting the child's need for permanency and stability by reviewing the compelling reasons it continues not to be in the best interest of the child to:

(i) return home;

(ii) be placed for adoption; or

(iii) be placed with a fit and willing relative through an order for permanent legal and physical custody under Minnesota Statutes, section [260C.515](#), subdivision 4;

(2) identify a specific foster home for the child, if one has not already been identified;

(3) support continued placement of the child in the identified home, if one has been identified;

(4) ensure appropriate services are provided to address the physical health, mental health, and educational needs of the child during the period of foster care and also ensure appropriate services or assistance to maintain relationships with appropriate family members and the child's community; and

(5) plan for the child's independence upon the child's leaving foster care living as required under section Minnesota Statutes, section [260C.212](#), subdivision 1.

(d) The court may find that the responsible social services agency has made reasonable efforts to finalize the permanent plan for the child when:

(1) the responsible social services agency has made reasonable efforts to identify a more legally permanent home for the child than is provided by an order for permanent custody to the agency for placement in foster care;

(2) the child has been asked about the child's desired permanency outcome; and

(3) the responsible social services agency's engagement of the child in planning for a successful transition to adulthood is reasonable and appropriate.

G. Residency

Youth who leave foster care at age 18 or older need to return to the county responsible for their placement to receive services, which may include SELF funding. Youth who were reunified or achieved permanency prior to age 18 would need to work with their current county of residence to receive services, which may include SELF funding.

H. Nonprofit agencies funded to serve youth in care and leaving care

The department has awarded grants to 15 community agencies statewide to provide transition services to eligible youth through the [Healthy Transition Homeless Prevention \(HTHP\)](#) program. These agencies provide services to youth who meet eligibility criteria described in this bulletin. In addition, these agencies can continue to work with youth up to their 22nd birthday. SELF and HTHP programs complement each other, and can be used separately or together. Department staff strongly encourages county and tribal agencies to refer youth to these community agencies and partner with them to prepare youth for a successful transition to adulthood. Department staff also encourages county and tribal agencies to transition youth to these agencies prior to closing their social service case. See Attachment C for a list of agencies.

I. Best practice guidelines

A guide for county social workers, [“Helping Youth Transition from Out-of-home Care to Adulthood – Best Practices Guide,”](#) is online in eDocs, DHS-6530-ENG.

The written independent living plan is to be developed with, and signed by, youth. Youth and foster parents/facility staff should be actively involved in development of independent living plans. Department staff recommends an assessment tool, such as the [Casey Life Skills Assessment](#), as a starting point for discussion with youth, and for development of independent living plans with youth participation. All youth ages 14 and older who are receiving independent living skills services purchased with SELF funds should have an independent living plan.

The federal Administration for Children and Families is focused on promoting the social and emotional well-being of children and youth who have experienced maltreatment and receiving child welfare services. To focus on social and emotional well-being means attending to children’s behavioral, emotional and social functioning – those skills, capacities, and characteristics that enable youth to understand and be successful in the classroom, workplace and community. The department supports a trauma-informed approach, which involves understanding and responding to the symptoms of interpersonal trauma, as well as the behavioral and mental health aspects of trauma. County and tribal agencies should design programs and contracts to require that independent living and transitional living programs deliver services that are trauma-informed and evidence-based. [The National Center for Trauma-Informed Care](#) is a source for information.

J. Training

The Chafee Act requires states to provide training to help adoptive and foster parents, workers in group homes, and case managers understand and address issues confronting adolescents preparing for independent living. The Minnesota Child Welfare Training System (MCWTS) offers the following trainings to help youth successfully transition to adulthood:

- For resource families (foster, adoptive and kinship caregivers) – **CSP9328A: Independent Living: Bridging the Past and the Present with Developmentally Relevant Approaches to Effective Preparation for Adult Living**

As any foster parent who has ever parented a teen can tell you, it takes a lot of work to help a fostered teenager prepare for adult living. During these trainings, foster parents will have the opportunity to look at teens in foster care through the lens of positive youth development. The group will explore ways that teen brain development and the experience of being in care impact the behavior and decision-making of teens. Together, participants will participate in a number of group and individual activities to help them explore ways that new learning might be applied to their particular youth and home situation. By the end of the sessions, foster parents should have a new perspective on the identity development and sense of belonging that teens struggle to achieve in order to move towards successful adult living.

