# DEPARTMENT OF HUMAN RESOURCES SOCIAL SERVICES ADMINISTRATION 311 WEST SARATOGA STREET BALTIMORE, MARYLAND 21201

DATE:

December 1, 2014

POLICY #:

SSA-CW # 15-14

TO:

Directors, Local Departments of Social Services

Assistant Directors, Local Departments of Social Services

FROM:

Deborah Ramelmeier, Acting Executive Director

Social Services Administration

RE:

Annual Notice of Benefits for Youth in Out-of-Home Placement

PROGRAMS AFFECTED:

Out of Home Placement Services

**ORIGINATING OFFICE:** 

Out of Home Placement Services

**ACTION REQUIRED OF:** 

All Child Welfare Services Staff

**REQUIRED ACTION:** 

Instructions for Distribution of the Annual Notice of Benefits

brochure

ACTION DUE DATE:

December 15, 2014

**CONTACT PERSON:** 

Jill Taylor, LCSW-C

Program Manager, Out-of-Home Placement

410-767-7695

jill.taylor@maryland.gov

## PURPOSE:

The purpose of this policy directive is to outline instructional guidelines for distributing the Annual Notice of Benefits brochure for all youth ages 13 to 21 in an Out-of-Home Placement. The Annual Notice of Benefits brochure will ensure that youth, in out-of-home placement, annually receive information regarding benefits that the youth may be eligible for upon leaving out-of-home placement.

## BACKGROUND:

Effective October 1, 2014, Family Law Article Section 5-525 (k) of the Annotated Code of Maryland requires the Social Services Administration to provide a child at least 13 years old information regarding benefits available to the child on leaving out-of-home care. In compliance with this law, the Social Services Administration created the Annual Notice of Benefits brochure. The brochure identifies benefits and services youth may be eligible to receive if they leave out-of-home placement between the ages of 13 and 21. The brochure will be provided to the youth annually to maintain compliance with the law.

## GOALS:

o To formally ensure all youth, from ages 13 to 21, in out-of-home placement have information about benefits they may be eligible to receive upon leaving out-of-home placement.

# Eligibility Requirements:

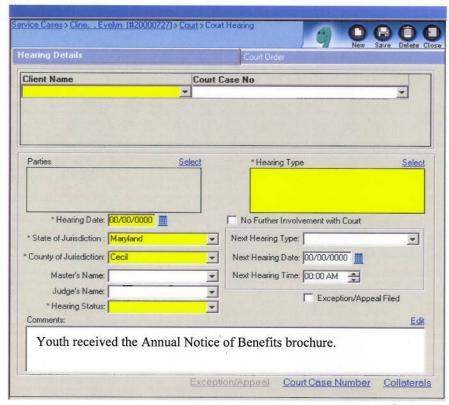
The Annual Notice of Benefits brochure shall be provided to all youth who are at least 13 years old in an Out-of-Home Placement regardless of permanency plan goal(s) or living arrangement type. This includes youth under a Voluntary Placement Agreement.

## Protocol for Distribution of Annual Notice of Benefits brochure:

- Youth shall receive the Annual Notice of Benefits brochure once a year between the months of October 1<sup>st</sup> and September 30<sup>th</sup> during at least one of their Permanency Planning or Review Hearings.
- At the time of the youth's Permanency Planning or Review Hearing, caseworkers or representatives
  from the Local Department of Social Services shall provide the brochure to the youth during or
  prior to the court hearing. Prior to the court hearing means immediately before going into the court
  room.
- Since court proceedings are different in every jurisdiction, caseworkers shall request the assistance
  of the legal counsel representing the Local Department of Social Services to determine the most
  appropriate time to inform the court on the record that the youth received the Annual Notice of
  Benefits brochure.
- Caseworkers shall document that the brochure was provided to the youth in MD CHESSIE.

# **Documentation in MD CHESSIE:**

- All Permanency Planning or Review hearings shall be documented in the Court folder under the Family or Client Case Record in MD CHESSIE.
- 2. After opening the Court Folder, click on "Court Hearing," and select "New."
- 3. After selecting "New," then complete all highlighted fields within the Hearing Details Tab: (See Figure 1 Below)



\*Figure 1

- 4. Within the "Comments" box of the Hearing Details tab, caseworkers shall type the following statement, "Youth received an Annual Notice of Benefits brochure."
- 5. Save & Exit.

