



610 SOUTH ARDMORE AVENUE | LOS ANGELES, CA 90005
TEL. 213.385.2977 | F. 213.385.9089
WWW.PUBLICCOUNSEL.ORG

CHILDREN'S RIGHTS PROJECT THE ABC'S OF TRANSITION AND THE INDEPENDENT LIVING PROGRAM

*INFORMATION MANUAL
FOR TRANSITIONING YOUTH AND THEIR CAREGIVERS*



FOURTH EDITION, 2013

Table of Contents

I.	INTRODUCTION	1
A.	WHO DO YOU CALL IF YOU HAVE A COMPLAINT OR NEED HELP?	1
II.	EDUCATIONAL PLANNING	2
A.	WHO IS AN EDUCATION RIGHTS HOLDER?	2
B.	WHAT DO I NEED TO COMPLETE HIGH SCHOOL?	2
C.	HOW DO I KNOW IF I'M ON TRACK TO GRADUATE?	2
D.	WHAT ELSE CAN I DO TO MAKE CERTAIN I GRADUATE WITH A DIPLOMA?	3
E.	WHAT IF I'M HAVING A HARD TIME PASSING THE CAHSEE AND I'M A SENIOR?	3
F.	ARE THERE ANY OTHER ALTERNATIVES FOR COMPLETING HIGH SCHOOL?	3
III.	EDUCATIONAL RESOURCES FOR FOSTER YOUTH	5
A.	AM I ELIGIBLE FOR TUTORING?	5
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?	5
C.	I WAS JUST MOVED TO A NEW FOSTER HOME. DO I HAVE TO TRANSFER TO A NEW SCHOOL?	5
D.	WHO PAYS TO BRING ME TO MY SCHOOL OF ORIGIN?	6
E.	WHAT IF I WANT TO GO TO THE SCHOOL NEAR MY NEW HOME, BUT THEY WON'T LET ME ENROLL WITHOUT MY RECORDS?	6
F.	WHAT OTHER EDUCATION RIGHTS DO I HAVE AS A FOSTER YOUTH?	7
G.	WHAT SERVICES CAN I GET IF I NEED SPECIAL HELP WITH MY LEARNING?	7
H.	DO I QUALIFY FOR SPECIAL EDUCATION?	8
IV.	WHAT ARE MY OPTIONS AFTER HIGH SCHOOL?	9
A.	GOING TO A TRADE SCHOOL OR OBTAINING VOCATIONAL TRAINING!	9
B.	ATTENDING COMMUNITY COLLEGE!	9
C.	ATTENDING A FOUR-YEAR COLLEGE OR UNIVERSITY!	9
D.	HOW CAN I TRANSFER TO A FOUR-YEAR UNIVERSITY FROM A COMMUNITY COLLEGE?	10
E.	GETTING PRIORITY ENROLLMENT FOR COLLEGE CLASSES!	10
V.	PAYING FOR COLLEGE OR VOCATIONAL SCHOOL	11
A.	WHAT IS FINANCIAL AID?	11
B.	HOW DO I APPLY FOR FEDERAL FINANCIAL AID?	11
C.	HOW DO I APPLY FOR STATE FINANCIAL AID?	11
D.	WILL I NEED MY PARENTS' OR FOSTER PARENTS' INFORMATION TO APPLY FOR FINANCIAL AID?	12
E.	HOW DO I PROVE THAT I AM OR WAS A "WARD OF THE COURT" (FOSTER YOUTH)?	12
F.	WHAT IS THE CHAFEE GRANT PROGRAM?	12
G.	DO I QUALIFY FOR A CHAFEE GRANT?	13
H.	CAN I STILL QUALIFY FOR A CHAFEE GRANT IF I AM UNDOCUMENTED?	13
I.	IF I RECEIVE A CHAFEE GRANT ONE YEAR, CAN I RENEW IT THE NEXT YEAR?	14
J.	WHAT IF I STILL HAVE AN UNMET NEED AFTER APPLYING FOR FINANCIAL AID?	14
K.	WHAT IS THE BOARD OF GOVERNORS (BOG) FEE WAIVER?	14

L.	WHAT ARE SCHOLARSHIPS?.....	14
M.	WHAT IS THE BURTON SCHOLARS BACKPACK TO SUCCESS PROGRAM?	15
VI.	SUPPORTS IN COLLEGE	16
A.	WHAT IS THE GUARDIAN SCHOLARS PROGRAM?	16
B.	HOW CAN I GET INVOLVED IN THE GUARDIAN SCHOLARS PROGRAM?	16
C.	HOW CAN EXTENDED OPPORTUNITY PROGRAMS (EOP AND EOP&S) HELP ME ONCE I GET TO COLLEGE?.....	16
D.	WHAT IS THE FYSI PROGRAM?.....	17
E.	DO CURRENT AND FORMER FOSTER YOUTH GET PRIORITY HOUSING AND PRIORITY ENROLLMENT ON COLLEGE CAMPUSES?	17
VII.	THE INDEPENDENT LIVING PROGRAM.....	18
A.	WHAT CAN ILP DO FOR ME?	18
B.	WHO IS ELIGIBLE FOR ILP?	18
C.	WHO IS NOT ELIGIBLE FOR ILP?	18
D.	AM I ELIGIBLE FOR ILP IF I LIVE WITH A NON-RELATED GUARDIAN?	18
E.	AM I ELIGIBLE FOR ILP IF I HAVE SPECIAL NEEDS?	19
F.	AM I ELIGIBLE FOR ILP IF I AM ON PROBATION?	19
G.	AM I ELIGIBLE FOR ILP IF MY CASE IS CLOSED?	19
H.	HOW DO I SIGN UP FOR ILP?	19
I.	WHAT IF I DON'T WANT TO PARTICIPATE IN ILP?	19
J.	WHAT IS A TILP?.....	19
K.	WHY IS THE TILP SO IMPORTANT?	20
L.	WHAT ARE SOME OF THE SERVICES I MAY BE ABLE TO GET THROUGH ILP?	20
M.	WHAT DOCUMENTS WILL I NEED TO TURN IN TO GET SERVICES?	21
N.	IS THERE A LIMIT TO THE AMOUNT OF ILP MONEY I CAN GET?	21
O.	CAN I STILL RECEIVE ILP SERVICES IF I AM WORKING?	22
P.	WHAT SHOULD I DO IF I'M NOT GETTING HELP TO BECOME INDEPENDENT?	22
VIII.	WHAT WILL HAPPEN WHEN I TURN 18?	23
A.	WHO IS ELIGIBLE FOR AB 12?	23
B.	WHAT ARE THE PARTICIPATION REQUIREMENTS FOR AB 12?	23
C.	WHAT SHOULD YOU DO TO GET EXTENDED FOSTER CARE BENEFITS?	23
D.	WHAT IS A TRANSITION MEETING OR CONFERENCE?	23
E.	WHAT HOUSING OPTIONS ARE AVAILABLE?	24
IX.	EMPLOYMENT.....	26
A.	HOW OLD DO I HAVE TO BE BEFORE I CAN START WORKING?	26
B.	WHAT CAN I DO TO START WORKING?	26
C.	AT WHAT AGE CAN I GET A WORK PERMIT?	26
D.	DOES A WORK PERMIT REQUIRE SCHOOL ATTENDANCE?	26
E.	WHAT SHOULD I DO ONCE I HAVE A WORK PERMIT?	26
F.	CAN I STILL GET A JOB IF I'M PREGNANT?	26
G.	NOW THAT I'M ELIGIBLE TO WORK, HOW CAN I FIND JOBS IN MY AREA?	26
H.	WHAT IS THE REGIONAL OCCUPATIONAL PROGRAM ("ROP")?	27
I.	HOW ELSE CAN I LEARN ABOUT JOB OPENINGS AND/OR OPPORTUNITIES IN MY	

AREA?	27
X. WHEN YOUR CASE CLOSES	28
A. WHAT SERVICES MUST MY SOCIAL WORKER OR PROBATION OFFICER PROVIDE ME BEFORE MY CASE CLOSES?	28
B. WHAT IMPORTANT DOCUMENTS MUST MY SOCIAL WORKER OR PROBATION OFFICER PROVIDE ME BEFORE MY CASE CLOSES?	29
C. ARE THERE ANY PROGERAMS THAT CAN HELP ME WHEN I TRANSITION OUT IF I HAVE A DISABILITY?	29
D. HOW DO I APPLY FOR SSI?	30
E. WILL I STILL HAVE MEDI-CAL WHEN MY CASE CLOSES?	30
F. WHAT DO I NEED TO DO TO EXTEND MY MEDI-CAL COVERAGE UNTIL MY 26 TH BIRTHDAY?	30
G. WHERE CAN I FIND A DOCTOR OR DENTIST?	30
H. WHERE CAN I FIND A MENTOR?	30
XI. RECORDS	31
A. CAN I SEE MY DCFS RECORDS?	31
B. CAN I SEAL MY RECORDS IF I HAVE A JUVENILE COURT RECORD?	31
C. IS THERE A FEE I MUST PAY TO SEAL MY JUVENILE COURT RECORDS?	32
D. WHAT HAPPENS AFTER MY RECORDS ARE SEALED?	32
E. WHY IS IT IMPORTANT TO SEAL MY JUVENILE COURT RECORDS?	32
XII. IDENTITY THEFT	33
A. WHAT IS IDENTITY THEFT?	33
B. WHY DO I NEED TO KNOW ABOUT IDENTITY THEFT?	33
C. HOW CAN I KEEP FROM BECOMING A VICTIM?	33
D. WHAT CAN I DO IF I BELIEVE I AM A VICTIM OF IDENTITY THEFT?	33
E. HOW CAN I MONITOR MY CREDIT?	34
F. WHAT IS A SOCIAL SECURITY NUMBER?	34
G. WHY IS IT IMPORTANT TO HAVE A GOOD CREDIT RATING?	35
H. HOW CAN I ESTABLISH GOOD CREDIT?	35
XIII. TRAFFIC CITATIONS	36
XIV. CONCLUSION	37

Appendices

Tab

A.	PARTIAL CREDITS/MISSIN CREDITS/CREDIT RECOVERY	38
B.	REQUEST FOR RECORDS.....	40
C.	UNIFORM COMPLAINT PROCEDURE FORM.....	41
D.	AB 167 GRADUATION REQUIREMENTS/REQUEST TO GRADUATE UNDER AB167	42
E.	ADULT SCHOOL DIPLOMA/GED + 50 GRADUATION REQUIREMENTS	44
F.	MENTORING AND TUTORING REFERRALS	45
G.	NOTIFICATION OF RIGHT TO ATTEND SCHOOL OF ORIGIN AND TO IMMEDIATE ENROLLMENT	51
H.	NOTIFICATION OF SCHOOL TRANSFER AND RIGHT TO REENROLL IN SCHOOL OF ORIGIN.....	53
I.	REQUEST FOR HEARING REGARDING SCHOOL OF ORIGIN	54
J.	REQUEST FOR IMMEDIATE ENROLLMENT OF FOSTER YOUTH AND ACCOUNTING OF ALL CREDITS.....	55
K.	LAUSD GRADUATION REQUIREMENTS/GRADUATION TRACKING SHEET/A-G PLANNING CHART	56
L.	SAMPLE WARD OF THE COURT VERIFICATION LETTER.....	59
M.	SAMPLE TILP FORM/SAMPLED COMPLETED TILP.....	60
N.	FLYER FOR TUTORING FROM DCFS.....	63
O.	REQUEST FOR ILP FUNDS.....	64
P.	REQUEST FOR REVIEW OF ILP FUNDS OR SERVICES DECISION.....	65
Q.	COMPLAINT FORM.....	66
R.	AB 12 INFORMATION FLYER	68
S.	SAMPLE TRANSTITIONAL HOUSING APPLICATION	69
T.	SAMPLE WORK PERMIT	73
U.	EMPLOYMENT RESOURCES.....	74
V.	PETITION TO SEAL JUVENILE RECORDS.....	79
W.	SAMPLE LETTER FOR TRUANCY IJTC TICKETS WHEN ON THE WAY TO SCHOOL.....	80

I. INTRODUCTION

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 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 throughout this manual, we talk about social workers (CSWs), if you are a probation foster youth, you can get the same information from your Probation Officer (PO) as 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.

