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As the time nears for you to leave “the system,” you might have fears about your future. On the one hand, you might be concerned about where you will live, whether you will have enough money for college, or whether you have the necessary skills to obtain a job. On the other hand, you might also be excited about finally being able to live on your own and take your life into your own hands.

NOTE FOR PROBATION YOUTH: This manual is for foster youth and former foster youth. Some probation youth are also considered foster youth if they are in or were in a court-ordered suitable placement (like a group home or being ordered to live with a relative other than your parents). Even though we talk about social workers (CSWs) throughout this manual, if you are a probation foster youth, you can get the same information from your Probation Officer (PO) that other foster youth can get from their CSWs. Ask your PO if you qualify as a foster youth or former foster youth!

This manual will give you an understanding of the resources available to you as you transition to adulthood. There are many services available to you that you might not even know about, such as continued Medi-Cal coverage (health insurance), tuition, tutoring, and scholarship opportunities. When in doubt, please contact Public Counsel for guidance and assistance at (213) 385-2977, ext. 500. All of the information in this manual can also be found at: www.MyLifeMyRights.org.

A. WHO DO YOU CALL IF YOU HAVE A COMPLAINT OR NEED HELP?

First, remember that you are not alone. There are people and agencies that want to help you.

If your case is open, the first person you should call is your Children’s Social Worker (CSW). If they aren’t able to help you, you can ask for their supervisor. Their supervisor also has a supervisor. Don’t give up until you get the help you need!

You can also call your dependency attorney. If you don’t know who your attorney is, or how to contact them, you can call the Children’s Law Center’s main line at (323) 980-1700, and they can look it up for you.

If your case is closed and you need help accessing housing or services, call your Transition Coordinator (TC). You can find a list of all the TCs at ilponline.org.

If you are still not getting what you need after reaching out to the people above, you can contact the ombudsperson. An ombudsperson’s job is to resolve problems. As a foster youth there are several different offices that you can call. See below for all of the contact information.

If you are in Los Angeles County:
- For problems with DCFS in general, contact the DCFS Ombudsperson at (213) 739-6454.
- For issues with the Independent Living Program, call (877) 694-5741. Visit www.ilponline.org/ombudsman/index.html to read more about all the ways this Ombudsperson can help you!
- If you are having a problem with a group home, you can contact the Children’s Group Home Ombudsperson: (888) 445-1234 or go to grouphome-ombudsman.lacounty.gov. You can also call the Community Care Licensing office at (310) 568-1807.

If you are outside of Los Angeles:
- If you live outside of Los Angeles County and are having difficulties getting the help you need from your county’s Department of Children’s Services, contact the State of California at (877) 846-1602.
- If you are outside of Los Angeles County and have a problem with a group home, contact the State Community Care Licensing office at (916) 651-5380.

Remember, there are lots of people available who want to help foster youth. Keep reaching out, and you will find someone who can help!
The first step to a successful transition is graduation from high school. There are a number of reasons that high school is important to your success in life. High school graduates earn about 34 percent more than those without a high school diploma. College graduates make 132 percent more! Over a lifetime it all adds up.

Without a high school education, you will find it more difficult to get a job that will allow you to afford the cost of living on your own and/or attend the college of your choice. It is important that you know your educational rights and do everything you can to finish your requirements for high school.

A. WHO IS AN EDUCATION RIGHTS HOLDER?

Until a person turns 18, an adult holds their educational rights. This person is called an education rights holder, or ERH. The ERH is usually your mom or dad. However, when you are in foster care, sometimes the court will give the right to be the ERH to someone else, like a family member or court volunteer (called a CASA). Some people cannot be ERHs. These include your CSW and group home staff. If you do not know who your ERH is, or if you don’t think your ERH is acting in your best educational interest, call your attorney right away. They can tell you who your ERH is and they can also ask the judge to change your ERH if necessary.

B. WHAT DO I NEED TO COMPLETE HIGH SCHOOL?

Generally, you must complete a minimum number of courses to graduate with a diploma. In the Los Angeles Unified School District:

- If you are graduating **before 2016**, you need 230 credits (passed with a D or better) to graduate with a diploma.
- If you are graduating in **2016 or after**, you need 210 credits to graduate with a diploma.

Other districts have different requirements. If you are going to a non-LAUSD school, make sure to check with your counselor to find out what is required.

C. HOW DO I KNOW IF I’M ON TRACK TO GRADUATE HIGH SCHOOL?

You have a right to request your academic transcript and to speak with your high school counselor to make sure you are on track to graduate. Be certain to check your transcripts and ask questions about the credits you’ll need to graduate. There are lots of ways to make up credits if you’re behind. Some options include:

- Taking classes at a community college while a high school student
- Adult school
- Online credit recovery
- Continuation school

Talk to your counselor about credit recovery options. What’s available may differ year to year depending on funding and by district. See Tab A (p. 37) for some options.

**NOTE:** If your counselor or school administrator suggests that you should check out of your regular high school to go to adult school or community college, think twice about it and call Public Counsel at (213) 385-2977, ext. 500 to get more information. Generally, you have a right to stay in your regular high school.
D. WHAT ELSE CAN I DO TO MAKE CERTAIN I GRADUATE WITH A DIPLOMA?

1) Make sure to ask your high school counselor each semester if you are on track to graduate!
   In LAUSD, you have an assigned counselor through the Foster Youth Achievement Program. These are specialized counselors who help make sure foster youth get what they need to complete their education.

2) Request a copy of your transcript each semester to check your credits. Please see Tab B (p. 39) for a Records Request you can use to get your transcript and a Tracking Sheet to make sure you’re earning the credits you need to graduate.

3) Ask for help, attend school regularly, and study hard. If you are struggling with a class, talk to your teachers, use the tutoring services that are listed in this manual, and take advantage of any after-school or weekend classes.

4) Make sure you are enrolled in A-G courses. These are needed to go to a California State University or a University of California (like UCLA)! In LAUSD, you must be provided with the opportunity to take the A-G curriculum. Please see pages 12-14 for an explanation of A-G courses!

E. ARE THERE ANY OTHER ALTERNATIVES FOR COMPLETING HIGH SCHOOL?

OPTION 1: If you go to a school within LAUSD, you can pass the HiSET Exam and receive a high school equivalency certificate. Check out this website to see if you meet the requirements to take the exam:
   http://hiset.ets.org/requirements/ca

LIMITATIONS: If you only pass the HiSET, but don’t finish your high school requirements, you generally could not go straight to a 4-year college and would need to start out in a community college or trade school/vocational training. Some private universities and colleges may also accept the high school equivalency certificate, but you need to check.

NOTE: If you need help paying for a preparation class for the exam and you are ILP eligible, contact your CSW (if case open) or Transition Coordinator (if case closed) to get assistance from ILP. See pages 20-23 for more information about ILP. You can also check out Adult Schools in LAUSD; some offer the HiSET and preparation classes for free.

OPTION 2: You can pass the General Education Development (GED) test and receive a California high school equivalency certificate. Check out this website to see if you’re eligible:
   http://www.cde.ca.gov/ta/tg/gd/.

LIMITATIONS: Just like with the HiSET, you generally could not go straight to a 4-year college and would need to start out in a community college or trade school/vocational training.

NOTE: And similar to the HiSET, you can get assistance paying for preparation classes and the exam through ILP.

OPTION 3: You can also pass the California High School Proficiency Examination (CHSPE). Each person who passes is awarded a Certificate of Proficiency, which is equivalent to a California high school diploma. Check out this website to see if you’re eligible as well as more information about the exam and deadlines for registering, as it is only offered during certain times of the year:
   http://www.chspe.net/registration/

LIMITATIONS: Again, with only the CHSPE, you generally could not go straight to a 4-year college and would need to start out in a community college or trade school/vocational training. Also you might not be eligible to apply for certain military service programs.

OPTION 4: Because foster youth transfer homes and schools too much, there is a law (AB 216, formerly AB 167) that makes it easier to graduate from high school when you’re behind in credits.
You are eligible for this law if:

- you are in foster care, AND
- you transfer schools any time after your second year of high school, AND
- you are not reasonably expected to graduate on time.

If you are eligible and choose to graduate under AB 216, you only have to complete California’s minimum credit requirements (130 credits of specific courses) to graduate. If you transfer schools after your second year of high school and are not likely to graduate on time, make sure to discuss AB 216 with your school counselor or principal.

See Tab D (p. 42) to see which classes you need to take under AB 216 and for a sample letter that you can give to your school if you think you’re eligible for this exception!

**LIMITATIONS:** By graduating with only the state minimum requirements under AB 216, you will probably not have all the courses you would need to apply to a 4-year college and would need to start out in a community college or trade school/vocational training. Make sure to discuss your future plans with your school counselor to see if AB 216 is right for you.

**OPTION 5:** By passing the HiSET test (see Option 1 above) or the GED (see Option 2 above), and 10 specific extra classes, you can graduate with a regular Adult School diploma. You can also take 34 specific classes and graduate with an Adult School diploma.

As a foster youth, you may face additional challenges in completing your education that other youth may not. There are several resources available to help you overcome these challenges and meet your educational goals.

### A. AM I ELIGIBLE FOR TUTORING?

There are a number of different ways that you can receive tutoring. We hope that you will take advantage of as many options as possible!

**OPTION 1:** Foster youth ages 10-18 who live in Los Angeles County are also eligible for free, in-home tutoring through Foster Youth Services. Please call Maria Escobar at (562) 922-6469 for more information.

**OPTION 2:** Call DCFS Education and Mentoring Section at (562) 345-6727 or [http://dcfs.co.la.ca.us/edu/freetutoring/ftctp.html](http://dcfs.co.la.ca.us/edu/freetutoring/ftctp.html). They can help connect you to free or low-cost tutoring in your area!

**OPTION 3:** There are many community organizations, churches, and schools that provide after-school and weekend tutoring for youth who want to learn more, need help, or are struggling. See Tab F (p. 45) for a list of some of the tutoring (and mentoring) resources available in Los Angeles County and surrounding areas.

### B. I DON’T HAVE A PERMANENT PLACE TO STAY AND WANT TO GET BACK INTO SCHOOL. CAN I GO BACK TO MY OLD SCHOOL?

Absolutely! Under the McKinney-Vento Homelessness Act, you can go back to your old school—even if you don’t have all the necessary paperwork, like a birth certificate or your immunization records. The school must enroll you even if you don’t have these documents.

If you choose to stay at your “school of origin” (also known as your “home school”), you have the right to get free transportation to and from school. This will usually be in the form of bus
tokens. If you are in LAUSD and are having a problem enrolling into a school or getting transporta-
tion, you should contact the Los Angeles Unified School District’s Homeless Student Liai-
sion at (213) 202-7581. If you are in another dis-
trict, check out http://www.cde.ca.gov/sp/hs/cy/ to find your district liaison. Each school district is required to have a Homeless Student Liaison. If you are still having trouble getting the help you need, call Public Counsel at (213) 385-2977 ext. 500.

C. I WAS JUST MOVED TO A NEW FOSTER HOME. DO I HAVE TO TRANSFER TO A NEW SCHOOL?

No. AB 490, AB 1933, and the Fostering Connect-
tions Act are laws that protect the rights of foster youth to a stable and consistent education. You have the right to remain in your school of origin and school feeder pattern as long as you are in foster care and it is in your best interest. Your school of origin is the school you were attending when you entered foster care or changed place-
ment. It can also be any school you’ve attended in the last 15 months if you have a connection to that school.

Example: Even if you move near the end of 8th grade, you should be able to stay in your same middle school AND go to the same high school that all of your middle school friends go to! Also, if your foster care case closes in the middle of the school year, you can stay in your same school until the end of the school year. If you’re in high school, you can stay at your school of origin until graduation, no matter when your case closes!

Even if there is a disagreement about what school you should attend, you have the right to stay in your current school until this issue is worked out. See Tab G (p.49) for a sample letter telling your school about your right to attend your school of origin and your right to immediately enroll there.

Under these laws, your social worker is required to consider how far your new placement is from your school and how this move would affect your education. Your social worker should do every-
thing he or she can to place you somewhere near your current school so that you don’t have to change schools. Your social worker also has to inform your attorney and education rights holder within 24 hours of any placement move that might result in a school change.

NOTE FOR SPECIAL EDUCATION STUDENTS: Under AB 1933, you also have the right to attend the school listed in your IEP, which is your school of origin, if it is in your best interest. The school has to be informed in writing of a change in school by the social worker or probation officer at least 10 days in advance. If you want the school district to pay for transportation, special education laws apply. These laws are complicated. If you have specific questions or need help staying in your school of origin and getting transportation, call Public Counsel at (213) 385-2977, ext. 500.

If you want to transfer from your school of origin when you change home placements, you can do that, too. If you change your mind, you should still be able to return to your school of origin. See Tab H (p. 50) for a sample letter to your school telling them about your decision to transfer schools and your ability to reenroll in your school of origin later, if needed.

If you and your education rights holder (ERH) disagree with your school placement, your ERH or your attorney can request a hearing with the dependency court judge to tell the judge why you and your ERH want you to stay in your old school (or move to a new school) and ask for help! We have attached a sample request for hearing that can be filed with the Court in Tab I (p. 51).

D.WHO PAYS TO BRING ME TO MY SCHOOL OF ORIGIN?

DCFS (or the child welfare agency in your county) must give you bus passes or pay your caregiver for the cost of driving you to your school of origin. Ask your CSW or your dependency attor-
ey for help getting this money. If you are having difficulties getting the help you need let your dependency attorney know. If you still need help, call Public Counsel at (213) 385-2977, ext. 500!
E. WHAT IF I WANT TO GO TO THE SCHOOL NEAR MY NEW HOME, BUT THEY WON’T LET ME ENROLL WITHOUT MY RECORDS?

Under AB 490 and the Fostering Connections Act, you have the right to be immediately enrolled in school even if you don’t have the necessary paperwork (like a birth certificate, immunization records, or school records). You also have the right to be placed in a regular public school before an alternative school is chosen. See Tab J (p. 52) for a sample request for immediate enrollment and update of credits.

EXAMPLE: Even if you are placed in a group home that has its own school, you have the right to attend a regular public school unless your IEP says you need a special non-public school and the group home’s school will meet your needs.

In addition, your old school must transfer all your school records to your new school within two days of any request.

If you are in LAUSD and you have a problem with school enrollment, securing placement in a regular public school, or getting your school records transferred to the right place, you should call the LAUSD Foster Youth Achievement Program at (213) 241-3848. If you are not in LAUSD, you should contact the AB490 or foster youth liaison for your school district. If you still need help, call your CSW, your dependency attorney, or Public Counsel at (213) 385-2977, ext. 500.

NOTE: The law specifically says that a foster youth cannot be denied attendance or enrollment if he/she lost or cannot find his/her proof of immunization.

F. WHAT OTHER EDUCATION RIGHTS DO I HAVE AS A FOSTER YOUTH?

PARTIAL CREDITS AND NO PENALTY FOR COURT ABSENCES: Foster youth change schools and placements too often and have to attend court hearings and other meetings that take them out of school. Your grades can’t be lowered if you were absent because you had to go to court or because you had a change in placement. Also, you have a right to receive partial credit for work that you did at one school, even if you weren’t able to finish the semester!

EXTRACURRICULAR ACTIVITIES: The law says that even if you move to a new school, you immediately meet the residency requirements to start or continue participating in interscholastic sports or other extracurricular activities! Also, you have the right to participate in extracurricular activities just the same as any other student. So, if a group home says you can’t play on the football or baseball team, this is not right.

CHECKING IN WITH YOUR JUDGE: At each court hearing, the judge for your case is required to check in on how you’re doing in school. Be sure to let the judge know if you need extra help in school!

FREE EDUCATION ATTORNEY: If your attorney and judge see that you are having problems with your education, the judge can appoint a free education attorney (sometimes called a 317 (e) attorney) to help you solve this problem.

ACCESS TO THE SAME SERVICES: Finally, you have the right to access all of the same academic and other school services that are available to all other students.

If you need any help getting these services or speaking with your judge, please talk to your attorney. If you still need help, call Public Counsel at (213) 385-2977, ext. 500.
G. WHAT SERVICES CAN I GET IF I NEED SPECIAL HELP WITH MY LEARNING?

If you attend school on a regular basis, try your best, and ask for help, but you are still struggling to understand or do well in some or all of your classes, you may need special help. Needing special help with your learning is not something to be ashamed of. Many famous people have struggled with learning disabilities and gone on to accomplish amazing things! Actor Tom Cruise has dyslexia, Olympic swimmer Michael Phelps has ADHD, and even one of history’s most famous mathematicians, Albert Einstein, had a learning disability!

Did you know that nearly one-third of foster youth are eligible for special education and related services? If you are eligible for special education as a student with a disability, the law says that your education program, including what you learn and how you learn it, must be created to meet your specific needs.

An Individualized Education Program (IEP) must be provided to you for free as part of your public education. Your IEP may include “related services” which are other services available to you to help you become a better student. These services might include: transportation to and from school, counseling, nursing, speech and language therapy, mental health services, reading assistance, and physical/occupational therapy.

