

[Organization Logo]

**[PROVIDER NAME]**

Transitional Housing Placement Plus Foster Care  
Plan of Operation

Prepared by [Name, Title]

[Date]

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## I. Program purposes, methods and goals.

[This first section asks for introductory information about your THP+FC program. Refer to the requirements listed in the box below and ensure you provide all information being requested. This section is an ideal place to also include what housing models your program will be utilizing (single-site, remote-site and/or host-family).]

### SECTION I

Reference: Section 86122(a)(1)(2)

- (a) Section 86022, Plan of Operation shall apply to nonminor dependents, including the following:
- (1) A statement regarding whether the licensee intends to accept nonminor dependents.
  - (2) A description of programs or services to be provided by the THPP consistent with assisting a nonminor dependent in preparing for emancipation from foster care.

### SECTION I

Reference: ACL No. 12-44

"The provider should describe the type of housing models to be offered to NMDs."

## II. Admissions policies and procedures regarding acceptance of clients.

[While you may have already developed language describing these policies, make sure to carefully review the requirements below to ensure your existing policies are consistent with them. *Note: According to ACL No. 12-44 you should also include a statement that your program will serve nonminor dependents at least 18 years of age and not more than 21 years of age.*]

[*Note: General licensing regulations refer to youth participants as "clients", while other regulations sections use the term "youth" or "participant", or sometimes nonminor dependent.*]

### SECTION II

Reference: Section 86168.1(c-f)

- (c) Prior to new placement of a nonminor dependent in the THPP, the administrator or social work personnel shall, jointly with the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, complete a Pre-Placement Appraisal in regard to the nonminor dependent.
- (1) The appraisal shall include, but not be limited to, the following information about the nonminor dependent:
- (A) Confirmation that the nonminor dependent does not pose a threat to children in the THPP.
  - (B) Overall health and health history, including any dietary limitations, currently prescribed medications and major illnesses, accidents, hospitalization, or surgery.
  - (C) Physical and developmental disabilities.
  - (D) Mental health and mental conditions.
  - (E) Social factors, including likes, dislikes, interests, and activities.
- (2) The appraisal shall also specify the ability of the THPP to meet the needs of the nonminor dependent.
- (d) If a nonminor dependent is accepted for placement in the THPP, the administrator or social work personnel shall:
- (1) Obtain intake information about the nonminor dependent to be maintained in the records for the nonminor dependent as specified in Section 86170, Nonminor Dependents Records, from the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer.
  - (2) Request the Health and Education Passport, any Needs and Services Plan, and the Transitional Independent Living Plan for the nonminor dependent from the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, if they are not immediately provided.
  - (3) Complete the Needs and Services Plan for the nonminor dependent as specified in Section 86168.3, Needs and Services Plan.
- (e) The administrator or social work personnel shall provide the nonminor dependent with notification of personal rights as specified in Section 86172, subsection (d).
- (f) If, at any time after a nonminor dependent is placed in the THPP, the administrator or social work personnel determine that the THPP cannot continue to provide the necessary services, the discharge procedures specified in Section 86168.4, Removal or Discharge Procedures shall apply.

### SECTION II, CON'T

Reference: Section 86018(b)(4)(B)(a)(1-2)

- (1) "Admission criteria for participants in the program, including, but not limited to, consideration of the applicant's age, previous placement history, delinquency history, history of drug or alcohol abuse, current strengths, level of education, mental health history, medical history, prospects for successful participation in the program and work experience..."
- (2) The department shall review the admission criteria to ensure that the criteria are sufficient to protect participants and that they do not discriminate on the basis of race, gender, sexual orientation, or disability.

### III. Admission agreement.

[Include your program's admission agreement as an attachment at the end of the document.]

### IV. Administrative organization.

[Either provide a narrative description of how your administrative personnel are organized or include your program's organizational chart.]

### V. Staffing plan, qualifications and duties.

[Describe the staffing plan for the program and make sure to include job descriptions for each position as an attachment at the end of this document. Ensure that the information you provide here is consistent with the requirements below. *Note: According to ACL No. 12-44 the program staffing ratio for case manager to client must not exceed one to twelve.*]

#### SECTION V

Reference: Section 86022(a)(3)

[The Plan of Operation shall contain the following:] Complete list of job descriptions of all THP+FC employees, including number of staff, classification, qualifications and duties, information regarding lines of authority and staff responsibilities.

#### SECTION V, CON'T

Reference: Section 86018(b)(4)(B)(b)

(b) Employment criteria include a consideration of the employee's age, drug or alcohol history, and experience in working with persons in this age group.

#### SECTION V, CON'T

Reference: Section 86065(3-5)

(3) The THPP shall employ personnel necessary to perform the duties as follows:

- (A) An administrator as specified in Section 86064.
- (B) A social work supervisor as specified in Section 86065.2.
- (C) Social work personnel as specified in Section 86065.3.

(4) The THPP shall have qualified social work personnel available on a 24-hour basis to respond to any emergency.

(5) The THPP shall employ or retain qualified consultants necessary to implement the plan of operation.

*See Sections 86064 through 86066 for qualifications and duties*

#### SECTION V, CON'T

Reference: Section 80065

(d) The following facility personnel staff shall be at least 18 years of age:

- (1) Persons who supervise employees and/or volunteers.
- (2) Persons, including volunteers, who provide any element of care and supervision to clients.

(j) Clients shall not be used as substitutes for required staff but shall be permitted, as a voluntary part of their program of activities, to participate in household duties and other tasks suited to the client's needs and abilities.

(k) When regular staff members are absent, there shall be coverage by personnel capable of performing assigned tasks as evidenced by on-the-job performance.

#### SECTION V, CON'T

Reference: Section 86066

(1) The THPP shall maintain the following personnel records:

- (A) Documentation that THPP personnel have completed the required training.
- (B) Documentation that THPP personnel meet the education and experience requirements.
- (C) A record of THPP personnel annual performance evaluations.

### VI. Building sketch.

[This section requires a building sketch (using form [LIC 999](#)) that can be included at the end of this document as an attachment. Ensure the sketch includes all information described below.]

*[Note: If your program is operating a remote site model, it may not be feasible to provide a sketch. The John Burton Foundation is currently seeking guidance from CCL on this issue. You may want to include a narrative demonstrating that your program is compliant with the requirements described in the box below.]*

**SECTION VI  
REFERENCE:  
Section  
80022(b)(7)**

A sketch of the building(s) to be occupied, including a floor plan which describes the capacities of the buildings for the uses intended, room dimensions, and a designation of the rooms to be used for nonambulatory clients, if any.