- For social workers or case managers – **CSP227: Preparing Adolescents for Adulthood: Partnering for Success**

This interactive training provides information on preparing foster care youth to successfully enter adulthood by using a comprehensive and ongoing process of collaborative, holistic, and individualized preparation and planning. The process of preparing youth for adulthood prompts thoughtful and thorough planning that results in youth having an extended network of support, and adequate skills to function as an adult. Preparation and planning is needed for all youth in foster care but it is especially important for youth who are state wards or those leaving foster care without legal permanency or connections to supportive adults. This training will help participants understand that permanency is achievable; lack of preparation for adulthood is avoidable; a comprehensive planning approach is essential.

The department has developed the following trainings on trauma-informed care for caseworkers and supervisors, and strongly encourages attending these and other trauma-related trainings to consider how SELF services can be delivered in the context of trauma-informed care.

- **CSP312A: Promoting Trauma-Informed Practice**

During this two-day training, child welfare workers will develop knowledge and understanding of the impact of trauma on the development and behavior of children. Participants will be able to identify strategies to support children and their families who have experienced trauma. Participants will gain knowledge on how and when to intervene in a trauma-sensitive manner and make strategic referrals. Participants will also understand the impact of secondary traumatic stress (STS) on child welfare workers and identify techniques for effective self-care.

- **CSP5312: Trauma-Informed Supervision**

This training will provide an overview of childhood trauma research findings, information regarding emotional and behavioral symptomology and treatment options, and in addition, will provide supervisors with the capacity to recognize secondary trauma in caseworkers.

All MCWTS course requests may be submitted through its [website](#) by designated county and tribal contacts. Contact Angela Jensen at 651-431-2354 or angela.jensen@state.mn.us with questions.

The Adolescent Services Unit also provides presentations at an agency's request regarding the services and programs for adolescents. Contact Kim Lemcke for more information (contact information on page 13 of this bulletin).

See Attachments D and E for other trainings and resources.

K. Documentation required in the SSIS

For the purpose of determining eligibility for the SELF program, all placements must be entered into SSIS. This includes a continuous placement showing a social service agency had or has custody of a youth and a placement location showing an eligible facility.

The independent living plan is found in SSIS in the Service Plans folder. To create a new independent living plan, choose “New State Service Plan” from the action button and search for “Independent Living Plan” in document templates.

Each youth who receives an independent living service, whether paid for with SELF funds or other funds, and regardless of foster care status, must be documented in SSIS by completing the MNYTD IL Services screen. The MNYTD IL Services screen is found in SSIS by going to the Adolescent Services folder under the youth’s name in any workgroup. A separate MNYTD IL Services screen must be completed for each six-month reporting semester and for each youth served. The department relies solely on this SSIS data to meet federal reporting requirements, including the National Youth in Transition Database, and to determine the number of youth being served. For information on entering independent living services, administering the MNYTD survey, and entering the survey and contact information in SSIS, consult DHS [bulletin #16-68-12](#) “Guidance for the National Youth in Transition Database (NYTD).” View the [MNYTD Virtual Presence Communication \(VPC\)](#) for more information.

All youth in out-of-home placement at age 17½ shall be given the Notice of Foster Care Benefits Past Age 18. To create a new notice, go to “Chronology” and choose “New Document.” Search for and select “Notice of Foster Care Benefits Past Age 18.”

All youth leaving care after age 18 shall be provided with a written 90-day transition plan developed with youth no later than 90 days prior to discharge. To create a new plan, choose “New Plan” from the action button and search for 90-day Transition plan in document templates.

The department will continue with a quality assurance process, looking at adolescent services by selecting a county to review a sample of records. This could include, but is not limited to, reviewing SSIS for eligibility of youth, independent living plans, and all MNYTD screens. Department staff will contact the county SELF program coordinator to clarify concerns that may arise from this review.