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.

The first person you should call if your case is open 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 having problems 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 (213) 351-5720. Visit <http://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 Group Home Residential Care Ombudsperson: (213) 253-0314 or (213) 893-0551 OR the Community Care Licensing office at 310-568-4807.

If you are outside of Los Angeles:

- The State of California also has a foster youth Ombudsperson and they can be reached at 877-846-1602. 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 them today!
- 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!

II. EDUCATIONAL PLANNING



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. Compared to high school graduates, high school dropouts are more likely to have a harder time getting a job and make less money.

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 obtain 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 education 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 and pass the California High School Exit Examination ("CAHSEE")--a test of language arts and math skills--to graduate with a



diploma. In 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.
- If you are graduating in **2017 or later**, you will need 210 credits and to pass your classes with a C or better to graduate with a diploma.

Other districts have different requirements, so 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. 38)** 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. 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!
- 2) Request a copy of your transcript each semester to check your credits. Please see **Tab B (pp. 40)** 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 pages 9-10 for an explanation of A-G courses!

E. WHAT IF I'M HAVING A HARD TIME PASSING THE CAHSEE AND I'M A SENIOR?



If you've finished your high school class requirements but haven't passed the California High School Exit Exam ("CAHSEE"), you can request individual counseling for the exam and ask about options for further instruction. If you need additional help to pass the CAHSEE, speak with your high school counselor today! If you aren't making progress toward passing the CAHSEE, your school district is required to give you additional help to pass the CAHSEE.

If your school will not give you additional help to pass the CAHSEE, you can contact 1-866-234-4503 or file a Williams/Valenzuela Complaint to try to get these instructional services. We have provided you with a complaint form to use in **Tab C (p. 41)**. If you are in LAUSD, the complaint can be sent by fax to (213)

241-3312, or email to Williams-Valenzeula@lausd.net.

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

YES!

OPTION 1: 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/gedeligible.asp>.

LIMITATIONS: If you only pass the GED, but don't finish your high school requirements, you can generally **only** attend community college or trade school/vocational training. Some private universities and colleges may also accept the GED, but you need to check. Also, having your GED may **not** be as helpful as having a high school diploma. One study found that individuals earning a GED credential instead of a high school diploma spend less time employed, experience more job turnover, and earn less money.

NOTE: If you need help paying for a GED preparation class or the GED test **and** you are ILP eligible, contact your CSW (if case open) or Transition Coordinator (if case closed) to get assistance from ILP. See pages 18-22 for more information about ILP. You can also check out One Source schools in LAUSD; this program offers the GED and preparation classes for free.

OPTION 2: 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 just this test, you will not be eligible to attend a University of California or California State University school. You might also not be eligible to apply for certain military service programs.

OPTION 3: Foster youth transfer homes and schools too much. Because of that, here is a law (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 in 11th or 12th grade (Starting January 1, 2014, this will change to your 3rd or 4th year of high school)**, and
- you are not reasonably expected to graduate on time.

If you are eligible and choose to graduate under AB167, you only have to complete California's minimum credit requirements to graduate. California's minimum requirements (130 credits of specific courses), plus pass the CAHSEE.

So if you transfer schools in your 3rd or 4th year of high school and are not likely to graduate on time, make sure to discuss AB 167 with your school counselor or principal.

See **Tab D** (p. 42) to see which classes you need to take under AB167 and for a sample letter that you can submit to your school if you think you're eligible for this exception!

LIMITATIONS: By graduating only with the state minimum requirements under AB167, you will probably not have all the courses you would need to apply to a 4-year college. You would still be able to go to community college or vocational school. Make sure to discuss your future plans with your school counselor to see if AB167 is right for you.

OPTION 4: By passing the GED test (see Option 1 above) and CAHSEE and passing 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. See **Tab E**,

(p. 44) to see which classes you would need to take for these options.

LIMITATIONS: Again, since you aren't taking all of the courses you need to apply to a 4-year university, you wouldn't be able to apply to a University of California or California State University with this option. You could go to a community college (and later transfer to a UC or CSU) or vocational school.



III. EDUCATIONAL RESOURCES FOR FOSTER YOUTH

As a foster youth, you may face additional challenges in completing your education that other youth may not. So, 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: Under the No Child Left Behind (NCLB), if you're attending a third-year failing school and are enrolled in the free- or reduced-lunch program, then you qualify for free tutoring called Supplemental Education Services (SES). This tutoring must be provided outside of regular school, and you can choose between one-on-one or group tutoring. For the 2013-2014 school year, LAUSD will NOT be offering SES tutoring. However, other school districts may have it, so be sure to ask your school counselor!

OPTION 2: Foster youth ages 14 and up who live in Los Angeles County and who have not passed the CAHSEE are eligible for an academic assessment and may receive up to 50 hours of free private tutoring. Check with your CSW as soon as you turn 14 and ask for this assessment to receive the extra tutoring help!

OPTION 3: 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 (562) 922-6234 for more information.

OPTION 4: DCFS Education and Mentoring Section at (562) 345-6727 or <http://dcfs.co.la.ca.us/edu/freetutoring/flctp.html>. They can help connect you to free or low-cost tutoring in your area!

OPTION 5: 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 having a problem enrolling into a school or getting transportation, you should contact the Los Angeles Unified School District's Homeless Student Liaison at (213) 202-7581. If you are in another district, 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 difficulties 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 Connections 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 placement. 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.51)** 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 everything 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, then 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. 53)** 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. 54)**.

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 attorney 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. 55)** for a 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 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 Education Liaison at (213) 241-3848 or the 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 residences, 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. This 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 disability that affects your learning or ability to do well in school, you and your Education Rights Holder (ERH) should:

- 1) **Request in Writing for a Special Education Evaluation.** 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.

IV. WHAT ARE MY OPTIONS AFTER HIGH SCHOOL?

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

NOTE: On pages 7-8, we talked about **special education** services. If you have an IEP or 504 plan, you may be able 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**. 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 10 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. 56)** 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 have 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:

- www.usc.edu/admission/undergraduate/prepare/prepare_grade.html – designed to help students gauge their interests, track their achievements, and head in the right direction.
- www.californiacolleges.edu/admissions/admissions.asp – 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.
- 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 as well. They can help you get priority enrollment as well. See page 16 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!

V. PAYING FOR COLLEGE OR VOCATIONAL SCHOOL

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, a 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! You are just as smart and capable as any other student. 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/> 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 resources and thus, 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 or download a copy at www.federalstudentaid.ed.gov and mail it in. This application is free, so if the website tries to charge you, 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. 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. the 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! For help with answering these questions, you can download a free guide at:

<http://www.casey.org/Resources/Publications/ProvidingEffectiveFinancialAid.htm>. You can also ask your social worker or attend one of the free financial aid workshops that DCFS hosts.

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. 59)** for a sample Ward of the Court Verification Letter. If you are having problems obtaining a copy of this letter, please let your attorney know right away.

Additionally, the California Department of Social Services can also 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 11) 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**. Not everyone who applies for the Chafee Grant will receive it the first time they apply, since funds are limited. Priority is given to students who have applied before. Make sure you submit a current application available during the year you are applying. The Chafee Grant Program Application may change from year to year and 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 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. If you are having trouble with these forms, you can call Public Counsel at (213) 385-2977, ext. 500.

G. DO I QUALIFY FOR A CHAFEE GRANT?

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.
 - This includes youth who were adopted or in a legal guardianship after age 16.
- AND
- 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.
 - In other words, you must attend class regularly and get good grades. AND
- 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 STILL QUALIFY FOR A CHAFEE GRANT IF I AM UNDOCUMENTED?

Yes! As an undocumented youth, 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. You will need to take the following steps:

- (1) Go to the Chafee Grant website (www.chafee.csac.ca.gov) and print out a paper version of the application.
- (2) Complete the paper version of the Chafee Grant application, leaving the Social Security number section blank. Write “Undocumented Foster Youth” across the top of the application, and mail it to the address indicated on the form.
- (3) Go to the FAFSA website (see p. 11) and print out a paper version of the application.
- (4) Complete the paper version of the FAFSA and give it to the financial aid officer at your college. Inform the financial aid officer that you are a foster youth/former foster youth applying for the Chafee Grant.
- (5) When the California Student Aid Commission (CSAC) receives your application from your college, they will then assign you a “pseudo Social Security number.” CSAC will notify you of the assigned pseudo Social Security



number. **As soon as you get this number**, contact your college's financial aid office and have them complete the Chafee Need Analysis Report to submit to the CSAC office at: (888) 224-7268.

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. But **remember** that you can lose your Chafee Grant if you do not stay in 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, but keep applying every year. It is important that you apply for the Chafee Grant on time and that you stay in school and keep your grades up.

J. WHAT IF I STILL HAVE AN UNMET NEED AFTER APPLYING FOR FINANCIAL AID?

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 www.cccapply.org/BOG_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. Scholarships each 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://roybal-allard.house.gov/uploadedfiles/scholarships_student_resource_guide_2013.pdf
- http://www.maldef.org/assets/pdf/2012-2013_MALDEF_Scholarship_List.pdf
- <http://onwardandupwards.org/>
- <http://rotaryla5.org/>
- <http://www.cdfca.org/programs-campaigns/beat-the-odds/apply/>

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 their website: www.unitedfriends.org, or contact 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 email [Andrea Thayer](mailto:Andrea.Thayer@johnburtonfoundation.org) at andrea@johnburtonfoundation.org or call 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 16).

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/explore-campus-support-programs>.

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.*” Additionally, having received the Chafee Grant 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 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 they don't call you, make certain 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 the 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 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 (AB194) 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 as well—just ask!

VII. THE INDEPENDENT LIVING PROGRAM

The goal of the Independent Living Program (ILP) is to help you reach your goals for independence and success and to prepare you to leave 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,
- Skills,
- Tutoring,
- Job Training,
- Financial Workshops,
- Advisors,
- Job Placement,
- Housing,
- Mentors,
- Car Insurance,
- College Preparation Help,
- AND MORE...

NOTE: As long as you are **at least 16 years old now** AND receive Kinship Guardianship Assistance Payments (“Kin-GAP”) OR are still living with the non-related legal guardian you were placed with by the dependency court after age 8, you are eligible for ILP regardless of how old you were when you exited foster care.

