



State of South Carolina

Department of Social Services

Policies and Procedures: Child Welfare Services

Subject:	510.4 Case Planning and Management
Authority:	29 U.S.C.A. § 794; 29 U.S.C.A. § 705(20)-(21); 42 U.S.C.A. § 12102; 42 U.S.C.A. § 12103; 42 U.S.C.A. §§ 12131-12134; 42 U.S.C.A. §§ 12181-12189; 28 C.F.R. § 35.101 et seq.; 28 C.F.R. § 36.101 et seq.; 28 C.F.R. § 42.501 et seq.; 45 C.F.R. § 84.1 et seq.; 42 U.S.C.A. § 622(B)(17); 42 U.S.C.A. § 624(f); 42 U.S.C.A. § 671(a)(15); 42 U.S.C.A. § 671(a)(16); 42 U.S.C.A. § 675(1); 42 U.S.C.A. § 675(5); 42 U.S.C.A. § 675A(b); 45 C.F.R. § 1356.21(d); 45 C.F.R. § 1356.21(g); S.C. Code Ann. § 63-7-1660; S.C. Code Ann. § 63-7-1680; S.C. Code Ann. § 63-7-1690; S.C. Code Ann. § 63-7-2310
Standards:	Guiding Principles and Standards (GPS) Practice Model
Application:	All Child Welfare Services Staff
Purpose:	To promote the wellbeing of children in foster care and to move such children as quickly as possible toward permanency, the agency is committed to providing comprehensive, inclusive, and well-documented case planning and case management. Accordingly, this section details the procedures by which the child's case planning team formulates and implements effective plans for the child's current and future safety, wellbeing, and permanency throughout the entire duration of the child's stay in foster care.
Policy Statement:	The agency shall develop an individualized case plan for every child in foster care that: 1. Provides services specifically tailored to alleviate the issues necessitating foster care placement; 2. Promotes the child's current and future safety; 3. Promotes the child's physical, social, and emotional well-being; and 4. Pursues legal permanency for the child. To satisfy the case planning requirements of Title IV-E, the agency shall continually assess the appropriateness of and necessity for foster care placement of the child. No child shall be denied the opportunity to have a permanent family on the basis of race, color, national origin, and religion, state of residence age, disability, political belief, sex, or sexual orientation. Further, no individual shall be denied the opportunity to become an adoptive parent or legal guardian on the basis of race, color, national origin, and religion, state of residence, age, disability, political belief, sex, or sexual orientation. Neither of these opportunities shall be delayed on the above bases. Placement decisions will not be made on the above bases except in rare cases in which such consideration is in the best interests of the child. If so considered, the resulting decision will be properly supported and documented. Further, the culture of a child and/or prospective adoptive

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family shall not be used as a proxy for race, color, or national origin in making placement decisions.

Policy Administration:

The Child Welfare Services Office of Permanency is the owner of this policy. The Director, or the Director's designee, shall review this policy at least annually from the date published in the Child Welfare Manual, or as needed due to changes in law or practice.

Policy Guidelines:

A. Transition Planning Overview	1. Prior to, but no later than the date on which the child reaches 14 years of age, the agency shall begin planning for services needed to assist the child to make the transition from foster care to a successful adulthood. 2. For all children aged 14 and older, the agency shall: a. Consult with the child and, at the child's option, two support persons who are not a foster parent or caseworker about all case planning decisions. DSS may reject an individual selected by the child if at any time the agency has good cause to believe the individual would not act in the best interests of the child. One of the individuals may be designated to be the child's advisor or, as necessary, the child's advocate with respect to the application of the reasonable and prudent parent standard to the child; b. Provide to the child a document describing the rights of the child with respect to education, health, visitation, court participation, access to credit reports and personal legal documents, and the right to stay safe and free of exploitation. A copy of this document, signed by the youth, shall be documented in the child's case plan; and c. Provide the child with annual credit reports and adequate instruction on how the child may interpret such reports. 3. Within 90 days prior to a youth's 17th and 18th birthday, the agency shall draft a personalized Transition Plan that: a. Includes specific information on housing, health insurance, education, local opportunities for mentors and continuing support services, and workforce supports and employment services; b. Includes information about the importance of designating another individual to make health care treatment decisions on behalf of the child if the child becomes unable to participate in such decisions and the child does not have, or does not want, a relative who would otherwise be authorized under state law to make such decisions; and c. Provides the child with the option to execute a health care power of attorney, health care proxy, or other similar document
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	recognized under state law, and is as detailed as the child may elect. Note: For policies and procedures related to meeting a foster child's educational and health needs, refer to Policy 510.6 and 510.7.
B. Transition Planning – Service Planning After Age 14	1. As soon as possible after a child turns 14, but no later than 30 days past the 14th birthday, the foster care worker shall confirm the child completes an annual life skills assessment to determine the child's goals for a successful transition to adulthood. The assessment shall be documented in the following places: a. A hard copy in the child's file; b. CAPSS dictation; and c. The CAPSS "All Support Services" tab for federal National Youth in Transition Database (NYTD) tracking purposes. 2. As soon as possible after a child completes the initial life skills assessment, the worker shall meet with the child to plan for the services needed to assist the child in making the transition from foster care to a successful adulthood. a. The worker shall provide the youth with a Chafee Program Guidelines Booklet (DSS Booklet 30258 or DSS Booklet 30267) at the initial meeting and at least annually thereafter. b. The youth and the worker shall establish goals for a successful transition to adulthood based on the life skills assessment and the child's individual needs. c. The goals for a successful transition to adulthood shall include specific goals regarding: i. Employment; ii. Education; iii. Life Skills; iv. Physical and emotional health; and v. Spiritual development, if applicable. d. The foster care worker shall incorporate the goals for a successful transition to adulthood into the child's case plan and shall discuss the goals at all subsequent monthly visits with the child. e. All plans identified shall be documented in the child's case plan, and the substance of the meeting shall be documented in CAPSS dictation. Goals for a successful transition not adulthood shall be documented in the CAPSS Child Assessment Domain 8. The worker shall document any services (whether funded or non-funded) provided to assist the child in transitioning to adulthood in the NYTD tab in CAPSS. 3. If the child is age 14 or older, the foster care worker shall consult with the child and, at the child's option, two support persons who

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	are not a foster parent or caseworker about all transition planning decisions. a. The worker may reject an individual selected by the child if at any time the worker has documented good cause to believe the individual would not act in the best interests of the child. b. One of the individuals chosen by the child may be designated to be the child's advisor or, as necessary, the child's advocate with respect to the application of the reasonable and prudent parent standard to the child. c. The foster care worker shall have the child and the support persons sign DSS Form 30161: Youth's Rights Case Plan Addendum at every case planning meeting, making sure to explain confidentiality of information at every signing. The signed and completed form shall be uploaded to CAPSS. 4. At the initial transition planning meet and every case planning meeting after the child turns 14 (or whenever it is age and developmentally appropriate to provide the document to the child), the foster care worker shall provide the child with DSS Form 30161: Youth's Rights Case Plan Addendum which shall describe the rights of the child with respect to education, health, visitation, court participation, access to credit reports and personal legal documents, and the right to stay safe and free of exploitation. The worker shall upload the signed and completed form to CAPSS and place a hard copy in the child's case file. 5. As part of the child's Transition Plan, the foster care worker shall confirm the youth receives a copy of the youth's credit report (or, if the youth has not credit report, an email documenting the child has no report) on an annual basis from age 14 until the youth leaves care. The worker shall receive an annual email from the Chafee Program Identity Theft Coordinator with the child's report and results, which the worker shall then provide in hard copy form for the child. a. For the duties and role of the Chafee Program Identity Theft Coordinator, refer to Policy 620: Credit Reporting. b. The foster care worker shall coordinate with the Chafee Program Identity Coordinator to confirm that, if the report contains discrepancies, the youth receives assistance interpreting the report and resolving any inaccuracies. c. The foster care worker shall coordinator with the Chafee Program staff to confirm the child participates in activities that promote a successful transition to adulthood that include information about understanding credit information. d. Upon receipt of a youth exiting foster care, the foster care worker shall provide the youth with information how to obtain an annual free credit report.
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	e. Upon provide the child with a copy of their credit report or an email documenting the child has no report, the foster care worker shall complete DSS Form 1598: Resource Checklist for a Successful Transition to Adulthood with the child, documenting the child received the report/email. The form shall be uploaded to CAPSS every year.
C. Transition Planning – Within 90 Days of a Youth’s 17th Birthday	1. Within 90 days prior to the youth’s 17th birthday, the foster care worker shall convene a formal Transition Planning Meeting. 2. The meeting shall include the youth, the youth’s identified case planning support team, and the youth’s adult support system. Service providers, foster parents, family members, and any other supportive adult with whom the youth has a positive connection shall also be invited to the meeting. 3. Although the Transition Planning Meeting is facilitated by the foster care worker, the Transition Plan is guided by the aspirations of the youth. Federal law requires the youth have input in the development of their Transition Plan. The youth must be informed of the purpose and the importance of the plan and that they are expected to actively participate. 4. The meeting shall focus on the immediate services and skills the youth will need upon reaching the age of 18. All the topics below shall be addressed and documented on DSS Form 30206: Transition Planning (the options and resources available within these topics must be clarified): a. Identification of adults who will be part of the youth’s continuing support system. Those adults participating in the development of the Transition Plan are encouraged to be active participants in the implementation and execution of the plan. The items listed below are also important to the success of the support system for the youth: i. Local opportunities for mentoring and other continuing support services available through supportive services available through supportive connections must be explored. ii. If the youth has faith/spiritual-based beliefs, assistance with development of associated connections must be explored such as referral to a youth ministry. iii. The youth must be given the information about the importance of designating someone as health care power of attorney/health care proxy. A health care proxy is someone who is able to make health care treatment decisions on behalf of the youth if the youth is unable to do so. Participants in the transition planning may be able to assist the youth in choosing a health care proxy. The