L. Fiscal management

After approval of the budget for calendar year (CY) 2018, payments will be based on reimbursement determined by BRASS code expenditure data. Therefore, it is important that expenditures, purchased services, and/or staff time for independent living skills services be reported in BRASS code 146, Adolescent Life Skills Training. Reimbursements to county agencies for eligible expenditures will be made each quarter. The total of all four quarterly payments will not exceed a county’s total 2017 SELF allocation.

Counties receiving funding must submit a SELF program final report to the department that summarizes expenditures and activities. The report must include only expenditures made within the calendar year. This

report is due Jan. 31, 2019. Department staff will provide the reporting form electronically. If the final report is not received, a hold will be placed on the next year's allocation and no reimbursements will be made until the report is received.

Department staff will negotiate contracts with each tribe that is allocated SELF funds. Payments will be based on reimbursement for expenses incurred serving eligible youth, not to exceed the tribe's total SELF allocation. The contract will specify duties and reporting requirements.

M. Budget instructions

County and tribal agencies must submit Attachment B to receive CY2018 SELF funds. Budgets for these funds are limited to the options listed. Funds may be budgeted for one, several, or all of the options. Specific information, such as numbers of youth to be served, must be provided for each option chosen. The funding available for each county or tribal agency to budget is listed in Attachment A.

Budgets may be submitted electronically, by mail, or by fax. Tribal agencies must submit their budgets by Nov. 1, 2017. County budgets must be received by Dec. 15, 2017. County agencies will receive a written allocation award letter. Tribal agencies will be contacted to negotiate a contract. All submissions, questions, or concerns regarding this bulletin and the budgeting process should be addressed to:

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Fax: 651-431-7522
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N. Self-Advisory Committee

The department is seeking representatives from both public and private youth-serving organizations to advise department staff on issues associated with the administration of federal Chafee funding and the SELF program. Meetings will be two hours once per quarter at the department in St. Paul. Those interested should contact Kim Lemcke (contact information above).

O. Youth Leadership Councils

A Youth Leadership Council includes at least one supportive adult and six -12 current or former foster care youth ages 16-24. The objectives of a Youth Leadership Council are to give youth a voice to improve the foster care system both locally and statewide; strengthen services for youth leaving care after age 18; and to represent the interests of youth in policymaking and training, while being provided leadership opportunities. Minnesota currently has eight Youth Leadership Councils (Willmar, Rochester, Duluth, Mankato, Crookston, Bemidji and two in Minneapolis) that operate independently.

The department has organized a statewide Youth Leadership Council by having the current councils come together quarterly to discuss statewide issues, and to solicit youth input for a variety of policies and programs. It is the vision of department staff to further develop a system of Youth Leadership Councils that will provide increased youth voice in the foster care system; utilize youth from all regions of Minnesota to develop a speaker's bureau; include the voices of youth in implementation and evaluation of policy and practice; as well as educating and training other youth, resource families, child welfare workers, and the public. Those interested in creating a new council or having youth join an existing council should contact Kim Lemcke (contact information on page 13).

P. Tomorrow's Leaders Today (TLT) Conference Planning Committee

The TLT planning committee meets on the second Friday of the month, January through September, from 11:00 a.m. – 1:00 p.m. at Tobies Restaurant in Hinckley. Committee members are sought from both public and private youth-serving organizations, as well as youth, to help plan the annual Youth Leadership Conference. See the website for more details on the conference. Those interested should contact Kim Lemcke (contact information on page 13 of this bulletin).