H. DO I QUALIFY FOR SPECIAL EDUCATION?

If you believe that you may have a learning disability or other disabilities that affect your learning or ability to do well in school, you and your Education Rights Holder (ERH) should:

1) Request for a Special Education Evaluation in Writing. The school must provide your ERH with an “assessment plan” to be signed within 15 days of the request (or the school must provide written notice that they refuse to assess you and explain why). By signing the assessment plan, you and your ERH are agreeing to an evaluation. The school must perform an evaluation and conduct a formal IEP meeting within 60 days of their receipt of your signed assessment plan.

2) Attend the IEP Meeting and Help Create the Plan. The IEP meeting is held at the school with a team of people, called the “IEP Team”, who should either know you, be qualified to provide services to you, or be able to interpret and answer questions about the assessment. The IEP is a document that will be created at the meeting. It is the educational program that is specially designed to meet your unique needs. It works like a contract and must be implemented after everyone agrees that it is the right plan for you.

NOTE: If you’re 16 years old or are transitioning into independent living, post-secondary education (i.e. college or vocational training), or employment, it is very important that an Individualized Transition Plan (“ITP”) is also developed at the IEP meeting. The ITP should establish goals for you, and may include services such as help creating a résumé or job training.

At the end of the IEP meeting, the school site must provide you with a written copy of the IEP document for you to review. You and your education rights holder must agree to and sign the plan before it can be implemented. You don’t have to sign the IEP plan during or right after the meeting. You can take it home and think about it if you want to!

3) Follow up after the IEP Meeting. If you believe that the school is not implementing the IEP, your ERH has the right to file a complaint with the California Department of Education (CDE). If you believe that the IEP is not helping you, your education rights holder has the right to request another IEP meeting. The IEP is created and reviewed at least once a year at
the Annual IEP meeting. The purpose of this meeting is to review the goals that were set for you, check if the goals were met, and update the goals for the next year. For more information about special education, please call Public Counsel or check out our website at www.publiccounsel.org for our “Special Education” brochure.

If you or your ERH is having trouble getting you the services you need at school, and you have an open dependency or delinquency case, talk to your attorney at court! They can request that a free education attorney, called a 317(e) attorney, be appointed to help you.

There are a number of paths that you can pursue after high school to get more training to pursue the career of your dreams. These include four-year colleges and universities, community colleges, and vocational programs.

IV. WHAT ARE MY OPTIONS AFTER HIGH SCHOOL?

NOTE: On pages 11-12, we talked about special education services. If you have an IEP or 504 plan, you may be able to get extra help at all community colleges and California universities. They have their own offices for students with disabilities, each with a team of people whose job is to help you get the services you need to succeed in school. Check with your college or university to learn about the process for obtaining these services!

A. GOING TO A TRADE SCHOOL OR OBTAINING VOCATIONAL TRAINING!

Trade schools, like Los Angeles Trade-Technical College, are designed to prepare students to work in a trade (such as auto repair or carpentry). Some of these schools do not require a high school diploma. Talk to your high school/college counselor and search online for the options near you.

NOTE: Be careful when looking for trade and vocational schools. You want to make certain that they are accredited and that employers will accept a certificate from the school. Some schools promise things that are not true. Don’t just take the schools at their word. Speak with graduates of the school to find out about their experience and what they are doing now. Ask them to give you the names of employers who will accept the school’s graduates and call the employers to see what they think! Also, private trade and vocational schools can be expensive; before signing up, check to see if you can get the same courses at a community college.

Visit the Vocational Schools Database website to search for accredited programs by zip code and by type of program. Check out http://rwm.org/rwm to find an accredited program in your area!

B. ATTENDING COMMUNITY COLLEGE!

For admission to community college you must meet one of the following criteria:

- Be at least 18 years old, with or without a diploma, OR
- Be a high school graduate, OR
- Have the equivalent of a high school diploma.

NOTE: You may take community college classes while you are also in high school!

BUT if you enroll in higher education for the first time on or after July 1, 2012, in order to be eligible for federal student aid, you must have either a high school diploma or a recognized equivalent (such as a GED or a homeschool education).

Check out www.cccco.edu for community colleges in your area. If you’re interested in transferring from a community college to a four-year
university, talk to your college counselor about the requirements. You’ll need to complete specific coursework before you can transfer, depending on your class level and your major. See page 13 for more information on transferring.

C. ATTENDING A FOUR-YEAR COLLEGE OR UNIVERSITY!

Admission to any four-year college or university is competitive. To compete for admission to a California State University (“CSU”) or University of California (“UC”) campus, a student must have passed the “A-G” courses with a “C” or above:

- A: 2 years of Social Science
- B: 4 years of English
- C: 3 years of Math (more recommended)
- D: 2 years of Laboratory Science
- E: 2 years of Foreign Language (more recommended)
- F: 1 year of Visual or Performing Arts
- G: 1 year of an approved elective

See Tab K (p. 53) for a form you can use to keep track of your A-G courses and your LAUSD graduation requirements.

In addition, most college and university applications require a personal statement, letters of recommendation, a résumé, and that the student has taken the SAT or the ACT. For more information on the SAT, go to www.collegeboard.com or call (866) 630-9305. Private colleges and universities usually have requirements similar to CSU and UC schools, but they can vary.

Talk to your high school/college counselor, your social worker, your mentor, and/or your caregiver about how to make certain that you have everything you need to get into a college or four-year university.

Here are some helpful websites if you are looking to go to college:

- https://www.usc.edu/counselors/preparebygrade.html – designed to help students gauge their interests, track their achievements, and head in the right direction.
- https://www.californiacolleges.edu/#/ – designed as a central resource to help students understand the application process and research all of their California college options.
- www.universityofcalifornia.edu/admissions – for information about admission to the University of California.
- http://www.cacollegepathways.org/ – for information about getting California foster youth into college and helping them succeed in college.

D. HOW CAN I TRANSFER TO A FOUR-YEAR UNIVERSITY FROM A COMMUNITY COLLEGE?

Transferring to a UC or CSU is an option for every community college student! There are usually resources at each college campus, called Transfer Centers, available to assist students with the transfer process. Generally, each student who is interested in transferring to a UC/CSU must:

- Complete 60 CSU/UC transferable units (including the A-G courses), AND
- Complete lower division courses for his or her chosen major, AND
- Have a GPA of 2.0 or higher.

If you are serious about transferring to a four-year university from a community college, you should speak to your academic counselor at the community college to develop an academic transfer plan as soon as you enroll. This will help prevent you from staying in the community college longer than needed. Please visit www.assist.org to find information about the university of your choice, your major at the school, and the lower-division courses you will need to complete to transfer to the university.
E. GETTING PRIORITY ENROLLMENT FOR COLLEGE CLASSES!

A law, called AB 194, gives foster youth and former foster youth priority registration for classes at community colleges, CSUs, and some UCs. This means that you'll be able to sign up for classes before most other students! Ask the academic counselor at your college for information on how to get priority registration. Most community colleges, CSUs, and UCs have staff that are specially trained to work with foster youth. They can help you get priority enrollment as well. See pages 18-19 for more information about these programs.

**NOTE:** You can also often get priority enrollment if you join Extended Opportunity Program and Services (“EOPS”) or if you are eligible for services through Disabled Student Programs and Services (“DSPS”). Ask your college’s EOPS and DSPS offices about this benefit!

College might seem far away, but it is closer than you think! You should start thinking about what colleges and universities you would like to attend. Would you like to stay in California and attend a nearby school? Or would you rather attend college on the East Coast? Would you like to start off at a two-year community college or vocational school or go straight to a four year university? These are all things you need to start considering now, as some of these decisions might also affect the type of financial aid you will need.

No matter what your decision, do not let the fact that you were in foster care get in the way! Start setting goals for yourself now and take the steps necessary to accomplish them. Many foster youth have attended college and go on to lead very successful lives—you, too, have the power in your hands to become the next success story. Check out [http://www.cacollegepathways.org/](http://www.cacollegepathways.org/) to learn all about how you can succeed in college as a foster youth.

A. WHAT IS FINANCIAL AID?

The goal of financial aid is to help students pay for college. The amount of financial aid you receive depends on your need. As a current or former foster youth, you might have very little financial support and a great need for financial assistance. Financial aid is available from the federal government, from the state of California, from certain colleges and universities, and from private foundations. It is very important that you apply for financial aid on time and as early as possible to ensure that you get the best financial aid package available.

B. HOW DO I APPLY FOR FEDERAL FINANCIAL AID?

In order to receive financial aid from the federal government, you must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is available after January 1st and must be filed by March 2nd of each year. You can complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or download a copy at [www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov) and mail it in. This application is free, so if the website tries to charge you, you may have gone to the wrong place. Make sure you’ve gone to the websites listed above!

Before you can submit the FAFSA online, you must first get a Personal Identification Number (PIN). Your PIN is your password and prevents others from accessing your personal information and helps complete the electronic process. You can obtain your PIN at [www.pin.ed.gov](http://www.pin.ed.gov). You may use your PIN throughout the financial aid process and also when applying for aid for graduate school. Make sure to write down your PIN and keep it in a safe place, as you will need to submit a new FAFSA every year you are in school. Never let others borrow your PIN.
If you need help completing the FAFSA, you can ask your school counselor, CSW, or TC for help. Also, there are many financial aid workshops available to foster youth throughout the year that can help you complete the FAFSA and answer any financial aid questions you might have. Please ask your CSW, TC, or attorney about these workshops.

NOTE: If you do not have your high school diploma or its equivalent (i.e. HiSET, GED, or CHSPE), you will not be able to receive federal financial aid.

C. HOW DO I APPLY FOR STATE FINANCIAL AID?

The state of California also provides financial assistance to California high school graduates and GED recipients in the form of a Cal Grant. The Cal Grant is free money that you will not have to pay back. It is different from a loan. In order to receive a Cal Grant, you must file both the FAFSA and Cal Grant Grade Point Average Verification Form by March 2nd. In the fall semester, ask your school counselor how the Cal Grant GPA Verification Form will be completed at your school. Usually schools upload it for you. You must also:

(1) be enrolled at least half time,
(2) have financial need,
(3) be a United States citizen or lawful permanent resident, or qualify under the CA DREAM Act (see note below), AND
(4) be a California resident when you graduate from high school or earn your GED.

For more information, please log on to www.calgrants.org.

NOTE: In October 2011, the Governor signed the California DREAM Act! This means that undocumented youth are now eligible to receive both private and state-funded financial aid for college. Generally, to be eligible, you must (1) have entered the United States before age 16, (2) have attended a California high school for at least three full academic years, AND (3) have graduated or will graduate from a California high school, received your GED, or passed the CHSPE. Contact your college’s financial aid office or check out http://www.csac.ca.gov/dream_act.asp to get additional information!

D. WILL I NEED MY PARENTS’ OR FOSTER PARENTS’ INFORMATION TO APPLY FOR FINANCIAL AID?

No. As long as you have or had an open case in the juvenile court (i.e. you are a foster youth) on your 13th birthday—even if you were adopted—you are considered a “ward of the court” and are deemed an “Independent Student.” This also applies if you are in legal guardianship. This means that you will not need to submit any tax or financial documents from your biological, adoptive, or foster parents or your legal guardians. Your financial aid need will be based solely on your personal income and resources.

TIP: Questions 52-60 of the FAFSA are very important because they determine how much money you will receive for school! You can Ask your social worker or attend one of the free financial aid workshops that DCFS hosts for assistance with FAFSA.

E. HOW DO I PROVE THAT I AM OR WAS A “WARD OF THE COURT?”

You can prove that you are/were a “ward of the court” with a Ward of the Court Verification Letter. This is a letter that your CSW writes on your behalf and includes your court case number and the dates when you entered and/or exited the system. Having this letter proves that you were in foster care and qualifies you for federal and state financial aid, emancipation stipends, transitional housing programs, educational scholarships and grants, and continued health care. Make sure to ask your CSW for this letter before you leave foster care. You can also obtain this letter from any Transition Coordinator. See Tab L (p. 55) for a sample Ward of the Court Verification Letter. If you are having problems getting a copy of this letter, please let your attorney know right away.
Additionally, the California Department of Social Services can verify your participation in the foster care system for the purpose of financial aid eligibility. If you are unable to obtain a Ward of the Court Verification Letter, please email Susan Roberts directly at susan.roberts@dss.ca.gov to verify your status as a current or former foster youth.

**F. WHAT IS THE CHAFEE GRANT PROGRAM?**

The Chafee Program is a federally funded program that gives up to $5,000 to eligible former foster youth for career and technical training or college courses at California community colleges, California State Universities, University of California campuses, career and technical schools, independent and private colleges, and schools in other states.

To apply for a Chafee Grant, you must submit a FAFSA (see page 14) and the California Chafee Grant Program Application. The Chafee Grant Program Application is available after January 1st and awards are given on a rolling basis so you should apply as early as possible. Since funds are limited, not everyone who applies for the Chafee Grant will receive it the first time they apply. Priority is given to students who have applied before. The Chafee Grant Program Application may change from year to year so make sure you submit the newest version of the application. Your application will be returned to you if it is not the most updated version of the form.

You can find and submit the Chafee Grant Program Application online at www.chafee.csac.ca.gov or call the California Student Aid Commission at (888) 224-7268 to have an application mailed to you. You will also need to have your CSW or TC complete the California Chafee ETV Program Certification Form. Once submitted, you can check the status of your Chafee Grant Program Application online at the above website.

You qualify for a Chafee Grant if you meet ALL of these eligibility criteria:

- You are a current or former foster youth who was in court-ordered out-of-home care at any time between 16-18 years old, AND
  - This includes youth who were adopted or in a legal guardianship after age 16.
- You are enrolled at least half time in a post-secondary program as defined by your school, AND
- You completed the FAFSA and financial aid application at your school, AND
- You had the financial aid office at your school complete a Need Analysis Review (NAR), AND
- You meet or continue to meet financial aid academic progress as defined by your school, AND
  - In other words, you attend class regularly and get good grades.
- You are a minimum of 16 years old but have not reached your 22nd birthday as of July 1st of the award year.

After you apply, your FAFSA and Chafee Grant Program Application will be reviewed and your foster youth status will be verified. Your school will determine your financial aid eligibility and you will then receive a letter regarding your award status. You do not need to have a high school diploma or a GED to receive a Chafee Grant.

**H. CAN I QUALIFY FOR A CHAFEE GRANT IF I AM UNDOCUMENTED?**

Yes! Even if you are undocumented, you are still eligible for the Chafee Grant (in addition to the benefits provided by the CA DREAM Act). The process for applying for the Chafee Grant, however, is a little different if you are undocumented.

Before you complete the Chafee Grant Program application, you must complete the California
Dream Act Application, which is available at https://dream.csac.ca.gov. After you complete the California Dream Act application, you should complete the online Chaffee Grant Application using your Dream Act ID number instead of a social security number.

I. IF I RECEIVE A CHAFEE GRANT ONE YEAR, CAN I RENEW IT THE NEXT YEAR?

Yes! Your Chafee Grant may be renewed every year through your 23rd birthday. Unlike the FAFSA, you only have to submit a Chafee Grant Program Application once. You can renew your application by submitting an updated FAFSA and asking your school to submit a Chafee Need Analysis Report (NAR) each year. But remember that you can lose your Chafee Grant if you leave school, get failing grades, get kicked out of school, or are at risk of getting kicked out of school.

Since the Chafee Grant is federally- and state-funded, it is subject to availability of funds. Renewal applicants are given top priority and are awarded grants first. It is possible that you will not get the Chafee Grant the first year you apply. It is important that you apply for and renew the Chafee Grant on time and that you stay in school and keep your grades up.

J. IF I RECEIVE A CHAFEE GRANT ONE YEAR, CAN I RENEW IT THE NEXT YEAR?

If you still have an unmet need after applying for financial aid, you can receive up to $4,999 per year for college or $2,500 for vocational school from ILP Tuition Assistance. Assistance is based on need and limited to availability. Talk to your CSW (if your case is open) or your Transition Coordinator (if your case is closed) about this assistance.

NOTE: If you decide to attend college in Northern California or anywhere out of state, ILP can provide transportation assistance for airplane tickets, buses, trains, etc. (up to two round trips each year). Assistance is based on need and limited to availability. As with all ILP services, you must submit a Request for ILP Services Form to your CSW or TC along with any required documentation.

K. WHAT IS THE BOARD OF GOVERNORS (BOG) FEE WAIVER?

The BOG Fee Waiver is a fee waiver for all of your enrollment fees at California community colleges. It is available to current and former foster youth who demonstrate a financial need. You can apply for the BOG Fee Waiver online at https://home.cccapply.org/money/bog-fee-waiver. If you prefer, you can print out and complete a waiver application and take it with you to your first meeting with the financial aid counselor at your school.

L. WHAT ARE SCHOLARSHIPS?

Scholarships are money for college that you don’t have to pay back. Each scholarships have different requirements, so if you see a scholarship you are qualified for, you should apply! There are some scholarships that are specifically for foster youth (see below).

There are also lots of other scholarships for people interested in certain subjects or sports, or who come from certain neighborhoods or backgrounds. Check out the following links to learn more about scholarships you might be eligible for:

- http://maldef.org/leadership/scholarships
- http://onwardandupwards.org/
- http://www.rotaryla5.org/scholarship
- http://www.cdfca.org/programs/beat-the-odds/
M. WHAT IS THE UNITED FRIENDS OF THE CHILDREN FUND?

The United Friends of The Children (UFC) is a non-profit organization that focuses on youth who have transitioned from foster care.

