



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

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Governor

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Karen L. Bowling  
Cabinet Secretary

**M E M O R A N D U M**

DATE: March 18, 2014

TO: Deputy Commissioners, Office Directors, Regional Directors, Community Service Managers, Program Managers, Regional Program Managers, Child Welfare Consultants, Social Service Coordinators, Adoption Supervisors, Adoption Workers, Homefinding Supervisors, Homefinding Workers, CPS Supervisors, CPS Workers, Youth Service Supervisors, Youth Service Workers

FROM: Nancy Exline, Commissioner, Bureau for Children and Families  
By Alicia McIntire, Youth Services Policy Specialist

PROGRAM INSTRUCTION  
CAS-YT-1-14  
Effective Upon Receipt

SUBJECT: Transition Planning for Children in Foster Care

The purpose of this memorandum is to direct staff to immediately use the attached WV Older Youth Transition Plan Template in case planning. The Circuit Court Judges will request copies of the Youth Transition Plan during hearings.

Children, especially those in Foster Care, deserve the best preparation for adulthood the state can provide. Youth leaving foster care often face homelessness, drug/alcohol addiction, untreated medical conditions, unintended pregnancy, unemployment, inadequate education, and criminal convictions. It is absolutely important that Transition Planning become our focus.

Transition planning for children in Foster Care begins at age 14. The Desk Guide on Youth Transition Planning is a step-by-step process beginning with Life Skills Assessment and Planning. The Youth Transition Plan is a "living document," and is revised quarterly (every 90 days). As the young person develops from childhood to teenager the Youth Transition Plan addresses areas like learning to drive, financial literacy, and career planning.

As stated in the [Youth Transitioning Policy](#), Social Workers are required to complete certain steps every year beginning at age 14 for all children in Foster Care. These are Federal requirements and are also outlined in the Bureau for Children and Families [Foster Care](#) and [Youth Transitioning](#) Policies.

Documentation of the Youth Transition Plan is required in specific screens in FACTS. The Desk Guide instructs workers to complete certain areas on the Youth Transition Plan Template, as well as in FACTS. An example is documenting the existence of an IEP in the Education Screens. This documentation in the FACTS system is critical both for casework and for compliance with Federal Regulations. While IEP is a checkbox on the Youth Transition Plan Template, it is also a mandatory field in FACTS which prints to the Case Plan Report from FACTS.

The Youth Transition Plan Template will be reviewed in the Spring Regional Supervisor's meetings. Supervisors are encouraged to work with staff to ensure everyone is using the tool to the fullest extent possible and to bring any questions immediately to the attention of your Child Welfare Consultant, or Regional Program Manager. If they have questions they may contact Carla J. Harper or Alicia R. McIntire at the Division of Children and Adult Services 304-558-7980.