



Guidelines for the Continuation of Care & Support Beyond Age 21

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1. INTRODUCTION

- The following practice guidance outlines the options available for continued support from the Administration for Children's Services (ACS) and its contracted agencies of young adults who remain in care at the age of 21. The following support is available:
 - Agencies may request a continuation of care and support (CCS21+) from ACS in order for the placement resource of a young adult age 21 years and over to receive ongoing financial support to remain in care, as well as for the young adult to receive ongoing case planning services from the agency (more information in Sections 3 and 4);
 - Young adults may receive continued financial support to live in a non-foster care setting when they turn 21 while enrolled in college:
 - As outlined in section 10, exceptional payments for room and board are available for young adults enrolled in college past their 21st birthday;
 - As outlined in section 11, young adults over the age of 21 may also receive room and board support through the Fostering College Success – CUNY Dorm Project.
- Young adults may not be discharged from foster care without achieving permanency. For young adults with a goal of another planned permanent living arrangement with a permanency resource (APPLA+), permanency includes a stable living arrangement, which cannot be a shelter or other temporary housing, such as a single-room occupancy hotel or other congregate living arrangement with 10 or more unrelated persons. The residence to which a young adult discharged from foster care moves shall be reasonably expected to be the young adult's home for at least 12 months following discharge from care.
- If an agency does not have a permanent housing option identified for a young adult nearing his or her 21st birthday, regardless of the extent to which the agency or young adult has made efforts to secure housing, a CCS21+ request must be submitted to ACS for consideration and review. Furthermore, agencies must submit requests for extensions of CCS21+s for all young adults over the age of 21 for whom permanent housing has not been identified or secured during the CCS21+ authorization period.¹ ACS will make the eligibility determination for all requests after consideration and review.

This practice guidance replaces the following previously-issued guidance regarding the continuation of care and support for young adults 21 years of age and older:

1. *Exception to Policy (ETP) Requests – Continuation of Care Past Age 21*, issued 1/9/14;
2. *Exception to Policy Requests*, issued 10/29/08;
3. Commissioner's Letter, issued 6/10/2008;
4. Deputy Commissioner Memo, *Re: Exceptional Payment Requests – College Room and Board for Youth*, issued 2/25/14;
5. DC Memo to Executive Directors, *Re: Payments to Foster Care Parents for Exception to Policy Requests*, issued 7/11/16.

¹ See Section 7, below, for more information about requests for young adults on suspended payment status. For case-specific questions based on the young adult's current whereabouts and anticipated length of stay, contact the Director of the CCS21+ Unit to discuss the circumstances.

2. PLANNING EXPECTATIONS OF AGENCIES WORKING WITH YOUTH AND YOUNG ADULTS

- Agencies are expected to begin preparing youth for adulthood as part of their ongoing work and casework contacts with all youth 14 years of age and older. This shall include assisting youth to connect to appropriate educational and vocational services, requesting annual consumer (credit) reports,² securing necessary identification documentation, and establishing connections with permanent adult support, regardless of the permanency goal. Preparing youth and young adults for independent living requires ongoing, diligent efforts and exploring permanent connections to supportive adults that will continue after the young adult exits foster care.³ Such preparation during this critical time period will likely require frequent contact and follow-up, in addition to ongoing casework contact expectations. Ongoing continuity with a familiar and supportive case planner or, if continuity is not possible, effective transition of casework responsibility and documentation is best practice.
- Beginning six months prior to the youth's 18th birthday, agencies must help all youth develop and document a transition plan using OCFS-4922, the *Transition Plan Form*.⁴
- In accordance with ACS Policy and Procedure 2013/05, *Special Immigrant Juvenile Status and Immigration Services*, issued 6/26/13,⁵ provider agencies are required to promptly identify all youth who may qualify for Special Immigrant Juvenile Status (SIJS) or other immigration benefits upon entry into care. All youth in foster care who are non-U.S. citizens or do not have documentation of lawful permanent residence (commonly referred to as a green card) must be referred promptly by the provider agency to immigration legal services providers, in coordination with the ACS Office of Immigration Services for Youth In Care (ISYC).⁶
- Agencies must pursue permanent housing options for all young adults in care aged 18 and older.⁷ While this includes submitting applications for both New York City Housing Authority (NYCHA) and New York/New York III (NY/NYIII) supportive housing, if the young adult is eligible for both, it shall also include pursuit of other appropriate living arrangements, such as arrangements with roommates, other housing lotteries, supportive housing through the Office for People With Developmental Disabilities (OPWDD), and arrangements with relatives or other supportive permanent adult connections.
 - Assistance must be tailored to each young adult's age and ability, and shall include helping the young adult to obtain and maintain needed documentation for housing applications, assistance with scheduling and attending appointments, practice preparation for housing interviews, and other assistance as requested by the young adult or identified by the case planner as an area in which the young adult needs support.
- In addition, the following efforts are required for agencies working with all young adults approaching the age of 21 and upon the young adult's 21st birthday:
 - OCFS-3917, *Transition Plan Amendment and Summary Form* must be completed 90 days prior to the young adult's scheduled discharge date.
 - Agencies shall have an internal case planning conference with the young adult 90 days prior to the young adult's 21st birthday;

² See [15-OCFS-ADM-13](#), *Required Annual Credit Checks for Youth and Young Adults in Foster Care 14 Years of Age and Older*, 8/21/15, which outlines agencies' responsibilities regarding annual attainment of consumer reports pertaining to the child in care and assistance in interpreting the report and resolving any inaccuracies.

³ See [15-OCFS-ADM-20](#), *Transition Planning with Youth for a Successful Discharge*, issued 9/25/15, for additional information about planning with youth and young adults for successful transitions from foster care.

⁴ See 15-OCFS-ADM-20, cited above.

⁵ See ACS Policy and Procedure 2013/05, *Special Immigrant Juvenile Status and Immigration Services*, 6/26/13, available via [this link and 11-OCFS-ADM-01, Special Immigrant Juvenile Status, issued 2/7/11](#). Timely connection to representation is of particular and urgent importance for older youth and young adults, as SIJS petitions must be filed before the applicant's 21st birthday.

⁶ ISYC will coordinate immigration support between the case planning agency, ACS and available immigration supports and legal representation, including the young adult's attorney.

⁷ Please see ACS Procedure #2011/05, *Housing Services to APPLA Youth*, and any amended or successor guidance.

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- Young adults must be presented with a 90-day Notice of Intent to Discharge⁸ to APPLA + or Status Change (Attachment C) at this conference;
 - If it is determined at this planning conference that the young adult is likely to require continued care and support, a CCS21+ request must be submitted as outlined in section 4 below, or a request for an exceptional payment for college room and board shall be submitted as outlined in section 10 below.
 - Even if the young adult is awaiting a CCS21+ determination or is in receipt of a CCS21+, or is currently enrolled in college, a final discharge Family Team Conference (FTC) must be held within 30 days of the young adult's 21st birthday, to be facilitated by a staff member from the ACS Older Youth Services unit. The discharge conference reflects that the young adult's legal status as a foster child is ending; the conference discussion will include a review of the agency's efforts towards permanency and connections to an adult resource on behalf of the young adult, and will include discussion of the agency and young adult's responsibilities to maintain ongoing care and/or support.
 - In addition to discussing the young adult's responsibilities with the young adult during the conference, the young adult must be given a copy of the Rights and Responsibilities notice (Attachment D). The young adult must be given the opportunity to ask questions and review next steps. If the young adult does not attend the conference, the notice must be given to and reviewed with the young adult in person at the next casework contact.
 - Within two (2) business days of the young adult turning 21, the following actions must take place:
 - A discharge checklist must be completed by the young adult's case planner and submitted to the APPLA+ monitoring unit via the Preparing Youth for Adulthood (PYA) Agency Tool application which must indicate that the young adult has an approved CCS21+ or a pending CCS21+ or CCS21+ extension request; and
 - The agency must update the young adult's CCRS track as follows:⁹
 - Activity Code:* M990
 - Date of Activity:* enter date of young adult's 21st birthday
 - Modifier A:* Facility ID # (will pre-fill automatically)
 - Modifier B:* 581 – Adulthood Attained
- If the young adult will remain in care on CCS21+ status, the agency must enter the following as an additional Activity in CCRS prior to the M990 entry:
- As Type of Activity,* select "Memo" from the drop-down options listed;
 - For Event,* select "Memo – Memo Entry;"
 - As the Date of Activity,* enter date of young adult's 21st birthday;
 - In Field A of the CCRS-MEMO field,* type in "CCS21+."
- The agency must enter the date of the young adult's 21st birthday as the end date for the following in the CNNX Family Services Stage (FSS):
 - i. The "placement" Program Choice; and
 - ii. The Permanency Planning Goal (PPG).

