

Checklist for Youth in Out of Home Care

Roles and Responsibilities for Primary Case Manager

- Enrolled in Keys to Independence at 15 years of age.
- Obtain a current Medicaid Card (must receive original within 90 days of shelter).
- Obtain an original social security card (must receive original within 90 days of shelter).
- Obtain a certified birth certificate (youth must receive by their 18th birthday).
- Provide the youth with their residency card (must receive by their 18th birthday).
- Update the education tab in FSFN to reflect the accurate school start date and end date (if applicable), grade level and number of credits received.
- Active IEP/ 504 is current and uploaded into FSFN.
- Update the “Adjudicated Delinquent” radio button in FSFN. [This question must be answered with either ‘No’ or ‘Yes/ date the youth was adjudicated’. *This question can be located on the Additional Tab under the youths Person Management Webpage.]
- Submit a request to CLS for an Order Removing Disability of Non-Age in the event the youth needs to sign a lease or open bank account.
- Submit a request to CLS for an order releasing trust funds balance to youth at 18 in applicable cases at 17 ½ JRSSR.
- Provide the youth with a copy of their medical records. Put a copy in FSFN.
- Make sure the youth is up to date with medical, dental and medication.
- List of Active medications, where the prescriptions are filled and at least a 30 day supply or new script upon 18th birthday.
- If youth receives Social Security benefits complete the Social Security renewal packet and return to KCI Master Trust or IL 60 days prior to the youth’s 18th birthday.
- Request a Master Trust Fee waiver committee in applicable cases.
- Begin working on establishing a legal guardian, guardian advocate, or a rep-payee for youth with disabilities in applicable cases at 17 ½ JRSSR.
- Obtain drivers permit or state ID by 15 years of age.
- Open a bank account by 18 years of age.
- Make sure youth is receiving credit report and they are being reviewed annually.