

Tip Sheet:

Action Housing *Foundation for Independence Program* for CYF involved youth

Overview:

The Foundation of Independence (FFI) Program is funded by DHS and administered through Action Housing. This is an Unlicensed, Supervised Independent Living Program as referenced in the Independent Living Bulletin. As such, the County may fund apartments for non-minor CYF involved youth who qualify to live independently with minimal supervision.

Who qualifies:

Youth, age 18 and older, who are active with CYF can apply for an apartment with the recommendation of the Educational Liaison or Transition Planner in collaboration with the CYF caseworker. The case will remain active with CYF. TAY Manager will accept and review referral form and application. Action Housing will review the application, and if accepted contact the Education Liaison or Transition Planner and schedule an interview with the youth. The Transition Planner or Educational Liaison must attend the initial meeting with the youth they are recommending. It is best practice that the assigned CYF caseworker attends the initial meeting also whenever possible.

Youth must have a high school diploma or GED and must be employed in order to be considered. Youth who are involved in post-secondary education are required to work 20 hours per week. Youth who are not in post-secondary education are required to work 30 hours per week.

Transition Planner will take lead in the referral process. CYF TAY manager reserves the right to reject applicants. Action Housing is the sole determiner of admission to this program. Action Housing reserves the right to reject applicants, and to request immediate removal from the program and premises for serious rules violations, or at any time during the initial 90-day probation period.

How it works:

The County will pay rental and case management fees to Action Housing. The youth will be expected to “bank” 30% of their earnings in a secured, joint account. When the youth leaves the program, these monies are returned to them, minus the cost of any damages caused to the apartment.

To document the placement in Kids, you will do a nonpaid placement using the service of Alternative Treatment | Non-Paid | Alternate Location and the provider named Action Housing Apts

Communication:

This is a collaborative effort, so ongoing communication between the CYF Caseworker and Action Housing FFI staff is critical. Responsibilities include:

- CYF Caseworker/Supervisor must notify Action Housing Manager of any change in Caseworker/Supervisor assignments.
- Action Housing FFI Case Manager will provide monthly updates to the caseworker and the transition planner.
- Action Housing FFI Case Manager will be included in conferencing and teaming meetings and court hearings when necessary.
- Action Housing will contact CYF and FFI Liaison (Duane Berry) immediately if:
 - ❖ Youth harms or threatens to harm self or others (Case Manager is to contact 911 or appropriate behavioral health provider (Resolve, CACTIS, etc.) first based on the seriousness and severity of the situation.)
 - ❖ Youth returns to site at least four hours past curfew or stays out all night
 - ❖ Youth returns to the site under the influence of drugs and / or alcohol
 - ❖ Youth has a medical emergency

- ❖ Youth is at risk of being terminated from the program for rules violations
- ❖ If there is suspicion that the Youth is being trafficked or youth has been missing for 4 hours or more, then the case manager (or other staff) will contact the CYF Caseworker to request an immediate CSEC screen to be completed. CYF Caseworker will complete the screen within 24 hours after returning from run. If the screening reflects positive, an assessment referral will be completed and submitted to HSAO. HSAO will complete the CSEC assessment upon 72 hours of receipt of the referral.

Action Housing staff will follow established notification procedures in the event of an emergency:

- ❖ CYF caseworker and FFI Liaison (Duane Berry)
(if unavailable)
- ❖ Casework Supervisor
(if unavailable)
- ❖ Clinical manager or Regional Office Director
(if unavailable, after hours or on weekends)
- ❖ CYF Intake at 412-473-2000

Application:

Completed applications and required documents should be sent to:

Kemberly Stevenson, TAY Manager Kemberly.Stevenson@AlleghenyCounty.us

Phone: 412-350-3920

Documents required with application packet:

- ❖ Foundation for Independence Program Application
- ❖ Foundation for Independence Program Referral
- ❖ Birth Certificate
- ❖ Photo ID or Driver’s License
- ❖ Social Security Card
- ❖ Proof of income from the last 30 days
- ❖ Proof of GED or High School Completion (Where appropriate)
- ❖ Proof of current education enrollment (if applicable)
- ❖ Last physical/dental/eye exam
- ❖ Proof of foster care (court order)



Prior to move-in, CYF Caseworker is to provide Action Housing a written list of accepted visitors for the Youth. If Youth wishes to add visitors later, he or she needs to contact the CYF Caseworker and request approval in writing of the additional person(s) be forwarded to Action Housing.

As the referring agency, CYF caseworkers must attend the initial interview with the youth.

Questions:

Talk to the Transition Planner in your office or

Email or call Kemberly Stevenson, TAY Manager Kemberly.Stevenson@AlleghenyCounty.us