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 up to your 19th birthday, even if it was for **one** day, OR
- In foster care and adopted **after** your 16th birthday, OR
- In foster care **after** the age of 16 and reunified with your parent(s), 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”).

NOTE: As long as you are **at least 16 years old now** AND receive Kinship Guardianship Assistance Payments (“Kin-GAP”) OR are still living with the non-related legal guardian you were placed with by the dependency court after age 8, you are eligible for ILP regardless of how old you were when you exited foster care.

C. WHO IS NOT ELIGIBLE FOR ILP?

Unfortunately, you are **not** eligible for ILP if you:

- 1) Are in a voluntary placement, OR
- 2) Are currently placed in a detention facility, locked facility, forestry camp, training school, a facility primarily for the detention of youth who are delinquent, or a medical or psychiatric facility, OR
Exited foster care before your 16th birthday and are not receiving Kin-GAP or are not in a non-related legal guardianship established when you were 8 years old or older.

D. AM I ELIGIBLE FOR ILP IF I LIVE WITH A NON-RELATED GUARDIAN?

The law, SB 654, allows foster youth placed with non-related legal guardians on or after their **8th birthday** to receive ILP services whether they have an open case or not. Foster youth who qualify for SB 654 are eligible for ILP services when they turn 16 years old.

E. 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 county social worker (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 classes and other services because of an illness or disability, your CSW must work with you to provide “ILP Equivalent Services” instead, by making 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, day treatment, and in-home support services programs designed to help youth with disabilities live independently.

F. 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.

G. 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 but you are at least 16 years old AND still part of the Kin-GAP program 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. BUT you may be eligible to continue receiving **transitional housing services**. Talk to your TC to get more information about these housing services. See below for information on how to contact your TC.

H. 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.

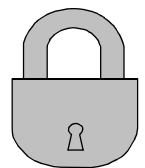
If, for some reason, you aren't able to get ILP services through your CSW or TC, **call the Foster Youth Ombudsperson**. For the ombudsperson's contact information, see page 1.

I. 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.

J. 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** (like housing, college financial aid, tutoring, and work clothes). 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. 60)** 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**. You 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.

K. WHY IS THE TILP SO IMPORTANT?

For two reasons: (1) Because 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) Because the TILP determines your financial benefits and ILP services (like housing, college financial aid, tutoring, 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 these 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.

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

Important Note: For any money you receive through ILP, you need to **SAVE YOUR RECIEPTS** 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) Tutoring:

You can receive free tutoring if you are below grade level and have not passed the CAHSEE. See **Tab N (p. 63)** for an information flyer on this free tutoring.

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 on time.. 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. But before you can get a driver's license, you must know how to drive and be able to pass a written test. Taking advantage of these ILP-sponsored driving lessons will bring you one step closer to earning your 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) ILP Workshops:

ILP workshops can teach you how to open a bank account, manage your checkbook, prepare for an interview, find a place to live, buy a car, and much more. The workshops are provided throughout Los Angeles County at participating community colleges. An added bonus: you will receive \$100 upon completion of these five-week Life Skills Training classes.

9) Money for:

- Exam Fees (like the SAT)
- Tuition for college or a trade school (See page 14 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.



M. 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 O (p. 64)** 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.

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

NO! But 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 remember that you may be eligible for **housing services until your 24th birthday**.

O. 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.

P. 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 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 P (p. 65)**.

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 (213) 351-5720 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 Q (p. 66)**. 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 parents(s) are interfering with the goals in your TILP, you must also 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 inform your attorney or judge about the problem. Again, the Court can help enforce your TILP. You can also contact the Office of the Foster Care Ombudsman or call Public Counsel.

VIII. WHAT WILL HAPPEN WHEN I TURN 18?



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 a new law, 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 receive benefits, eligible youth must have turned 18 after January 1, 2012 and have a foster care/suitable placement order on their 18th birthday.

Youth who turned 18 in 2011 are eligible if

- they have an order for foster care placement on their 18th birthday; AND
- their case was open on or after January 1, 2012 with an order for foster care placement.

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.

B. WHAT ARE THE PARTICIPATION REQUIREMENTS FOR AB 12?

In order to participate in AB12, you must be:

- 1) Completing high school or working toward your GED 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. For more information on AB12, see **Tab R (p. 68)** or go to: www.cafosteringconnections.org.

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

NOTE: whether your case is open or closed, if you are eligible, ILP services are available to you **until your 21st birthday** as long as you participate in ILP and have a current TILP.

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 28-29 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, attorney, 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.

It is also possible to use the AB12 funding to pay for your own apartment, to rent a room with your existing caregiver or another person, or to pay for college housing. Your housing must be approved by your social worker, so talk to your social worker about what you think is the best housing situation for you.

Below, you can check out some of the **new types of housing** you may qualify 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 2013, the basic foster care payment was \$820. The rate is recalculated each year.

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

If you disagree with your readiness assessment or SILP inspection, have the right to request reconsideration. You can 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 24.

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 24th birthday; however you are only allowed to stay in transitional housing for a limited amount of time, ranging from 18-24 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. Please see **Tab S (p. 69)** for a sample Transitional Age Youth Housing Application.

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.

IX. 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 young teens, steps to take before getting a job, and how to find help in your job search. We'll also discuss the Regional Occupational Program and what it can do for you.

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>, or see **Tab T (p. 73)** for a sample application.

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 GED 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 looking for jobs! 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. NOW THAT I AM ELIGIBLE TO WORK, 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!

It is your CSW's responsibility to make sure that you are registered at WorkSource Centers. Your ILP coordinator can also help you register. If you have questions, 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://www.worksourcecalifornia.com/centers/WS_find_a_center.htm.

NOTE: As part of your TILP or ILP, your CSW should help you prepare a résumé and find a job.

H. WHAT IS THE REGIONAL OCCUPATIONAL PROGRAM (ROP)?

ROP services, which are provided at many high schools across Los Angeles County, can help you learn a job skill, get work experience and on-the-job training, earn high school credits, and prepare for career training.

You are eligible for ROP if you are: at least 16 years old, in 11th or 12th grade, need job training, and/or have special needs. For more information about ROP programs and services or to find out what classes are offered at your high school, call (562) 922-6850 or ask your high school counselor for a list of ROP classes offered at your school. You can also visit the following website for additional information: www.lacorop.org.

Note, under California's new education financing system adopted in fiscal year 2013-2014, school districts are only required to fund ROP programs for the next two school years if they had an ROP program in the 2012-2013 school year.

I. HOW ELSE CAN I LEARN ABOUT JOB OPENINGS AND/OR OPPORTUNITIES IN MY AREA?

Another way you can learn about job openings and/or opportunities is by contacting your CSW or TC for current job updates.

Are you interested in career areas like construction, engineering, telecommunications, IT, or accounting? If you live in the Los Angeles area and have closed case or are preparing to close your case, ask your CSW to refer you to the Youth Career Development Program (YCDP). YCDP is a 12- to 24-month paid internship program for youth with closed cases that provides both work experience and academic training. The goal of the program is to prepare youth for a full-time, permanent position as a County employee. Contact YCDP at (562) 940-2999 for more information about this program!

Also, check out where the nearest WorkSource Center is at http://www.worksourcecalifornia.com/centers/WS_find_a_center.htm and ***Tab U (p. 74)*** for more job search resources.

IX. WHEN YOUR CASE CLOSES

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 recommending that your case 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 28-29) 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”) once the Court terminates its jurisdiction. If you get SSI benefits or are undocumented, you unfortunately cannot get CalFresh benefits. You may also qualify for CalFresh if you are living in a SILP under AB12. DPSS cannot approve your CalFresh application if you are still in foster care unless you are in a SILP (see page 24 for more information about SILPs)
- Information notifying you that current and former foster youth are given preference for student assistance and internship positions with state agencies until you are 26.
- Connecting you to your TC so you can continue to access ILP services.

Under AB12, you have the right to keep your case open after 18, as long as you are eligible. See page 24 for more information. If your case closes, and you later want to re-enter the system, you can do that if eligible. See <http://kids-alliance.org.s158366.gridserver.com/wp-content/uploads/2013/06/SW-Coming-Back-into-Extended-Foster-Care.pdf> for more information.

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
- ☒ The **Judicial Counsel form** you would use to file a petition to reopen your case
- ☒ 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 **Citizenship or Residence**
 - If you were not born in the United States, your CSW should have referred you to the Special Immigrant Status Unit ("SIS") for help in getting a "green card." A green card allows you to work and live in the United States without fear of being deported.
 - If you never received a green card, please contact Cecilia Saco at (323) 725-4679 for help in getting one immediately.
 - If you are a probation youth and need help getting a green card, please contact Public Counsel immediately at (213) 385-2977, ext. 500.
- ☒ 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/DOR-Locations/index.asp> to find the location of the nearest Department of Rehabilitation. In order to apply for services and to see if you're eligible, visit: <https://www.dor.ca.gov/Online/DR-222/Online-V-R-Services-Application.html>

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 inform the Social Security Administration (SSA) to start the process to see if you qualify. Even if you qualified for SSI before you turned 18, your eligibility will be redetermined once you turn 18. If you have any questions regarding your eligibility for SSI, please call the SSA at: (800) 772-1213.



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. Other states may have similar health insurance programs. You may lose your eligibility for Medi-Cal if you are in jail or prison, live in a residential treatment facility, live outside of California, or if you are undocumented (meaning you do not have legal permission to live or work in the United States).

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 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) 569-2968 or (800) 697-4444 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 26TH 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 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 have 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. RECORDS

A. CAN I SEE MY DCFS RECORDS?

Yes. You have a right to inspect the documents in your DCFS 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.

B. 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 are least 18 years old and you have completed probation, OR you are under 18 but at least five years have passed since your last arrest, AND
- 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, AND
- You submit a Petition to Seal Juvenile Delinquency Court Records ("Petition").

NOTE: Unfortunately, traffic and parking violations cannot be sealed. So, that speeding ticket you might have gotten when you were

16 cannot be sealed. Also, certain serious offenses cannot be sealed.

You can submit a Petition to Seal Juvenile Court Records at any one of the Juvenile Delinquency Courts in Los Angeles County:

Alfred J. McCourtney Juvenile Justice Center
1040 W. Avenue J
Lancaster, CA 93534

Pomona Court House South
400 Civic Center Plaza
Pomona, CA 91766

Eastlake Juvenile Court
1601 Eastlake Avenue
Los Angeles, CA 90033

Inglewood Juvenile Court
110 Regent Street
Inglewood, CA 90301

Los Padrinos Juvenile Court
7281 East Quill Drive
Downey, CA 90242

Pasadena Court House
300 East Walnut Avenue
Pasadena, CA 91101

Long Beach Court House
275 Magnolia Ave.
Long Beach, CA 90892

Sylmar Juvenile Court
16350 Filbert Street
Sylmar, CA 91342

Compton Court House
200 W. Compton Blvd.
Compton, CA 90220

Remember that your Petition will be heard at the same Court where your delinquency case was last heard. For example, let's say 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 and it will be sent to Eastlake. Your Petition will still be heard at Eastlake because that is where your delinquency case was last heard.

Please see **Tab V (p. 79)** for a sample petition. After you turn in the Petition, you will receive a notice of the hearing date, time, and location. It is very important that you attend the hearing so that your juvenile criminal history can be sealed.