Americans with Disabilities Act (ADA) Advisory

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

ATTACHMENT A
2018 Allocations

County/Tribe	Total Available
Aitkin	\$5,000
Anoka	\$31,600
Becker	\$15,100
Beltrami	\$23,200
Benton	\$8,000
Big Stone	\$2,000
Blue Earth	\$6,000
Brown	\$4,700
Carlton	\$7,700
Carver	\$3,800
Cass	\$4,600
Chippewa	\$2,000
Chisago	\$6,500
Clay	\$12,500
Clearwater	\$3,000
Cook	\$2,000
Crow Wing	\$12,600
Dakota	\$61,700
Des Moines Valley Health and Human Services	\$10,700
Douglas	\$10,400
Faribault/Martin	\$11,400
Fillmore	\$4,800
Freeborn	\$4,900
Goodhue	\$7,800
Grant	\$2,000
Hennepin	\$115,000
Houston	\$5,800
Hubbard	\$6,700

County/Tribe	Total Available
Isanti	\$8,200
Itasca	\$12,200
Kanabec	\$4,100
Kandiyohi	\$11,300
Kittson	\$2,000
Koochiching	\$5,300
Lac qui Parle	\$2,000
Lake	\$2,000
Lake of the Woods	\$2,000
Le Sueur	\$4,200
McLeod	\$3,400
Mahnomen	\$3,000
Marshall	\$3,600
Meeker	\$3,300
Mille Lacs	\$9,600
MNPrairie County Alliance	\$13,800
Morrison	\$8,900
Mower	\$3,600
Nicollet	\$3,500
Nobles	\$5,800
Norman	\$2,800
Olmsted	\$16,000
Otter Tail	\$6,500
Pennington	\$3,500
Pine	\$4,500
Polk	\$15,400
Pope	\$7,400
Ramsey	\$50,000
Red Lake	\$2,000
Renville	\$6,700
Rice	\$7,600
Roseau	\$2,300

County/Tribe	Total Available
St. Louis	\$43,400
Scott	\$9,000
Sherburne	\$8,000
Sibley	\$2,200
Southwest MN Health and Human Services	\$54,100
Stearns	\$24,300
Stevens	\$2,400
Swift	\$3,900
Todd	\$3,700
Traverse	\$2,000
Wabasha	\$7,000
Wadena	\$2,800
Washington	\$20,300
Watonwan	\$19,900
Wilkin	\$4,700
Winona	\$5,800
Wright	\$12,800
Yellow Medicine	\$2,600
Fond du Lac Band	\$5,000
Leech Lake Band	\$43,000
Mille Lacs Band	\$10,500
White Earth Band	\$16,895
Total	\$931,295

ATTACHMENT B
2018 SELF Budget

Agency: _____

Mailing address: _____

Contact name: _____

Telephone: _____

Email address: _____

Complete one or more of the service options the county or tribal agency plans to provide to SELF-eligible youth in calendar year 2018. Provide additional information requested under each option. SELF funds may *not* be used for purposes other than the options listed.

Training topics and assistance included in options one and two should include academic support, career exploration, employment supports, budgeting and financial management, housing and home management, health and health insurance, risk prevention, relationships, coping skills, communication and parenting skills, post-secondary education exploration, assistance with post-secondary and financial aid applications (including Education and Training Vouchers), registration for Selective Service, and collection of vital documents listed on page four of this bulletin.

Option one:

Independent living skills group training	
Number of independent living groups per year	
Number of classes per group	
Number of youth to be served per year	
Cost if purchased from another agency	\$
Group facilitator salary	\$
Transportation costs	\$
Retreat costs	\$
Food and supplies	\$
Curriculum/presenter stipends	\$
Total budget for group if provided by county	\$
Tomorrow's Leaders Today Conference (\$200 per person plus round-trip mileage to Duluth)	\$
Youth Leadership Council (attach proposal and itemized budget)	\$
Total cost	\$

Who will provide this service? _____ (see Attachment C)

Option two:

One-to-one independent living skills training	
Number of youth to be served	
Cost per youth	\$
Total cost	\$

Who will provide this service? _____

Option three:

Transportation	
Number of youth to be served	
Total cost	\$

Check all that apply:

- ☐ Mileage reimbursement for volunteers, foster parents, life skills instructors, etc., to transport youth as they work on completion of their independent living plan
- ☐ Bicycles; gas cards; bus cards; car insurance or car repairs, if a youth drives a car to get to a job; GED classes; life skills training; or destinations related to completion of their independent living plan
- ☐ Driver's education and permit/license fees
- ☐ Teaching use of public transportation in the community
- ☐ Other (specify): _____