**SECTION VI, CON'T  
REFERENCE: Section 86087**

No more than two people, including a nonminor dependent and a child, or another nonminor dependent, shall share a bedroom. A nonminor dependent and a child may share a bedroom under the following circumstances:

- (A) The nonminor dependent and the child are siblings,
- (B) The nonminor dependent and the child have been sharing a bedroom prior to the nonminor dependent turning age 18 and remain compatible to share a bedroom, or
- (C) The nonminor dependent is sharing the bedroom with his or her child.

No area commonly used for other purposes shall be used as a bedroom. Such areas include but are not limited to halls, stairways, unfinished attics or basements, garages, storage areas or sheds, or similar detached buildings.

No bedroom shall be used as a public or general passageway to another room. When the THPP participant living unit is a studio apartment, the licensing agency may grant an exception only when the studio apartment is occupied exclusively by the THPP participant, or the participant and his or her own child(ren).

A THPP participant may share a bedroom with his or her own child(ren), regardless of the ages of the participant and his or her own child(ren).

THPP participants shall not share a bedroom with an adult who is not a THPP participant unless the adult is a THPP-Plus participant.

The licensing agency may approve an exception when all of the following conditions are met:

- (A) Two minor THPP participants have been sharing a bedroom and one of the participants turns 18 years of age;
- (B) One of the participants otherwise meets all of the requirements of Welfare and Institutions Code Section 11403;
- (C) Both are participants;
- (D) The participants remain compatible.

THPP employees shall not share a bedroom with THPP participants

**VII. Grounds sketch.**

[This section requires a sketch (using form [LIC 999](#)) which can be included at the end of this document as an attachment. Ensure the sketch includes all areas as described below.]

*[Note: If your program is operating a remote site, it may not be feasible to provide a sketch. The John Burton Foundation is currently seeking guidance from CCL on this issue.]*

**SECTION VII**

**REFERENCE: Section 80022(b)(8)**

(8) A sketch of the grounds showing buildings, driveways, fences, storage areas, pools, gardens, recreation areas and other space used by the clients.

(A) The sketch shall include the dimensions of all areas which will be used by the clients.

**VIII. Transportation arrangements for clients who do not have independent arrangements.**

[State whether your program will be providing any transportation to clients, and if so, describe your program's policies around transportation ensuring they are compliant with the regulations referenced in the box below]

**SECTION VIII**

**REFERENCE: Section 86174**

(b) Unless other arrangements are specified in the Transitional Independent Living Plan for a nonminor dependent, the licensee shall permit the nonminor dependent to arrange for his or her own transportation.

(c) A nonminor dependent may, but shall not be required to, provide transportation to others.

(d) If the licensee provides transportation to a nonminor dependent at the request of the nonminor dependent, the licensee shall ensure that persons who transport a nonminor dependent use vehicles that are in safe operating condition.

- (1) The smoking prohibition in Section 86074, subsection (a)(2) shall apply.

**IX. Money, personal property, and valuables of clients.**

[State whether the clients' money, personal property and/or valuables will be handled by any program staff, and if so, describe your program's policies around the handling of these items ensuring they are compliant with the regulations referenced in the box below]

**SECTION IX**

**REFERENCE: Section 80022(b)(12)**

A statement whether or not the licensee will handle the clients' money, personal property, and/or valuables. If money, personal property, and/or valuables will be handled, the method for safeguarding shall ensure compliance with Sections 80025 and 86026\* [86026 is to be replaced with 86126 as specified in the regulations below].

**SECTION IX, CON'T**

**REFERENCE: Section 80025(a-e)**

(a) The licensee shall submit an affidavit, on a form provided by the licensing agency, stating whether he/she safeguards or will safeguard cash resources of clients and the maximum amount of cash resources to be safeguarded for all clients or each client in any month.

(b) All licensees, other than governmental entities, who are entrusted to care for and control clients' cash resources shall file or have on file with the licensing agency, a bond issued by a surety company to the State of California as principal.

(c) The amount of the bond shall be according to the following schedule:

**AMOUNT SAFEGUARDED PER MONTH BOND  
REQUIRED**

\$750 or less \$1,000

\$751 to \$1,500 \$2,000

\$1,501 to \$2,500 \$3,000

Every further increment of \$1,000 or fraction thereof shall require an additional \$1,000 on the bond.

(d) The licensee shall submit a new affidavit and bond to the licensing agency prior to the licensee safeguarding amounts of clients' cash resources in excess of the current bond.

(e) Whenever the licensing agency determines that the amount of the bond is insufficient to provide necessary protection of clients' cash resources, or whenever the amount of any bond is impaired by any recovery against the bond, the licensing agency shall have the authority to require the licensee to file an additional bond in such amount as the licensing agency determines to be necessary to protect the clients' cash resources.

**SECTION IX, CON'T**

**REFERENCE: Section 86126**

(a) Section 80026, Safeguards for Cash Resources, Personal Property, and Valuables shall not apply to nonminor dependents.

(b) A nonminor dependent shall have control of his or her cash resources, personal property, and valuables in accordance with his or her Transitional Independent Living Plan.

(c) At the request of a nonminor dependent, THPP staff shall provide assistance with the following:

(1) Managing the nonminor dependent's cash resources, personal property, and valuables.

(2) Maintaining accurate records of the nonminor dependent's bank account, savings, and monthly budget.

(d) If the cash resources, personal property, and valuables of a nonminor dependent are entrusted to the licensee, these items shall be safeguarded as specified in the subsection.

(1) The licensee shall review an itemized inventory list of the cash resources, personal property, and valuables with the nonminor dependent

(A) This list shall be kept in the records for a nonminor dependent as specified in Section 86170, Nonminor Dependents' Records.

(2) The licensee shall:

(A) Keep the cash resources, personal property, and valuables of each nonminor dependent separate and intact, separate from THPP funds, and

(B) Maintain accurate records of the cash resources, personal property, and valuables belonging to a nonminor dependent.

(e) The licensee or THPP staff shall not make expenditures from the cash resources of a nonminor dependent for any basic services in these regulations.

(f) If the licensee has been entrusted with the cash resources, personal property, and valuables of a nonminor dependent, THPP staff shall surrender these items to the nonminor dependent or to the person or agency responsible for placing the nonminor dependents such as a social worker or probation officer, with an itemized inventory list of these items when a nonminor dependent leaves the THPP.

(1) THPP staff and the nonminor dependent or the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, shall inspect the itemized inventory list to ensure that all personal belongings of the nonminor dependent are being surrendered to the nonminor dependent, and

(2) THPP staff shall request and retain a receipt that is signed and dated by the nonminor dependent or the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer.