⁸ Pursuant to 18 NYCRR § 430.12[f][3][i][b].

⁹ Please note: agencies shall no longer enter the CCRS code "M950" with modifier "SI" for young adults on CCS21+ status, but shall indicate CCS21+ status as directed above. When young adults will be in receipt of an CCS21+, the agency shall not submit the FSS stage for closure approval until the young adult's CCS21+ ends.

3. CCS21+ ELIGIBILITY AND ONGOING DILIGENT EFFORTS

- In order to be eligible for a CCS21+ or extension, the young adult must:
 - Live in an approved or certified placement or treatment setting, which may include a foster boarding home, or congregate care, or be expected to be returning to placement;¹⁰
 - Apply for all available housing options, which must include NYCHA housing and NY/NYIII housing, provided the young adult is eligible for both;
 - Actively engage and participate in the housing application process, which includes attending interviews and acquiring required documentation;
 - Accept reasonable offers of permanent housing (see #8, regarding housing expectations, on page 8 below); and
 - Participate in a vocational or educational program, if appropriate.
- Initial CCS21+ requests shall be made by submitting Form FPS-019, *Continuation of Care and Support: Remaining in Care Past Age 21*. Such requests shall be submitted no later than two (2) months before the young adult's 21st birthday. Requests for CCS21+ extensions shall be made by submitting Form FPS-019A. Additional information is provided in section 4, below.
 - Agencies are expected to demonstrate at the time of an initial CCS21+ request that diligent efforts have been made with the young adult to achieve permanency, including by applying for housing for which the young adult is eligible;
 - If applications for housing have not been submitted at the time of the initial CCS21+ request, the agency shall provide an explanation for why such efforts were not made, such as a recent change to the young adult's permanency plan (see IV [B] 8 below for more information).
- The case planner must continue to enter monthly progress notes documenting the agency's diligent efforts towards achieving permanency for the young adult.
- Agencies are expected to continue regular contact with and support of young adults in receipt of an CCS21+ or extension. While agencies are not required to submit a Family Assessment Service Plan (FASP) or Preparing Youth for Adulthood (PYA) checklists for young adults over 21, agencies are expected to continue diligent efforts to assist the young adult to achieve permanency, including through regular contact, service referrals, following up on the status of housing applications and updating all applications as necessary, engagement and support of young adults who remain in care, regardless of age, and document those efforts in progress notes in CONNECTIONS.

4. HOW TO APPLY FOR CCS21+

- Each agency/program shall designate a point person for communications regarding CCS21+ and extension requests. Alternatively, agencies/programs may create a shared mailbox that will be the single point of contact for communications from ACS regarding CCS21+ and extension requests. The agency or program shall inform the OSR reviewer of the designated point of contact for communications regarding CCS21+ and extension requests.
- Agencies must submit completed FPS-019 forms, for initial CCS21+ requests and to request an extension of the initial request, or form FPS-019A for subsequent CCS21+ extension requests to fps.ccs21@acs.nyc.gov. Requests must be signed by the agency Program Director or staff member of an equivalent or higher position. The form asks for information about the agency's efforts with the young adult in the following areas:

¹⁰ Young adults who have been in an institution such as jail, prison, inpatient substance abuse treatment or a long-term psychiatric institution and who are expected to be released reasonably near the time of the young adult's 21st birthday may request continued support from ACS as outlined in this practice guidance.

1) Case and Placement Information

Forms FPS-019 and FPS-019A ask for information about the young adult, including the young adult's current placement and whether the young adult is a parent, as well as for contact information for the agency staff responsible for case planning and supervision, and contact information for legal representatives, including the Family Court Legal Services (FCLS) attorney and the Attorney for the Child.

2) Request Submission Timeframes

- Initial CCS21+ requests must be submitted no later than two (2) months prior to the young adult's 21st birthday, or within the timeframe required by a court order, whichever is earlier.
- Requests for extensions to existing CCS21+s must be submitted no later than one (1) month prior to the expiration of the current CCS21+.
- Requests that are received after the submission timeframes will still be considered and processed. Agencies will be asked to provide an explanation for late submissions. The timeliness of initial CCS21+ and extension submissions will be monitored by ACS Office of Shared Response (OSR), as described below in section 6.

3) Agency Timeframe Request

Agencies are asked to request a timeframe for the CCS21+ or extension that takes into account the young adult's circumstances and considers the following guidelines:

- If a young adult is not actively engaged with service plan responsibilities, or has not followed through with steps identified as necessary to acquire permanent housing or other identified plan goals, a three (3) month request shall be submitted;
- If applications for all eligible housing have been submitted and the young adult is connected to an educational or vocational program, is employed, or is otherwise complying with service plan responsibilities, a six (6) month request shall be submitted; or
- If a young adult has been determined eligible for an OPWDD residential placement but is awaiting a placement opening, a 12 month request shall be submitted.

4) Court Orders

The FPS-019 must indicate whether the CCS21+ request has been court-ordered. If court-ordered, information about the judge and borough must be provided.

5) Agency Position

The agency will be asked to state an opinion about whether the agency supports the continuation of care for the young adult. If ordered by the court to submit an initial CCS21+ request, agencies must submit the request and may indicate any reasons why the agency does not agree that continuation of care is necessary for the young adult. In such cases, the agency must demonstrate the diligent efforts undertaken by the agency to prepare the young adult for adulthood and achieve permanency for the young adult, including ongoing efforts to establish permanent housing, appropriate educational and vocational services, permanent adult connections and other ongoing supports. Information on diligent efforts must specify the steps taken with the young adult for the past 18 months, or in the elapsed time since the most recent CCS21+ or extension request was submitted. The summary must include a description, beyond referrals made, of engagement strategies, outreach to supportive adult, and other assistance provided, such as accompanying the young adult to housing interviews or screening appointments. The summary of diligent efforts must be signed by the agency Executive Director if the agency is recommending that the young adult not receive an extension of care without an identified permanent housing placement. Diligent efforts and ongoing contacts and activities must also be reflected in CONNECTIONS notes.

6) Request a Facilitated Meeting

- Agencies may, as part of their request for an initial CCS21+ or extension, ask for a meeting between the young adult, agency and ACS, to discuss the CCS21+ and the expectations of the agency and of the young adult who receives an initial CCS21+ or extension. Such meetings will be facilitated by OSR staff, and held within five (5) business days of the request receipt at 150 William Street or other appropriate location, if feasible based on schedule and invitee availability, including the availability of the young adult to participate. Such a request may be made via the FPS-019 or FPS-019A form, which also asks the agency to specify the intended goal of the meeting. The meeting shall include the young adult, the young adult's case planner and supervisor, an OSR representative and the young adult's certified or approved placement resource and/or other adult connection(s) identified by the young adult. The young adult's Attorney for the Child and/or a social worker from their legal representation will be invited to the meeting; if the Attorney for the Child is invited and indicates an intention to attend the meeting, FCLS must also participate in the meeting. The meeting will include discussion of the following:
 - i. Presenting obstacles and/or challenges to the agency and young adult's pursuit of housing, from the perspective of the young adult and the young adult's supports;
 - ii. Presenting obstacles and/or challenges to the young adult's pursuit of housing, from the agency's perspective;
 - iii. Action steps for the provider agency during the initial CCS21+ or extension period; and
 - iv. Action steps and expectations of the young adult during the initial CCS21+ or extension period.
- The agency case planner is responsible for coordinating with and notifying the young adult of the scheduled meeting. If the young adult does not arrive for the scheduled meeting, OSR will reschedule the meeting within five (5) business days, prioritizing the young adult's availability and schedule. Young adults shall be advised that missing the rescheduled meeting may result in a denial of the CCS21+ request.
- A facilitated meeting may also be requested by the young adult, through the agency or the young adult's attorney, or by contacting OSR directly via the CCS21+ mailbox, fps.ccs21@acs.nyc.gov. The above-outlined steps and timeline will apply in such cases. While the young adult's attorney may request a meeting, the young adult must be present at the meeting for the attorney to participate.
- OSR may contact the agency to request a meeting to discuss an initial CCS21+ or extension request with agency representatives, the young adult, and other identified supports as necessary. Such requests shall be scheduled within five (5) business days of the request.

