



STATE OF WASHINGTON
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES
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POLICY AND RULE MEMO

June 6, 2024

TO: Department of Children, Youth, and Families employees

FROM: Natalie Green, Assistant Secretary of the Child Welfare Division
Renee Newkirk, Chief Financial Officer of the Financial and Business Services Division
Vickie Ybarra, Assistant Secretary of the Partnerships, Prevention, & Services Division

SUBJECT: [4310. Transitioning Youth for Successful Adulthood](#) policy
[43104. The Transition Plan \(for Dependent Youth 17 through 20 Years\)](#) policy
[43105. Extended Foster Care \(EFC\) Program](#) policy
[Chapter 110-90 WACs Extended Foster Care Program](#)

EFFECTIVE DATE: June 6, 2024

SUNSET REVIEW DATE: June 6, 2025

Purpose

The purpose of this memo is to provide guidance to child welfare employees on the new requirements for the Extended Foster Care (EFC) program from Senate Bill (SB) 5908. These changes affect three child welfare policies and related rules in [chapter 110-90 WACs](#) and will reduce systemic barriers to youth who are dependent at the age of 18 and voluntarily enroll in the EFC program by eliminating the federal eligibility requirements.

These policies and rules are in the process of being revised. This memo will be in effect from June 6, 2024, until the policies and WACs have been revised. During the interim follow this memo and the [emergency chapter 110-90 WACs](#).

Policy

New Requirements

[Transitioning Youth for Successful Adulthood](#) policy

Caseworkers must complete the following activities:

- Provide youth 12 years and older the updated hard copy of [Your Rights, Your Life-A Guide for Youth in Foster care CWP_0030](#) publication annually to youth and:
 - Discuss it with them.
 - Have them sign it.

- Provide them with a copy.
- Upload the signed copy to FamLink.
- Notify all dependent youth 15 years of age and older about the EFC program.

[The Transition Plan \(for Dependent Youth 17 through 20 Years\)](#) policy

Caseworkers must complete the following with youth:

- Under 17.5 years old planning to enroll in EFC:
 - Explain to them the [Extended Foster Care Program Participation Agreement DCYF 10-432](#), but do not have them sign it.
- At 17.5 years old:
 - Explain the [Extended Foster Care Program Participation Agreement DCYF 10-432](#) form:
 - At the Multidisciplinary Meeting (17.5 staffing) [shared planning meeting](#).
 - During [monthly health and safety visits](#) when youth turn 17.5 years old.
 - Inform youth that they may sign the agreement:
 - Starting at age 17.5 if they intend to enter the EFC program at age 18.
 - Electronically, instead of paper.

[Extended Foster Care \(EFC\) Program](#) policy

Caseworkers must follow these EFC program requirements:

- When enrolling youth in the EFC program:
 - Do not require youth to meet the federal IV-E criteria to be eligible for EFC.
 - Complete the following if EFC youth meet one of the federal IV-E criteria in the [EFC Program](#) policy. If they:
 - Meet any of the criteria, document which criteria is met in the EFC eligibility page in FamLink.
 - Do not meet one of the Federal IV-E criteria, document in the eligibility page in FamLink by choosing both:
 - “Youth is not participating in any of the above categories.”
 - “Eligibility status overridden by court order.”
- When youth are participating in the EFC program:
 - Verify youth meet the following EFC program eligibility requirements. They:
 - Are dependent at age 18.
 - Agree to participate in the EFC program.
 - Have not turned 21 years old.
 - Continue providing supervised independent living (SIL) payments for youth who are enrolled in EFC and in an approved SIL placement. Youth in licensed care are not eligible for the EFC SIL payment.
 - Provide SIL payments to youth who are enrolled in EFC, including those in:
 - Unapproved placements

- Unknown placements
- Incarceration
 - This will discontinue the use of most or all EFC SIL tracking only payments.
- Verify the initial EFC SIL payment is paid to the youth within one month of them entering the EFC program by completing the following with youth:
 - 17.5 years old to the day before their 18th birthday:
 - Confirm they have signed the [Extended Foster Care Program Participation Agreement DCYF 10-432](#) form.
 - Update their mailing address in FamLink.
 - Contact the EFC program manager to assist with providing payments, if applicable.
 - At 18 years old:
 - Confirm they have signed the [Extended Foster Care Program Participation Agreement DCYF 10-432](#).
 - Complete the Child Welfare Provider and Placement Request DCYF 10-065 form.
 - Submit the Child Welfare Provider and Placement Request DCYF 10-065 form to the regional placement team within two calendar days of the youth turning 18 years old.
- Do not petition the court to discharge EFC youth if they are not meeting the federal IV-E requirements.
- Notify the court and youth's attorney if they have indicated they are no longer willing to remain in EFC.
- Notify the court when they:
 - Withdraw their [Extended Foster Care Program Participation Agreement DCYF 10-432](#) form or otherwise no longer voluntarily agree to stay in the program.
 - Turn 21 years old.
- Discontinue using tracking payment only codes for youth in EFC who are not in:
 - Licensed care
 - Court approved EFC SIL placement
- Document EFC related information in FamLink case notes.

Financial and Business Services Division (FBSD) IV-E specialists must:

- Determine the funding source for each EFC youth:
 - When they are entering the program and ongoing while they're enrolled.
 - Either:
 - State
 - Federal
- Document the funding source in FamLink.

Forms

Child Welfare Provider and Placement Request DCYF 10-065 (located in the Forms repository on the DCYF intranet)

[Extended Foster Care Participation Agreement form DCYF 10-432](#)

[Transition Plan for Youth Exiting Care DCYF 15-417](#)

Resources

[Your Rights, Your Life: A Resource for Youth in Foster Care DCYF CWP 0030 publication](#)

Questions

If you have any questions, please contact:

- Sherrie Flores, Emerging Adulthood Program Manager, Sherrie.Flores@dcyf.wa.gov or (360) 489-5280
- Michelle Hetzel, CFWS Program Manager, Michelle.Hetzel@dcyf.wa.gov or (425) 903-6434.
- Chris McLaughlin, EFC Program Manager, at Christoper.mclaughlin@dcyf.wa.gov or (509) 731-9946.
- Gavyn Tann, Adolescent Transitions Program Manager, Gavyn.Tann@dcyf.wa.gov or (360) 890-5501.

Cc: Brenda Villarreal