**X. Consultant and community resources to be utilized by [Provider Name] as part of its program**

[This section should include any resources utilized outside of your organization, including consultants or other nonprofit service providers.]

**XI. [Provider Name]'s policy concerning family visits and other communications with the client.**

[Describe your program's policy concerning family visits and other types of communication that encourage regular family involvement, ensuring your organization provides ample opportunities for family activities at the facility as referenced below.]

**SECTION XI**

**REFERENCE: Section 80022(b)(14)**

A statement of the facility's policy concerning family visits and other communications with the client pursuant to Health and Safety Code Section 1512.

*(Section 1512 of the Health and Safety Code provides that: This policy shall be designed to encourage regular family involvement with the client and shall provide ample opportunities for family participation in activities at the facility).*

**XII. Restricted health conditions.**

[If your program intends to admit or care for clients who have restricted health conditions as described at the bottom of the box below, you will need to include the facility policies and a program description related to those clients and their needs, ensuring it includes the requirements listed in the box below.]

**SECTION XII**

**REFERENCE: Section 80022(d)**

(d) If the licensee intends to admit or care for one or more clients who have a restricted health condition specified in **Section 80092\***, the facility policies and a program description shall be included. At a minimum, the information related to those clients and their needs shall specify all of the following:

- (1) The type of restricted health condition that the licensee plans to admit.
- (2) The licensee's plans for serving that client.
  - (A) If the licensee plans to admit or care for one or more clients who have a staph or other serious, communicable infection, the plan must include:
    1. A statement that all staff will receive training in universal precautions within the first 10 days of employment, and before providing care to these clients.
    2. A statement of how the licensee will ensure that the training is obtained, and the name and qualifications of the person or organization that will provide the training.
- (3) The services that will be provided.
- (4) Staffing adjustments if needed in order to provide the proposed services.
  - (A) This may include increased staffing, hiring staff with additional or different qualifications, utilizing licensed professionals as consultants, or hiring licensed professionals.

*\*Section 80092 states (1) Use of inhalation-assistive devices (2) Colostomy/ileostomies (3) Requirement for fecal impaction removal, enemas, suppositories (4) Use of catheters (5) Staph or other serious, communicable infections (6) Insulin-dependent Diabetes (7) Stage 1 and 2 dermal ulcers (8) Wounds (9) Gastrostomies (10) Tracheostomies*

**XIII. Care of clients who rely upon others to perform activities of daily living.**

[State whether or not your program intends to admit or care for clients who rely upon others to perform all activities of daily living, and if so, include a statement that demonstrates your program's ability to care for these clients including the requirements listed below.]

**SECTION XIII**

**REFERENCE: Section 80022(e)**

(e) If the licensee intends to admit or care for one or more clients who rely upon others to perform all activities of daily living, the plan of operation must also include a statement that demonstrates the licensee's ability to care for these clients. The evidence or ability may include, but not be limited to:

- (1) The licensee's experience in providing care to these clients.
- (2) The licensee's experience providing care to a family member with this condition.
- (3) The licensee's plan to hire staff who have experience providing care to these clients, and documentation of what the staff person's experience has been.
- (4) Documentation of training the licensee and/or staff have completed specific to the needs of these clients.
- (5) History of continued placements by a Regional Center.

**XIV. Plan for precautions for clients who have a propensity for behaviors that result in harm to self or others.**

[If your organization intends to admit clients where self-harm or harm to others is a concern, this section is where you would describe your policies and procedures regarding the protection of clients from other clients and from self.]

**SECTION XIV**

**REFERENCE: Section 80022(f)**

(f) If the licensee intends to admit and/or specialize in care for one or more clients who have a propensity for behaviors that result in harm to self or others, the facility plan of operation shall include a description of precautions that will be taken to protect that client and all other clients.

**XV. Addresses.**

[This section should include all addresses as outlined below. *NOTE: If any living units are more than 2 hours driving distance from the administrative or sub-administrative office, a new sub-administrative office will have to be established within a 2-hour radius of the living unit(s). Each sub-administrative office must be independently licensed by CCL as referenced in ACL No. 12-44.*]

**SECTION XV**

**REFERENCE: Section 86022(a)(1)**

The street address and mailing address, if different, for the administrative office and subadministrative office; street address for the THPP staff residential unit(s) if applicable; and the THPP participant living units.

**SECTION XIV, CON'T**

**REFERENCE: Section 86078(a)(3)**

All units must be within 2 hours driving distance

**XVI. Telephone numbers.**

[Provide your organizations telephone numbers in this section as specified in the box below.]

**SECTION XVI**

**REFERENCE: Section 86022(a)(2)**

(2) The licensee shall provide the licensing agency the business telephone number and the 24-hour emergency telephone number of the THPP licensee or designee.

## XVII. Program statement.

### 1. Goals of the THPP.

[Describe the goals of your THP+FC program.]

### 2. Description of the youth to be served.

[Make sure to identify youth served as nonminor dependents ages 18-21 in addition to any other descriptors you use to identify what sub-populations you will serve, if any (e.g. females/ males, pregnant and parenting youth, youth with substance-abuse problems, etc.)]

### 3. Admission criteria for THPP participants.

[If you don't wish to list the admission criteria twice as this is covered in Section II, you can fulfill this sub-section by inserting a reference to Section II.]

### 4. Staff training plan

[This section should include protocols for training new employees as well as ongoing training protocols. The description should include methods used, topics covered, hours provided, and qualifications of the trainer. Refer to the regulations in the boxes below to ensure your organization's protocol is compliant with the requirements.]

- Training new employees.
- Ongoing training.
- Training topics.
- Qualifications of the trainer.

#### SECTION XVII, #4

##### REFERENCE: Section 86065

(1) All THPP personnel shall, at a minimum, receive training that provides knowledge of and skill in the following areas, as evidenced by safe and effective job performance:

(A) All THPP personnel shall complete a minimum of one-hour training in the area of child abuse identification and reporting.

(2) All THPP personnel shall, at a minimum, receive training about the characteristics of persons 16 - 21 years of age, placed in long-term foster care pursuant to Welfare and Institutions Code Section 16522.1(c). ("A training program designed to educate employees who work directly with participants about the characteristics of persons in this age group placed on longterm care settings, and designed to ensure that these employees are able to adequately supervise and counsel participants and to provide them with training in independent living skills.")

#### SECTION XVII, #4, CON'T

##### REFERENCE: Section 86018 Handbook

Program must provide a training program designed to educate employees who work directly with participants about the characteristics of persons in this age group placed in long-term care settings, and designed to ensure that these employees are able to adequately supervise and counsel participants and to provide them with training in independent living skills.

