

# ACF

Administration  
for Children  
and Families

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children, Youth and Families

1. Log No: ACYF-PI-87-06

2. Issuance Date: October 30, 1987

3. Originating Office: Children's Bureau

4. Key Words: Independent Living Initiative Title IV-E - FY 1988

## PROGRAM INSTRUCTION

**TO:** State Administrators of State Public Welfare Agencies Administering Title IV-E of the Social Security Act

**SUBJECT:** FY 1988 Independent Living Initiatives Program

**LEGAL AND RELATED REFERENCES:** Section 477, section 474(a)(1)-(4), and section 475(1) of title IV-E of the Social Security Act; ACYF-PI-87-01, Issued February 10, 1987

**SUMMARY:** The Consolidated Omnibus Budget Reconciliation Act of 1985 (P.L. 99-272), through the addition of section 477 to title IV-E of the Social Security Act, authorizes funds to States for fiscal years 1987 and 1988 for service programs and activities to assist eligible children (age 16 and over) in title IV-E foster care to make the transition from foster care to independent living.

**PURPOSE:** The purpose of this Program Instruction is to provide information about the Independent Living Initiatives Program and specify the application procedures for States to use in applying for FY 1988 funds.

Attached is a copy of ACYF-PI-87-01, which specified procedures for applying for FY 1987 funds and should be used in conjunction with this Program Instruction in applying for FY 1988 funds. Particular attention is directed to the BACKGROUND and CONTENT sections, which are still applicable and should assist you in the preparation of your FY 1988 submission.

**INSTRUCTIONS:** Application Requirements: In order for a State to receive its allotment under section 477, the State agency must submit an application that meets the requirements of section 477 and this Program Instruction. There is no fiscal form or other fiscal application. The application may be in the format of the State's choice; however, it must be signed by the administrator of the State title IV-E agency or his/her designee and contain the following descriptions and assurances:

1. Responsible State Agency. A statement that the State agency administering the title IV-E program will administer the Independent Living program under section 477 (Section 477(b)).
2. Description. An updated description of the services and activities that the State plans to carry out with the allotted FY 1988 funds; how the State will build on FY 1987 activities and expenditures; the number of title IV-E eligible children, age 16 or over, expected to be in care and the number expected to participate in the title IV-E-IL program during the year; status of the State agency's current independent living program efforts; a summary of problems and barriers to successful independent living program implementation; expected results and outcomes of the program; and current and projected expenditures for independent living programs, including title IV-E-IL funds (Section 477(c)).
3. Maintenance of Effort. A description of how the title IV-E-IL funds will supplement IV-E foster care funds available for maintenance payments and administrative and training costs and other State funds available for independent living activities and services. This includes a description of planned shifts in staffing, resources and expenditures (Section 477(e)(3)).
4. Assurances. The State must assure that:
  - a. the program will be operated in an effective and efficient manner (Section 477(c));
  - b. funds shall be used only for the specific purposes described in section 477 (Section 477(f)(1));
  - c. payments made and services provided shall not be considered as income or resources for purposes of determining eligibility of participants for aid under the State's title IV-A or title IV-E plan or for determining the level of such aid (Section 477(h));
  - d. the case plan for each child in foster care age 16 or over, where appropriate, will include a written description of the programs and services which will help the child prepare for transition from foster care to independent living (Section 475(1), as amended);
  - e. payments to the State shall be used for conducting the activities and providing the services required to carry out the programs directly or under contracts with local governmental entities or private non-profit organizations (Section 477(b));
  - f. grant funds will supplement and not replace any other funds which may be available for the same general purposes (Section 477(e)(3)); and
  - g. the grants will be used in accordance with the requirements applicable to other Departmental grants to State and local agencies, including the regulations at 45 CFR Part 74 and OMB Circulars A-87 and A-102. Application Submittal: A State must submit an original and one copy of the application to:

Administration for Children,  
Youth and Families  
P. O. Box 1182  
Washington, D.C. 20013  
Attn: Program Operations Division  
Children's Bureau

Concurrently, a copy should be sent to the appropriate HDS Regional Administrator. A current listing of the HDS Regional Administrators and their addresses is attached with ACYF-PI-87-01. The deadline date for receipt of all applications is December 31, 1987. Applications shall be considered if they are either:

1. received on or before the deadline date of December 31, 1987, or
2. sent on or before the deadline date of December 31, 1987 (as evidenced by a legibly dated U.S. Postal Service postmark or a legibly dated receipt from a commercial carrier or U.S. Postal Service), and received in time for the review and award process. Reallotment of Funds: Some States may not use the title IV-E-IL funds allotted to them for FY 1988, either because they do not apply for funds or because the application does not meet all of the requirements of section 477 of the Act or this Program Instruction. Failure of a State to apply for up to its share of the \$45 million or to meet the application requirements prior to January 1, 1988, will be considered equivalent to certification that the funds will not be required by the State during FY 1988. The tentative FY 1988 allotment for each State will be the same as the FY 1987 allotment.

