

**THIRD JUDICIAL CIRCUIT COURT
FAMILY DIVISION – JUVENILE SECTION**

Young Adult Voluntary Foster Care (YAVFC) Procedure

A. SUBMISSION PROCESS

1. Petitioner will present the following documents to the Intake Department Tuesday **OR** Thursday between the hours of 1:30 p.m. and 3:00 p.m.:
 - a. Ex Parte Petition Regarding Voluntary Foster Care Agreement (form CCFD 20)
 - b. Vendor check made payable to the Third Circuit Court in the amount of \$150.00
 - c. Young Adult Voluntary Foster Care Agreement (DHS 1297) signed by DHS foster care worker or designee as well as the young adult:
 - The young adult must be no less than age 18, but has not reached the age of 21 at the time of signing
 - d. Copy of an executed Court order reflecting that jurisdiction has been terminated
 - e. Verification of employment or enrollment in educational program
2. The Intake Probation Officer will review the above documents for compliance and will complete a Cashier Receipt Form. The petitioner will take this form to the Cashier's Office and pay the filing fee.
3. Upon returning the proof of payment to the Intake Probation Officer, the petitioner is free to leave.
4. The Intake Probation Officer will present the packet to the Case Initiation Unit (CIU) where a case and petition number is established.
5. CIU will set the matter for a hearing on the docket of the Chief Referee on the next available Tuesday at 1:30 p.m.
6. CIU will present the packet to the Office of the Chief Referee, room 230 of building B and will enter this information on the 302 screen of the AS400 for tracking purposes.

B. REVIEW AND DECISION PROCESS

1. The Chief Referee will review the packet to determine if the criterion is met for the following YAVFC programs:
 - a. The youth exited foster care after reaching age 18, but before age 21.
 - b. The youth is seeking extended adoption financial assistance and who is currently at least 18, but less than 21, and first received adoption assistance at age 16 or older.
 - c. The youth is seeking extended guardianship financial assistance and who is currently at least 18 but less than 21 and first received guardianship assistance at age 16 or older.
2. The youth must meet 1 of the following eligibility requirements:
 - a. In school, secondary or equivalent
 - b. Enrolled in a college or vocational education program
 - c. Enrolled in a program designed to obtain employment or eliminate barriers to employment
 - d. Youth is employed 80 hours or more per month
 - e. Youth is incapable of any of the above and has medical documentation of same
3. The Chief Referee will prepare an Order Regarding Voluntary Foster Care Agreement (CCFD 21) indicating if continuing in voluntary foster care is or is not in the youth's best interests.
4. The Chief Referee will present an original and 1 copy of the order to the Presiding Judge for review of referee recommendation and signature.
5. The clerk of the Presiding Judge will stamp the order "legal file copy", enter and process the order on the 336 screen.
6. The signed legal file copy will remain with the paperwork. The copy is to be placed in the DHS tray in courtroom 1K.
7. The paperwork shall be given to County Clerk Administrator Candace Jenkins, who will direct her staff to create a file, close and store.