#### SECTION XVII, #4, CON'T

##### REFERENCE: Section 80065

(a) Facility personnel shall be competent to provide the services necessary to meet individual client needs and shall, at all times, be employed in numbers necessary to meet such needs.

(f) All personnel shall be given on-the-job training or shall have related experience which provides knowledge of and skill in the following areas, as appropriate to the job assigned and as evidenced by safe and effective job performance.

- (1) Principles of nutrition, food preparation and storage and menu planning.
- (2) Housekeeping and sanitation principles.
- (3) Provision of client care and supervision, including communication.
- (4) Assistance with prescribed medications which are self-administered.
- (5) Recognition of early signs of illness and the need for professional assistance.
- (6) Availability of community services and resources.
- (7) For adult CCFs, Universal Precautions as defined in Section 80001(u)(1).

(A) Training in Universal Precautions may be provided in the facility or staff may attend training provided by a local health facility, county health department, or other local training resources.

(j) Clients shall not be used as substitutes for required staff but shall be permitted, as a voluntary part of their program of activities, to participate in household duties and other tasks suited to the client's needs and abilities.

(1) Such duties and tasks shall be specified in the client's needs and services plan as specified in Chapters 2, 4, 5 and 6.

(m) All personnel shall be instructed to report observations or evidence of violations of any of the personal rights specified in Section 80072 and/or any of the personal rights provisions of Chapters 2 through 7.

5. Detailed plan for monitoring the THPP participants.  
 [This could include any regular meeting times designated staff has with individual participants, as well as how regular review and updating of the Needs and Services plan is incorporated into the program for the purpose of monitoring progress. This could also include any regular site inspections conducted of the living units.]
  
6. Procedures for responding to complaints and emergencies on a 24-hour basis.  
 [Describe your program’s procedures for responding to emergencies and complaints on a 24-hour basis, and if your program or agency has an emergency plan, you can describe the plan or include it as an attachment at the end of the document. Make sure your plan is compliant with the requirements in the box below.]

**SECTION XVII, NO. 6**  
**REFERENCE: Section 86023**  
 (1) Each licensee shall develop and provide a current, emergency plan for the THPP participants.  
 (2) The emergency plan shall include emergency information, instructions and telephone numbers, including a 24-hour emergency number for the licensee and the participant’s responsible party.  
 (3) The licensee shall ensure that each staff and resident understands and is capable of implementing the plan.

7. Contract to be used between the THPP and the THPP participant. The contract shall include:  
 [This section should indicate that each participant receives a contract upon acceptance into the program, and that the contract is reviewed and discussed with the participant, ensuring he/she understands prior to requesting the participant’s signature. Include the contract as an attachment at the end of the document, and review all requirements below to ensure all necessary information is included in your program’s contract.]

**SECTION XVII, NO. 7**  
**REFERENCE: Section 86022(a)(4)(G)**  
 Contract to be used between the THPP and the THPP participant. The contract shall include:  
 1. The rights of each party; and  
 2. Responsibilities of each party.

**SECTION XVII, NO. 7**

**REFERENCE: Section 86172**

- (a) Section 80072 and 86072, Personal Rights shall not apply to nonminor dependents.
- (b) The licensee shall ensure that each nonminor dependent is accorded the personal rights specified in **Welfare and Institutions Code section 16001.9 [see box below]** and the following personal rights:
- (1) A nonminor dependent shall be free from corporal or unusual punishment; infliction of pain; humiliation; intimidation; ridicule; coercion; threat; physical, sexual, mental, or other abuse; or other actions of a punitive nature including, but not limited to, interference with the daily living functions of eating, sleeping, or toileting, or withholding of shelter, clothing, medication, or aids to physical functioning.
  - (2) To acquire, possess, maintain, and use adequate personal items. These shall include, but not be limited to, the nonminor dependent's own:
    - (A) Clothes.
    - (B) Toiletries and personal hygiene products.
    - (C) Belongings including furnishings, equipment, and supplies, for his or her personal living space in accordance with his or her interests, needs, and tastes.
  - (3) To acquire, possess, maintain, and use a personal vehicle for transportation.
  - (4) To select, obtain, and store food of his or her own choosing.
  - (5) To select, obtain, or decline medical, dental, vision, and mental health care and related services at his or her discretion.
  - (6) To have adequate privacy for visitors that include:
    - (A) Family members, unless prohibited by court order.
    - (B) The person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer.
    - (C) Other visitors, unless prohibited by court order.
  - (7) To be informed by the licensee of the provisions of law regarding complaints, and information including, but not limited to, the address and telephone number of the licensing agency and about the confidentiality of complaints.
  - (8) To send and receive unopened mail, acquire, possess, maintain, and use a personal landline or cellular telephone to make and receive confidential telephone calls or a personal computer to send and receive unopened electronic communication, unless prohibited by court order.
  - (9) To leave or depart the THPP at any time at the discretion of the nonminor dependent.
  - (10) To have the independence appropriate to the status of a nonminor dependent as a legal adult, consistent with the Needs and Services Plan for the nonminor dependent or the Transitional Independent Living Plan for the nonminor dependent.
  - (11) To have dignity in his or her personal relationships with others in the THPP.
    - (A) To be free from unreasonable searches of person.
  - (12) To have private or personal information including, but not limited to, any medical condition or treatment, psychiatric diagnosis or treatment, history of abuse, educational records reflecting performance or behavior, progress at the THPP, and information relating to the biological family of the nonminor dependent maintained in confidence.
    - (A) There shall be no release of confidential information without the prior written consent of the nonminor dependent, and this information must only be released to the extent permitted by law. The licensee shall, with the consent of the nonminor dependent, only disclose relevant and necessary information about the nonminor dependent.
  - (13) To access information regarding available educational, training, and employment options of his or her choosing.
  - (14) To request assistance from THPP staff.
- (c) In ensuring the rights of a nonminor dependent, the licensee is not required to permit or take any action that would infringe on the rights of others or impair the health and safety of the nonminor dependent or others in the THPP.
- (1) The licensee is not prohibited from taking the following actions for the protection of the nonminor dependent or others in the THPP:
    - (A) Establishing house rules that include, but are not limited to, rules regarding visitation that shall apply to all visitors.
    - (B) Locking exterior doors and windows as long as the nonminor dependent can enter or exit the THPP.
- (d) At the time of placement, the licensee shall ensure that the nonminor dependent is verbally notified of the rights specified in this section and provided with a written copy of these rights and information regarding agencies the nonminor dependent may contact concerning violations of these rights.

