

County of Los Angeles
Department of Children and Family Services (DCFS)
Transitional Housing Placement-Plus-Foster Care (THP+FC)
Plan of Operation Submission Guidelines
(August 28, 2017 – September 29, 2017)

County of Los Angeles, Department of Children and Family Services will be accepting Transitional Housing Placement-Plus-Foster Care Plans of Operation (POOs) for review for county certification. This is the next step to continue in the Community Care Licensing (CCL) THP+FC licensing process. *DCFS will begin accepting Plans of Operations at 9:00 a.m. on Monday, August 28, 2017 through 5:00 p.m. on Friday, September 29, 2017.*

Interested parties should:

1. Be an established non-profit agency with a minimum of 2 years' experience working with foster care/probation transition age youth (TAY), 16-24 years old.
2. Provide CCL Orientation/Application Process Certificate of Completion signed by CCL indicating completion of Component I, (LIC 281C).
3. Be able to meet California Department of Social Services (CDSS) minimum requirements for THP+FC licensure.
4. Be able to meet County of Los Angeles contract requirements, which may include but not be limited to the following:
 - 2 years' experience in the last 4 years as a transitional housing provider, or
 - 2 years' experience providing case management/supportive services to TAY, which may include:
 - Counseling,
 - Educational guidance,
 - Financial literacy,
 - Job training, and
 - Mentoring.
 - Possess a current certified Statement of Information from the California Secretary of State.
 - Possess a Certificate of Status from the California Secretary of State.
 - Possess a non-profit determination letter from the State of California Franchise Tax Board.
 - Possess a non-profit determination letter from the Internal Revenue Service (IRS).
 - Be a licensed THP+FC provider or have begun the licensure process.
 - Have a CDSS THP+FC Rate Notification Letter from CDSS Foster Care Rates Bureau.
 - Be in "Good Standing" with all State and California County departments within the last twenty-four (24) months.
 - Have not been in "Do Not Refer" or "Do Not Use" status with any State or California County departments.

County of Los Angeles
Department of Children and Family Services (DCFS)
Transitional Housing Placement-Plus-Foster Care (THP+FC)
Plan of Operation Submission Guidelines
(August 28, 2017 – September 29, 2017)

Submission guidelines:

- Prepare a cover sheet for each section.
- Each section should be able to stand alone, so instead of using “refer to section xx”, agency should include the information for each section.
- Submit a POO that meets the following requirements:
 - Addresses relevant sections of CCR Title 22 Sections 80000 (General Licensing, GL), 86000 (Transitional Housing Placement Program, THPP), 86100 (THP+FC),
 - Complies with instructions in All County Letter (ACL) 12-44,
 - Clearly typed and organized as instructed,
 - Demonstrates an understanding of the unique needs of the population to be served,
 - Provides specific, concise descriptions of how agency’s program meets all applicable licensing requirements, and
 - Contains limited superfluous philosophical ideas.

Common mistakes to avoid:

- Submitting a POO that reads like a Group Home, Short Treatment Residential Therapeutic Program (STRTP), Foster Family Agency (FFA) or any other type of housing program except THP+FC,
- Submitting a disorganized and hard to follow POO,
- Copying verbatim from licensing requirements or other sample documents,
- Not including attachments,
- Not clearly addressing all relevant sections,
- Submitting a POO with significant grammatical and/or typographical errors,
- Not following submission guidelines,
- Using terms/acronyms that are unique to your agency, without clearly defining them, and
- Inconsistency with terms and titles.

Agencies may deliver POOs to:

Maurissa Mitchem, MSW
THP+FC County Program Manager
Department of Children & Family Services
3530 Wilshire Blvd., 4th Floor
Los Angeles, CA 90010

Our office will be **closed on Monday, September 4, 2017 in observance of the Labor Day holiday.**

County of Los Angeles
Department of Children and Family Services (DCFS)
Transitional Housing Placement-Plus-Foster Care (THP+FC)
Plan of Operation Submission Guidelines
(August 28, 2017 – September 29, 2017)

- We will not accept any POOs before 9:00 am on August 28th or after 5:00 pm on September 29th.
- Priority review will be given to agencies that provide verification of its non-profit status and LIC 281C.
- Please allow 45 business days (excluding the date of delivery) before inquiring about the status of your POO.
- Please direct all inquiries to guilC2@dcfs.lacounty.gov or 213-351-0198.

Miscellaneous:

- DCFS will not continue reviewing POOs that contain substantial errors, are incomplete, disorganized, or demonstrate a limited understanding of THP+FC and the target population. These will be returned to the agency with instructions to resubmit during an open solicitation for THP+FC.
- Submission of a POO does not guarantee that agency will receive a county certification letter, nor does it guarantee that agency will be awarded a contract with the County.
- In order to be considered for a contract, agency must submit a response to an official open solicitation for THP+FC.
- Agencies that are already licensed for THP+FC in another county, and are interested in providing THP+FC services in Los Angeles County should not submit its POO for review at this time.
- The following documents and links are being provided for informational purposes only. Using them does not guarantee your POO will be reviewed or approved:
 - a. John Burton Foundation (JBF) Becoming a THP+FC Provider (attached),
 - b. JBF Provider Template (attached); for Word document, go to <http://thpplus.org/tools-templates/>,
 - c. ACL 12-44: <http://www.cdss.ca.gov/lettersnotices/entres/getinfo/acl/2012/12-44.pdf>,
 - d. THPP requirements (86000): <http://www.cdss.ca.gov/ord/entres/getinfo/pdf/thppman1.pdf>,
 - e. THP+FC requirements (86100) (attached),
 - f. GL requirements (80000): <http://www.cdss.ca.gov/inforesources/Letters-Regulations/Legislation-and-Regulations/Community-Care-Licensing-Regulations/Residential>.

BECOMING A THP+FC PROGRAM PROVIDER

This guide is intended to assist organizations wishing to become THP+FC providers that do not already hold a Transitional Housing Placement Provider (THPP) license. THP+FC providers serve nonminor dependent youth ages 18-21. *This guide does not include information on how to become a Transitional Housing Placement Program (THPP) provider (the program serving 16-17 year olds).*

THP+FC providers are licensed by the Community Care Licensing (CCL) Division of the California Department of Social Services (CDSS) and certified by county agencies.

This document should not be used in lieu of any information provided by CDSS or individual county agencies. Applicants should read CDSS All County Letter No. 12-44, THPP regulations ([Title 22, Division 6, Chapter 7](#)), AB 12 Interim Regulations for THPP ([Title 22, Division 6, Chapter 7, Subchapter 1: Nonminor Dependents](#)), and general licensing regulations ([Title 22, Division 6, Chapter 1](#)) to ensure compliance with all licensing regulations.

-STEP-BY-STEP GUIDE-

1. CONTACT YOUR COUNTY CHILD WELFARE AGENCY DIRECTOR.

- Inform your county you are interested in applying to become a THP+FC provider and would like to submit a Plan of Operation to them for review. Click [here](#) for a list of county welfare directors that oversee the child welfare program.
- Determine whether there is a need for THP+FC in your community.
- Determine age, number and types of youth to be served.
- Investigate potential neighborhood obstacles.

NOTE: THP+FC providers must obtain a letter of certification by the county where the provider's administrative or sub-administrative office is located ("applicable county") or by a primary placing county. A provider planning on operating THP+FC in more than one county only needs one letter of certification from one county. *(For example, a provider may obtain a letter of certification from San Francisco but the provider may also provide THP+FC services in Alameda, Santa Clara, Contra Costa, etc. without getting a new letter of certification from each of those counties).* However, the living unit(s) in which the youth participants reside cannot be more than two hours by car from the provider's administrative or sub-administrative office {CCR, Title 22, section 86087.1(c)}. Therefore, providers that are planning to open new living units located more than two hours from their administrative sub-administrative office must establish a new sub-administrative office to provide support for these new living units in order to be located within the two-hour radius. *Each sub-administrative office must be independently licensed by CCL {Title 22, section 86001(s)(2)}.*

BECOMING A THP+FC PROVIDER: STEP-BY-STEP GUIDE

2. SUBMIT YOUR REQUEST FOR CERTIFICATION TO COUNTY CHILD WELFARE AGENCY.

- Submit a request to the applicable county for certification including a completed Plan of Operation and other relevant information as required by the applicable county. (**Further instructions on completing a Plan of Operation can be found on page 6 and in the accompanying document “THP+FC Plan of Operation_Template”**).
- Disclose to the applicable county in writing any revocation or disciplinary action in any CCL program.
- Once the Plan of Operation and any other requested information is received and approved, certification is issued by the county in the form of a letter on county letterhead, a certificate, or other appropriate document determined by the county signed by the child welfare director or designee.

3. ATTEND A CCL ORIENTATION FOR THE TRANSITIONAL HOUSING PLACEMENT PROVIDER LICENSING CATEGORY.

- Orientations are scheduled on an as-needed basis by CCL’s [regional offices](#). *A series of orientations were held in the month of August that many prospective applicants attended. If you did not attend one of these orientations, you will need to contact CCL and request an orientation as they are not held on a regular basis.*
- Orientations are \$50 per person, payable to Department of Social Services, mailed to the regional office where the orientation is being held. The organization’s administrator must attend.
- In order to prepare for the orientation read [ACL No. 12-44](#), the [THPP regulations](#), the [interim AB 12 regulations](#) for THPP, and attend the orientation equipped with any questions.
- You will be provided an affidavit for the completion of the orientation.

NOTE: An organization must submit their application for licensure within six months of attending an orientation. If an application is not submitted within that time period the organization must attend another orientation.

4. COMPLETE A CCL APPLICATION FOR A TRANSITIONAL HOUSING PLACEMENT PROVIDER LICENSE.

- Refer to Title 22 General Licensing Requirements #80000 & THPP Regulations #86000-88 to assist in Section A & B.
- The LIC 200 and all other required forms must be completed in Section A & B. (**A complete list of forms with links to the online versions can be found on page 5**).
- Attach the Letter of Certification from the applicable or placing county with the Plan of Operation along with the other relevant information.

BECOMING A THP+FC PROVIDER: STEP-BY-STEP GUIDE

NOTE: The Plan of Operation submitted to the county can be used to fulfill the Plan of Operation requirement for licensure provided that #86022 is completed, however it is important to note that approval of your Plan of Operation by the county *will not* guarantee approval of your Plan of Operation by CCL.

- Submit the application fee. Click [here](#) for a list of application fees.
- Application may be accepted or returned by CCL for more information.

NOTE: According to ACL No. 12-44, it may take up to 90 days before a license is issued.

5. ATTEND A FACE-TO-FACE MEETING WITH CCL.

- This meeting is scheduled by CCL once an applicant reaches this point of the application process.

6. APPLY FOR THP+FC RATE WITH FOSTER CARE AUDITS AND RATES BRANCH (FCARB).

NOTE: THP+FC rate for single-site and remote-site housing is \$2,797 per participant per month. THP+FC rate for host-family housing is \$2,225 per participant per month.

- Complete a THP+FC Non-Minor Dependent Rate Application ([SOC 179](#)).
- Enclose the following documents with the application:
 - A. Transitional Housing Placement Provider license to serve Non-Minor Dependent, *or* application for license
 - B. County certification of THP+FC program
 - C. Articles of Incorporation (Secretary of State)
 - D. Internal Revenue Service tax exempt letter
 - E. Job titles/descriptions
 - F. Organization chart
 - G. List of board members
 - H. Nonprofit declaration signed by the board of directors: *requires that the organization will operate during the fiscal year in the public interest for scientific, education, service or charitable purposes; is not organized for profit-making purposes; and uses its net proceeds to maintain, improve, or expand its operations.*
 - I. Lease agreement(s) in effect at the time of the application: *must be submitted with biennial rate applications for ongoing programs, as well as with rate applications for new THP+FC programs.*
 - J. Statement of Information 100 (SI 100)
 - K. List of case management names and type of case manager degrees

BECOMING A THP+FC PROVIDER: STEP-BY-STEP GUIDE

- Submit the rate package to:

**California Department of Social Services
Foster Care Audits and Rates Branch
Rates Unit
744 P Street, M.S. 9-6-74
Sacramento, CA 95814**

- Once all required documents are received and approved by CDSS, a rate letter will be issued to the provider and counties including a list of county placement agencies using this program. The rate letter is effective for two years.

NOTE: CDSS will provide information regarding biennial rate applications in a forthcoming ACL.

7. COMPLETE CERTIFICATES OF COMPLIANCE FOR LIVING UNITS

- Upon receiving a license and rate, the provider should begin issuing Certificates of Compliance for each living unit it operates. (*Certificates of Compliance may not be issued prior to receiving license and rate*).
- The Certificate of Compliance shall include the following:
 - A. The capacity for which the site has been certified
 - B. Any limitations, including ambulatory status
 - C. Any preferences requested by the site owner
 - D. Date of issuance
 - E. Date of expiration not to exceed one year from the date of issuance
 - F. The type of housing model (single-site, remote-site, host-family)

NOTE: In accordance with CCR, Title 22, section 86030.5, a licensed transitional housing placement provider must complete and sign a Certificate of Compliance for each single living unit ensuring each unit meets the requirements of H&S Code section 1501(b)(5). *The transitional housing placement provider shall secure and maintain for each THPP participant living unit any fire clearance required by and approved by the fire authority having jurisdiction.*

- A copy of the Certificate of Compliance for each living unit should be kept in the administrative office records maintained by the provider.

NOTE: A Certificate of Compliance is not transferable to any other living unit and shall be void upon a change of location or under emergency conditions. Providers may certify living units within and across county lines and has the responsibility to decertify previously approved sites.