7) Immigration Status

The FPS-019 must indicate the young adult's immigration status, including information about whether the young adult has U.S. citizenship, documentation of lawful permanent residence (commonly referred to as a green card), any immigration risk factors,¹¹ and whether the young adult has been connected with an immigration attorney for additional counsel and support. Agencies shall not submit housing applications to NYCHA and NY/NY III for young adults who do not have proof of U.S. citizenship or permanent resident status.

8) Housing

- Agencies must assist young adults to apply for permanent housing through both the New York City Housing Authority (NYCHA) and New York/New York III (NY/NY III) housing, provided the young adult is eligible for both.¹²

¹¹ Lost or expired green cards, past or present criminal justice contact or pending applications for citizenship or other immigration benefits may be immigration risk factors. Agencies may email the ACS Office of Immigrant Services and Language Affairs at SJS@acs.nyc.gov for help with a referral for immigration-related legal services and assistance. Agencies must not disclose information about a young adult's immigration status to immigration enforcement personnel, including the US Department of Homeland Security, including Immigration and Customs Enforcement. See [17-OCFS-ADM-06](#).

¹² See ACS Procedure #2011/05, *Housing Services to APPLA Youth*, and any amended or successor guidance.

Agencies shall not submit housing applications to NYCHA and NY/NY III for young adults who do not have proof of U.S. citizenship or permanent resident status (green card). The agency shall advise the young adult that failure to apply for NYCHA and NY/NY III housing, if the young adult is eligible, may result in the denial of the CCS21+ request.¹³

- i. While applications must be submitted for NYCHA and NY/NY III for all eligible young adults, agencies are also expected to explore other housing options with the young adult. This may include identifying other supportive housing for which the young adult is eligible (such as housing via the HIV/AIDS Services Administration (HASA)), other available affordable housing options, applying for a housing subsidy or other housing support, considering rentals with roommates, and other options as appropriate;
 - ii. If the agency's discharge plan for an eligible young adult is adult residential care through the New York State Office for People with Developmental Disabilities (OPWDD), the agency must submit verification that it has submitted a referral for OPWDD housing, either with an eligibility request letter or a letter confirming receipt of an OPWDD referral, or submit a statement certifying that the young adult is on the ACS/OPWDD Waitlist.¹⁴
 - iii. If an agency has not submitted applications on behalf of the young adult for housing within three (3) months prior to the young adult's 21st birthday, the agency must provide a written explanation for why the applications have not been submitted with the initial CCS21+ request and commit to a reasonable timeframe within which the applications will be submitted. Once the agency has submitted the housing applications, the agency shall inform the OSR reviewer;
 - iv. If an agency has not submitted an application for NYCHA or NY/NY III because the young adult is ineligible, the agency shall indicate this on the initial CCS21+ request or extension request and indicate the reason for the young adult being deemed ineligible (i.e., because of a criminal conviction or lack of citizenship documentation).
- o As part of the CCS21+ request, agencies must provide ACS with the date and supporting documentation that demonstrates that completed applications for the housing for which the young adult is eligible have been submitted. Supporting documentation can include a confirmation letter from the housing provider, an interview appointment, or a letter of determination from the housing provider (NYCHA or NY/NYIII) or from the ACS Office of the Housing Academy Collaborative, who may be contacted at acs.sm.HAC@acs.nyc.gov.
 - i. If the young adult or agency is informed as a result of a NYCHA application that the young adult remains on the NYCHA lease of someone with whom the young adult does not reside, thus making the young adult ineligible for consideration for a NYCHA apartment, the agency shall reach out to the Director of the Housing Academy Collaborative for support in advocating with the housing development's management company to remove the young adult from the lease.
 - ii. If the young adult, as a result of missing an interview or tour at a housing development receives a letter stating that the young adult is "locked out" of consideration for housing, the agency shall reach out to the Housing Academy Collaborative for support and guidance.
 - o If an apartment has been offered and refused, the agency must demonstrate that the young adult had a reasonable objection, such as a safety or accessibility concern, that led to the refusal of an offered apartment. The agency must also propose an action plan if the young adult has exhausted eligibility with available housing providers. Initial

¹³ Young adults with certain criminal convictions may be ineligible for NYCHA housing (follow [this link](#) for additional information). Young adults who are parents are ineligible for NY/NYIII housing preference, which is only available for single adults aging out of foster care. Please note that this practice guidance is implementing a change in expectations for agencies and young adults. Previously, agencies were required to submit verification that an application had been submitted for NYCHA or for NY/NYIII, rather than for both.

¹⁴ If a young adult requests assistance in applying for housing other than OPWDD housing, or expresses a preference for another housing option, the agency must also assist the youth with applying for the other housing options for which the young adult is eligible, including NYCHA and NY/NY III. If the agency has not yet received written verification that the young adult is awaiting OPWDD housing, CCS21+ unit staff may contact the ACS Developmental Disabilities Unit (DDU) to verify that the young adult is on the waitlist for housing.

CCS21+ requests and/or extension requests may be denied if the young adult has refused a reasonable offer of permanent housing.¹⁵

- Young adults must actively participate in the housing application and interview process to remain eligible to receive an initial CCS21+ or extension, which may require ongoing engagement and support by the young adult's case planner and other supports. As part of the housing application and interview process, young adults will be expected to share paperwork and other documentation, such as employment verification and must attend interviews and screening appointments as scheduled, or provide timely notification to the scheduler of the need to reschedule.
- Based on the OSR reviewer's assessment of the information submitted in the initial CCS21+ or extension request, OSR may suggest that the young adult voluntarily attend a five-session workshop facilitated by the ACS Housing Academy Collaborative if the reviewer believes that the young adult would benefit from the information presented in the workshops.

9) Resources

- As part of permanency and discharge planning, agencies are expected to identify and engage adult permanency resources who are willing to provide ongoing support to the young adult, which may include the young adult's immediate and extended family members, current or former foster families, and mentors.
- Contact with potential permanency resources should include discussions about whether and how the resource is able to provide support for the young adult after the young adult is discharged from foster care. For young adults currently residing in a foster boarding home, this includes discussing whether the foster parent is willing to permit the young adult to remain in the home after foster care payments cease. Such conversations must be documented in CNNX progress notes.
 - i. Agencies may consider proposing arrangements between young adults and a certified or approved placement resource whereby the young adult contributes to household expenses, if such arrangements can be reasonably expected to last for a minimum of 12 months and reasonably calculated within the context of the young adult's income and expenses.
 - ii. Facilitated conversations about such arrangements must be documented in progress notes, which must include details on the arrangement reached, the person with whom the arrangement was reached, and the date that the conversation was held.
 - iii. Agencies shall consider whether housing subsidy funds from the ACS Housing Services and Support (HSS) Office, including security deposit and moving expense assistance¹⁶ could facilitate a shared living arrangement with another identified resource.

10) Education/Vocational Training

The FPS-019 must include information about the young adult's educational and vocational history and present circumstances, including whether the young adult is currently in school, enrolled in a vocational program, or employed. Information about efforts the agency has led to connect the young adult to educational and vocational services shall also be included. Enrollment in a program or school and/or a young adult's employment status may impact the young adult's ongoing eligibility for an initial CCS21+ or extension.

11) Medical/Clinical Information

- If a young adult for whom an initial CCS21+ is being requested has a clinical (medical, developmental or mental health) condition that impacts the housing plan or options available, agencies shall provide documentation regarding the condition and its impact on the young adult's ability to live independently.

¹⁵ Examples of reasonable refusals include refusals based on safety or accessibility concerns, or concerns about the condition of an apartment. If an apartment has been refused, agencies shall submit an explanation of the reason for the refusal, which should include information about what steps the agency took to confirm the offered explanation (for example, if the reason cited was the condition of the apartment, did the agency accompany the young adult to view the unit and share the concern, or assist the young person in addressing the concern with the housing provider?).

¹⁶ Such assistance, called a "special grant" or "one-shot" payments of up to \$1,800, is available to young adults in care until the age of 21.5. See Procedure 2011/05, *Housing Services to APPLA Youth*, 7/20/11 and any amended or successor guidance for more information.

