



Office of Children and Family Services

Andrew M. Cuomo
Governor

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Sheila J. Poole
Acting Commissioner

Administrative Directive

Transmittal:	18-OCFS-ADM-16
To:	Commissioners of Social Services Executive Directors of Voluntary Authorized Agencies
Issuing Division/Office:	Strategic Planning and Policy Development Child Welfare and Community Services
Date:	July 31, 2018
Subject:	Providing Foster Care Placement Verification to Youth 18 Years of Age or Older Exiting Foster Care
Suggested Distribution:	Directors of Social Services Foster Care Supervisors Foster Care Case Managers Foster Care Workers CONNECTIONS Implementation Coordinators
Contact Person(s):	Section VI
Attachments:	OCFS-5184, <i>Foster Care Placement Verification Form</i>

Filing References

Previous ADMs/INFs	Releases Cancelled	NYS Regs.	Soc. Serv. Law & Other Legal Ref.	Manual Ref.	Misc. Ref.
15-OCFS-ADM-20		18 NYCRR 430.12 (l)	Preventing Sex Trafficking and Strengthening Families Act (P.L. 113-183)		
17-OCFS-INF-01			Family First Prevention Services Act (P.L. 115-123) Section 475(5)(l) of the Social Security Act		

I. Purpose

The purpose of this Administrative Directive (ADM) is to notify local departments of social services (LDSSs) and voluntary authorized agencies (VAs) of the new requirement

contained in the federal Family First Prevention Services Act (FFPSA), that a child who is leaving foster care by reason of attaining the age of 18 years of age or older and who has been in foster care for more than six (6) months may not be discharged from foster care without being provided with official documentation necessary to prove that the youth was previously in foster care. This ADM also introduces the *Foster Care Placement Verification Form* (OCFS-5184) for the purpose of providing such documentation, and provides instructions on when and how it must be completed.

II. Background

Section 114 of the Preventing Sex Trafficking and Strengthening Families Act (P.L. 113-183) amended §475(5)(I) of the Social Security Act (SSA) to require that any youth who has been in foster care for at least six (6) months and is leaving foster care at 18 years of age or older must be provided with the following documentation if the youth is otherwise eligible: an official or certified copy of his or her United States (U.S.) birth certificate, medical records, his or her Social Security card, health insurance information, and driver's license or identification card issued by the state before the youth is discharged. The New York State Office of Children and Family Services (OCFS) implemented this requirement on September 25, 2015, through the issuance of 15-OCFS-ADM-20, [Transition Planning With Youth for a Successful Discharge](#).

On February 9, 2018, President Trump signed the Bipartisan Budget Act of 2018 (P.L. 115-123) into law, which contained FFPSA. FFPSA made significant changes to various sections of Titles IV-B and IV-E of the SSA.

This ADM addresses only the FFPSA amendment to section 475(5)(I) of the SSA which added "any official documentation necessary to prove that the child was previously in foster care" to the list of essential documents that must be provided to any youth who has been in foster care for at least six (6) months and is leaving foster care by reason of attaining the age of 18 or older.

III. Program Implications

P.L. 113-183 mandated that youth who have been in care for at least six (6) months and are leaving foster care by reason of attaining 18 years of age or older be given specific documents that are necessary for the youth to access employment, educational programming, housing, and many other important services as he or she transitions out of foster care. These documents include the following:

- An official or certified copy of his or her United States birth certificate, if eligible
- A Social Security card, if eligible
- Health insurance information
- A copy of his or her medical records
- A driver's license or identification card issued by the New York State Department of Motor Vehicles, if eligible

The standards and plan outlined in the release 15-OCFS-ADM-20, *Transition Planning With Youth for a Successful Discharge*, for collecting and distributing the essential documents listed above to a youth who is being discharged from foster care by reason of attaining age 18 or older, and who has been in foster care for at least six (6) months have not changed due to FFPSA.

The FFPSA builds upon the requirements of P.L. 113-183 to add to the list of documents “official documentation necessary to prove that the child was previously in foster care.” In support of this new federal requirement, the OCFS developed a statewide standardized form to document that the youth had been in foster care. It is anticipated that such documentation will be useful for the youth to apply for programs or benefits for which the youth may be eligible due to his or her previous foster care placement.

IV. Required Action

Effective upon issuance of this release and in addition to the documents required by P.L. 113-183, when a youth who has been in foster care for at least six (6) months is being discharged from foster care, by reason of the youth reaching 18 years of age or older, the youth must be provided with a completed OCFS-5184, *Foster Care Placement Verification Form*.

Step-by-step guidance on completing the OCFS-5184

1. OCFS-5184 must be completed by an LDSS or VA worker.
2. The LDSS or VA worker must list specific identifying information about the youth:
 - Name
 - Date of birth (DOB)
 - Current mailing address at the time of the execution of the OCFS-5184
 - An LDSS/County or VA contact name and phone number
 - It is recommended that this contact information be listed as an office (i.e., commissioner’s office, director of social services’ office), rather than a specific worker, in order to provide verification regarding eligibility of a youth for services due to the youth’s foster care placement in the event such verification is needed.
 - The youth’s CONNECTIONS Person ID number (PID)
 - The date of the youth’s most recent placement into foster care
 - The date of the youth’s discharge from foster care
3. The OCFS-5184 form must be signed by the appropriate local commissioner of social services or his or her designee.
4. The youth must be given the completed OCFS-5184 form at discharge, and a copy must be kept in the youth’s case record.

V. Additional Information

While LDSSs and VAs are required to provide youth leaving foster care at age 18 or older with hard copies of the essential documents discussed in this ADM, youth may encounter periods of instability or changes in living situations that may compromise their ability to keep these hard copies safely in their possession.

Due to the importance of these essential documents, LDSSs and VAs should encourage youth to properly retain and store their essential documents, which may include using electronic storage methods.

VI. Contacts

Questions concerning this release should be directed to the appropriate regional office in the Division of Child Welfare and Community Services:

Buffalo Regional Office-Amanda Darling (716) 847-3145

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VII. Effective Date

This policy directive is effective immediately.

Issued by:

/S/ Thomas R. Brooks

Name: Thomas R. Brooks
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Division/Office: Strategic Planning and Policy Development

/S/ Laura M. Velez

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