-COMPLETING THE LICENSING APPLICATION-

These forms can be located on the CDSS website at: http://www.dss.cahwnet.gov/cdssweb/FormsandPu_271.htm

Section A: Licensing Forms

- ◆ [LIC 200](#) Application for a Community Care Facility or Residential Care Facility for the Elderly License, instructions included (2 pages)
- ◆ [LIC 215](#) Applicant Information (2 pages)
- ◆ [LIC 308](#) Designation of Facility Responsibility (1 page)
- ◆ [LIC 309](#) Administrative Organization (2 pages)
- ◆ [LIC 400](#) Affidavit Regarding Client/Resident Cash Resources (1 page)
- ◆ [LIC 401](#) Monthly Operating Statement, instructions included (2 pages)
- ◆ [LIC 401A](#) (2 pages)
- ◆ [LIC 402](#) Surety Bond (1 page)
- ◆ [LIC 403](#) Balance Sheet (2 pages)
- ◆ [LIC 403A](#) Balance Sheet Supplemental Schedule (4 pages)
- ◆ [LIC 404](#) Financial Information Release and Verification (1 page)
- ◆ [LIC 500](#) Personnel Report (2 pages)
- ◆ [LIC 501](#) CCL/Personnel Record (2 pages)
- ◆ [LIC 503](#) Health Screening Report - Facility Personnel (1 page)
- ◆ [LIC 508](#) Criminal Record Statement (2 pages)
- ◆ [LIC 610C](#) Emergency Disaster Plan for Children's Residential Facilities (1 page)
- ◆ [LIC 999](#) Facility Sketch (Floor Plan) (2 pages)
- ◆ [LIC 9054](#) Local Fire Inspection Authority Information (1 page)

Section B: Supportive Documents

- A. Partnership Agreement/ Articles of Incorporation/ Articles of Organization
- B. Verification of Administrator Qualifications and Certification
- C. Verification of Social Worker Qualifications
- D. Job Description - each position
- E. Personnel Policies
- F. In-service Training for Staff
- G. Facility Program Description
- H. Rules of Discipline/Personal Rights
- I. Admissions Policies
- J. Control of Property
- K. Bacteriological Analysis of Private Water Supply (when water for human consumption is from a private source)
- L. First Aid Card
- M. Orientation Certification

-WRITING THE PLAN OF OPERATION-

The Plan of Operation (sometimes referred to as the “Program Plan” by county agencies) must include all sections described in the following regulations:

- ◆ [General Licensing Requirements - Title 22, Division 6, Chapter 1, Article 3, Section 80022](#)
- ◆ [Transitional Housing Placement Program - Title 22, Division 6, Chapter 7, Section 86022](#)
- ◆ [AB12 Licensing Regulations for Non-minor Dependents in Foster Care, Transitional Housing Placement Programs - Title 22, Division 6, Chapter 7, Sub-chapter 1, Section 86122](#)

The accompanying document “**THP+FC Plan of Operation_Template**” is a template for a Plan of Operation that includes references to each section of the above regulations.

This template is merely a suggested format and is intended to be a starting point for a provider to draft a Plan of Operation. Providers must include their own content and information specific to their program and plan.

Please note that use of the template does not guarantee approval by CCL or certification by any county agency.

HOW TO USE THE TEMPLATE:

- Insert identifying information as indicated in the highlighted sections.
- Insert information as indicated in each section as it pertains to the language in the corresponding regulation section.
Note: All regulation language is enclosed in the blue boxes. It is helpful to pull language from the regulations to ensure compliance, but important to provide information as it pertains to your individual program.
- You may consider renaming some of the sections in order to have shorter headings, however make sure you include all required information. (*i.e. in the template you will see that Section VII, “Grounds Sketch” has a much longer section heading in the regulations, but it has been shortened*)
- Be sure to delete the blue boxes and yellow highlighting prior to submitting your Plan of Operation.
- Many of the sections require additional information or documents that are usually best presented as attachments (as indicated in the template).
- As your last step, insert page numbers and attachment titles in the table of contents as they correspond to each section.

Note: Sections I through XIV below are the Plan of Operation requirements included in Section 80022 and 86122 of the regulations. Sections XV through XIX below are the Plan of Operation requirements included in Section 86022 of the regulations.

[Organization Logo]

[PROVIDER NAME]

Transitional Housing Placement Plus Foster Care
Plan of Operation

Prepared by [Name, Title]

[Date]

TABLE OF CONTENTS

I. Program purposes, methods and goals.....	[#]
II. Admissions policies and procedures regarding acceptance of clients.....	[#]
III. Admission agreement.....	[#]
IV. Administrative organization	[#]
V. Staffing plan, qualifications and duties	[#]
VI. Building sketch	[#]
VII. Grounds sketch	[#]
VIII. Transportation arrangements for clients who do not have independent arrangements.....	[#]
IX. Money, personal property, and valuables of clients.....	[#]
X. Consultant and community resources to be utilized by [Provider Name] as part of its program.....	[#]
XI. [Provider Name]'s policy concerning family visits and other communications with the client.....	[#]
XII. Restricted Health Conditions	[#]
XIII. Care of clients who rely upon others to perform activities of daily living.....	[#]
XIV. Plan for precautions for clients who have a propensity for behaviors that result in harm to self or others	[#]
XV. Addresses	[#]
XVI. Telephone numbers.....	[#]
XVII. Program Statement	[#]
XVIII. Procedures for the development, review, implementation and modification of the needs and services plan for participants placed in [Provider Name]'s THP+FC Program	[#]
XIX. Separate rules and program design for youth who are in the foster care system and for youth who are no longer in the foster system, but are participating in [Provider Name]'s Program.....	[#]
Attachment A: [Document].....	[#]
Attachment B: [Document]	[#]
Attachment C: [Document]	[#]
Attachment D: [Document].....	[#]
Attachment E: [Document]	[#]

I. Program purposes, methods and goals.

[This first section asks for introductory information about your THP+FC program. Refer to the requirements listed in the box below and ensure you provide all information being requested. This section is an ideal place to also include what housing models your program will be utilizing (single-site, remote-site and/or host-family).]

SECTION I

Reference: Section 86122(a)(1)(2)

- (a) Section 86022, Plan of Operation shall apply to nonminor dependents, including the following:
- (1) A statement regarding whether the licensee intends to accept nonminor dependents.
 - (2) A description of programs or services to be provided by the THPP consistent with assisting a nonminor dependent in preparing for emancipation from foster care.

SECTION I

Reference: ACL No. 12-44

"The provider should describe the type of housing models to be offered to NMDs."

II. Admissions policies and procedures regarding acceptance of clients.

[While you may have already developed language describing these policies, make sure to carefully review the requirements below to ensure your existing policies are consistent with them. *Note: According to ACL No. 12-44 you should also include a statement that your program will serve nonminor dependents at least 18 years of age and not more than 21 years of age.*]

[*Note: General licensing regulations refer to youth participants as "clients", while other regulations sections use the term "youth" or "participant", or sometimes nonminor dependent.*]

SECTION II

Reference: Section 86168.1(c-f)

- (c) Prior to new placement of a nonminor dependent in the THPP, the administrator or social work personnel shall, jointly with the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, complete a Pre-Placement Appraisal in regard to the nonminor dependent.
- (1) The appraisal shall include, but not be limited to, the following information about the nonminor dependent:
- (A) Confirmation that the nonminor dependent does not pose a threat to children in the THPP.
 - (B) Overall health and health history, including any dietary limitations, currently prescribed medications and major illnesses, accidents, hospitalization, or surgery.
 - (C) Physical and developmental disabilities.
 - (D) Mental health and mental conditions.
 - (E) Social factors, including likes, dislikes, interests, and activities.
- (2) The appraisal shall also specify the ability of the THPP to meet the needs of the nonminor dependent.
- (d) If a nonminor dependent is accepted for placement in the THPP, the administrator or social work personnel shall:
- (1) Obtain intake information about the nonminor dependent to be maintained in the records for the nonminor dependent as specified in Section 86170, Nonminor Dependents Records, from the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer.
 - (2) Request the Health and Education Passport, any Needs and Services Plan, and the Transitional Independent Living Plan for the nonminor dependent from the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, if they are not immediately provided.
 - (3) Complete the Needs and Services Plan for the nonminor dependent as specified in Section 86168.3, Needs and Services Plan.
- (e) The administrator or social work personnel shall provide the nonminor dependent with notification of personal rights as specified in Section 86172, subsection (d).
- (f) If, at any time after a nonminor dependent is placed in the THPP, the administrator or social work personnel determine that the THPP cannot continue to provide the necessary services, the discharge procedures specified in Section 86168.4, Removal or Discharge Procedures shall apply.

SECTION II, CON'T

Reference: Section 86018(b)(4)(B)(a)(1-2)

- (1) "Admission criteria for participants in the program, including, but not limited to, consideration of the applicant's age, previous placement history, delinquency history, history of drug or alcohol abuse, current strengths, level of education, mental health history, medical history, prospects for successful participation in the program and work experience..."
- (2) The department shall review the admission criteria to ensure that the criteria are sufficient to protect participants and that they do not discriminate on the basis of race, gender, sexual orientation, or disability.

III. Admission agreement.

[Include your program's admission agreement as an attachment at the end of the document.]

IV. Administrative organization.

[Either provide a narrative description of how your administrative personnel are organized or include your program's organizational chart.]

V. Staffing plan, qualifications and duties.

[Describe the staffing plan for the program and make sure to include job descriptions for each position as an attachment at the end of this document. Ensure that the information you provide here is consistent with the requirements below. *Note: According to ACL No. 12-44 the program staffing ratio for case manager to client must not exceed one to twelve.*]

SECTION V

Reference: Section 86022(a)(3)

[The Plan of Operation shall contain the following:] Complete list of job descriptions of all THP+FC employees, including number of staff, classification, qualifications and duties, information regarding lines of authority and staff responsibilities.

SECTION V, CON'T

Reference: Section 86018(b)(4)(B)(b)

(b) Employment criteria include a consideration of the employee's age, drug or alcohol history, and experience in working with persons in this age group.

SECTION V, CON'T

Reference: Section 86065(3-5)

- (3) The THPP shall employ personnel necessary to perform the duties as follows:
- (A) An administrator as specified in Section 86064.
 - (B) A social work supervisor as specified in Section 86065.2.
 - (C) Social work personnel as specified in Section 86065.3.
- (4) The THPP shall have qualified social work personnel available on a 24-hour basis to respond to any emergency.
- (5) The THPP shall employ or retain qualified consultants necessary to implement the plan of operation.

See Sections 86064 through 86066 for qualifications and duties

SECTION V, CON'T

Reference: Section 80065

- (d) The following facility personnel staff shall be at least 18 years of age:
- (1) Persons who supervise employees and/or volunteers.
 - (2) Persons, including volunteers, who provide any element of care and supervision to clients.
- (j) Clients shall not be used as substitutes for required staff but shall be permitted, as a voluntary part of their program of activities, to participate in household duties and other tasks suited to the client's needs and abilities.
- (k) When regular staff members are absent, there shall be coverage by personnel capable of performing assigned tasks as evidenced by on-the-job performance.

SECTION V, CON'T

Reference: Section 86066

- (1) The THPP shall maintain the following personnel records:
- (A) Documentation that THPP personnel have completed the required training.
 - (B) Documentation that THPP personnel meet the education and experience requirements.
 - (C) A record of THPP personnel annual performance evaluations.

VI. Building sketch.

[This section requires a building sketch (using form [LIC 999](#)) that can be included at the end of this document as an attachment. Ensure the sketch includes all information described below.]

[*Note: If your program is operating a remote site model, it may not be feasible to provide a sketch. The John Burton Foundation is currently seeking guidance from CCL on this issue. You may want to include a narrative demonstrating that your program is compliant with the requirements described in the box below.*]

**SECTION VI
REFERENCE:
Section
80022(b)(7)**

A sketch of the building(s) to be occupied, including a floor plan which describes the capacities of the buildings for the uses intended, room dimensions, and a designation of the rooms to be used for nonambulatory clients, if any.

**SECTION VI, CON'T
REFERENCE: Section 86087**

No more than two people, including a nonminor dependent and a child, or another nonminor dependent, shall share a bedroom. A nonminor dependent and a child may share a bedroom under the following circumstances:

- (A) The nonminor dependent and the child are siblings,
- (B) The nonminor dependent and the child have been sharing a bedroom prior to the nonminor dependent turning age 18 and remain compatible to share a bedroom, or
- (C) The nonminor dependent is sharing the bedroom with his or her child.

No area commonly used for other purposes shall be used as a bedroom. Such areas include but are not limited to halls, stairways, unfinished attics or basements, garages, storage areas or sheds, or similar detached buildings.

No bedroom shall be used as a public or general passageway to another room. When the THPP participant living unit is a studio apartment, the licensing agency may grant an exception only when the studio apartment is occupied exclusively by the THPP participant, or the participant and his or her own child(ren).

A THPP participant may share a bedroom with his or her own child(ren), regardless of the ages of the participant and his or her own child(ren).

THPP participants shall not share a bedroom with an adult who is not a THPP participant unless the adult is a THP-Plus participant.

The licensing agency may approve an exception when all of the following conditions are met:

- (A) Two minor THPP participants have been sharing a bedroom and one of the participants turns 18 years of age;
- (B) One of the participants otherwise meets all of the requirements of Welfare and Institutions Code Section 11403;
- (C) Both are participants;
- (D) The participants remain compatible.

THPP employees shall not share a bedroom with THPP participants

VII. Grounds sketch.

[This section requires a sketch (using form [LIC 999](#)) which can be included at the end of this document as an attachment. Ensure the sketch includes all areas as described below.]

[Note: If your program is operating a remote site, it may not be feasible to provide a sketch. The John Burton Foundation is currently seeking guidance from CCL on this issue.]

SECTION VII

REFERENCE: Section 80022(b)(8)

(8) A sketch of the grounds showing buildings, driveways, fences, storage areas, pools, gardens, recreation areas and other space used by the clients.

(A)The sketch shall include the dimensions of all areas which will be used by the clients.

VIII. Transportation arrangements for clients who do not have independent arrangements.

[State whether your program will be providing any transportation to clients, and if so, describe your program's policies around transportation ensuring they are compliant with the regulations referenced in the box below]

SECTION VIII

REFERENCE: Section 86174

(b) Unless other arrangements are specified in the Transitional Independent Living Plan for a nonminor dependent, the licensee shall permit the nonminor dependent to arrange for his or her own transportation.

(c) A nonminor dependent may, but shall not be required to, provide transportation to others.

(d) If the licensee provides transportation to a nonminor dependent at the request of the nonminor dependent, the licensee shall ensure that persons who transport a nonminor dependent use vehicles that are in safe operating condition.

- (1) The smoking prohibition in Section 86074, subsection (a)(2) shall apply.

IX. Money, personal property, and valuables of clients.

[State whether the clients' money, personal property and/or valuables will be handled by any program staff, and if so, describe your program's policies around the handling of these items ensuring they are compliant with the regulations referenced in the box below]

SECTION IX

REFERENCE: Section 80022(b)(12)

A statement whether or not the licensee will handle the clients' money, personal property, and/or valuables. If money, personal property, and/or valuables will be handled, the method for safeguarding shall ensure compliance with Sections 80025 and 86026* [86026 is to be replaced with 86126 as specified in the regulations below].

SECTION IX, CON'T

REFERENCE: Section 80025(a-e)

(a) The licensee shall submit an affidavit, on a form provided by the licensing agency, stating whether he/she safeguards or will safeguard cash resources of clients and the maximum amount of cash resources to be safeguarded for all clients or each client in any month.