**SECTION XVII, NO. 7, CON'T**

**REFERENCE: Welfare and Institutions Code section 16001.9, subsection (a) provides in part:**

"(a) It is the policy of the state that all children in foster care shall have the following rights:

- (1) To live in a safe, healthy, and comfortable home where he or she is treated with respect.
- (2) To be free from physical, sexual, emotional, or other abuse, or corporal punishment.
- (3) To receive adequate and healthy food, adequate clothing, and for youth in group homes, an allowance.
- (4) To receive medical, dental, vision, and mental health services.
- (5) To be free of the administration of medication or chemical substances, unless authorized by a physician.
- (6) To contact family members, unless prohibited by court order, and social workers, attorneys, foster youth advocates and supporters, Court Appointed Special Advocates (CASAs), and probation officers.
- (7) To visit and contact brothers and sisters, unless prohibited by court order.
- (8) To contact the Community Care Licensing Division of the State Department of Social Services or the State Foster Care Ombudsperson regarding violations of rights, to speak to representatives of these offices confidentially, and to be free from threats or punishment for making complaints.
- (9) To make and receive confidential telephone calls and send and receive unopened mail, unless prohibited by court order.
- (10) To attend religious services and activities of his or her choice.
- (11) To maintain an emancipation bank account and manage personal income, consistent with the child's age and developmental level, unless prohibited by the case plan.
- (12) To not be locked in a room, building, or facility premises, unless placed in a community treatment facility.
- (13) To attend school and participate in extracurricular, cultural, and personal enrichment activities, consistent with the child's age and developmental level with minimal disruptions to school attendance and educational stability.
- (14) To work and develop job skills at an age-appropriate level, consistent with state law.
- (15) To have social contacts with people outside of the foster care system, such as teachers, church members, mentors, and friends.
- (16) To attend Independent Living Program classes and activities if he or she meets age requirements.
- (17) To attend court hearings and speak to the judge.
- (18) To have storage space for private use.
- (19) To be involved in the development of his or her own case plan and plan for permanent placement.
- (20) To review his or her own case plan and plan for permanent placement, if he or she is 12 years of age or older and in a permanent placement, and to receive information about his or her out-of-home placement and case plan, including being told of changes to the plan.
- (21) To be free from unreasonable searches of personal belongings.
- (22) To confidentiality of all juvenile court records consistent with existing law.
- (23) To have fair and equal access to all available services, placement, care, treatment, and benefits, and to not be subjected to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability, or HIV status.
- (24) At 16 years of age or older, to have access to existing information regarding the educational options available, including, but not limited to, the coursework necessary for vocational and postsecondary educational programs, and information regarding financial aid for postsecondary education."

**SECTION XVII, NO. 7, CON'T**

**REFERENCE: Section 86179**

(a) A nonminor dependent shall be entitled to select and participate in activities of his or her own choosing.

(A) Activities shall be consistent with the agreed-upon expectations for living in the THPP as specified in Section 86172.1, Expectations, Alternatives, and Consequences.

(b) The licensee or THPP staff shall provide access to the information specified in Section 86072.1, Educational Options and the information specified in this section to assist a nonminor dependent in preparing for emancipation from foster care.

(1) Upon the request of a nonminor dependent, the licensee or THPP staff shall assist the nonminor dependent in obtaining the following information including, but not limited to:

(A) Requirements for trade, vocational, or professional careers.

(B) Informational brochures on employment-related programs.

(C) Internet research on trade, vocational, or professional career options.

(D) Community-sponsored events promoting volunteerism, internships, or employment.

(E) Salary information for trade, vocational, or professional careers.

(F) Requirements for participation in Transitional Housing Program (THP)-Plus, and a Supervised Independent Living Setting

**SECTION XVII, NO. 7, CON'T**

**REFERENCE: Section 86176**

(a) Section 80076, Food Service shall not apply to nonminor dependents.

(b) The licensee shall provide for nutritious meals, between-meal snacks, food as necessary, and special dietary needs documented in the Needs and Services Plan of a nonminor dependent, unless the physician of the nonminor dependent advises otherwise.

(c) As agreed upon with THPP staff, a nonminor dependent shall have the opportunity to plan meals, grocery shop, and store and prepare food.

(1) A nonminor dependent shall have access to all meal preparation areas, appliances, and utensils for meal preparation.

(d) A nonminor dependent shall have the opportunity to participate in menu planning and meal preparation, but shall not be required to prepare meals for others.

**SECTION XVII, NO. 7, CON'T**

**REFERENCE: Section 86178**

- (a) Section 80078, Responsibility for Providing Care and Supervision shall not apply to nonminor dependents. In addition to Section 86078, subsection (a)(2), (a)(3), and (b), all of the following shall apply to nonminor dependents.
- (b) The licensee shall provide care and supervision as necessary to meet the needs of a nonminor dependent.
- (c) The licensee or THPP staff shall assist a nonminor dependent with developing the skills necessary for self-sufficiency. These skills may include, but are not limited to, the following:
- (1) Financial literacy;
  - (2) Nutrition and healthy food choices, grocery shopping, food and meal preparation;
  - (3) Identifying a suitable home and home maintenance;
  - (4) Child care;
  - (5) Automotive maintenance;
  - (6) Educational and career development;
  - (7) Obtaining medical, dental, vision, and mental health care;
  - (8) Access to community resources;
  - (9) Developing and reaching goals;
  - (10) Self-care, including performing the nonminor dependent's own laundry, including but not limited to washing, drying, and ironing his or her personal clothing;
  - (11) Drug and alcohol abuse awareness and prevention; and
  - (12) Safe sex and reproductive health information.
- (d) The licensee or THPP staff shall ensure that a nonminor dependent parent provides care and supervision for the child(ren) of the nonminor dependent parent in the THPP.
- (e) A nonminor dependent shall not be required to act as a substitute for required staff, but shall be permitted, as a voluntary part of his or her program of activities, to participate in household duties and other tasks at the THPP suited to the needs and abilities of the nonminor dependent.
- (f) Unless restricted by the Needs and Services Plan or Transitional Independent Living Plan or court order, the licensee or THPP staff shall encourage a nonminor dependent to select, seek, and maintain permanent connections between the nonminor dependent, the family and non-relative extended family members of the nonminor dependent, and other caring and committed adults.

8. Procedures for determining the amount of allowance provided to each THPP participant and the schedule for disbursement.

[If your organization's THP+FC will provide its participants a portion of the AFDC-FC rate for money management purposes, include procedures for determining the amount of allowance and the schedule for disbursement in this section. *Note: according to ACL No. 12-44, THP+FC programs are not required to provide allowances.*]

**SECTION XVII, NO. 8**

**REFERENCE: ACL No. 12-44**

"If the Plan of Operation includes a program to provide the NMD a portion of the AFDC-FC rate for money management purposes, this may be described but is not required to be provided"

**SECTION XVII, NO. 8, CON'T**

**REFERENCE: Handbook Subsection B(f) included under Section 86018(b)(4)**

Facility must provide an allowance to be provided to each participant in the program. In the case of a participant living independently, this allowance shall be sufficient for the participant to purchase food and other necessities.