- When recent clinical information is not already accessible in the agency's records for the young adult, the agency shall seek signed consent¹⁷ from the young adult and obtain the relevant clinical records.¹⁸ Such consent should specify that the agency may disclose the information to ACS to facilitate support and services.
- Medical history that impacts the young adult's housing options, and warrants the inclusion of medical information with the CCS21+ request includes:
 - i. The young adult needs home-based nursing support or other ongoing medical support or supervision;
 - ii. The young adult has a medical condition or disability that requires reasonable housing accommodations, such as an elevator; and/or
 - iii. The young adult requires connections to ongoing medical and/or mental health support to be able to live independently.
- The agency's inability to obtain pertinent medical records or other documentation shall not delay the agency's submission of the request for an initial CCS21+ or extension. Records shall be submitted as soon as they are obtained.

12) Income Source

Agencies shall provide information about the young adult's income, including from any benefits or entitlements for which the young adult is eligible and has applied or currently receives.

- If the young adult is employed, information about the young adult's weekly income and the average number of hours worked must be included, which may be in the form of a paystub or income attestation. If the young adult's schedule or shifts vary, please provide information indicating a monthly income range.
- If the young adult is eligible for Supplemental Security Income (SSI), provide information about the application submitted by the agency or young adult, including:
 - i. If the young adult has been approved for SSI, when the approval was received;
 - ii. If an application is pending, the date the application was submitted;
 - iii. If a denial letter has been received, the date and reason given for the denial and the agency's plan to address the denial (such as information about whether an appeal is pending).
- Provide a dated copy of the young adult's presumptive budget letter from Public Assistance, if applicable and obtained.
- If the young adult has another source of income, specify the source and the monthly amount received, and whether the income source is anticipated to be ongoing.

13) Other Information

- Vital Records

The agency shall provide information about whether the agency or the young adult has physical copies of the following vital records:

- i. Original or certified copy of birth certificate, if eligible;
 - ii. Original Social Security Card, if eligible;
 - iii. A copy of the young adult's medical records and health insurance information; and
 - iv. State-issued photo identification (Driver's License or Non-Driver Identification Card).
- APPLA+ Information
- The agency must provide information about the agency's efforts to prepare the young adult for permanency with connection to a permanent adult support and discharge from foster care. This shall include information about whether:

¹⁷ http://acs-docushare.acsad.nycnet/docushare/dsweb/Get/Document-6324/hipaa_fillable.pdf

¹⁸ Young adults over the age of 18 may consent for their own medical, dental, mental health and health services, and to the disclosure and/or review of pertinent records. See Policy 2014/08, [Medical Consents for Children in Foster Care](#), 9/16/14.

- i. The agency has presented the young adult with a 90-day Notice of Intent to Discharge to APPLA+ or Status Change, and the date the notice was given, if applicable;
- ii. The agency has scheduled a final discharge family team conference (FTC) with the ACS office of Older Youth Services (OYS); and
- iii. The agency has submitted a transitional Medicaid package and provided the young adult with the young adult's health insurance information and copy of all medical records held by the agency.¹⁹

5. CCS21+ EXTENSION REQUESTS

- Agencies shall submit requests for extensions of CCS21+ for young adults over the age of 21 for whom permanent housing has not been identified or secured during the CCS21+ authorization period. To request an extension to the initial CCS21+ and any subsequent extension, agencies must fill out the FPS-019A form, with updated information in each section. FPS-019A, completed in its entirety should be signed by the Program Director or any level above and sent to fps.ccs21@acs.nyc.gov.

6. OSR REVIEW OF CCS21+ AND EXTENSION REQUESTS

- The ACS Office of Shared Response (OSR) will monitor the timeliness of initial CCS21+ and extension request submissions and issue a monthly report to each provider summarizing the agency's compliance with timeline expectations. If requests are continuously submitted late, per the timeframes outlined in section 4, above, the agency's Executive Director will be notified.
- Providers will receive a dated confirmation, via email, that ACS has received the initial CCS21+ or extension request by an automated mailbox response. Complete submissions with required supporting documentation will be processed within 10 business days of receipt. If, upon receipt, OSR determines additional information or documentation is required, OSR will contact the provider within five (5) business days of receiving the request to specify what is needed to proceed with processing the request. Providers are expected to respond to such requests with the required documentation or information within two (2) business days; OSR will subsequently respond within five (5) business days of receiving the additional information.
- An OSR reviewer, after review of the information submitted, will issue a recommendation suggesting that the request be approved or denied. If the OSR reviewer recommends denying a CCS21+ or CCS21+ extension request, the reviewer will contact the FCLS attorney assigned to the case, who will obtain the position of the young adult's Attorney for the Child.²⁰ The recommendation of the OSR reviewer and the position of the young adult's legal representation will be considered by the Deputy Commissioner during the review. Final approval or denial of initial CCS21+ and extension requests is provided by the Deputy Commissioner of the ACS Division of Family Permanency (FPS). The agency Program Director or designated CCS21+ point person or CCS21+ mailbox will receive a scanned copy of the signed final approval or denial, which will indicate an authorization timeframe.
- Each young adult in receipt of an initial CCS21+ or CCS21+ extension request will be assigned to an OSR reviewer, who will be responsible for reviewing all subsequent extension requests for the case. The reviewer's name and contact information will be provided on the approval form.

¹⁹ See [15-OCFS-ADM-20](#), *Transition Planning with Youth for a Successful Discharge*, 9/25/15.

²⁰ The position of the Attorney for the Child must be sought. If, however, the Attorney for the Child has not responded with a position at the time the request is reviewed, this will not delay review of the initial or extension request by OSR and the Deputy Commissioner of the ACS Division of Family Permanency Services (FPS).

7. SUSPENDED PAYMENT STATUS DURING CCS21+ REVIEW OR AUTHORIZATION PERIOD

- If a young adult is absent without consent (“AWOC”) for seven (7) continuous days²¹ or more than three (3) times for 24 hours or longer while in receipt of an initial CCS21+, CCS21+ extension, or while a request is pending decision, the agency must notify OSR, via email, with the subject “CCS21+ AWOC.”
- If a young adult is arrested and expected to be detained or incarcerated while in receipt of an initial CCS21+, CCS21+ extension, or while a request is pending decision, the agency must notify OSR, via email, with the subject “CCS21+ Arrest.”
- OSR will factor information received about the young adult’s whereabouts and anticipated return into its determination of whether the young adult’s approved CCS21+ status shall continue or when issuing a decision on a request that is pending decision. OSR will notify the agency within five (5) business days of such determination. If OSR determines to end an approved CCS21+ status, the steps outlined in Section 9, below, must be followed.

8. PASS-THROUGH PAYMENTS TO PLACEMENT RESOURCE

- Agencies must provide the placement resource pass-through funds for initial CCS21+s and CCS21+ extensions at the same rate and on the same schedule that the young adult was receiving upon his or her 21st birthday. Thus, a young adult who was previously approved for a basic, special, or exceptional rate will continue to receive the same LOD rate.
- As long as the young adult continues to reside in a licensed placement, agencies must disburse “pass-through” payments at the same rate and on the same schedule to placement resources on behalf of young adults for whom the agency has requested an initial CCS21+ or a CCS21+ extension while a decision is pending, so that placement and ongoing supports are not disrupted while the request is reviewed.²²
- ACS will provide reimbursement of the Maximum State Allowable Reimbursement (MSAR) for ongoing pass-through and administrative payments for the period of time a CCS21+ decision was pending and during any CCS21+ or extension approval period.
 - To request reimbursement for the CCS21+ service and CCS21+ review period, payments must be documented on the ACS Payment Services – Special Payment Detail Sheet/Invoice, with the child’s demographic information, contract number, program type, facility ID, service period, and the amount paid provided.
 - Agencies shall request reimbursement after receiving notification from OSR about whether the initial CCS21+ request or extension request has been approved or denied.

²¹ As with foster care payments, if a young adult is AWOC or otherwise absent for more than seven (7) continuous days, CCS21+ payments will be suspended pending the young adult’s return.

²² This expectation was originally communicated to provider agencies in a DC Memo to Executive Directors, *Re: Payments to Foster Care Parents for Exception to Policy Requests*, dated 7/11/16. The directives in that memo have been superseded by this practice guidance.