There will be no further opportunity to apply for these funds during FY 1988. These funds will then be available for reallotment to other States on the basis of the formula for allotting funds to the eligible States (Section 477(e)(1)(2)). The funds awarded in FY 1988 must be obligated and expended by September 30, 1989. Thus, the State may obligate the funds after September 30, 1988, so long as they obligate and expend them by September 30, 1989 (Section 477(f)(3)). Reporting Requirements: Fiscal Reports. Expenditures under the Independent Living Program shall be reported by States quarterly on a Standard Form 269, Financial Status Report, and mailed to:

Administration for Children, Youth and Families  
P. O. Box 1182  
Washington, D. C. 20013  
Attn: Formula Grants Branch  
Management Support Division

A copy of the Standard Form 269 should also be sent to the appropriate HDS Regional Administrator. Program Reports. Not later than March 1, 1989, the State must submit a Program Report covering its FY 1988 program and activities. The Report should also include information about FY 1987 activities not covered in the State's FY 1987 Report. This Report shall be mailed to:

Commissioner, Administration for Children, Youth and Families  
P. O. Box 1182

Washington, D. C. 20013.  
Attn: Program Operations Division  
Children's Bureau

A copy of the Program Report should also be sent to the appropriate HDS Regional Administrator. The Report must contain the following information:

1. an accurate description of the independent living activities conducted and the services provided, including: programs modified or newly established and the current status of implementation, e.g., counseling, tutoring, basic living skills; and coordinating activities undertaken by the title IV-E agency with other community agencies and the services provided by such agencies in achieving the purposes of the independent living program (Section 477(g)(1)(A));
2. a statement, if appropriate, explaining how the title IV-E Independent Living funded programs have been incorporated into a comprehensive State program of services to this age group of children in foster care and what those services are;
3. a complete record of the purposes for which the funds were spent (Section 477(g)(1)(A));
4. a statement regarding the extent to which the funds assisted title IV-E eligible youth (16 or over) in making the transition from foster care to independent living (Section 477(g)(1)(A)); and
5. additional information for use by the Secretary in assessing and evaluating the findings and achievements of the State's Independent Living programs, developing comprehensive information and data on the basis of which decisions can be made with respect to the future of such programs, and in providing information and recommendations to Congress (Section 477(g)(2)):
  - a. a detailed description of the number and specific characteristics of the eligible population and of the individuals served, e.g., age, sex, race/ethnicity, current living arrangement, special needs status, marital and parental status, and duration of foster care;
  - b. a statement of results achieved 90 days after participants completed the program, e.g., number of youth who are employed; who have completed high school or GED program; who have obtained housing and other community services; and who are living independent of agency maintenance programs; and
  - c. recommendations for program modifications and other recommendations.

**EFFECTIVE DATE:** Effective upon issuance.

**INQUIRIES TO:** Regional Administrators, OHDS Regions I - X  
Children's Bureau, ACYF  
Program Operations Division  
(202) 755-7447  
Dodie Livingston  
Commissioner

[Attachment A](#)- Regional Administrators Office Of Human Development Services

Attachment A

**REGIONAL ADMINISTRATORS  
OFFICE OF HUMAN  
DEVELOPMENT SERVICES**

Dr. A. Kenton Williams  
Regional Administrator, Region I  
Room 2000, JFK Building  
Boston, Massachusetts 02203

Ms. Carolyn Woodward  
Regional Administrator, Region II  
Federal Building, 41st Floor  
New York, New York 10278

Mr. Richard Spitzborg  
Regional Administrator, Region III  
Box 13716  
3535 Market Street  
Philadelphia, Pennsylvania 19101

Mr. William Behm  
Acting Regional Administrator, Region  
IV  
101 Marietta Tower, Suite 903  
Atlanta, Georgia 30323

Ms. Kay Willmoth  
Regional Administrator, Region V  
300 South Wacker, 13th Floor

**PRIORITY AREA 2.2C - UTILIZATION OF  
SUCCESSFUL SELF-SUFFICIENCY  
PROGRAM MODELS FOR OLDER  
HOMELESS YOUTH**

Attention to Self-Sufficiency for Older Homeless  
Youth -  
Franchise of Starting Over Youth Resources Center  
Attention Homes, Inc.  
3682 Chase Court  
Boulder, Colorado 80303  
Teresa Buck Osborne (303) 497-9132

Seattle Collaborative Franchising of the Boston  
Project for  
Older Homeless Youth  
Seattle Youth and Community Services  
1020 Virginia Street  
Seattle, Washington 98101  
Victoria Wagner (206) 328-0902  
Melinda Giovengo (206) 622-3187

Self-Sufficiency Program Model for Older Homeless  
Youth  
Illinois Department of Children and Family Services  
100 W. Randolph, Rm. 6-200  
Chicago, Illinois 60601  
Linda Coon (312) 917-4152