The UFC offers a College Sponsorship in the amount of $15,000 ($3000 per year for a total of five years). For more information about this opportunity, please visit www.unitedfriends.org, or contact UFC educational support at (213) 580-1850 or via email at: info@unitedfriends.org.

Aside from scholarships, the UFC offers a College Readiness Program for 7th through 12th graders, transitional housing, and career and education development for a limited number of foster youth.

N. WHAT IS THE BURTON SCHOLARS BACKPACK TO SUCCESS PROGRAM?

The Burton Scholars Backpack to Success Program was established in 2007 and encourages former foster youth to pursue their educational goals. The program awards grants and scholarships to current and former foster youth who attend participating colleges and universities. The scholarship is available to students who are first-time Chafee Grant recipients. For more information about Burton Scholars, please call Martha Joseph at (415) 348-0011.

The John Burton Foundation also has a new program that provides money for books to foster youth. For more information contact the Foundation at (415) 348-0011 or talk directly to your Guardian Scholars/Foster Youth program at your college or university (see page 18).

VI. SUPPORTS IN COLLEGE

A. WHAT IS THE GUARDIAN SCHOLARS PROGRAM?

The Guardian Scholars Program provides support services to current and former foster youth to help them obtain a university, community college, or trade school education. Some schools call the Guardian Scholar Program by a different name, for example: The Renaissance Scholars Program, The Promise Scholars Program, Independent Scholars Network Program, etc. How each program supports current or former foster youth may differ but below are examples of some of the services that may be offered:

- Grants and scholarships to cover tuition and living expenses
- Housing – priority for campus housing and availability of year-round housing either on- or off-campus
- Academic advisement – assistance with class selection and registration
- Employment services, mentoring and career counseling – job placement, shadowing, and advising
- Personal guidance, counseling, tutoring – regular contact with a consistent counselor to develop and monitor an education plan
- Supplemental Support Services – child care, transportation help, book and supply vouchers, etc.

Contact the college you’re interested in to see if they have specific support programs for current or former foster youth. Make certain to ask about and sign up for the Guardian Scholars Program or a similar program when you enroll at your new college or vocational school! You can check if the college you are interested in has a foster youth support program by going to the College Pathways website:

http://www.cacollegepathways.org/campus-supports-foster-youth
B. HOW CAN I GET INVOLVED IN THE GUARDIAN SCHOLARS PROGRAM?

The process is actually very easy. The first step is to identify yourself as a current or former foster youth on the FAFSA. Specifically, you must answer “YES” on FAFSA Question #55, which states: “At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?”

Also, if you see the following statement or any version of it on any of the applications for admission to the colleges or universities you are applying to, you should check the box next to it: “I am a former or current Foster Youth and am interested in financial aid and/or other benefits & services available to Foster Youth.” Having received the Chafee Grant also helps identify you as a current or former foster youth.

Once you are identified as a current or former foster youth—and if the school offers a Guardian Scholars Program—someone may contact you to make sure that you have all of the benefits and supports in place to make your transition to college much easier. You should definitely take advantage of this great program! If for some reason no one calls you, make sure you ask about the program. You will need to apply to be able to participate so make sure you contact your school right away.

C. HOW CAN EXTENDED OPPORTUNITY PROGRAMS (EOP and EOP & S) HELP ME ONCE I GET TO COLLEGE?

Similar to the Guardian Scholars Program, EOP and EOP & S’s primary goal is to encourage foster youth (and other youth who may need extra help) to enroll and stay in college, and to help you reach your goals once you get to college! EOPS offers academic counseling, financial aid, and other support services. EOP programs are at Cal States and EOP & S are at community colleges. Check out this website for more information about these programs:

http://www.cacollegepathways.org/explore-campus-support-programs

Eligibility requirements for EOP and EOP & S vary, but usually require you to have qualified for the BOG Fee Waiver and completed the FAFSA.

Sometimes you need to have earned below a certain GPA in high school, and sometimes you need to maintain a minimum GPA while at college. You then will then need to apply at the school you are attending. Check with your college’s EOP/ EOP & S office for details and application deadlines!

D. WHAT IS THE FYSI PROGRAM?

Every community college has a person appointed as their Foster Youth Success Initiative (FYSI) liaison. This person can help you navigate the enrollment, financial aid, and academic planning process. You can learn more about FYSI liaisons and download a list of FYSI contacts at http://extranet.cccco.edu/Divisions/StudentServices/FosterYouthSuccessInitiatives.aspx

E. DO CURRENT AND FORMER FOSTER YOUTH GET PRIORITY HOUSING AND PRIORITY ENROLLMENT ON COLLEGE CAMPUSES?

It depends. California law (AB 1393) requires UCs and CSUs to give foster youth priority for on-campus housing. California community colleges are not required to give priority to foster youth, but many do—check with your school. In addition, CSUs that have student housing open during school breaks (or on a year-round basis) are required to give first priority to current and former foster youth. UCs are only required to do so for foster youth who are otherwise eligible for a particular campus housing facility.

HOWEVER, be sure to contact your school’s Guardian Scholars program if you need help getting year-round housing and are worried that you aren’t eligible—they will usually do all that they can to make sure that you get the help you need.

California law (AB 194) also requires that community colleges and CSUs give priority course enrollment to foster youth. Make sure you talk to your foster youth support program (see page 16 above) to be sure you get priority enrollment. Priority enrollment is not required at UCs, but many of them also offer priority enrollment—just ask!
The goal of the Independent Living Program (ILP) is to help you reach your goals for independence, success and to prepare you to live a healthy, productive, responsible, and self-sufficient life.

A. WHAT CAN ILP DO FOR ME?

ILP, which is funded by federal money and run by the county, can provide you with:

- Money for college,
- Financial workshops,
- A life coach,
- Housing,
- Car insurance,
- College preparation help,
- AND MORE...

B. WHO IS ELIGIBLE FOR ILP?

You are eligible for ILP as long as you are between 16 and 21 years old (up to and including the day before your 21st birthday) AND were just one of the following:

- In foster care any time after your 16th birthday, even if it was for one day and even if you were later adopted or reunified with your parents, OR
- In a group home any time after your 16th birthday as a result of an order by the delinquency/dependency court or placement by probation, OR
- In placement any time after your 16th birthday in a home that is away from your parents or guardians pursuant to a court order (also known as a “suitable placement order”).
- Receiving Kinship Guardianship Assistance Payments (“Kin-GAP”), OR
- Living with the non-related legal guardian you were placed with by the dependency court after age 8, regardless of how old you were when you exited foster care.

D. AM I ELIGIBLE FOR ILP IF I HAVE SPECIAL NEEDS?

As long as you are physically and mentally able to benefit from ILP services, you are eligible for ILP. **Only** a doctor or mental health professional can determine whether you cannot physically and mentally benefit from ILP. Your CSW cannot make this determination. Even if you have been found to be unable to benefit from ILP, your CSW must still ask **every six months** whether you want to participate in ILP. Your doctor or mental health professional must reassess your eligibility every six months as well.

**NOTE:** If your doctor decides that you cannot benefit from regular ILP services because of an illness or disability, your CSW must work with you to provide “ILP Equivalent Services” instead. This means your CSW must make an alternative plan to help you learn the skills to live independently.

For example, if you have a developmental disability, there are special Life Skills classes to help you prepare for independent living and there are Regional Center services and placements for teens and young adults. There are also mental health treatment and in-home supportive services programs designed to help youth with disabilities live independently.
E. AM I ELIGIBLE FOR ILP IF I AM ON PROBATION?

YES! ILP services are available to both foster and probation youth who are in suitable placement. For instance, a probation group home is an example of a type of probation suitable placement.

F. AM I ELIGIBLE FOR ILP IF MY CASE IS CLOSED?

If your case is closed, you are eligible for ILP services if:

- Your case was closed after your 16th birthday, OR
- Your case was closed before your 16th birthday AND your guardian receives Kin-GAP payments for you, OR
- You were placed with a non-related legal guardian by the dependency court after your 8th birthday.

NOTE: Although you no longer have a CSW or attorney assigned to you, you can still connect with a Transition Coordinator (TC) who may provide services to you until your 21st birthday. See below for information on how to contact your TC.

G. HOW DO I SIGN UP FOR ILP?

If you are eligible for ILP, it doesn’t matter if your case is open or closed. If your case is open, call your CSW. If your case is closed, contact a TC directly for ILP services! They are the people responsible for making sure you receive the ILP services that you need to meet your goals for transitioning to independence and adulthood. To find a Transition Coordinator, call the Los Angeles County Children and Family Services Youth Development Services Division at: (877) 694-5741, or visit their website at: www.ilponline.org.

If, for some reason, you aren’t able to get ILP services through your CSW or TC, call the Foster Youth Ombudsperson. For the ombudsperson’s contact information, see page 5.

H. WHAT IF I DON’T WANT TO PARTICIPATE IN ILP?

You have the right to decline to participate in ILP. However, you might change your mind. Your CSW or PO must ask you about participating in ILP at least once every six months. Even if you decide you don’t want to participate now, you still have the chance to participate later. But don’t wait too long! You don’t want to pass up on all of the great ILP services and benefits you are entitled to.

I. WHAT IS A TILP?

The Transitional Independent Living Plan or “TILP” is a document that provides the basis for all of the financial benefits and services you will receive as part of ILP. The TILP is created at a meeting with your CSW and you have the right to invite anyone who may help you complete a detailed TILP. See Tab M (p. 56) for a blank TILP and a sample completed TILP.

NOTE: California law requires that every foster youth in out-of-home care participate in developing a TILP beginning at age 16. However, it is Los Angeles County DCFS policy that foster youth participate in developing a TILP starting at age 14. Your CSW is required to have an in-person meeting with you every 6 months. The TILP must be attached to the court report at each status review hearing.

J. WHY IS THE TILP SO IMPORTANT?

For two reasons: (1) As a young person it is important to learn how to plan for your future and this is a tool to do so and (2) The TILP determines your financial benefits and ILP services (like housing, college financial aid, and work clothing). For these reasons, your plan should be complete and detailed.

The TILP should list (1) your goals for the next six months, (2) the services you need to reach them, (3) people who are responsible for helping you reach these goals, and (4) set a target date for completion of the goals. You will need the services described in your TILP to help make it on your own as an adult. Now is a good time to start thinking about your future and what you would like to be doing.
as an adult. Think of the TILP as the roadmap to help make the dreams for your future come true. Even if you are not sure about what you want to do as an adult, it never hurts to begin developing a good plan. You can update your TILP as many times as you want to reflect your changing interests, goals, and needs.

K. WHAT ARE SOME OF THE SERVICES I MAY BE ABLE TO GET THROUGH ILP?

11. Important Note: For any money you receive through ILP, you need to SAVE YOUR RECEIPTS so you can show how you spent the money they gave you. If you do not save your receipts, you may not be able to get additional services from ILP in the future.

1) **Educational Assessments:** You can take an assessment called the WRAT IV that measures what areas you may need additional help in for school.

2) **Individualized Transition Skills Program:** Your social worker can refer you to ITSP, and you will be assigned a Transition Development Specialist (TDS). This person is a Life Coach, who can help you with things like getting your state I.D., looking for a job, or opening a bank account.

3) **Graduation Expenses:** Did you know that, as a high school senior, you can request ILP assistance to cover up to $700 of graduation expenses? Graduation expenses include things like your cap and gown, graduation ceremony invitations, senior portraits, yearbook, class ring, prom, and grad night tickets.

All you need to do is fill out an application and have your school counselor certify that you will be graduating. This is done with a signed letter from your high school counselor and the embossed school seal. You must submit the letter to your CSW or Transition Coordinator (“TC”) to have ILP cover your graduation expenses. If you have graduation expenses due before you receive your graduation funding from ILP, you will have to pay for your graduation expenses and later get reimbursed. Be sure to save your receipts!

If you have expenses near the beginning of the school year (like your yearbook portrait fee) talk to your CSW or TC as soon as possible about getting this money. Each request can take over a month to process so it’s always smart to ask early!

4) **Celebration:** Celebration is a very fun event! It is a graduation ceremony available only to foster youth participating in the ILP program who have a 2.8 GPA or higher. Participating foster youth get free clothing, make-up and/or hair care, transportation to the event, dinner, and scholarships. Youth also get the opportunity to see and maybe meet a famous celebrity or politician. If you qualify for Celebration, ask your CSW or TC to make certain you get to attend—the deadline for applications is March of each year, and you don’t want to miss out!

5) **Driving Lessons:** ILP may be able to provide you up to $500 towards the cost of driving lessons! To be eligible, you must be 18 years old or older, and meet the general eligibility guidelines (talk to your CSW or TC about this). The funds may only be applied to the cost of behind-the-wheel training and DMV testing. The funds may be available prior to taking the training—just ask!

California law requires that all drivers possess a valid and unexpired driver’s license. These funds for driving lessons are intended to help you obtain a driver’s license so that you can travel to your college classes or get to your job. Good luck!

6) **Car Insurance:** California law also requires that all drivers have car insurance. Car insurance is intended to cover damages and injuries related to a car accident and, depending on your coverage, theft and vandalism. **ILP may be able to provide you with up to $2,000 for your own car insurance!** Car insurance is need-based, and is limited to the availability of funds. Talk to your TC to learn more about these funds.
Also talk to your caregiver about insurance. In some cases, they can carry you on their car insurance until your 24th birthday as long as you are in school.

7) **Household Startup Funds:** If you participate in ILP, are at least 18 years old, and live in your own apartment or college dorm, you can receive a one-time payment of up to $300 for household startup items. This money can be used to pay for things such as pots and pans, linens, kitchen utensils, or other items to help you later establish a household. This money is **NOT** for youth who are in a Transitional Housing program. Ask your ILP coordinator for more information!

8) **Money for:**
   - Exam fees (like the SAT)
   - Tuition for college or a trade school *(See page 17 for more details)*
   - Costs associated with attending information sessions or college tours
   - Books and supplies for school
   - Bus passes
   - Nice clothes for a job interview, a uniform for a job, or clothes for school
   - Employment or vocational related tools or dues
   - A computer and computer training

**NOTE:** To get this money, you must have a current TILP. Also, all the money amounts listed for ILP-related services and stipends are approximate as these amounts may change from year to year depending on availability of funding. Remember: SAVE YOUR RECEIPTS.

L. **WHAT DOCUMENTS WILL I NEED TO TURN IN TO GET SERVICES?**

All you have to do is submit a Request for ILP Services Form to your CSW or TC. Please see Tab N (p. 59) for a sample form. You can also find the Request for ILP Services Form on the ILP Online website (www.ilponline.org), or ask your TC for a blank form.

**NOTE:** Depending on the service you are requesting, you may need to provide additional documentation.

M. **IS THERE A LIMIT TO THE AMOUNT OF ILP MONEY I CAN GET?**

The amount of available ILP funds depends on the federal and state budget. Although you are entitled to ILP benefits, the extent of benefits available depends on the money set aside for ILP each year.

**NOTE:** Your TC is responsible for providing transition services to you until your 21st birthday. But you may be eligible for **housing services until your 24th birthday**.

N. **CAN I STILL RECEIVE ILP SERVICES IF I AM WORKING?**

**Yes. HOWEVER,** make sure that you list “employment training” as one of the goals in your TILP! When you are working as part of your TILP, the money you make is disregarded and cannot be used to offset (or take away from) the ILP money to which you are entitled. This is because the purpose of your employment is to gain knowledge of needed work skills, habits, and responsibilities to help you stay employed for a long time.

For example, let’s say you are making $1,000 per month. If employment is one of your TILP goals, you are still eligible for things like graduation expenses, even if you might make enough money to pay for these expenses on your own.

O. **WHAT SHOULD I DO IF I'M NOT GETTING HELP TO BECOME INDEPENDENT?**

If you are experiencing a problem with your TILP (for example, you don’t have an updated TILP, your CSW or PO is not involving you in developing your TILP, or you aren’t getting the services you need), please let your attorney or judge know right away. Your attorney can help enforce your right to a TILP in dependency court. The judge can help make certain you receive these services.
If you are denied an ILP service that you requested, you can appeal the decision. The form you need to appeal the denial is located in Tab O (p. 60).

ILP has 30 days to respond after your request. If you are having problems accessing ILP services more than 30 days after you have submitted the form to your CSW or TC, let your attorney know right away. If you are not able to get ahold of your TC, you can contact the ILP managers for ILP and probation. You can find their names at ilponline.org. If you are having difficulties getting the help you need, call the ILP Ombudsperson for L.A. County at (877) 694-5741 or for California at 877-846-1602. If you still need help, contact Public Counsel for assistance at (213) 385-2977, ext. 500.

If you want to voice a general complaint, you have the right as a foster youth to file a complaint with the Office of the Foster Care Ombudsman. You can let them know about the problems you are experiencing and they will look into the matter for you. You will need to file a simple Complaint Form, see Tab P (p. 61). You can file a complaint online at: www.fosteryouthhelp.ca.gov/Complaints.html or via telephone at 1-877-846-1602. Depending on the situation, the Ombudsman’s Office will respond to complaints anywhere from 24 hours to seven days. You can file a complaint on your own behalf or you can have someone you trust file it for you.

If your foster parent(s) are interfering with the goals in your TILP, you should let someone know right away! You can let your CSW know about the situation and see if they can help. If not, the best option would be to let your attorney or judge know about the problem. Again, the Court can help enforce your TILP. You can also contact the Office of the Foster Care Ombudsman.