9. CCS21+ CLOSURE

- Regardless of the reason that the CCS21+ authorization is ending, agencies must hold a planning conference prior to the closure of any CCS21+ that includes the young adult, the case planner and any additional supports, including the young adult's attorney, who the young adult requests be invited. The OSR reviewer assigned to the young adult shall be invited to the conference.²³ For young adults for whom the CCS21+ closure is anticipated or scheduled, the conference shall be held two (2) weeks prior to the anticipated discharge. For other discharges, the conference shall be held as soon as possible when housing is secured.
- Agencies must enter the CCS21+ end date in CNNX progress notes within 48 hours. The closing note must indicate details about the young adult's living arrangements, including why the agency reasonably expects that the living arrangement will remain available to the young adult for the next 12 months following discharge.
 - If the CCS21+ is ending for any of the reasons noted in section 7, above, or following a review of the extension request by the FPS Deputy Commissioner, the closing progress note must include the young adult's last known address, a summary of the agency's diligent efforts to secure a permanent living arrangement, and the date the closing conference was held. The note must include information about whether the young adult was given the vital records listed in section 4, above.
- Agencies must notify OSR of the CCS21+ closure by emailing fps.ccs21@acs.nyc.gov with the subject line "CCS21+ Closure" within 48 hours. The notification email shall include information about the date of the young adult's discharge, as well as the young adult's destination. The email must also include the young adult's closing progress note, which may be copied and pasted from CNNX.
- The OSR reviewer will inform the OSR CCS21+ Director of the CCS21+ closure. The CCS21+ Director will enter the young adult's destination when the CCS21+ ends into the CCS21+ database and CCS21+ tracking sheet.
- ACS CCS21+ unit staff will request that the ACS Systems Support Office (SSO) close the young adult's FSS stage in CCRS.

10. COLLEGE ROOM AND BOARD EXCEPTIONAL PAYMENTS

- Young adults in foster care who are enrolled in college when they turn 21 and are not living in an approved or licensed foster care placement do not require a CCS21+ to receive continued financial support via a College Room and Board Exceptional Payment (CRB EP) on an as-needed basis.²⁴ Young adults in receipt of such support will not be considered to have CCS21+ status while a student. CRB EP requests are reviewed and managed by the ACS OSR College Room and Board Coordinator.
- Prior to their 21st birthday, young adults in foster care who are enrolled in college and not living in a foster care setting may receive financial support for college room and board directly from the foster care agency with whom they are placed. When the young adult turns 21, the agency may request an exceptional payment in order to continue disbursing the room and board support for approved on-campus and off-campus housing;²⁵ the responsibility for processing the payment requests prior to submitting the payment request to the Office of Finance transfers to the OSR College Support unit.²⁶ Young adults who resided

²³ The OSR reviewer is the person who was assigned to review, process and approve CCS21+ requests for the young adult, and with whom the agency has been in contact concerning any CCS21+-related matters and inquiries.

²⁴ If the financial aid or scholarship the young adult receives includes full funding for room and board, the young adult will not be considered eligible for an ACS CRB EP. If the young adult receives financial aid or a scholarship that covers some of the room and board expense, an ACS CRB EP may be requested for the balance.

²⁵ When a young adult's 21st birthday falls within a semester, the expectation is that the agency pays the college room and board for the semester and submits a reimbursement request to ACS for the amount paid for room and board after the young adult's birthday.

²⁶ Young adults may also apply to receive a college stipend. Questions about applications for the stipend, which must be submitted each semester, shall be directed to the ACS Office of Education Support and Policy Planning, at education.unit@acs.nyc.gov or by calling (212) 453-9918.

Options for the Continuation of Care & Support Beyond Age 21

in foster care placement prior to their 21st birthday must meet all of the following criteria to maintain eligibility for a CRB EP upon and following their 21st birthday:

- Attend an accredited two- or four- year college or university and demonstrate progress towards a degree;
 - Maintain full-time status as a student, which is considered to be enrolled in a minimum of 12 course credits per semester or trimester; Room and board support is available for months in which the student is enrolled in classes.
 - To receive room and board support for summer months, the student must be enrolled in at least one credit-bearing course; Students who have received an internship or employment offer may request an exception to the summer course enrollment requirement by contacting the College Room and Board Coordinator.²⁷
 - Remain in good academic standing (cumulative minimum GPA of 2.0);
 - Submit required documentation (outlined in D, below) no less than one month before the start of the semester for which support is requested or as soon as available;
 - Provide the ACS OSR College Room and Board Coordinator with current contact information, including cell phone number and email address; update as needed.
- To request an initial exceptional payment for college room and board for a young adult over the age of 21, a designee from the executive office of the foster care agency must submit a written request for payment authorization to the office of the Deputy Commissioner of the Division of Family Permanency Services. Requests must be submitted no less than one month prior to the beginning of the semester during which the young adult will turn 21.
- Before a CRB EP can be issued on the young adult's behalf, the following documentation from the school²⁸ must be submitted to the OSR College Room and Board Coordinator at CRBExceptionalPayment@acs.nyc.gov:
- Documentation of all charges and fees incurred by the student and all financial support received, that includes the name of the school and the name of the student.²⁹ This shall include enumeration of the following:
 - Room and board charges;
 - Tuition;
 - Student fees and other administrative charges;
 - Loans received by the student;
 - Financial aid received; and
 - Grants and scholarships awarded.
 - Verification of full-time enrollment (enrolled in 12 credits or more);³⁰
 - Current transcript that demonstrates a cumulative GPA of at least 2.0;³¹
 - School calendar for upcoming semester or trimester for which the CRB EP is requested.
- In addition to the academic documentation, the following housing documentation shall be submitted with the CRB EP request:
- If the student intends to live on campus, the school shall complete a substitute W-9 form to register as a vendor with the New York City Comptroller's Office, or provide their NYC Vendor ID number;
 - If the student intends to live off-campus in private housing, the landlord must complete and submit a substitute W-9 form or provide a NYC Vendor ID number;³²
 - A signed lease that specifies monthly rent must also be included; and

²⁷ Exceptions to the summer course enrollment requirement will be considered if funding is available.

²⁸ The school must have a FERPA form signed by the young adult that designates the case planning agency or OSR as an approved recipient of the young adult's educational information in order to share this information with OSR. Alternatively, young adults may request this information themselves, copy and share it with OSR.

²⁹ This may be demonstrated with an invoice or other printout from the school's bursar's office, with a bill issued by the school, or may be a printout from the student's online account. Please refer to ACS guidance *Invoicing Requirements for Payment Processing*

³⁰ A letter from the registrar's office or a printout from the National Student Clearinghouse will be accepted.

³¹ The transcript must include information from previous semesters, including those semesters prior to the young adult's 21st birthday.

³² Registration is free and can be conducted [online](#). Accepted registered landlords are assigned a unique Vendor ID number by the NYC Comptroller's Office. The NYC Comptroller's Office has additional information at the following link: <http://comptroller.nyc.gov/services/for-businesses/nyc-comptrollers-office-vendor-forms-w9-and-w8/> Registration and processing required for a payment to be issued takes at least four weeks, which may cause delays in payments. Landlords will only have a NYC Vendor ID number if they have previously or are currently receiving CRB EPs.

Options for the Continuation of Care & Support Beyond Age 21

- An itemized invoice which lists each month that the young adult will be residing in the home and the monthly rent that the young adult will be charged.³³ ACS does not pay for housing-related expenses other than rent.³⁴
- Students will be expected to request, obtain and submit the required academic and housing documentation by fax³⁵ to (917) 551-7374 or by email to CRBExceptionalPayment@acs.nyc.gov.³⁶ If a young adult has not or cannot obtain required documentation, OSR will contact the young adult's former case planner for assistance in obtaining the documentation. The College Room and Board Coordinator is available as an additional support for young adults with the young adult's permission to contact the school.
- After processing by the ACS Division of Financial Services, payment will be sent by the NYC Comptroller's Office directly to the landlord or college housing office. Housing payments are made on a per-semester basis.
- Young adults who have previously received CRB EPs may request continued support by submitting the same documentation outlined in sections 4 and 5 above directly to the OSR College Room and Board Coordinator. Unless graduation is anticipated, the College Room and Board Coordinator will reach out to current recipients one month prior to the beginning of the following semester to remind the student of the documentation required for payments to continue in the upcoming semester. In order to receive CRB EP support during summer months, the student must be enrolled in college credit bearing coursework.
- Students over the age of 21 in receipt of a CRB EP will be contacted monthly by OSR College Support Unit staff, and may reach out to the College Support Unit staff at any point with questions, concerns, or if issues arise. As part of the monthly check-in, students will be reminded of any documentation needed to maintain eligibility for CRB EPs and will be provided with contact information, as needed, for requesting placement during official school breaks and holidays.
- Students in receipt of room and board support who reside in on-campus housing may request that an approved or certified placement be provided during official school breaks and holidays by contacting the agency with which they were placed prior to college with a direct written request (letter or email). Agencies shall inform young adults of this option at the conference held prior to their 21st birthday.
- To request reimbursement for such a placement, agencies shall submit a written request for an exceptional pass-through payment that specifies:
 - The identified placement option, including:
 - Facility ID and address for placement;
 - Specified dates that the student will reside in the residence;
 - The placement resource's name and current certification information;
 - i. A written affirmation from the placement resource, stating their intent to host the young adult during the specified timeframe.
 - Confirmation of the arrangement with the placement resource, signed by the agency's Program Director;
 - These requests shall be submitted by email no later than two (2) weeks prior to the requested date to the attention of the College Room and Board Coordinator at CRBExceptionalPayment@acs.nyc.gov.

