

Requirements at Independence: “Transition Tool Kit” Checklist

When the Court relieves the Department of custody of the youth /young adult, the caseworker must provide the youth or young adult with a “Transition Tool Kit.” These are the essential documents, written records, and official forms that youth transitioning out of care need to have regarding their medical history, for employment purposes, or to continue their post-secondary education. It is important to sit down with the youth to go through the information and to **be open to answering questions of significance to them**. Most of these important documents should already be in the case file. If they are not, then the caseworker should start to gather these at least 60 days prior to the court hearing (some will take longer to obtain, so the caseworker should plan accordingly).

This includes:

- Information about family/placement history/tribal affiliation unless the information would endanger themselves or another child.
- Location & status of siblings & contact information the child/young adult can use should he/she want to obtain this information in the future unless the information would endanger themselves or another child.
- Health and immunization records, including whether they have been informed of their right to identify a Health Care Representative and complete an Oregon Advanced Directive. **The Former Foster Care Youth Medical Referral Form** should have previously been completed with the youth but if there are questions or additional assistance is required, contact the DHS Children’s Medical Unit (CMED) at: 503-945-5720 or 503-947-2598 or 5308ca@med@state.or.us.
- Birth Certificate (original, with copy in file as the majority of situations requiring a birth certificate as documentation require the original).
- Official proof of citizenship or residency.
- Social Security Card (original, as the majority of situations requiring a social security card as documentation require the original).
- Driver’s License or other form of state photo ID.
- If applicable, copy of parent’s death certificate.
- Written verification of placement in substitute care through the Department or one of the recognized tribes between the ages of 14 to 18. This information will assist a youth should s/he decide to move out-of-state and attempt to access Chafee ILP or ETG services.
- Copy of the youth’s credit report.
- Provide youth with a copy of the Services Availability Letter.