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	youth will be given information regarding the importance of having a health care proxy or health care Power of Attorney. b. Health care insurance (if in foster care on 18th birthday, Medicaid eligibility continues to age 26 with few exceptions); c. Health education including information relating to sexual health (including family planning) and services and resources to inform and prepare the youth to make healthy decisions about their life; d. Education including post-secondary school and vocational training (including whether the youth will need an educational representative as described in Policy 510.6, Special Consideration 2); e. The continued participation of the youth in any appropriate mental health treatment; f. Housing; and g. Workforce supports and employment services. 5. Progress shall be evaluated at the worker's monthly contacts and the Transition Plan shall be updated monthly with input from the youth. Services shall be added, if needed, until the youth exits care. 6. The foster care worker shall document the Transition Planning Meeting in the child's case plan and in CAPSS documentation. The meeting shall be documented in the CAPSS "All Support Services" tab for federal NYTD tracking purposes.
D. Transition Planning – Within 90 Days Prior to a Youth's 18th Birthday	1. Within 90 days prior to the youth's 18th birthday, the foster care worker shall repeat the Transition Planning procedures above and shall update the plan according to the child's current needs. 2. The foster care worker shall confirm the child is provided with the following documents: a. An original copy of their official or certified birth certificate; b. An original copy of their official social security card; c. Health insurance information (including an original Medicaid card); d. A copy of the child's DSS Form 30245: Education and Health Passport; e. A driver's license or state issued identification card; f. The child's family tree or genogram, if available; g. The child's Life Book or other pictures/keepsakes from their time in foster care; h. A current credit report (see above); i. An original high school diploma and/or college transcript (if applicable); j. A copy of the child's last court order;

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	k. Funds from personal accounts not already used for agency expenses (e.g., SSI, SSA, Veteran's Benefits); and l. A list of the child's medications. 3. The worker shall complete DSS Form 1598: Resource Checklist for a Successful Transition to Adulthood with the child and shall upload it to CAPSS. The worker shall confirm that DSS retains copies and/or scanned copies of each document provided to the youth. 4. The foster care worker shall discuss the option of Aftercare Placement with the youth and, if appropriate, shall advise the youth to complete and sign a DSS Form 30136: Aftercare Agreement for Voluntary Placement.
E. Transition Planning – Within 90 Days Prior to a Youth Leaving Care, if older than 18	1. Within 90 days prior to the youth leaving care (if older than 18), the foster care worker shall repeat the Transition Planning Meeting procedures above and shall update the plan according to the child's current needs. 2. The foster care worker shall also confirm the child receives the documentation and counseling detailed in Policy 560: Termination of Foster Care Services.
F. Special Consideration – Case Transfer to Another County	1. When a child's parent/guardian moves to another county, it is preferred that the case stay in its county of origin. The foster care worker may ask the new county to provide assistance to parents in accessing services in order to fulfill the goals of the parent's placement plan. 2. In exceptional circumstances, the foster care supervisors in the sending and receiving county may agree to transfer the case. The receiving county supervisor shall only agree to the transfer if it is in the child's best interests and: a. The child and their parent have a significant connection with the receiving county (e.g., the parent has moved to the receiving county and does not have a history of frequent moves between counties); or b. There is substantial evidence available concerning the child's present or future care, protection, training, and personal relationships in the receiving county (e.g., the plan is reunification with the parent residing in the receiving county). 3. After receiving an agreement to transfer from the receiving county, the foster care worker shall discuss the proposed transfer with the Guardian ad Litem, service providers, and the child (if appropriate or the child is aged 14 or older). If transfer is pursued, the Foster Care Review Board and foster care placement shall be notified.

