

TRANSITION PROPOSAL CHECKLIST

To be completed with the youth as part of the transition planning process

* NOTE: This checklist is meant to accompany – not replace – the written transition proposal

Date checklist completed (month, day, year)	<input type="checkbox"/> Initial <input type="checkbox"/> 6-month update <input type="checkbox"/> 90 day final plan
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Youth Information

First name and middle initial	Last name	Case number	
Projected date youth will leave care (month, day, year)	Date of birth (month, day, year)	Current age	Gender
Casey Life Skills assessment completed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date assessment completed OR projected date assessment will be completed (month, day, year)	

Transition Teams should assist youth with the following needs (including the completion of necessary applications) prior to case closure:

Housing

- Housing plan (specific housing options, housing budget, furnishings needed, etc.)
- Back-up housing plan (other than staying at a homeless shelter)
- Housekeeping skills: cleaning, minor household repairs, grocery shopping, etc.
- References and/or co-signer
- Sample lease and rental application
- Public Housing and/or Housing Choice Voucher (Section 8) application
- Resource list (with contact information) of services to assist with housing supplies/furnishings or rent/housing (e.g. Public housing, Section 8 vouchers, subsidized housing, Family Unification Program vouchers [if available], Transitional Living Programs under the Runaway and Homeless Youth Act)
- Education on rights as a tenant
- Education on local homeless shelters (how to access services, contact information, visit/tour, etc.)
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Health Insurance

- Information about the Affordable Care Act and the category providing youth who age out of foster care with coverage until 26, including contact information and details about how to access this coverage
- Comprehensive physical, dental, vision, and hearing screenings before leaving care
- Updated health records, including:
 - ✓ Medical records
 - ✓ Dental records
 - ✓ Vision records
 - ✓ Mental health records/past evaluations
 - ✓ Immunization records
 - ✓ Diagnosis confirmation
 - ✓ List of current medication/prescriptions
 - ✓ Any other documents related to medical history
- Adequate supply of all prescribed medications, including instructions on how to access refills
- Health insurance/Medicaid card
- Application for Medicaid or other type of health, dental, and vision insurance
- Authorization to remain with the same medical professionals OR a plan to switch care providers
- Contact information (names, telephone numbers, and addresses) of medical, dental, and mental health providers
- Resource list (with contact information) of various local free and/or sliding scale health clinics and medication assistance programs
- Information about services to prevent pregnancy and sexually transmitted diseases (e.g. Planned Parenthood)
- If needed, a plan for a designated adult to make health care or other decisions on behalf of the youth (may require court involvement)
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Education

If workforce bound:

- School/educational records/transcripts
- Updated copy of the youth's Individual Education Plan (if applicable)
- High school or GED diploma
- Aptitude/vocational interest assessments to help determine career path of interest
- Certificates of competency/training certificates
- Applications to vocational/trade school
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If college bound:

- School/educational records
- Updated copy of youth's Individual Education Plan (if applicable) to be provided to the college/university
- High school or GED diploma
- Aptitude/vocational interest assessments to help determine career path of interest
- ACT/SAT prep and testing times and places
- College visits
- College applications
- Free Application for Federal Student Aid (FAFSA) application: www.fafsa.gov
- Applications for state-specific programs for youth in or aging out of foster care (e.g. Education and Training Voucher program, Former Ward program, extended foster care services, etc.)
- Applications for other available grants, scholarships, and tuition waiver programs
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Employment

- Resume (including both work and volunteer experience and contact information of at least three references)
- Sample job application
- Professional interview outfit
- Mock job interview
- Job or career fair
- Information about job placement agencies (e.g. Job Corps, AmeriCorps, Peace Corps, Conservation Corps)
- Job shadowing opportunities, mentorships, internships, employment training programs, etc.
- Juvenile record expunged/sealed
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Financial Assistance

- Checking account
- Savings account
- Education about the risks of credit cards and the difference between credit and debit cards
- Stable source of income (job, public assistance, etc.)
- Money management/budgeting skills
- Monthly budget (including a long-term savings plan)
- Credit report check
- Education about the risks of identity theft
- Education on writing checks and balancing checkbooks
- Education on reading a paycheck stub
- Education on taxes (e.g. irs.gov/app/understandingTaxes/student)
- Information about resources for free tax and Earned Income Tax (EITC) preparation
- Resource list (with contact information) of other available services (e.g. Aid to Dependent Children [ADC] program, Supplemental Security Income (SSI) program, other state-specific programs, etc.)
- Supplemental Nutrition Assistance Program (SNAP) application
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Continuing Support Services