³³ If a young adult is living with roommates, the lease may state the total amount of rent charged for the apartment, but the invoice must detail how much of the total rent the young adult is responsible for paying. For example, if a young adult is moving into a two-bedroom apartment with a roommate, for which the total monthly rent charged is \$1000, the invoice must detail that the young adult will be charged \$500 each month.

³⁴ ACS does not pay for utilities, if charged separately from rent, or for other expenses such as internet or parking fees.

³⁵ Faxes must be sent with a fax cover sheet that lists the student's name, the name of the school, the semester and lists the documents being faxed.

³⁶ The email must be sent with the semester for which the documentation pertains designated in the subject line (e.g. "Spring 2017"). The email must include the student's name, name of the school and list the scanned documents attached.

- Agencies are responsible for identifying a placement to house students during breaks, if the student's previous placement option is not available and the young adult has requested placement assistance.

11. FOSTERING COLLEGE SUCCESS – CUNY DORM PROJECT

- Young adults participating in the Fostering College Success (FCS) – CUNY Dorm Program do not require a CCS21+ to remain in the program after their 21st birthday.³⁷ Young adults must apply to participate in the program. To be eligible for the CUNY Dorm Project, young adults must be:
 - Between the ages of 16-24;
 - Enrolled in a City University of New York (CUNY) college full time (12 credits or more per semester) or be a current high school student who has applied to CUNY;
 - A student in good academic standing, with a minimum cumulative GPA of 2.0.
- Room and board payments to cover the cost of dormitory housing are made by ACS directly to CUNY.
- Students participating in the CUNY Dorm Project will receive a per diem stipend, which is distributed to the agency by ACS on a monthly basis. Agencies are required to disburse a weekly allocation to each student, which shall continue throughout the young adult's participation in the program, regardless of the young adult's age.

³⁷ This portion of the practice guidance is considered in effect for as long as the Fostering College Success initiative is in place.

Continuation of Care and Support: Remaining in Care Past Age 21 Initial Request

Case Name: _____ Case Number: _____ Name of Young Adult: _____

Request from Provider Agencies for continued placement past the age of 21

- Use this form for initial CCS21+ requests. Use form FPS-019A to request an extension of a current CCS21+.
- Requests must be signed by the agency Program Director, or higher title.
- Initial CCS21+ requests must be submitted no later than 2 months prior to the young adult's 21st birthday.
- Agencies must assist young adults to apply for both NY/NY III and NYCHA (if eligible) and any other appropriate living arrangements.
- Submit completed requests to acs.sm.fps.ccs21@acs.nyc.gov.

I. AGENCY/ATTORNEY INFORMATION

Agency:	Address:	City:	State:	Zip:
Case Planner:		Phone:		Email:
Case Supervisor:		Phone:		Email:
Program Director:		Phone:		Email:
FCLS Attorney:	Borough:	Phone:		Email:
Attorney for Child:		Phone:		Email:
AFC Organization, if applicable:		Phone:		Email:

II. YOUNG ADULT INFORMATION

Initial Placement Date: _____ Date placed with Agency: _____

Abuse/Neglect Voluntary Other: _____

Legally Freed? Yes Date: _____ No

Facility ID: _____ DOB: _____ Age: _____ CIN: _____

Current Placement: Family Foster Care (Kinship) Therapeutic Foster Family Care (TFFC)
 Residential (AOBH Group Home RTC) Treatment Foster Care Oregon (TFCO)
 Specialized Family Foster Care Other: _____

If residing in a foster boarding home: Name of foster parent _____ Date placed: _____

Current Address: _____ City: _____ State: Zip: _____

If absent from current foster care placement, identify location of youth: _____

Is young adult a parent? Yes No Expecting? Yes No

Does the child/ren live with young adult? Yes No If no, where: _____

Is the young adult the parent of an 8D child(ren)?

Name: _____ DOB: _____ CIN: _____

Name: _____ DOB: _____ CIN: _____

III. REQUEST INFORMATION

Date of Request: _____

If this request is being submitted less than 2 months before the young adult turns 21, or after the young adult's 21st birthday, provide explanation: _____

Continuation of Care and Support: Remaining in Care Past Age 21 Initial Request

Case Name: _____ Case Number: _____ Name of Young Adult: _____

Is this CCS21+ request court ordered? Yes No Date: _____ Judge: _____ Borough: _____
No

Length of time requested: 3 months 6 months 12 months (awaiting approved OPWDD housing only)

Does Agency support extension of care for young adult? Yes
No (if no, attach agency diligent efforts since young adult was 19.5 for initial CCS21+ — **this must be signed by Agency ED**)

IV. REQUEST FOR MEETING WITH YOUNG ADULT

Does Agency request a meeting with young adult, agency and ACS? Yes No

If yes, what is the goal of the meeting:

V. IMMIGRATION STATUS

Does young adult have in possession a physical document (including a copy) showing U.S. citizenship?
(U.S. passport, birth certificate, or certificate of naturalization/citizenship) Yes No

Does young adult have in possession an original, physical green card (not a photocopy)? Yes No N/A

If young adult has a green card, are any immigration risk factors present (green card lost/expired;
past/present criminal justice contact; ready to apply for citizenship or other immigration benefit)? Yes No

If no green card, or has green card with risk factors, provide immigration attorney name/contact (or email ACS Immigrant
Services, SIJS@acs.nyc.gov, for help with referral):

Has ACS' office of Immigrant Services been notified of this case? Yes No

Has an immigration attorney has been assigned? Yes No. If yes, provide the following:

Immigration Attorney Name: _____ Contact: _____ N/A

VI. CASE DETAILS

1. Housing Information

Check all applied for:

NYCHA

Date of Certification letter (attach to CCS21+ request): _____ (If obtained go to next section.)

Borough Waitlisted for: _____

Date Application sent: _____

Date of confirmation letter (attach to CCS21+ request): _____

Date of interview letter (attach to CCS21+ request): _____

Locked out (attach final determination letter) reasons and date eligible to reapply:

Continuation of Care and Support: Remaining in Care Past Age 21 Initial Request

Case Name: _____

Case Number: _____

Name of Young Adult: _____

Denied, provide reasons:

Young adult rejected housing offered offered; list and provide reasons:

Did Not Apply. Select and provide reason: Ineligible, provide details below
 Awaiting immigration documentation
 Young adult and agency agree that supportive housing is needed

NY/NYIII (supportive housing)

Date Application sent: _____

Approved for: Category I only Category C only (OMH) Category I and C

Date of Determination Letter (attach to CCS21+ request): _____

Date of approval period for NY/NY III: _____

Date Confirmation of referrals received (attach to CCS21+ request): _____

Status of referrals (contacts made, interview date(s), etc.):

If NY/NY III approval period has ended, has agency submitted a new application? Yes, provide date: _____ No
If not, provide reasons:

Young adult rejected housing offered: list offers made, date(s) and provide reasons:

Did Not Apply

Awaiting immigration documentation

Ineligible, provide reasons:

Continuation of Care and Support: Remaining in Care Past Age 21 Initial Request

Case Name:

Case Number:

Name of Young Adult:

OPWDD

Date referral sent:

Date found eligible (attach eligibility determination letter):

Date screened for program (include name of program and outcome):

If accepted for a program and awaiting an opening, attach letter of acceptance to this CCS21+ request.

Date notified of program acceptance:

Name of program if identified:

Denied, date denial received:

Young adult rejected housing offered, list and provide reasons:

Other:

2. Resources

Have discharge resources such as extended family members, current or former foster families, mentors been explored?