Option four:

Education supports	
Number of youth to be served	
Total cost	\$

Who will provide this service? _____

Check all that apply:

- ☐ Tutors
- ☐ GED fees
- ☐ ACT, SAT, or other test fees
- ☐ Explore post-secondary education and financial aid options
- ☐ Assist with completion of post-secondary school applications and payment of fees
- ☐ Assist with completion of post-secondary school financial aid applications, including Education and Training Vouchers
- ☐ Assist with obtaining school records, medical records, income tax forms, health insurance, Social Security card, and other vital documents necessary to apply for post-secondary school and financial aid for which they may be eligible

☐ Other (specify): _____

Option five:

Employment supports	
Number of youth to be served	
Total cost	\$

Who will provide this service? _____

Check all that apply:

- ☐ Assist with job shadowing or an internship
- ☐ Assist with career exploration, resume development, job seeking skills, mock job interviews, finding and keeping a part-time job
- ☐ Fees to obtain a state-issued identification card, etc.
- ☐ Cost of work uniforms, or attire for job interviews
- ☐ Wage or subsidized wage for an internship experience
- ☐ Cost of employment training programs
- ☐ Other (specify): _____

Option six:

Permanent connections/relational permanency	
Number of youth to be served	
Total cost	\$

Who will provide this service? _____

Check all that apply:

- ☐ Create Life Books with youth
- ☐ Create youth transition plans using the Family Group Decision Making model
- ☐ Connect youth with long-term mentors
- ☐ Use [Family Finder](#) to connect youth with significant persons from their past
- ☐ [Permanency Pact](#)
- ☐ [Youth Connection Scale](#)
- ☐ [Well-being Indicator Tool for Youth](#)
- ☐ Review relative searches and contact relatives or previous foster parents
- ☐ Create genograms or connectedness diagrams

☐ Other (specify): _____

Option seven:

Age-appropriate activities	
Number of youth to be served	
Total cost	\$

Specify the activities and who will be providing the service:

Option eight:

Room and board assistance	
Number of youth to be served	
Damage deposits, short-term rent subsidies and assistance with utilities	\$
Household goods and/or furnishings	\$
Total cost	\$

Total unduplicated number of youth to be served:

Total 2018 SELF allocation: \$

Return completed proposal to:

Kim Lemcke, MS, SELF program coordinator

Minnesota Department of Human Services

P.O. Box 64943

St. Paul, MN 55164-0943

Phone: 651-431-4686

FAX: 651-431-7522

Email: kim.lemcke@state.mn.us

ATTACHMENT C

Healthy Transition Homeless Prevention (HTHP) Grantees

Agencies one to 14 are funded to serve youth in care age 14-21 AND youth ages 14-22 who left care.

1. Arrowhead Economic Opportunity Agency (AEOA)

Virginia, Grand Rapids, International Falls

Contact: DeAnna Winge, deanna.winge@aeoa.org; phone: 218-322-6503

Itasca, St. Louis and Koochiching counties, and other referring social service or community agencies

2. Catholic Charities

St. Cloud

Contact: Stacy Pederson, spederson@ccstcloud.org; phone: 320-240-8204

Stearns, Sherburne, Mille Lacs, Benton, Anoka, Todd, Morrison and Wright counties, and other referring social service or community agencies

3. Division of Indian Work (DIW)

Minneapolis

Contact: Louise Matson, lmatson@diw-mn.org; phone: 612-279-6375

Hennepin, Ramsey, Anoka, and other referring social service or community agencies

4. Evergreen Youth & Family Services

Bemidji

Contact: Julie Johnson-Willborg, julie.johnson-wilborg@evergreenyfs.org; phone: 218-441-4587

Beltrami, Hubbard, Cass and Clearwater county social services; Red Lake, Leech Lake and White Earth reservations; and other referring social service or community agencies