Lifelong connections to caring adults:

- Permanency plan (continued exploration of the possibility of adoption, guardianship, and/or reunification)
- Connections to birth family members with whom youth can maintain a safe and appropriate relationship (including siblings)
- Contact information (names, telephone numbers, and addresses) of siblings (particularly if siblings are still in foster care)
- Contact information (names, telephone numbers, addresses, and relations) of all known relatives (with permission)
- Contact information of agencies offering Family Finding services
- Connections to other significant adults committed to providing ongoing support
- Completed Permanency Pacts with as many supportive adults as possible: www.fosterclub.com/files/PermPact.pdf
- Contact information (names, telephone numbers, and addresses) of supportive adults to turn to in crisis situations (e.g. youth is lost, scared, depressed, anxious, sick, injured, out of food and money, utilities disconnected, heat goes out, etc.)
- Updated Life Book
- Compilation of personal history and photographs
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Connections to the community:

- Resource list (with contact information) of local support groups, mentoring programs, or other supportive services
- General community resource list (with contact information) of local services (e.g. health clinics, employment agencies, public assistance services, housing agencies, homeless shelters, etc.)
- Connections to peer-to-peer websites, such as:
 - ✓ www.teenvoices.com– For teen and young adult women.
 - ✓ www.fosterclub.com– A national network for young people with foster care experience.
 - ✓ www.fosteryouthaction.org– The national foster youth action network.
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Other

Adult services:

- Application for state benefits
- Supplemental Nutrition Assistance Program (SNAP) application
- Aid to Dependent Children (ADC) application (if youth is a parent)
- Medicaid application
- Public Housing and/or Housing Choice Voucher (Section 8) application
- Education on and applications for other forms of public assistance (e.g. Emergency Cash Assistance Programs, Low Income Energy Assistance Program, etc.)
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If youth has special needs:

- Consult with Adult Services about eligibility upon leaving care (including Group Residential Housing)
- Screen for disabilities to determine Supplemental Security Income (SSI) eligibility – ideally at age 16/17
- SSI application
- Disability insurance application
- Other assistance applications (e.g. Assistance to the Aged, Blind, or Disabled)
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Transportation:

- Education on and experience driving and maintaining a car
- Education on and experience using public transportation
- Bus cards
- Driver's license
- Driver Education classes
- Car insurance (if applicable)
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Life skills:

- Connections to independent living services, classes and other programs specific to youth in foster care that will assist after leaving care
- Connections to free online resources, such as:
 - ✓ www.casey.org/youth/resources.htm – Offers various online resources youth can download, including *I Know Where I'm Going (But Will My Cash Keep Up?)*, a workbook focused on money management, and *I'm Getting Ready. I CAN DO IT!*, an interactive workbook addressing many topics, including legal issues, safety, searching for an apartment, nutrition, home and money management, and goal setting.
 - ✓ www.onyourway.org– Youth can create a profile and learn about various topics that will help youth create a life plan, access education, and achieve employment.
 - ✓ www.transition.fosterclub.com– Connects youth to various resources, including the Permanency Pact, 21 things youth should not leave foster care without, information on how to access higher education, and other publications designed to assist youth become independent.
 - ✓ www.youthhood.org– Offers information for youth about education, positive choices, youths' rights, health, independence, and self-advocacy.
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If Extended Foster Care Services Are Available:

- If potentially eligible, information about the program, including details about eligibility and other requirements, the services and support young adults can receive, and how to access the program (including contact information)
- If eligible for extended adoption/guardianship subsidies, information about how to access services (including contact information)
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Signatures of Transition Team Members

Signature of youth	Email	Phone number	Date (month, day, year)
Signature of caseworker	Email	Phone number	Date (month, day, year)
Signature of guardian ad litem	Email	Phone number	Date (month, day, year)
Signature and role	Email	Phone number	Date (month, day, year)
Signature and role	Email	Phone number	Date (month, day, year)
Signature and role	Email	Phone number	Date (month, day, year)