9. Procedures for payment or monitoring of utilities, telephone, and rent including the consequences for those participants who are unwilling or unable to meet their financial obligations or whose behavior is disruptive to the program and infringes on the rights of other participants in the program.

[*Note: The John Burton Foundation is currently seeking clarity from CCL about this section.*]

**SECTION XVII, NO. 9**

**REFERENCE: Section 86178**

The licensee shall provide care and supervision as necessary to meet the needs of a nonminor dependent.

**SECTION XVII, NO. 9, CON'T**

**REFERENCE: Section 86172.1**

If a nonminor dependent does not comply with reasonable expectations for living in the THPP, the nonminor dependent shall be subject to reasonable and temporary consequences as discussed by the licensee or THPP staff and the nonminor dependent.

(c) When a nonminor dependent is subject to reasonable and temporary consequences for noncompliance with reasonable expectations for living in the THPP, the licensee or THPP staff shall do all of the following:

- (1) Inform the nonminor dependent that it is necessary for the licensee or THPP staff to impose alternatives or consequences on the nonminor dependent.
- (2) Discuss the reason and need for the licensee or THPP staff to impose alternatives or consequences on the nonminor dependent and provide the nonminor dependent with the opportunity to participate in choosing the appropriate alternative or consequence.
- (3) Develop a plan, including time limit, with the nonminor dependent for the nonminor dependent to be subject to and comply with the chosen alternative or consequence.
- (4) Establish a time limit for the nonminor dependent to be subject to and comply with the chosen alternative or consequence.
- (5) Document the decision to subject the nonminor dependent to the chosen alternative or consequence and the steps taken in subjecting the nonminor dependent to the alternative or consequence.

(d) Any alternative or consequence that violates the personal rights of a nonminor dependent as specified in Section 86172, Personal Rights, shall be prohibited.

At the request of the nonminor dependent or at the discretion of the administrator, social work personnel, or their designee, a nonminor dependent may be discharged from the THPP with 7 days written notice prior to discharge.

**SECTION XVII, NO. 9, CON'T**

**REFERENCE: Section 86168.4**

(1) The reasons for which a nonminor dependent may be discharged from the THPP include, but are not limited to, the following:

- (B) The licensee is no longer able to meet the needs of a nonminor dependent.

10. Program policies

[Required program policies are bulleted below and can be found in Welfare and Institutions Code Section 16522.1(h)].

- **Education requirements.**  
[Include your program's policies on the education requirements of participants. (e.g. are participants required to be in school, and if so, are they required to carry a minimum number of units?)]
- **Work expectations.**  
[Include your program's policies on the work expectations of participants. (e.g. are participants required to maintain jobs, and if so is there a minimum number of hours?)]
- **Savings requirements.**  
[Include your program's policies on savings requirements. (e.g. does each participant have to open and maintain a savings account?)]
- **Personal safety.**  
[Describe your program's policy on keeping participants safe (e.g. skill-building related to safety, policies on drug and alcohol use and violence, etc.)]
- **Visitors, including but not limited to, visitation by the placement auditor pursuant to subdivision (d).**

[Include your program’s policy on visitors of participants, ensuring it is compliant with the below requirements. *Note: Subdivision (d) describes the requirement for a “detailed plan for monitoring the placement of persons under the licensee’s care” as referenced in Section V of this template*].

**SECTION XVII, NO. 10, VISITORS**  
**REFERENCE: Section 86172(b)(6)**  
(6) To have adequate privacy for visitors that include:  
(A) Family members, unless prohibited by court order.  
(B) The person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer.  
(C) Other visitors, unless prohibited by court order.

**SECTION XVII, NO. 10, VISITORS, CON'T**  
**REFERENCE: Section 86172(c)(1)(A)**  
(1) The licensee is not prohibited from taking the following actions for the protection of the nonminor dependent or others in the THPP:  
(A) Establishing house rules that include, but are not limited to, rules regarding visitation that shall apply to all visitors.

- **Emergencies.**

[Summarize protocol for emergencies at your organization. Again, refer to your attached emergency plan if your program has one (already referred to in Section XVII, No. 6).]

**SECTION XVII, NO. 10, EMERGENCIES**  
**REFERENCE: Section 86023**

- (1) Each licensee shall develop and provide a current, emergency plan for the THPP participants.
- (2) The emergency plan shall include emergency information, instructions and telephone numbers, including a 24-hour emergency number for the licensee and the participant’s responsible party.
- (3) The licensee shall ensure that each staff and resident understands and is capable of implementing the plan.

- **Medical problems.**

[Describe your program’s policy on ensuring participants receive medical care as specified below.]

**SECTION XVII, NO. 10, MEDICAL PROBLEMS**  
**REFERENCE: Section 86175**

- THPP staff shall ensure that:
  - (1) A nonminor dependent receives necessary first aid, medical, dental, vision, and mental health care, and related services.  
THPP staff shall assist a nonminor dependent with developing the skills necessary for self-sufficiency in obtaining health services as specified in Section 86178, Responsibility for Providing Care and Supervision.
  - (2) A nonminor dependent has access to first aid supplies appropriate to the needs of the nonminor dependent.
- Upon the request of a nonminor dependent with a health condition that requires prescription or nonprescription medication, THPP staff shall assist the nonminor dependent with the self-administration of medication and injections if permitted by his or her physician.
  - (1) THPP staff shall ensure that the nonminor dependent stores medication and injections in a manner that ensures the safety of other nonminor dependents and children in the THPP.
  - (d) If a nonminor dependent cannot determine his or her need for medication, THPP staff shall determine the need of the nonminor dependent in accordance with medical instructions

- **Disciplinary measures.**

[Describe what types of disciplinary measures your program has in place. Ensure that your program’s policy is consistent with the below requirements.]