(b) All licensees, other than governmental entities, who are entrusted to care for and control clients' cash resources shall file or have on file with the licensing agency, a bond issued by a surety company to the State of California as principal.

(c) The amount of the bond shall be according to the following schedule:

**AMOUNT SAFEGUARDED PER MONTH BOND
REQUIRED**

\$750 or less \$1,000

\$751 to \$1,500 \$2,000

\$1,501 to \$2,500 \$3,000

Every further increment of \$1,000 or fraction thereof shall require an additional \$1,000 on the bond.

(d) The licensee shall submit a new affidavit and bond to the licensing agency prior to the licensee safeguarding amounts of clients' cash resources in excess of the current bond.

(e) Whenever the licensing agency determines that the amount of the bond is insufficient to provide necessary protection of clients' cash resources, or whenever the amount of any bond is impaired by any recovery against the bond, the licensing agency shall have the authority to require the licensee to file an additional bond in such amount as the licensing agency determines to be necessary to protect the clients' cash resources.

SECTION IX, CON'T

REFERENCE: Section 86126

(a) Section 80026, Safeguards for Cash Resources, Personal Property, and Valuables shall not apply to nonminor dependents.

(b) A nonminor dependent shall have control of his or her cash resources, personal property, and valuables in accordance with his or her Transitional Independent Living Plan.

(c) At the request of a nonminor dependent, THPP staff shall provide assistance with the following:

(1) Managing the nonminor dependent's cash resources, personal property, and valuables.

(2) Maintaining accurate records of the nonminor dependent's bank account, savings, and monthly budget.

(d) If the cash resources, personal property, and valuables of a nonminor dependent are entrusted to the licensee, these items shall be safeguarded as specified in the subsection.

(1) The licensee shall review an itemized inventory list of the cash resources, personal property, and valuables with the nonminor dependent

(A) This list shall be kept in the records for a nonminor dependent as specified in Section 86170, Nonminor Dependents' Records.

(2) The licensee shall:

(A) Keep the cash resources, personal property, and valuables of each nonminor dependent separate and intact, separate from THPP funds, and

(B) Maintain accurate records of the cash resources, personal property, and valuables belonging to a nonminor dependent.

(e) The licensee or THPP staff shall not make expenditures from the cash resources of a nonminor dependent for any basic services in these regulations.

(f) If the licensee has been entrusted with the cash resources, personal property, and valuables of a nonminor dependent, THPP staff shall surrender these items to the nonminor dependent or to the person or agency responsible for placing the nonminor dependents such as a social worker or probation officer, with an itemized inventory list of these items when a nonminor dependent leaves the THPP.

(1) THPP staff and the nonminor dependent or the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, shall inspect the itemized inventory list to ensure that all personal belongings of the nonminor dependent are being surrendered to the nonminor dependent, and

(2) THPP staff shall request and retain a receipt that is signed and dated by the nonminor dependent or the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer.

X. Consultant and community resources to be utilized by [Provider Name] as part of its program

[This section should include any resources utilized outside of your organization, including consultants or other nonprofit service providers.]

XI. [Provider Name]'s policy concerning family visits and other communications with the client.

[Describe your program's policy concerning family visits and other types of communication that encourage regular family involvement, ensuring your organization provides ample opportunities for family activities at the facility as referenced below.]

SECTION XI

REFERENCE: Section 80022(b)(14)

A statement of the facility's policy concerning family visits and other communications with the client pursuant to Health and Safety Code Section 1512.

(Section 1512 of the Health and Safety Code provides that: This policy shall be designed to encourage regular family involvement with the client and shall provide ample opportunities for family participation in activities at the facility).

XII. Restricted health conditions.

[If your program intends to admit or care for clients who have restricted health conditions as described at the bottom of the box below, you will need to include the facility policies and a program description related to those clients and their needs, ensuring it includes the requirements listed in the box below.]

SECTION XII

REFERENCE: Section 80022(d)

(d) If the licensee intends to admit or care for one or more clients who have a restricted health condition specified in **Section 80092***, the facility policies and a program description shall be included. At a minimum, the information related to those clients and their needs shall specify all of the following:

- (1) The type of restricted health condition that the licensee plans to admit.
- (2) The licensee's plans for serving that client.
 - (A) If the licensee plans to admit or care for one or more clients who have a staph or other serious, communicable infection, the plan must include:
 1. A statement that all staff will receive training in universal precautions within the first 10 days of employment, and before providing care to these clients.
 2. A statement of how the licensee will ensure that the training is obtained, and the name and qualifications of the person or organization that will provide the training.
- (3) The services that will be provided.
- (4) Staffing adjustments if needed in order to provide the proposed services.
 - (A) This may include increased staffing, hiring staff with additional or different qualifications, utilizing licensed professionals as consultants, or hiring licensed professionals.

***Section 80092 states** (1) Use of inhalation-assistive devices (2) Colostomy/ileostomies (3) Requirement for fecal impaction removal, enemas, suppositories (4) Use of catheters (5) Staph or other serious, communicable infections (6) Insulin-dependent Diabetes (7) Stage 1 and 2 dermal ulcers (8) Wounds (9) Gastrostomies (10) Tracheostomies

XIII. Care of clients who rely upon others to perform activities of daily living.

[State whether or not your program intends to admit or care for clients who rely upon others to perform all activities of daily living, and if so, include a statement that demonstrates your program's ability to care for these clients including the requirements listed below.]

SECTION XIII

REFERENCE: Section 80022(e)

(e) If the licensee intends to admit or care for one or more clients who rely upon others to perform all activities of daily living, the plan of operation must also include a statement that demonstrates the licensee's ability to care for these clients. The evidence or ability may include, but not be limited to:

- (1) The licensee's experience in providing care to these clients.
- (2) The licensee's experience providing care to a family member with this condition.
- (3) The licensee's plan to hire staff who have experience providing care to these clients, and documentation of what the staff person's experience has been.
- (4) Documentation of training the licensee and/or staff have completed specific to the needs of these clients.
- (5) History of continued placements by a Regional Center.

XIV. Plan for precautions for clients who have a propensity for behaviors that result in harm to self or others.

[If your organization intends to admit clients where self-harm or harm to others is a concern, this section is where you would describe your policies and procedures regarding the protection of clients from other clients and from self.]

SECTION XIV

REFERENCE: Section 80022(f)

(f) If the licensee intends to admit and/or specialize in care for one or more clients who have a propensity for behaviors that result in harm to self or others, the facility plan of operation shall include a description of precautions that will be taken to protect that client and all other clients.

XV. Addresses.

[This section should include all addresses as outlined below. *NOTE: If any living units are more than 2 hours driving distance from the administrative or sub-administrative office, a new sub-administrative office will have to be established within a 2-hour radius of the living unit(s). Each sub-administrative office must be independently licensed by CCL as referenced in ACL No. 12-44.*]

SECTION XV

REFERENCE: Section 86022(a)(1)

The street address and mailing address, if different, for the administrative office and subadministrative office; street address for the THPP staff residential unit(s) if applicable; and the THPP participant living units.

SECTION XIV, CON'T

REFERENCE: Section 86078(a)(3)

All units must be within 2 hours driving distance

XVI. Telephone numbers.

[Provide your organizations telephone numbers in this section as specified in the box below.]

SECTION XVI

REFERENCE: Section 86022(a)(2)

(2) The licensee shall provide the licensing agency the business telephone number and the 24-hour emergency telephone number of the THPP licensee or designee.

XVII. Program statement.

1. Goals of the THPP.

[Describe the goals of your THP+FC program.]

2. Description of the youth to be served.

[Make sure to identify youth served as nonminor dependents ages 18-21 in addition to any other descriptors you use to identify what sub-populations you will serve, if any (e.g. females/males, pregnant and parenting youth, youth with substance-abuse problems, etc.)]

3. Admission criteria for THPP participants.

[If you don't wish to list the admission criteria twice as this is covered in Section II, you can fulfill this sub-section by inserting a reference to Section II.]

4. Staff training plan

[This section should include protocols for training new employees as well as ongoing training protocols. The description should include methods used, topics covered, hours provided, and qualifications of the trainer. Refer to the regulations in the boxes below to ensure your organization's protocol is compliant with the requirements.]

- Training new employees.
- Ongoing training.
- Training topics.
- Qualifications of the trainer.

SECTION XVII, #4

REFERENCE: Section 86065

(1) All THPP personnel shall, at a minimum, receive training that provides knowledge of and skill in the following areas, as evidenced by safe and effective job performance:

(A) All THPP personnel shall complete a minimum of one-hour training in the area of child abuse identification and reporting.

(2) All THPP personnel shall, at a minimum, receive training about the characteristics of persons 16 - 21 years of age, placed in long-term foster care pursuant to Welfare and Institutions Code Section 16522.1(c). ("A training program designed to educate employees who work directly with participants about the characteristics of persons in this age group placed on longterm care settings, and designed to ensure that these employees are able to adequately supervise and counsel participants and to provide them with training in independent living skills.")

SECTION XVII, #4, CON'T

REFERENCE: Section 86018 Handbook

Program must provide a training program designed to educate employees who work directly with participants about the characteristics of persons in this age group placed in long-term care settings, and designed to ensure that these employees are able to adequately supervise and counsel participants and to provide them with training in independent living skills.

SECTION XVII, #4, CON'T

REFERENCE: Section 80065

(a) Facility personnel shall be competent to provide the services necessary to meet individual client needs and shall, at all times, be employed in numbers necessary to meet such needs.

(f) All personnel shall be given on-the-job training or shall have related experience which provides knowledge of and skill in the following areas, as appropriate to the job assigned and as evidenced by safe and effective job performance.

- (1) Principles of nutrition, food preparation and storage and menu planning.
- (2) Housekeeping and sanitation principles.
- (3) Provision of client care and supervision, including communication.
- (4) Assistance with prescribed medications which are self-administered.
- (5) Recognition of early signs of illness and the need for professional assistance.
- (6) Availability of community services and resources.
- (7) For adult CCFs, Universal Precautions as defined in Section 80001(u)(1).

(A) Training in Universal Precautions may be provided in the facility or staff may attend training provided by a local health facility, county health department, or other local training resources.

(j) Clients shall not be used as substitutes for required staff but shall be permitted, as a voluntary part of their program of activities, to participate in household duties and other tasks suited to the client's needs and abilities.

(1) Such duties and tasks shall be specified in the client's needs and services plan as specified in Chapters 2, 4, 5 and 6.

(m) All personnel shall be instructed to report observations or evidence of violations of any of the personal rights specified in Section 80072 and/or any of the personal rights provisions of Chapters 2 through 7.

5. Detailed plan for monitoring the THPP participants.
 [This could include any regular meeting times designated staff has with individual participants, as well as how regular review and updating of the Needs and Services plan is incorporated into the program for the purpose of monitoring progress. This could also include any regular site inspections conducted of the living units.]

6. Procedures for responding to complaints and emergencies on a 24-hour basis.
 [Describe your program’s procedures for responding to emergencies and complaints on a 24-hour basis, and if your program or agency has an emergency plan, you can describe the plan or include it as an attachment at the end of the document. Make sure your plan is compliant with the requirements in the box below.]

SECTION XVII, NO. 6
REFERENCE: Section 86023
 (1) Each licensee shall develop and provide a current, emergency plan for the THPP participants.
 (2) The emergency plan shall include emergency information, instructions and telephone numbers, including a 24-hour emergency number for the licensee and the participant’s responsible party.
 (3) The licensee shall ensure that each staff and resident understands and is capable of implementing the plan.

7. Contract to be used between the THPP and the THPP participant. The contract shall include:
 [This section should indicate that each participant receives a contract upon acceptance into the program, and that the contract is reviewed and discussed with the participant, ensuring he/she understands prior to requesting the participant’s signature. Include the contract as an attachment at the end of the document, and review all requirements below to ensure all necessary information is included in your program’s contract.]

SECTION XVII, NO. 7
REFERENCE: Section 86022(a)(4)(G)
 Contract to be used between the THPP and the THPP participant. The contract shall include:
 1. The rights of each party; and
 2. Responsibilities of each party.

SECTION XVII, NO. 7

REFERENCE: Section 86172

- (a) Section 80072 and 86072, Personal Rights shall not apply to nonminor dependents.
- (b) The licensee shall ensure that each nonminor dependent is accorded the personal rights specified in **Welfare and Institutions Code section 16001.9 [see box below]** and the following personal rights:
- (1) A nonminor dependent shall be free from corporal or unusual punishment; infliction of pain; humiliation; intimidation; ridicule; coercion; threat; physical, sexual, mental, or other abuse; or other actions of a punitive nature including, but not limited to, interference with the daily living functions of eating, sleeping, or toileting, or withholding of shelter, clothing, medication, or aids to physical functioning.
 - (2) To acquire, possess, maintain, and use adequate personal items. These shall include, but not be limited to, the nonminor dependent's own:
 - (A) Clothes.
 - (B) Toiletries and personal hygiene products.
 - (C) Belongings including furnishings, equipment, and supplies, for his or her personal living space in accordance with his or her interests, needs, and tastes.
 - (3) To acquire, possess, maintain, and use a personal vehicle for transportation.
 - (4) To select, obtain, and store food of his or her own choosing.
 - (5) To select, obtain, or decline medical, dental, vision, and mental health care and related services at his or her discretion.
 - (6) To have adequate privacy for visitors that include:
 - (A) Family members, unless prohibited by court order.
 - (B) The person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer.
 - (C) Other visitors, unless prohibited by court order.
 - (7) To be informed by the licensee of the provisions of law regarding complaints, and information including, but not limited to, the address and telephone number of the licensing agency and about the confidentiality of complaints.
 - (8) To send and receive unopened mail, acquire, possess, maintain, and use a personal landline or cellular telephone to make and receive confidential telephone calls or a personal computer to send and receive unopened electronic communication, unless prohibited by court order.
 - (9) To leave or depart the THPP at any time at the discretion of the nonminor dependent.
 - (10) To have the independence appropriate to the status of a nonminor dependent as a legal adult, consistent with the Needs and Services Plan for the nonminor dependent or the Transitional Independent Living Plan for the nonminor dependent.
 - (11) To have dignity in his or her personal relationships with others in the THPP.
 - (A) To be free from unreasonable searches of person.
 - (12) To have private or personal information including, but not limited to, any medical condition or treatment, psychiatric diagnosis or treatment, history of abuse, educational records reflecting performance or behavior, progress at the THPP, and information relating to the biological family of the nonminor dependent maintained in confidence.
 - (A) There shall be no release of confidential information without the prior written consent of the nonminor dependent, and this information must only be released to the extent permitted by law. The licensee shall, with the consent of the nonminor dependent, only disclose relevant and necessary information about the nonminor dependent.
 - (13) To access information regarding available educational, training, and employment options of his or her choosing.
 - (14) To request assistance from THPP staff.
- (c) In ensuring the rights of a nonminor dependent, the licensee is not required to permit or take any action that would infringe on the rights of others or impair the health and safety of the nonminor dependent or others in the THPP:
 - (1) The licensee is not prohibited from taking the following actions for the protection of the nonminor dependent or others in the THPP:
 - (A) Establishing house rules that include, but are not limited to, rules regarding visitation that shall apply to all visitors.
 - (B) Locking exterior doors and windows as long as the nonminor dependent can enter or exit the THPP.
- (d) At the time of placement, the licensee shall ensure that the nonminor dependent is verbally notified of the rights specified in this section and provided with a written copy of these rights and information regarding agencies the nonminor dependent may contact concerning violations of these rights.