For assistance with sealing your records, you can contact the Alliance for Children's Rights at (213) 368-6010 or Public Counsel at (213) 385-2977, ext. 500

C. IS THERE A FEE I MUST PAY TO SEAL MY JUVENILE COURT RECORDS?

Yes. There is a \$120 filing fee to seal your Juvenile Court record. If you cannot pay the fee, you may file a fee waiver with the Court. The fee is often waived automatically.

D. 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.


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



If you have a Juvenile Court record, it is very important that you have it 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, then 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 asked on a job application whether you were ever convicted of a crime, you can truthfully answer "no" (even if you haven't yet sealed your records).

XII. IDENTITY THEFT

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, 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/duns/HoldMail.jsp> 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 record of prostitution or substance abuse. 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 Alliance for Children's Rights at (213) 368-6010 and ask to speak to the Director of the Next Step Program. The Next Step Program provides assistance for foster youth ages 18-24. The Alliance for Children's Rights can place your case with a law firm on a pro bono basis (meaning free of charge to you) to help clear your credit. 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 www.annualcreditreport.com/cra/index.jsp#WesternStates.

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 lifelong 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.

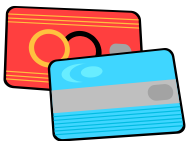
G. WHY IS IT IMPORTANT TO HAVE A GOOD CREDIT RATING?

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 might find that you 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!

XIII. TRAFFIC CITATIONS

Have you ever received a “traffic” ticket? For example, did you receive a citation for truancy from school or possession of tobacco? If so, you might have to do community service to satisfy the terms of the ticket, but in Los Angeles County you should NOT be required to pay a fine!

As a foster youth, you rely on state agencies to pay for your personal items and probably don’t have much extra money. Requiring you to pay a fine would therefore be a great hardship, and might put you at risk of losing your driving privileges or accumulating more fines.

If you are ever ticketed and ordered to pay a fine, be sure to tell your caregiver, attorney, CSW or other advocate so that they can help you appeal the fine. You can also call Public Counsel at (213) 385-2977, ext. 500 to ask for help.

If you received a ticket for truancy while you were on your way to school, you may be able to get the ticket dismissed. See **Tab W (p. 80)** for a sample letter you can use if you experience this situation.

XIV. CONCLUSION

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 do not hesitate to 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, the public interest law office of the Los Angeles County and Beverly Hills Bar Associations, 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.

The ABC's of Transition and The Independent Living Program Informational Manual for Transitioning Foster Youth and Their Caregivers© Fourth Edition 2013 is a publication of Public Counsel Law Center. This publication was first developed by Public Counsel Staff Attorney Karla Penuelas with support and assistance from Directing Attorney Laura Faer, and Foster Youth Transition Advocate Georgina Peralta. Administrative Assistant Lily Bu, Volunteer

Attorney Michelle Lee, Volunteer Social Worker Annashe Ghazarian, Summer Law Clerk Liza Davis, and Staff Attorneys Susan McClure and Katie Brown updated and edited the second edition. Volunteer College Student Abigail Roth and Staff Attorney Gretchen Peterson-Fisher updated and edited the third edition with support and assistance from Directing Attorney Martha Matthews and Staff Attorney Susan McClure. Summer Law Clerk Hannah Donnelly London and Staff Attorney Gretchen Peterson-Fisher updated and edited the fourth edition with support and assistance from Supervising Attorney Susan McClure and Michael Soller. This publication is copyrighted. All rights reserved. No part can be copied or reproduced without permission of Public Counsel. Public Counsel is a 501(c)(3) nonprofit organization.

While this publication is designed to provide accurate and current information about the law, readers should contact an attorney or other expert for advice in particular cases, and should also consult the relevant statutes and court decisions when relying on cited material, as the laws might change.

Public Counsel publications are available online at www.publiccounsel.org.

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.

TAB A

ADVOCATING FOR FOSTER YOUTH:

PARTIAL CREDITS/MISSING CREDITS/CREDIT RECOVERY

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>

- 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>
 - ➔ 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>

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 Care Unit** (LAUSD only) – (213) 241-3848
- 4) **AB 490 district representatives** – <http://www.cde.ca.gov/ls/pf/fy/ab490contacts.asp>
- 5) **Public Counsel Law Center's Transition Age Foster Youth Advocacy Program**

OPTIONS FOR OBTAINING DIPLOMA/DIPLOMA EQUIVALENT

- 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 GED Plus Program
 - ➔ Requires 10 specific classes (50 credits) + passing the GED + passing the CAHSEE
 - ➔ 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>
- 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>
 - 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/>
- 7) Diploma via AB 167
 - ➔ Eligible population: **foster youth** (and/or probation youth with suitable placement order) who transferred schools in the 11th or 12th grade for which it would be unreasonable to graduate on time absent AB 167. 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) GED test
 - ➔ Target population: 17.5 years or older and interested in obtaining GED
 - ➔ To learn more, visit the GED website: <http://www.cde.ca.gov/ta/tg/gd/>
 - ➔ 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/>

TAB B

Sent Via:

☐ Fax to () _____

☐ U.S. Mail

☐ Hand Delivered

Principal/Designee's Initials: _____

Date Received: _____

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

TAB C

ATTACHMENT B



Uniform Complaint Procedure Form For Education Code Section 35186 Complaint

DATE STAMP FOR OFFICE USE ONLY:

Education Code (EC) Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested: ☐ Yes ☐ No

Name (Optional): _____
 Mailing Address (Optional): _____ City/Zip Code: _____
 Phone Number Day (Optional): _____ Evening (Optional): _____ Local District: _____

Issue of complaint (please check all that apply):

1. Textbooks and Instructional Materials

- ☐ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- ☐ A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- ☐ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions

- ☐ A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- ☐ A school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- ☐ The school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

3. Teacher Vacancy or Misassignment

- ☐ Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- ☐ Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- ☐ Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

4. High School Exit Examination (For school districts who receive intensive instruction funds)

- ☐ Pupils who have not passed the high school exit exam (CAHSEE) by the end of 12th grade were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254 (d) (4) and (5) after the completion of grade 12.

Date of Problem: _____ School/Location: _____ Principal: _____

Location of Problem (School Name, Address, and Room Number or Location): _____

Course or Grade Level: _____ Teacher Name: _____

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation: _____

Please file this complaint at the following location: Principal's Office and/or at Williams/Valenzuela Project, 333 S. Beaudry Avenue, 24th Floor, Los Angeles, CA 90017

BUL-23627- Office of the Chief Operating Officer

Rev 05/12/08

TAB D

AB 167 Graduation Requirements

Education Code 51225.3(c)

2011-2012

Foster youth who transfer in their 3rd or 4th 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
--

2) Pass the California High School Exit Exams (CAHSEE)- English and Math [EC § 60851]

- Students with individualized education plans or 504 plans may be exempt from this requirement.

Sent Via:
☐ Fax to () _____
☐ U.S. Mail
☐ Hand Delivered

Principal/Designee's Initials: _____
Date Received: _____

**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 in the 11th or 12th grade, **(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/Student/Advocate)

TABLE




FAST TRACKS AND HIGH SCHOOL DIPLOMA PROGRAM			
Douglas Brisshear, Principal		Christine Ramirez & Ana Rubalcava, APACS	
ELA Skills Center 3921 Selig Place Los Angeles, CA 90031 (323) 224-5970	Eastside Campus 4355 Michigan Ave Los Angeles, CA 90022 (323) 729-1800	Plaza del Sol Center 1241 S. Soto St. #203 Los Angeles, CA 90023 (323) 266-7207	High School Diploma Program Roosevelt Campus 456 S. Mathews St., Los Angeles, CA 90033 (323) 780-6650
<p>What is Diploma Plus?</p> <p>To get an Adult High School Diploma, you need 170 credits in specific courses. They can be earned choosing one of the following options:</p> <ol style="list-style-type: none"> You may take all 34 courses. You may take the GED in English which will waive 130 units, then take 50 more units which is 10 classes.* You may take the GED in Spanish which will waive 110 units, then take 70 more units which is 14 classes.* 			
<p>GENERAL ELECTIVES</p>			
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
<p>Option 1</p> <p>You may take all 34 classes for an Adult High School Diploma</p> <p>credits</p> <p><input type="checkbox"/> English 1 5</p> <p><input type="checkbox"/> English 2 5</p> <p><input type="checkbox"/> English 3 5</p> <p><input type="checkbox"/> English 4 5</p> <p><input type="checkbox"/> Modern Literature 5</p> <p><input type="checkbox"/> American Literature 5</p> <p><input type="checkbox"/> English Comp/Expository 5</p> <p><input type="checkbox"/> English Comp/Contemporary 5</p> <p><input type="checkbox"/> Algebra 1A 5</p> <p><input type="checkbox"/> Algebra 1B 5</p> <p><input type="checkbox"/> Geometry A or any HS level math 5</p> <p><input type="checkbox"/> Geometry B or any HS level math 5</p> <p><input type="checkbox"/> Economics 5</p> <p><input type="checkbox"/> U.S. Government 5</p> <p><input type="checkbox"/> U.S. History 1 5</p> <p><input type="checkbox"/> U.S. History 2 5</p> <p><input type="checkbox"/> World History 1 5</p> <p><input type="checkbox"/> World History 2 5</p> <p><input type="checkbox"/> General Science Integrated 1 5</p> <p><input type="checkbox"/> General Science Integrated 2 5</p> <p><input type="checkbox"/> Biology 1 5</p> <p><input type="checkbox"/> Biology 2 5</p> <p><input type="checkbox"/> Health 10</p> <p><input type="checkbox"/> Fine Arts / Foreign Language 5</p> <p><input type="checkbox"/> Personal & Career Development 5</p> <p><input type="checkbox"/> Life Skills / Parent Education / Psychology 5</p> <p><input type="checkbox"/> Computer Operation/ 1 or 2 5</p> <p><input type="checkbox"/> Gen. Electives 35</p> <p>SUBTOTAL UNITS 34</p> <p>TOTAL UNITS 170</p> <p><input type="checkbox"/> ELA <input type="checkbox"/> Math</p> <p>TERM 1 _____ CLASSES</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>TESTS: _____</p>		<p>Option 2</p> <p>You may take the GED in English, * which will waive 130 units, then take 50 more units or 10 classes for an Adult High School Diploma.</p> <p>credits</p> <p><input type="checkbox"/> English Elective: 5</p> <p>English 4 or any 11th or 12th grade English Course 5</p> <p><input type="checkbox"/> English Composition 5</p> <p><input type="checkbox"/> Algebra 1A 5</p> <p><input type="checkbox"/> Algebra 1B 5</p> <p><input type="checkbox"/> U.S. Government 5</p> <p><input type="checkbox"/> U.S. History 1 5</p> <p><input type="checkbox"/> U.S. History 2 5</p> <p><input type="checkbox"/> Health 5</p> <p><input type="checkbox"/> Personal & Career Development 5</p> <p><input type="checkbox"/> Life Skills / Parent Education / Psychology 5</p> <p><input type="checkbox"/> Computer Operation/ 1 or 2 5</p> <p>The GED consists of the following tests:</p> <p><input type="checkbox"/> Lang. Arts, Writing</p> <p><input type="checkbox"/> Social Science</p> <p><input type="checkbox"/> Science</p> <p><input type="checkbox"/> Lang. Arts, Reading</p> <p><input type="checkbox"/> Mathematics</p> <p>SUBTOTAL UNITS 10</p> <p>TOTAL UNITS 170</p> <p><input type="checkbox"/> ELA <input type="checkbox"/> Math</p> <p>TERM 3 _____ CLASSES</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>TESTS: _____</p>	
<p>Option 3</p> <p>You may take the GED in Spanish, * which will waive 110 units, then take 70 more units which is 14 classes for an Adult High School Diploma.</p> <p>credits</p> <p><input type="checkbox"/> English 1 5</p> <p><input type="checkbox"/> English 2 5</p> <p><input type="checkbox"/> English 3 5</p> <p><input type="checkbox"/> English 4 5</p> <p><input type="checkbox"/> English Elective 5</p> <p>Any 11th or 12th grade English Course 5</p> <p><input type="checkbox"/> English Composition 5</p> <p><input type="checkbox"/> Algebra 1A 5</p> <p><input type="checkbox"/> Algebra 1B 5</p> <p><input type="checkbox"/> U.S. Government 5</p> <p><input type="checkbox"/> U.S. History 1 5</p> <p><input type="checkbox"/> U.S. History 2 5</p> <p><input type="checkbox"/> Health 5</p> <p><input type="checkbox"/> Personal & Career Development 5</p> <p><input type="checkbox"/> Life Skills / Parent Education / Psychology 5</p> <p><input type="checkbox"/> Computer Operation/ 1 or 2 5</p> <p>The GED consists of the following tests:</p> <p><input type="checkbox"/> Lang. Arts, Writing</p> <p><input type="checkbox"/> Social Science</p> <p><input type="checkbox"/> Science</p> <p><input type="checkbox"/> Lang. Arts, Reading</p> <p><input type="checkbox"/> Mathematics</p> <p>SUBTOTAL UNITS 14</p> <p>TOTAL UNITS 170</p> <p><input type="checkbox"/> ELA <input type="checkbox"/> Math</p> <p>Summer Session</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>TESTS: _____</p>			