5. Lutheran Social Service of Minnesota – Brainerd

Brainerd

Contact: Kathy Sauve, Kathy.Sauve@lssmn.org; phone: 218-828-4383

Aitkin, Cass, Crow Wing, Mille Lacs, Morrison, Todd and Wadena counties, and other referring social service or community agencies

6. Lutheran Social Service of Minnesota – Duluth

Duluth

Contact: Angie Skogstad, angie.skogstad@lssmn.org; phone: 218-529-2287

St. Louis and Carlton counties, and other referring social service or community agencies

7. Lutheran Social Service of Minnesota – Mankato

Mankato

Contact: Tammy Moses, tammy.moses@lssmn.org; phone: 507-381-6670

Blue Earth, Brown, Le Sueur, Nicollet, Waseca and Watonwan counties, and other referring social service or community agencies

8. Lutheran Social Service of Minnesota – Rochester

Rochester

Contact: Tammy Moses, tammy.moses@lssmn.org; phone: 507-381-6670

Olmsted, Wabasha, Dodge and Fillmore counties, and other referring social service or community agencies

9. Lutheran Social Service of Minnesota – St. Paul

St. Paul

Contact: Tameka Miller tameka.miller@lssmn.org; phone: 651-644-7739

Ramsey County and other referring social service or community agencies

10. Lutheran Social Service of Minnesota – Willmar

Willmar

Contact: Angie Mateski, amateski@lssmn.org; phone: 320-231-7075

Chippewa, Kandiyohi, Meeker, Renville, Swift, Yellow Medicine and Lac qui Parle counties, and other referring social service or community agencies

11. Northwestern Mental Health Center, Inc.

Crookston

Contact: Denise Gudvangen, dgudvangen@nwmhc.org; phone: 218-281- 0274

Kittson, Marshall, Polk, Pennington, Norman, Mahnommen and Red Lake counties, and other referring social service or community agencies

12. Red Wing Youth Outreach

Red Wing

Contact: Mandy Arden, mandyarden@outlook.com; phone: 651-301-1419

Wabasha and Goodhue counties, Prairie Island Indian Community, and other referring social service or community agencies

13. YMCA of the Greater Twin Cities

Minneapolis

Contact: Jenny Miller, Jennifer.miller@ymcatwincities.org; phone: 612-568-5363

Anoka County and other referring social service or community agencies

14. Face-to-Face Health and Counseling Services, Inc./Safezone

St. Paul

Contact: Hanna Getachew-Kreusser, getachew-kreusserh@face2face.org; phone: 651-772-5555

Ramsey County

The following agency is funded to serve *only* youth ages 14-22 who left care:

15. YouthLink

Minneapolis

Contact: Sara Majeres, majeres@youthlinkmn.org; phone: 612-252-1271

Hennepin County

ATTACHMENT D

Recommended tools for teaching life skills in a group or on a one-to-one basis, and for training foster parents and getting them involved in teaching youth:

- [Casey Life Skills](#)
- [The National Resource Center for Youth Services](#)
- [Project Adventure](#)
- [Social Learning](#)
- [Independent Living Resources, Inc.](#)
- [Northwest Media](#)

Free online learning for youth:

- [Foster Club](#) provides a national network, resources and encouragement for youth in foster care to be involved, informed and independent.
- [Youthhood](#) has information for youth regarding health, education, social situations and self-advocacy.
- [Kids Health](#) includes information on body, mind, sexual health, food, fitness, drugs, alcohol, diseases, infections, medical conditions, relationships, emotions and staying safe.
- [4Girls](#) addresses body, nutrition, mind, relationships, drugs, alcohol, smoking, bullying and safety.
- [Dept. of Public Safety](#) has information on how to get a driver's license, costs, driver's manuals and more.
- [Buying a car](#) is a handbook from the Minnesota Attorney General's Office
- [Metro Transit](#) shows how to use the bus and rail systems in the metro area.
- [MinnesotaHelp](#) is a searchable database of resources statewide by topic and zip code.
- [Bridge to Benefits](#) is a multi-state project by Children's Defense Fund – Minnesota to improve the well-being of families and individuals by linking them to public work support programs and tax credits. By answering a few simple questions, youth can see if they may be eligible for public work.