Although most foster youth qualify as a “special immigrant juvenile,” some do not. If you do not qualify for “special immigrant juvenile” status, you should find out if you are eligible for another kind of immigration status, like a U Visa or Deferred Action for Childhood Arrivals (DACA). To learn more, see Public Counsel’s booklet “Immigration: What Teens Need to Know.”
It used to be that when a foster youth turned 18, their dependency case closed. However, studies have shown that youth who continue to get support from the foster care system past 18 years old do better in life – they earn more, have fewer pregnancies, are more able to live on their own, and are more likely to graduate from college. That is why AB12 was passed in 2010. **Now youth can choose to remain in foster care and continue to receive supportive services up to age 21!**

**A. WHO IS ELIGIBLE FOR AB 12?**

To be eligible for AB12 and stay in care after 18, you must have had a foster care/suitable placement order on your 18th birthday.

**NOTE:** Even if you are AWOL or awaiting placement on your 18th birthday, you are still eligible as long as there is an order for foster care or suitable placement.

If your dependency court case closed because you were adopted or were given a legal guardian, you are not automatically eligible to re-enter foster care after 18. However, your caregiver may be eligible to continue to receive monthly cash benefits from the County for you if your caregiver is still supporting you and:

- Your caregiver began receiving KinGAP benefits for you after your 16th birthday.
- You left foster care for a non-relative legal guardianship at any age.
- Your adoptive parents began receiving Adoption Assistance Payments (AAP) after your 16th birthday.

If your adoptive parents or legal guardian received extended benefits for you after you turned 18, but are not supporting you, you may be able to re-enter foster care under AB12. See page 27 for more information on how you can re-enter foster care.

**B. WHAT ARE THE PARTICIPATION REQUIREMENTS FOR AB 12?**

In order to participate in AB12 and keep your case open, you must be:

1) Completing high school or working toward your GED/HiSET or CHSPE, OR
2) Going to college or vocational school, OR
3) Employed at least 80 hours a month, OR
4) Participating in a program to remove barriers to employment (for example a job training program, substance abuse treatment, driver’s ed, mental health treatment, or many other possible programs), OR
5) Unable to do 1, 2, 3, or 4 because of a documented medical condition.

**C. WHAT SHOULD YOU DO TO GET EXTENDED FOSTER CARE BENEFITS?**

Talk to your social worker and attorney if you would like to continue to receive foster care benefits after you turn 18. If you are turning 18 soon, contact your attorney now about keeping your case open so you will be able to continue to get benefits after you turn 18. Remember, if you leave foster care before you turn 18, you will not be able to re-enter and take advantage of AB12 benefits! For more information on AB12, checkout: [www.cafosteringconnections.org](http://www.cafosteringconnections.org).

If you feel that you no longer want to be involved with the Dependency Court or DCFS, you can ask your judge to close your case. However, the judge has the ultimate say whether to close your case or keep it open.

**D. WHAT IS A TRANSITION MEETING OR CONFERENCE?**

You should get a Transition Planning Conference 90 days before your case closes or 90 days before you turn 18 years old — whichever comes first (OR before you age out of guardianship with a non-related legal guardian).

If you are about to turn 18 years old and you have not had a Transition Planning
Conference, contact your attorney right away to ensure that this important meeting is scheduled. Your attorney can discuss with you the things you want to make sure to address at the Transition Planning Conference.

During the Transition Planning Conference, a 90-Day Transition Plan (90-Day TP) is developed to help you identify short- and long-term educational, occupational, and personal goals.

See page 27 to find out what needs to be discussed and what documents you should receive at this meeting. If any documents or services have not been provided to you, make sure that these are documented in the 90-Day TP and that a responsible person is identified to help you access them.

Your CSW is required to be present at the meeting. There is also usually a facilitator who will help write down what happens. You can also invite your family, friends, advocate, TC, or any member from the community. With the input of these trusted people, you can design your own 90-Day TP. If your case remains open after 90 days, your CSW should continue to work on updating your TILP with you.

E. WHAT HOUSING OPTIONS ARE AVAILABLE?

Under AB 12, you can continue to stay with your current caregiver or live in another foster home. If you are living in a group home, you can stay there until you turn 19 or finish high school, whichever comes first.

There are also some additional types of housing that you become eligible for when you turn 18.

1) Supervised Independent Living Placement (SILP): In a SILP, your case is open, but you can live in a college dorm, rent a room from a friend or family member, or get your own apartment. Youth living in SILPs receive their foster care payments directly and use the money to pay for rent and living expenses on their own.

In order to live in a SILP, your CSW has to do a readiness assessment to decide that you are ready to live in a SILP. After the readiness assessment, the place you want to live must pass a health and safety inspection. Talk to your CSW if you are interested in learning more about living in a SILP.

If you disagree with the results of your readiness assessment or health and safety inspection, you have the right to appeal. Ask your CSW how to appeal the decision, or talk to your attorney so they can bring the situation to the court’s attention.

2) Transitional Housing Programs: Transitional housing is usually an apartment that you share with another foster youth or former foster youth. Transitional housing programs help you learn how to live on your own and how to save money and stick to a budget. Some transitional housing programs are for youth with open cases (called THPP for youth under 18, THP Plus FC for youth 18 and above). Other transitional housing is for youth with closed cases between the ages of 18 and 25.

Requirements: Each program differs, but you are generally required to have some employment. This is so you can pay rent. But, much of the rent will be returned to you when you leave the transitional housing program. Some transitional housing programs require you to be ILP eligible while others do not. If you are ILP eligible, you qualify for transitional housing up to your 25th birthday; however you are only allowed to stay in transitional housing for a limited amount of time, ranging from 18-36 months depending on the program.

Depending on the program, you can self-refer or be referred by your CSW or a community partner. Contact your CSW to find out which types of transitional housing you might be eligible for and apply! If your case is already closed, contact a Transition Coordinator to help you understand your transitional housing options. You can also call DCFS Transitional Housing Program at (213) 351-0190.
Problems? If you think that you are eligible but encounter problems enrolling in transitional housing, call the Foster Youth Ombudsperson for L.A. County at (213) 351-5720 or for California at (877) 846-1602. If you still need help, please contact Public Counsel at (213) 385-2977, ext. 500.

As a tenant in a transitional housing program, you have rights! If you feel like you are being unfairly exited from a transitional housing program, please contact Public Counsel at (213) 385-2977, ext. 500.

A. WHAT SERVICES MUST MY SOCIAL WORKER OR PROBATION OFFICER PROVIDE ME BEFORE MY CASE CLOSES?

Remember, your CSW must hold a Transition Planning Conference with you no more than 90 days and no fewer than 30 days before the court hearing to talk about whether your case should be closed. It is also recommended that you have a Transition Conference 90 days before you turn 18, even if you plan on keeping your case open. The purpose of this conference is for you to participate in developing a plan just for you on your options for housing, health insurance, education, employment, mentorship, and continuing support when you become independent. You can invite whomever you like to participate in the Transition Planning Conference and to help support your transition to independence.

NOTE: the Court should not terminate your dependency case unless: (1) you are in court (or you stated you do not wish to be there); (2) you have received the necessary documents (see page 28) and (3) your CSW has helped you with the following services:

- Completing an application for Medi-Cal or other health insurance
- Referring you to transitional housing
- Helping you obtain a job
- Applying for admission to college or a vocational program and obtaining financial aid
- Maintaining relationships with people that are important to you (like your siblings or school counselor)
- Registering to vote
- Registering for Selective Service or Alternate Service
- Receiving a medical and dental examination
- Completing and filing an application for Supplemental Security Income (this only applies to you if you have an eligible disability)
- Completing an application for CalFresh benefits (if you are eligible and want them) and sending the application to the Department of Public Social Services (“DPSS”). If you get SSI benefits or are undocumented, you cannot get CalFresh benefits.
  
i. You may also qualify for CalFresh with an open case if you are living in a SILP under AB12.

Under AB12, you have the right to keep your case open after 18 as long as you remain eligible. See page 25 for more information. If your case closes, and you later want to re-enter the system you can do that if you are still eligible.

To get started, call, or go in person to your local Child Welfare or Probation office. When you call, tell them you need help re-opening your case:

- DCFS: 800-540-4000
- Probation: 213-351-0243

B. WHAT IMPORTANT DOCUMENTS MUST MY SOCIAL WORKER OR PROBATION OFFICER PROVIDE ME BEFORE MY CASE CLOSES?

Before your case closes, your CSW must also give you all of the following documents:

- A certified copy of your Birth Certificate
- A Death Certificate for any deceased parent(s)
- Original Social Security Card
- An advanced health care directive form
- Written Transition Plan
- Official California Identification Card (or Driver’s License)
  - Your CSW must provide you with form DL 937, Verification for Reduced Fee Identification Card. This form allows you to pay a reduced fee of $6 for your ID card instead of $20.
- Proof of County Dependency Status (proof that you were a foster youth)
  - Your CSW can certify your dependency status via a Ward of the Court Verification Letter.
- Your Health and Education Summary
  - Including the name(s) of all of the medication(s) prescribed to you, instructions on how to properly use your medication(s) and where to get refills, and your education and medical records.
- Original Medi-Cal Card
- Written information about your Family History
- Written information about your Placement History
- Written information about the Whereabouts of your Siblings
- Written information on how to Access the Documents in your DCFS File
- The Name and Contact Information of your DPSS Outreach Worker.
  - If you are applying for food stamps, you’ll need this information if you have questions about your application or move homes.
- The Judicial Council form you would use to file a 388 Petition to resume dependency jurisdiction

If your case is about to close and you still have not received these documents, please contact your CSW immediately and ask for them. If you are having trouble communicating with your CSW, you may contact your attorney for assistance.

NOTE: The Court may keep your case open if the CSW has not provided you with the services or documents you need in order to emancipate and if the Court finds that closing your case would not be in your best interest. Talk to your attorney if you are not ready to close your case!

C. ARE THERE ANY PROGRAMS THAT CAN HELP ME WHEN I TRANSITION OUT IF I HAVE A DISABILITY?

Yes! The Department of Rehabilitation assists people with disabilities to get jobs. Go to http://www.rehab.cahwnet.gov/ to find the location of the nearest Department of Rehabilitation.

If you need help accessing services or understanding if you qualify, you can contact Disability Rights California’s Client Assistant Program (CAP) at 800-776-5746.

You may qualify for Supplemental Security Income (SSI). If you qualify for SSI because you have a physical or mental disability, you will receive a check each month from the government to help you pay for your living expenses. You will continue to be eligible for additional help, like scholarships, job training, and ILP services, without affecting your SSI eligibility.

D. HOW DO I APPLY FOR SSI?

When you turn 16 years old, your CSW must complete a document (the SSI Screening Guide) to check to see if you are eligible. If you might be eligible, DCFS must help you apply for SSI. Even if you qualified for SSI before you turned 18, your eligibility will be re-determined once you turn 18. If you have any questions regarding your eligibility for SSI, please call the Social Security Administration at: (800) 772-1213. If you are denied SSI, you can appeal the decision. If you decide to appeal, you should talk to a lawyer at the Alliance for Children’s Rights at (213) 368-6010.
E. WILL I STILL HAVE MEDI-CAL WHEN MY CASE CLOSES?

Yes. As a current or former foster youth, you are eligible for extended Medi-Cal services up to the age of 26. However, you must be living in the state of California in order to continue receiving Medi-Cal coverage. If you move to another state, you will have to check the rules for state sponsored health insurance there. Other states may have similar health insurance programs. You may also temporarily lose your eligibility for Medi-Cal if you are in jail or prison or live in a residential treatment facility.

NOTE: You must have a medical and dental exam three months before your case closes. If you have not had a medical or dental exam and your case is about to close, please let your CSW, PO, or attorney know so that they can arrange to have these appointments scheduled for you. Also, your CSW or attorney can ensure that your Medi-Cal coverage is extended.

F. WHAT DO I NEED TO DO TO EXTEND MY MEDI-CAL COVERAGE UNTIL MY 26TH BIRTHDAY?

When your case is about to close, your CSW will send your Medi-Cal eligibility information to the Department of Public Social Services (DPSS). Your Medi-Cal coverage should be automatically extended. You should not lose coverage or have to re-apply for Medi-Cal! Your case will be assigned to an Eligibility Worker (EW). After your case is closed, you will receive a letter with the name and telephone number of your EW. The EW will contact you once a year to make sure you still want and are still eligible for extended Medi-Cal coverage. You must respond to the once-per-year contact from your EW and provide them with your current address. If you moved and never received the letter from your EW, make certain to contact them before the year is up so that your Medi-Cal stays current. For more information, please call DPSS at (626) 569-1399 or (310) 258-7400 or at their self-service line (866) 613-3777.

G. WHERE CAN I FIND A DOCTOR OR DENTIST?

If you like and trust the doctor or dentist who treated you while you were in placement, you can continue seeing him/her. As long as you have Medi-Cal, you will not have to pay for healthcare unless you receive treatment not covered by Medi-Cal (such as a cosmetic procedure). You are eligible for Medi-Cal until your 26 birthday. If you need help accessing medical or dental services or if you receive a bill that you feel you should not have to pay, please contact the Alliance for Children’s Rights at (213) 368-6010 or Health Consumer Center, a project of Neighborhood Legal Services, for assistance at: (800) 896-3203.

H. WHERE CAN I FIND A MENTOR?

Mentors are trusted adults who provide guidance to youth. Mentors can help you find a job, fill out job or college applications, take you on trips to museums or theme parks, or simply lend an ear when you had a bad day. Many kids already have mentors in their lives. If you are a current or former foster or probation youth and would like to connect with a trusted adult mentor, please contact the Alliance for Children’s Rights at (213) 368-6010 or the DCFS Education and Mentoring Section at (562) 345-6610.
XI. EMPLOYMENT

Do you want to earn money to help pay for your own apartment? Are you trying to save up for clothes or college textbooks? Are you just looking for real world experience and a chance to develop new skills? Getting a job is a great way to meet all of these goals and learn a lot about yourself!

In this section, we’ll talk about restrictions on employment for teens, steps to take before getting a job, and how to find help in your job search.

A. HOW OLD DO I HAVE TO BE BEFORE I CAN START WORKING?

In general, you must be 14 years old before someone can hire you to work for them in California.

B. WHAT CAN I DO TO START WORKING?

Obtain a work permit. A work permit is a legal document that all minors in California must have in order to work. You can get a work permit from your high school’s academic or career counselor. You can also download and print an application on the internet at: http://www.dir.ca.gov/dlse/dlseformb1-1.pdf

C. AT WHAT AGE CAN I GET A WORK PERMIT?

Youth who are 12 to 17 years old are required to obtain a work permit before starting a job. A work permit is not required for minors if they are working in the following jobs: (1) agricultural jobs, (2) jobs in private homes such as gardening and babysitting, (3) newspaper delivery jobs, and/or (4) casual work in a family-owned business.

D. DOES A WORK PERMIT REQUIRE SCHOOL ATTENDANCE?

Yes. Minors under the age of 18 must attend school in order to get a work permit. However, a student does not need a work permit if: (1) he/she graduated high school before the age of 18, or (2) he/she passed the California High School Proficiency Exam (“CHSPE”) or the HiSet before the age of 18.

E. WHAT SHOULD I DO ONCE I HAVE A WORK PERMIT?

Congratulations! Now that you have a work permit, you can go ahead and start working! See below for help with your job search.

NOTE: Before you can start working, your employer must receive your work permit.

F. CAN I STILL GET A JOB IF I AM PREGNANT?

Yes! The same age rules and work permit requirements described above apply whether you’re pregnant or not. Also, federal and state laws make it illegal for employers to refuse to hire you because you are pregnant. If you think you are being discriminated against because you are pregnant or recently gave birth, you can call Equal Rights Advocates’ free hotline at (800) 839-4372.

G. HOW CAN I FIND JOBS IN MY AREA?

Searching for a job might seem like an overwhelming process, but help is out there! There are many employment centers and services that can help you both find and secure employment.

One-Stop Career Centers (also often called “WorkSource Centers”) are full-service career centers located in almost every community throughout Los Angeles County. They offer a variety of job search services to you for free! Examples of services include:

- Access to job listings
- Help with assessing your skills
- Information about local education and training providers
- Referrals to other government agencies

Most centers will also provide you with access to phones, fax machines, computers, and copiers. You can even make interview appointments, use the internet, and view job training videos!

You can call each center directly or dial the general information number: (888) 226-6300. To find a WorkSource Center near you, check out: http://wdacs.lacounty.gov/service-locations/
A. CAN I SEE MY RECORDS?

Yes. You have a right to inspect the documents in your dependency court file. However, in order to receive a copy of any documents in your file, you must first ask the Court for permission. You also do not have a right to inspect documents in your file that include information about your siblings or other foster children. This is done to protect the other children’s privacy. Please talk to your attorney about getting access to your records and case file. You can also make a request in person at the Clerk’s Office located at the Edmund D. Edelman Children’s Court, 201 Centre Plaza Drive, Juvenile Court Services, Room #2700, Monterey Park, CA 91754, or call (323) 526-6645.

To see your delinquency court records, you should go to the courthouse that heard your case and ask for a copy of your juvenile record. You do not have to ask for Court permission to get a copy of your juvenile court docket.