P-10 STAFF Folder/Christine Ramirez/Viles from WillForms/Diploma Plus Program)

REVISED: 3/4/13

TAB F

MENTORING AND TUTORING REFERRALS

AGENCY 	SERVICES 	FEE & HOURS 
<p>826LA (2 locations)</p> <p>East 1714 W. Sunset Blvd. Echo Park, CA 90026 ☎ (213) 413-3388</p> <p>West 685 Venice Blvd. Venice, CA 90291 ☎ (310) 305-8418</p> <p>E-mail: info@826LA.org</p> <p>www.826LA.org</p>	<p>Drop-in tutoring, field trips, in-school projects, young author's book project, art and writing workshops (see: workshops.826la.org for schedule), convenience store.</p> <p>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: www.826LA.org/internships</p> <p><i>English and Spanish</i></p>	<p><i>Free programs available for students ages 6 to 18. See web site for current schedule.</i></p> <p><i>\$25 deposit required for reserving one space in a workshop.</i></p> <p><i>Workshops:</i> <i>Mondays: 7pm-8:30pm (Echo Park only)</i> <i>Wednesdays: 7pm-8:30pm (Venice only)</i></p> <p><i>Drop-in tutoring available for walk-ins:</i> <i>Mon.-Thurs.: 2:30pm-5:30pm</i></p>
<p>AADAP Employment Access Unit Workforce Investment Act Youth Program 1088 South La Brea Avenue Los Angeles, CA 90019 ☎ (323) 295-0262 ☎ Fax: (323) 295-2375</p> <p>www.aadapinc.org</p>	<p>Comprehensive training program for in-school and out-of-school youth ages 14-21. Vocational assessments, career counseling, job readiness training, job placement services, job retention, basic computer training, etc.</p> <p><i>English and Korean</i></p>	<p><i>Free services.</i></p> <p><u>E</u> APPOINTMENTS ONLY.</p>

<p>A Place Called Home 2830 S. Central Avenue Los Angeles, CA 90011 ☎ (323) 232-7653 ☎ Fax (323) 232-0139 E-mail: info@apch.org www.apch.org</p>	<p>Educational programs, counseling, mentoring, tutoring, literacy, math, science, music, dance, athletics, nutrition and art classes. Transitional opportunities for teens.</p>	<p><i>Free services.</i></p> <p><i>APPOINTMENTS ONLY</i></p>
<p>Aztec Fire Fuels Crew (5 locations)</p> <p>Lincoln Heights Office 3516 N. Broadway Avenue Los Angeles, CA 90031 ☎ (323) 441-0187</p> <p>Hollywood Youth Family Center 607 N. Vermont Avenue Los Angeles, CA 90004 ☎ (323) 644-6255</p> <p>Cypress Park Family Youth Center 929 Cypress Avenue Los Angeles, CA 90065 ☎ (323) 222-0614</p> <p>Rampart Office 1316 S. Union Ave. Los Angeles, CA ☎ (213) 738-0178</p> <p>E-mail: info@aztecsrising.org www.aztecsrising.org Redesigning page</p>	<p>A 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.</p>	<p><i>Participants must be 18 years old with a willingness to learn, take orders, and serve the community.</i></p> <p><i>There is a Junior Aztec Fire Fuel program for at-risk youth between the ages of 13 and 17.</i></p> <p><i>Other preventative services target youths age 10-14.</i></p> <p><i>Contact the Lincoln Heights Office for details.</i></p>
<p>California Mentor Foundation 100 Main Street Tiburon, CA 94920 ☎ (415) 789-1007 ☎ Fax: (415) 789-1008 E-mail: info@calmentor.org www.calmentor.org</p>	<p>Contact information for Big Brother, Big Sister programs statewide. Referral service for mentorship programs.</p>	<p><i>Free services.</i></p>

Camp Returnee Program Pupil Services 333 S. Beaudry Ave., 29 th Floor Los Angeles, CA 90017 ☎ (213) 241-3848 ☎ (213) 241-1687 http://notebook.lausd.net/portal	Arranges school placement and provides support for students returning from juvenile camp.	<i>Free</i> <i>Phone during the school year for appointment:</i> <i>Mon-Fri: 9am – 5pm</i>
Children Youth and Family Collaborative 1200 West 37 th Place Los Angeles, CA 90007 ☎ (323) 730-9400 ☎ Fax: (323) 730-9403 E-mail: info@cyfcla.org www.cyfcla.org/	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.	<i>Free</i> <i>Call for placement.</i>
Communities in Schools CIS of Los Angeles 2000 Avenue of the Stars 2 nd Floor, Suite 227 Los Angeles, CA 90067 ☎ (424) 288-2809 E-mail: info@cislosangeles.org CIS Greater Los Angeles 8743 Burnet Ave. North Hills, CA 91343 ☎ (818) 891-9399 E-mail: grodriguez@cisgla.org http://www.cislosangeles.org	Dropout prevention and mentoring, after school programs, gang prevention and intervention, job services, counseling, and anger management.	<i>Free services.</i>
Community Outreach for Prevention and Education (COPE) 1000 N. Alameda St., Suite 240 Los Angeles, CA 90012 ☎ (213) 346-3200 ☎ Fax: (213) 808-1009 E-mail: info@communitypartners.org http://www.communitypartners.org	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.	<i>Free services.</i> <i>Office hours:</i> <i>Mon-Fri.: 8:30am-5:00pm</i>
East Los Angeles Skills Center 3921 Selig Place	Short-term vocational and technical training, classes for	<i>Students may enroll anytime during the</i>

<p>Los Angeles, CA 90031 📞 (213) 224-5970 📠 Fax: (213) 222-2351 http://elasc.adultinstruction.org</p>	<p>high school diploma, GED prep, employment prep and training center, job placement assistance. <i>English and Spanish.</i></p>	<p><i>year as long as space is available. Cost per course ranges from \$20-\$115 per class.</i> <i>Office hours:</i> <i>Mon.-Thurs.: 8am-7:30pm</i> <i>Fri.: 8am-3:30pm</i> <i>Sat.: 8am-2:30pm</i></p>
<p>Fulfillment Fund Teen Access Program 6100 Wilshire Blvd., Ste. 600 Los Angeles, CA 90048 📞 (323) 939-9707 📠 Fax: (323) 525-3095 E-mail: info@fulfillment.org www.fulfillment.org</p>	<p>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.</p>	<p><i>Free</i> <i>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.</i></p>
<p>Homeboy Industries – Jobs for a Future 130 W. Bruno St. Los Angeles, CA 90012 📞 (323) 526-1254 E-mail: info@homeboy-industries.org www.homeboy-industries.org</p>	<p>Offers former gang members assistance finding jobs, job training, aftercare services to youth being released from camp, counseling services, GED prep, & access to groups such as Narcotics Anonymous or Criminal & Gangs Anonymous.</p>	<p><i>Free services.</i> <i>Hours of operation:</i> <i>Mon.-Fri.: 9am-5pm</i></p>
<p>Homies Unidos Los Angeles 1625 W. Olympic Blvd., Suite 706 Los Angeles, CA 90015 📞 (213) 383-7484 E-mail: aalvarado@homiesunidos.org www.homiesunidos.org</p>	<p>Gang violence prevention and intervention: GED prep, tattoo removal, art programs, anger management classes, recreation, health, and community development projects.</p>	<p><i>Free services.</i></p>
<p>Los Angeles Public Library Literacy Program 📞 (213) 228-7037 http://www.lapl.org/literacy/</p>	<p>Literacy program offered at library branches city wide.</p>	<p><i>Due to increased interest, some workshops fill up and registration closes 3 to 4 weeks before the training</i></p>

		<p><i>date. Please check with the Literacy Coordinator about workshop availability.</i></p> <p><i>All workshops are held on Saturdays from 10:30am to 5:30pm.</i></p> <p><i>Call or check website for remaining workshop schedule.</i></p>
<p>P.A.C.T. Positive Alternative Choices Today 12421 Venice Boulevard, Suite 7 Los Angeles, CA 90066 ☎ (310) 313-4119 E-mail: mentors@pactla.org www.pactla.org</p>	<p>Education support programs for at risk 9-15 year-olds in violence/substance abuse environments.</p>	<p><i>Appointment only.</i> <i>Mon-Fri: 4pm-6pm</i></p>
<p>Volunteer Match 717 California St., Second Floor San Francisco, CA 94108 ☎ (415) 241-6872 E-mail: support@volunteermatch.org www.volunteermatch.org</p>	<p>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.</p>	<p><i>Free services.</i></p>
<p>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</p>	<p>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.</p> <p><i>Bilingual (English, Spanish) tutors available.</i></p>	<p><i>Free</i> <i>Call to determine eligibility and appropriate services.</i></p>
<p>WriteGirl 411 S. Main Street, Suite 422B Los Angeles, CA 90013 ☎ (213) 253-2655</p>	<p>Female novelists, poets, songwriters, and journalists working with girls and young women to mentor and train</p>	<p><i>Free program.</i></p>

☎ Fax: (213) 253-2618 E-mail: info@writegirl.org www.writegirl.org	them with their interests in creative writing. Workshops and mentoring sessions promote creativity and self-expression to empower girls.	
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.	<i>Free programs.</i> <i>See website or call corporate office for nearest location.</i>
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. <i>English and Spanish</i>	<i>Free program.</i> <i>Registration fees required for some workshops.</i>

*Listings are provided for informational purposes only. Public Counsel does not endorse any agency.
 Prepared by Public Counsel's Children's Rights Project.*

TAB G

Sent Via:

☐ Fax to () _____

☐ U.S. Mail

☐ Hand Delivered

Principal/Designee's Initials: _____

Date Received: _____

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)7(B).

