# TRANSITION PROCESS TIMELINE



# PLANNING MEETINGS SHOULD OCCUR BIMONTHLY DURING THE YOUTH'S 17TH YEAR

#### **16 YEARS 11 MONTHS**

- Complete an initial meeting with the OKSA Transition Team to staff the case.
  - Bring name and contact information for adult supports to include in planning.
- Ensure original certified essential documents are in hand.
- Confirm submission of OK Promise application.
- Update youth's personal email and cell phone number in KIDS.
  - If youth does not have a non-school email, assist youth with setting up an email.

# 17 YEARS

- Provide youth with list of their medications and ensure they understand the list.
  - Assist youth with a safe plan to practice medication management.

# 17 YEARS 3 MONTHS

- Provide youth with copies of their essential documents to practice safe storage of documents.
- Begin exploring housing pathways with youth.
- Discuss educational progress and plans beyond high school, including the number of high school credits earned.
- Update education tab in KIDS.

# 17 YEARS 6 MONTHS

• If youth receives social security benefits, assist youth with compiling documents needed and submitting their adult application.

# 17 YEARS 8 MONTHS

- Schedule housing assessment with OKSA Helpline.
  - $\circ$  Housing assessment is required for many housing pathways. $\divideontimes$
- Utilize housing assessment results to assist youth with housing plan and alternate plan.

# 17 YEARS 9 MONTHS

- Discuss youth's ability to keep copies of essential documents secure and request document bag.
- Utilize housing assessment recommendations to assist youth with finalizing housing plan and alternate plans.
- Ensure youth is in possession of a cell phone with service.
- If youth does not have a bank account, assist them with opening one. Contact OKSA for information on low barrier, free accounts for youth in foster care.



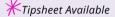


# TRANSITION PROCESS TIMELINE



# 17 YEARS 11 MONTHS

- Provide youth with all applicable essential documents/items from checklist.
- Ensure youth's personal email and cell phone are updated in KIDS.
- Assist youth with selecting their adult medical plan.
- Youth should register for selective service (those assigned male at birth).
- If youth is not signing back into voluntary care, close case on the day the youth turns 18.



# TRANSITION CHECKLIST

These items should be provided to the youth upon their exit from care.	
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Oklahoma Statute §10A-1-9-107, Item F requires youth exiting foster care at 18 years of age be provided with certain documents. Certified copy or original birth certificate **Original social security card** (with correct legal name) **Government-issued photo ID** (state ID, driver's permit, driver's license, passport) Tribal membership card (if applicable) П CDIB card (if applicable) Copy of educational records П Copy of medical records, including immunization record П Health insurance information (card or number) Custody verification & Ward of the Court letter (OKSA can assist with this) Contact information for OKSA Helpline List of medications, dosage, diagnoses and any allergies Copy of most recent SSI award letter Death certificate for deceased parent (if applicable) Bank account information Fireproof document bag (OKSA can assist with this) 

Cell phone with service (OKSA can assist with this)