Chicago, Illinois 60606

Mr. William Acosta  
Regional Administrator, Region VI  
1200 Main Tower Building  
Dallas, Texas 75202

Ms. Linda J. Carson  
Regional Administrator, Region VII  
601 E. 12th Street, Room 384  
Kansas City, Missouri 64106

Ms. Jane Mathieu  
Regional Administrator, Region VIII  
Federal Office Building  
1961 Stout Street, Room 926  
Denver, Colorado 80294

Mr. John McCarthy  
Acting Regional Administrator, Region IX  
50 United Nations Plaza  
Room 455  
San Francisco, California 94102

Mr. Edward Singler  
Regional Administrator, Region X  
Third and Broad Bldg., M/S 413  
2901 Third Avenue  
Seattle, Washington 98121

#### ***INDEPENDENT LIVING PROGRAMS***

#### **Office of Human Development Services FY 1986 Coordinated Discretionary Program**

#### **PRIORITY AREA 2.2B - DEMONSTRATIONS AND REPLICATIONS**

Self-Sufficiency for Older Adolescents  
Department of Social Services  
Child Welfare and Social Treatment  
Center

Replication of the Boston Bridge House Self-  
Sufficiency Program Model  
Tri-County Youth Services Consortium  
527 S.W. Hall  
Portland, Oregon 97201  
Lisa Burk (503) 221-1646

Independent Living Project for Older Homeless  
Youth  
Shelter Employment Project  
60 Hudson Street  
New York, New York 10013  
Joel Blau (212) 433-5509

Youth Transition Project  
Stepping Stone  
1833 - 18th Street  
Santa Monica, California 90404  
Hida N. Avent (213) 450-7839

#### **PRIORITY AREA 2.3I - TRAINING**

Training Foster Parents to Assist Youth in the  
Transition to Independent Living  
Eastern Michigan University  
Institute for Study of Children and Families  
102 King Hall  
Ypsilanti, Michigan 48197  
Patricia Ryan (313) 487-0372

Training Foster Parents to Help Emancipated Youth  
University of Connecticut  
School of Social Work  
1798 Asylum Avenue  
West Hartford, Connecticut 06117  
Robin Krieger (203) 241-4748

Foster Care Parent/Child Emancipation Preparation  
Norfolk State University  
School of Social Work  
2401 Corprew Avenue  
Norfolk, Virginia 23504  
Carrie Waites (804) 623-8668

#### **INDEPENDENT LIVING PROGRAMS**

Box 11398  
Santurce, Puerto Rico 00910  
Helen Casanova/Heidi Roderiguez (809)  
723-2127

Toward Self-Sufficiency for Older  
Adolescents  
Jefferson County Fiscal Court  
Department for Human Services  
305 W. Broadway  
The Fincastle - 2nd Floor  
Louisville, Kentucky 40202  
Carla Curry (502) 625-6122

Arizona Young Adult Program  
Arizona Department of Economic  
Security  
Administration for Children, Youth and  
Families  
3435 W. Durango Street  
Phoenix, Arizona 85018  
Jane Irvine (602) 269-2211

Independent Living Skills for Teenage  
Foster Care Youth  
Virginia Department of Social Services  
Bureau of Child Welfare Services  
8007 Discovery Drive  
Richmond, Virginia 23229  
Deborah Crockett (804) 281-9081

Brokering Emancipation Services for  
Teens  
Colorado Department of Social Services  
Division of Family and Children's  
Services  
P. O. Box 181000  
Denver, Colorado 80218  
Stephen McGavran (303) 294-5940

Living Skills Education for Older  
Adolescents  
Minnesota Department of Human  
Services  
4th Floor, Centennial Office Building  
St. Paul, Minnesota 55155

## **ACTION/OHDS JOINT PROJECTS FY 1986**

Volunteer Program for Foster Care Youth  
Department of Social Services of Puerto Rico  
Community and Family Development  
Regional Office, Box 638  
Caguas, Puerto Rico 00626  
Jose M. Seneriz (809) 746-3335

Transition to Independence Program  
Community Relations  
Social Development Commission in Milwaukee  
County  
161 West Wisconsin Avenue S7156  
Milwaukee, Wisconsin 53203  
Janet Stenlund (414) 272-5600 ext. 229

Youth Independence - The Volunteer Connection  
New York Voluntary Enterprise Commission  
Executive Chamber  
2 World Trade Center, 57th Floor  
New York, New York 10047  
Sonia Banks (212) 587-2255

State-of-the-Art Analysis of Independent Living  
Programs  
National Committee for Adoption  
2025 M Street, N. W. #512  
Washington, D. C. 20036  
Jeffrey Rosenberg (202) 463-7559

Carol Watkins (612) 297-2766  
Lyle Johnson (612) 296-2785

Keeping at-Risk Children in School  
Catholic University of America  
National Catholic School of Social  
Services  
Washington, D. C. 20064  
Sylvia Lee (202) 635-5469