**SECTION XVII, NO. 10, DISCIPLINARY MEASURES**

**REFERENCE: Section 86172.1**

- (a) The licensee shall develop, implement, and maintain written THPP expectations, alternatives, and consequences policies and procedures for nonminor dependents.
- (1) A nonminor dependent shall be given the opportunity to participate in the review of these policies and procedures based on his or her needs while the nonminor dependent is living in the THPP.
- (b) If a nonminor dependent does not comply with reasonable expectations for living in the THPP, the nonminor dependent shall be subject to reasonable and temporary consequences as discussed by the licensee or THPP staff and the nonminor dependent.
- (c) When a nonminor dependent is subject to reasonable and temporary consequences for noncompliance with reasonable expectations for living in the THPP, the licensee or THPP staff shall do all of the following:
- (1) Inform the nonminor dependent that it is necessary for the licensee or THPP staff to impose alternatives or consequences on the nonminor dependent.
- (2) Discuss the reason and need for the licensee or THPP staff to impose alternatives or consequences on the nonminor dependent and provide the nonminor dependent with the opportunity to participate in choosing the appropriate alternative or consequence.
- (3) Develop a plan, including time limit, with the nonminor dependent for the nonminor dependent to be subject to and comply with the chosen alternative or consequence.
- (4) Establish a time limit for the nonminor dependent to be subject to and comply with the chosen alternative or consequence.
- (5) Document the decision to subject the nonminor dependent to the chosen alternative or consequence and the steps taken in subjecting the nonminor dependent to the alternative or consequence.
- (d) Any alternative or consequence that violates the personal rights of a nonminor dependent as specified in Section 86172, Personal Rights, shall be prohibited.

- **Child care.**

[If your program accepts parenting youth, describe your program’s policy on child care, ensuring it includes the requirement in the box below.]

**SECTION XVII, NO. 10, CHILD CARE**

**REFERENCE: Section 86178(d)**

The licensee or THPP staff shall ensure that a nonminor dependent parent provides care and supervision for the child(ren) of the nonminor dependent parent in the THPP.

- **Pregnancy.**

[Describe your program’s policy on participants who become pregnant. (i.e. does an alternative placement option need to be arranged, and if participant can remain in your program, what are the policies pertaining to pregnant youth?)]

- **Curfew.**

[Indicate whether your program will implement a curfew for participants, and if so, describe your program’s curfew rules.]

- **Apartment cleanliness.**

[Indicate whether your program will require participants to maintain a certain level of cleanliness and upkeep of their living units, and if so, describe your program’s apartment cleanliness rules.]

- **Use of utilities and telephone.**

[Include your program’s policy on use of utilities and telephone, ensuring it includes the requirement in the boxes below.]

**SECTION XVII, NO. 10, USE OF UTILITIES AND TELEPHONE**

**REFERENCE: Section 86172(b)(9)**

To make and receive confidential telephone calls and send and receive unopened mail, unless prohibited by court order

**SECTION XVII, NO. 10, USE OF UTILITIES AND TELEPHONE, CON'T**

**REFERENCE: Section 86173**

At all times, telephone service shall be readily accessible in the THPP.

(1) Telephone service in the THPP shall be readily accessible to a nonminor dependent.

(c) If the licensee subscribes to an Internet service, it shall be readily accessible to a nonminor dependent in the THPP.

(d) A nonminor dependent may, by arrangement with the licensee, have personal landline or cellular telephone service or a personal computer for Internet access in the THPP.

- **Budgeting.**

[Describe your program's policy around budgeting (e.g. are participants required to create a budget upon entrance? How will staff assist participants with budget? etc.)]

- **Care of furnishings.**

[Describe your program's expected upkeep of furnishings on behalf of participants, as well as any upkeep provided by your program]

- **Decorating of apartments.**

[Include your program's policies on the decorating of apartments (e.g. can participants paint, hang pictures, move furniture, etc.?)]

- **Cars.**

[Include your program's policies on personal vehicles, ensuring they include the requirements specified in the boxes below].

**SECTION XVII, NO. 10, CARS**

**REFERENCE: Section 86172(b)(3)**

- NMD has the right to acquire, possess, maintain, and use a personal vehicle for transportation.

**SECTION XVII, NO. 10, CARS, CON'T**

**REFERENCE: Section 86174**

- A nonminor dependent may, but shall not be required to, provide transportation to others.

- **Lending or borrowing money.**

[Indicate whether your program will allow participants to lend and borrow money, and if so, describe your program's rules around the lending and borrowing of money.]

- **Unauthorized purchases.**

[Indicate whether participants are restricted in the purchases they make, and if so, describe the restrictions.]

- **Dating.**

[Describe your program's policy on dating (i.e. is dating allowed? Under what circumstances? Are there special guidelines that apply to dating? Etc.)]

- **Grounds for termination that may include, but shall not be limited to, illegal activities or harboring runaways.**

[Describe your program's policy on grounds for termination, ensuring it is compliant with the requirements below.]

**SECTION XVII, NO. 10, GROUNDS FOR TERMINATION...**

**REFERENCE: Section 86168.4**

- (b) The licensee shall develop, maintain, and implement written policies and procedures regarding the removal or discharge of a nonminor dependent from the THPP.
- (1) The written policies and procedures shall be signed and dated by the administrator or social work staff and the nonminor dependent at the time of placement.
  - (2) The signed copy of the written policies and procedures shall be maintained in the records for the nonminor dependent as specified in Section 86170, Nonminor Dependents' Records.
- (c) Under emergency circumstances, a nonminor dependent may be removed from the THPP by the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, or other authorized person or agency.
- (1) An emergency removal of a nonminor dependent from the home does not require 7 days prior written notice as specified in subsection (d).
  - (2) Emergency circumstances include, but are not limited to, the following:
    - (A) Removal by law enforcement officers when a nonminor dependent is arrested.
    - (B) Removal becomes necessary when the health and safety of the nonminor dependent or others in the THPP is endangered by the continued presence of the nonminor dependent in the THPP.
    - (C) Removal for emergency medical or psychiatric care.
  - (3) If a nonminor dependent is removed under emergency circumstances, THPP staff shall inform the nonminor dependent, the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, and the licensing agency that the nonminor dependent shall be or has been removed from the THPP.
- (d) At the request of the nonminor dependent or at the discretion of the administrator, social work personnel, or their designee, a nonminor dependent may be discharged from the THPP with 7 days written notice prior to discharge.
- (1) The reasons for which a nonminor dependent may be discharged from the THPP include, but are not limited to, the following:
    - (A) The nonminor dependent reaches the age cap specified in Welfare and Institutions Code Section 11403.2, subsections (a)(1) or (a)(4).
    - (B) The licensee is no longer able to meet the needs of a nonminor dependent.
    - (C) There is a change of license for the THPP.
- (e) If it becomes necessary to discharge a nonminor dependent from the THPP with 7 days written notice prior to discharge, the administrator, social work personnel, or their designee shall:
- (1) Inform the nonminor dependent, the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, and the licensing agency that the nonminor dependent shall be discharged from the THPP.
  - (2) Provide written notice to the nonminor dependent that he or she shall be discharged from the THPP.
  - (3) Provide a copy of the written notice via e-mail, fax, or overnight mail to the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, and the licensing agency on the same day the 7 days notice is provided.
  - (4) State the reason for the discharge of the nonminor dependent in the written notice, with specific facts about any circumstance or event that results in the pending discharge of the nonminor dependent.
  - (5) Except in the circumstance specified in subsection (d)(1)(A), request in the written notice that the nonminor dependent be placed elsewhere.
- (f) If a nonminor dependent submits a complaint against the licensee, the licensing agency shall investigate the reason for the discharge.

