

# InterOffice Memo

Department of Children, Youth & Families, 101 Friendship St., Providence, RI 02903

**To:** FSU

**From:** Joan Harmon and Dorn Dougan  
Assistant Directors-FSU

**Date:** 04/09/2019

**Subject:** FSU Case management requirements for Youth 14 and older in Foster Care

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FSU SCWs have specific service plan requirements regarding youth 14 and older in foster care (this includes all types of out of home care; ie congregate care, residential care...). Youth who are at least 14 years old need to be involved in service planning, both in the development of their service plans and in any revisions made to their service plans. Youth may choose up to two additional people (natural supports) aside from their caseworker and foster parent/program staff to be part of their service planning/permanency team. The Bill of Rights for Youth in Foster Care (attached) needs to be provided to the Youth 14 years and older, signed and attached to their service plan. Please ensure that the youth has a copy of their service plans with the attached bill of rights. The plan must include services that support the youth's health, education and their transition to successful adulthood. The service plan meeting and provision of this document to the youth needs to be documented in a CAN in RICHIST.

In compliance with federal law, The Department is responsible for conducting and monitoring yearly credit checks with three Credit Reporting agencies (Equifax, Experian and Transunion) for youth in care ages 14 -17 years old as well as providing youth 18 and older information as to how to monitor their credit. The credit report window can be located in the RICHIST case record under the outliner Family/Individual Services; entitled Credit Reports. The FSU worker needs to open the credit report window contained in the 14-17-year old's case record; view the current credit report information and then check the appropriate box (no record found or Has history with one or more Credit reporting agencies which needs to be addressed) on the form entitled Credit Checks for Youth 14-17. The attached credit check forms for youth 14 to 17; and youth 18 and older must be provided to youth respectively and documented in a CAN in RICHIST. Finally, the last attachment, Proof of Foster Care, needs to be provided to youth 14 and older when they exit DCYF care. This also needs to be documented in a CAN in RICHIST at the time that their involvement with DCYF ends.