B. ARE MY JUVENILE RECORDS AUTOMATICALLY SEALED?

Maybe. If you successfully completed probation after January 1, 2015 AND you were not convicted of a serious crime, the court should automatically seal your records.

However, if you did not satisfactorily complete probation or if your case closed before January 1, 2015, the court will not seal your records automatically. Instead, you will need to go to court yourself to ask the court to seal your records.

C. CAN I SEAL MY RECORDS IF I HAVE A JUVENILE COURT RECORD?

Yes. If you have a Juvenile Court record (meaning you were arrested and/or have a juvenile delinquency adjudication), you may be eligible to seal your records. You can seal your records if:

- You have not been convicted of a felony or misdemeanor involving a crime of “moral turpitude” (i.e. fraud, theft, or sex/drug related offenses), AND
- You can show the court you have been “rehabilitated”, AND
- Your case started and ended in Juvenile Court, AND
- You do not have an open civil suit related to your juvenile record.

If all of these apply to you, you should think about sealing your record. To seal your record, you submit a Petition to Seal Juvenile Delinquency Court Records (“Petition”) at any one of the Juvenile Delinquency Courts in Los Angeles County.

**NOTE:** Unfortunately, traffic and parking violations cannot be sealed.

Your Petition will be heard at the same Court where your delinquency case was last heard. For example, if your delinquency case was last heard at Eastlake Juvenile Court, but you live close to Los Padrinos Juvenile Court, you can turn your Petition in at Los Padrinos, but it will be sent to Eastlake and it will still be heard at Eastlake.

For more information, see Public Counsel’s booklet “Sealing Your Juvenile Record.” If you still have questions, you can contact the Alliance for Children’s Rights at (213) 368-6010 or Public Counsel at (213) 385-2977, ext. 500.
D. IS THERE A FEE I MUST PAY TO SEAL MY JUVENILE COURT RECORDS?

**No.** Starting on January 1, 2016, you should not have to pay a fee to seal your juvenile records as long as you are under the age of 26. Also, you should be able to seal your records even if you still owe restitution, or money the court said you need to pay as part of your probation.

E. WHAT HAPPENS AFTER MY RECORDS ARE SEALED?

Once your court records are sealed, they later get destroyed! If you committed a 601 offense (a status offense like being truant), your Juvenile Court file will be destroyed five years after it was sealed. If you committed a 602 offense (a misdemeanor or felony), your file will be destroyed on your 38th birthday. Please note that the probation department, police department, and other agencies can (but don’t have to) destroy their records after five years.

F. WHY IS IT IMPORTANT TO SEAL MY JUVENILE COURT RECORDS?

If you have a Juvenile Court record, it is very important to make sure that it gets sealed. Your Juvenile Court record can impact your ability to get a job. Employers prefer to hire people who have not gotten in trouble with the law. Also, having a Juvenile Court record can affect your ability to care for a sibling who is still in foster care. Social workers and courts prefer to place children with relatives who do not have a criminal history.

If you have gotten in trouble with the law, it’s not too late to get back on the right track! Sealing your Juvenile Court records is a great first step towards a fresh new start. When court records are sealed, the Court and others must act as if nothing ever took place. So, if someone asks the Juvenile Court, the probation department, or the District Attorney about a sealed record, then the law requires them to answer, “We have no record of that matter.”

**NOTE:** Because a juvenile delinquency adjudication is NOT a criminal conviction, if you were ever convicted of a crime, you can truthfully answer “no” (even if you haven’t yet sealed your records).

A. WHAT IS IDENTITY THEFT?

Identity theft is when someone else uses your personal information—such as your name, Social Security number, or address—without your permission for an unlawful purpose. They may try to open credit card or utility accounts, make charges on existing accounts, or get loans, blank checks, or home mortgages. This can ruin your credit and leave you with hundreds—even thousands—of dollars in debt! Once your identity is stolen, it can take months or even years to clear up what was damaged. In California, identity theft is a felony crime and carries very serious consequences.

B. WHY DO I NEED TO KNOW ABOUT IDENTITY THEFT?

Did you know that identity theft among foster youth is common? Foster youth make prime targets for identity theft because each time a youth changes schools or placements, his/her personal information gets passed through dozens of hands. Furthermore, most foster youth might not know they have been victimized until after they transition from foster care and try to establish credit on their own. By that time, the victim might have built up a tremendous amount of debt.

C. HOW CAN I KEEP FROM BECOMING A VICTIM?

While there is no guarantee it won’t happen to you, there are precautions you can take to limit your chances of becoming a victim of identity theft.
1) You should never give your personal information to anyone over the telephone or internet unless you are sure you are dealing with a reliable source. Typically, if you start a conversation with a bank or credit card company that you deal with, you will be asked to verify your Social Security number or other identifying information. This is done to protect your privacy. In these circumstances, it might be okay for you to disclose your personal information.

2) Keep in mind that thieves will “fish” for information via telephone, email, and mail. They use this information to open up accounts or commit fraud in your name. If a stranger calls you from a company with which you are not familiar with, think twice before giving them any personal information. Do not open emails from people you don’t know. Never provide personal information in exchange for money or packages that are being “held” for you. Remember that few things in life are free! If you had a real source of money just sitting around waiting for you, chances are you would have learned about it from someone you trust, like your CSW or attorney.

3) Do not let others borrow your Social Security number, your ATM PIN number, or your credit cards.

4) Store important documents that you intend to keep in a safe place—ideally, a lockbox or a filing cabinet that locks. If you discard any documents containing your personal information, always shred them. Do not simply throw these documents away in the trash can. Thieves will even steal your garbage to get this information!

5) Don’t allow your mail to stack up or leave it unattended. Thieves will steal mail as well. If you will be away on vacation, have someone you trust pick your mail up for you. You can also contact the United States Post Office online at https://holdmail.usps.com/holdmail/ and place your mail on hold. Mail can be held for three to 30 days and will resume delivery on the date that you select.

D. WHAT CAN I DO IF I BELIEVE I AM A VICTIM OF IDENTITY THEFT?

If you believe someone has stolen your identity, it is very important that you file a police report right away. Identity theft can result in both a bad credit and criminal history for you. An identity thief might use your name if they are arrested for engaging in a criminal activity. Even if you have never broken the law, you might find that you were denied employment because you have a criminal record. Once an identity thief has your personal information, they can use it in more ways than one to ruin your reputation and good name.

If you are a current foster youth, and are afraid your identity may have been stolen, you can ask your attorney or CSW for help in checking your credit. If the judge knows you are having issues with identity theft, he or she can keep your case open until you get help in resolving the issue. If you are a current or former foster youth whose identity was stolen, please call the Next Step Program at the Alliance for Children’s Rights at (213) 368-6010. You can also contact the California Office of Privacy Protection (COPP) at (866) 785-9663 or the Identity Theft Unit at the Los Angeles County Department of Consumer Affairs (DCA) at (213) 974-9459 if you need help.
E. HOW CAN I MONITOR MY CREDIT?

A great way of monitoring your credit is through a document called a credit report. Ask your CSW to help you obtain a free copy of your credit report. You can also obtain a copy online at https://www.annualcreditreport.com/index.action

If you’re 18 or over, your credit report lists all of the accounts that have ever been opened under your name and Social Security number. When you receive your credit report, check for unusual accounts or activity, unknown addresses, and unknown places of employment. These can all be clues that you are a victim of identity theft.

TIP: Because credit reporting agencies do not knowingly create credit files on minors, youth under the age of 18 should not even have a credit report on file. This means that, if you’re under 18, any system running a credit check shouldn’t be able to find a file at all! If you do have something on file, it might mean that you’ve been a victim of identity theft.

You are entitled to receive one free credit report per year from each of the three credit reporting agencies (Experian, Equifax, and TransUnion). For example, you can request one credit report from Experian in April at www.experian.com, a second credit report from Equifax in August at www.equifax.com, and a third credit report from TransUnion in December at www.transunion.com. The benefit of doing this is that you can monitor your credit all year long and be notified of any fraudulent activity early on. Remember that you can get copies of your credit report for free. Beware of companies or people that want to charge you for copies of your credit report!

F. WHAT IS A SOCIAL SECURITY NUMBER?

Your Social Security number is very important. It is a number that is issued by the Social Security Administration to identify United States citizens and immigrants who are legally authorized to work and live in the United States. It is a life-long form of identification and is very valuable. You will be asked for your Social Security number every time you apply for a loan or a job or when filling out important documents. As such, your Social Security number is also linked to your credit history. You should always protect your Social Security number!

You should never let your friends or family members “borrow” your Social Security number. This could really affect you in a bad way. Even if your loved ones have good intentions, if they fail to timely pay bills that are opened in your name, you will be stuck paying the bill! If you fail to pay, your credit will be negatively affected and you will have a hard time opening up accounts in the future and/or getting a home or apartment. You can even lose your driver’s license.

It is also not a good idea to lend your Social Security number to friends and/or family members who are in the United States without papers; this can also affect their chances of one day becoming lawful permanent residents. Undocumented persons cannot knowingly make false claims of citizenship. Using a Social Security number that is not yours or using someone else’s birth certificate amounts to making a false claim of citizenship. The United States Citizenship and Immigration Services might deny someone’s application based on this type of fraud. You should always take great precautions to protect your personal information.
G. WHY IS IT IMPORTANT TO HAVE A GOOD CREDIT RATING?

Having good credit is very important and allows you to obtain a car loan, rent an apartment, set up utility accounts (gas, light, water, etc.), open a cell phone account, buy a home, and obtain a good job. The better your credit rating, the lower the interest rate will be on credit accounts that you open in your name. This means that you will pay less interest and not have to pay as much money in the long run.

For your information:

- An **excellent** credit rating is between: 750-840
- A **good** credit rating is between: 660-749
- A **fair** credit rating is between: 620-659
- A **poor** credit rating is between: 340-619

H. HOW CAN I ESTABLISH GOOD CREDIT?

It might be hard for you to obtain credit if you have never opened a credit account before. This is because banks have no way of knowing whether you will pay your bills. It may be good to start off small. For instance, opening up a credit account at a department store may be a good way to start because your credit limit will be much lower than a regular credit card. You should pay your bill on time each month and try to only charge what you know you can pay back.

**EXAMPLE:** If you only make $500 per month, then it might not be wise to use a credit card to buy a TV worth $200 because it will take you a long time to pay it back. You will end up paying much more than the original $200 when you are done paying off the balance. This is because interest gets added to the original amount charged (which is called the “principal”). The longer it takes you to pay off the balance, the more interest gets added on, and the more you have to pay back. This is how most banks make money. If you do not pay your bills on time, banks can also charge you late fees and increase your interest rate even more. You can get into really bad debt if you are not careful.

Also, it is never a good thing to open up too many accounts. While having one account and paying it on time may be a good first step to establishing your credit rating, having too many credit cards or department store accounts can lower your credit rating. This is true even if you have not charged anything in a while.

Learning how to manage your finances and establishing good money habits now can help prepare you for independent living!
We hope that you found this manual useful. Remember that you are not alone and that there are many people and organizations that can help you. If you need assistance with any of the topics covered in this manual, please contact Public Counsel at (213) 385-2977, ext. 500. Public Counsel is dedicated to helping ensure positive outcomes for current and former foster youth.

Public Counsel is the largest pro bono law firm in the U.S., and also is the Southern California affiliate of the Lawyers' Committee for Civil Rights Under Law. Public Counsel coordinates the contributions of thousands of volunteer lawyers each year. Public Counsel serves those in need—such as children and the elderly, literacy projects and low-income housing providers, refugees and the homeless—by providing legal representation and matching financially eligible clients with volunteer attorneys.

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We thank the Carl & Roberta Deutsch Foundation, the Eisner Foundation, the Stuart Foundation, and the Hilton Foundation for their generous support of our Transition Age Foster Youth Program, including the development, publication, and distribution of this manual.
Foster youth often transfer mid-semester and/or attend multiple schools. Unfortunately, credits and records do not always transfer with the students. It is essential to assist foster youth in locating missing and partial credits as well as ensuring that records are transferred each time there is an educational placement change.

1) **MISSING CREDITS** – Obtain transcript(s) and check-out grades from former school(s) and ensure that new school has copies. Review transcripts. If any credits are missing, contact school(s) to ensure that all obtained credits are reflected on transcript. Contact any of the resources listed on this document for assistance with obtaining records or in working with the school to adjust records.

2) **PARTIAL CREDITS** – All youth are eligible for partial credits under California Education Code Section 48645. However, this process requires advocacy and varies from school to school. Schools should either provide partial credits based on seat time at a previous school and/or work out an alternative plan to ensure that the credits are counted toward graduation. Contact any of the resources listed on this document for assistance in working with the school to ensure you are granted these credits.

   a. Guide for credit calculation from Sacramento Foster Youth Services: [http://sacfys.org/demo/fyspartialgradecalc.cfm](http://sacfys.org/demo/fyspartialgradecalc.cfm)

3) **CREDIT RECOVERY** – There are multiple ways to make up credits (either because you never took the class and/or failed the class), both at your local high school and in the community. Ask high school counselor for necessary paperwork (i.e. concurrent enrollment form) and enroll in one of the following programs. They are currently free for concurrently enrolled high school students with proper paperwork:

   – Online programs offered through school (i.e. APEX)
   – Adult school – can be teacher-directed or independent studies, depending on the class. Locate adults schools at: [http://californiaadultschools.org/cas/locator-map](http://californiaadultschools.org/cas/locator-map)
   – Occupational Center – located within individual school districts
   – Skills Center – located within individual school districts
   – Community College – locate California community colleges at: [http://californiacommunitycolleges.cccco.edu/maps/districts.asp](http://californiacommunitycolleges.cccco.edu/maps/districts.asp)

Remember, this is a team effort and you are not alone. Attorneys, social workers, caretakers, school counselors, WRAP teams, CASAs, and other stakeholders should all work together to ensure that youth are receiving appropriate educational support. Here are some additional resources to assist foster youth in addressing their educational concerns:

1) **DCFS Educational Consultants** – (323) 526-6084
2) **LACOE Foster Youth Services** – (562)922-6541
3) **LAUSD Foster Youth Achievement Program** (LAUSD only) – (213) 241-3848
4) **AB 490 district representatives** – [http://www.cde.ca.gov/ls/pf/fy/ab490contacts.asp](http://www.cde.ca.gov/ls/pf/fy/ab490contacts.asp)
5) **Public Counsel Law Center’s Transition Age Foster Youth Advocacy Program**
1) **Diploma from regular high school**
   ⇒ Complete the district requirements to graduate (typically between 220-230)

2) **Diploma from a continuation high school**
   ⇒ Target population: ages 16-18 and credit-deficient
   ⇒ School often located on or near comprehensive high school campuses
   ⇒ Typically half-day programs where students are afforded opportunity to earn credits at a faster rate than a comprehensive high school
   ⇒ **CAUTION:** If student has IEP, team must determine if continuation school is appropriate

3) **Diploma from a Community Day School**
   ⇒ Target population: expelled students, probation youth, youth requiring small, structured learning environments
   ⇒ These programs are full-day and typically have a low student-to-teacher ratio
   ⇒ Students are often placed at CDS schools post-expulsion or by probation. For those interested, they should contact local school district and/or LACOE to discuss options

4) **Diploma through the HiSET Plus Program**
   ⇒ Requires 10 specific classes (50 credits) + passing the HiSET
   ⇒ These programs are usually offered at adult schools, continuation schools, AEWC programs, Skills Centers, Occupational Centers, etc.
   ⇒ To enroll, contact local school district to discuss options for the GED Plus Program

5) **Diploma from an Adult School (age 18+)**
   ⇒ These programs usually require 170-180 credits to obtain a diploma, and are either free or low-cost. **Availability of these programs is in flux due to pending budget cuts**
   ⇒ To find locations, visit the California Adult Schools website: [http://californiaadultschools.org/cas/locator-map](http://californiaadultschools.org/cas/locator-map)

6) Diploma through an **independent studies program**
   ⇒ These programs vary by school district
   A. **AEWC program** (most districts) – Youth ages 16-18 can enroll in the AEWC program (Alternative Education & Work Center); AEWC also offers the GED Plus Program
   B. In LA and Orange Counties, youth in grades 7-12 can enroll in an independent study charter school called **Opportunities for Learning**. To find locations, visit their website: [http://www.emsofl.com](http://www.emsofl.com)
   C. In LA and San Bernardino Counties, youth in grades 7-12 can enroll in an independent study charter school called **Options for Youth**. To find locations, visit their website: [http://www.ofy.org/](http://www.ofy.org/)

7) Diploma via **AB 216**
   ⇒ Eligible population: foster youth (and/or probation youth with suitable placement order) who transferred schools after the second year of high school for which it would be unreasonable to graduate on time absent AB 216. School should work with student to determine reasonableness
   ⇒ If eligible, student may graduate with the state minimum requirement of 130 credits. They must still pass the CAHSEE unless they are otherwise exempt (i.e. Sp Ed)

8) Diploma via **alternative high school diploma programs**
   ⇒ Examples include: Youth Build, Job Corps, LA Conservation Corps, Community College Bridge programs (classes count toward high school diploma and AA degrees)

9) **HiSET**
   ⇒ Target population: 18 years and older Note: you can take the HiSET at 17 under certain specific condition.
   ⇒ To learn more, visit the HiSET website: [http://hiset.ets.org/requirements/lausd](http://hiset.ets.org/requirements/lausd)
   ⇒ DCFS/ILP can assist with the cost of classes and the exam

10) **CHSPE (California High School Proficiency Exam)**
    ⇒ Eligible population: 16 years old and completed at least one semester of 10th grade
    ⇒ Equivalent to high school diploma but still must satisfy A-G requirements for college
    ⇒ To learn more, visit the CHSPE website: [http://www.chspe.net/](http://www.chspe.net/)
REQUEST FOR RECORDS

Date: / /

Principal: ________________________ School: _______________________
Address: ____________________________________________________________________

Re: Request for Records

Student Name: ________________________ D.O.B.: / /
□ Special Education Student

Dear Sir or Madam:

In order to help me better understand my child’s educational progress and how to help him/her in school, I am writing to request a copy of all school records for (student name) ________________________, including, but not limited to, the cumulative file and ALL:

- Individualized Education Programs (“IEPs”)/504 Plans;
- Disciplinary Records, including, but not limited to, suspension and expulsion notices and referrals to a counselor or other school official;
- Attendance Records;
- Standardized Test Scores;
- Reports;
- Assessments and protocols;
- Grades/Progress Reports;
- Notes by teachers or other staff members;
- Memoranda;
- Special Education Service Logs.