**11. Description of proposed THPP participant living unit furnishings, and policy regarding disposition of furnishings when the THPP participant completes the program.**

[List what types of furnishings your program will provide for participants. Describe your program's policy on disposition of furnishings upon participant exit (i.e. are participants responsible for compensating program for damage done to furnishings, and how will the before and after condition be documented?) Ensure all policies are consistent with the below requirements.]

**SECTION XVII, NO. 11**

**REFERENCE: Section 86187(c)(3)(d)(e)(g)(h)**

- (3) The licensee shall provide a nonminor dependent with an individual bed that is equipped with a clean, comfortable mattress and pillows, as needed, all in good repair.
- (A) The licensee shall provide and a nonminor dependent shall have access as needed to clean bed linen in good repair, including lightweight, warm blankets and bedspreads; top and bottom bed sheets, pillow cases, and mattress pads.
- (4) If a nonminor dependent is sharing a bedroom with his or her child, the licensee shall provide a safe and sturdy bassinet or crib, appropriate to the child's age and size. The following shall apply to cribs:
- (A) Tiered or stacked cribs shall not be permitted.
- (B) Crib slats shall not pose the danger of an infant being trapped.
- (C) Crib mattresses shall be clean, comfortable and fit properly in the crib.
- (D) Linen shall be changed at least once per week or more often when necessary to ensure that clean linen is in use by infants at all times.
- (E) An infant who can climb out of a crib shall be provided with an age appropriate bed.
- (d) The licensee shall provide and a nonminor dependent shall have access as needed to the following additional furniture, equipment, and supplies:
- (1) Clean bath linens, including towels, hand towels, and wash cloths.
- (2) Items used to maintain basic personal care, including but not limited to shampoo, feminine hygiene products, nonmedicated soap, toilet paper, toothbrush, toothpaste, and comb.
- (3) A well-lighted desk or table space.
- (e) When a nonminor dependent or nonminor dependent parent's child has a disability, the licensee shall make necessary specific provisions including, but not limited to, changes to the building and grounds as required to provide protection and assistance and maximize the potential for self-sufficiency.
- (g) A nonminor dependent shall have access to the following items:
- (1) Household kitchen knives and appliances shall be accessible to the nonminor dependent who may need to use these items for meal preparation.
- (2) Medications used by the nonminor dependent shall be stored where accessible for self-administration by the nonminor dependent.
- (3) Disinfectants and cleaning solutions shall be stored where accessible to the nonminor dependent who may need to use these products for household chores.
- (h) In permitting a nonminor dependent to have access to the items specified in subsection (g)(1) through (g)(3), the licensee shall ensure that the safety of a nonminor dependent and others in the THPP is maintained.

**SECTION XVII, NO. 11, CON'T**

**REFERENCE: Section 86088**

- (1) The licensee shall ensure that each THPP participant living unit and the THPP staff residential unit which also may house or allow access to THPP participants, has at least one toilet, sink and tub or shower, all in working order.
- (2) The licensee shall ensure that each THPP participant and his or her minor child(ren) are provided with household essentials including, but not limited to: cooking utensils, furniture, equipment, supplies, and linens.
- (A) All of the essential items above shall be age and developmental stage appropriate to the participants and his/her children as applicable.

12. Procedures for evaluating the THPP participant's progress.

[Describe your program's procedure for evaluating participant progress (i.e. what data is collected on participants, how is it collected and how is it evaluated?)]

13. Description of linkages with Job Training Partnership Act programs.

[Describe your program's plan for connecting participants with Job Training Partnership Act programs.]

**XVIII. Procedures for the development, review, implementation and modification of the needs and services plan for participants placed in [Provider Name]'s THP+FC Program.**

[Describe your program's procedures for the needs and services plan for participants, ensuring it is compliant with the requirements below.]

**SECTION XVIII**

**REFERENCE: Section 86168.3(c-f)**

Also including how agency will assist youth to meet their goals as outlined in the TILP and participating in the county ILP program

(c) The THPP administrator or social work personnel shall complete a Needs and Services Plan for a nonminor dependent that is consistent with the Transitional Independent Living Plan of the nonminor dependent.

(d) A nonminor dependent shall participate in the development of the Needs and Services Plan.

(e) The Needs and Services Plan shall also contain the following information:

(1) Planned length of placement, including the discharge plan for the nonminor dependent as specified in Section 86168.4, Removal or Discharge Procedures.

(2) The information specified in Section 86068.2, subsections (a)(9) and (a)(12).

(f) The Needs and Services Plan shall be signed by the nonminor dependent, the THPP administrator or social work personnel, and the person or agency responsible for placing the nonminor dependent, such as a social worker or probation officer, and maintained in the records for the nonminor dependent as specified in Section 86170, Nonminor Dependents' Records.

**SECTION XVIII, CON'T**

**REFERENCE: Section 86068.2 (a)(9) and (a)(12)**

At the time of placement, the THPP social work personnel in consultation with the authorized representative shall commence a needs and services plan for each participant. The needs and services plan describes the following:

(9) Current service needs;

(12) Plans for providing services to meet the individual needs identified above.

**SECTION XVIII, CON'T**

**REFERENCE: Section 86068.3**

(a) The needs and services plan and TILP specified in Section 86068.2 shall be reviewed at least every six months to determine the following:

(1) The participant's need for continuing services;

(2) The need for modification in services.

(A) All needs for modification shall be documented in writing.

(B) If it is determined that the TILP requires modification, THPP social work personnel shall contact the participant's authorized representative to request a new TILP.

(b) The licensee shall ensure the participant and his or her authorized representative are offered the opportunity to participate in each review.

(1) Modifications of the needs and services plan shall not be implemented unless prior written approval of the plan has been obtained from the participant's authorized representative.

(c) The THPP shall provide the participant and his/her authorized representative with a copy of the modified needs and services plan.

**XIX. Separate rules and program design for youth who are in the foster care system and for youth who are no longer in the foster system, but are participating in [Provider Name]'s THP+FC Program.**

[If your program will only serve youth in the foster care system, indicate that here. If your program will serve both populations, describe how rules and program design differ.]