

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

March 24, 2015

**What's Inside:**Revised  
transition  
guidebook for  
youth 14 and  
older

## M E M O R A N D U M

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS,  
SPECIALISTS, SUPERVISORS AND CENTRAL OFFICE STAFF

FROM: TIM DECKER, DIRECTOR

SUBJECT: "What's It All About? A Guidebook for Youth in Out-of-Home  
Care"

## DISCUSSION:

The purpose of this memorandum is to introduce revisions to "What's It All About? A Guidebook for Youth in Out-of-Home Care." This guidebook was originally developed in 1992 with the last revision in 2001. In September, President Obama signed [H.R. 4980, the Preventing Sex Trafficking and Strengthening Families Act](#). With the passage of this legislation, states are required to provide youth in care age 14 and older with information on their rights, explain rights in an age appropriate manner, and document information was provided to youth regarding their rights. The guidebook is to be given to all youth coming into care after age 14 and those youth turning 14 while in care. The book is intended to assist youth while in care and transitioning out of care. The last page of the guidebook contains an acknowledgement form for the youth to sign and a copy is to be placed in the file under the Older Youth Program Section. Documentation of a youth being provided the guidebook should also occur in the case narrative. The guidebook is available on [E-forms](#) and located on the CD internet at: <http://dss.mo.gov/cd/chafee/> so that youth may access it electronically at any time, however Children's Service Workers are responsible for ensuring youth receive the information. It is recommended that circuits make packets of the guidebook and exit packet information to be given to all youth turning 14, entering care after age 14, or who have not yet received the information.

**NECESSARY ACTION**

1. Review this memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

<b>PDS CONTACT</b> Sally A. Gaines (573)522-6279 <a href="mailto:Sally.A.Gaines@dss.mo.gov">Sally.A.Gaines@dss.mo.gov</a>	<b>PROGRAM MANAGER</b> Amy L. Martin (573)751-3171 <a href="mailto:Amy.L.Martin@dss.mo.gov">Amy.L.Martin@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> Section 5 Chapter 1.1 <a href="#">Record Composition</a> Section 4 Chapter 5.1 <a href="#">Placement in a Resource Family</a> Section 4 Chapter 8.1 <a href="#">Services for Family-Centered Out-of-Home Care</a>	
<b>FORMS AND INSTRUCTIONS</b> <a href="#">"What's It All About? A Guidebook for Youth in Out-of-Home Care"</a>	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> <a href="#">"What's It All About? A Guidebook for Youth in Out-of-Home Care"</a>	
<b>RELATED STATUTE</b> <a href="#">H.R. 4980, the Preventing Sex Trafficking and Strengthening Families Act</a>	
<b>ADMINISTRATIVE RULE</b> N/A	
<b>COUNCIL ON ACCREDITATION (COA) STANDARDS</b> N/A	
<b>CHILD AND FAMILY SERVICES REVIEW (CFSR)</b> N/A	
<b>PROTECTIVE FACTORS</b> Parental Resilience: N/A Social Connections: <a href="http://dss.mo.gov/cd/info/cwmanual/philbase.pdf">http://dss.mo.gov/cd/info/cwmanual/philbase.pdf</a> Knowledge of Parenting and Child Development: N/A Concrete Support in Times of Need: <a href="http://dss.mo.gov/cd/info/cwmanual/philbase.pdf">http://dss.mo.gov/cd/info/cwmanual/philbase.pdf</a> Social and Emotional Competence of Children: <a href="http://dss.mo.gov/cd/info/cwmanual/philbase.pdf">http://dss.mo.gov/cd/info/cwmanual/philbase.pdf</a>	
<b>FACES REQUIREMENTS</b> N/A	