ATTACHMENT E



Spotlight on Youth Engagement

[Youth engagement](#) in child welfare empowers young people to have a significant voice in decisions that affect their lives as well as to develop key skills and relationships to help them become successful adults.

Youth engagement means meaningfully involving youth in all levels of agency decision-making, including at an individual case level for case planning and at a policy level for youth input and perspective in the organization's program and policy development. When youth are engaged in this way, they can see the positive effects of their advocacy and can feel empowered to navigate other aspects of their development and transition from care, including education, employment, and the development of interpersonal relationships.

Facts

- Youth offer perspectives and ideas not often discussed by their adult counterparts in the community.^[1]
- With support, young people can participate in decision-making in ways that enhance their own personal development and provide valuable insight.^[2]
- Child welfare agencies can experience barriers that prohibit participation by young people who are managing complex lives.^[3]

Resources

Best practice suggests that adults who become involved in youth initiatives should respect the opinions and skills of youth and be willing to collaborate with and foster youth leaders.^[4] Building agency capacity to support youth engagement practices involves putting in place resources and infrastructure that lead to meaningful

^[1] National Child Welfare Resource Center for Organizational Improvement & National Child Welfare Resource Center for Youth Development. (2007). *2007 CFSR toolkit for youth involvement: Engaging youth in the child and family services review*. Retrieved from [CFSR toolkit](#).

^[2] Guaghen, K., Flynn-Khan, M., & Hayes, C. (2009). *Sustaining youth engagement initiatives: Challenges and opportunities*. Retrieved from [sustaining youth engagement](#)

^[3] Wu, M. Z., Burns, P., Zanghi, M. & Walters, D. (2010, March). Youth leadership advisory team: An innovative approach to systems improvement. Retrieved from [YLAT innovative approach to systems improvement](#)

^[4] National Child Welfare Resource Center for Organizational Improvement & National Child Welfare Resource Center for Youth Development. (2007). *2007 CFSR toolkit for youth involvement: Engaging youth in the child and family services review*. Retrieved from [CFSR toolkit](#)

youth engagement and creating a culture and climate that promote youth engagement at all levels of an organization.

The Capacity Building Center for States (the Center) offers several [resources](#) to help child welfare agencies partner successfully with youth and young adults currently and formerly in foster care.

Publications

- [Youth Engagement Blueprint Series](#)
 - ["The Youth Engagement Blueprint" infographic](#)
 - ["The Youth Engagement Blueprint Series: Introduction" factsheet](#)
 - ["Viewing Young People as Organizational Assets" factsheet](#)
 - ["Using Science and Technology Effectively" factsheet](#)
 - ["Having the Right People" factsheet](#)
- [Having the Normalcy Conversation Series](#)
 - ["Having the Normalcy Conversation: A Guide for Discussing Developmentally Appropriate Services for Children, Youth, and Young Adults in Foster Care"](#)
 - ["Having the Normalcy Conversation: Sample Agenda"](#)
- ["Engaging Youth in NYTD" tip sheet](#)

Videos

- ["Young Adult Formerly in Congregate Care: Treat Me Like a Normal Child" video](#)
- ["Young Adult Formerly in Foster Care: This Is My Family, This Is Where I Call Home" video](#)

Related Resources from Other Organizations

- ["Achieving Authentic Youth Engagement: Core Values & Guiding Principles" factsheet](#) [Annie E. Casey Foundation]
- ["Authentic Youth Engagement: Youth-Adult Partnerships" brief](#) [Annie E. Casey Foundation]
- [Engaging Children and Youth resources](#) [Child Welfare Information Gateway]
- [Engaging and Involving Youth resources](#) [Child Welfare Information Gateway]
- [Engaging Youth in Foster Care podcast](#) [Children's Bureau]

Center for States is a part of the Child Welfare
Capacity Building Collaborative

BETTER OUTCOMES, BRIGHTER FUTURES