

**Guidelines on How to Complete the Transition Plan Amendment for Youth Age 18-21
(OCFS-3917)**

The youth's plans may change drastically between the time he or she turns 18 until he or she decides or is required to exit foster care. The *Transition Plan Amendment for Youth Age 18-21* (OCFS-3917) was created to allow the worker and the youth to update the youth's transition plan every six months after the youth turns 18, beginning when the youth is 18½ years of age, without having to update the lengthier transition plan. Reviewing the youth's *Transition Plan* (OCFS-4922) every six months and completing the transition plan amendment provides the youth with a more current plan, and is especially helpful if the youth decides to leave foster care without notice.

The transition plan amendment should be used to supplement and not replace the youth's original transition plan. By following this schedule for transition planning, youth leaving foster care will have a historical document that provides them with a blueprint of the areas that should be addressed and the actions they can take to assist them in having a successful transition from foster care, including resources that can be explored if they find themselves in need of further assistance after discharge. In addition, if the transition plan he or she leaves foster care with does not work, the youth may be able to revisit the previous iterations of his or her transition plan for assistance in determining what other options may exist.

Step-by-step guidance on completing the OCFS-3917 form

1. OCFS-3917 begins by asking for basic information about the youth: name, date of birth, and the case ID number (CIN). Specific dates must also be documented: the date the *Transition Plan* (OCFS-4922) was completed, the youth's scheduled discharge date, and the youth's actual discharge date (to be completed after the youth is discharged). The youth and worker must also initial the amendment after it is completed. If the youth does not initial the amendment, the worker must document the reason why the youth did not initial the amendment in the space for the youth's initials.
2. OCFS-3917 has the same sections that the original transition plan does. For each section, all actions taken since the last updated transition plan or transition plan amendment **must** be documented, even if the update is that no further actions were needed because the plan is the same.

For example, if the youth has enrolled in a vocational or educational program since the last plan, the name of the program, the date the program began, and any other relevant information should be documented under the section IV Educational/Vocational section of the amendment form.

3. If the decision the youth reached with regard to: trial discharge (if applicable); housing; health insurance; education/vocational plans; opportunities for adult permanency resource(s) and/or mentor(s); supportive services; important documents/access to the youth's case record; workforce supports and employment; expecting/parenting (if applicable); or other (safety) concerns **has changed** since the last review of the transition plan, the new decision **must** be documented. If the decision **has not changed** since the review of the last transition plan or amendment, the worker **must** document that the previous decision is still current with no changes.

4. In addition to an update to the decision, a list of actions needed prior to discharge to implement the decision **must** be documented, including if no further actions are needed at this time. This should include things that the worker and/or the youth need to do before the next review of the transition plan or the youth's discharge.
5. The youth **must** be given a copy of the completed transition plan amendment and a copy **must** be placed in the youth's case record.
6. The youth's plan must be reviewed every six months, beginning when the youth is 18 ½ years of age, and continue as long as the youth remains in foster care.
7. If after reviewing the youth's plan changes are needed, a new OCFS-3917 **must** be completed.
8. When the youth is discharged from care, the worker should inquire whether the youth still has the copy of his or her *Transition Plan* (OCFS-4922) and any amendments (OCFS-3917) made to it, and provide a copy if the youth says that he or she does not.