As you are aware, the law requires that the records be provided within five (5) business days of the request. See Cal. Educ. Code §§ 56504, 56043(n) (special education students) and 49069 (all students); see also FERPA, 20 U.S.C. § 1232(g) and 34 C.F.R. § 99.10 (discussing access to records generally).

Also, specifically, low-income parents have a right to receive copies of school records free of charge. See Cal. Educ. Code § 56504. I request that any fees associated with the production of copies be waived based upon financial hardship.

Please □Fax to (        )_______________ or □Mail or □Arrange for pickup on / / a copy of these records to my attention. Thank you in advance for your prompt action regarding this request. If you have any questions, please feel free to call me at (        )______________.

Sincerely,

___________________________
Signature of Parent/Legal Guardian
Los Angeles Unified School District
Uniform Complaint Procedures Form

Last Name_____________________________ First Name_____________________________
Student Name (if applicable)___________________________ Grade______ Date of Birth_________
Address_____________________________________________________ Apt. #____________
City_________________________________ State______________ Zip Code_______________
Home Phone____________________ Cell Phone__________ Work Phone___________________
Date of Alleged Violation___________ School/Office of Alleged Violation _______________________

For allegations of noncompliance, please check the program or activity referred to in your complaint, if applicable:

☐ Adult Education  ☐ Consolidated Categorical Aid  ☐ Migrant Education
☐ Career/Technical Education  ☐ Child Care & Development  ☐ Child Nutrition
☐ Special Education  ☐ Pupil Fees for Educational Activities
☐ Local Control Accountability Plan

For complaints of discrimination, harassment, intimidation and/or bullying (employee-to-student, student-to-student, and third party to student), please check the protected classes (actual or perceived), upon which the alleged conduct was based, listed below:

☐ Actual or Perceived Sex  ☐ Sexual Orientation  ☐ Gender
☐ Gender Identity  ☐ Gender Expression  ☐ Ancestry
☐ Ethnic Group Identification  ☐ Race or Ethnicity  ☐ Religion
☐ Nationality  ☐ National Origin  ☐ Age
☐ Color  ☐ Mental or Physical Disability
☐ Association with a person or group with one or more of the actual or perceived categories listed above.

For complaints of bullying that are not based on the above listed protected classes, and other complaints not listed on this form, please contact the Title IX/Bullying Complaint Manager, School Principal, or the Operations Coordinator in your Educational Service Center (ESC).

Educational Service Centers:

☐ North (818) 654-3670   ☐ West (310) 914-2110   ☐ East (323) 224-3177   ☐ South (310) 354-3417
☐ Intensive Support & Innovation Center (ISIC) (213) 241-0178

If you have contacted your school and your Educational Service Center but still need assistance, referrals, or resources, please phone the Educational Equity and Compliance Office at (213) 241-7682 and ask to speak with an administrator.

1 BUL-5159.3
Office of General Counsel

1  May 15, 2014
1. Please give the facts about your complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

______________________________________________________________________
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2. Have you attempted to discuss your complaint with any Los Angeles Unified School District personnel? If so, with whom and what was the result?

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents. Yes___ No___

Signature _____________________________________________ Date ______________

Mail or fax your complaint/documents to:

Julie Hall-Panameño, Director
Educational Equity Compliance Office
Los Angeles Unified School District
333 South Beaudry Avenue, 20th Floor
Los Angeles, CA 90017
Fax: (213) 241-3312

For more information, please contact Stephen Jimenez, UCP Coordinator at (213) 241-7682.
AB 216 Graduation Requirements

Education Code §51225.3(c)
2011-2012

Foster youth who transfer after their second year of high school can receive a high school diploma by:

1) **Completing all of the following one-year courses while in grades 9 to 12 [EC § 51225.3(a)], AND**

- Three courses in English (30 units)
- Two courses in mathematics (20 units)
  - One year of Algebra I unless previously completed, EC § 51224.5. If already passed Algebra prior to 9th grade, still need to complete 2 courses in math.
- Two courses in science (20 units)
  - biological science
  - Physical science
- Three courses in social studies (30 units)
  - United States history and geography
  - World history, culture, and geography
  - One-semester course in American government and civics
  - One-semester course in economics.
- One course in visual or performing arts or foreign language (10 credits)
  - A course in American Sign Language counts
- Two courses in physical education, unless the pupil has been exempted (20 credits)

**This curriculum does not meet the A-G requirements of California State Universities**
REQUEST FOR WAIVER OF DISTRICT GRADUATION REQUIREMENTS BEYOND THE STATEWIDE MINIMUM REQUIREMENTS

Date: / /

Principal: ________________________ School: _______________________

Address: ____________________________________________________________________

Re: REQUEST FOR WAIVER OF DISTRICT GRADUATION REQUIREMENTS BEYOND THE STATEWIDE MINIMUM REQUIREMENTS

Student Name: _____________________ D.O.B.: / /

□ Special Education Student

Dear Sir or Madam:

We are writing to inform you that (student name)________________, a student in your school, is or will soon be eligible to graduate, having completed the statewide minimum graduation requirements.

As a foster youth who transferred schools after the second year of high school, (student name) is exempt from completing any District coursework requirements beyond the statewide minimum because he/she is not reasonably able to do so prior to your school’s upcoming graduation date. Cal. Educ. Code § 51225.3(a) & (c).

________________(student name) was transferred to your district on (date). Student’s records show that he/she has completed the statewide minimum requirements for graduation, including:

(1) Three courses in English.
(2) Two courses in mathematics.
(3) Two courses in science, including biological and physical sciences.
(4) Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics.
(5) One course in visual or performing arts or foreign language.
(6) Two courses in physical education.

Please provide me with confirmation that (student name) _____________________ is authorized to graduate having completed these courses. If you have any questions, please contact me at ____________.

Sincerely,

___________________________
Signature of Parent/Legal Guardian
<table>
<thead>
<tr>
<th>AGENCY</th>
<th>SERVICES</th>
<th>FEE &amp; HOURS</th>
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<tbody>
<tr>
<td><strong>826LA</strong>&lt;br&gt;(2 locations)</td>
<td>Drop-in tutoring, field trips, in-school projects, young author's book project, art and writing workshops (see: <a href="http://workshops.826la.org">workshops.826la.org</a> for schedule), convenience store. The organization also offers an internship program for students interested in obtaining experience working in the general office or recruiting tutors. Descriptions and requirements for the two internship positions are located at: <a href="http://www.826LA.org/internships">www.826LA.org/internships</a>&lt;br&gt;<em>English and Spanish</em></td>
<td>Free programs available for students ages 6 to 18. See web site for current schedule. $25 deposit required for reserving one space in a workshop. <strong>Workshops:</strong> See online calendar for dates and times <strong>Drop-in tutoring available for walk-ins:</strong> Mon.-Thurs.: ages 6-11 Tues and Thurs ages 11-18 Free services.</td>
</tr>
<tr>
<td><strong>EADAP Employment Access Unit</strong>&lt;br&gt;Workforce Investment Act Youth Program&lt;br&gt;1088 South La Brea Avenue&lt;br&gt;Los Angeles, CA 90019&lt;br&gt;&lt;br&gt;☎(323) 295-0262&lt;br&gt;Fax: (323) 295-2375&lt;br&gt;&lt;br&gt;<a href="http://www.aadapinc.org">www.aadapinc.org</a></td>
<td>Comprehensive training program for in-school and out-of-school youth ages 17-21. Vocational assessments, career counseling, job readiness training, job placement services, job retention, basic computer training, etc.&lt;br&gt;<em>English and Korean</em></td>
<td><strong>APPOINTMENTS ONLY.</strong></td>
</tr>
<tr>
<td><strong>A Place Called Home</strong>&lt;br&gt;2830 S. Central Avenue&lt;br&gt;Los Angeles, CA 90011&lt;br&gt;☎(323) 232-7653&lt;br&gt;Fax: (323) 232-0139&lt;br&gt;&lt;br&gt;E-mail: <a href="mailto:info@apch.org">info@apch.org</a>&lt;br&gt;<a href="http://www.apch.org">www.apch.org</a></td>
<td>Educational programs, counseling, mentoring, tutoring, literacy, math, science, music, dance, athletics, nutrition and art classes. Transitional opportunities for teens.</td>
<td><strong>Free services.</strong> <strong>APPOINTMENTS ONLY.</strong></td>
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<td>AGENCY</td>
<td>SERVICES</td>
<td>FEE &amp; HOURS</td>
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<td><strong>Aztec Fire Fuels Crew</strong>&lt;br&gt;(5 locations)</td>
<td>DA non-traditional approach to gang intervention. The program works in collaboration with the US Forest Service to provide instruction on fire suppression techniques, fire prevention, plant and wildlife preservation, and safety. Participants also receive comprehensive physical training to increase self-esteem and leadership skills to help prepare for a firefighting career. The Aztec Fire Fuels Crew program also teaches critical thinking skills, provides educational guidance, and re-connects participants to their neighborhoods through community service projects. Through this innovative training and employment program, participants turn their lives around and begin a satisfying career.</td>
<td>Participants must be 18 years old with a willingness to learn, take orders, and serve the community.</td>
</tr>
<tr>
<td><strong>Lincoln Heights Office</strong>&lt;br&gt;3516 N. Broadway Avenue&lt;br&gt;Los Angeles, CA  90031&lt;br&gt;☎ (323) 441-0187</td>
<td>There is a Junior Aztec Fire Fuel program for at-risk youths age 13 and 17. Other preventative services target youths age 10-14. Contact the Lincoln Heights Office for details.</td>
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<td><strong>Hollywood Youth Family Center</strong>&lt;br&gt;607 N. Vermont Avenue&lt;br&gt;Los Angeles, CA  90004&lt;br&gt;☎ (323) 644-6255</td>
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<td><strong>Cypress Park Family Youth Center</strong>&lt;br&gt;929 Cypress Avenue&lt;br&gt;Los Angeles, CA  90065&lt;br&gt;☎ (323) 222-0614</td>
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<td><strong>Rampart Office</strong>&lt;br&gt;1316 S. Union Ave.&lt;br&gt;Los Angeles, CA&lt;br&gt;☎ (213) 738-0178</td>
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<td><strong>E-mail: <a href="mailto:info@aztecsrising.org">info@aztecsrising.org</a></strong>&lt;br&gt;&lt;br&gt;www.aztecsrising.org</td>
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<td><strong>California Mentor Foundation</strong>&lt;br&gt;100 Main Street&lt;br&gt;Tiburon, CA  94920&lt;br&gt;☎ (415) 789-1007&lt;br&gt;Fax: (415) 789-1007&lt;br&gt;E-mail: <a href="mailto:info@calmentor.org">info@calmentor.org</a>&lt;br&gt;&lt;br&gt;www.californiamentorfoundation.org</td>
<td>Contact information for Big Brother, Big Sister programs statewide. Referral service for mentorship programs.</td>
<td><strong>Free services.</strong></td>
</tr>
<tr>
<td><strong>Camp Returnee Program Pupil Services</strong>&lt;br&gt;333 S. Beaudry Ave., 29th Floor&lt;br&gt;Los Angeles, CA 90017&lt;br&gt;☎ (213) 241-3844&lt;br&gt;☎ (213) 241-1687</td>
<td>Arranges school placement and provides support for students returning from juvenile camp.</td>
<td><strong>Free</strong>&lt;br&gt;Phone during the school year for appointment: Mon-Fri: 9am – 5pm</td>
</tr>
<tr>
<td>AGENCY</td>
<td>SERVICES</td>
<td>FEE &amp; HOURS</td>
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<tr>
<td>------------------------------------------------------</td>
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<tr>
<td><strong>Children Youth and Family Collaborative</strong></td>
<td>Students are matched to a college student or adult for weekly individual and group mentoring. Services include tutoring, mentoring, gang prevention, college preparation, foster youth programs, job training and placement.</td>
<td>Free Call for placement.</td>
</tr>
<tr>
<td>1200 West 37th Place</td>
<td></td>
<td></td>
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<tr>
<td>Los Angeles, CA 90007</td>
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<td></td>
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<tr>
<td>📞 (323) 730-9400</td>
<td></td>
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<tr>
<td>Fax: (323) 730-9403</td>
<td></td>
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<tr>
<td>E-mail: <a href="mailto:info@cyfcla.org">info@cyfcla.org</a></td>
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<tr>
<td><a href="http://www.cyfcla.org">www.cyfcla.org</a></td>
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</tr>
<tr>
<td><strong>Communities in Schools</strong></td>
<td>Dropout prevention and mentoring, after school programs, gang prevention and intervention, job services, counseling, and anger management.</td>
<td>Free services.</td>
</tr>
<tr>
<td><strong>CIS of Los Angeles</strong></td>
<td></td>
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<tr>
<td>2000 Avenue of the Stars 2nd Floor, Suite 227</td>
<td></td>
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<tr>
<td>Los Angeles, CA 90067</td>
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<tr>
<td>📞 (424) 288-2809</td>
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<tr>
<td>E-mail: <a href="mailto:info@cislosangeles.org">info@cislosangeles.org</a></td>
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<td><strong>CIS Greater Los Angeles</strong></td>
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<tr>
<td>8743 Burnet Ave.</td>
<td></td>
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<tr>
<td>North Hills, CA 91343</td>
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<tr>
<td>📞 (818) 891-9399</td>
<td></td>
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<tr>
<td>E-mail: <a href="mailto:grodriguez@cisgla.org">grodriguez@cisgla.org</a></td>
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<tr>
<td><strong>Community Outreach for Prevention and Education (COPE)</strong></td>
<td>Offers a wide range of individualized consulting, leadership development, administrative assistance, training workshops and network building that helps organizations address the needs of the community. Over 120 unique sponsored projects including education and youth oriented projects.</td>
<td>Free services.</td>
</tr>
<tr>
<td>1000 N. Alameda St., Suite 240</td>
<td></td>
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<tr>
<td>Los Angeles, CA 90012</td>
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<td></td>
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<tr>
<td>📞 (213) 259-0245</td>
<td></td>
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<tr>
<td>Fax: (213) 259-0255</td>
<td></td>
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<tr>
<td>Copehealthsolutions.org</td>
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<tr>
<td><strong>East Los Angeles Skills Center</strong></td>
<td>Short-term vocational and technical training, classes for high school diploma, GED prep, employment prep and training center, job placement assistance. English and Spanish.</td>
<td>Students may enroll anytime during the year as long as space is available. Cost per course ranges from $20-$115 per class.</td>
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<tr>
<td>3921 Selig Place</td>
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<tr>
<td>Los Angeles, CA 90031</td>
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<tr>
<td>📞 (213) 224-5970</td>
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<td>Fax: (213) 222-2351</td>
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<td><a href="http://www.eastlaservicearea.org/elasc_general_info.html">www.eastlaservicearea.org/elasc_general_info.html</a></td>
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<td>AGENCY</td>
<td>SERVICES</td>
<td>FEE &amp; HOURS</td>
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<td><strong>Fulfillment Fund Teen Access Program</strong>&lt;br&gt;6100 Wilshire Blvd., Ste. 600&lt;br&gt;Los Angeles, CA 90048&lt;br&gt;☎ (323) 939-9707&lt;br&gt;Fax: (323) 525-3095&lt;br&gt;E-mail: <a href="mailto:info@fulfillment.org">info@fulfillment.org</a>&lt;br&gt;www.fulfillment.org</td>
<td>Provides mentoring, academic, social, and personal enrichment services for 7th through 9th grade students with physical, sensory, or health-related disabilities. Workshops for high school students on writing, SAT prep, college readiness and graduation.</td>
<td>Free&lt;br&gt;Fulfillment Fund is unable to accept individual referrals or requests for students to participate in programs. Students are only admitted to programs if they are part of the target high schools in Los Angeles.</td>
</tr>
<tr>
<td><strong>Homeboy Industries Jobs for a Future</strong>&lt;br&gt;130 W. Bruno St.&lt;br&gt;Los Angeles, CA 90012&lt;br&gt;☎ (323) 526-1254&lt;br&gt;E-mail: <a href="mailto:info@homeboy-industries.org">info@homeboy-industries.org</a>&lt;br&gt;www.homeboyindustries.org</td>
<td>Offers former gang members assistance finding jobs, job training, aftercare services to youth being released from camp, counseling services, GED prep, &amp; access to groups such as Narcotics Anonymous or Criminal &amp; Gangs Anonymous.</td>
<td>Free services. Hours of operation: Mon.-Fri.: 9am-5pm</td>
</tr>
<tr>
<td><strong>Homies Unidos Los Angeles</strong>&lt;br&gt;2105 Beverly Blvd., Ste 219&lt;br&gt;Los Angeles, CA 90057&lt;br&gt;☎ (213) 383-7484&lt;br&gt;E-mail: <a href="mailto:aalvardo@homiesunidos.org">aalvardo@homiesunidos.org</a>&lt;br&gt;www.homiesunidos.org</td>
<td>Gang violence prevention and intervention: GED prep, tattoo removal, art programs, anger management classes, recreation, health, and community development projects.</td>
<td>Free services.</td>
</tr>
<tr>
<td><strong>Los Angeles Public Library Literacy Program</strong>&lt;br&gt;☎ (213) 228-7037&lt;br&gt;<a href="http://www.lapl.org/literacy/">http://www.lapl.org/literacy/</a></td>
<td>Literacy program offered at library branches city wide.</td>
<td>Due to increased interest, some workshops fill up and registration closes 3 to 4 weeks before the training date. Please check with the Literacy Coordinator about workshop availability. All workshops are held on Saturdays from 10:30am to 5:30pm. Call or check website for remaining workshop schedule.</td>
</tr>
<tr>
<td><strong>P.A.C.T. Positive Alternative Choices Today</strong>&lt;br&gt;13101 Washington Blvd, Ste 248&lt;br&gt;Los Angeles, CA 90066&lt;br&gt;☎ (310) 313-0303&lt;br&gt;www.pactla.org</td>
<td>Education support programs for at risk 9-15 year-olds in violence/substance abuse environments.</td>
<td>Appointment only. Mon-Fri: 4pm-6pm</td>
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<tr>
<td>AGENCY</td>
<td>SERVICES</td>
<td>FEE &amp; HOURS</td>
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| **Volunteer Match**  
550 Montgomery St, 8th Floor  
San Francisco, CA 94111  
☎️ (415) 241-6872  
E-mail: support@volunteermatch.org  
www.volunteermatch.org | Referral service that connects individuals with non-profit organizations and volunteer opportunities; educates by offering free webinars and information on non-profit management and leadership. | Free services. |
| **Youth Development Services**  
3530 Wilshire Blvd., Ste. 610  
Los Angeles, CA 90010  
☎️ (213) 427-6910 Ext. 239  
☎️ (866) 266-2655, Press 1 for tutoring programs  
E-mail: hdysinfo@communitycollege.org  
http://hdys.communitycollege.org | Offers various tutoring programs for youth in the foster and probation systems and homeless youth ages 4 to 18, at risk youth, and low income students who have not made adequate yearly progress.  
Bilingual (English, Spanish) tutors available. | Free  
Call to determine eligibility and appropriate services. |
| **WriteGirl**  
1330 Factory Place, Unit F104  
Los Angeles, CA 90013  
☎️ (213) 253-2655  
Fax: (213) 253-2618  
E-mail: info@writegirl.org  
www.writegirl.org | Female novelists, poets, songwriters, and journalists working with girls and young women to mentor and train them with their interests in creative writing. Workshops and mentoring sessions promote creativity and self-expression to empower girls. | Free program. |
| **YMCA of Metro L.A.**  
(24 locations) Corporate Office  
YMCA of Metropolitan Los Angeles  
625 South New Hampshire Avenue  
Los Angeles, CA 90005  
☎️ (213) 380-6448  
Fax: (213) 251-9720  
www.ymcala.org | Numerous community development projects, recreation, and mentoring programs for youths of all ages. Offers after school programs to keep kids off the streets. Family oriented. | Free programs.  
See website or call corporate office for nearest location. |
| **You-Turn Project Inc.**  
15342 Hawthorne Blvd., Suite 407  
Lawndale, CA 90260  
☎️ (310) 644-9500  
Fax: (310) 644-9502  
E-mail: info@youturnproject.org  
www.youturnproject.org | Provides comprehensive life skills instruction and support services for youth preparing to live independently. | Free program.  
Registration fees required for some workshops. |

