

Chapter 5

Appendix 5.18: Requirements at Independence: “Transition Tool Kit” Checklist

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When the Court relieves the Department of custody of the youth /young adult, the caseworker must provide the youth or young adult with a “Transition Tool Kit.” These are the essential documents, written records, and official forms that youth transitioning out of care need to have regarding their medical history, for employment purposes, or to continue their post-secondary education. It is important to sit down with the youth to go through the information and to **be open to answering questions of significance to them**. Most of these important documents should already be in the case file. If they are not, then the caseworker should start to gather these at least 60 days prior to the court hearing (some will take longer to obtain, so the caseworker should plan accordingly).

This includes:

- Information about family/placement history/tribal nation affiliation unless the information would endanger themselves or another child.
- Location & status of siblings & contact information the child/young adult can use should he/she want to obtain this information in the future unless the information would endanger themselves or another child.
- Health and immunization records, including whether they have been informed of their right to identify a Health Care Representative and complete an Oregon Advanced Directive. The OHP application for the **Former Foster Care Youth Medical Referral Form** should have previously been completed with the youth, but if there are questions or additional assistance is required, contact the OHP Customer Service at: 1-800-699-9075 or www.ohp.oregon.gov for more details.
- Educational summary and records.

An original or certified copy of each of the following:

- Birth Certificate
- Official proof of citizenship or residency status in a form acceptable to an employer-required to verify immigration status (JIJS card).
- Tribal Nation Enrollment/Membership Card (if applicable)
- Social Security Card).
- Driver’s License or other form of state photo ID.
- Death certificate of a parent (if applicable)
- Written verification of placement in substitute care through the Department or one of the recognized tribal nations between the ages of 14 to 18. This information will assist a youth should they decide to move out-of-state and attempt to access Chafee ILP or ETG services.
- Copy of the youth’s credit report.
- Provide youth with a copy of the Services Availability Letter (DE 2922).