SECTION XVII, NO. 7, CON'T

REFERENCE: Welfare and Institutions Code section 16001.9, subsection (a) provides in part:

"(a) It is the policy of the state that all children in foster care shall have the following rights:

- (1) To live in a safe, healthy, and comfortable home where he or she is treated with respect.
- (2) To be free from physical, sexual, emotional, or other abuse, or corporal punishment.
- (3) To receive adequate and healthy food, adequate clothing, and for youth in group homes, an allowance.
- (4) To receive medical, dental, vision, and mental health services.
- (5) To be free of the administration of medication or chemical substances, unless authorized by a physician.
- (6) To contact family members, unless prohibited by court order, and social workers, attorneys, foster youth advocates and supporters, Court Appointed Special Advocates (CASAs), and probation officers.
- (7) To visit and contact brothers and sisters, unless prohibited by court order.
- (8) To contact the Community Care Licensing Division of the State Department of Social Services or the State Foster Care Ombudsperson regarding violations of rights, to speak to representatives of these offices confidentially, and to be free from threats or punishment for making complaints.
- (9) To make and receive confidential telephone calls and send and receive unopened mail, unless prohibited by court order.
- (10) To attend religious services and activities of his or her choice.
- (11) To maintain an emancipation bank account and manage personal income, consistent with the child's age and developmental level, unless prohibited by the case plan.
- (12) To not be locked in a room, building, or facility premises, unless placed in a community treatment facility.
- (13) To attend school and participate in extracurricular, cultural, and personal enrichment activities, consistent with the child's age and developmental level with minimal disruptions to school attendance and educational stability.
- (14) To work and develop job skills at an age-appropriate level, consistent with state law.
- (15) To have social contacts with people outside of the foster care system, such as teachers, church members, mentors, and friends.
- (16) To attend Independent Living Program classes and activities if he or she meets age requirements.
- (17) To attend court hearings and speak to the judge.
- (18) To have storage space for private use.
- (19) To be involved in the development of his or her own case plan and plan for permanent placement.
- (20) To review his or her own case plan and plan for permanent placement, if he or she is 12 years of age or older and in a permanent placement, and to receive information about his or her out-of-home placement and case plan, including being told of changes to the plan.
- (21) To be free from unreasonable searches of personal belongings.
- (22) To confidentiality of all juvenile court records consistent with existing law.
- (23) To have fair and equal access to all available services, placement, care, treatment, and benefits, and to not be subjected to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability, or HIV status.
- (24) At 16 years of age or older, to have access to existing information regarding the educational options available, including, but not limited to, the coursework necessary for vocational and postsecondary educational programs, and information regarding financial aid for postsecondary education."

SECTION XVII, NO. 7, CON'T

REFERENCE: Section 86179

(a) A nonminor dependent shall be entitled to select and participate in activities of his or her own choosing.

(A) Activities shall be consistent with the agreed-upon expectations for living in the THPP as specified in Section 86172.1, Expectations, Alternatives, and Consequences.

(b) The licensee or THPP staff shall provide access to the information specified in Section 86072.1, Educational Options and the information specified in this section to assist a nonminor dependent in preparing for emancipation from foster care.

(1) Upon the request of a nonminor dependent, the licensee or THPP staff shall assist the nonminor dependent in obtaining the following information including, but not limited to:

(A) Requirements for trade, vocational, or professional careers.

(B) Informational brochures on employment-related programs.

(C) Internet research on trade, vocational, or professional career options.

(D) Community-sponsored events promoting volunteerism, internships, or employment.

(E) Salary information for trade, vocational, or professional careers.

(F) Requirements for participation in Transitional Housing Program (THP)-Plus, and a Supervised Independent Living Setting

SECTION XVII, NO. 7, CON'T

REFERENCE: Section 86176

(a) Section 80076, Food Service shall not apply to nonminor dependents.

(b) The licensee shall provide for nutritious meals, between-meal snacks, food as necessary, and special dietary needs documented in the Needs and Services Plan of a nonminor dependent, unless the physician of the nonminor dependent advises otherwise.

(c) As agreed upon with THPP staff, a nonminor dependent shall have the opportunity to plan meals, grocery shop, and store and prepare food.

(1) A nonminor dependent shall have access to all meal preparation areas, appliances, and utensils for meal preparation.

(d) A nonminor dependent shall have the opportunity to participate in menu planning and meal preparation, but shall not be required to prepare meals for others.

SECTION XVII, NO. 7, CON'T

REFERENCE: Section 86178

- (a) Section 80078, Responsibility for Providing Care and Supervision shall not apply to nonminor dependents. In addition to Section 86078, subsection (a)(2), (a)(3), and (b), all of the following shall apply to nonminor dependents.
- (b) The licensee shall provide care and supervision as necessary to meet the needs of a nonminor dependent.
- (c) The licensee or THPP staff shall assist a nonminor dependent with developing the skills necessary for self-sufficiency. These skills may include, but are not limited to, the following:
 - (1) Financial literacy;
 - (2) Nutrition and healthy food choices, grocery shopping, food and meal preparation;
 - (3) Identifying a suitable home and home maintenance;
 - (4) Child care;
 - (5) Automotive maintenance;
 - (6) Educational and career development;
 - (7) Obtaining medical, dental, vision, and mental health care;
 - (8) Access to community resources;
 - (9) Developing and reaching goals;
 - (10) Self-care, including performing the nonminor dependent's own laundry, including but not limited to washing, drying, and ironing his or her personal clothing;
 - (11) Drug and alcohol abuse awareness and prevention; and
 - (12) Safe sex and reproductive health information.
- (d) The licensee or THPP staff shall ensure that a nonminor dependent parent provides care and supervision for the child(ren) of the nonminor dependent parent in the THPP.
- (e) A nonminor dependent shall not be required to act as a substitute for required staff, but shall be permitted, as a voluntary part of his or her program of activities, to participate in household duties and other tasks at the THPP suited to the needs and abilities of the nonminor dependent.
- (f) Unless restricted by the Needs and Services Plan or Transitional Independent Living Plan or court order, the licensee or THPP staff shall encourage a nonminor dependent to select, seek, and maintain permanent connections between the nonminor dependent, the family and non-relative extended family members of the nonminor dependent, and other caring and committed adults.

8. Procedures for determining the amount of allowance provided to each THPP participant and the schedule for disbursement.

[If your organization's THP+FC will provide its participants a portion of the AFDC-FC rate for money management purposes, include procedures for determining the amount of allowance and the schedule for disbursement in this section. *Note: according to ACL No. 12-44, THP+FC programs are not required to provide allowances.*]

SECTION XVII, NO. 8

REFERENCE: ACL No. 12-44

"If the Plan of Operation includes a program to provide the NMD a portion of the AFDC-FC rate for money management purposes, this may be described but is not required to be provided"

SECTION XVII, NO. 8, CON'T

REFERENCE: Handbook Subsection B(f) included under Section 86018(b)(4)

Facility must provide an allowance to be provided to each participant in the program. In the case of a participant living independently, this allowance shall be sufficient for the participant to purchase food and other necessities.

9. Procedures for payment or monitoring of utilities, telephone, and rent including the consequences for those participants who are unwilling or unable to meet their financial obligations or whose behavior is disruptive to the program and infringes on the rights of other participants in the program.

[*Note: The John Burton Foundation is currently seeking clarity from CCL about this section.*]

SECTION XVII, NO. 9

REFERENCE: Section 86178

The licensee shall provide care and supervision as necessary to meet the needs of a nonminor dependent.

SECTION XVII, NO. 9, CON'T

REFERENCE: Section 86172.1

If a nonminor dependent does not comply with reasonable expectations for living in the THPP, the nonminor dependent shall be subject to reasonable and temporary consequences as discussed by the licensee or THPP staff and the nonminor dependent.

(c) When a nonminor dependent is subject to reasonable and temporary consequences for noncompliance with reasonable expectations for living in the THPP, the licensee or THPP staff shall do all of the following:

- (1) Inform the nonminor dependent that it is necessary for the licensee or THPP staff to impose alternatives or consequences on the nonminor dependent.
- (2) Discuss the reason and need for the licensee or THPP staff to impose alternatives or consequences on the nonminor dependent and provide the nonminor dependent with the opportunity to participate in choosing the appropriate alternative or consequence.
- (3) Develop a plan, including time limit, with the nonminor dependent for the nonminor dependent to be subject to and comply with the chosen alternative or consequence.
- (4) Establish a time limit for the nonminor dependent to be subject to and comply with the chosen alternative or consequence.
- (5) Document the decision to subject the nonminor dependent to the chosen alternative or consequence and the steps taken in subjecting the nonminor dependent to the alternative or consequence.

(d) Any alternative or consequence that violates the personal rights of a nonminor dependent as specified in Section 86172, Personal Rights, shall be prohibited.

At the request of the nonminor dependent or at the discretion of the administrator, social work personnel, or their designee, a nonminor dependent may be discharged from the THPP with 7 days written notice prior to discharge.

SECTION XVII, NO. 9, CON'T

REFERENCE: Section 86168.4

(1) The reasons for which a nonminor dependent may be discharged from the THPP include, but are not limited to, the following:

- (B) The licensee is no longer able to meet the needs of a nonminor dependent.

10. Program policies

[Required program policies are bulleted below and can be found in Welfare and Institutions Code Section 16522.1(h)].

- **Education requirements.**

[Include your program's policies on the education requirements of participants. (e.g. are participants required to be in school, and if so, are they required to carry a minimum number of units?)]

- **Work expectations.**

[Include your program's policies on the work expectations of participants. (e.g. are participants required to maintain jobs, and if so is there a minimum number of hours?)]

- **Savings requirements.**

[Include your program's policies on savings requirements. (e.g. does each participant have to open and maintain a savings account?)]

- **Personal safety.**

[Describe your program's policy on keeping participants safe (e.g. skill-building related to safety, policies on drug and alcohol use and violence, etc.)]

- **Visitors, including but not limited to, visitation by the placement auditor pursuant to subdivision (d).**

[Include your program’s policy on visitors of participants, ensuring it is compliant with the below requirements. *Note: Subdivision (d) describes the requirement for a “detailed plan for monitoring the placement of persons under the licensee’s care” as referenced in Section V of this template*].

SECTION XVII, NO. 10, VISITORS

REFERENCE: Section 86172(b)(6)

- (6) To have adequate privacy for visitors that include:
 - (A) Family members, unless prohibited by court order.
 - (B) The person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer.
 - (C) Other visitors, unless prohibited by court order.

SECTION XVII, NO. 10, VISITORS, CON'T

REFERENCE: Section 86172(c)(1)(A)

- (1) The licensee is not prohibited from taking the following actions for the protection of the nonminor dependent or others in the THPP:
 - (A) Establishing house rules that include, but are not limited to, rules regarding visitation that shall apply to all visitors.

- **Emergencies.**

[Summarize protocol for emergencies at your organization. Again, refer to your attached emergency plan if your program has one (already referred to in Section XVII, No. 6).]

SECTION XVII, NO. 10, EMERGENCIES

REFERENCE: Section 86023

- (1) Each licensee shall develop and provide a current, emergency plan for the THPP participants.
- (2) The emergency plan shall include emergency information, instructions and telephone numbers, including a 24-hour emergency number for the licensee and the participant’s responsible party.
- (3) The licensee shall ensure that each staff and resident understands and is capable of implementing the plan.

- **Medical problems.**

[Describe your program’s policy on ensuring participants receive medical care as specified below.]

SECTION XVII, NO. 10, MEDICAL PROBLEMS

REFERENCE: Section 86175

- THPP staff shall ensure that:
 - (1) A nonminor dependent receives necessary first aid, medical, dental, vision, and mental health care, and related services.
 - THPP staff shall assist a nonminor dependent with developing the skills necessary for self-sufficiency in obtaining health services as specified in Section 86178, Responsibility for Providing Care and Supervision.
 - (2) A nonminor dependent has access to first aid supplies appropriate to the needs of the nonminor dependent.
- Upon the request of a nonminor dependent with a health condition that requires prescription or nonprescription medication, THPP staff shall assist the nonminor dependent with the self-administration of medication and injections if permitted by his or her physician.
 - (1) THPP staff shall ensure that the nonminor dependent stores medication and injections in a manner that ensures the safety of other nonminor dependents and children in the THPP.
 - (d) If a nonminor dependent cannot determine his or her need for medication, THPP staff shall determine the need of the nonminor dependent in accordance with medical instructions

- **Disciplinary measures.**

[Describe what types of disciplinary measures your program has in place. Ensure that your program’s policy is consistent with the below requirements.]

SECTION XVII, NO. 10, DISCIPLINARY MEASURES

REFERENCE: Section 86172.1

- (a) The licensee shall develop, implement, and maintain written THPP expectations, alternatives, and consequences policies and procedures for nonminor dependents.
- (1) A nonminor dependent shall be given the opportunity to participate in the review of these policies and procedures based on his or her needs while the nonminor dependent is living in the THPP.
- (b) If a nonminor dependent does not comply with reasonable expectations for living in the THPP, the nonminor dependent shall be subject to reasonable and temporary consequences as discussed by the licensee or THPP staff and the nonminor dependent.
- (c) When a nonminor dependent is subject to reasonable and temporary consequences for noncompliance with reasonable expectations for living in the THPP, the licensee or THPP staff shall do all of the following:
- (1) Inform the nonminor dependent that it is necessary for the licensee or THPP staff to impose alternatives or consequences on the nonminor dependent.
- (2) Discuss the reason and need for the licensee or THPP staff to impose alternatives or consequences on the nonminor dependent and provide the nonminor dependent with the opportunity to participate in choosing the appropriate alternative or consequence.
- (3) Develop a plan, including time limit, with the nonminor dependent for the nonminor dependent to be subject to and comply with the chosen alternative or consequence.
- (4) Establish a time limit for the nonminor dependent to be subject to and comply with the chosen alternative or consequence.
- (5) Document the decision to subject the nonminor dependent to the chosen alternative or consequence and the steps taken in subjecting the nonminor dependent to the alternative or consequence.
- (d) Any alternative or consequence that violates the personal rights of a nonminor dependent as specified in Section 86172, Personal Rights, shall be prohibited.