Listings are provided for informational purposes only. Public Counsel does not endorse any agency.  
Prepared by Public Counsel’s Children’s Rights Project.
RIGHT TO ATTEND SCHOOL OF ORIGIN AND TO IMMEDIATE ENROLLMENT

Date: / / 

Principal: ________________________ School: _______________________
Address: ____________________________________________________________________

Re: RIGHT TO ATTEND SCHOOL OF ORIGIN AND TO IMMEDIATE ENROLLMENT

Student Name: ______________________  D.O.B.: / / 
□ Special Education Student

Dear Sir or Madam:

Pursuant to Assembly Bill 1933, (student name)________________________, a student and foster youth in your school, has the right to attend his/her school of origin despite his/her recent change in home placement. Cal. Educ. Code Sec. 48853.5(d)(1).

As a foster child, (student name)________________________ is entitled to remain at his/her school of origin for as long as (student name) remains in foster care. If his/her foster care case closes, he/she has a right to remain at the school until the end of that school year. Cal. Educ. Code Sec. 48853.5(d)(1). Furthermore, (student name)________________________ has the benefit of matriculating with his/her peers in accordance with the established feeder patterns of this school district. Cal. Educ. Code Sec. 48853.5(d)(3).

(School name) _____________________ is (student name)________________________’s school of origin because:

(check one)

_____ This is the school he/she was enrolled in when he/she was permanently housed. Cal. Educ. Code Sec. 48853.5(e).

_____ This is the school he/she was last enrolled in while in foster care. Cal. Educ. Code Sec. 48853.5(e).

_____ This is a school he/she attended within the last 15 months and with which he/she has a connection, and the foster care education liaison, (parent/caregiver/person holding education rights)________________________, and (student name)________________________ have met and agreed that it is in the student’s best interests to deem (school name)________________________the school of origin. Cal. Educ. Code Sec. 48853.5(e).

Accordingly, this letter respectfully requests that (student name)________________________ be immediately enrolled and allowed to attend (school name)________________________. Cal. Educ. Code Sec. 48853.5(d)(B).

Thank you in advance for your prompt attention to this matter.

Sincerely,

___________________________
Signature of Parent/Legal Guardian

CC: ________________________ School District Foster Youth Liaison
___________________________ County Office of Education Foster Youth Liaison
___________________________ (if applicable, person preventing student from attending the school of origin and that person’s supervisor)
NOTIFICATION OF SCHOOL TRANSFER AND
RIGHT TO REENROLL IN SCHOOL OF ORIGIN

Date: / /  
Principal: ________________________  School: _______________________
Address: ____________________________________________________________________

Re: Notification of School Transfer and Right to Reenroll in School of Origin

Student Name: ___________________  D.O.B.: / /
□ Special Education Student

Dear Sir or Madam:

Pursuant to Assembly Bill 1933, (student name) _______________________, a student and foster youth in your school, has the right to continue to attend his/her school of origin despite his/her recent change in home placement. Cal. Educ. Code Sec. 48853.5(d)(1).

At this time, the foster care education liaison, (parent/caregiver/person holding education rights) ________________________, and (student name) _______________________, have met and agreed that it is in the student’s best interest to attend (new school name) _______________________.

At this time, (parent/person holding education rights) ________________________, and (student name) _______________________, have met and agreed that it is in the student’s best interest to attend (new school name) _______________________.

However, please note: if the parent/caregiver/person holding education rights and/or student determine within 15 months that (student name) _________________________ would like to reenroll in his/her school of origin, the student should be reenrolled in the school of origin.

As you know, the law requires that foster youth (and other youth) receive partial or full credit for work completed at all other schools and that a child’s records from any old schools be transferred to the new school within two (2) business days. Cal. Educ. Code Sec. 48853.5(d)(4)(C). To be certain that this student receives all of his credits and the records, please immediately transfer those records to (new school) _______________________.

If you have any questions, please contact me at ( ) _______________________. Thank you in advance for your assistance.

Sincerely,

Signature of Parent/Legal Guardian/Student/Advocate

Enclosure(s)
NOTICE OF HEARING

1. A hearing on this application will be held as follows:

   a. Date: 
   Time: 
   Dept: 
   Div: 
   Room: 

   b. Address of court: is shown above is (specify):

Appointment of Education Rights Holder

2. On (date):
   the educational rights holder resigned or is no longer serving in that capacity.
   the surrogate parent resigned or was terminated.
   I am requesting a hearing for appointment of an education rights holder.
   
   Date: 
   TYPE OF PRINT NAME) ATTORNEY FOR CHILD OR YOUTH SOCIAL WORKER OR PROBATION OFFICER
   SIGNATURE

Review of Proposed Removal From School of Origin

3. On (date): the social worker or probation officer informed me that the child’s or youth’s placement
   will be changed and that this will result in the removal of the child or youth from the school of origin. Based on the information
   provided to me by the social worker or probation office, I am requesting a hearing for the court to review the proposed removal of
   the child or youth from the school of origin.
   
   Date: 
   TYPE OF PRINT NAME) ATTORNEY FOR CHILD OR YOUTH EDUCATION RIGHTS HOLDER
   SIGNATURE
REQUEST FOR IMMEDIATE ENROLLMENT OF FOSTER YOUTH

Date: / /  
Principal: ___________________________  School: ___________________________
Address: ____________________________________________________________________

Re: Request for Immediate Enrollment of Foster Youth & Accounting for All Credits

Student Name: ______________________  D.O.B.: / /  
☐ Special Education Student

Dear Sir or Madam:

I am writing to request that (student name) ___________________________ be immediately enrolled in school.

As you are aware, the law requires that foster and homeless youth be immediately enrolled in school, even without health, education, and immunization records, proper uniforms or clothes, and even if there are outstanding fees, fines or other items owed to a school. See Cal. Educ. Code Sec. 48853.5(d)(4)(B); McKinney-Vento Homeless Assistance Act, 42 U.S.C. §§ 11431-11435.

The law also requires that foster youth (and other youth) receive partial or full credit for work completed at all other schools and that a child’s records from any old schools be requested and transferred to the new school within two (2) business days. Cal. Educ. Code Sec. 48853.5(d)(4)(C). To be certain that (student name) ___________________________ receives all of his/her credits and the records from his/her old school, please immediately request those records and update his/her transcript to account for all of the credits.

Thank you in advance for your prompt action regarding this request. If you have any questions, please feel free to call me at ( ) _____________.

Sincerely,

______________________________________________________________
Signature of Parent/Legal Guardian
TO EARN YOUR DIPLOMA IN 4 YEARS IN LAUSD, YOU WILL NEED TO:

1. **Earn 210 credits (if you graduate in 2016)** (pass all required classes with an ‘A’, ‘B’, ‘C’, or ‘D’) or **Earn 210 credits** (if you graduate after 2016) (pass all required classes with an ‘A’, ‘B’, or ‘C’)

**Credits:**
- 0 to 50
- 55 to 105
- 110 to 165
- 170 to 210
- 210

- Eligible for Graduation!

- Each semester you take 6 periods/classes
- Each class is worth 5 credits
- At the end of the semester, you can accumulate up to 30 credits
- You earn 30 credits **when you pass all classes!!** (6 classes x 5 credits = 30 credits)

**PASS YOUR CLASSES!**

Attendance is absolutely important to passing your classes. You can only learn if you are in class, pay attention, and practice what you learn by doing your work. If you’re not in class, you lose out on points. Accumulate points!

**KEEP TRACK OF YOUR CREDITS!**

Please see the next page for a list of all you’re A-G requirements (the classes you’re required to take and pass in order to apply to a four-year college or university).

There is also a blank tracking sheet in which you can log all of your credits as you earn them. Keep track of the classes you take and the grades you earn—that way, you always know which classes you need to take to get you closer to earning your diploma!

**AB 216 EXCEPTION**

**Remember:** a law called AB 216 says that, if you’re a foster youth who has moved to a new school in the 11th or 12th grade, you may be eligible to graduate with only 130 credits in specific classes. Ask your school counselor if you are eligible for this exception!
### A-G Planning Chart

#### Subjects to meet and exceed admission requirements for the UC and CSU systems

<table>
<thead>
<tr>
<th>Required Number of Years</th>
<th>9th</th>
<th>10th</th>
<th>11th</th>
<th>12th</th>
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<tbody>
<tr>
<td></td>
<td>1st semester</td>
<td>2nd semester</td>
<td>1st semester</td>
<td>2nd semester</td>
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<table>
<thead>
<tr>
<th>A. History/Social Science</th>
<th>2 Required 3 Recommended*</th>
<th>World History</th>
<th>World History</th>
<th>US History (AP)</th>
<th>US History (AP)</th>
<th>Govt* (AP)</th>
<th>Economics* (AP)</th>
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<tr>
<td>Courses include US History, World History, Government, geography</td>
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<thead>
<tr>
<th>B. English/Composition and Literature</th>
<th>4 Required</th>
<th>English 9 (H)</th>
<th>English 9 (H)</th>
<th>English 10 (H)</th>
<th>English 10 (H)</th>
<th>English 11 (H/AP)</th>
<th>English 11 (H/AP)</th>
<th>English 12 (H/AP)</th>
<th>English 12 (H/AP)</th>
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<td>1st semester</td>
<td>2nd semester</td>
<td>1st semester</td>
<td>2nd semester</td>
<td>1st semester</td>
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<td>1st semester</td>
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<td>1st semester</td>
<td>2nd semester</td>
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<tr>
<th>C. Mathematics</th>
<th>3 Required 4 Recommended*</th>
<th>Algebra I or Geometry</th>
<th>Algebra I or Geometry</th>
<th>Geometry or Algebra II</th>
<th>Geometry or Algebra II</th>
<th>Algebra II or Math Analysis</th>
<th>Algebra II or Math Analysis</th>
<th>Math Analysis or Calculus*</th>
<th>Math Analysis or Calculus*</th>
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<tr>
<td>Includes Algebra I, Geometry and Algebra II. Advanced Courses like Trigonometry and Calculus are also recommended.</td>
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<tr>
<th>D. Laboratory Science</th>
<th>2 Required 3-4 Recommended*</th>
<th>Biology</th>
<th>Biology</th>
<th>Chemistry (H/AP)</th>
<th>Chemistry (H/AP)</th>
<th>Physics* (H/AP)</th>
<th>Physics* (H/AP)</th>
<th>AP Biology* (H/AP)</th>
<th>AP Biology* (H/AP)</th>
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<tbody>
<tr>
<td>Includes biology, chemistry and physics &amp; integrated/inter-coordinated science</td>
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<tr>
<th>E. Language Other Than English</th>
<th>2 Required 3-4 Recommended*</th>
<th>Language Other Than English I</th>
<th>Language Other Than English I</th>
<th>Language Other Than English II</th>
<th>Language Other Than English II</th>
<th>Language Other Than English III*</th>
<th>Language Other Than English III*</th>
<th>Language Other Than English IV* (AP)</th>
<th>Language Other Than English IV* (AP)</th>
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<tr>
<td>Includes Spanish, French, German, Japanese, Chinese and Russian, etc.</td>
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| F. Visual and Performing Arts | 1 Required | | | | | | | | |
| (drama, orchestra, photography, etc) |

| G. College Preparatory Electives | 1 Required | | | | | | | | |

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<thead>
<tr>
<th>Exams</th>
<th>Required Exams</th>
<th>PSAT (October)</th>
<th>PSAT (October)</th>
<th>SAT (Feb) SAT (Subject tests) (June)</th>
<th>PSAT (October)</th>
<th>SAT (Dec) SAT (Subject Tests) May/June</th>
<th>SAT (Oct/Nov/ or Dec.) SAT Subject Tests</th>
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<tr>
<td>PSAT/ACT/ SAT Reasoning SAT (Subject Tests)</td>
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SAMPLE WARD OF THE COURT VERIFICATION LETTER

Child’s Name: ________________________________________________
Child’s DOB: ________________________________________________
Current Mailing Address: _______________________________________
County Contact Number: _______________________________________
County Identification Number: _________________________________
Start Date of Wardship: _______________________________________
Close Date of Wardship: _________________________________

This letter is to confirm that ________________________________ (child’s name) was under the supervision and care of the court until the age of 18 in ________________ (county name) County from ____________ (dates of care; i.e., DATE to DATE). ___________________ (child’s name) was placed in out-of-home care in a foster care placement.

This means that ________________________________ (child’s name) is considered a “ward of the court” for the purpose of responding to questions on the Free Application for Federal Student Aid (“FAFSA”). Financial Aid Administrators should be advised that recent or current wards of the court typically have little or no income and for purposes of the FAFSA Application, the federal Verification Guide states that, “Payments and services received from states for foster care or adoption assistance, under Part A or Part E of Title IV of the Social Security Act” are not to be reported on Worksheet B of the FAFSA.

___________________________  ____________________________
Signature                  Date

___________________________  ____________________________
Print Name                  Title
Transitional Independent Living Plan & Agreement

Youth: _______________________________ Date of Birth: _______________ Age _____ Ethnicity __________

Address: ________________________________________________________________________________

Service goals and activities to be addressed in the plan:

Instructions To Youth: The purpose of this agreement is to capture the goals you are agreeing to achieve over the next 6 months. It is a good organizing tool to help you stay focused and keep track of your progress toward accomplishing each goal. Your Social Worker/Probation Officer and caregiver will also have copies of this agreement and will help you achieve your goals.