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

Sincerely,

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)

TAB H

Sent Via:

- ☐ Fax to () _____
☐ U.S. Mail
☐ Hand Delivered

Principal/Designee's Initials: _____

Date Received: _____

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 interests to attend **(new school)** _____.

☐ *At this time*, **(parent/caregiver/person holding education rights)** _____, and **(student name)** _____ have met and agreed that it is in the student's best interests to attend **(new school)** _____.

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)

TAB I

JV-539

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____ STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
CHILD'S NAME:	
<div style="text-align: center;"> REQUEST FOR HEARING REGARDING CHILD'S EDUCATION </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div> <input type="checkbox"/> Appointment of Educational Representative </div> <div> <input type="checkbox"/> Review of Proposed Removal From School of Origin </div> </div>	CASE NUMBER:

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):

2. ☐ On (date): _____ the educational representative 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 educational representative.

Date: _____

 (TYPE OR PRINT CHILD'S ATTORNEY'S NAME)



 (SIGNATURE OF CHILD'S ATTORNEY)

3. ☐ On (date): _____ the social worker or probation officer informed me that the child's placement will be changed and that this will result in the child's removal from the school of origin. Based on the information provided to me by the social worker or probation officer, I am requesting a hearing for the court to review the proposed removal of the child from the school of origin.

Date: _____

 (TYPE OR PRINT CHILD'S ATTORNEY'S NAME)



 (SIGNATURE OF CHILD'S ATTORNEY)

 (TYPE OR PRINT NAME OF PERSON WHO HOLDS EDUCATIONAL RIGHTS)



 (SIGNATURE OF PERSON WHO HOLDS EDUCATIONAL RIGHTS)

TAB J

Sent Via:

- ☐ Fax to () _____
☐ U.S. Mail
☐ Hand Delivered

Principal/Designee's Initials: _____

Date Received: _____

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/Student

TAB K

LAUSD High School Credit Requirements and Tracking Sheet

TO EARN YOUR DIPLOMA IN 4 YEARS IN LAUSD, YOU WILL NEED TO:

1. **Earn 230 credits (if you graduate before 2016)** (pass all required classes with an ‘A’, ‘B’, ‘C’, or ‘D’) or **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’)
2. **Pass the CAHSEE (California High School Exit Exam)**

Credits:

0 to 50	→	9 th grade (year 1)
55 to 105	→	10 th grade (year 2)
110 to 165	→	11 th grade (year 3)
170 to 210 or 230	→	12 th grade (year 4)
210 or 230	→	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 167 EXCEPTION

Remember: a law called AB 167 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!

Student Name: _____

9TH GRADE				
Quarter 1		Quarter 2		Quarter 3
1.	AB C D F	1.	AB C D F	1.
2.	AB C D F	2.	AB C D F	2.
3.	AB C D F	3.	AB C D F	3.
4.	AB C D F	4.	AB C D F	4.
Credits earned _____		Credits earned _____		Credits earned _____
Interest: _____ grade: _____		Interest: _____ grade: _____		Interest: _____ grade: _____
Interest: _____		Interest: _____		Interest: _____
Credits earned _____		Credits earned _____		Credits earned _____

10TH GRADE				
Quarter 1		Quarter 2		Quarter 3
1.	AB C D F	1.	AB C D F	1.
2.	AB C D F	2.	AB C D F	2.
3.	AB C D F	3.	AB C D F	3.
4.	AB C D F	4.	AB C D F	4.
Credits earned _____		Credits earned _____		Credits earned _____
Interest: _____ grade: _____		Interest: _____ grade: _____		Interest: _____ grade: _____
Interest: _____		Interest: _____		Interest: _____
Credits earned _____		Credits earned _____		Credits earned _____

11TH GRADE				
Quarter 1		Quarter 2		Quarter 3
1.	AB C D F	1.	AB C D F	1.
2.	AB C D F	2.	AB C D F	2.
3.	AB C D F	3.	AB C D F	3.
4.	AB C D F	4.	AB C D F	4.
Credits earned _____		Credits earned _____		Credits earned _____
Interest: _____ grade: _____		Interest: _____ grade: _____		Interest: _____ grade: _____
Interest: _____		Interest: _____		Interest: _____
Credits earned _____		Credits earned _____		Credits earned _____

12TH GRADE				
Quarter 1		Quarter 2		Quarter 3
1.	AB C D F	1.	AB C D F	1.
2.	AB C D F	2.	AB C D F	2.
3.	AB C D F	3.	AB C D F	3.
4.	AB C D F	4.	AB C D F	4.
Credits earned _____		Credits earned _____		Credits earned _____
Interest: _____ grade: _____		Interest: _____ grade: _____		Interest: _____ grade: _____
Interest: _____		Interest: _____		Interest: _____
Credits earned _____		Credits earned _____		Credits earned _____

Credit Scale:
 0 - 50 = 9th grader
 55 - 105 = 10th grader
 110 - 165 = 11th grader
 170+ = 12th grader
 230+ = Eligible to graduate

A - G REQUIREMENTS:
 No Ds in required classes.
History / Social Science:
 2 History classes
 1 Government
 1 Economics
 English:
 English 9A & 9B
 English 10A & 10B
 11th Contemporary Comp
 11th American Lit
 12th World Literature
 12th Expository Comp
Math:
 Algebra 1A1 & 1A2
 Algebra 1B1 & 1B2
 Geometry A & B
Science:
 Biology A & B
 Physical Science A & B
Language (2yrs):
 Spanish Speaking
Visual & Performing Arts:
 music, drama, dance
College Prep. Elective:
 Intercoordinated Science A & B

Additional Classes:
 ELAC:
 ROT:
 Occupation/Skill Center:



Office of the Vice Chancellor, Student Affairs
UCLA Early Academic Outreach Program

A-G Planning Chart

Subjects to meet and exceed admission requirements for the UC and CSU systems	Required Number of Years	9 th		10 th		11 th		12 th	
		1 st semester	2 nd semester	1 st semester	2 nd semester	1 st semester	2 nd semester	1 st semester	2 nd semester
A. History/Social Science Courses include US History, World History, Government, geography	2 Required 3 Recommended*			World History	World History	US History (AP)	US History (AP)	Govt* (AP)	Economics* (AP)
B. English/Composition and Literature	4 Required	English 9 (H)	English 9 (H)	English 10 (H)	English 10 (H)	English 11 (H/AP)	English 11(H/AP)	English 12(H/AP)	English 12 (H/AP)
C. Mathematics includes Algebra I, Geometry and Algebra II. Advanced Courses like Trigonometry and Calculus are also recommended.	3 Required 4 Recommended*	Algebra I or Geometry	Algebra I or Geometry	Geometry or Algebra II	Geometry or Algebra II	Algebra II or Math Analysis	Algebra II or Math Analysis	Math Analysis or Calculus*	Math Analysis or Calculus*
D. Laboratory Science Includes biology, chemistry and physics & integrated/inter-coordinated science	2 Required 3-4 Recommended*	Biology	Biology	Chemistry (H/AP)	Chemistry (H/AP)	Physics* (H/AP)	Physics* (H/AP)	AP Biology* (H/AP)	AP Biology* (H/AP)
E. Language Other Than English Includes Spanish, French, German, Japanese, Chinese and Russian, etc.	2 Required 3-4 Recommended*	Language Other Than English I	Language Other Than English I	Language Other Than English II	Language Other Than English II	Language Other Than English III*	Language Other Than English III*	Language Other Than English IV* (AP)	Language Other Than English IV* (AP)
F. Visual and Performing Arts (drama, orchestra, photography, etc)	1 Required								
G. College Preparatory Electives	1 Required								
Exams PSAT/ACT/ SAT Reasoning SAT (Subject Tests)	Required Exams	PSAT (October)		PSAT (October)	SAT (Feb) SAT (Subject tests) (June)	PSAT (October)	SAT (Dec) SAT (Subject Tests) May/ June	SAT (Oct/Nov/ or Dec.) SAT Subject Tests	

TAB L

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

TAB M

STATE OF CALIFORNIA – HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
CWS/CMS Case Management

Transitional Independent Living Plan & Agreement

Youth: _____ Date of Birth: _____ Age _____ Ethnicity _____

Address: _____

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.

Service goals and activities to be addressed in the plan:

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

- ☐ 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.

Goal	Activity	Responsible Parties	Planned Completion date	Progress Date
Goal #1:				<input type="checkbox"/> Met Goal Date _____ <input type="checkbox"/> Satisfactory Progress <input type="checkbox"/> Needs more time/assistance. <input type="checkbox"/> Goal needs modification.
Goal #2:				<input type="checkbox"/> Met Goal Date _____ <input type="checkbox"/> Satisfactory Progress <input type="checkbox"/> Needs more time/assistance. <input type="checkbox"/> Goal needs modification.
Goal # 3:				<input type="checkbox"/> Met Goal Date _____ <input type="checkbox"/> Satisfactory Progress <input type="checkbox"/> Needs more time/assistance. <input type="checkbox"/> Goal needs modification.
Goal #4:				<input type="checkbox"/> Met Goal Date _____ <input type="checkbox"/> Satisfactory Progress <input type="checkbox"/> Needs more time/assistance. <input type="checkbox"/> Goal needs modification.

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

Goal	Activities	Responsible Party	Planned Completion Date
Apply to College	<ul style="list-style-type: none"> Meet with school counselor to strategize on finishing A-G requirements Take SAT prep class and take SAT exam Apply to college 	<ul style="list-style-type: none"> Youth CSW will assist locating SAT class if not offered at school CSW will refer youth to Education Consultant if additional assistance is needed <p>ILP will fund SAT class and assist with college applications</p>	<ul style="list-style-type: none"> 9/10/2012 to meet counselor 10/9/2012 (date of next SAT exam, deadline to register is 9/10/2012.) <p>No later than 11/30/2012 for college applications (follow specific college application deadlines)</p>
Obtain funding for college	<ul style="list-style-type: none"> Attend ILP financial aid workshop Apply for scholarships, grants, and financial aid 	<ul style="list-style-type: none"> Youth ILP will hold workshop and assist with financial aid applications CSW will refer youth to Education Consultant if additional assistance is needed 	3/15/2013
Learn to drive	<ul style="list-style-type: none"> Take driver's training class Take driving exam Obtain driver's insurance 	<ul style="list-style-type: none"> Youth Caretaker ILP/DCFS will provide funding for training and insurance 	12/30/2012
Obtain part-time employment	<ul style="list-style-type: none"> Visit school's career center Obtain work permit Register at local OneSource Center 	<ul style="list-style-type: none"> Youth Caretaker CSW will take youth to register at OneSource ILP will provide funding for job transportation and job clothing 	2/30/2012
Establish permanent connection	<ul style="list-style-type: none"> Find mentor 	<ul style="list-style-type: none"> CSW/ILP will refer to mentoring program 	2/30/2012

☒ 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.

