

Checklist for Youth in Out of Home Care

Roles and Responsibilities for Secondary Case Manager a.k.a Independent Living Coordinator

- Coordinate and complete Initial and Final Transition plans.
- Assess and score Daniel Memorial.
- Face-to-face visits with youth in licensed care will be quarterly from 17 until 90 days prior to 18th birthday when visits will become monthly.
- Upon request from FCM, one week prior to JR being due to supervisor will ILC will provide with summery info for 17 ½ JR.
- Attend 17 ½ JR hearing with request of two weeks from Primary Case Manager.
- Assist youth with applying for FASFA.
- Assist with post 18 education enrollment (college applications).
- Assist with Job Hunting.
- Obtain and secure post 18 housing which includes home studies
- Request funding for IL programs (money not available until 18th Birthday).
- Apply for food stamps at 18th birthday.
- Become primary at 18 years of age if entering IL program.