Instructions to Caregiver: You are agreeing to assist the youth in the development of their ILP goals and to support the youth in completing the activities.

Instructions to Social Worker/Probation Officer: You are agreeing to assist the youth and the caregiver in completing this form, and develop Planned Services that will assist the youth in meeting his/her goals. Document the Planned Services and Delivered Services in CWS/CMS. Probation officers: use manual documentation procedures.

Goals are individualized based on your assessment and may include examples such as:

- develop a life-long connection to a supportive adult
- graduate from high school
- obtain a part-time job
- invest savings from part-time job
- develop community connections
- obtain a scholarship to attend college
- develop competency in the life skill of ___________________________________

Activities are individualized to help meet a specific goal. Example – if high school graduation is a goal, the youth directed activity might be to attend classes regularly with no tardies for the next 6 months.

For youth participating in ILP services, activities are reportable as ILP Delivered Services in CMS. The social worker shall select from one or more of the following ILP Service Types that an individualized completed activity fits in:

- Received ILP Needs Assessment
- ILP Mentoring
- ILP Education
- ILP Education Post Secondary
- ILP Education Financial Assistance
- ILP Career/Job Guidance
- ILP Employment/Vocational Training
- ILP Money Management
- ILP Consumer Skills
- ILP Health Care
- ILP Room and Board Financial Assistance
- ILP Transitional Housing, THP, THP Plus
- ILP Home Management
- ILP Time Management
- ILP Parenting Skills
- ILP Interpersonal/Social Skills
- ILP Financial Assistance Other
- ILP Transportation
- ILP Other (Stipends/Incentives)

☐ I understand that if I am employed as part of this plan, my earned income will be disregarded, as the purpose of my employment is to gain knowledge of needed work skills, habits and responsibilities to maintain employment. (WIC 11008.15)

☐ I understand that I can retain cash savings up to $10,000 under this plan in an insured savings account and any withdrawal requires the written approval of my social worker/probation officer and must be used for purposes directly related to my transitional goals. (WIC 11155.5)

☐ I understand that I will receive assistance to obtain my personal documents and information about financial aid for postsecondary education/training. (WIC 16001.9)
**Transitional Independent Living Plan & Agreement**

Youth: ___________________________ DOB: _________ Age: _______ Ethnicity: __________

Case Worker Name: ___________________ Case Worker phone: ______________________

TILP 6-month timeline: _____ to _______. Date Independent Living Needs Assessment completed: _________

- If I have not participated in the ILP program before, I agree to participate now.
- Based on the assessment of my level of functioning, the following transitional goals and activities meet my current needs.

<table>
<thead>
<tr>
<th>Goal</th>
<th>Activity</th>
<th>Responsible Parties</th>
<th>Planned Completion date</th>
<th>Progress Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal #1:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goal #2:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goal #3:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goal #4:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This Agreement will be updated on: ________________ Update #: __________

**Signing this agreement means we will all work to complete the steps necessary to help the youth reach his/her goals.**

Youth’s signature ___________________________ Date __________

Caregiver’s signature ___________________________ Date __________

Social Worker/Probation Officer signature ___________________________ Date __________
### SAMPLE COMPLETED TILP

<table>
<thead>
<tr>
<th>Goal</th>
<th>Activities</th>
<th>Responsible Party</th>
<th>Planned Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply to College</td>
<td>• Meet with school counselor to strategize on finishing A-G requirements</td>
<td>Youth</td>
<td>9/10/2014 to meet counselor</td>
</tr>
<tr>
<td></td>
<td>• Take SAT prep class and take SAT exam</td>
<td>CSW will assist locating SAT class if not offered at school</td>
<td>10/9/2014 (date of nextSAT exam, deadline to register is 9/10/2014.)</td>
</tr>
<tr>
<td></td>
<td>• Apply to college</td>
<td>ILP will fund SAT class and assist with college applications</td>
<td>No later than 11/30/2014 for college applications (follow specific college application deadlines)</td>
</tr>
<tr>
<td>Obtain funding for college</td>
<td>• Attend ILP financial aid workshop</td>
<td>Youth</td>
<td>3/15/2015</td>
</tr>
<tr>
<td></td>
<td>• Apply for scholarships, grants, and financial aid</td>
<td>ILP will hold workshop and assist with financial aid applications</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Obtain driver's insurance</td>
<td>CSW will refer youth to Education Consultant if additional assistance is needed</td>
<td></td>
</tr>
<tr>
<td>Learn to drive</td>
<td>• Take driver's training class</td>
<td>Youth</td>
<td>12/30/2015</td>
</tr>
<tr>
<td></td>
<td>• Take driving exam</td>
<td>Caretaker</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Obtain driver's insurance</td>
<td>ILP/DCFS will provide funding for training and insurance</td>
<td></td>
</tr>
<tr>
<td>Obtain part-time employment</td>
<td>• Visit school's career center</td>
<td>Youth</td>
<td>2/30/2015</td>
</tr>
<tr>
<td></td>
<td>• Obtain work permit</td>
<td>Caretaker</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Register at local OneSource Center</td>
<td>CSW will take youth to register at OneSource</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ILP will provide funding for job transportation and job clothing</td>
<td></td>
</tr>
<tr>
<td>Establish permanent connection</td>
<td>• Find mentor</td>
<td>CSW/ILP will refer to mentoring program</td>
<td>2/30/2015</td>
</tr>
</tbody>
</table>

The purpose of employment is to enable the youth to gain knowledge of work skills, and the responsibilities of maintaining employment pursuant to Welfare and Institutions Code Section 11008.15.
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
YOUTH DEVELOPMENT SERVICES DIVISION
REQUEST FOR INDEPENDENT LIVING PROGRAM (ILP) SERVICES

Request Date: 

Dear Transition (ILP) Coordinator:

I am requesting assistance from ILP for the following (Print Name)

☐ Graduation Expenses
☐ Tuition
☐ Books & Supplies*
☐ School Clothes**
☐ Transportation (pass, tokens or airfare)**
☐ Work Clothes**
☐ Dorm or Apartment Start-Up Expenses
☐ Rent**
☐ Rent Deposit Reimbursement**
☐ School or Exam Fees Reimbursement
☐ Other

* Funds are restricted to high school, college or vocational students
** Funds are restricted to ILP eligible youth that have exited the foster care system

Reason for Request:

Attached documents verify need:

☐ Pay Stubs
☐ Financial Aid Letter
☐ Cost Estimate
☐ Lease/Rent Agreement (Original signatures)
☐ School Enrollment Documents
☐ Letter From Counselor
☐ Receipts
☐ Other

Thank you,

___________________________
(Signature)

___________________________
(Print name)

Address:
City:________________________ State: __________________ Zip Code: __________ Phone Number:

Name of Children’s Social Worker/Deputy Probation Officer:

Note: You must provide the required documentation necessary for your request to be processed. A request cannot be processed if there is no funding available or your request is incomplete. This is only a request for services and in and of itself is not a promise or guarantee that services will be granted.
If you were not granted Independent Living Program funds or services and you disagree with the reason for this decision, please complete the following steps:

Fax, email, or mail this form to the Los Angeles County Foster Youth Ombudsman (advocate for foster youth) or call and fill out the form by phone:

**FOSTER YOUTH OMBUDSMAN:** Sheila Rice  
**PHONE:** (213) 351-5602  
**EMAIL:** ricesh@dcfs.lacounty.gov  
**ADDRESS:** 532 E. Colorado Blvd. Pasadena, CA 91101

**SERVICES/FUNDS REQUESTED:** ______________________________________________________

**DATE OF SERVICES/FUNDS NOT GRANTED:** ___ / ___  
**NAME OF ILP COORDINATOR:** __________

**REASON FOR REVIEW:**
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

(attach any other information or supporting document to the form)

The Los Angeles County Foster Youth Ombudsman will respond to you in 10 calendar days. If you have not received a response, please call or email the Ombudsman. A copy of the request for review will also be forwarded to Wendy Luke, Director of Youth Development Services.

The State Ombudsman may also be reached toll-free at (877) 846-1602 or directly by email: fosteryouthhelp@dss.ca.gov.
If the Foster Care Ombudsman’s Office receives a complaint regarding child abuse, we are required by law to report this to Child Protective Services and/or Community Care Licensing.

Complaint Form

Information About the Foster Youth:
Name: ________________________________________________________
Phone number: ________________________________________________
Name of Home/Group Home: __________________________________
County: _____________________________________________________
Social Worker: ________________________________________________
Social Worker Phone Number: __________________________________

Complaint (include names, dates, locations, conversations, etc.):
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Information About You (the Complainant):
How would you prefer to be contacted by us? (circle one and provide information)
Phone: __________ Email: __________ Postal Mail: ________________ Other: __________
Your name: ______________________________________________________
Your phone number: _____________________________________________
Your address: ___________________________________________________
Are you the foster youth? (circle one) Yes No
If no, what is your relationship to the youth involved? ____________________________
### General Information

Name: _____________________________________  Application Date: ___/ ___/ ____  
City: ___________________________  State: ____________  Zip Code: ______  Gender:    Male           Female 
Home Phone: (   ) ___________ - ___________  Cell/Pager: (   ) ___________ - ___________  
Work Phone: (   ) ___________ - ___________  ext. _____  Date of Birth: : ___/ ___/ ____  Age: _______  
E-Mail: ____________________________________________  
Social Security Number: : ___ - ___ - ____  Primary Language: ____________________________________________  
Did you age-out of foster care?Yes  No  Date you aged-out: ___/ ___/ ____  
Living situation:  Homeless  □  Family  □  Shelter  □  Friends  □  Other ____________________________  
Do you have a □ mentor or □ other □ signifi- □ cant □ adult relationship?  Yes  No  
Do you have children?  Yes  No  If yes, how many children  □ do □ you have? ____________________________  
Do you have a California ID/Driver's License?  Yes  No  ID/Driver's License No.: ____________________  
Name: _____________________________________  Application Date: ___/ ___/ ____  

### Parent/Guardian Information

City: ___________________________  State: ____________  Zip Code: ______  Gender:    Male           Female  
Home Phone: (   ) ___________ - ___________  Work Phone: (   ) ___________ - ___________  

### Referral/Agency Source

Name of person who referred you to transitional housing: ____________________________________________  
Relationship: ____________________________  Agency: ____________________________  
Work Phone: (   ) ___________ - ___________  E-Mail: ____________________________________________  

Rev:02/2009
Education

Check Highest Grade Completed:

Elementary: ☐ 5 / ☐ 6  
Junior High: ☐ 7/ 8  
High School: ☐ 9/ ☐ ☐ 10/ 11/ 12

Last School Attended: _______________________________________________________________

Do you have an Individual Education Plan? ☐ Yes ☐ No

Do you possess one of the following? ☐ High School Diploma  ☐ GED  ☐ Other ______________________

Date of High School Graduation: _____/____/_____  
Date Passed GED: _____/____/_____  

Last College/Trade School Attended: ________________________________________________  
Units Completed: ____________

Employment/Financial Information

☐ ☐ ☐  

Are you currently employed? Yes No  
Full Time  Part Time

How many hours per week do you work? ____________________________

Name of Employer: ________________________________________________  

Address: ____________________________________________________________  
City: ____________Zip Code: ____________

Supervisor: ____________________________________________________________  
Supervisor's Phone: (     ) _______ - ____________

Date Hired: _____/____/_____  
Hourly Salary $ ____________  Monthly Salary: $ ____________

Title and Description of Duties: __________________________________________

________________________________________________________________________

If not employed, ☐ what is your primary source of ☐ income?

☐ General Relief  ☐ Social Security Insurance  ☐ No Income

Other (Explain):  ☐ ☐  

________________________________________________________________________

Do you have a savings account? Yes No  
Balance: __________________________________________

Do you have a checking account? Yes No  
Balance: __________________________________________
## Medical/ Psychiatric/Substance Abuse History

Do you have Medi-Cal?  Yes  No  
Do you have private insurance?  Yes  No

Doctor's Name: ____________________________
Phone No. (     ) _________ - _________

Dentist's Name: ____________________________
Phone No. (     ) _________ - _________

Please list any medical conditions past or present: ____________________________________________
_______________________________________________________________________________________

Please list any mental health issues past or present: ____________________________________________
_______________________________________________________________________________________

Please list any prescribed medications that you are currently taking: _____________________________
_______________________________________________________________________________________

Have you ever been hospitalized? If yes, please explain: _______________________________________
_______________________________________________________________________________________

Do you drink alcohol?  ☐  ☐  Yes  No  If yes, how often? _______________________________________

Do you currently use drugs?  ☐  Yes  ☐  No  If yes, what types and how often do you use them? __________________

Do you smoke cigarettes?  ☐  Yes  ☐  No

## Legal/Gang History

Are you or have you ever been on Probation/Parole?  ☐  ☐  Yes  ☐  No

If yes, please check the appropriate box:  Juvenile  Adult

Please provide the name and contact number of your Probation/Parole Officer: ____________________________

If you are on Probation/Parole, please explain the nature of the incident? _____________________________

Are you now or were you ever affiliated with a gang? Yes  No

What gang? ____________________________

Current statues: ____________________________

Page 3 of 4
Life Skill Knowledge

☐  ☐
Do you know how to cook?  Yes  No
Please give an example of well-balanced meal you know how to cook?

☐  ☐

☐  ☐
Do you know how to clean  Yes  No
Please describe how would you clean a kitchen?

☐  ☐

Have you ever had a roommate? Yes  No
If yes, was the experience positive or negative? (Explain):

Personal Goals

- Can you make a monthly budget?  Yes  No
- Do you pay bills on time?  Yes  No
- Do you own credit cards?  Yes  No
- Do you owe money on school loans?  Yes  No
- Do you know how to use public transportation?  Yes  No
- Do you have any pets?  Yes  No

Please describe how getting into a transitional housing program will help meet your short and long term goals?

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

I hereby certify that the information I have completed is true and correct to the best of my knowledge,

____________________________________  ____________________
Applicant’s Signature  Date

** The Transitional Age Youth Housing Application and supporting documentation/information is privileged and confidential. Distribution and/or reduction of any record or information outside the intended and approved use is strictly
SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES
JUVENILE COURT

IN THE MATTER OF

PETITIONER

CASE NO.

JAI #

PETITION TO SEAL JUVENILE RECORDS
AND COURT ORDER
(Section 399 and 781 Welfare & Institutions Code)

Your Petitioner respectfully represents:

NAME

SEX

AGE

BIRTHPLACE

BIRTHDATE

ADDRESS

CITY

STATE

ZIP

HEIGHT

WEIGHT

WILL REACH AGE OF 38 ON

POD #

DRIVER'S LICENSE NUMBER

DAYTIME TELEPHONE NUMBER.

MOTHER'S FIRST AND LAST MAIDEN NAME

Petitioner requests that an order be made sealing all records, papers, exhibits in petitioner's case in the custody of the juvenile court, including the juvenile court record, case management/automated entries, and other records relating to the case in the custody of such other agencies and officials named herein:

INCIDENT #

DATE

ARRESTING AGENCY

VIOLATION

DEPOSITION

1

2

3

4

5

6

7

8

9

10

11

12

13

14

Are there any civil lawsuits pending directly relating to or arising from the criminal act that cause your juvenile records to be created? □ YES □ NO

If yes, list the name of the case, the case number, and the court district where the matter is being heard:

Date: ____________________________________________

SIGNATURE OF PETITIONER OR AGENT
(IF AGENT, STATE RELATIONSHIP TO PETITIONER)

COURT ORDER

☐ The court has read and considered the probation report filed herein and said report is admitted into evidence by reference.

THE COURT RULES AS FOLLOWS:

☐ THE PETITION TO SEAL IS DENIED:

☐ Adult criminal record has been established.

☐ Insufficient time has elapsed due to seriousness of offense.

☐ Insufficient time has elapsed since termination of jurisdiction.

☐ Insufficient time has elapsed to prove rehabilitation of minor.

☐ The offense in incident(s) no. (s) ______ is listed as one in Section 707(b) WIC and cannot be sealed.

☐ ____________________________________________

Date: ____________________________________________

JUDGE OF THE JUVENILE COURT

☐ THE PETITION IS GRANTED AS TO ALL INCIDENTS.

☐ The petition is granted as to incidents no.(s) ______ and denied as to incidents no.(s) ______.

☐ Any agency who has submitted records to FBI is ordered to recall same and seal accordingly.

☐ Department of Juvenile Justice, Sacramento, California, is ordered to seal their records, YA no. ______.

☐ The Superior Court/Juvenile Division and Probation Department of ______ County are ordered to seal their records, their case number ______.

☐ The petitioner is relieved from the registration requirements under Penal Code 290 and the registration information in the custody of the Department of Justice and other agencies and officials listed in the petition shall be destroyed.

The clerk is directed to send a copy of the petition and order to each agency and official named therein, and each agency and official shall seal records relating to the case in its custody, shall advise the court of its compliance, and thereupon shall seal the copy of the court's order for sealing of records that it or he received.

Date: ____________________________________________

JUDGE OF THE JUVENILE COURT

DLQ 003 (Rev 1/09)