TAB N

Free Tutoring Services

Offered by...

YOUTH DEVELOPMENT SERVICES

Program Features: Youth ages 14 or 15 in out of home placement can be referred for an academic assessment. If the youth is below grade level up to 50 hours of tutoring may be provided.

Youth ages 16 through 20 may also be academically assessed. Those youth assessed to be in need of tutoring will be referred back to the Transition Coordinator.

All youth, ages 14-20, who have passed the California High School Exit Exam (CAHSEE) should not be referred for an academic assessment.

The Program is conducted by one of the three Contractors, depending on the youth's placement address:

The Community College Foundation (TCCF)
Service Planning Area (SPA) 1, 5, and 7

The Foundation for California Community Colleges (FCCC)
SPA 2, 3, 4 and 8

Para Los Ninos
SPA 6

The Referral Process: The CSW must complete and provide the TILP and DCFS 5557 to the TRANSITION COORDINATOR in the DCFS regional office. For more information or questions contact 213-351-0101.

rev. 07.15.08

TAB O

**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)

- | | |
|---|--|
| <input type="checkbox"/> Graduation Expenses | <input type="checkbox"/> Dorm or Apartment Start-Up Expenses |
| <input type="checkbox"/> Tuition | <input type="checkbox"/> Rent ** |
| <input type="checkbox"/> Books & Supplies* | <input type="checkbox"/> Rent Deposit Reimbursement ** |
| <input type="checkbox"/> School Clothes** | <input type="checkbox"/> School or Exam Fees Reimbursement |
| <input type="checkbox"/> Transportation (pass, tokens or airfare)** | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Work Clothes** | |

*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:

- | | |
|--|--|
| <input type="checkbox"/> Pay Stubs | <input type="checkbox"/> School Enrollment Documents |
| <input type="checkbox"/> Financial Aid Letter | <input type="checkbox"/> Letter From Counselor |
| <input type="checkbox"/> Cost Estimate | <input type="checkbox"/> Receipts |
| <input type="checkbox"/> Lease/Rent Agreement
(original signatures) | <input type="checkbox"/> Other: _____ |

Thank you,

(Signature)

(Print name)

Address: _____

City: _____ State: _____ Zip Code: _____ Phone Number: _____

Last 4 Digits of Your Social Security No: _____ Date Of Birth: _____

Name of Children's Social Worker/Deputy Probation Officer: _____

Phone number for 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.

TAB P

REQUEST FOR REVIEW OF ILP FUNDS OR SERVICES DECISION

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: Elizabeth Esteban
PHONE: (626)229-3811
FACSIMILE: (626) 397-9166
EMAIL: LUNAEL@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)

DATE:

YOUR FULL NAME: FIRST NAME LAST NAME

ADDRESS:

EMAIL:

PHONE NUMBER(S) WHERE YOU CAN BE REACHED:

BEST DAY/TIME TO REACH YOU:

If this form was filled out by someone other than the youth, contact information:

DATE:

NAME OF PERSON:

ORGANIZATION:

ADDRESS:

EMAIL:

PHONE NUMBER(S):

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 Harvey Kawasaki, Director of Youth Development Services.

You can also submit this form to Harvey Kawasaki at kawash@dcfs.lacounty.gov.

The State Ombudsman may also be reached toll-free at (877) 846-1602 or directly by email: fosteryouthhelp@dss.ca.gov.

TAB Q

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?

TAB R



AGING OUT OF FOSTER CARE?

An important new law gives foster youth the option to remain in foster care and receive services and supports until age 20!



Things to Know

- This new program begins January 1, 2012. If you turn 18 on or after January 1, you can stay in foster care up to age 20 as long as you meet eligibility requirements.
- It is up to you. The program is voluntary; you decide if you want to stay in foster care.
- You can change your mind. Should you decide to leave foster care, you can return, provided you meet the requirements.
- You have responsibilities too. You will need to meet with your social worker or probation officer, go to court and continue to meet the eligibility requirements.

What You Need to Do

You are eligible for this program if you are doing at least one of the following:

- Completing high school or an equivalent program
- Enrolled at least half-time in college, community college or a vocational education program
- Employed at least 80 hours a month
- Participating in a program/activity designed to remove barriers to employment
- Unable to do any of the above because of a medical condition

Where You Can Live

You must live in one of the following places to be eligible for this program:

- Home of a relative, non-related extended family member or legal guardian
- Licensed or approved foster home, Foster Family Agency (FFA) certified home, Intensive Treatment Foster Care home (ITFC), or Transitional Housing Placement Program (THPP)
- Transitional Housing Program Plus Foster Care (THP+FC)
- Supervised Independent Living Program (SILP)
- Group home (if needed to complete high school or if you have a medical condition)

What Your Responsibilities Are

To be part of this program, you will need to:

- Meet with your social worker or probation officer each month
- Attend a court hearing or administrative review every 6 months
- Sign an agreement
- Agree to work with your social worker or probation officer to meet the goals of your Transitional Independent Living Case Plan and receive case management services

How to Learn More

- Ask your social worker, probation officer or attorney for more detailed information
- Visit www.after18ca.org

Extension of services and supports to age 20 is made possible through the California Fostering Connections to Success Act (AB 12)



010113

TAB S

Transitional Age Youth (TAY) Housing Application

Youth Development Services

3530 Wilshire Blvd.
Los Angeles, CA 90010
Tel: (213) 351-0100

☐ THP (Ages 18-21)

☐ THP-Plus (Ages 18-24)

General Information

(Please Print)

Name: _____ Application Date: ____/____/____

Primary Address: _____

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 significant 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. _____

Parent/Guardian Information

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: () _____ - _____ Work Phone: () _____ - _____

Referral/Agency Source

Name of person who referred you to transitional housing: _____

Relationship: _____ Agency: _____

Work Phone: () _____ - _____ E-Mail: _____

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: _____

Life Skill Knowledge

Do you know how to cook? ☐ Yes ☐ No

Please give an example of a 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): _____

- | | | |
|---|------------------------------|-----------------------------|
| • Can you make a monthly budget? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Do you pay bills on time? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Do you own credit cards? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Do you owe money on school loans? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Do you know how to use public transportation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Do you have any pets? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Personal Goals

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 reproduction of any record or information outside the intended and approved use is strictly prohibited. Illegal or misuse of this information is punishable by fine and/or imprisonment.

TAB T

Statement of Intent to Employ Minor and Request for Work Permit *Not a work permit — Print all information except signatures*

For Minor to Complete



Minor's name (last name first)	Social security number	Date of birth	Age	Grade
Street address	City	ZIP Code	Home telephone	
School name				
Street address	City	ZIP Code	School telephone	

For Employer to Complete (Please review rules for employment of minors on reverse.)



Name of business				
Street address	City	ZIP Code	Business telephone	
Minor's work duties			Hourly wage	
Maximum number of hours of employment when school is in session:				
Mon. _____	Tues. _____	Wed. _____	Thurs. _____	Fri. _____ Sat. _____ Sun. _____ Weekly = _____
<i>In compliance with California labor laws, this employee is covered by worker's compensation insurance. This business does not discriminate unlawfully on the basis of race, ethnic background, religion, sex, sexual orientation, color, national origin, ancestry, age, physical handicap, or medical condition. I hereby certify that, to the best of my knowledge, the information herein is correct and true.</i>				
Supervisor's signature		Supervisor's name (print or type)		

For Parent or Guardian to Complete

This minor is being employed at the place of work described with my full knowledge and consent. I hereby certify that, to the best of my knowledge, the information herein is correct and true. I request that a work permit be issued.

In addition to this employer, my child is working for:

_____	Name of business
Signature of parent or legal guardian	Date

For School to Complete

Evidence of minor's age	Type: Regular _____
	Vacation _____
	Year-Round _____
Signature of verifying authority	Work Experience Education _____
	Other (specify) _____

TAB U

Below is a list of employment centers, services, and assistance programs that can help you find and secure work.

Workforce Investment Act (WIA) Youth Formulated Grants

The Workforce Investment Act (WIA) of 1998 established program funding for eligible youth ages 14-21. Local communities provide programs and services for youth with the help of WIA One-Stop Career Centers. Below are listings of the nearest WIA One-Stop Career Centers (also known as WorkSource Centers) in your area. This is where you should go if you want to get help finding a job!

Career Partners WorkSource Center

3505 North Hart Avenue
Rosemead, CA 91770
(626) 572-7272

TTY: (626) 569- 0682

Fax: (626) 572-9100

(323) 600-1106

TTY: (323) 600-0184

Fax: (323) 600-0186

East Los Angeles Employment &
Business WorkSource Center

5301 Whittier Blvd., 2nd Floor

Los Angeles, CA 90022

(323) 887-7122

TTY: (323) 832-1279

Fax: (323) 887-8236

Central San Gabriel Valley WorkSource
Center

11635 Valley Blvd., Unit G2

El Monte, CA 91732

(626) 258-0365

TTY: (626) 258-0429

Fax: (626) 258-0428

L.A. Works WorkSource Center

5200 Irwindale Blvd., Suite 130

Irwindale, CA 91706

(626) 960-3964

TTY: (626) 960-3964

Fax: (626) 960-6777

Chicana Service Action Center

WorkSource Center/Downtown Office

3601 East First Street

Los Angeles, CA 90063

(323) 264-5627

TTY: (213) 629-5800

Fax: (323) 980-1775

Housing Authority WorkSource Portals

Jordan Downs WorkSource Portal

2101 East 101st Street

Los Angeles, CA 90002

(323) 249-7751

Fax: (323) 249-7754

City of Pomona Los Angeles Urban

League WorkSource Center

264 East Monterey Avenue

Pomona, CA 91767

(909) 623-9741

TTY: (909) 469-2561

Fax: (909) 620-8845

Imperial Courts WorkSource Portal

11534 Croesus Avenue, Suite 413

Los Angeles, CA 90059

(323) 249-2910

Fax: (323) 249-2917

Los Angeles Urban League

WorkSource Business and Career Center

12700 South Avalon Blvd.

Los Angeles, CA 90061

Nickerson Gardens WorkSource Portal
1495 East 114th Street, Unit # 1106
Los Angeles, CA 90059
(323) 357-3980

Los Angeles Urban League West
Adams/ Baldwin Hills WorkSource
Center
5681 West Jefferson Blvd.
Los Angeles, CA 90016
(323) 525-3740

Wilshire-Metro WorkSource Center
3550 Wilshire Blvd., Suite 500
Los Angeles, CA 90010
(213) 365-9829

Westlake WorkSource Center
1055 Wilshire Blvd., Ste. 900A
Los Angeles, CA 90017
(213) 353-1677

Southeast Los Angeles Crenshaw
WorkSource Center
3965 South Vermont Avenue
Los Angeles, CA 90037
(323) 730-7900
TTY: (323) 730-7937
Fax: (323) 730-7934
Site: <http://www.letc.com>

South Bay One-Stop Business & Career
Center
110 S. La Brea Avenue, Suite 500
Inglewood, CA 90301
(310) 680-3700

Archdiocesan Youth Employment (“AYE”) Services

AYE services provide youth with job training, educational services and career services. To qualify for AYE services, you must be between the ages of 16 to 21. To find an AYE location near you, feel free to call (213) 736-5456 or visit one of the AYE locations listed below.