- **Child care.**

[If your program accepts parenting youth, describe your program’s policy on child care, ensuring it includes the requirement in the box below.]

SECTION XVII, NO. 10, CHILD CARE

REFERENCE: Section 86178(d)

The licensee or THPP staff shall ensure that a nonminor dependent parent provides care and supervision for the child(ren) of the nonminor dependent parent in the THPP.

- **Pregnancy.**

[Describe your program’s policy on participants who become pregnant. (i.e. does an alternative placement option need to be arranged, and if participant can remain in your program, what are the policies pertaining to pregnant youth?)]

- **Curfew.**

[Indicate whether your program will implement a curfew for participants, and if so, describe your program’s curfew rules.]

- **Apartment cleanliness.**

[Indicate whether your program will require participants to maintain a certain level of cleanliness and upkeep of their living units, and if so, describe your program’s apartment cleanliness rules.]

- **Use of utilities and telephone.**

[Include your program’s policy on use of utilities and telephone, ensuring it includes the requirement in the boxes below.]

SECTION XVII, NO. 10, USE OF UTILITIES AND TELEPHONE

REFERENCE: Section 86172(b)(9)

To make and receive confidential telephone calls and send and receive unopened mail, unless prohibited by court order

SECTION XVII, NO. 10, USE OF UTILITIES AND TELEPHONE, CON'T

REFERENCE: Section 86173

At all times, telephone service shall be readily accessible in the THPP.

(1) Telephone service in the THPP shall be readily accessible to a nonminor dependent.

(c) If the licensee subscribes to an Internet service, it shall be readily accessible to a nonminor dependent in the THPP.

(d) A nonminor dependent may, by arrangement with the licensee, have personal landline or cellular telephone service or a personal computer for Internet access in the THPP.

- **Budgeting.**

[Describe your program's policy around budgeting (e.g. are participants required to create a budget upon entrance? How will staff assist participants with budget? etc.)]

- **Care of furnishings.**

[Describe your program's expected upkeep of furnishings on behalf of participants, as well as any upkeep provided by your program]

- **Decorating of apartments.**

[Include your program's policies on the decorating of apartments (e.g. can participants paint, hang pictures, move furniture, etc.?)]

- **Cars.**

[Include your program's policies on personal vehicles, ensuring they include the requirements specified in the boxes below].

SECTION XVII, NO. 10, CARS

REFERENCE: Section 86172(b)(3)

- NMD has the right to acquire, possess, maintain, and use a personal vehicle for transportation.

SECTION XVII, NO. 10, CARS, CON'T

REFERENCE: Section 86174

- A nonminor dependent may, but shall not be required to, provide transportation to others.

- **Lending or borrowing money.**

[Indicate whether your program will allow participants to lend and borrow money, and if so, describe your program's rules around the lending and borrowing of money.]

- **Unauthorized purchases.**

[Indicate whether participants are restricted in the purchases they make, and if so, describe the restrictions.]

- **Dating.**

[Describe your program's policy on dating (i.e. is dating allowed? Under what circumstances? Are there special guidelines that apply to dating? Etc.)]

- **Grounds for termination that may include, but shall not be limited to, illegal activities or harboring runaways.**

[Describe your program's policy on grounds for termination, ensuring it is compliant with the requirements below.]

SECTION XVII, NO. 10, GROUNDS FOR TERMINATION...

REFERENCE: Section 86168.4

- (b) The licensee shall develop, maintain, and implement written policies and procedures regarding the removal or discharge of a nonminor dependent from the THPP.
- (1) The written policies and procedures shall be signed and dated by the administrator or social work staff and the nonminor dependent at the time of placement.
 - (2) The signed copy of the written policies and procedures shall be maintained in the records for the nonminor dependent as specified in Section 86170, Nonminor Dependents' Records.
- (c) Under emergency circumstances, a nonminor dependent may be removed from the THPP by the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, or other authorized person or agency.
- (1) An emergency removal of a nonminor dependent from the home does not require 7 days prior written notice as specified in subsection (d).
 - (2) Emergency circumstances include, but are not limited to, the following:
 - (A) Removal by law enforcement officers when a nonminor dependent is arrested.
 - (B) Removal becomes necessary when the health and safety of the nonminor dependent or others in the THPP is endangered by the continued presence of the nonminor dependent in the THPP.
 - (C) Removal for emergency medical or psychiatric care.
 - (3) If a nonminor dependent is removed under emergency circumstances, THPP staff shall inform the nonminor dependent, the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, and the licensing agency that the nonminor dependent shall be or has been removed from the THPP.
- (d) At the request of the nonminor dependent or at the discretion of the administrator, social work personnel, or their designee, a nonminor dependent may be discharged from the THPP with 7 days written notice prior to discharge.
- (1) The reasons for which a nonminor dependent may be discharged from the THPP include, but are not limited to, the following:
 - (A) The nonminor dependent reaches the age cap specified in Welfare and Institutions Code Section 11403.2, subsections (a)(1) or (a)(4).
 - (B) The licensee is no longer able to meet the needs of a nonminor dependent.
 - (C) There is a change of license for the THPP.
- (e) If it becomes necessary to discharge a nonminor dependent from the THPP with 7 days written notice prior to discharge, the administrator, social work personnel, or their designee shall:
- (1) Inform the nonminor dependent, the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, and the licensing agency that the nonminor dependent shall be discharged from the THPP.
 - (2) Provide written notice to the nonminor dependent that he or she shall be discharged from the THPP.
 - (3) Provide a copy of the written notice via e-mail, fax, or overnight mail to the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, and the licensing agency on the same day the 7 days notice is provided.
 - (4) State the reason for the discharge of the nonminor dependent in the written notice, with specific facts about any circumstance or event that results in the pending discharge of the nonminor dependent.
 - (5) Except in the circumstance specified in subsection (d)(1)(A), request in the written notice that the nonminor dependent be placed elsewhere.
- (f) If a nonminor dependent submits a complaint against the licensee, the licensing agency shall investigate the reason for the discharge.

11. Description of proposed THPP participant living unit furnishings, and policy regarding disposition of furnishings when the THPP participant completes the program.
[List what types of furnishings your program will provide for participants. Describe your program's policy on disposition of furnishings upon participant exit (i.e. are participants responsible for compensating program for damage done to furnishings, and how will the before and after condition be documented?) Ensure all policies are consistent with the below requirements.]

SECTION XVII, NO. 11

REFERENCE: Section 86187(c)(3)(d)(e)(g)(h)

- (3) The licensee shall provide a nonminor dependent with an individual bed that is equipped with a clean, comfortable mattress and pillows, as needed, all in good repair.
- (A) The licensee shall provide and a nonminor dependent shall have access as needed to clean bed linen in good repair, including lightweight, warm blankets and bedspreads; top and bottom bed sheets, pillow cases, and mattress pads.
- (4) If a nonminor dependent is sharing a bedroom with his or her child, the licensee shall provide a safe and sturdy bassinet or crib, appropriate to the child's age and size. The following shall apply to cribs:
- (A) Tiered or stacked cribs shall not be permitted.
- (B) Crib slats shall not pose the danger of an infant being trapped.
- (C) Crib mattresses shall be clean, comfortable and fit properly in the crib.
- (D) Linen shall be changed at least once per week or more often when necessary to ensure that clean linen is in use by infants at all times.
- (E) An infant who can climb out of a crib shall be provided with an age appropriate bed.
- (d) The licensee shall provide and a nonminor dependent shall have access as needed to the following additional furniture, equipment, and supplies:
- (1) Clean bath linens, including towels, hand towels, and wash cloths.
- (2) Items used to maintain basic personal care, including but not limited to shampoo, feminine hygiene products, nonmedicated soap, toilet paper, toothbrush, toothpaste, and comb.
- (3) A well-lighted desk or table space.
- (e) When a nonminor dependent or nonminor dependent parent's child has a disability, the licensee shall make necessary specific provisions including, but not limited to, changes to the building and grounds as required to provide protection and assistance and maximize the potential for self-sufficiency.
- (g) A nonminor dependent shall have access to the following items:
- (1) Household kitchen knives and appliances shall be accessible to the nonminor dependent who may need to use these items for meal preparation.
- (2) Medications used by the nonminor dependent shall be stored where accessible for self-administration by the nonminor dependent.
- (3) Disinfectants and cleaning solutions shall be stored where accessible to the nonminor dependent who may need to use these products for household chores.
- (h) In permitting a nonminor dependent to have access to the items specified in subsection (g)(1) through (g)(3), the licensee shall ensure that the safety of a nonminor dependent and others in the THPP is maintained.

SECTION XVII, NO. 11, CON'T

REFERENCE: Section 86088

- (1) The licensee shall ensure that each THPP participant living unit and the THPP staff residential unit which also may house or allow access to THPP participants, has at least one toilet, sink and tub or shower, all in working order.
- (2) The licensee shall ensure that each THPP participant and his or her minor child(ren) are provided with household essentials including, but not limited to: cooking utensils, furniture, equipment, supplies, and linens.
- (A) All of the essential items above shall be age and developmental stage appropriate to the participants and his/her children as applicable.

12. Procedures for evaluating the THPP participant's progress.

[Describe your program's procedure for evaluating participant progress (i.e. what data is collected on participants, how is it collected and how is it evaluated?)]

13. Description of linkages with Job Training Partnership Act programs.

[Describe your program's plan for connecting participants with Job Training Partnership Act programs.]

XVIII. Procedures for the development, review, implementation and modification of the needs and services plan for participants placed in [Provider Name]'s THP+FC Program.

[Describe your program's procedures for the needs and services plan for participants, ensuring it is compliant with the requirements below.]

SECTION XVIII

REFERENCE: Section 86168.3(c-f)

Also including how agency will assist youth to meet their goals as outlined in the TILP and participating in the county ILP program

(c) The THPP administrator or social work personnel shall complete a Needs and Services Plan for a nonminor dependent that is consistent with the Transitional Independent Living Plan of the nonminor dependent.

(d) A nonminor dependent shall participate in the development of the Needs and Services Plan.

(e) The Needs and Services Plan shall also contain the following information:

(1) Planned length of placement, including the discharge plan for the nonminor dependent as specified in Section 86168.4, Removal or Discharge Procedures.

(2) The information specified in Section 86068.2, subsections (a)(9) and (a)(12).

(f) The Needs and Services Plan shall be signed by the nonminor dependent, the THPP administrator or social work personnel, and the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, and maintained in the records for the nonminor dependent as specified in Section 86170, Nonminor Dependents' Records.

SECTION XVIII, CON'T

REFERENCE: Section 86068.2 (a)(9) and (a)(12)

At the time of placement, the THPP social work personnel in consultation with the authorized representative shall commence a needs and services plan for each participant. The needs and services plan describes the following:

(9) Current service needs;

(12) Plans for providing services to meet the individual needs identified above.

SECTION XVIII, CON'T

REFERENCE: Section 86068.3

(a) The needs and services plan and TILP specified in Section 80068.2 shall be reviewed at least every six months to determine the following:

(1) The participant's need for continuing services;

(2) The need for modification in services.

(A) All needs for modification shall be documented in writing.

(B) If it is determined that the TILP requires modification, THPP social work personnel shall contact the participant's authorized representative to request a new TILP.

(b) The licensee shall ensure the participant and his or her authorized representative are offered the opportunity to participate in each review.

(1) Modifications of the needs and services plan shall not be implemented unless prior written approval of the plan has been obtained from the participant's authorized representative.

(c) The THPP shall provide the participant and his/her authorized representative with a copy of the modified needs and services plan.

XIX. Separate rules and program design for youth who are in the foster care system and for youth who are no longer in the foster system, but are participating in [Provider Name]'s THP+FC Program.

[If your program will only serve youth in the foster care system, indicate that here. If your program will serve both populations, describe how rules and program design differ.]

TABLE OF CONTENTS

TITLE 22, DIVISION 6

CHAPTER 7 TRANSITIONAL HOUSING PLACEMENT PROGRAM

	<u>Section</u>
Definitions.....	86001

SUBCHAPTER 1. NONMINOR DEPENDENTS

Article 1. General Requirements

General	86100
-------------------------------	-----------------------

Article 3. Application Procedures

Plan of Operation.....	86122
Safeguards for Cash Resources, Personal Property, and Valuables.....	86126

Article 6. Continuing Requirements

Reporting Requirement.....	86161
Intake Procedures.....	86168.1
Criminal Record Clearance.....	86168.2
Needs and Services Plan	86168.3
Removal or Discharge Procedures.....	86168.4
Nonminor Dependents' Records.....	86170
Personal Rights.....	86172
Expectations, Alternatives, and Consequences.....	86172.1
Telephones	86173
Transportation.....	86174
Health-Related Services.....	86175
Food Service.....	86176
Responsibility for Providing Care and Supervision.....	86178
Activities.....	86179

Article 7. Physical Environment

Buildings and Grounds.....	86187
--	-----------------------

Amend Section 86001 to read:

86001 DEFINITIONS

86001

In addition to Section 80001, the following shall apply:

(a) (Continued)

(b) (Reserved)

(c) (Continued)

(3) “Consequence” means an action to be imposed when the nonminor dependent violates written expectations for living in the facility.

(d) (Continued)

(e) (Reserved)

(f) (Reserved)

(g) (Reserved)

(h) (Continued)

(i) (Continued)

(j) (Reserved)

(k) (Reserved)

(l) (Reserved)

(m) (Reserved)

(n) ~~(Reserved)~~

(1) “Nonminor Dependent” means a child, as described in Section 675(8)(B) of Title 42 of the United States Code under the Federal Social Security Act and as defined in Welfare and Institutions Code section 11400, subsection (v).