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	4. The foster care worker shall coordinate with the DSS Attorney to schedule a Judicial Review or Permanency Planning Hearing to obtain a court order transferring jurisdiction. 5. Case transfer does not necessitate a placement change. 6. The foster care worker shall confirm all treatment services during the transfer. This may require additional transportation arrangements or, when appropriate, a transfer to another qualified provider. 7. The foster care worker shall confirm all required case reviews, updates (updated treatment plans, supervisory staffing, etc.), and documentation are current, and all required data updated in CAPSS. The worker shall enter the end date for the current worker assignment and the name and beginning date for the new worker assignment. The worker shall not close the foster care service line in CAPSS.
G. Special Consideration – Case Transfer to a Native American Tribe	1. In the event of a case transfer pursuant to the Indian Child Welfare Act, the foster care worker shall follow the procedures described in the Indian Child Welfare Act. 2. The worker shall confirm the documentation transferred to the tribe includes the child's case plan and all related documentation. 3. Further, the worker shall confirm the documentation transferred to the tribe includes the following health and education records, and shall include such documentation separately if not contained within the Health and Education Passport: a. The names and addressed of the child's health and education providers; b. The child's grade level performance; c. The child's school record; d. A record of the child's immunizations; e. The child's known medial problems; f. The child's medications; and g. Any other relevant health and education information concerning the child determined to be appropriate by worker.
H. Special Consideration – Case Planning and Transition Planning for Youth with Special Needs	1. Whenever possible and as appropriate, youth with special needs will be a part of staffing and discussions regarding planning for their future. 2. Special planning before a youth leaves care is necessary for those youth who have severe developmental, medical, and/or psychiatric conditions which will significantly prevent them from living independently. a. Placement recommendations will be secured from a mental health provider. If the youth is physically disabled, these

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	recommendations shall come from the youth's physician/doctor. b. The worker shall seek out community resources and support services for the youth (i.e., relatives, mentor, former foster parents willing to remain involved with the youth, etc.). c. The worker shall provide for a smooth transition of Medicaid coverage for youth who are not physically or emotionally capable of meeting their own needs or making decisions that are in their best interest. 3. If it appears that Adult Protective Services intervention may be needed due to a youth's inability to care for themselves, the foster care worker shall staff the case with an Adult Protective Services worker. 4. After the 17th birthday of the vulnerable youth, each Transition Plan shall address preparations necessary to provide placement for the young vulnerable adult who is transitioning into adulthood and the steps to take to make those preparations. If a family home is not an appropriate option, staff shall consider other significant persons and community-based placements that may provide a connection and support for the youth. 5. Staffing for placement and other services for the vulnerable youth shall involve interagency personnel and multi-service agency service providers to include, but not be limited to: a. Department of Disabilities and Special Needs (DDSN); b. Department of Mental Health (DMH); c. Vocational Rehabilitation; d. Continuum of Care; e. South Carolina School for the Deaf and the Blind; and f. Any other relevant individuals or organizations with knowledge of the child's needs. 6. The following items must be included in the staffing: a. A discussion of services and needs that have been identified on DSS Form 30206: Transition Plan; b. An assessment to determine if the youth will need a guardian with court-ordered responsibility and authority to manage their health, well-being, personal and financial needs; and c. Consideration of the need for an extension of foster care. 7. Documentation of the multi-agency staffing must be maintained in the youth's file and a signature sheet of attendees, their titles, and the agency they represent must be attached to the staffing form.
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Forms:	DSS Form 30206: Transition Plan
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	DSS Form 30161: Youth's Rights Case Plan Addendum DSS Form 30245: Education and Health Passport DSS Form 30252: Removal Hearing Placement Plan Outline DSS Form 1598: Resource Checklist for a Successful Transition to Adulthood DSS Form 30136: Aftercare Agreement for Voluntary Placement
Related Management Reports:	N/A

Glossary:
N/A