# Aftercare Services

# Two Types of Aftercare Services:

# **Short-Term Independent Living** Aftercare Services:

via adoption or guardianship after their of 21 or; youth that have exited foster care For youth that left foster care after their 16th birthday 18th birthday and have not reached the age

# Types of Services:

- Financial Assistance
- Life Skills Classes;
- Temporary Assistance with utilities, room, and board;
- Counseling;
- Educational Services;
- Employment Assistance;
- Medical Assistance;
- Other appropriate services to assist with

# **Enhanced Aftercare Services:**

have not reached the age of 20 and 6 months Only for Maryland foster youth that left foster care after their 18th birthday and

# Types of Services:

- Enter into a Voluntary Placement Service Agreement
- Placement Services
- Case Management
- Monthly Visitation with Case Management
- Service Planning



ND CONNECT MYLIFE Maryland Youth For Empowerment -aunching Initiatives

# Use: www.MDConnectMYLIFE.org

for updates, news, and information on everything (including):

To get the link to your Free Application for Federal Student Aid (FAFSA)

Advocacy Events To Learn MORE about these services and

Find your local Department of Social Services

Stay in touch with us and your local Independent Living Coordinator(s)

Programs in your area Information regarding Summer Youth Employment

information and to apply for the Maryland Tuition Use: www.MDgo4it.org for additiona

Use: www.statevoucher.org for additional information and to apply to receive the Education Training Voucher.

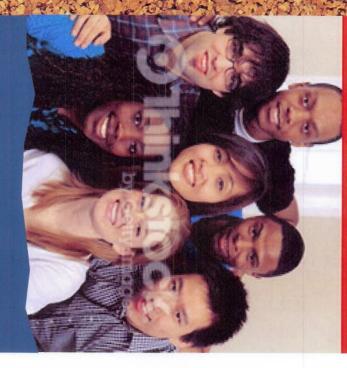


Maryland Department of Human Resources Social Services Administration 311 W. Saratoga Street

Baltimore, Maryland 2120 www.dhr.maryland.gov

# ARE YOU LEAVING FOSTER CARE?

Here's what you Need to Know:



Benefits for Youth -Leaving Foster Care Ages 13 to 21

# I'm Leaving Foster Care, What Benefits Am I Eligible For?

you leave foster care at various stages. Take a look at what we've identified achieved in various ways through adoption, guardianship, reunification, or self-sufficiency Youth leave foster care when they have achieved permanency. Permanency can be This brochure highlights some benefits and resources that you are eligible to receive when

# Youth: Ages 13-15

school or completed a GED program or who after A foster youth may be eligible for the age 13 was adopted or placed into guardianship. ter care at the time the youth graduated from high Maryland Tuition Waiver if the youth was in fos-

# Youth: Ages 16-1

- A foster youth may be eligible for the Maryland adopted or placed into guardianship. completed a GED program or who after age 13 was Tuition Waiver if the youth was in foster care at the time the youth graduated from high school or
- The Education Training Voucher (ETV) provides were adopted or in guardianship; vocational expenses. This service is for youth who financial assistance to youth for their educational/
- And if you EXIT to Adoption or Guardianship, ther you may be eligible for Short-Term Independent Living Aftercare Services

- A foster youth may be eligible for the school or completed a GED program or who afte colleges within the state of Maryland. age 13 was adopted or placed into guardianship The waiver applies to public universities and ter care at the time the youth graduated from high Maryland Tuition Waiver if the youth was in fos-
- **Education Training Voucher (ETV)** provides financial assistance to youth for their educational have left foster care after 18 but have not reached vocational expenses, and applies to youth that
- Medical Insurance Coverage until 26 years old
- Eligible for Independent Living Aftercare Placement Service Agreement. Services or Enhanced Aftercare Voluntary
- Housing Services:

adults 18-21. AIRS/Empire Homes: Transitional Housing Program for young



Website: http://www.airshome.org

Hope Forward Inc.

foster youth ages 17-25 to housing employment, educational and menta "Connects transitioning and former health resources and supportive individuals and networks

Website: http://www.hope-forward.org/

Maryland Youth Crisis Line: 1-800-422-0009

Maryland Non-Emergency Line: 3-1-1

To Find MD Resources: 2-1-1 or 1-800-332-634:

Suicide Hotline: 301-864-7130

Homeless Hotline: 1-888-731-0999

Domestic Violence Hotline: 1-800-332-6347

Youth Helpline: 1-800-555-1345

National Runaway Switchboard: 1-800-RUNAWAY