HANDBOOK BEGINS HERE

Welfare and Institutions Code section 11400, subsection (v) provides:

“ ‘Nonminor dependent’ means, on and after January 1, 2012, a foster child, as described in Section 675(8)(B) of Title 42 of the United States Code under the federal Social Security Act who is a current or former dependent child or ward of the juvenile court who satisfies all of the following criteria:

- (1) He or she has attained 18 years of age but is less than 21 years of age.
- (2) He or she is in foster care under the responsibility of the county welfare department, county probation department, or Indian tribe that entered into an agreement pursuant to Section 10553.1.
- (3) He or she is participating in a transitional independent living case plan pursuant to Section 475(8) of the federal Social Security Act (42 U.S.C. Sec. 675(8)), as contained in the Fostering Connections to Success and Increasing Adoptions Act of 2008 (Public Law 110-351).”

HANDBOOK ENDS HERE

(2) “Nonminor Dependent with Special Health Care Needs” means a person who is age 18, but is under age 21, who meets the requirements of Welfare and Institutions Code section 11400, subsection (v) and the following conditions:

- (A) Has a medical condition that requires specialized in-home health care.
- (B) Is one of the following:
 1. Adjudged a nonminor dependent by the court.
 2. Developmentally disabled and receiving services and case management from a regional center.
 3. Incapable of participating in education or training, preparation for employment, or employment due to a medical condition as specified in Welfare and Institutions Code section 11403, subsection (b)(5).

HANDBOOK BEGINS HERE

Welfare and Institutions Code section 11403, subsection (b) provides in part:

“(b) ...Effective January 1, 2012, a nonminor former dependent child of the juvenile court who is receiving AFDC-FC benefits pursuant to Section 11405 shall be eligible to continue to receive aid up to 19 years of age, effective January 1, 2013, up to 20 years of age, and effective January 1, 2014, up to 21 years of age, as long as the nonminor is otherwise eligible for AFDC-FC benefits under this subdivision. This subdivision shall apply when one or more of the following conditions exist:

...(5) The nonminor is incapable of doing any of the activities described in subparagraphs (1) to (4), inclusive, due to a medical condition, and that incapability is supported by regularly updated information in the case plan of the nonminor.”

HANDBOOK ENDS HERE

- (o) (Reserved)
- (p) (Reserved)
- (q) (Reserved)
- (r) (Continued)
- (s) (Continued)
- (t) (Continued)
- (u) (Reserved)
- (v) (Reserved)
- (w) (Reserved)
- (x) (Reserved)
- (y) (Reserved)
- (z) (Reserved)

NOTE: Authority cited: Sections 1530 and 1559.110, Health and Safety Code. Reference: 42 USC Section 677; Sections 1559.110 and 1559.115, Health and Safety Code; and Sections 11400, 11403, 11403.2(a)(2), 16522.1, and 16522.5, Welfare and Institutions Code.

Adopt Subchapter 1, Article 1, and Section 86100 to read:

SUBCHAPTER 1. NONMINOR DEPENDENTS

Article 1. General Requirements

86100 **GENERAL**

86100

- (a) The provisions in this subchapter shall apply to transitional housing placement programs that care for nonminor dependents, as defined in Section 86001, subsection (n)(1). Unless specified otherwise, the provisions in Title 22, Chapter 7, Transitional Housing Placement Programs, shall also apply to nonminor dependents.
- (b) Title 22, Chapter 1, General Licensing Requirements, shall apply to nonminor dependents only as specified.

NOTE: Authority cited: Sections 1502.7, 1530, and 1559.110, Health and Safety Code. Reference: Section 1502, Health and Safety Code; and Section 16522, Welfare and Institutions Code.

Adopt Article 3 and Section 86122 to read:

Article 3. Application Procedures

86122 **PLAN OF OPERATION**

86122

- (a) Section 86022, Plan of Operation shall apply to nonminor dependents, including the following:
- (1) A statement regarding whether the licensee intends to accept nonminor dependents.
 - (2) A description of programs or services to be provided by the THPP consistent with assisting a nonminor dependent in preparing for emancipation from foster care.

NOTE: Authority cited: Sections 1530 and 1559.110, Health and Safety Code. Reference: Sections 1501, 1502.7, 1520, 1531, and 1559.110, Health and Safety Code; and Sections 11401 and 16522.1, Welfare and Institutions Code.

Adopt Section 86126 to read:

**86126 SAFEGUARDS FOR CASH RESOURCES, PERSONAL PROPERTY, 86126
AND VALUABLES**

- (a) Section 80026, Safeguards for Cash Resources, Personal Property, and Valuables shall not apply to nonminor dependents.
- (b) A nonminor dependent shall have control of his or her cash resources, personal property, and valuables in accordance with his or her Transitional Independent Living Plan.
- (c) At the request of a nonminor dependent, THPP staff shall provide assistance with the following:
 - (1) Managing the nonminor dependent's cash resources, personal property, and valuables.
 - (2) Maintaining accurate records of the nonminor dependent's bank account, savings, and monthly budget.
- (d) If the cash resources, personal property, and valuables of a nonminor dependent are entrusted to the licensee, these items shall be safeguarded as specified in this subsection.
 - (1) The licensee shall review an itemized inventory list of the cash resources, personal property, and valuables with the nonminor dependent.
 - (A) This list shall be kept in the records for a nonminor dependent as specified in Section 86170 , Nonminor Dependents' Records.
 - (2) The licensee shall:
 - (A) Keep the cash resources, personal property, and valuables of each nonminor dependent separate and intact, separate from THPP funds, and
 - (B) Maintain accurate records of the cash resources, personal property, and valuables belonging to a nonminor dependent.
- (e) The licensee or THPP staff shall not make expenditures from the cash resources of a nonminor dependent for any basic services in these regulations.
- (f) If the licensee has been entrusted with the cash resources, personal property, and valuables of a nonminor dependent, THPP staff shall surrender these items to the nonminor dependent or to the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, with an itemized inventory list of these items when a nonminor dependent leaves the THPP.

- (1) THPP staff and the nonminor dependent or the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, shall inspect the itemized inventory list to ensure that all personal belongings of the nonminor dependent are being surrendered to the nonminor dependent, and
- (2) THPP staff shall request and retain a receipt that is signed and dated by the nonminor dependent or the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1502.7, 1531, and 1560, Health and Safety Code; and 20 CFR 416.601.

Adopt Article 6 and Section 86161 to read:

Article 6. Continuing Requirements

86161 **REPORTING REQUIREMENTS**

86161

- (a) Sections 80061 and 86061, Reporting Requirements shall not apply to nonminor dependents.
- (b) The licensee or THPP staff shall report to the licensing agency and the person or agency responsible for placing a nonminor dependent, such as a social worker or probation officer, when any of the following events occur:
 - (1) Death of a nonminor dependent.
 - (2) Any suspected physical or emotional abuse of a nonminor dependent.
 - (3) Any injury to or illness of a nonminor dependent that requires emergency medical treatment or hospitalization.
 - (4) Any unusual incident that involves a nonminor dependent and threatens the physical or emotional health or safety of the nonminor dependent or anyone in the THPP.
 - (5) Any prolonged absence or failure to return to the THPP lasting more than 72 hours that involves a nonminor dependent and threatens the physical or emotional health or safety of the nonminor dependent.
 - (6) Poisonings, which shall also be reported immediately to the local fire authority. In areas not having organized fire services, a report shall be made to the State Fire Marshal within 24 hours after the event occurs.
 - (7) Fires or explosions which occur in or on the premises.
- (c) This report shall be made by telephone, e-mail, or fax within 24 hours after the event occurs or within the agency's next business day.
- (d) The licensee or THPP staff shall submit a written report to the licensing agency and the person or agency responsible for placing a nonminor dependent, such as a social worker or probation officer, when any of the events specified in subsection (b)(1) through (b)(7) occur and the initial report was made by phone or did not include all of the information required on the written report. This written report shall be submitted within 7 calendar days after the event occurs and include the following information:

- (1) The name, age, sex, and date of admission of the nonminor dependent.
 - (2) Date and nature of the incident.
 - (3) Action taken by the licensee or THPP staff in response to the incident.
 - (4) Attending physician's name, findings, and treatment, if any.
 - (5) Current status of the incident.
- (e) The licensee or THPP staff shall notify the licensing agency and the person or agency responsible for placing a nonminor dependent, such as a social worker or probation officer, when the nonminor dependent is discharged as specified in Section 86168.4, Removal or Discharge Procedures.
- (f) When there are any changes to the plan of operation which affect services to nonminor dependents, the licensee shall notify the licensing agency within 10 business days following the changes.

NOTE: Authority cited: Sections 1530, and 1559.110, Health and Safety Code. Reference: Sections 1501, 1507, 1531, and 1538, Health and Safety Code.

Adopt Section 86168.1 to read:

86168.1 INTAKE PROCEDURES

86168.1

- (a) Section 80068, Admission Agreements and Section 86068.1, Intake Procedures shall not apply to nonminor dependents.
- (b) The licensee shall develop, maintain, and implement intake procedures that meet the requirements specified in this section.
- (c) Prior to new placement of a nonminor dependent in the THPP, the administrator or social work personnel shall, jointly with the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, complete a Pre-Placement Appraisal in regard to the nonminor dependent.
 - (1) The appraisal shall include, but not be limited to, the following information about the nonminor dependent:
 - (A) Confirmation that the nonminor dependent does not pose a threat to children in the THPP.
 - (B) Overall health and health history, including any dietary limitations, currently prescribed medications and major illnesses, accidents, hospitalization, or surgery.
 - (C) Physical and developmental disabilities.
 - (D) Mental health and mental conditions.
 - (E) Social factors, including likes, dislikes, interests, and activities.
 - (2) The appraisal shall also specify the ability of the THPP to meet the needs of the nonminor dependent.
- (d) If a nonminor dependent is accepted for placement in the THPP, the administrator or social work personnel shall:
 - (1) Obtain intake information about the nonminor dependent to be maintained in the records for the nonminor dependent as specified in Section 86170, Nonminor Dependents' Records, from the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer.

- (2) Request the Health and Education Passport, any Needs and Services Plan, and the Transitional Independent Living Plan for the nonminor dependent from the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, if they are not immediately provided.
- (3) Complete the Needs and Services Plan for the nonminor dependent as specified in Section 86168.3, Needs and Services Plan.
- (e) The administrator or social work personnel shall provide the nonminor dependent with notification of personal rights as specified in Section 86172, subsection (d).
- (f) If, at any time after a nonminor dependent is placed in the THPP, the administrator or social work personnel determine that the THPP cannot continue to provide the necessary services, the discharge procedures specified in Section 86168.4, Removal or Discharge Procedures shall apply.

NOTE: Authority cited: Sections 1530 and 1559.110, Health and Safety Code. Reference: Sections 1501, 1507, 1512, 1531, and 1559.110, Health and Safety Code; and Section 16522.1, Welfare and Institutions Code.

Adopt Section 86168.2 to read:

86168.2 CRIMINAL RECORD CLEARANCE

86168.2

- (a) A nonminor dependent shall not be subject to criminal record clearance as specified in Health and Safety Code 1502.7, subsection (b)(2).

HANDBOOK BEGINS HERE

Health and Safety Code section 1502.7, subsection (b)(2) provides:

“(b) The regulations shall recognize the status of nonminor dependents as legal adults. At a minimum, the regulations shall provide both of the following...”

- (2) That nonminors described in subdivision (a) in a community care facility shall not be subject to criminal background clearances pursuant to Sections 1522 and 1522.1, for the purposes of facility licensing.”

HANDBOOK ENDS HERE

NOTE: Authority cited: Sections 1530 and 1531, Health and Safety Code. Reference: Sections 1502.7, 1522, 1522.1, and 1531, Health and Safety Code.

Adopt Section 86168.2 to read:

86168.3 **NEEDS AND SERVICES PLAN**

86168.3

- (a) Section 80068.2, Needs and Services Plan does not apply to nonminor dependents.
- (b) Section 86068.2, Needs and Services Plan and Transitional Independent Living Plan (TILP) shall apply to nonminor dependents as specified in this section.
- (c) The THPP administrator or social work personnel shall complete a Needs and Services Plan for a nonminor dependent that is consistent with the Transitional Independent Living Plan of the nonminor dependent.
- (d) A nonminor dependent shall participate in the development of the Needs and Services Plan.
- (e) The Needs and Services Plan shall also contain the following information:
 - (1) Planned length of placement, including the discharge plan for the nonminor dependent as specified in Section 86168.4, Removal or Discharge Procedures.
 - (2) The information specified in Section 86068.2, subsections (a)(9) and (a)(12).
- (f) The Needs and Services Plan shall be signed by the nonminor dependent, the THPP administrator or social work personnel, and the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, and maintained in the records for the nonminor dependent as specified in Section 86170, Nonminor Dependents' Records.

NOTE: Authority cited: Sections 1530 and 1559.110, Health and Safety Code. Reference: Sections 1501, 507, 1531, and 1559.110, Health and Safety Code; and Sections 366.1, 366.21, 16001.9, 16501.1, and 16522.1, Welfare and Institutions Code; and Sections 675 and 677, Title 42 United States Code.

Adopt Section 86168.4 to read:

86168.4 REMOVAL OR DISCHARGE PROCEDURES

86168.4

- (a) Sections 80068.5, Eviction Procedures and 86068.4, Removal and/or Discharge Procedures shall not apply to nonminor dependents.
- (b) The licensee shall develop, maintain, and implement written policies and procedures regarding the removal or discharge of a nonminor dependent from the THPP.
 - (1) The written policies and procedures shall be signed and dated by the administrator or social work staff and the nonminor dependent at the time of placement.
 - (2) The signed copy of the written policies and procedures shall be maintained in the records for the nonminor dependent as specified in Section 86170, Nonminor Dependents' Records.
- (c) Under emergency circumstances, a nonminor dependent may be removed from the THPP by the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, or other authorized person or agency.
 - (1) An emergency removal of a nonminor dependent from the home does not require 7 days prior written notice as specified in subsection (d).
 - (2) Emergency circumstances include, but are not limited to, the following:
 - (A) Removal by law enforcement officers when a nonminor dependent is arrested.
 - (B) Removal becomes necessary when the health and safety of the nonminor dependent or others in the THPP is endangered by the continued presence of the nonminor dependent in the THPP.
 - (C) Removal for emergency medical or psychiatric care.
 - (3) If a nonminor dependent is removed under emergency circumstances, THPP staff shall inform the nonminor dependent, the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, and the licensing agency that the nonminor dependent shall be or has been removed from the THPP.
- (d) At the request of the nonminor dependent or at the discretion of the administrator, social work personnel, or their designee, a nonminor dependent may be discharged from the THPP with 7 days written notice prior to discharge.