Yes No (why)

If yes, please list resources explored:

If placed in a family foster care home, has agency confirmed with current foster parents whether they will serve as young adult's community resource (permit young adult to stay after foster care payments cease)?

Yes No (why)

If yes, progress notes must reflect the agreement reached.

Has agency explored an arrangement between young adult and current foster parents for young adult to contribute to household expenses?

Yes No (why)

3. Education/Vocation

Did young adult graduate high school:

Yes (School/year)

No

Does young adult have a TASC/GED?

Yes No N/A

Is young adult attending a TASC/GED program:

Yes No Why not?

Is young adult attending college:

Yes What school?

No

Continuation of Care and Support: Remaining in Care Past Age 21 Initial Request

Case Name: _____ Case Number: _____ Name of Young Adult: _____

Is young adult currently working: Yes (Where/hours/hourly wage/started):

No Why not

Is young adult currently in a vocational program: Yes (Name of program and expected completion date):

No Why not

4. Medical/Clinical Information

Does young adult have a significant medical history or condition that impacts his or her housing plan? Yes No
If yes, explain:

Does young adult have a significant mental health condition that impacts his or her housing plan? Yes No

If yes: When was young adult's last psychiatric/psychological evaluation?

Diagnosis:

Is young adult currently on medication? Yes No

If yes: What medications?

Is young adult medication compliant? Yes No

Has young adult been psychiatrically hospitalized? Yes No

If yes: Please indicate date of last hospitalization, names of facility and reasons for hospitalization:

Has agency been provided consent to obtain medical/mental health information and records to submit as supporting documentation? Yes No

5. Source of Income

Employed: Yes Weekly income _____ No

Was income verified? Yes No If no, why:

SSI eligible: Yes No

Approved: Date _____

Application submitted: Date _____

Denied: Date: _____ Reason: _____

Status if not approved/denied: _____

Presumptive Budget Letter obtained; Date obtained _____

Not obtained, date requested: _____

Other: Specify _____

Continuation of Care and Support: Remaining in Care Past Age 21 Initial Request

Case Name: _____ Case Number: _____ Name of Young Adult: _____

6. Other Information

Vital Records

Does the young adult have an original or certified copy of birth certificate, if eligible?	Yes	No
Does young adult have an original social security card, if eligible?	Yes	No
Does young adult have a state-issued photo ID (driver's license or non-driver ID card)?	Yes	No

APPLA Information

Has the young adult received a 90-Day Notice of Intent to Discharge to APPLA+ or Status Change [pursuant to 18 NYCRR 430.12(f)(3)(i)(b)]?	Yes	Date:	No
Has a Final Discharge FTC been scheduled?	Yes	Date:	No
Transitional Medicaid package submitted?	Yes	Date:	No

Agency Approval

Program Director (*print*) _____ Signature: _____ Date _____
(or equivalent)

This section is for ACS staff only	Date received:
---	-----------------------

If a meeting with the young adult, foster care agency and ACS took place provide a summary here:

Recommendation

CCS21+ for continued placement for _____ months is recommended in order for the following goals to be accomplished:

-
-
-

CCS21+ for continued placement is not recommended for the following reasons:

-
-
-

OSR staff (<i>print</i>) _____	Signature: _____ Date _____
CCS21+ Manager (<i>print</i>) _____	Signature: _____ Date _____

Approved	Disapproved	Period requested:
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Deputy Commissioner (*print*) _____ Signature: _____ Date _____
Family Permanency Services

Continuation of Care and Support: Remaining in Care Past Age 21 Extension Request

Case Name: _____ Case Number: _____ Name of Young Adult: _____

Request from Provider Agencies for continued placement past the age of 21

- Use this form to submit a request for an extension of an existing CCS21+.
- Requests must be signed by the agency Program Director, or higher title.
- CCS21+ extension requests must be submitted no later than 1 month prior to the expiration of the current CCS21+.
- Agencies must assist young adults to apply for both NY/NY III and NYCHA (if eligible) and any other appropriate living arrangements.
- Submit completed requests to acs.sm.fps.ccs21@acs.nyc.gov.

I. AGENCY/ATTORNEY INFORMATION

Agency:	Address:	City:	State:	Zip:
Case Planner:		Phone:		Email:
Case Supervisor:		Phone:		Email:
Program Director:		Phone:		Email:
FCLS Attorney:	Borough:	Phone:		Email:
Attorney for Child:		Phone:		Email:
AFC Organization, if applicable:		Phone:		Email:

II. YOUNG ADULT INFORMATION

Initial Placement Date: _____ Date placed with Agency: _____

Abuse/Neglect Voluntary Other: _____

Legally Freed? Yes Date: _____ No

Facility ID: _____ DOB: _____ Age: _____ CIN: _____

Current Placement: Family Foster Care (Kinship) Therapeutic Foster Family Care (TFFC)
 Residential (AOBH Group Home RTC) Treatment Foster Care Oregon (TFCO)
 Specialized Family Foster Care Other: _____

If residing in a foster boarding home: Name of foster parent _____ Date placed: _____

Current Address: _____ City: _____ State: Zip: _____

If absent from current foster care placement, identify location of youth: _____

Has there been a change in placement address during this CCS21+ authorization period?
 Yes, provide dates and placement details
 No

Has young adult been AWOC for a period of over 24 hours during this CCS21+ authorization period?
 Yes, provide date(s): _____
 No

Is young adult a parent? Yes No Expecting? Yes No

Does the child/ren live with young adult? Yes No If no, where: _____

If yes, please provide the following:

Name: _____	DOB: _____	CIN: _____
Name: _____	DOB: _____	CIN: _____

Continuation of Care and Support: Remaining in Care Past Age 21 Extension Request

Case Name:

Case Number:

Name of Young Adult:

III. REQUEST INFORMATION

Date of Request:

Date current CCS21+ expires:

If this extension request is being submitted less than 1 month prior to the expiration of the current CCS21+, or after the CCS21+ authorization expired, provide explanation:

Length of time requested: 3 months 6 months 12 months (awaiting approved OPWDD housing only)
Does Agency support extension of care for young adult? Yes
No (if no, attach agency diligent efforts since CCS21+ was granted – **this must be signed by Agency ED**)

IV. REQUEST FOR MEETING WITH YOUNG ADULT

Does Agency request a meeting with young adult, agency and ACS? Yes No

If yes, what is the goal of the meeting:

V. IMMIGRATION STATUS

Does young adult have in possession a physical document (including a copy) showing U.S. citizenship?
(U.S. passport, birth certificate, or certificate of naturalization/citizenship) Yes No

Does young adult have in possession an original, physical green card (not a photocopy)? Yes No N/A

If young adult has a green card, are any immigration risk factors present (green card lost/expired;
past/present criminal justice contact; ready to apply for citizenship or other immigration benefit)? Yes No

If no green card, or has green card with risk factors, provide immigration attorney name/contact (or email ACS Immigrant Services, SIJS@acs.nyc.gov, for help with referral):

Has ACS' office of Immigrant Services been notified of this case? Yes No

Has an immigration attorney has been assigned? Yes No. If yes, provide the following:

Immigration Attorney Name: Contact: N/A

Continuation of Care and Support: Remaining in Care Past Age 21 Extension Request

Case Name:

Case Number:

Name of Young Adult:

VI. CCS21+ EXTENSIONS

Provide an update in each area from the date the last CCS21+ began and supply relevant supporting documentation. Use the FPS-019 as a guide for what details should be provided.

1. Housing:
2. Resources:
3. Education/Vocation:
4. Medical/Clinical:
5. Sources of Income:
6. Other Information:

Program Director (*print*)

Signature: _____ Date:

This section is for ACS staff only

Date received:

If a meeting with the young adult, foster care agency and ACS took place provide a summary here:

Recommendation

CCS21+ for continued placement for
for a maximum period of _____ months is recommended in order for the following goals to be accomplished:

-
-
-

CCS21+ for continued placement is not recommended for the following reasons:

-
-
-

OSR staff (*print*)

Signature: _____ Date

CCS21+ Manager (*print*)

Signature: _____ Date

Approved Disapproved Period requested:

Deputy Commissioner (*print*)
Family Permanency Services

Signature: _____ Date



90-Day Notice of Intent to Discharge to APPLA+ or Status Change

Name:	DOB:	CIN:
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This notice is to inform you of your case planning agency's intent to make the following change (see indicated section below) to your service plan. You will be invited to a conference to discuss and review the plan.