Main Office

Chinatown Service Center
767 North Hill Street, # 400
Los Angeles, CA 90012
(213) 808-1700

Metro North WorkSource Center
342 North San Fernando Road
Los Angeles, CA 90031
(323) 539-2000

South Los Angeles WorkSource Center
Community Centers Inc.
7518 South Vermont Avenue
Los Angeles, CA 90044
(323) 752-2115
TTY: (323) 752-9215
Fax: (323) 789-4574
Site: <http://www.cciworksource.org>

Northeast Los Angeles WorkSource
Center
3825 North Mission Road
Los Angeles, CA 90031
(323) 352-5100

Southeast Los Angeles - Watts
WorkSource Center
10950 South Central Avenue
Los Angeles, CA 90059
(323) 563-4702 | (323) 563-5682
TTY: (323) 563-5684
Fax: (323) 563-5636
Site: <http://www.wlcac.org>

3250 Wilshire Blvd., Suite 1010
Los Angeles, CA 90010

(213) 736-5456

Antelope Valley WorkSource Center

1420 West Avenue I
Lancaster, CA 93534
(661) 945-2277

East Los Angeles WorkSource Center

5301 Whittier Blvd.
Los Angeles, CA 90022
(323) 887-7122

Southeast L.A. Crenshaw WorkSource Center

3965 South Vermont Avenue
Los Angeles, CA 90037
(323) 731-8596

OneSource California Youth

Opportunity Centers

OneSource is a Youth Opportunity Program. To qualify, you must be 16-21 years of age, a resident of the City of Los Angeles, and income-eligible. OneSource programs are free and help youth in a variety of areas, such as: employment and work readiness, career exploration and guidance, occupational skills training, tutoring and computer skills, college preparation, mentoring, and alternative high school services. To find out more information, feel free to call 1-800-FOR-A-JOB or visit one of the OneSource California Centers in your area based on the location of your high school.

Archdiocesan Youth Employment
(Central) at The Bresee Foundation

(213) 387-2822 ext. 170;
TTY (800) 732-8598
Area High Schools: Fairfax, Hollywood

Archdiocesan Youth Employment
(South)

(323) 731-8596; TTY (323) 731-6300
*Area High Schools: Jefferson, Manual
Arts, Fremont*

Brotherhood Crusade

(323) 846-1659
Area High Schools: Crenshaw, Dorsey

El Proyecto del Barrio (North Valley)

(818) 771-0184; TTY (818) 252-6505
*Area High Schools: Chatsworth,
Granada Hills, Kennedy, Monroe, San
Fernando, Sylmar, Verdugo*

El Proyecto del Barrio (South Valley)

(818) 710-5239; TTY (818) 716-6438
Area High Schools: Birmingham,

Canoga Park, Cleveland, El Camino

LAUSD (Harbor)

(310) 519-0801; TTY (310) 519-1933
*Area High Schools: Banning, Narbonne,
San Pedro*

Los Angeles Urban League (South)

(323) 292-8111 ext. 617; TTY (323)
291-6184
Area High Schools: Crenshaw, Dorsey

Para Los Niños (East)

Power of One Youth Workforce
Services

(213) 623-8446; TTY (213) 572-0628
*Area High Schools: Eagle Rock,
Franklin, Marshall, Garfield, Lincoln,
Roosevelt, Wilson*

UCLA (Central)

at Central City Neighborhood Partners
(213) 482-8618 OR (213) 202-5303 OR

(213) 202-5312

*Area High Schools: Los Angeles,
Belmont*

UCLA (West)

(310) 572-7680; TTY (310) 572-7681

*Area High Schools: Hamilton,
Palisades, University, Venice,
Westchester*

Watts Labor Community Action

Committee (South)

(323) 923-1434; TTY (323) 923-1586

*Area High Schools: Jordan, Locke,
Washington, Real, Reseda, Taft,
Sherman Oaks, Francis Polytechnic,
Grant, North Hollywood, Van Nuys*

Boyle Heights (East)

(323) 266-7584; TTY (323) 526-1556

*Area High Schools: Eagle Rock,
Franklin, Marshall, Garfield, Lincoln,
Roosevelt, Wilson*

Youth Opportunity Movement, Valley

(818) 361-7108; TTY (818) 837-3213

*Area High Schools: Chatsworth,
Granada Hills, Kennedy, Monroe, San
Fernando, Sylmar, Verdugo*

Youth Opportunity Movement, Watts
(South)

(323) 971-7640; TTY (323) 569-2251

*Area High Schools: Jordan, Locke,
Washington*

Job Corps

Job Corps is a free program for youth who are 16 years old and older. Job Corps provides education and training programs to help youth earn a high school diploma or GED and find employment. For more information or to find a Job Corps Center near you, feel free to call (800) 733-5627.

*You can also visit the Job Corps Center
in Los Angeles at:*

1106 South Broadway
Los Angeles, CA 90015
(213) 748-0135

Youth Summer Jobs

If you are interested in a paid summer job and are between the ages of 14-21, please contact the following contractors in your area:

Catholic Charities

3250 Wilshire Blvd., Suite 1010
Los Angeles, CA 90010
(213) 736-5466

City of Compton

700 North Bullis Road
Compton, CA 90220
(310) 637-7422

Soledad Enrichment Action

3763 East 4th Street
Los Angeles, CA 90063
(213) 480-4200

Youth Opportunities Unlimited

8421 South Vermont Avenue
Los Angeles, CA 90044
(323) 789-4977

Community Development Department
215 West 6th Street, 10th floor
Los Angeles, CA 90014

(213) 744-7191 OR (213) 744-7206
(Ages 16-24 only)

Additional Youth Employment Opportunity Programs

Clean & Green (LA Conservation Corps)

The Clean & Green program provides middle and high school youth from the ages of 14 to 17 the opportunity to gain environmental work experience on weekends and during school vacation periods. If you would like to receive more information on joining Clean & Green, feel free to contact Irene Lopez, Program Director, at (323) 244-2550, ext. 500, or Lilia Ortiz, Program Associate, at (323) 224-2550, ext. 502.

TAB V

SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES JUVENILE COURT

IN THE MATTER OF		CASE NO.: JAI #:	
PETITIONER		PETITION TO SEAL JUVENILE RECORDS AND COURT ORDER (Section 389 and 781 Welfare & Institutions Code)	
Your Petitioner respectfully represents:			
NAME:		SEX:	AGE:
ADDRESS:		BIRTHPLACE:	BIRTHDATE:
		CITY:	STATE:
HEIGHT:	WEIGHT:	WILL REACH AGE OF 38 ON:	
		SOCIAL SECURITY NUMBER:	
DAYTIME TELEPHONE NUMBER:		DRIVER'S LICENSE NUMBER:	
()		MOTHER'S FIRST AND LAST MAIDEN NAME:	

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

INCIDENT NO.	DATE	ARRESTING AGENCY	VIOLATION	DISPOSITION
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

Are there any civil lawsuits pending directly relating to or arising from the criminal act that caused 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/COMMISSIONER/REFEREE 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 Youth Authority, Sacramento, California, is ordered to seal their records, YA no. _____

☐ The Superior Court/Juvenile Division and the 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/COMMISSIONER/REFEREE OF THE JUVENILE COURT

TAB W

Attention: Supervising Referee Jack Furay
Los Angeles County Probation Department
Day Reporting Center
7555 Van Nuys Blvd
Van Nuys, CA 91405
Email: JFuray@lasuperiorcourt.org

TO PROVIDE TO THE JUDGE AT THE HEARING OR BY LATER APPEARANCE

RE: Request Related to Truancy Citation # _____
Youth _____
D.O.B. _____

Dear Referee:

I, _____, am a youth living in Los Angeles County. I received a truancy citation on or about _____ (date), and I respectfully request:

(Check all that apply)

- ☐ Dismissal of the citation because I was:
 - ☐ Traveling in the general direction of my school (Sec. 45.04. (b)(11) & IJTC Handling of School Attendance Cases Court Policy, p. 1)

For youth in LA City ticketed under LAMC 45.04:

- ☐ On school grounds, at the entrance to my school, or a public sidewalk immediately adjacent to school grounds (Sec. 45.04. (a))
- ☐ Accompanied by my parent, guardian, or other adult person authorized by my parent or guardian as having the care or custody of me (Sec. 45.04. (b)(1))
- ☐ On an emergency errand directed by my parent, guardian, or other adult person having the care or custody of me (Sec. 45.04. (b)(2))
- ☐ Attending or going directly to or returning directly from a public meeting or an official school-sponsored sporting event, dance, or activity which is under the direction, supervisions, or control of an adult and which is organized, arranged, or sponsored by the City, a local educational authority, or religious or civil organization that is taking responsibility of me (Sec. 45.04. (b)(3))
- ☐ Going directly to or coming from my place of gainful employment (Sec. 45.04. (b)(4))
- ☐ Going directly to or coming from a medical appointment (Sec. 45.04. (b)(5))
- ☐ Carrying in my possession a valid, school issued, off-campus permit or pass that authorizes me to leave the school campus (Sec. 45.04. (b)(6))
- ☐ Off school grounds because of business, trade, profession, or occupation in which I am lawfully engaged (Sec. 45.04. (b)(7))
- ☐ Involved in an emergency such as a fire, natural disaster, automobile accident, a situation requiring immediate action to prevent serious bodily injury or loss of life, or any unforeseen combination of circumstances or the resulting state, which calls for immediate action (Sec. 45.04. (b)(8))
- ☐ In a motor vehicle involved in interstate travel (Sec. 45.04. (b)(9))

☐ Authorized to be absent from my school (Sec. 45.04. (b)(10))
Provide any additional information here about why one of the above exceptions applies:

If you do not dismiss the citation, I request that I be given a warning, as this is my first offense.

SECOND HEARING

My ticket was upheld at my first hearing, and I was required to come back for a second hearing, I am

requesting dismissal because:

- ☐ I have a record or letter from the school showing no unexcused absences and minimal tardies from the date of the last hearing to one week before the 60 day date (IJTC Handling of School Attendance Cases Court Policy, p. 3)
- ☐ I have a letter from the school that an attendance plan has been developed with the school to improve attendance and that my parent(s), or guardian(s), or other legally recognized caregiver, or holder of education rights have participated in a conference with the school to develop the school attendance plan (IJTC Handling of School Attendance Cases Court Policy, p. 3 (a))

I was unable to bring an attendance plan or attendance record, I respectfully request:

- ☐ To participate in a community or school-based program for mentoring, tutoring, credit recovery, anger management, substance abuse counseling, or counseling or any other services that would address the core issues underlying the school attendance program (IJTC Handling of School Attendance Cases Court Policy, p. 4(a))that should not exceed 20 hours (Sec. 45.04(d))
- ☐ To partially pay money and partially perform community service (IJTC Community Service Availability Court Policy, p. 5)
- ☐ To pay in installments (IJTC Community Service Availability Court Policy p. 11)

Thank you for your consideration.

Sincerely,

_____(Signature)
_____(Print name)
_____(Phone Number)

_____(Address)
_____(Email)

Cc: Presiding Judge Michael Nash, Los Angeles Juvenile Court,
via U.S. Mail and fax (323) 881-3794