- (1) The reasons for which a nonminor dependent may be discharged from the THPP include, but are not limited to, the following:
 - (A) The nonminor dependent reaches the age cap specified in Welfare and Institutions Code Section 11403.2, subsections (a)(1) or (a)(4).
 - (B) The licensee is no longer able to meet the needs of a nonminor dependent.
 - (C) There is a change of license for the THPP.
- (e) If it becomes necessary to discharge a nonminor dependent from the THPP with 7 days written notice prior to discharge, the administrator, social work personnel, or their designee shall:
 - (1) Inform the nonminor dependent, the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, and the licensing agency that the nonminor dependent shall be discharged from the THPP.
 - (2) Provide written notice to the nonminor dependent that he or she shall be discharged from the THPP.
 - (3) Provide a copy of the written notice via e-mail, fax, or overnight mail to the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, and the licensing agency on the same day the 7 days notice is provided.
 - (4) State the reason for the discharge of the nonminor dependent in the written notice, with specific facts about any circumstance or event that results in the pending discharge of the nonminor dependent.
 - (5) Except in the circumstance specified in subsection (d)(1)(A), request in the written notice that the nonminor dependent be placed elsewhere.
- (f) If a nonminor dependent submits a complaint against the licensee, the licensing agency shall investigate the reason for the discharge.

NOTE: Authority cited: Sections 1530 and 1559.110, Health and Safety Code. Reference: Sections 1501 1501.1, 1502, and 1531, Health and Safety Code; and Sections 11403.2 and 16522.1, Welfare and Institutions Code.

Adopt Section 86170 to read:

86170 **NONMINOR DEPENDENTS' RECORDS**

86170

- (a) Section 80070, Client Records and Section 86070, Participant Records shall not apply to nonminor dependents.
- (b) The licensee shall maintain a separate, complete, and current record or file in the THPP for a nonminor dependent.
 - (1) A nonminor dependent shall have access to his or her record or file maintained by the licensee in a manner that ensures the confidentiality of other records maintained in the THPP.
 - (2) The following shall be included in the nonminor dependent's record or file:
 - (A) The name of the nonminor dependent, birth date, and date of placement in the THPP.
 - (B) If provided, a summary of the health and education information and records for the nonminor dependent, including mental health information or records as described in Welfare and Institutions Code section 16010.
 - 1. The licensee or facility staff shall be responsible for maintaining information and records provided by physicians and educators including, but not limited to, immunization records and any official grade or progress reports.

HANDBOOK BEGINS HERE

Welfare and Institutions Code section 16010 provides in part:

"(a) When a child is placed in foster care, the case plan for each child recommended pursuant to Section 358.1 shall include a summary of the health and education information or records, including mental health information or records, of the child. The summary may be maintained in the form of a health and education passport, or a comparable format designed by the child protective agency. The health and education summary shall include, but not be limited to, the names and addresses of the child's health, dental, and education providers, the child's grade level performance, the child's school record, assurances that the child's placement in foster care takes into account proximity to the school in which the child is enrolled at the time of placement, the number of school transfers the child has already experienced, the child's

HANDBOOK CONTINUES

HANDBOOK CONTINUES

educational progress, as demonstrated by factors, including, but not limited to, academic proficiency scores, credits earned toward graduation, a record of the child's immunizations and allergies, the child's known medical problems, the child's current medications, past health problems and hospitalizations, a record of the child's relevant mental health history, the child's known mental health condition and medications, and any other relevant mental health, dental, health, and education information concerning the child determined to be appropriate by the Director of Social Services. If any other provision of law imposes more stringent information requirements, then that section shall prevail."

HANDBOOK ENDS HERE

- (C) A Needs and Services Plan for the nonminor dependent, and if provided, the Transitional Independent Living Plan for the nonminor dependent.
 - (D) If the Transitional Independent Living Plan for the nonminor dependent is not provided at the time of placement, the Pre-Placement Appraisal as specified in Section 86168.1, subsection (c). This appraisal shall be kept on file regardless of whether the Transitional Independent Living Plan is received at a later date.
 - (E) If the cash resources, personal property, and valuables of the nonminor dependent are entrusted to the licensee, an itemized inventory list of these items as specified in Section 86126, subsection (d)(1).
 - (F) The licensee shall maintain the signed copy of the written removal or discharge policies and procedures and documentation of the removal or discharge of a nonminor dependent from the THPP as specified in Section 86168.4, Removal or Discharge Procedures, in the records for the nonminor dependent.
- (c) If developmentally appropriate for and upon the request of a nonminor dependent, the licensee or THPP staff shall assist the nonminor dependent in obtaining and keeping his or her own records.
- (1) These records shall include, but not be limited to:
 - (A) A certified birth certificate.
 - (B) A Social Security card.
 - (C) A California or other state identification card or driver's license.

- (D) A proof of citizenship or residency status; or for an alien, evidence of an approved petition for special immigrant juvenile status pursuant to Title 8, C.F.R. Section 204.11.
 - (E) Death certificate(s) of parent or parents, if applicable.
 - (F) A proof of county dependency status for education aid applications.
 - (G) A copy of the:
 - 1. Personal rights accorded to the nonminor dependent as specified in Section 86172, Personal Rights.
 - 2. Expectations, alternatives, and consequences for living in the THPP as specified in Section 86172.1, Expectations, Alternatives, and Consequences.
- (d) All records for a nonminor dependent shall be available to the licensing agency to inspect, audit, and copy upon demand during business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the following requirements:
- (1) The licensing agency representative shall not remove any current emergency or health-related records for a nonminor dependent unless the same information is readily available in another document or format.
 - (2) Prior to removing any records, the licensing agency representative shall prepare a list of the records to be removed, sign and date the list upon removal of the records, and leave a copy of the list with the nonminor dependent and the licensee.
 - (3) The licensing agency representative shall return the records to the facility undamaged and in good order within three business days following the date the records were removed.
- (e) When a nonminor dependent permanently leaves the THPP, the licensee or THPP staff shall give any original and photocopied records that belong to a nonminor dependent to the nonminor dependent or to the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer.

NOTE: Authority cited: Sections 1530 and 1559.110, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001). Reference: Sections 1501, 1507, 1531, and 1557.5, Health and Safety Code; Sections 361.2(j)(1)(A), 16001.9, and 16522.1, Welfare and Institutions Code; and Title 42 USC Sections 675 and 677 of the Social Security Act.

Adopt Section 86172 to read:

86172 **PERSONAL RIGHTS**

86172

- (a) Section 80072 and 86072, Personal Rights shall not apply to nonminor dependents.
- (b) The licensee shall ensure that each nonminor dependent is accorded the personal rights specified in Welfare and Institutions Code section 16001.9 and the following personal rights:
 - (1) A nonminor dependent shall be free from corporal or unusual punishment; infliction of pain; humiliation; intimidation; ridicule; coercion; threat; physical, sexual, mental, or other abuse; or other actions of a punitive nature including, but not limited to, interference with the daily living functions of eating, sleeping, or toileting, or withholding of shelter, clothing, medication, or aids to physical functioning.
 - (2) To acquire, possess, maintain, and use adequate personal items. These shall include, but not be limited to, the nonminor dependent's own:
 - (A) Clothes.
 - (B) Toiletries and personal hygiene products.
 - (C) Belongings including furnishings, equipment, and supplies, for his or her personal living space in accordance with his or her interests, needs, and tastes.
 - (3) To acquire, possess, maintain, and use a personal vehicle for transportation.
 - (4) To select, obtain, and store food of his or her own choosing.
 - (5) To select, obtain, or decline medical, dental, vision, and mental health care and related services at his or her discretion.
 - (6) To have adequate privacy for visitors that include:
 - (A) Family members, unless prohibited by court order.
 - (B) The person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer.
 - (C) Other visitors, unless prohibited by court order.
 - (7) To be informed by the licensee of the provisions of law regarding complaints, and information including, but not limited to, the address and telephone number of the licensing agency and about the confidentiality of complaints.

- (8) To send and receive unopened mail, acquire, possess, maintain, and use a personal landline or cellular telephone to make and receive confidential telephone calls or a personal computer to send and receive unopened electronic communication, unless prohibited by court order.
- (9) To leave or depart the THPP at any time at the discretion of the nonminor dependent.
- (10) To have the independence appropriate to the status of a nonminor dependent as a legal adult, consistent with the Needs and Services Plan for the nonminor dependent or the Transitional Independent Living Plan for the nonminor dependent.
- (11) To have dignity in his or her personal relationships with others in the THPP.
 - (A) To be free from unreasonable searches of person.
- (12) To have private or personal information including, but not limited to, any medical condition or treatment, psychiatric diagnosis or treatment, history of abuse, educational records reflecting performance or behavior, progress at the THPP, and information relating to the biological family of the nonminor dependent maintained in confidence.
 - (A) There shall be no release of confidential information without the prior written consent of the nonminor dependent, and this information must only be released to the extent permitted by law. The licensee shall, with the consent of the nonminor dependent, only disclose relevant and necessary information about the nonminor dependent.
- (13) To access information regarding available educational, training, and employment options of his or her choosing.
- (14) To request assistance from THPP staff.

HANDBOOK BEGINS HERE

Welfare and Institutions Code section 16001.9, subsection (a) provides in part:

"(a) It is the policy of the state that all children in foster care shall have the following rights:

- (1) To live in a safe, healthy, and comfortable home where he or she is treated with respect.
- (2) To be free from physical, sexual, emotional, or other abuse, or corporal punishment.

HANDBOOK CONTINUES

HANDBOOK CONTINUES

- (3) To receive adequate and healthy food, adequate clothing, and for youth in group homes, an allowance.
- (4) To receive medical, dental, vision, and mental health services.
- (5) To be free of the administration of medication or chemical substances, unless authorized by a physician.
- (6) To contact family members, unless prohibited by court order, and social workers, attorneys, foster youth advocates and supporters, Court Appointed Special Advocates (CASAs), and probation officers.
- (7) To visit and contact brothers and sisters, unless prohibited by court order.
- (8) To contact the Community Care Licensing Division of the State Department of Social Services or the State Foster Care Ombudsperson regarding violations of rights, to speak to representatives of these offices confidentially, and to be free from threats or punishment for making complaints.
- (9) To make and receive confidential telephone calls and send and receive unopened mail, unless prohibited by court order.
- (10) To attend religious services and activities of his or her choice.
- (11) To maintain an emancipation bank account and manage personal income, consistent with the child's age and developmental level, unless prohibited by the case plan.
- (12) To not be locked in a room, building, or facility premises, unless placed in a community treatment facility.
- (13) To attend school and participate in extracurricular, cultural, and personal enrichment activities, consistent with the child's age and developmental level with minimal disruptions to school attendance and educational stability.
- (14) To work and develop job skills at an age-appropriate level, consistent with state law.
- (15) To have social contacts with people outside of the foster care system, such as teachers, church members, mentors, and friends.
- (16) To attend Independent Living Program classes and activities if he or she meets age requirements.
- (17) To attend court hearings and speak to the judge.

HANDBOOK CONTINUES

HANDBOOK CONTINUES

- (18) To have storage space for private use.
- (19) To be involved in the development of his or her own case plan and plan for permanent placement.
- (20) To review his or her own case plan and plan for permanent placement, if he or she is 12 years of age or older and in a permanent placement, and to receive information about his or her out-of-home placement and case plan, including being told of changes to the plan.
- (21) To be free from unreasonable searches of personal belongings.
- (22) To confidentiality of all juvenile court records consistent with existing law.
- (23) To have fair and equal access to all available services, placement, care, treatment, and benefits, and to not be subjected to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability, or HIV status.
- (24) At 16 years of age or older, to have access to existing information regarding the educational options available, including, but not limited to, the coursework necessary for vocational and postsecondary educational programs, and information regarding financial aid for postsecondary education."

HANDBOOK ENDS HERE

- (c) In ensuring the rights of a nonminor dependent, the licensee is not required to permit or take any action that would infringe on the rights of others or impair the health and safety of the nonminor dependent or others in the THPP.
 - (1) The licensee is not prohibited from taking the following actions for the protection of the nonminor dependent or others in the THPP:
 - (A) Establishing house rules that include, but are not limited to, rules regarding visitation that shall apply to all visitors.
 - (B) Locking exterior doors and windows as long as the nonminor dependent can enter or exit the THPP.
- (d) At the time of placement, the licensee shall ensure that the nonminor dependent is verbally notified of the rights specified in this section and provided with a written copy of these rights and information regarding agencies the nonminor dependent may contact concerning violations of these rights.

NOTE: Authority cited: Sections 1530, 1531, and 1559.110, Health and Safety Code; Sections 16001.9 and 16522, Welfare and Institutions Code; Section 4 of Assembly Bill (AB) 12 (Chapter 559, Statutes of 2010); and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001). Reference: California Constitution, Article 1, Section 13; Sections 1501, 1501.1, 1502.7(b)(1), 1520, 1530.91, 1531, Health and Safety Code; Sections 361.2(j) - (j)(2), 369.5, 727(a)(3), 827, and 16001.9, 16500, and 16522.1, Welfare and Institutions Code; Section 51, Civil Code; and Section 12921, Government Code.

Adopt Section 86172.2 to read:

86172.1 EXPECTATIONS, ALTERNATIVES, AND CONSEQUENCES

86172.1

- (a) The licensee shall develop, implement, and maintain written THPP expectations, alternatives, and consequences policies and procedures for nonminor dependents.
 - (1) A nonminor dependent shall be given the opportunity to participate in the review of these policies and procedures based on his or her needs while the nonminor dependent is living in the THPP.
- (b) If a nonminor dependent does not comply with reasonable expectations for living in the THPP, the nonminor dependent shall be subject to reasonable and temporary consequences as discussed by the licensee or THPP staff and the nonminor dependent.
- (c) When a nonminor dependent is subject to reasonable and temporary consequences for noncompliance with reasonable expectations for living in the THPP, the licensee or THPP staff shall do all of the following:
 - (1) Inform the nonminor dependent that it is necessary for the licensee or THPP staff to impose alternatives or consequences on the nonminor dependent.
 - (2) Discuss the reason and need for the licensee or THPP staff to impose alternatives or consequences on the nonminor dependent and provide the nonminor dependent with the opportunity to participate in choosing the appropriate alternative or consequence.
 - (3) Develop a plan, including time limit, with the nonminor dependent for the nonminor dependent to be subject to and comply with the chosen alternative or consequence.
 - (4) Establish a time limit for the nonminor dependent to be subject to and comply with the chosen alternative or consequence.
 - (5) Document the decision to subject the nonminor dependent to the chosen alternative or consequence and the steps taken in subjecting the nonminor dependent to the alternative or consequence.
- (d) Any alternative or consequence that violates the personal rights of a nonminor dependent as specified in Section 86172, Personal Rights, shall be prohibited.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501 and 1531, Health and Safety Code.