NOTICE OF INTENT TO DISCHARGE FROM FOSTER CARE

Trial Discharge

Anticipated start date: __/__/_____

You are being discharged from foster care on a “trial” basis, as long as you remain in the care and custody or custody and guardianship of ACS as granted by the Family Court, and with your consent to remain on trial discharge if you are between the ages of 18 and 21. During the trial discharge period, you will continue to receive case planning support from your foster care agency, which will be responsible for connecting you to community-based services and supports, as needed, assisting you with planning for your future, and maintaining regular contact with you to assess how you are adjusting to your new living arrangement. Your foster care agency is responsible for helping you secure adequate housing. If you lose your housing during the trial discharge period, you will be readmitted into foster care if you consent, and while you work with the foster care agency to pursue housing options.

When your trial discharge period ends, you will be placed on “final discharge” status. ACS will provide supervision until your 21st birthday, including contacts with you and referrals to community-based services and supports, as needed.

Final Discharge

Anticipated discharge date: __/__/_____

You are being discharged from foster care to another planned permanency arrangement with a permanency resource (APPLA+) for the following reason:

- You are between the ages of 18 and 21, and you do not consent to continue in foster care or to remain on trial discharge status.
- You have met your service plan goals and secured housing to live independently.
- Your legal foster care status is ending because you will be turning 21.

You will be placed on “final discharge” status. ACS will provide supervision until your 21st birthday, including contacts with you and referrals to community-based services and supports, as needed. If you have no alternative housing option, you have the right to apply to reenter foster care within 24 months of your discharge from foster care or until your 21st birthday, if you consent to enroll in an appropriate educational or vocational program.



NOTICE OF STATUS CHANGE UPON TURNING 21

While your legal foster care status will end at age 21, the following option to extend care and support will be in effect as of the date of your 21st birthday, ___/___/___:

CCS21+

Your foster care agency plans to or has requested Continued Care and Support Beyond Age 21 (CCS 21+) in order to continue to provide you with care. You may remain in an approved or certified placement until your service plan goals are met and you secure permanent housing, unless otherwise notified. You will receive additional information about your responsibilities while in receipt of an CCS21+, which will be reviewed at your final discharge conference.

College Room and Board Support Continuation

You are eligible to continue to receive college room and board support following your 21st birthday. You will receive additional information on how to maintain eligibility for college room and board payments. You may request that your case planning agency provide you with a placement option during school breaks.

Fostering College Success -CUNY Dorm Project Participant

You remain eligible to participate in the Fostering College Success – CUNY Dorm Project.

Case planner name	Signature	Phone:	Date: ___/___/___
Supervisor name	Signature	Phone:	Date: ___/___/___
Young adult name	Signature	Phone:	Date: ___/___/___

Young Adult's Name: _____

Date of discharge conference: _____

Conference facilitator: _____

Rights and Responsibilities – CCS21+ Recipients

Final Discharge Conference

As stated in the *90-Day Notice of Intent to Discharge to APPLA+ or Status Change* you received and reviewed at the 90-Day Conference with your agency, your legal foster care status will end when you turn 21.

Your agency plans to continue to provide you with care, by requesting that you be granted "Continued Care and Support Beyond Age 21" (CCS21+) status, which will allow you to remain in an approved or certified placement until you secure permanent housing, unless otherwise notified. Even though your agency plans to continue to provide you with care, this Final Discharge Family Team Conference is required to be held because your legal foster care status is ending; there will be no further Family Court appearances. The conference will be facilitated by an ACS staff member from the Office of Older Youth Services in the month before you turn 21.

CCS21+ Recipient Rights and Responsibilities

You will continue to have a case planner, who will continue to work with you as before. Your case planner and other agency staff are available to help you locate educational services, vocational training, and other services and programs, find and apply for housing, prepare for interviews, and answer questions. In addition, someone from the ACS CCS21+ Unit will be assigned to your case once you are approved for CCS21+. You will be given contact information for staff person at your final discharge conference; if one has not yet been assigned, they will contact you once your CCS21+ status is approved.

You will continue to receive an allowance and a clothing allowance. Your monthly Independent Living Stipend will end when you turn 21.

You can request a meeting with your agency, ACS, your attorney and a supportive adult(s) of your choosing if you would like to discuss any concerns or your circumstances regarding your final discharge from foster care and your CCS21+ status. If you wish to talk directly with ACS, you can call Kathleen Owens, ACS CCS21+ Director, at (212)676-7397, Steven Bieber, ACS Executive Director, at (212)676-7480, or Neil Freedman, ACS Associate Commissioner, at (212)676-9271 with questions or to request a meeting.

CCS21+'s are authorized for three (3), six (6) or 12 month time periods. Extensions can be requested at the same intervals, and must be submitted by the agency one month before the current CCS21+ authorization period ends.

In order to maintain eligibility for CCS21+, you are expected to participate in the process of applying and interviewing for housing. In order to be eligible for CCS21+, you *must* apply for all housing options for which you are eligible, including NYCHA and NY/NYIII. You are expected to submit required paperwork within the prescribed timeframes, attend scheduled meetings, interviews and tours and accept any reasonable housing offers. If you have applied for NYCHA and are the NYCHA waitlist, you will remain on the NYCHA waitlist if you move in to a NY/NYIII apartment; you should update your address so that NYCHA knows where to contact you.

If capable, you are also expected to be working or seeking employment, in school, or in a vocational program while housing options are identified and throughout the application and interview process.

You should know that you may place your CCS21+ status at risk if you are frequently absent without consent from your placement for periods of 24 hours or longer, or for over seven (7) days, or if you do not comply with the expectations as outlined on this form and in the conference, including attending housing interviewing and accepting reasonable housing offers.

Provided by (print name): _____

Date: _____

Signature: _____

Received by (print name): _____

Date: _____

Signature: _____

Young Adult's Name: _____

Date of discharge conference: _____

Conference facilitator: _____

Rights and Responsibilities – College Support Programs

Final Discharge Conference

As stated in the *90-Day Notice of Intent to Discharge to APPLA+ or Status Change* you received and reviewed at a "90-Day Conference" with your agency, your legal foster care status will end when you turn 21.

You will continue to receive financial support while you remain in college. A Final Discharge Family Team Conference is required to be held because your legal foster care status is ending. The conference will be facilitated by an ACS staff member from the Office of Older Youth Services in the month before you turn 21. Additional information about your program is provided below.

Any questions about pending housing applications should be directed to Paul Williams at ACS' Housing Unit at (212)676-6779. Contact the housing agencies reviewing your applications with any updates to your contact information, employment status, or income.

College Room and Board (CRB) Payments

If you are away at college, your room and board will be paid directly by ACS. In order for ACS to pay for your room and board, you will need to submit documentation about your room and board needs before the start of each semester. If your 21st birthday happens in the middle of a semester, your foster care agency will continue to pay for your room and board until the semester ends, and then the responsibility will transfer to ACS.

Your contact at the ACS College Support Unit while you are away at college is Phyllis Brodsky, who can be reached at (212)341-3318, or Magda Santiago, (212)341-3312. Ms. Brodsky and her staff will check in with you each month and are available if you have any questions. They will let you know what information or documentation is needed in order to continue to issue CRB payments. When you plan on graduating college, or cannot continue for whatever reason, if you don't have a place to live, you should reach out to Ms. Brodsky who will provide you with options, which may include returning to care.

During official school breaks and holidays, you can request to stay at either your prior foster care placement or a new temporary placement. Call or write to your agency or the ACS College Support Unit to request help with this. Requests should be made with at least one month notice.

If you are receiving a college stipend, you will continue to receive the college stipend through your agency. You must reapply each semester – talk to your agency or the ACS College Support Unit for more information on how to apply for the stipend. You must submit all CRB documentation in order to maintain eligibility for the stipend.

Fostering College Success Initiative - CUNY Dorm Project

At this final discharge conference, a plan should be in place and reviewed with you for when you will be graduating from CUNY. Support will remain available through the Dorm Project. If you have questions about the Dorm Project, you can contact Sonia Gonzalez at (212)676-9519.

Your monthly college stipend will continue to be distributed through your foster care agency.

If you graduate or for some reason you cannot remain in the Dorm Project and have no reasonable alternative housing, contact Ms. Gonzalez, who will put you in touch with the appropriate staff at ACS. Returning to care may be an option.

Provided by (print name): _____

Date: _____

Signature: _____

Received by (print name): _____

Date: _____

Signature: _____