



# Iowa Department of Human Services

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November 4, 2011

## GENERAL LETTER NO. 17-E-3

ISSUED BY: Bureau of Child Welfare and Community Services  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 17, Chapter E, ***OUT-OF-HOME PLACEMENT POLICY***, Title page, revised, and pages 11, 12, 26, and 38, revised.

### Summary

Chapter 17-E is revised to incorporate changes effective July 1, 2011, in supervised apartment living (SAL) foster care, including:

- ◆ Changes in age requirements from a minimum age of 16 years to:
  - 16½ years of age for placement in cluster setting and
  - 17 years of age for placement in scattered site setting.
- ◆ Changes in school and work requirements. Youth in SAL are no longer required to work part-time in addition to attending high school or GED classes. If under 18 years of age and no longer in school, youth must work an average of 80 hours per month or be participating in a work training program leading to employment.
- ◆ Required services now also include life skills training.
- ◆ Changes in maintenance payment from a maximum monthly rate of \$573.90 to \$750. Changes in initial living allowance from \$400 to \$600.

### Effective Date

Immediately.

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 17, Chapter E:

<u>Page</u>	<u>Date</u>
Title page	May 7, 2010
11, 12, 26, 38	May 7, 2010

### Additional Information

Refer questions about this general letter to your area service administrator.

Revised November 4, 2011

Employees' Manual  
Title 17  
Chapter E

**CHILD WELFARE**

**OUT-OF-HOME PLACEMENT  
POLICY**



**Iowa Department  
of Human Services**

### **Supervised Apartment Living**

**Law:** [Iowa Code section 234.6\(6\)“b”](#)

**Rule:** [441 Iowa Administrative Code 108.10\(238\)](#), [202.9\(234\)](#)

**Policy Statement:** A supervised apartment living arrangement shall provide a youth with an environment in which the youth can experience living in the community with supervision.

A supervised apartment living arrangement provides an environment in which youth can prepare for self-sufficiency. It is not a structured living arrangement where life skills are learned through simulated activities.

In this setting, a youth is responsible for self-management, including shopping for food, cooking, maintaining the apartment, and completing laundry. The supervised apartment arrangement does not provide meals, except for youth under the age of 18 who are living in a postsecondary dormitory setting when that living arrangement best meets their needs.

### **Age Requirements for Supervised Apartment Living**

**Rule:** [441 Iowa Administrative Code 156.20\(234\)](#), [202.9\(1\)“a”](#)

**Policy Statement:** To be eligible for supervised apartment living placement, a youth must be:

- ◆ At least 16½ years of age to be placed in a cluster setting and
- ◆ At least 17 years of age to be placed in a scattered-site setting.

If aged 18 or older, the youth must:

- ◆ Meet the definition of child in Iowa Code section 234.1, and
- ◆ Have been in foster care or state institutional placement immediately before reaching the age of 18, and
- ◆ Have continued in foster care or a state institution since reaching the age of 18.

The service area manager or designee may waive the requirement for continuous placement for a youth who leaves foster care on or after the youth's 18th birthday and voluntarily returns before the youth's 20th birthday in order to complete high school or obtain a general equivalency diploma (GED).

### **School and Work Requirements for Supervised Apartment Living**

**Rule:** [441 Iowa Administrative Code 202.9\(1\)“a”](#) and [202.9\(2\)“b”](#)

**Policy Statement:** If under the age of 18, the youth must be either:

- ◆ Attending school leading to a high school diploma or GED, or
- ◆ Attending post-secondary education on a full-time basis, or
- ◆ Attending post-secondary education on a part-time basis and working part-time or participating in a work training program leading to employment, or
- ◆ If no longer attending school, must be employed an average of 80 hours per month or be participating in a work training program leading to employment.

If 18 years of age or older, the youth must be attending high school or GED classes and making satisfactory progress toward completion of high school or the GED program.

### **Other Eligibility Requirements for Supervised Apartment Living**

**Rule:** [441 Iowa Administrative Code 202.9\(1\)“c”-“h”](#)

**Policy Statement:** Additional requirements for supervised apartment living include:

- ◆ The youth needs foster care placement and services based on a completed assessment.
- ◆ The youth participates in activities and services to achieve self-sufficiency.
- ◆ The youth has the capacity to live in the community with less supervision than that provided by a foster family or group care setting.
- ◆ The youth has an approved living situation that meets the Department’s minimum standards.
- ◆ The youth has approval of the service area manager or designee and, if under the age of 18, approval of the juvenile court.

### **Personal Funds**

**Rule:** [441 Iowa Administrative Code 108.7\(17\)](#), [113.6\(6\)](#), [114.18\(237\)](#)

**Policy Statement:** If a child earns money or gets an allowance, the funds shall be considered as the child's personal property. Exploitation of the child is prohibited. No child shall be permitted to do any hazardous tasks or to engage in any work which is in violation of the child labor laws.

### **Supervised Apartment Living Services**

**Rule:** [441 Iowa Administrative Code 156.12\(2\)](#), [202.9\(2\)"b,"](#) [202.9\(4\)](#)

**Policy Statement:** To ensure that the supervised apartment living arrangement is meeting the youth's needs, services shall be provided directly by the Department or purchased from a licensed child-placing agency. These services shall include:

- ◆ Regularly scheduled visits,
- ◆ Supervision,
- ◆ Guidance,
- ◆ Life skills training,
- ◆ Quarterly assessment of progress, and
- ◆ Case plan reviews every six months.

Additional, optional services may be provided directly by the Department or purchased from a licensed child-placing agency. These services may include:

- ◆ Counseling,
- ◆ Leisure and recreation,
- ◆ Parenting skills development,
- ◆ Educational or vocational services, and
- ◆ Community involvement.

If supervised apartment living services are purchased, the Department worker will monitor the provider's compliance.

## **Payment for Supervised Apartment Living**

### **Maintenance Payment**

**Rule:** [441 Iowa Administrative Code 156.12\(1\)](#) and [156.15\(234\)](#)

**Policy Statement:** The maximum monthly maintenance payment for a youth in a supervised apartment living situation shall be \$750.00.

### **Initial Living Allowance**

**Rule:** [441 Iowa Administrative Code 156.8\(2\)](#)

**Policy Statement:** When a youth is initially placed in supervised apartment living, the service area manager or designee may authorize an allowance not to exceed \$600 if the youth does not have sufficient resources to cover initial costs.

## **Payments for Other Needs**

### **Clothing Allowance**

**Rule:** [441 Iowa Administrative Code 156.8\(1\)](#)

**Policy Statement:** When in the judgment of the social work case manager, clothing is needed at the time the child is removed from the child's home and placed in foster care, an allowance may be authorized, not to exceed \$237.50, to purchase clothing.

Once during each calendar year that the child remains in foster care, the worker may authorize another clothing allowance when:

- ◆ The child needs clothing to replace lost clothing or because of growth or weight change, and
- ◆ The child does not have escrow funds to cover the cost.