Adopt Section 86173 to read:

86173 **TELEPHONES**

86173

- (a) Sections 80073, Telephones and 86073, Telephone Service shall not apply to nonminor dependents.
- (b) At all times, telephone service shall be readily accessible in the THPP.
 - (1) Telephone service in the THPP shall be readily accessible to a nonminor dependent.
- (c) If the licensee subscribes to an Internet service, it shall be readily accessible to a nonminor dependent in the THPP.
- (d) A nonminor dependent may, by arrangement with the licensee, have personal landline or cellular telephone service or a personal computer for Internet access in the THPP.

NOTE: Authority cited: Sections 1530 and 1559.110, Health and Safety Code. Reference: Sections 1501 and 1531, Health and Safety Code; and Section 16522.1, Welfare and Institutions Code.

Adopt Section 86174 to read:

86174 **TRANSPORTATION**

86174

- (a) Section 80074, Transportation shall not apply to nonminor dependents. Except as specified in this section, Section 86074, Transportation shall not apply to nonminor dependents.
- (b) Unless other arrangements are specified in the Transitional Independent Living Plan for a nonminor dependent, the licensee shall permit the nonminor dependent to arrange for his or her own transportation.
- (c) A nonminor dependent may, but shall not be required to, provide transportation to others.
- (d) If the licensee provides transportation to a nonminor dependent at the request of the nonminor dependent, the licensee shall ensure that persons who transport a nonminor dependent use vehicles that are in safe operating condition.
 - (1) The smoking prohibition in Section 86074, subsection (a)(2) shall apply.

NOTE: Authority cited: Sections 1530 and 1559.110, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001). Reference: Sections 1501, 1531, and 118948, Health and Safety Code; and Section 16522.1, Welfare and Institutions Code.

Adopt Section 86175 to read:

86175 **HEALTH-RELATED SERVICES**

86175

- (a) Sections 80075 and 86075, Health-Related Services shall not apply to nonminor dependents.
- (b) THPP staff shall ensure that:
 - (1) A nonminor dependent receives necessary first aid, medical, dental, vision, and mental health care, and related services.
 - (A) THPP staff shall assist a nonminor dependent with developing the skills necessary for self-sufficiency in obtaining health services as specified in Section 86178, Responsibility for Providing Care and Supervision.
 - (2) A nonminor dependent has access to first aid supplies appropriate to the needs of the nonminor dependent.
- (c) Upon the request of a nonminor dependent with a health condition that requires prescription or nonprescription medication, THPP staff shall assist the nonminor dependent with the self-administration of medication and injections if permitted by his or her physician.
 - (1) THPP staff shall ensure that the nonminor dependent stores medication and injections in a manner that ensures the safety of other nonminor dependents and children in the THPP.
- (d) If a nonminor dependent cannot determine his or her need for medication, THPP staff shall determine the need of the nonminor dependent in accordance with medical instructions.

NOTE: Authority cited: Sections 1530 and 1559.110, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001). Reference: Sections 1501, 1501.1, 1507, 1507.2, 1507.5, 1522.42, 1530, and 1531, Health and Safety Code; and Sections 361.2(j) - (j)(1)(C), and 16522.1, Welfare and Institutions Code; and Section 2727(a), Business and Professions Code.

Adopt Section 86176 to read:

86176 **FOOD SERVICE**

86176

- (a) Section 80076, Food Service shall not apply to nonminor dependents.
- (b) The licensee shall provide for nutritious meals, between-meal snacks, food as necessary, and special dietary needs documented in the Needs and Services Plan of a nonminor dependent, unless the physician of the nonminor dependent advises otherwise.
- (c) As agreed upon with THPP staff, a nonminor dependent shall have the opportunity to plan meals, grocery shop, and store and prepare food.
 - (1) A nonminor dependent shall have access to all meal preparation areas, appliances, and utensils for meal preparation.
- (d) A nonminor dependent shall have the opportunity to participate in menu planning and meal preparation, but shall not be required to prepare meals for others.

NOTE: Authority cited: Section 1530, Health and Safety Code; and Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001). Reference: Sections 1501 and 1531, Health and Safety Code; and Sections 361.2(j) - (j)(2), and 16001.9, Welfare and Institutions Code.

Adopt Section 86178 to read:

86178 **RESPONSIBILITY FOR PROVIDING CARE AND SUPERVISION** **86178**

- (a) Section 80078, Responsibility for Providing Care and Supervision shall not apply to nonminor dependents. In addition to Section 86078, subsection (a)(2), (a)(3), and (b), all of the following shall apply to nonminor dependents.
- (b) The licensee shall provide care and supervision as necessary to meet the needs of a nonminor dependent.
- (c) The licensee or THPP staff shall assist a nonminor dependent with developing the skills necessary for self-sufficiency. These skills may include, but are not limited to, the following:
 - (1) Financial literacy;
 - (2) Nutrition and healthy food choices, grocery shopping, food and meal preparation;
 - (3) Identifying a suitable home and home maintenance;
 - (4) Child care;
 - (5) Automotive maintenance;
 - (6) Educational and career development;
 - (7) Obtaining medical, dental, vision, and mental health care;
 - (8) Access to community resources;
 - (9) Developing and reaching goals;
 - (10) Self-care, including performing the nonminor dependent's own laundry, including but not limited to washing, drying, and ironing his or her personal clothing;
 - (11) Drug and alcohol abuse awareness and prevention; and
 - (12) Safe sex and reproductive health information.
- (d) The licensee or THPP staff shall ensure that a nonminor dependent parent provides care and supervision for the child(ren) of the nonminor dependent parent in the THPP.

- (e) A nonminor dependent shall not be required to act as a substitute for required staff, but shall be permitted, as a voluntary part of his or her program of activities, to participate in household duties and other tasks at the THPP suited to the needs and abilities of the nonminor dependent.

- (f) Unless restricted by the Needs and Services Plan or Transitional Independent Living Plan or court order, the licensee or THPP staff shall encourage a nonminor dependent to select, seek, and maintain permanent connections between the nonminor dependent, the family and non-relative extended family members of the nonminor dependent, and other caring and committed adults.

NOTE: Authority cited: Sections 1530 and 1559.110, Health and Safety Code. Reference: “FosterClub’s Transition Toolkit,” a publication of FosterClub, in collaboration with FosteringConnections.org (2010); Sections 1501, 1507, 1531, and 1559.110, Health and Safety Code; Section 16522.1, Welfare and Institutions Code; and Title 42 USC Sections 675 and 677 of the Social Security Act.

Adopt Section 86179 to read:

86179 **ACTIVITIES**

86179

- (a) A nonminor dependent shall be entitled to select and participate in activities of his or her own choosing.
 - (A) Activities shall be consistent with the agreed-upon expectations for living in the THPP as specified in Section 86172.1, Expectations, Alternatives, and Consequences.
- (b) The licensee or THPP staff shall provide access to the information specified in Section 86072.1, Educational Options and the information specified in this section to assist a nonminor dependent in preparing for emancipation from foster care.
 - (1) Upon the request of a nonminor dependent, the licensee or THPP staff shall assist the nonminor dependent in obtaining the following information including, but not limited to:
 - (A) Requirements for trade, vocational, or professional careers.
 - (B) Informational brochures on employment-related programs.
 - (C) Internet research on trade, vocational, or professional career options.
 - (D) Community-sponsored events promoting volunteerism, internships, or employment.
 - (E) Salary information for trade, vocational, or professional careers.
 - (F) Requirements for participation in Transitional Housing Program (THP)-Plus, THP-Plus Foster Care, and a Supervised Independent Living Setting.

HANDBOOK BEGINS HERE

A nonminor dependent may request assistance from THPP staff with the following steps to attending college:

- (1) Application for admission.
 - (A) An application for California community colleges can be found online at <http://www.cccapply.org>.
 - (B) An application for California State Universities can be found online at <http://www.csumentor.edu>.

HANDBOOK CONTINUES

HANDBOOK CONTINUES

- (C) An application for Universities of California can be found online at <http://universityofcalifornia.edu/admissions>.
- (2) Contact with a Foster Youth Success Initiative (FYSI) Liaison.
 - (A) FYSI liaisons at all California community colleges can be found online at <http://www.cccco.edu/ChancellorsOffice/Divisions/StudentServicesandSpecialPrograms/StudentFinancialAssistancePrograms/FosterYouthSuccessInitiativeFYSI/tabid/997/Default.aspx>.
- (3) Financial aid.
 - (A) A Free Application for Federal Student Aid (FAFSA) can be found online at <http://www.fafsa.ed.gov/options.htm>.
 - (B) An application for a Board of Governors fee waiver for California community colleges can be found online at <http://www.icanaffordcollege.com>.
 - (C) An application for the Chafee Education and Training Voucher grant program for foster youth can be found online at <https://www.chafee.csac.ca.gov/default.aspx>.
- (4) Participation in Extended Opportunity Programs and Services (EOPS) and Disability Support Programs and Services (DSPS).
- (5) Assessment.
- (6) College orientation and course planning.
- (7) Enrollment.
- (8) Payment of fees.
- (9) Access to miscellaneous higher education resources.
 - (A) General college planning information can be found online at http://www.college.gov/wps/portal/?WCM_GLOBAL_CONTEXT=/wps/wcm/connect/college/college/whattodo/whattodo.
 - (B) A listing of California community colleges can be found online at <http://californiacommunitycolleges.cccco.edu/maps/alphaList.asp>.

HANDBOOK CONTINUES

HANDBOOK CONTINUES

- (C) Information about academic support, such as Guardian or Renaissance Scholar programs available to foster youth attending college, can be found online at <http://www.cacollegepathways.org/programs.php>.

HANDBOOK ENDS HERE

NOTE: Authority cited: Sections 1530 and 1559.110, Health and Safety Code; Section 21 of Assembly Bill (AB) 1695 (Chapter 653, Statutes of 2001). Reference: Sections 1501, 1501.1, 1530.6, and 1531, Health and Safety Code; and Sections 362.04, 362.05, 727, 11400(w) and (x), 11403.2(a)(2), 16001.9, and 16522(b) and (d), Welfare and Institutions Code.

Adopt Article 7 and Section 86187 to read:

Article 7. Physical Environment

86187 **BUILDINGS AND GROUNDS** **86187**

- (a) Sections 80087, Buildings and Grounds and 80088, Fixtures, Furniture, Equipment, and Supplies shall not apply to nonminor dependents.
- (b) Section 86087, Buildings and Grounds shall apply to nonminor dependents only as specified in this section.
- (c) The licensee shall provide bedrooms in the THPP which shall meet, at a minimum, the following requirements:
 - (1) No more than two people, including a nonminor dependent and a child, or another nonminor dependent, shall share a bedroom.
 - (A) As long as both remain compatible and the licensee takes into account the nonminor dependents' health, safety, and best interest, a nonminor dependent may be permitted to share a bedroom with a nonminor dependent of the opposite sex.
 - (2) A nonminor dependent and a child may share a bedroom under the following circumstances:
 - (A) The nonminor dependent and the child are siblings,
 - (B) The nonminor dependent and the child have been sharing a bedroom prior to the nonminor dependent turning age 18 and remain compatible to share a bedroom, or
 - (C) The nonminor dependent is sharing the bedroom with his or her child.
 - (3) The licensee shall provide a nonminor dependent with an individual bed that is equipped with a clean, comfortable mattress and pillows, as needed, all in good repair.
 - (A) The licensee shall provide and a nonminor dependent shall have access as needed to clean bed linen in good repair, including lightweight, warm blankets and bedspreads; top and bottom bed sheets, pillow cases, and mattress pads.

- (4) If a nonminor dependent is sharing a bedroom with his or her child, the licensee shall provide a safe and sturdy bassinet or crib, appropriate to the child's age and size. The following shall apply to cribs:
 - (A) Tiered or stacked cribs shall not be permitted.
 - (B) Crib slats shall not pose the danger of an infant being trapped.
 - (C) Crib mattresses shall be clean, comfortable and fit properly in the crib.
 - (D) Linen shall be changed at least once per week or more often when necessary to ensure that clean linen is in use by infants at all times.
 - (E) An infant who can climb out of a crib shall be provided with an age-appropriate bed.
- (5) Section 86087, subsections (a)(1)(C), (a)(1)(D), and (b) shall also apply to bedrooms for nonminor dependents in the THPP.
- (d) The licensee shall provide and a nonminor dependent shall have access as needed to the following additional furniture, equipment, and supplies:
 - (1) Clean bath linens, including towels, hand towels, and wash cloths.
 - (2) Items used to maintain basic personal care, including but not limited to shampoo, feminine hygiene products, nonmedicated soap, toilet paper, toothbrush, toothpaste, and comb.
 - (3) A well-lighted desk or table space.
- (e) When a nonminor dependent or nonminor dependent parent's child has a disability, the licensee shall make necessary specific provisions including, but not limited to, changes to the building and grounds as required to provide protection and assistance and maximize the potential for self-sufficiency.
- (f) Firearms and other weapons shall be stored where inaccessible to a nonminor dependent.
 - (1) Storage areas for firearms and other weapons shall be locked.
 - (2) In lieu of locked storage of firearms, the licensee may use trigger locks or remove the firing pin.
 - (A) Firing pins shall be stored and locked separately from firearms.
 - (3) Ammunition shall be stored and locked separately from firearms.

- (g) A nonminor dependent shall have access to the following items:
- (1) Household kitchen knives and appliances shall be accessible to the nonminor dependent who may need to use these items for meal preparation.
 - (2) Medications used by the nonminor dependent shall be stored where accessible for self-administration by the nonminor dependent.
 - (3) Disinfectants and cleaning solutions shall be stored where accessible to the nonminor dependent who may need to use these products for household chores.
- (h) In permitting a nonminor dependent to have access to the items specified in subsection (g)(1) through (g)(3), the licensee shall ensure that the safety of a nonminor dependent and others in the THPP is maintained.
- (j) The licensee shall prohibit smoking as specified in Section 86087, subsection (f).

NOTE: Authority cited: Sections 1530 and 1559.110, Health and Safety Code. Reference: Sections 1501, 1501.1, 1531, and 1559.110, Health and Safety Code; and Sections 11403, 16001.9, and 16522.1, Welfare and Institutions Code; and *"The Health Consequences of Involuntary Exposure to Tobacco Smoke": A Report of the Surgeon General (2006).*